

---

1. **WELCOME AND CALL TO ORDER**

---

2. **LAND ACKNOWLEDGEMENT**

- 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty Six Territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

---

3. **ADOPTION OF AGENDAS**

- 3.1 Regular Agenda for April 9, 2024  
3.2 Consent Agenda for April 9, 2024
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
  - b) **Adoption of Minutes**
    - o Regular Council Meeting Minutes - March 26, 2024
  - c) **Council Reports**

None
  - d) **Administrative Reports**
    - o Report for Council, Enforcement and Protective Services Director's Monthly Report - March 2024
    - o Report for Council, Development & Building Monthly Report - March 2024
    - o Report for Council, BOLT KPI Monthly Report - March 2024
    - o Report for Council, Corporate Services Director's Quarterly Report, 1<sup>st</sup> Quarter of 2024
    - o Report for Council, Infrastructure and Planning Services Director's Quarterly Report, 1<sup>st</sup> Quarter of 2024
    - o Report for Council, Community Services Director's Quarterly Report, 1<sup>st</sup> Quarter of 2024
  - e) **Boards, Committee and Commission Minutes and/or Reports**
    - o Lacombe Foundation Board Meeting Minutes - February 6, 2024
    - o Municipal Planning Commission Meeting Minutes - February 27, 2024
    - o Servus Credit Union Blackfalds Public Library Programming Report - March 2024
  - f) **Information**
    - o City of Lacombe Council Highlights - March 25, 2024
    - o Parkland Regional Library Financial Statements - December 31, 2023
  - g) **Correspondence**

None

---

4. **DELEGATION**

None

---

5. **PUBLIC HEARING**

- 5.1 Bylaw 1299.24 - McKay Ranch Area Structure Plan  
5.2 Bylaw 1303.24 McKay Ranch Redistricting

---

6. **BUSINESS**

- 6.1 Request for Decision, Bylaw 1299.24 - McKay Ranch Area Structure Plan (*Second and Third Reading*)  
6.2 Request for Decision, Bylaw 1303.24 McKay Ranch Redistricting (*Second and Third Reading*)  
6.3 Request for Decision, Bylaw 1295.24 - Access to Information Bylaw (*First Reading*)  
6.4 Request for Decision, Bylaw 1296.24 - Records & Information Management Bylaw (*First Reading*)  
6.5 Request for Decision, Bylaw 1305.24 - 2024 Property Tax Bylaw (*First Reading*)  
6.6 Request for Decision, Council Policy CP-182.24 - Social Media  
6.7 Request for Decision, Transfer Station Capital Project and Use Pay Options  
6.8 Request for Decision, Capital Purchase Amendment  
6.9 Request for Decision, Proclamation - National Public Works Week - May 19-25, 2024  
6.10 Request for Decision, Proclamation - National Youth Week May 1-7, 2024  
6.11 Letter from Minister of Affairs, Ric McIver

---

7. **NOTICES OF MOTION**

None

---

8. **CONFIDENTIAL**

- 8.1 Employee Engagement Survey - FOIP Section 24(1) Advice from Officials

---

9. **ADJOURNMENT**

**Future Meetings/Events:**

- Standing Committee of Council Meeting – April 15, 2024
- Regular Council Meeting – April 23, 2024

**MINUTES**

A Regular Council Meeting for the Town of Blackfalds was held on March 26, 2024, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

**MEMBERS PRESENT**

Mayor Jamie Hoover  
Deputy Mayor Sands  
Councillor Edna Coulter  
Councillor Marina Appel  
Councillor Laura Svab  
Councillor Brenda Dennis

**ATTENDING**

Kim Isaak, Chief Administrative Officer  
Preston Weran, Director of Infrastructure and Planning Services  
Rick Kreklewich, Director of Community Services  
Ken Morrison, Director of Emergency Management & Protective Services  
Jolene Tejkl, Planning & Development Manager  
Darolee Bouteiller, Finance Manager  
Laura Thevenaz, Infrastructure Services Manager  
Marco Jadie, IT Tech  
Danielle Nealon, Executive & Legislative Coordinator

**REGRETS**

Justin de Bresser, Director of Corporate Services

**MEDIA**

None

**OTHERS PRESENT**

Piper Smith, Alberta Winter Games Gold Medalist

**WELCOME AND CALL TO ORDER**

Mayor Hoover welcomed everyone to the Regular Council Meeting of March 26, 2024, and called the meeting to order at 7:00 p.m.

**TREATY SIX LAND ACKNOWLEDGEMENT**

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six Territory.

**ADOPTION OF AGENDAS**

Removal of Regular Agenda Business item 6.10 Request for Decision, Minister's Awards for Municipal Excellence and the items were re-numbered accordingly.

**074/24** Councillor Svab moved That Council adopt the Regular Agenda for March 26, 2024, as amended.

**CARRIED UNANIMOUSLY**

**075/25** Deputy Mayor Sands moved That Council adopt the Consent Agenda for March 26, 2024, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
  - Regular Council Meeting Minutes - March 12, 2024
  - Standing Committee of Council Meeting Minutes - March 18, 2024

**MINUTES**

- **Council Reports**
  - Mayor Hoover
  - Deputy Mayor Sands
  - Councillor Coulter
  - Councillor Appel
  - Councillor Svab
  - Councillor Dennis
- **Administrative Reports**
  - Report for Council, CAO Report – March 2024
- **Boards, Committee and Commission Minutes and/or Reports**
  - Recreation, Parks and Culture Board Meeting Minutes - January 3, 2024
  - Recreation, Parks and Culture Board Meeting Minutes - February 7, 2024
- **Information**
  - City of Lacombe Council Highlights - March 11, 2024
  - Lacombe County Council Highlights - March 14, 2024
  - Lacombe County Special Council Meeting Highlights - March 14, 2024
- **Correspondence**
  - Letter from STARS - March 5, 2024
  - Letter from the Minister of Municipal Affairs, Honourable Ric McIver - Assessment Model Review - March 18, 2024

**CARRIED UNANIMOUSLY**

**PUBLIC HEARING****Bylaw 1300.24 - Aspen Lakes West Area Structure Plan**

Mayor Hoover declared the Public Hearing open at 7:03 p.m. for Bylaw 1300.24.

The purpose of Bylaw 1300.24 is to adopt an amended Area Structure Plan for lands located in the Town of Blackfalds, legally described as the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 (Pt. SE 34-39-27-W4M) as shown on the attached Schedule "A".

First Reading was given to Bylaw 1300.24 on February 27, 2024.

Notice of this Public Hearing was advertised in accordance with Section 606 of the *Municipal Government Act* and the Town of Blackfalds Public Participation Policy:

- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers;
- A hard copy of proposed Bylaw 1300.24 was available for viewing at the Town's Civic Centre Front Counter (upstairs);
- March 2024 edition of "Talk of the Town";
- On the Planning & Development webpage of the Town's website commencing on March 4, 2024.;
- Via email to local authorities and agencies on March 4, 2024;
- All registered landowners in the Aspen Lakes West Community on March 7, 2024;
- All registered landowners with land adjacent to the Aspen Lakes West Community on March 7, 2024;
- Via email to the Municipal Planning Commission on February 29, 2024;
- In the March 14, 2024, and March 21, 2024 editions of the Lacombe Express; and
- On the Town's social media channels in the weeks leading up to the Public Hearing.

The following written comments have been received to date:

- March 4, 2024, submission from ATCO Pipelines
- March 4, 2024, submission from Lacombe County

**MINUTES**

There was one late submission relating to the Bylaw:

- March 25, 2024, submission from Alberta Transportation and Economic Corridors with the following comments and observations with respect to the proposed development(s):
  - We have reviewed the information provided and offer no objections in principle to Aspen Lakes ASP amendment Bylaw 1300.24 as noted above.
  - Pursuant to Section 618.3(1) of the *Municipal Government Act* (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable.
  - Pursuant to 618.4(1) of the *Municipal Government Act*, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.

Those in Favour of the Bylaw

Stantec, on behalf of the developer, commented on the importance of the Area Structure Plan for the new school site.

Those Opposed to the Bylaw

(None came forward)

Any Person Deemed to be Affected by the Bylaw Who Wishes to be Heard

(None came forward for or against the Bylaw)

Mayor Hoover declared the Public Hearing for Bylaw 1300.24 closed at 7:10 p.m.

**076/24**

Councillor Appel moved to adjourn the Public Hearing for Bylaw 1300.24 at 7:11 p.m.

**CARRIED UNANIMOUSLY**

**Bylaw 1302.24 Redesignation of the Aspen Lakes School Site**

Mayor Hoover declared the Public Hearing open at 7:12 p.m. for Bylaw 1302.24.

The purpose of Bylaw 1302.24 is to amend Schedule 'A' of Land Use Bylaw 1268.22 to include Direct Control District #4 (DC-4), redistrict a portion of the East Half of SW 34-39-27-W4M to Public Facility District (PF), Lots 38-57 Block 14 Plan 162 0173 to Direct Control District #4 (DC-4), and the undeveloped remainder of the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 142 1496 within Pt. SE 34-39-27-W4M to redistricted to Urban Reserve District, as shown on Schedule "B" of Bylaw 1302.24.

First Reading was given to Bylaw 1302.24 on February 27, 2024

- Notice of this Public Hearing was advertised in accordance with Section 606 of the Municipal Government Act and the Town of Blackfalds Public Participation Policy:
- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers;
- A hard copy of proposed Bylaw 1302.24 was available for viewing at the Town's Civic Centre Front Counter (upstairs);
- March 2024 edition of "Talk of the Town";
- On the Planning & Development webpage of the Town's website commencing on March 4, 2024.;
- Via email to local authorities and agencies on March 4, 2024;
- All registered landowners in the Aspen Lakes West Community;
- All registered landowners with land adjacent to the Aspen Lakes West Community;
- Via email to the Municipal Planning Commission on February 29, 2024;
- In the March 14, 2024 and March 21, 2024 editions of the Lacombe Express; and

**MINUTES**

- On the Town's social media channels in the weeks leading up to the Public Hearing.

The following written comments have been received to date:

- March 4, 2024, submission from ATCO Pipelines
- March 4, 2024, submission from Lacombe County
- March 13, 2024, submission from TELUS
- March 19, 2024, submission from North Red Deer River Water Services Commission
- March 19, 2024, submission from North Red Deer Regional Wastewater Services Commission
- March 19, 2024, submission from Alberta Health Services

There was one late submission relating to the Bylaw:

- March 25, 2024, submission from Alberta Transportation and Economic Corridors with the following comments and observations with respect to the proposed development(s):
  - We have reviewed the information provided and offer no objections in principle to Proposed Aspen Lakes LUB Bylaw No. 1302.24 amendment, as noted above.
  - Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable.
  - Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.

Those in Favour of the Bylaw  
(None came forward)

Those Opposed to the Bylaw  
(None came forward)

Any Person Deemed to be Affected by the Bylaw Who Wishes to be Heard  
(None came forward for or against the Bylaw)

Mayor Hoover declared the Public Hearing for Bylaw 1302.24 closed at 7:16 p.m.

077/24

Councillor Dennis moved to adjourn the Public Hearing for 1302.24 at 7:16 p.m.

**CARRIED UNANIMOUSLY**

**DELEGATION****Alberta Winter Games Gold Medal Acknowledgement**

Mayor Hoover acknowledged and congratulated Piper Smith on winning a gold medal in the U15 Female Recurve Individual Shoot at the Alberta Winter Games in Grand Prairie, which was held from February 16th to 19th, 2024.

**BUSINESS****Request for Decision, Bylaw 1300.24 - Aspen Lakes West Area Structure Plan**

Following the Public Hearing, Manager Tejkl brought forward Bylaw 1300.24 - Aspen Lakes West Area Structure Plan for Council's consideration of Second, Third and Final Reading.

078/24

Deputy Mayor Sands moved That Council, upon closing the Public Hearing for Bylaw 1300.24, gives Second Reading to Bylaw 1300.24 - Aspen Lakes West Area Structure Plan.

**CARRIED UNANIMOUSLY**

**MINUTES**

**079/24** Councillor Coulter moved That Council, upon giving Second Reading to Bylaw 1300.24, gives Third and Final Reading to Bylaw 1300.24 - Aspen Lakes West Area Structure Plan.

**CARRIED UNANIMOUSLY**

**Request for Decision, Bylaw 1302.24 Aspen Lakes West Redistricting**

Following the Public Hearing, Manager Tejkl brought forward Bylaw 1302.24, pertaining to the Aspen Lakes West Redistricting for Council's consideration of Second, Third and Final Reading.

**080/24** Councillor Svab moved That Council, upon closing the Public Hearing for Bylaw 1302.24, gives Second Reading to Bylaw 1302.24, pertaining to Aspen Lakes West Redistricting.

**CARRIED UNANIMOUSLY**

**081/24** Councillor Appel moved That Council, upon giving Second Reading to Bylaw 1302.24, gives Third and Final Reading to Bylaw 1302.24, pertaining to Aspen Lakes West Redistricting.

**CARRIED UNANIMOUSLY**

**Request for Decision, Council Policy CP-181.24 - Special Event Permit**

Director Kreklewich presented the Special Event Permit Council Policy for Council's review and adoption.

**082/24** Deputy Mayor Sands moved That Council adopt Council Policy CP-181.24 – Special Event Permit, as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, Bylaw 1304.24 - Special Event Permit Repeal Bylaw**

Following the adoption of Council Policy CP-181.24, Director Kreklewich brought forward the Special Event Permit Repeal Bylaw 1304.24.

**083/24** Councillor Coulter moved That Council give First Reading to Bylaw 1304.24, a Bylaw to Repeal the Special Events Permit Bylaw, as presented.

**CARRIED UNANIMOUSLY**

**084/24** Councillor Svab moved That Council give Second Reading to Bylaw 1304.24, a Bylaw to Repeal the Special Events Permit Bylaw, as presented.

**CARRIED UNANIMOUSLY**

**085/24** Deputy Mayor Sands moved That Council give unanimous consent for Third Reading and Final Reading of Bylaw 1304.24, a Bylaw to Repeal the Special Events Permit Bylaw, as presented.

**CARRIED UNANIMOUSLY**

**086/24** Mayor Hoover moved That Council give Third and Final Reading to Bylaw 1304.24, a Bylaw to Repeal the Special Events Permit Bylaw, as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, 2025 Budget Planning Timeline**

Manager Bouteiller presented the proposed 2025 Budget Planning Timeline for Council's approval and endorsement.

**087/24** Councillor Coulter moved That Council approve the 2025 Budget Planning Timeline, as presented.

**CARRIED UNANIMOUSLY**

**MINUTES****Request for Decision, Annual Pavement Rehabilitation Project**

Manager Thevenaz presented the Annual Pavement Rehabilitation Project for 2024, which includes the improvements to East Railway Street and other intersections.

**088/24** Councillor Dennis moved That Council approve the selection for the 2024 annual pavement project to include East Railway Street improvements and other intersection improvements.

**CARRIED UNANIMOUSLY**

**089/24** Deputy Mayor Sands moved That Council allocate an additional \$20,000 for the engineering and permitting for a new at-grade railway crossing at South Street to be funded from the Canada Community Building Fund.

**CARRIED UNANIMOUSLY**

**Request for Decision, National Volunteer Week April 14-20, 2024**

Director Kreklewich brought forward a request to proclaim April 14-20, 2024, as National Volunteer Week.

**090/24** Councillor Coulter moved That Council moves to proclaim April 14-20, 2024, as National Volunteer Week in the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

**Request for Decision, Wadey House Summer Student – Budget Request**

Director Kreklewich brought forward a budget request to re-establish the position of a Wadey House summer student for the summer of 2024.

**091/24** Councillor Svab moved That Council directs Administration to increase the Wadey Centre budget by \$10,000 to accommodate a summer student position.

**CARRIED UNANIMOUSLY**

**Request for Decision, Vacant Council Committee Appointments**

CAO Isaak, following the resignation of Councillor Stendie, brought forward the Council Committees that are vacant a Council representative and requested Council resolve to fill the vacancies with the new Council member appointments.

**092/24** Deputy Mayor Sands moved That Councillor Svab be appointed to the Policing Committee effective immediately until the 2024 Organizational Meeting of Council.

**CARRIED UNANIMOUSLY**

**093/24** Councillor Svab moved That Councillor Appel be appointed to the Intermunicipal Development Planning / Intermunicipal Collaboration Framework Committee effective immediately until the 2025 Organizational Meeting of Council.

**CARRIED UNANIMOUSLY**

**094/24** Councillor Appel moved That Councillor Dennis be appointed as alternate to the Intermunicipal Development Planning / Intermunicipal Collaboration Framework Committee effective immediately until the 2025 Organizational Meeting.

**CARRIED UNANIMOUSLY**

**095/24** Councillor Appel moved That Councillor Dennis be appointed as the alternate to the Parkland Regional Library Board effective immediately until the 2024 Organizational Meeting of Council.

**CARRIED UNANIMOUSLY**

**MINUTES**

---

**096/24** Councillor Svab moved That Mayor Hoover be appointed to the Blackfalds Health Practitioners Attraction and Retention Committee and alternate to the Iron Ridge Junior Campus School Council effective immediately until the 2024 Organizational Meeting of Council.

**CARRIED UNANIMOUSLY**

**097/24** Councillor Appel moved That Deputy Mayor Sands be appointed to the Economic Development and Tourism Advisory Committee effective immediately until the 2024 Organizational Meeting of Council.

**CARRIED UNANIMOUSLY**

**098/24** Councillor Coulter moved That Administration be directed to inform the applicable committees of the new appointments.

**CARRIED UNANIMOUSLY**

**Request for Decision, Clive FunFest Parade Invite**

Executive & Legislative Coordinator Nealon brought forward an invitation received from the Village of Clive for the Clive FunFest Parade.

**099/24** Councillor Svab moved That Council designates Mayor Hoover to attend the Clive FunFest Parade.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Mayor Hoover adjourned the Regular Council Meeting at 8:21 p.m.

---

Jamie Hoover, Mayor

---

Kim Isaak, CAO



---

**MEETING DATE:** April 9, 2024

**PREPARED BY:** Ken Morrison, Director of Emergency Management and Protective Services

**SUBJECT:** **Enforcement and Protective Services Director's Monthly Report - March 2024**

---

## **BACKGROUND**

Administration provides the Council with monthly updates for activity from the Town's Municipal Enforcement, Fire Services, OHS, Emergency Management and RCMP.

## **DISCUSSION**

The attached documents are a combination of activities occurring during the month of March for Municipal Enforcement, Occupational Health & Safety, Fire Services, RCMP and Emergency Management.

## **FINANCIAL IMPLICATIONS**

None

## **ATTACHMENTS**

- *Protective Services Monthly Report*
- *Municipal Enforcement March Incident report.*
- *Fire March monthly Incident summary.*
- *Aspen Lake WB Speed Sign Stats*
- *Cottonwood WB Speed Sign Stats*

## **APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Director/Author

**MUNICIPAL ENFORCEMENT**

During the month of March Municipal Enforcement officers opened 55 new operational files. Files broken down were as follows:

- 19 Traffic Bylaw files, 10 of which related to snow on sidewalks,
- 6 Community Standards Bylaw.
- 5 Parking Complaints,
- 5 Public Concern files.
- 2 Abandoned vehicles,
- 1 Complaint of a Drone
- 1 spot check,
- 1 Fuel Tax Act.
- 1 Mischief file.
- 5 Animal Control Bylaw files,
- 3 assists to public works files – (Related to snow removal,)
- 1 Assist other,
- 1 Fire Protection Bylaw complaint
- 1 neighbor dispute.
- 1 Off Highway vehicle complaint,
- 1 Miscellaneous complaint.
- 1 Vehicle was towed where the driver was found to be suspended.

Officers worked for several days with Public Works, assisting in removing vehicles for snow removal. There continues to be a fair number of owners who wait until the grader is there to move their vehicles, which hinders the snow removal. While no vehicles were towed, several registered owners were issued tickets in the mail. Overall, we are starting to see more compliance than in the past with vehicle owners moving their vehicles prior to officers having to knock on doors or make phone calls.

Officers continue to focus on School zones during the premium times, in efforts to ensure the safety of students while coming and going to school. Several tickets were issued within the school zones, as well as 4 violation tickets were issued to registered owners of vehicles which were observed and caught on camera passing school buses.

With the warmer weather we are seeing more Animal complaints, these include fail to clean up feces, barking dogs and animals at large.

Officers worked on a few files again this month involving poor behavior and vandalism at the Abbey Center. During scheduled events at the Abbey Centre officers provided extra presence ensuring parking complaints and any other complaints were dealt with in a timely manner.

A Police Committee meeting was held on March 13<sup>th</sup>, two volunteers have expressed interest in attending the AAPG conference to be held May 3 & 4<sup>th</sup> in Lethbridge. On March 13<sup>th</sup> a meeting was held with the RCMP, CAO, Mayor, Lacombe County, Red Deer County, and the potential new Detachment commander. This meeting went well, and all supported the candidate.

Traffic Speed signs were situated on Aspen Lake westbound and Cottonwood westbound. Cottonwood recorded 14,703 vehicles from March 18<sup>th</sup> to March 31<sup>st</sup> showing the average speed at this location was 42 kmh, with the maximum speed recorded at 97 kmh, between 11 pm-12am.

The sign on Aspen Lake West recorded 11,988 vehicles from March 5<sup>th</sup> to April 3<sup>rd</sup>, with the average speed being 39 kmh and highest speed recorded, 75 kmh, between 8 am – 9 am. Speed sign reports are attached to this report for further details.

Peace Officers were able to focus on traffic enforcement within the town during the month and as a result many violation tickets were issued for distracted driving, failure to obey traffic control devices, speeding and numerous other offences.

**In total, there were 124 violation tickets issued during the month, including bylaws and provincial regulations. \$29,583.00 in fines were issued because of these violations.**

### Violation Tickets Issued

	ACT	Tickets	Fine Total	Average Fine
1.	Traffic Safety Act	68	\$16,813.00	\$247.25
2.	Vehicle Equipment Reg.	9	\$1,053.00	\$117.00
3.	Use of Highway & Rules of the Road Reg.	38	\$10,425.00	\$274.34
4.	Fuel Tax Act	1	\$180.00	\$180.00
5.	Traffic Bylaw	5	\$750.00	\$150.00
6.	Animal Control Bylaw	2	\$200.00	\$100.00
7.	Operator Lic & Vehicle Reg.	1	\$162.00	\$162.00

- Municipal Enforcement Month End Report **attached**.

### **BLACKFALDS FIRE RESCUE**

During the month of March, we continued to mentor two new recruits on Monday evenings, which allowed them to take part in our Wednesday evening training. We have two Rookie Firefighters taking part in the NFPA 1001 Level 1 training with the City of Lacombe. This training is every Wednesday till the end of May.

Training focus on Wednesday evenings was more toward Self Contained Breathing Apparatus and the use of our grass fire equipment operations of the skid packages.

Thursday evenings we have started the theory portion of the NFPA 1002 Driver and Pump Course which will run till the first weekend of May.

With the recent changes to the Wildland Course, we have had to recreate the PowerPoint for the Wildland course that begins in April.

We continue to complete fire inspections for new business's (Shoppers Drug mart, Dental Clinic, A-1 Max) along with Daycare inspections for their provincial requirements.

**20 calls for service were received, and a summary of the types of incidents for March 2024 is included.**

---

**OCCUPATIONAL HEALTH & SAFETY**

Interviews were conducted for the OH & S. Advisor position; the successful candidate has accepted the position and will be starting on April 15<sup>th</sup>.

5 incidents were reported this month, with two reports of property damage at the Abbey Center and one client requiring medical attention. One incident was reported at the firehall involving a depth chain saw where a small part came off the guard, no injuries and all PPE was being worn. A 5<sup>th</sup> incident was reported at the Operations Center where a staff member slipped and fell when they caught the edge of the sidewalk which was covered in snow, no injury reported, snow was cleared immediately.

**RCMP**

March 5<sup>th</sup> the annual meeting to review the RCMP Annual Priorities was held, in partnership with Sylvan Lake RCMP, and representatives from the areas Blackfalds and Sylvan Lake serve. CAO Isaac and Director Morrison participated in this meeting, with priorities remaining like previous years.

On March 13<sup>th</sup>, the RCMP, CAO, Mayor, Lacombe County, Red Deer County, and the potential new Blackfalds Detachment commander met. The meeting went well, and all supported the proposed candidate.

**EMERGENCY MANAGEMENT**

On March 6<sup>th</sup>, the LREMP Agency meeting was held. The agency supported the recommendation of extending the Contractor's term for one more year. Three subcommittees were also formalized to address the update of the LREMP plan, the ministerial order, and training.

March 13<sup>th</sup>, the LREMP Advisory Committee met and supported the extension of the Contractor HHID Consultants contract for an additional year.

On March 14<sup>th</sup>, LCMAO met at the INEOS site, and a tour was conducted of the facility.



---

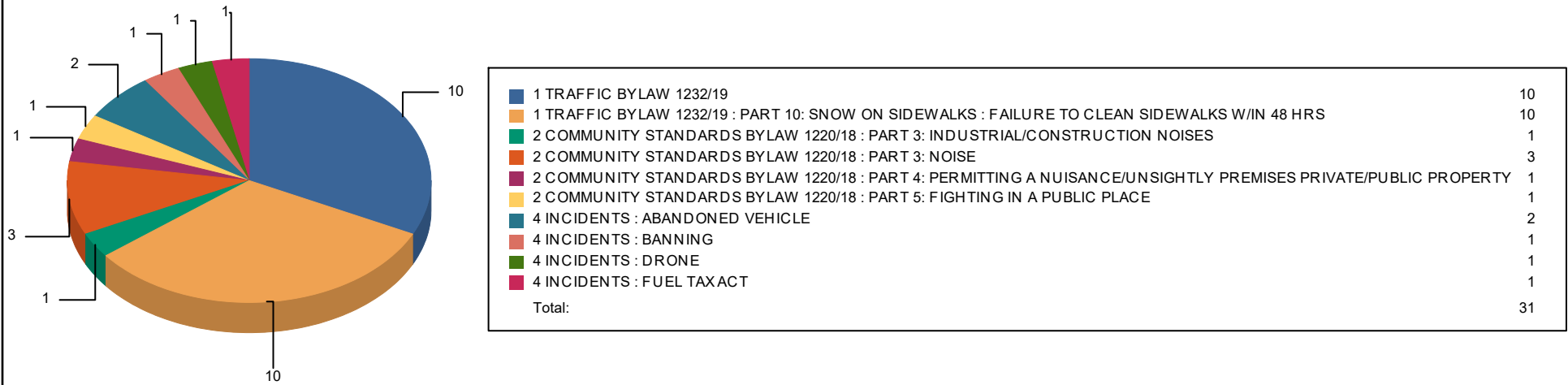
Department Director/Author

**Town of Blackfalds**

MONTH END Statistics from Occurred Date: 3/1/2024 12:00:00AM to 3/31/2024 11:59:59PM

**Municipal Reports/Files** MUNICIPAL ENFORCEMENT -

**Count of Incident Types**



**1 TRAFFIC BYLAW 1232/19: 10 18%**

**Municipal Reports/Files** MUNICIPAL ENFORCEMENT -

1 TRAFFIC BYLAW 1232/19 : PART 10: SNOW ON SIDEWALKS : FAILURE TO CLEAN SIDEWALKS W/IN 48 HRS: 10 18%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: INDUSTRIAL/CONSTRUCTION NOISES: 1 2%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE: 3 5%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY:  
1 2%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 5: FIGHTING IN A PUBLIC PLACE: 1 2%

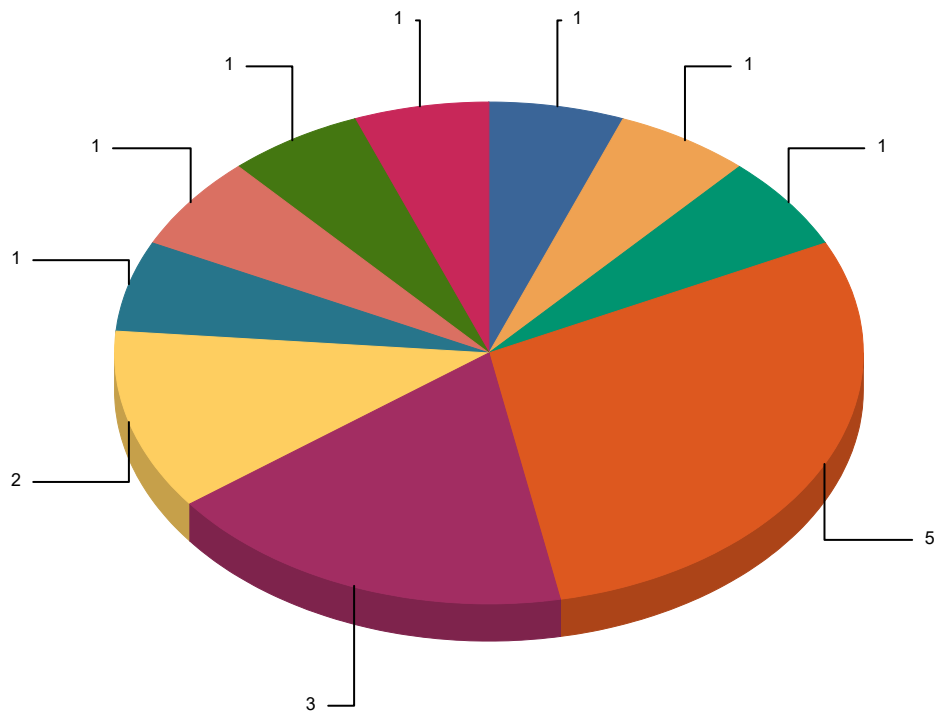
4 INCIDENTS : ABANDONED VEHICLE: 2 4%

4 INCIDENTS : BANNING: 1 2%

4 INCIDENTS : DRONE: 1 2%

4 INCIDENTS : FUEL TAX ACT: 1 2%

### Count of Incident Types



4 INCIDENTS : MISCHIEF	1
4 INCIDENTS : NEIGHBOUR DISPUTE	1
4 INCIDENTS : OHV	1
4 INCIDENTS : PARKING COMPLAINT	5
4 INCIDENTS : PUBLIC CONCERN OTHER	3
4 INCIDENTS : REQUEST & CONCERNS	2
4 INCIDENTS : SUSPICIOUS PERSON	1
4 INCIDENTS : TRAFFIC STOP	1
ANIMAL CONTROL BYLAW 1181/14	1
ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE	1
<b>Total:</b>	<b>17</b>

4 INCIDENTS : MISCHIEF: 1 2%

4 INCIDENTS : NEIGHBOUR DISPUTE: 1 2%

4 INCIDENTS : OHV: 1 2%

4 INCIDENTS : PARKING COMPLAINT: 5 9%

---

**Municipal Reports/Files** MUNICIPAL ENFORCEMENT -

4 INCIDENTS : PUBLIC CONCERN OTHER: 3 5%

4 INCIDENTS : REQUEST & CONCERNS: 2 4%

4 INCIDENTS : SUSPICIOUS PERSON: 1 2%

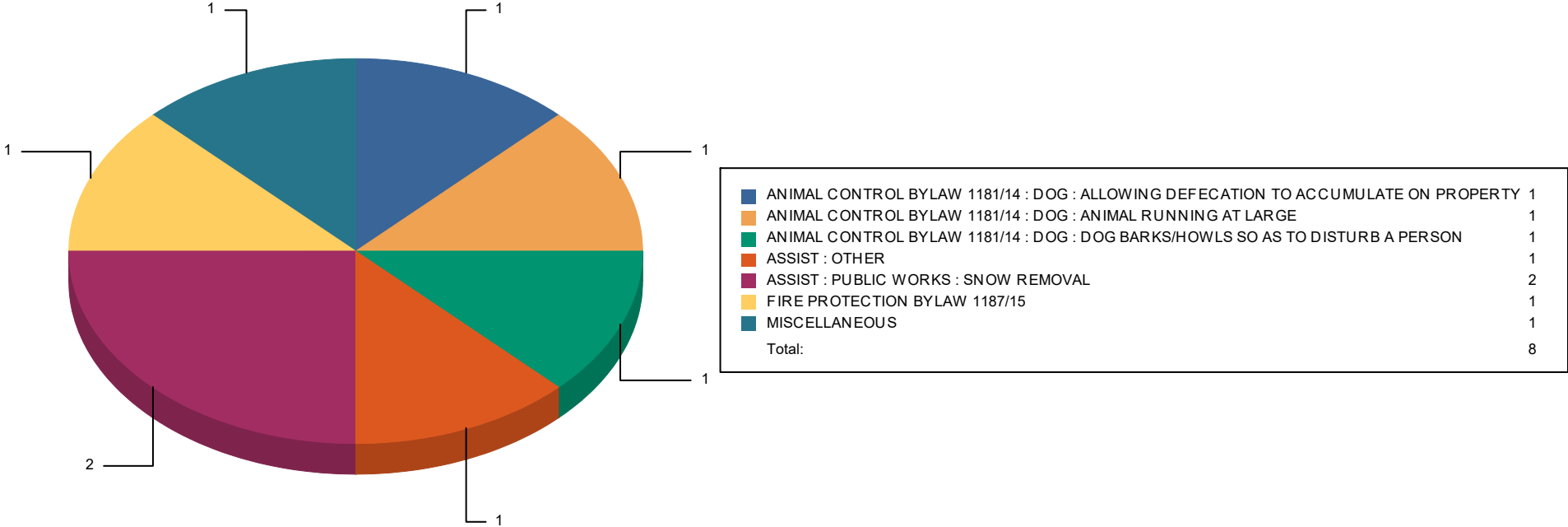
4 INCIDENTS : TRAFFIC STOP: 1 2%

ANIMAL CONTROL BYLAW 1181/14: 1 2%

ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE: 1 2%



### Count of Incident Types



ANIMAL CONTROL BYLAW 1181/14 : DOG : ALLOWING DEFECCATION TO ACCUMULATE ON PROPERTY: 1 2%

ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL RUNNING AT LARGE: 1 2%

ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON: 1 2%

ASSIST : OTHER: 1 2%

**Municipal Reports/Files** MUNICIPAL ENFORCEMENT -

ASSIST : PUBLIC WORKS : SNOW REMOVAL: 2 4%

FIRE PROTECTION BYLAW 1187/15: 1 2%

MISCELLANEOUS: 1 2%

Grand Total: 100.00% Total # of Incident Types Reported: 56

# Blackfalds Fire Rescue

4401 South Street, P.O. Box 220, Blackfalds, Alta T0M-0J0

Phone: 403 -885 - 4144 Fax: 403 - 885 - 5499

## INCIDENT SUMMARY - PAGE 1 OF 1

<b>Blackfalds Fire Rescue Department</b>	<b>BLF</b>	<b>MARCH</b>	<b>2024</b>
--	------------	--------------	-------------

CALL #	DATE	INCIDENT TYPE	DISPATCH EVENT #	LOCATION	RCMP FILE #	MAFP 1244
0042	1	ALARM	512727608	Within Corporate Boundaries	N/A	N/A
0043	3	MEDICAL	512755412	Within Corporate Boundaries	N/A	EMS
0044	5	MOTOR VEHICLE INCIDENT	512771685	Within Corporate Boundaries	YES	EMS
0045	7	ALARM	512800455	Within Corporate Boundaries	N/A	N/A
0046	7	ALARM	512805192	Within Corporate Boundaries	N/A	N/A
0047	8	ALARM	512815539	Within Corporate Boundaries	N/A	N/A
0048	10	ALARM	512838342	Within Corporate Boundaries	N/A	N/A
0049	11	ALARM	512849460	Within Corporate Boundaries	N/A	N/A
0050	13	ALARM	512876423	Within Corporate Boundaries	N/A	N/A
0051	13	ALARM	512886949	Within Corporate Boundaries	N/A	N/A
0052	15	FIRE GRASS/BRUSH	512906596	Within Corporate Boundaries	N/A	N/A
0053	15	FIRE STRUCTURE	512912134	Within Corporate Boundaries	N/A	YES
0054	16	ALARM	512920688	Within Corporate Boundaries	N/A	N/A
0055	19	ALARM	512957649	Within Corporate Boundaries	N/A	N/A
0056	20	MOTOR VEHICLE INCIDENT	51275227	Lacombe County	YES	N/A
0057	19	MOTOR VEHICLE INCIDENT	512975603	Lacombe County	YES	N/A
0058	21	ALARM	512997120	Within Corporate Boundaries	N/A	N/A
0059	21	INVESTIGATION FIRE	512999922	Lacombe County	N/A	N/A
0060	27	MEDICAL	513068459	Within Corporate Boundaries	N/A	EMS
0061	31	MOTOR VEHICLE INCIDENT	513117747	Lacombe County	YES	EMS

# Statistics Summary Report

Technician Name: administrator

Location: Aspen LK WB

Report Period: 2024-03-05 to 2024-04-03

Address: 4794 Apsen LK, Blackfalds, Alberta

Report Period:

Speed Limit: 40

Total Vehicle Count: 11,988



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	32	5	10	31 %	19	54	38	9
01-02	23	3	6	26 %	23	43	36	9
02-03	25	4	10	40 %	21	54	37	10
03-04	54	8	37	69 %	12	57	42	10
04-05	163	23	99	61 %	16	57	41	10
05-06	498	71	309	62 %	17	61	42	10
06-07	943	135	471	50 %	6	67	40	10
07-08	933	133	456	49 %	10	68	40	10
08-09	674	96	356	53 %	10	75	40	10
09-10	594	85	316	53 %	7	59	40	10
10-11	593	85	303	51 %	9	59	40	10
11-12	773	110	395	51 %	6	61	39	10
12-13	736	105	347	47 %	7	61	38	10
13-14	741	106	317	43 %	7	65	38	10
14-15	826	118	293	35 %	8	59	37	9
15-16	853	122	363	43 %	9	58	38	10
16-17	982	140	432	44 %	11	57	39	10
17-18	855	122	377	44 %	5	61	39	10
18-19	623	89	259	42 %	7	63	38	10
19-20	447	64	157	35 %	6	57	37	9
20-21	274	39	99	36 %	16	64	39	9
21-22	190	27	75	39 %	10	69	38	10
22-23	101	14	47	47 %	10	56	38	10
23-24	55	8	19	35 %	14	71	37	9
	<b>11,988</b>	<b>1,712</b>	<b>5,553</b>	<b>45 %</b>	<b>11</b>	<b>61</b>	<b>39</b>	<b>10</b>

County Speed Bins

Speed	Count
0...5	1
5...10	42
10...15	155
15...20	241
20...25	534
25...30	1,118
30...35	1,424
35...40	2,920
40...45	3,259
45...50	1,618
50...55	543
55...60	105
60...65	19
65...70	7
70...75	2
<b>Total:</b>	<b>11,988</b>

# Statistics Summary Report

Technician Name: administrator

Location: Cotton Wood WB

Report Period: 2024-03-18 to 2024-03-31

Address: Cotton Wood WB, Blackfalds

Total Vehicle Count: 14,703

Speed Limit: 50



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	40	6	6	15 %	14	54	41	10
01-02	18	3	6	33 %	23	60	45	11
02-03	17	2	6	35 %	22	76	41	12
03-04	76	11	9	12 %	14	64	33	10
04-05	276	39	95	34 %	17	66	44	12
05-06	830	119	172	21 %	14	69	41	11
06-07	1,254	179	268	21 %	9	75	41	11
07-08	1,362	195	242	18 %	8	78	42	11
08-09	803	115	198	25 %	13	71	43	11
09-10	844	121	172	20 %	5	72	41	11
10-11	866	124	215	25 %	14	82	43	11
11-12	891	127	228	26 %	7	72	43	11
12-13	803	115	193	24 %	8	68	43	11
13-14	802	115	218	27 %	13	74	44	11
14-15	1,238	177	272	22 %	14	69	44	11
15-16	942	135	291	31 %	14	72	45	11
16-17	1,065	152	333	31 %	6	89	45	11
17-18	814	116	218	27 %	18	93	44	11
18-19	702	100	172	25 %	9	73	43	11
19-20	440	63	92	21 %	16	74	42	11
20-21	290	41	52	18 %	15	86	42	11
21-22	172	25	33	19 %	18	69	42	11
22-23	109	16	20	18 %	20	89	41	11
23-24	49	7	12	24 %	14	97	45	11
	<b>14,703</b>	<b>2,103</b>	<b>3,523</b>	<b>24 %</b>	<b>14</b>	<b>75</b>	<b>42</b>	<b>11</b>

County Speed Bins

Speed	Count
0...5	1
5...10	11
10...15	35
15...20	171
20...25	916
25...30	1,357
30...35	1,042
35...40	1,494
40...45	2,438
45...50	3,715
50...55	2,293
55...60	963
60...65	191
65...70	50
70...75	16
75...80	4
80...85	1
85...90	3
90...95	1
95...100	1
<b>Total:</b>	<b>14,703</b>

---

**MEETING DATE:** April 9, 2024

**PREPARED BY:** Jolene Tejkl, Planning & Development Manager

**SUBJECT:** **Development & Building Monthly Report – March 2024**

---

## **BACKGROUND**

Attached is the March 2024 Development & Building Permit Report and Comparison for 2022-2024 year to date. We also have shown the comparison for the year-to-date figures for 2023 on the comparison report.

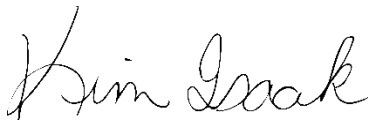
For Council's information, the "other" category captures the following types of residential permits:

- Shed,
- Garage & deck. On occasion both a garage and deck will be applied for under the same development permit and when that happens, it will be captured as "other"),
- Hot tub,
- Ensuite addition to Master Bedroom. This type of development is not appropriate to capture under "addition" because it does not entail a structural alteration as it's changing the interior of the home,
- Shed & deck. Occasionally these two developments will be applied for under the same development permit. When that happens, it will fall under "other", and
- Grading permits.

## **ATTACHMENTS**

- *March 2024 Development/Building Permit Report*
- *2022 – 2024 Development/Building Comparison Report*

## **APPROVALS**



---

Kim Isaak,  
Chief Administrative Officer



---

Department Director/Author

File No.	Civic	District	Development	Decision (otherwise pending)	Date of Decision
49-24	37 Murphy Close	R-1L	Home Business	approved	4-Mar-24
50-24	5562 Prairie Ridge Avenue	R-2	Basement Reno	approved	18-Mar-24
51-24	10 Pioneer Way	R-1M	Residential Solar Panel Installation	approved	18-Mar-24
52-24	70 Cedar Square	R-1M	Residential Solar Panel Installation	approved	18-Mar-24
53-24	4487 Broadway Avenue (Units 205, 210, 215)	C-2	Change in Occupancy/Interior Tenant Improvements	approved	25-Mar-24
54-24	4721 Brentwood Drive	R-1S	Residential Solar Panel Installation	approved	18-Mar-24
55-24	5737 Panorama Drive	R-1M	Residential Solar Panel Installation	approved	25-Mar-24
56-24	46 Rolling Hills Bay	R-1M	Basement Reno	approved	25-Mar-24
57-24	61 McKay Place (5 McKay Boulevard)	R-MHP	Manufactured Home	approved	25-Mar-24
58-24	4669 Westbrooke Road	R-1M	Residential Solar Panel Installation	approved	25-Mar-24
59-24	5649 Panorama Drive	R-1M	Residential Solar Panel Installation	approved	25-Mar-24
60-24	5220 East Avenue	R-1L	Residential Solar Panel Installation	approved	25-Mar-24
61-24	5219 East Avenue	R-1L	Residential Solar Panel Installation	approved	25-Mar-24
62-24	5710 Panorama Drive	R-1M	Residential Solar Panel Installation	approved	25-Mar-24
63-24	86 Westglen Boulevard	R-1M	Residential Solar Panel Installation	approved	25-Mar-24
64-24	4802 Broadway Avenue	R-1M	Residential Solar Panel Installation	approved	25-Mar-24
65-24	5212 East Avenue	R-1L	Residential Solar Panel Installation	approved	25-Mar-24
66-24	210, 4500 Blackfalds Crossing	C-2	Interior Tenant Improvements	approved	25-Mar-24
67-24	98 Aurora Heights Blvd	R-1S	SFD	approved	25-Mar-24
68-24	66 Ava Crescent	R-2	Duplexes	approved	25-Mar-24
69-24	62 Ava Crescent	R-2	Duplexes	approved	25-Mar-24
70-24	5049 Parkwood Road, Bay 1	C-2	Change in Occupancy/Interior Tenant Improvements	approved	25-Mar-24
71-24	230, 5302 Vista Trail	C-3	Interior Tenant Improvements		
72-24	70 Ava Crescent	R-2	Duplexes		
73-24	74 Ava Crescent	R-2	Duplexes		
74-24	70 Ava Crescent	R-2	Hot Tub		
75-24	33 Maclean Close	R-1M	Home Business	approved	21-Mar-24
76-24	70 Westglen Boulevard	R-1M	Home Business	approved	22-Mar-24

77-24	130 Mitchell Crescent	R-1M	SFD		
78-24	58 Mckay Place (5 Mckay Boulevard)	R-MHP	Manufactured Home		
79-24	5016 Waghorn Street	PF	Change of Use/Occupancy	approved	26-Mar-24
80-24	5302 Broadway Avenue	PF	Change of Use/Occupancy	approved	26-Mar-24
81-24	5016 Waghorn Street	PF	Change of Use/Occupancy	approved	26-Mar-24
82-24	43 Cascade Street	R-1S	Shed and Garage Setback Relaxations		
83-24	5025 Parkwood Road Unit 202	C-2	Change in Occupancy	approved	26-Mar-24
84-24	4745 Aspen Lakes Blvd	R-1M	SFD		
85-24	29 Alderwood Close	R-1M	Basement Reno		
86-24	5016 Waghorn Street	PF	Change of Use/Occupancy	approved	27-Mar-24
87-24	46 Morris Court	R-1S	Garage		



	2022		2023		2024		March	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
<b>Residential</b>								
SFD	21	\$ 6,350,251.00	21	\$ 7,037,626.70	5	\$ 1,540,780.00	5	\$ 2,305,126.70
Duplexes	4	\$ 800,000.00	6	\$ 1,060,000.00	4	\$ 1,160,000.00	0	\$ -
Manufactured Home	3	\$ 300,000.00	2	\$ 250,000.00	3	\$ 575,000.00	0	\$ -
4-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	16	\$ 3,413,600.00	11	\$ 1,790,000.00	6	\$ 912,000.00	0	\$ -
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	8	\$ 2,800,000.00	0	\$ -
<b>Total Res. Dwellings</b>	<b>44</b>	<b>\$ 10,863,851</b>	<b>40</b>	<b>\$ 10,137,627</b>	<b>26</b>	<b>\$ 6,987,780</b>	<b>5</b>	<b>\$ 2,305,127</b>
Garage	25	\$ 942,000.00	9	\$ 293,000.00	3	\$ 85,000.00	0	\$ -
Deck	9	\$ 68,010.00	9	\$ 102,000.00	0	\$ -	1	\$ 21,000.00
Basement Reno	56	\$ 1,057,050.00	40	\$ 865,700.00	12	\$ 304,500.00	12	\$ 185,500.00
Addition	1	\$ 200,000.00	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Home Business	18	\$ -	21	\$ -	6	\$ -	6	\$ -
Other	43	\$ 582,057.73	44	\$ 1,232,115.84	25	\$ 537,225.53	6	-\$ 44,000.00
<b>Commercial</b>	<b>35</b>	<b>\$ 9,320,100.00</b>	<b>27</b>	<b>\$ 5,190,341.00</b>	<b>11</b>	<b>\$ 1,280,900.00</b>	<b>4</b>	<b>\$ 1,654,000.00</b>
<b>Industrial</b>	<b>3</b>	<b>\$ 12,093.75</b>	<b>4</b>	<b>\$ 200,000.00</b>	<b>0</b>	<b>\$ -</b>	<b>1</b>	<b>\$ -</b>
<b>Institutional</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>
<b>Agricultural</b>	<b>0</b>	<b>\$ -</b>	<b>1</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>1</b>	<b>\$ -</b>
<b>Public Facility</b>	<b>6</b>	<b>\$ 1,548,421.00</b>	<b>4</b>	<b>\$ 192,300.00</b>	<b>4</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>
<b>TOTAL PERMITS</b>	<b>240</b>	<b>\$ 24,593,583.48</b>	<b>199</b>	<b>\$ 18,213,083.54</b>	<b>87</b>	<b>\$ 9,195,405.53</b>	<b>36</b>	<b>\$ 4,121,626.70</b>
<b>General Yearly Notes:</b>		1 - 2,500,000 East Area Linear Wetland Ph. 2		1 - 2,500,000 Vista Trail Commercial				
		1 - 5,500,000 Womacks/Gregg St. Alignment Project		1 - 1,000,000 Dental Office				

---

**MEETING DATE:** April 9, 2024

**PREPARED BY:** Laura Thevenaz, Infrastructure Services Manager

**SUBJECT:** **BOLT KPI Monthly Report - March 2024**

---

## **BACKGROUND**

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide traditional public transit service between Red Deer, Blackfalds, and Lacombe as well as local bus service within Blackfalds and Lacombe. Unfortunately, a notice of motion passed at the City of Lacombe Council meeting on September 23, 2020, ultimately ended the BOLT regional partnership, ceasing services on August 28<sup>th</sup>, 2020. Fortunately, the Town of Blackfalds was able to move forward with the procurement of a service contractor, purchase of a wheelchair-accessible van and finalized an on-demand transit service model for the Town. This new BOLT 2.0 allows for a five-day service from 6:00 am to 8:00 pm with boarding options for residents and visitors within the Town and one stop at the Kingston Hub at the north end of Red Deer. There are also two stops in the County of Lacombe Aspelund Area at the Eagle Builders facilities on the south and north side of Highway 597. Overall, we continue to see excellent ridership at the Kingston Hub stop on the north end of Red Deer and at the Red Deer Polytechnic stop on the west end of Red Deer.

Since September 1, 2020, the Town of Blackfalds has been operating the new BOLT 2.0 service as an on-demand digital community commuter service. The new service provider, application, schedule, ticket procurement and service stop maps have been working well over the course of this new service model. More information is available for riders and the public at the link below.

<https://www.blackfalds.com/living-here/bolt-transit>

At the June 27, 2023, Council meeting, Blackfalds extended the pilot program by another two - years until August 31, 2025.

## **DISCUSSION**

The first page of the report outlines the **MARCH** statistics and associated mapping, while the remainder of the pages identify the trending comparison over the last three months. Data dates are highlighted in the white box on the left side of each sheet for reference.

At a previous Council meeting, options were brought forward to add specific regional transit stops in Lacombe County and Red Deer Polytechnic. The BOLT service provider has conducted a scenario analysis to determine optimal pick-up times for the three new transit stops. As part of these three new stops, the Town worked closely with Eagle Builders and Red Deer Polytechnic to secure access agreements and further refine optimal pick-up and drop-off times to increase ridership. As of August 2, 2022, three new stops have been in operation, two in Aspelund Industrial Park and one at Red Deer Polytechnic.

Of note, the last week of March aligned with the Easter holidays during which many schools in the region had either a week or several days off. Consequently, the transit program was temporarily not available due to the holidays which contributed to a slight decrease in numbers. Despite this, the Regional Hub in Red Deer continued to maintain its position as the stop with the highest ridership. The Red Deer Polytechnic Northbound stop also saw consistent traffic, recording 67 completed trips for the month. The Parkwood Rd at Cottonwood Dr - SB stop continued its growth, with completed trips reaching 61 in March, evidencing sustained interest from passengers.

The program's performance remains consistent when compared to the previous years' averages. March data reveals a positive trend, with 50 repeat riders contributing significantly to the transit service's success.

Administration continues to work with the BOLT service provider on options to provide charter services through FCSS and for Blackfalds Bulldogs games, as well as stop options for the Red Deer Recovery Community located in Red Deer County between Blackfalds and north Red Deer Kingston stop.

#### **FINANCIAL IMPLICATIONS**

None

#### **ATTACHMENTS**

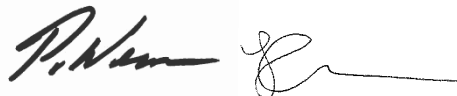
- *March 2024 monthly report and yearly trending report*

#### **APPROVALS**



---

Kim Isaak,  
Chief Administrative Officer

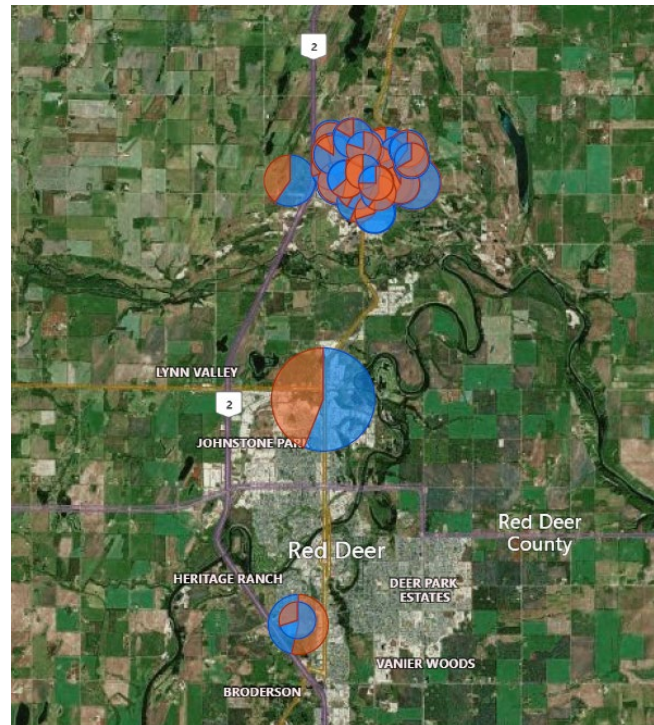


---

Department Manager/Author

Monthly KPI Metric Summaries Report  
Blackfalds

Month	# Riders	# New Riders	# Repeat Riders	Avg. Rides Per Rider	# Passengers Completed	# Rides Completed	Shared Rides (%)	Avg. Shared Fare Occupancy	Avg. Daily User Conversion Rate (%)	Avg. Ride Rating	% Rides With 1-2 Star Ratings and Comment	# Abandoned Rides	Pickup Violations (%)	Dropoff Violations (%)	# Unique Users That Experienced Failed Search	Passengers Per Vehicle Hour (PVH)
2024-03	55	5	50	11.8	692	649	69%	2.9	84%	4.984	0%	7	5%	2%	50	2.5
2024-02	61	8	53	10.5	710	643	67%	2.8	80%	4.972	0%	2	4%	2%	33	2.4
2024-01	68	13	55	9.0	660	615	66%	2.5	82%	4.973	0%	0	5%	4%	34	2.1
2023-12	61	12	49	9.2	575	560	74%	2.9	81%	4.972	0%	2	8%	2%	43	2.2
2023-11	63	7	56	11.1	734	701	75%	2.7	82%	4.961	0%	5	8%	3%	46	2.4
2023-10	61	12	49	10.7	684	651	71%	2.7	83%	4.985	0%	9	7%	4%	37	2.4
2023-09	57	18	39	10.8	648	614	68%	2.5	77%	4.965	0%	16	3%	2%	42	2.4
2023-08	52	13	39	7.5	406	390	62%	2.5	81%	4.959	0%	11	2%	0%	6	1.3
2023-07	41	9	32	6.8	292	280	66%	2.3	79%	4.961	0%	0	1%	0%	2	1.0
2023-06	56	13	43	11.0	674	618	76%	2.8	84%	4.942	0%	0	2%	2%	26	2.2
2023-05	45	7	38	15.1	758	680	73%	2.9	85%	4.922	0%	2	1%	1%	30	2.5
2023-04	57	10	47	10.6	662	602	75%	2.7	83%	4.944	0%	0	2%	0%	37	2.5
2023-03	60	12	48	12.5	820	750	71%	2.9	83%	4.896	0%	3	3%	2%	43	2.5
2023-02	56	14	42	10.8	680	602	71%	2.8	85%	4.933	0%	1	4%	1%	45	2.5
2023-01	55	9	46	11.0	682	604	69%	2.6	80%	4.922	0%	1	3%	3%	42	2.2
2022-12	47	10	37	8.9	477	420	66%	2.7	79%	4.937	0%	7	5%	2%	42	1.6
2022-11	47	9	38	12.7	673	599	65%	2.7	80%	4.818	0%	0	7%	5%	52	2.2
2022-10	47	12	35	12.2	655	575	65%	2.6	85%	4.828	0%	0	2%	1%	39	2.3
2022-09	44	12	32	11.8	591	520	56%	2.4	77%	4.888	0%	0	4%	3%	44	2.1
2022-08	40	8	32	7.7	330	306	51%	2.2	74%	4.897	0%	0	3%	0%	8	1.0
2022-07	26	4	22	9.5	294	248	33%	2.3	74%	4.943	0%	0	2%	1%	4	1.0
2022-06	36	9	27	10.3	421	371	36%	2.4	83%	4.824	0%	0	2%	1%	12	1.3
2022-05	30	3	27	12.8	442	384	43%	2.3	84%	4.753	0%	0	1%	0%	4	1.5
2022-04	40	6	34	9.0	442	361	39%	2.3	84%	4.730	0%	0	3%	1%	6	1.6
2022-03	34	5	29	15.5	591	527	56%	2.4	92%	4.824	0%	1	6%	2%	16	1.8
2022-02	31	4	27	12.6	419	390	50%	2.6	86%	4.868	0%	0	1%	1%	8	1.6
2022-01	31	9	22	11.1	363	344	40%	2.3	83%	4.871	0%	0	2%	1%	3	1.2
2021-12	29	3	26	9.9	326	286	36%	2.3	74%	4.861	0%	0	2%	2%	4	1.0
2021-11	31	5	26	13.3	450	412	46%	2.5	84%	4.836	0%	0	1%	0%	3	1.5
2021-10	32	8	24	9.4	344	301	45%	2.5	82%	4.856	0%	2	1%	0%	2	1.2
2021-09	27	7	20	9.1	280	247	45%	2.4	74%	4.851	0%	0	1%	1%	2	1.0
2021-08	28	8	20	5.0	164	141	27%	2.1	71%	4.795	1%	0	2%	0%	1	0.6
2021-07	22	8	14	6.9	173	151	24%	2.1	67%	4.917	0%	0	0%	0%	0	0.6
2021-06	23	5	18	10.6	256	243	40%	2.2	78%	4.872	0%	0	1%	1%	1	0.8
2021-05	23	6	17	8.0	195	183	26%	2.2	84%	4.920	0%	0	1%	0%	1	0.7
2021-04	23	5	18	9.2	228	212	37%	2.2	83%	4.933	0%	0	1%	0%	3	0.8



**Program**

Blackfalds

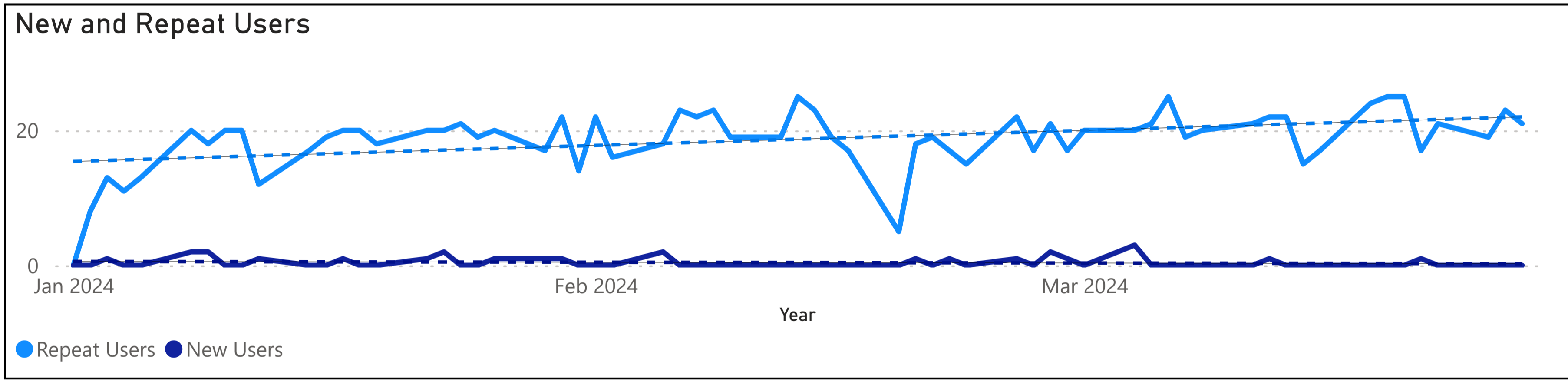
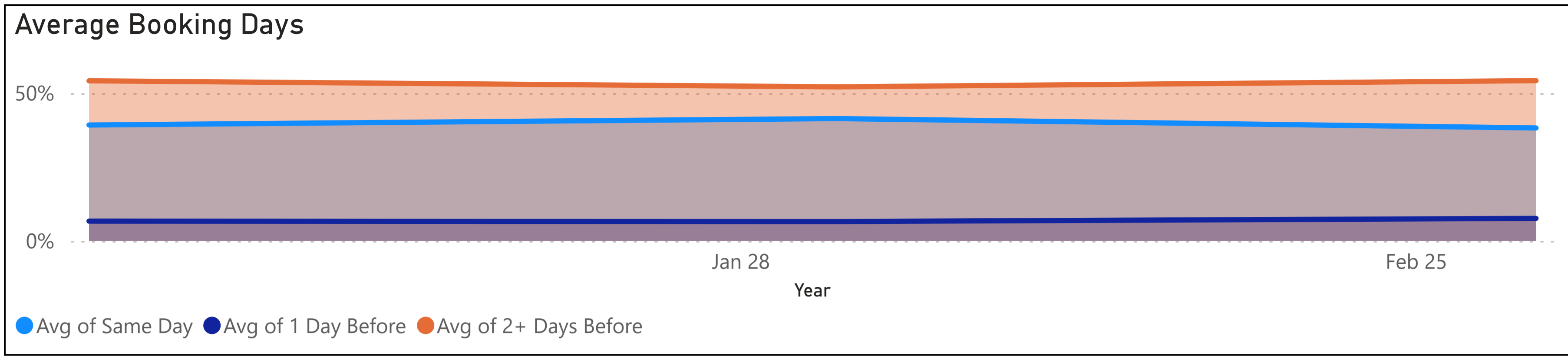
**ServiceDay**

Sun  
 Mon  
 Tue  
 Wed  
 Thu  
 Fri  
 Sat

**Date**

01/01/2024  
 31/03/2024

**12.45**  
 Avg Actual Trip Duration (min)



Year	2024				
Month	March				
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users
Blackfalds	38.2%	7.6%	54.2%	5	397
<b>Total</b>	<b>38.2%</b>	<b>7.6%</b>	<b>54.2%</b>	<b>5</b>	<b>397</b>

**Program**

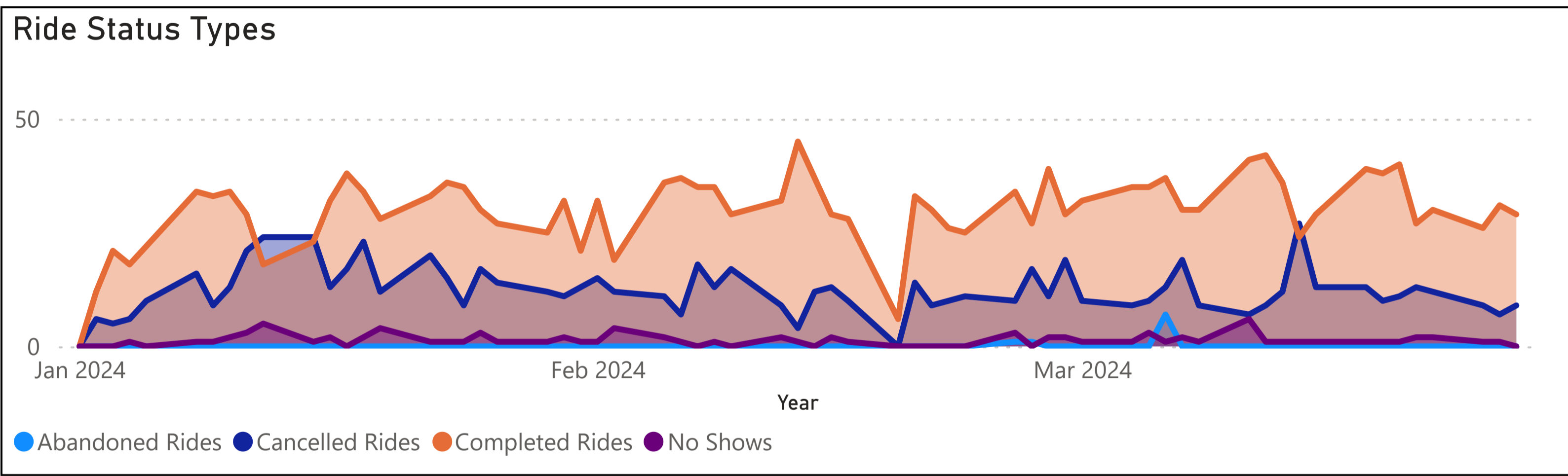
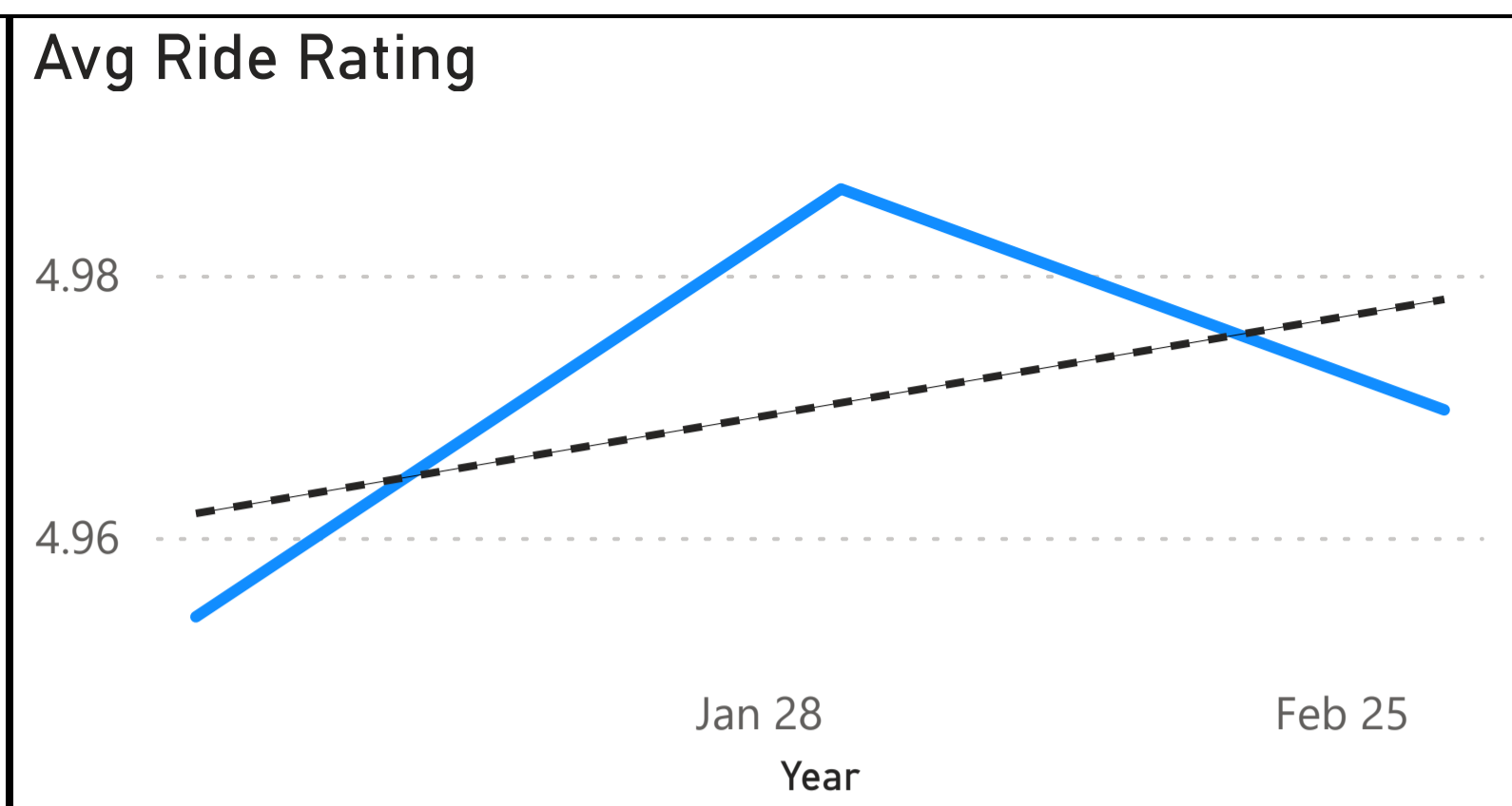
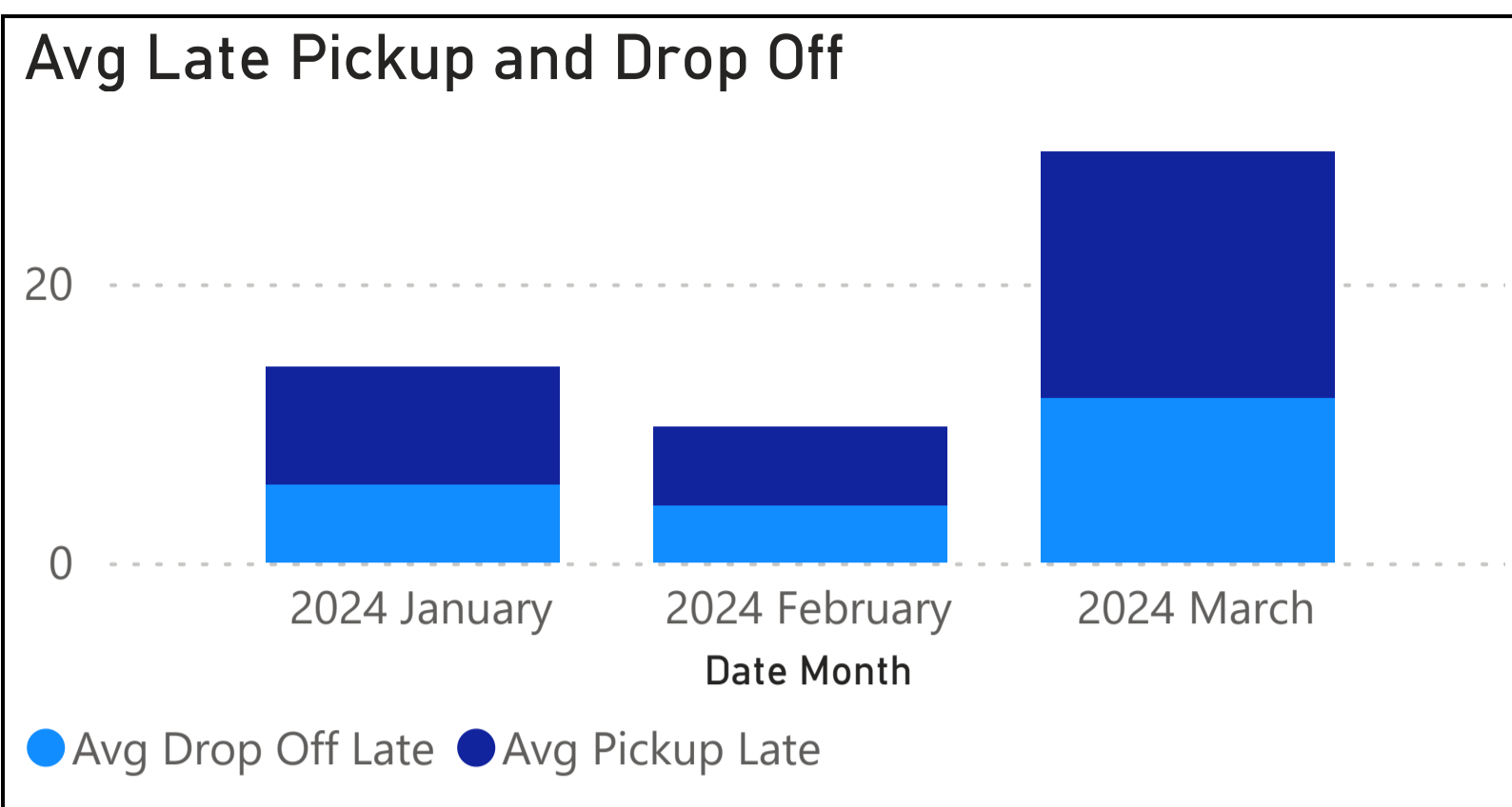
Blackfalds

**ServiceDay**

Sun  
 Mon  
 Tue  
 Wed  
 Thu  
 Fri  
 Sat

**Date**

01/01/2024  
 31/03/2024



**1889**  
Completed Rides

**4.97**  
Avg Ride Rating

Year	2024						
Month	March						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows
Blackfalds	11.78	17.66	4.97	7	222	631	28
<b>Total</b>	<b>11.78</b>	<b>17.66</b>	<b>4.97</b>	<b>7</b>	<b>222</b>	<b>631</b>	<b>28</b>

**Program**  
 Blackfalds

**ServiceDay**

- Sun
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat

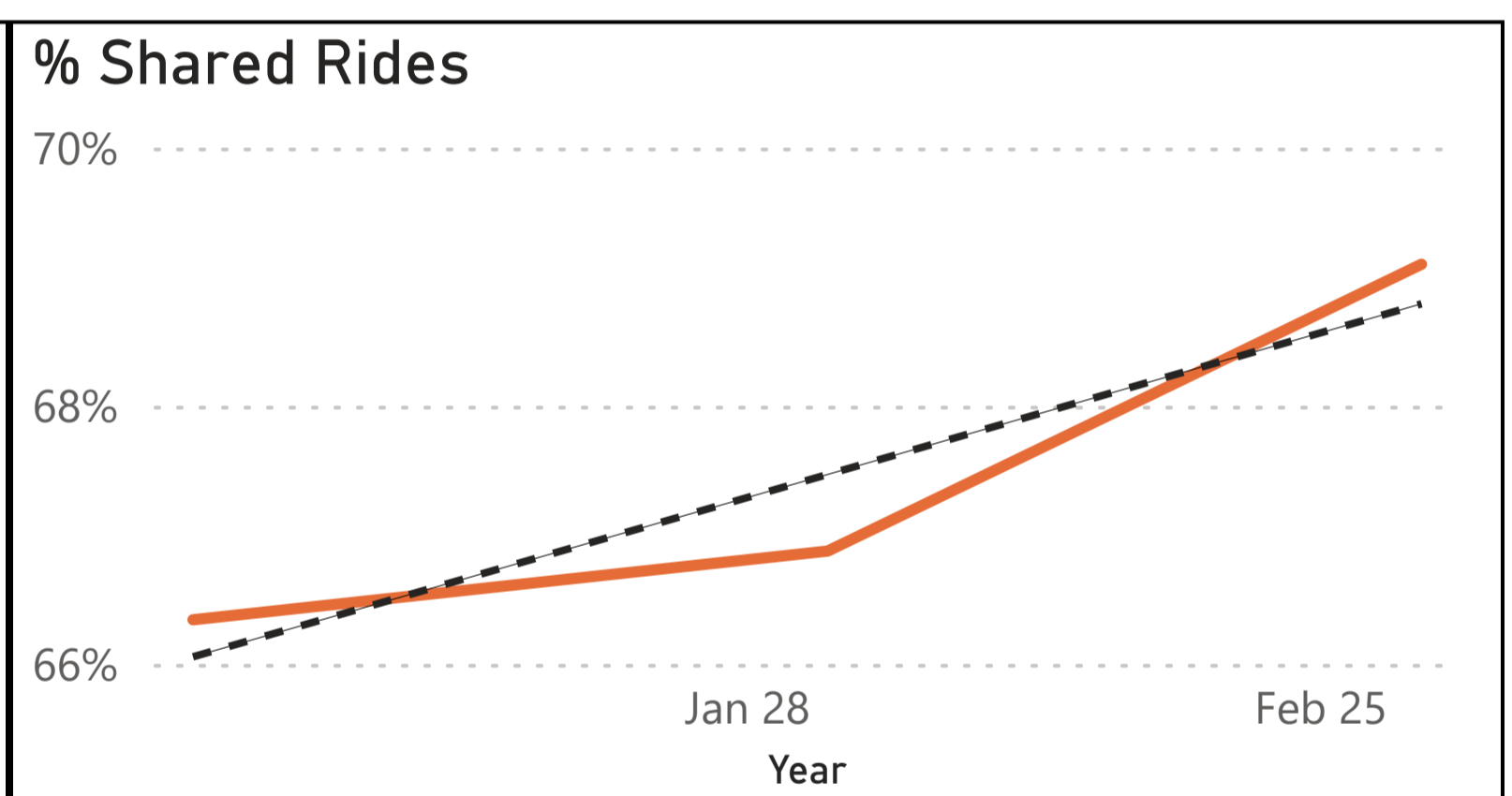
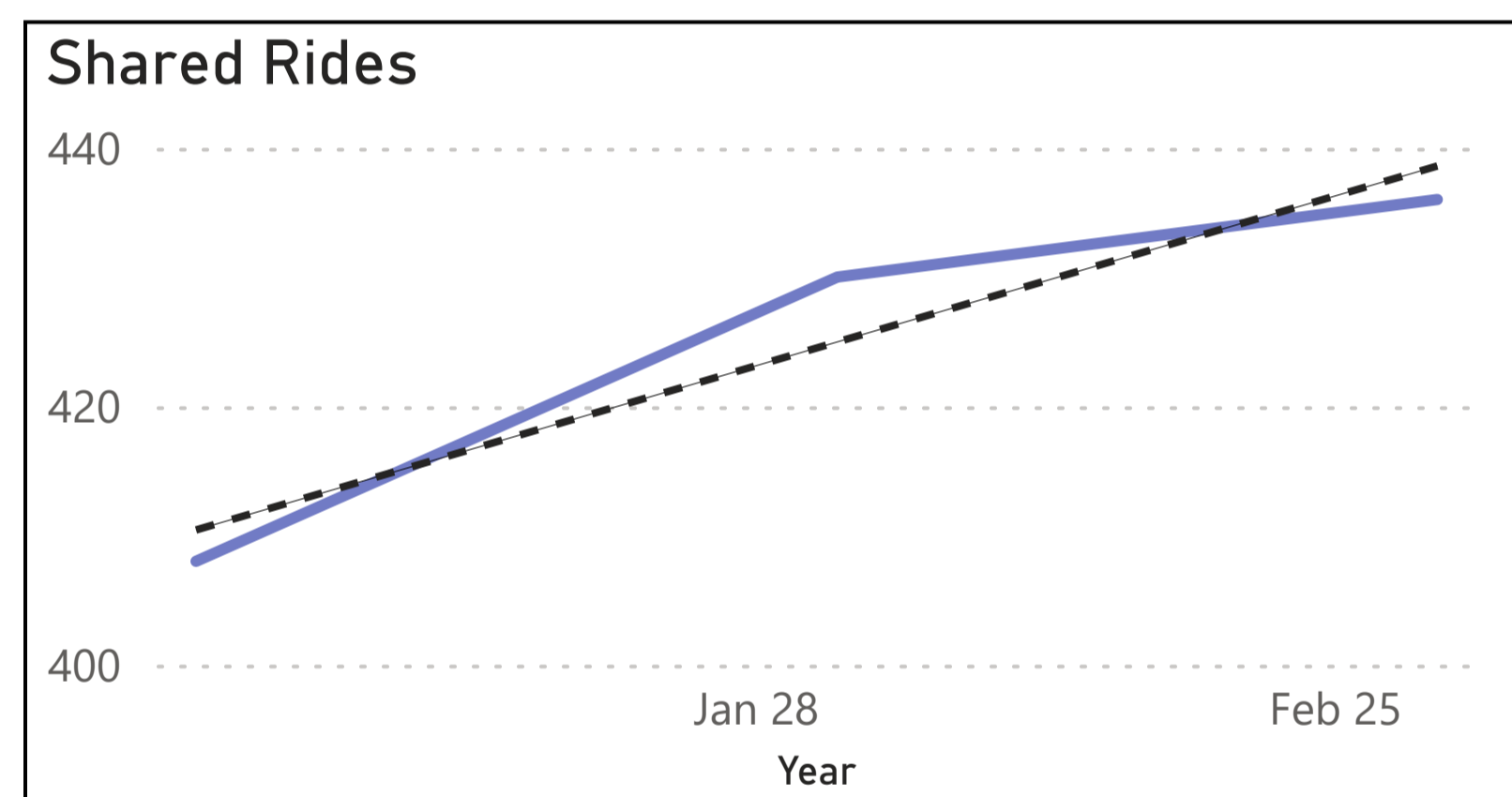
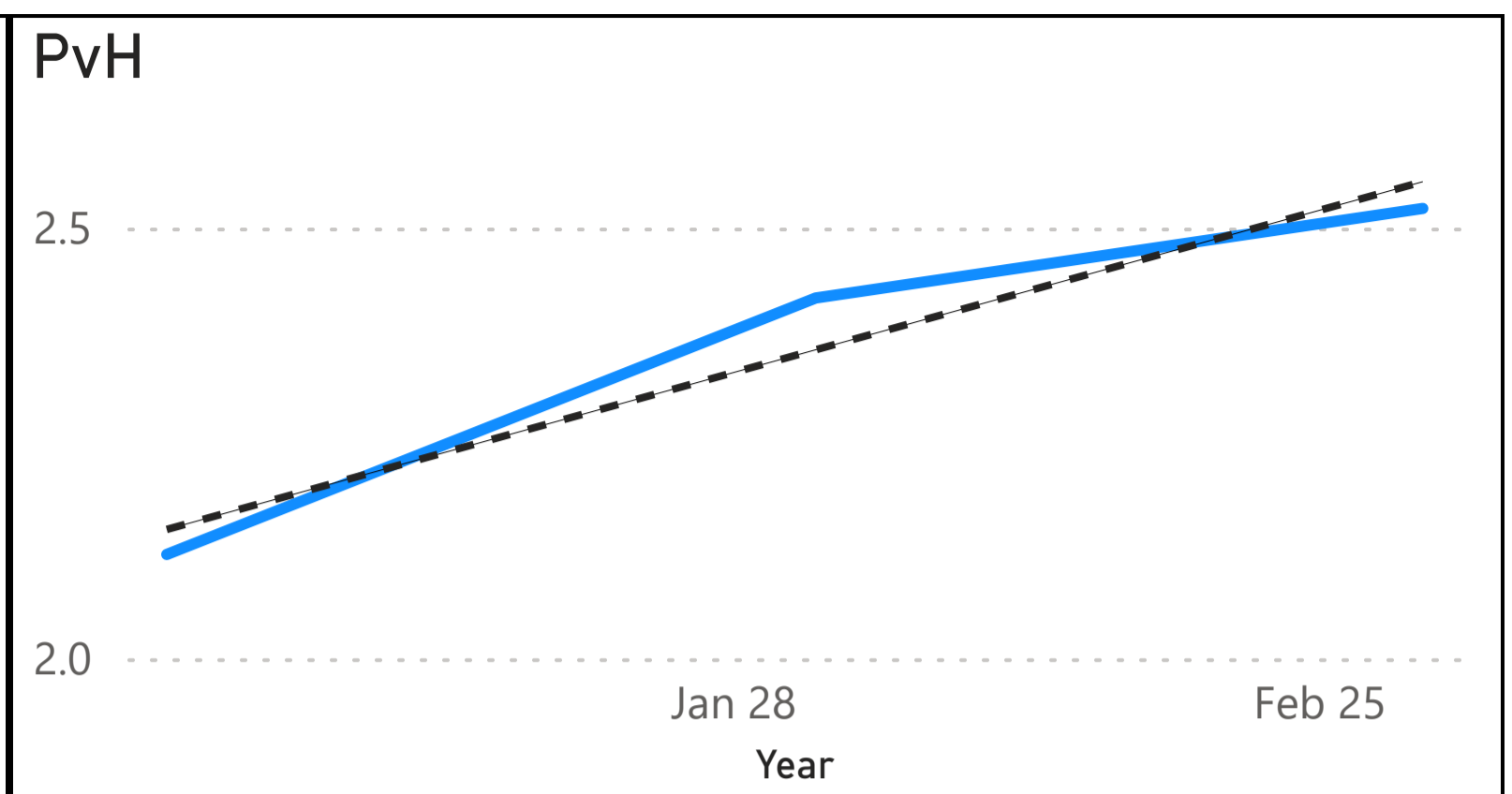
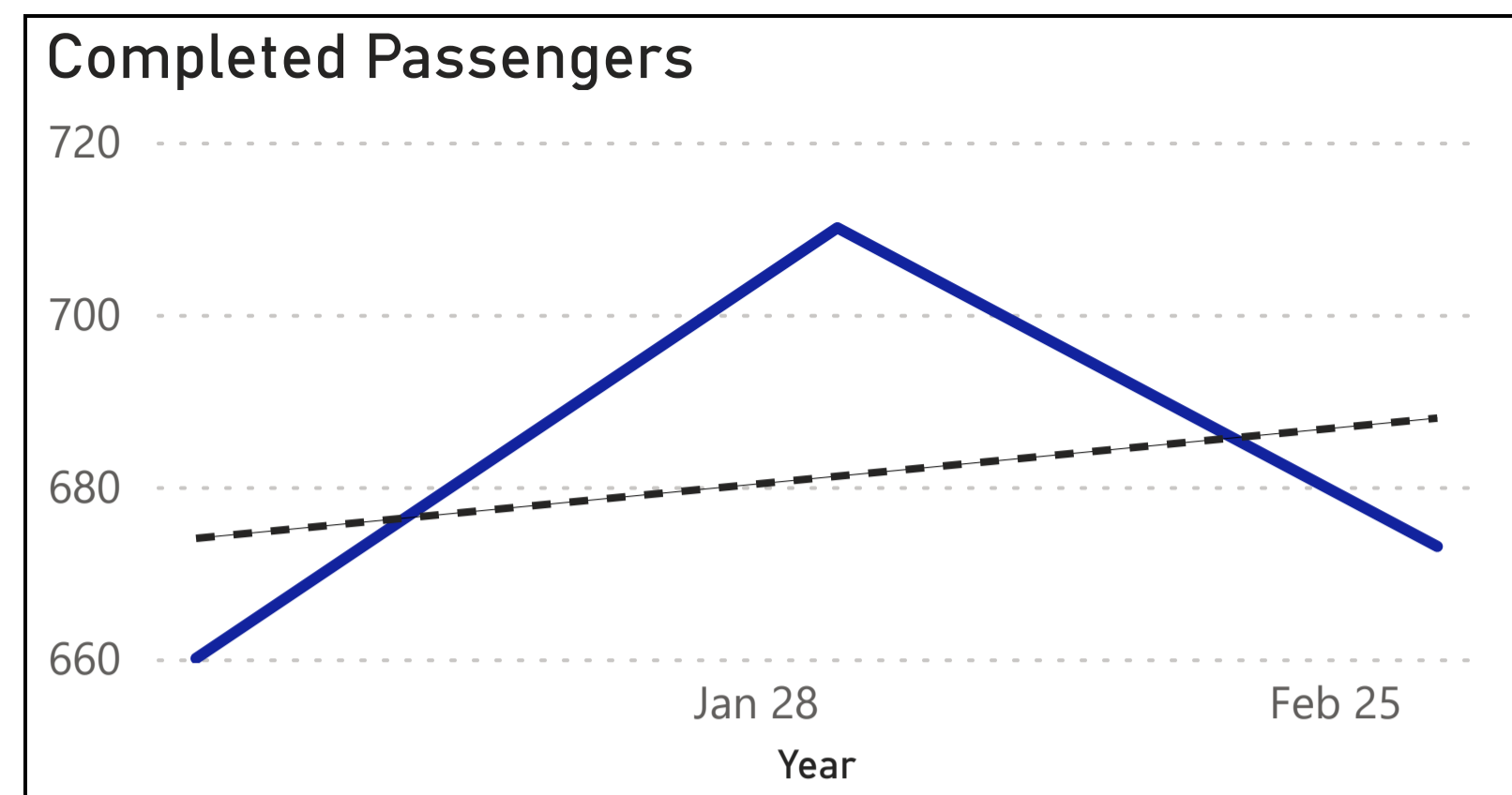
**Date**

**2043**  
Completed Passengers

**2.34**  
PvH

**1274**  
Shared Rides

**67.44%**  
% Shared Rides



Year	2024			
Month	March			
Program	Completed Rides	Shared Rides	% Shared	PvH
Blackfalds	631	436	69.10%	2.52
<b>Total</b>	<b>631</b>	<b>436</b>	<b>69.10%</b>	<b>2.52</b>

**Program**

Blackfalds

**ServiceDay**

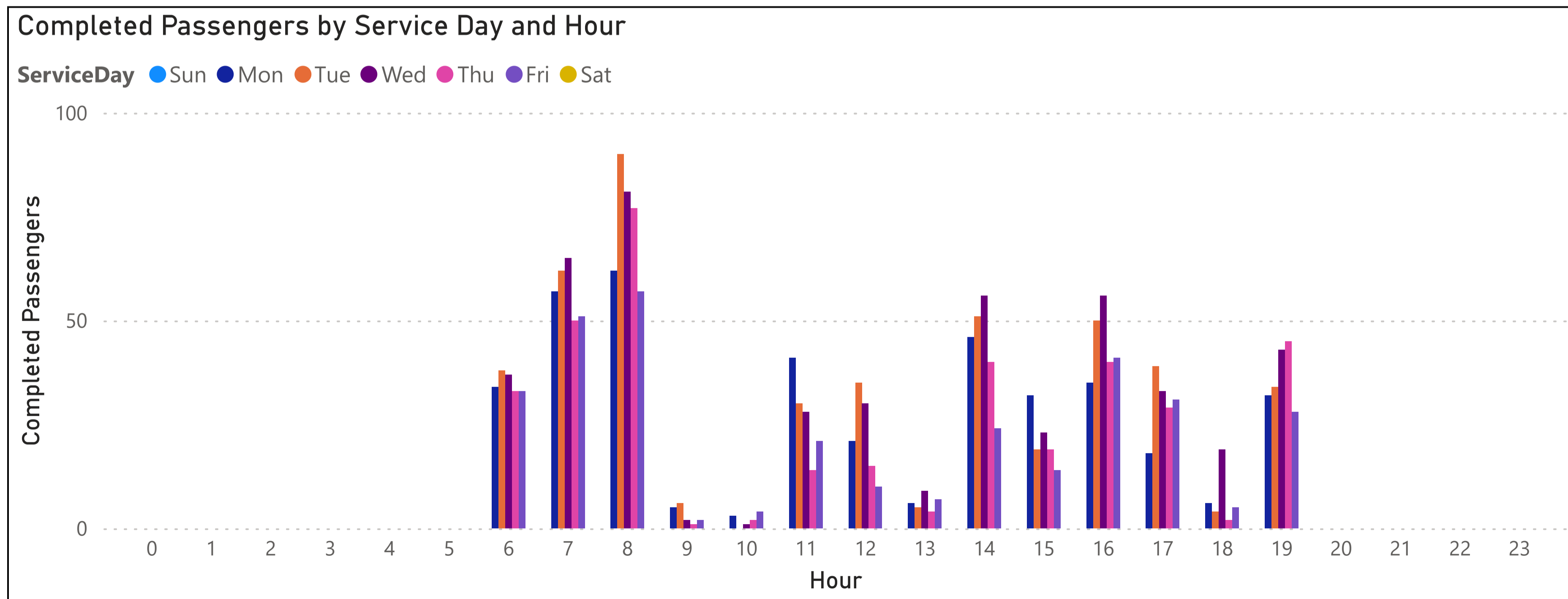
Sun  
 Mon  
 Tue  
 Wed  
 Thu  
 Fri  
 Sat

**Date**

01/01/2024

31/03/2024

ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	0	34	57	62	5	3	41	21	6	46	32	35	18	6	32	0	0	0	0	398
Tue	0	0	0	0	0	0	38	62	90	6	0	30	35	5	51	19	50	39	4	34	0	0	0	0	463
Wed	0	0	0	0	0	0	37	65	81	2	1	28	30	9	56	23	56	33	19	43	0	0	0	0	483
Thu	0	0	0	0	0	0	33	50	77	1	2	14	15	4	40	19	40	29	2	45	0	0	0	0	371
Fri	0	0	0	0	0	0	33	51	57	2	4	21	10	7	24	14	41	31	5	28	0	0	0	0	328
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hour Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>175</b>	<b>285</b>	<b>367</b>	<b>16</b>	<b>10</b>	<b>134</b>	<b>111</b>	<b>31</b>	<b>217</b>	<b>107</b>	<b>222</b>	<b>150</b>	<b>36</b>	<b>182</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2043</b>





**Program**

Blackfalds


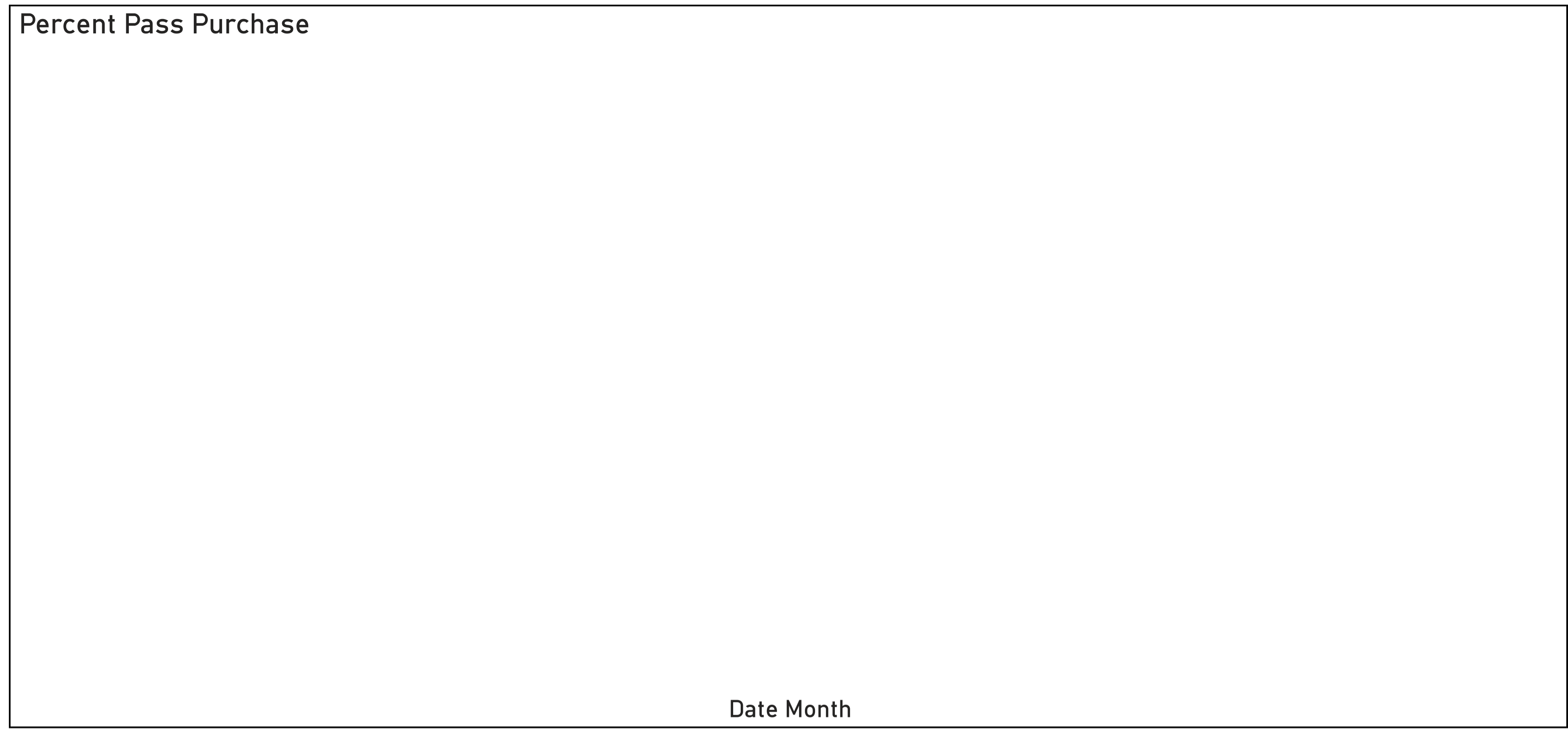
**ServiceDay**

Sun  
 Mon  
 Tue  
 Wed  
 Thu  
 Fri  
 Sat

**Date**

01/01/2024

31/03/2024

Year	2024											
Month	March											
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket
Blackfalds	0%	22%	0%	32%	20%	21%	0%	0%	0%	0%	4%	0%
<b>Total</b>	<b>0%</b>	<b>22%</b>	<b>0%</b>	<b>32%</b>	<b>20%</b>	<b>21%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>4%</b>	<b>0%</b>

**Program**

Blackfalds

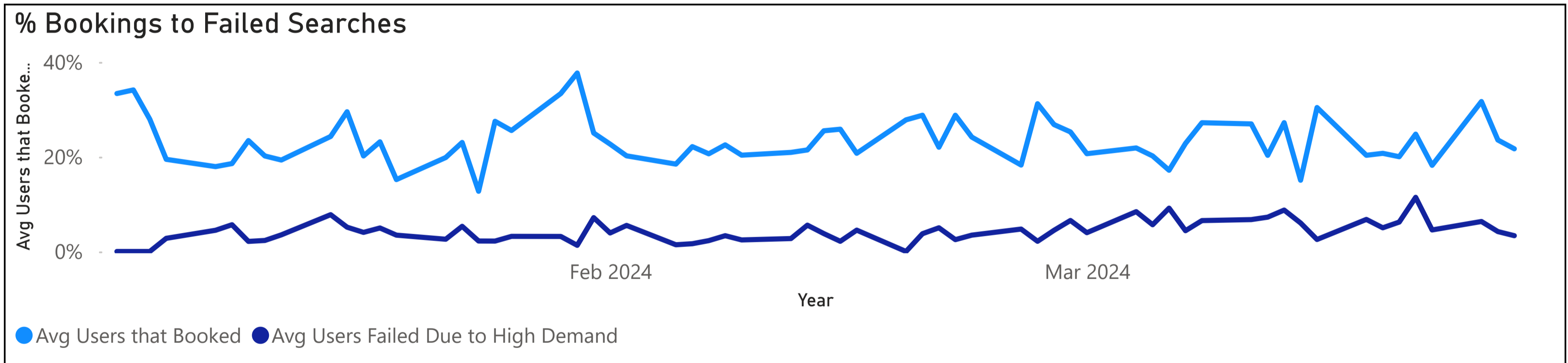
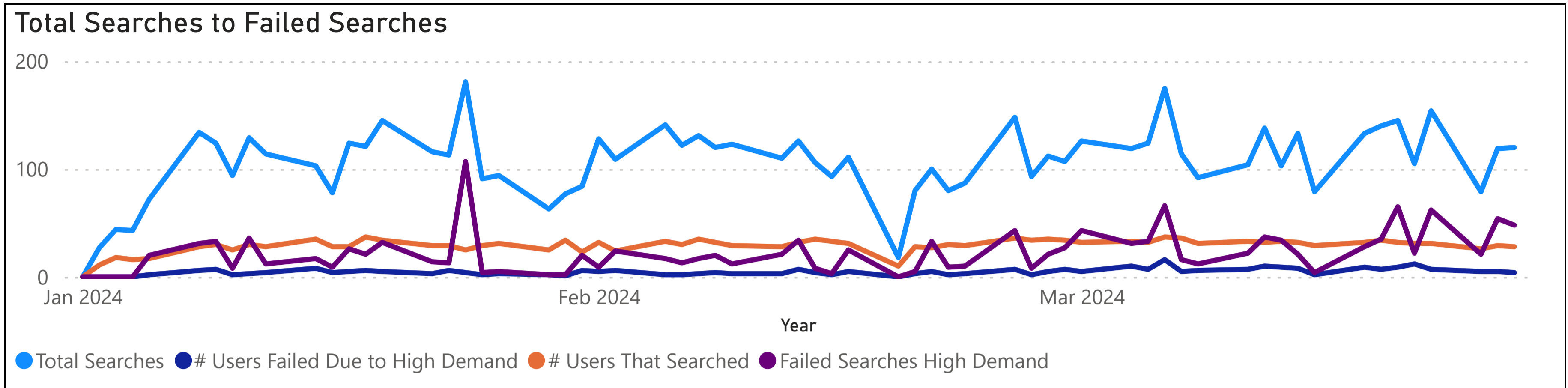
**ServiceDay**

Sun  
 Mon  
 Tue  
 Wed  
 Thu  
 Fri  
 Sat

**Date**

01/01/2024  
 31/03/2024

—



Year	2024				
Month	March				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	2302	143	603	22%	6%
<b>Total</b>	<b>2302</b>	<b>143</b>	<b>603</b>	<b>22%</b>	<b>6%</b>

**Program**

Blackfalds

**ServiceDay**

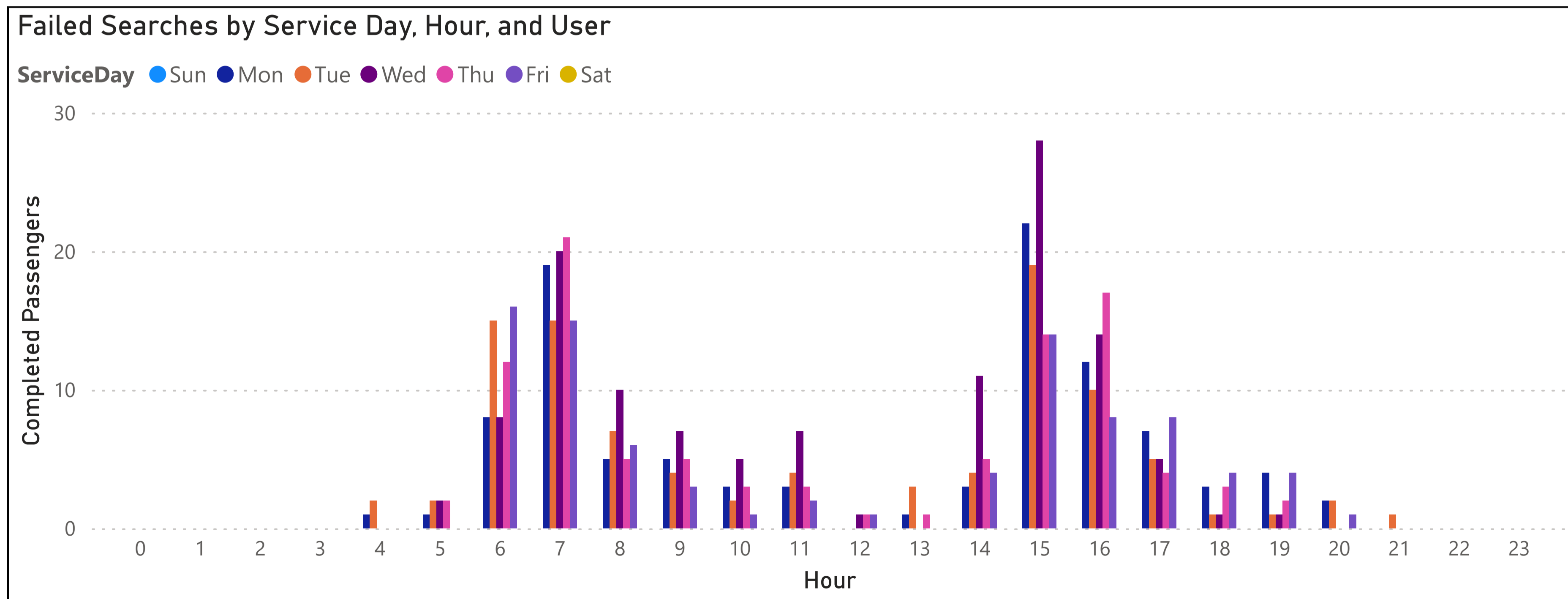
Sun  
 Mon  
 Tue  
 Wed  
 Thu  
 Fri  
 Sat

**Date**

01/01/2024

31/03/2024

ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	1	1	8	19	5	5	3	3	0	1	3	22	12	7	3	4	2	0	0	0	99
Tue	0	0	0	0	2	2	15	15	7	4	2	4	0	3	4	19	10	5	1	1	2	1	0	0	97
Wed	0	0	0	0	0	2	8	20	10	7	5	7	1	0	11	28	14	5	1	1	0	0	0	0	120
Thu	0	0	0	0	0	2	12	21	5	5	3	3	1	1	5	14	17	4	3	2	0	0	0	0	98
Fri	0	0	0	0	0	0	16	15	6	3	1	2	1	0	4	14	8	8	4	4	1	0	0	0	87
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hour Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>7</b>	<b>59</b>	<b>90</b>	<b>33</b>	<b>24</b>	<b>14</b>	<b>19</b>	<b>3</b>	<b>5</b>	<b>27</b>	<b>97</b>	<b>61</b>	<b>29</b>	<b>12</b>	<b>12</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>501</b>



**Program**

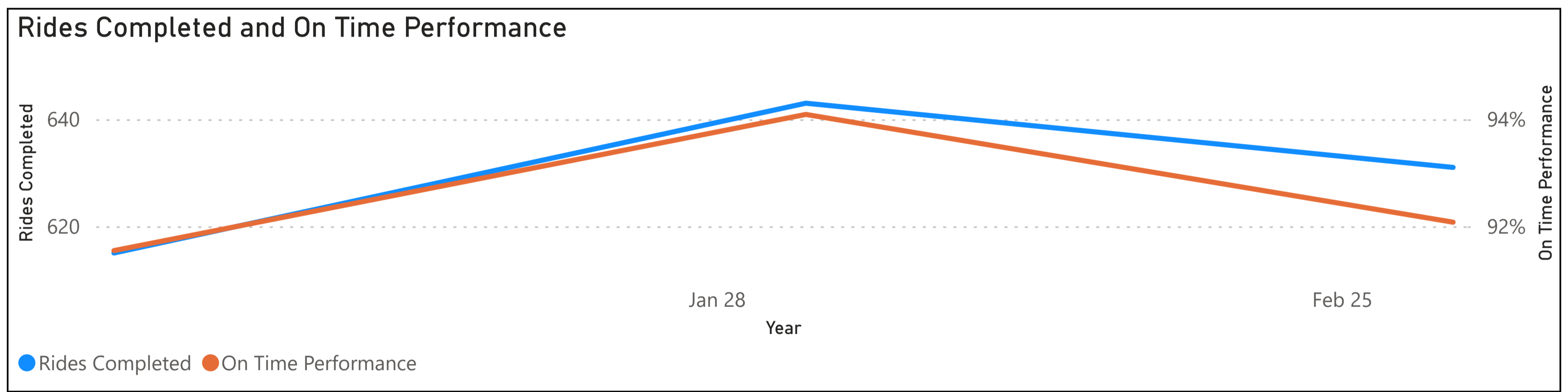
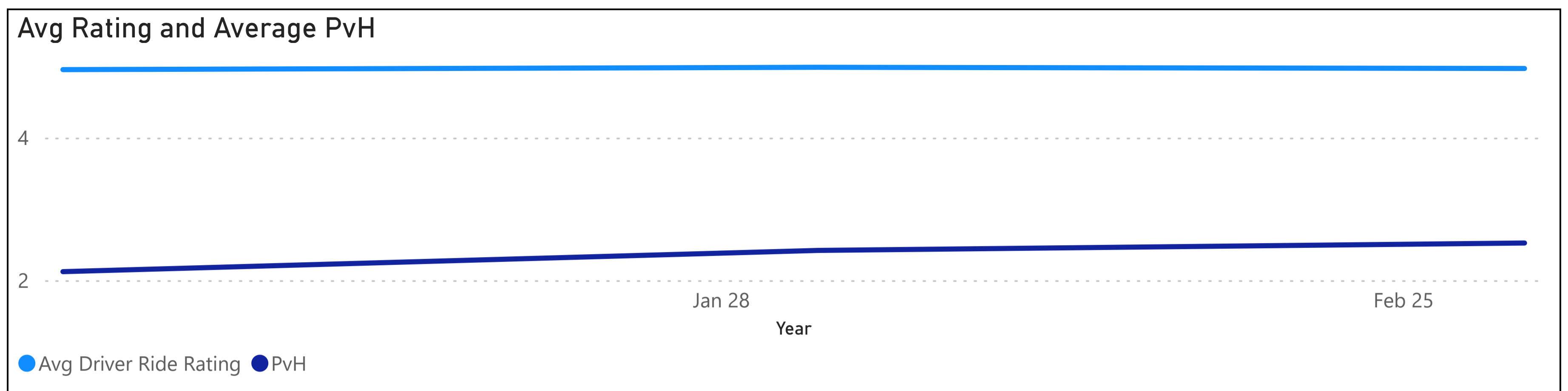
Blackfalds

**ServiceDay**

Sun  
 Mon  
 Tue  
 Wed  
 Thu  
 Fri  
 Sat

**Date**

01/01/2024  
 31/03/2024



**92.59%**  
On Time Performance

Year	2024				
Month	March				
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	
▲ Blackfalds	631	4.97	2.52	92.08%	
<b>Total</b>	<b>631</b>	<b>4.97</b>	<b>2.52</b>	<b>92.08%</b>	

Program

Blackfalds

ServiceDay

- Sun
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat

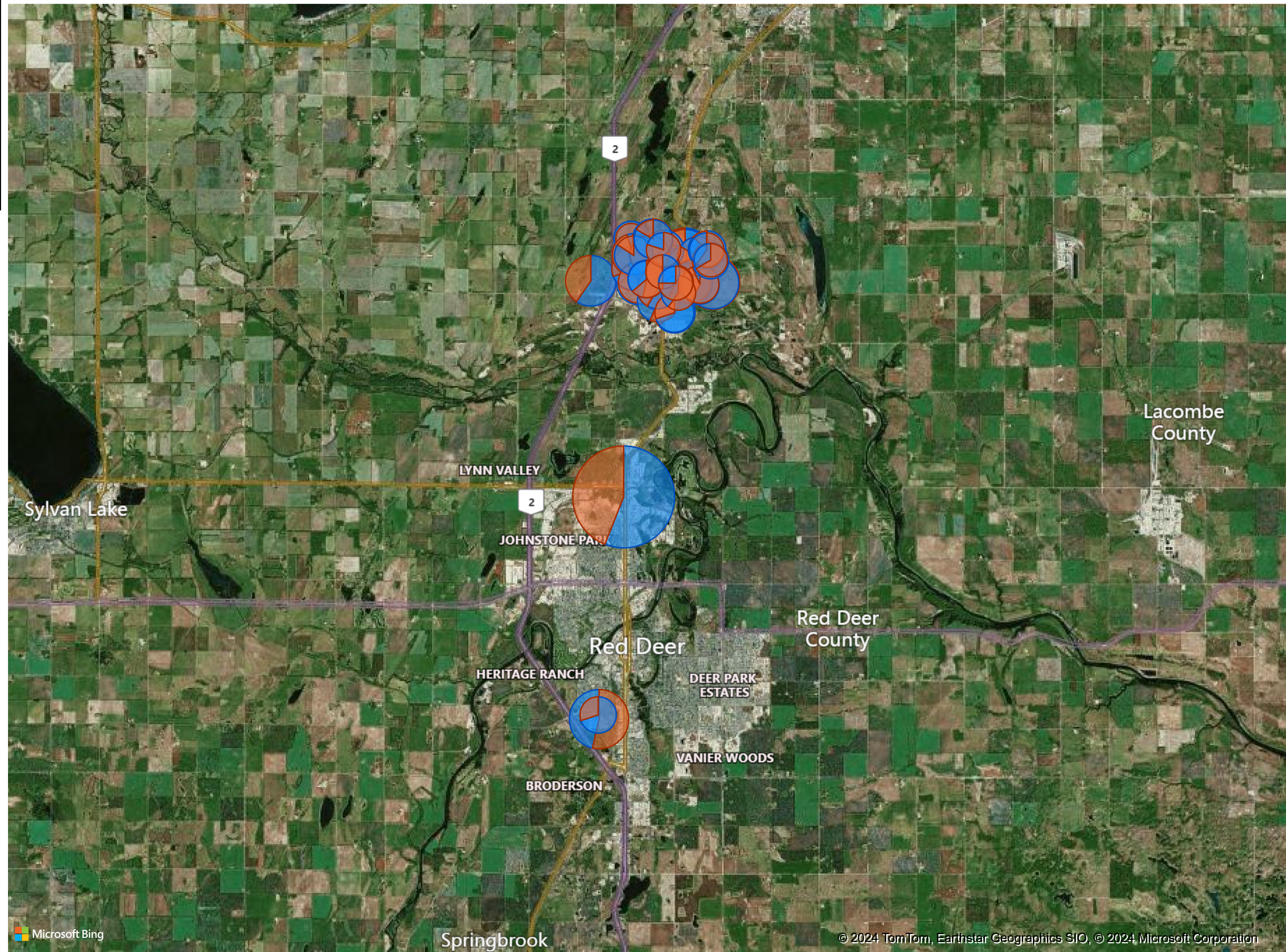
Date

01/01/2024

27/03/2024



● Dropoff ● Pickup



**Program**

Blackfalds

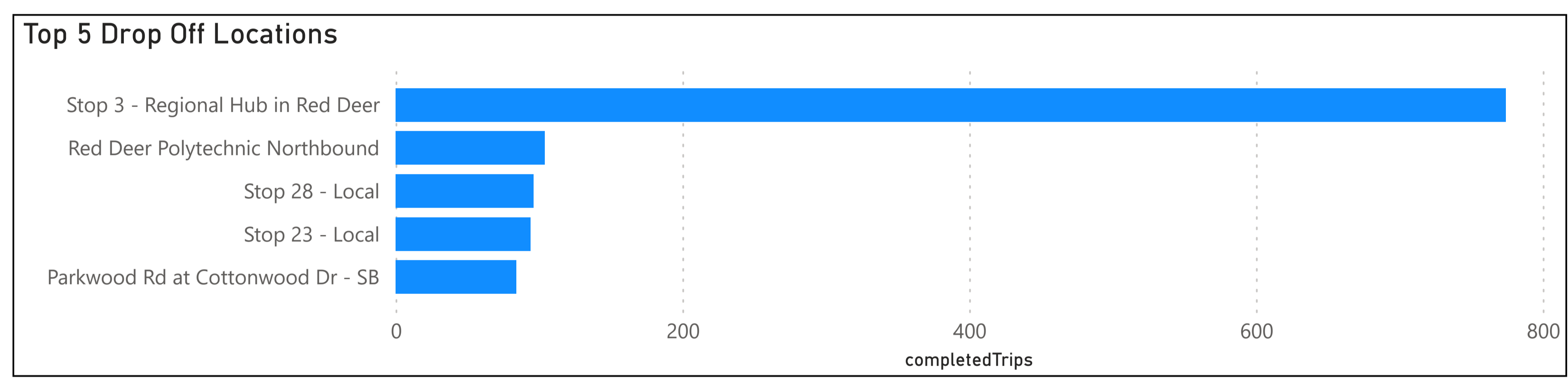
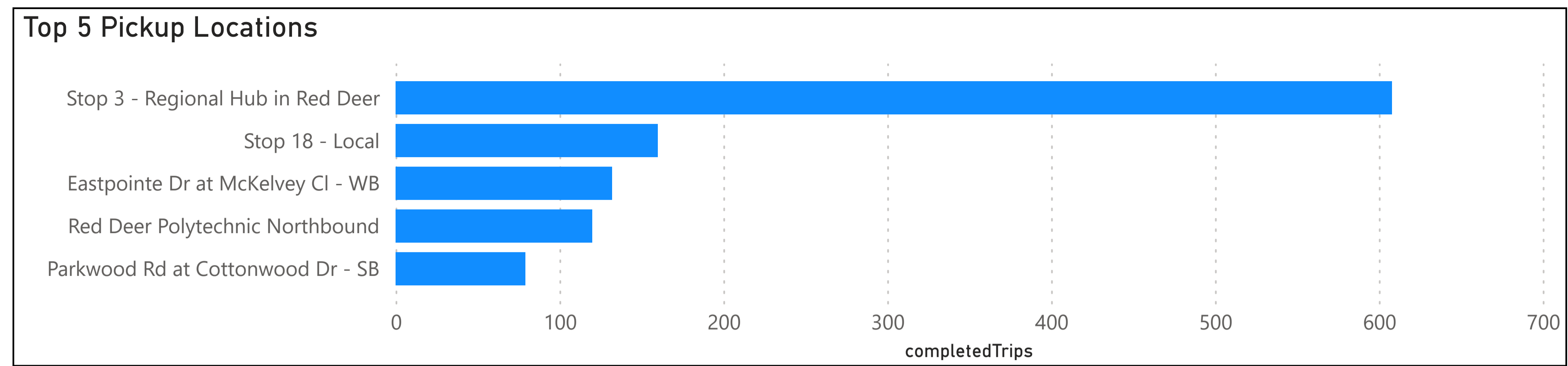
**ServiceDay**

Sun  
 Mon  
 Tue  
 Wed  
 Thu  
 Fri  
 Sat

**Date**

01/01/2024

27/03/2024



stopName	Dropoff	Pickup	Total
Stop 3 - Regional Hub in Red Deer	774	608	<b>1382</b>
Red Deer Polytechnic Northbound	104	120	<b>224</b>
Parkwood Rd at Cottonwood Dr - SB	84	79	<b>163</b>
Stop 18 - Local	3	160	<b>163</b>
Eastpointe Dr at McKelvey CI - WB	21	132	<b>153</b>
Stop 23 - Local	94	45	<b>139</b>
Stop 28 - Local	96	30	<b>126</b>
Eagle Builders	65	44	<b>109</b>
Highway Ave at Queen Cr - NR	55	54	<b>109</b>
<b>Total</b>	<b>1889</b>	<b>1889</b>	<b>3778</b>

Type stopName	Dropoff completedTrips	Pickup completedTrips	Total completedTrips
Stop 3 - Regional Hub in Red Deer	255	212	467
Red Deer Polytechnic Northbound	31	36	67
Parkwood Rd at Cottonwood Dr - SB	34	27	61
Stop 18 - Local	1	58	59
Stop 23 - Local	34	14	48
Eagle Builders	29	15	44
Eastpointe Dr at McKelvey Cl - WB	7	30	37
Stop 28 - Local	26	10	36
Highway Ave at Queen Cr - NB	15	20	35
Stop 1 - Regional Hub West Blackfalds	20	6	26
Stop 6 - Local	10	16	26
Womacks Rd at Blackfalds Skateboard Park	19	7	26
Buy Low Foods Stop	11	11	22
Park St at Highway St - Housing Side	1	21	22
Stop 22 - Cottonwood Dr at Coachman Way - EB	16	6	22
Stop 17 - Local	6	15	21
Waghorn St - Southside	15	6	21
Prarie Ridge Ave - NB	17	2	19
Stop 13 - Local	10	8	18
Stop 22 - Local	3	15	18
Stop 8 - Local	11	6	17
Park St at Paramount Cr - EB	8	7	15
Stop 12 - Local	4	9	13
Stop 26 - Local	4	9	13
Stop 7 - Local		13	13
Stop 29 - Local	5	7	12
Stop 21 - Local		10	10
Westridge Dr at Standford Blvd - SB	6	4	10
Stop 13 - Landsdowne Ave at Minto - EB	5	4	9
Leong Road at Duncan Ave - SB		7	7
Stop 11 - Local	1	5	6
Stop 25 - Pioneer Way at Coleman Cr - SB	5		5
Stop 7 - Westbrook Rd at Valmont St	5		5
Aspen Lakes at Ash Cl - Eastside	3	1	4
Stop 27 - Park St at Panorama Cr - WB		4	4
Cascade at Cooper St - Southside	2	1	3
Red Deer Polytechnic Southbound	2	1	3
Stop 25 - Local	3		3
Stop 27 - Local		3	3
Stop 14 - Local	1	1	2
Stop 20 - Iron Ridge Intermediate Campus - SB		2	2
Stop 20 - Local	2		2
Stop 24 - Local	1	1	2
Stop 5 - Local	2		2
Stop 15 - Local	1		1
Stop 5 - Aspen Lakes at Bend - Eastbound		1	1
<b>Total</b>	<b>631</b>	<b>631</b>	<b>1262</b>

---

**MEETING DATE:** April 9<sup>th</sup>, 2024

**PREPARED BY:** Justin de Bresser, Director of Corporate Services

**SUBJECT:** **Corporate Services Director's Quarterly Report, 1st Quarter of 2024**

---

## **BACKGROUND**

Council and Administration have incorporated a reporting process that includes quarterly reports provided by the department directors that provide updates on activities within each department. The objective of these quarterly reports, as well as the CAO's monthly reporting, is to assist in improving the flow of information for the Council and ensuring that they have adequate knowledge of programs and activities of the various departments' functional areas. These reports also provide additional insight into activities related to municipal operations for the public.

## **DISCUSSION**

This standard template provides an opportunity for Directors to report on activities within their department on a quarterly basis. It has been developed to ensure consistency in format. The reports provide an overview of the department's activities, updates on operational activities, updates on capital works activities, and information on the progress of projects and programs. Administrative staff are prepared to answer any questions or to expand upon information contained within the report upon request of Council.

## **FINANCE OPERATIONS**

### **Year-End Audit**

- Initiated work on the 2023 year-end Caseware file.
- Reviewed planning timeline and capital item discussions and started reconciliations and necessary documentation for the Auditors.
- Updated Caseware software with the latest transactions, established links, and followed up with employees regarding year-end status.
- Capital Reconciliations:
  - Allocating funding
  - Capitalization vs CIP
- Year-end Perfect Mind Reconciliations
- Educational Requisition Over/Under calculation
- Engaged in various year-end financial tasks, including capital reconciliations, balancing reserves, and educational requirement calculations.
- Year-end audited Financials will be presented to Council on April 23<sup>rd</sup>.

### **Administration & Finance Department Update**

- Reviewed and updated job descriptions for the Finance Department, which were then sent to HR.
- Created Revenue & Expense charts required for the 2023 Annual Report.
  - Documented changes and shared them with the Marketing team.
- Commenced investigation for Census Software.



- 
- Attended a Municipal Service Level index session with a consultant.
  - The Director participated in CAO and Manager Meetings.
  - Provided feedback during the kick-off meeting for Transfer Site Upgrades.
  - Managed financial accounts and reconciliations, ensuring accuracy.
  - Completed the Lacombe Regional Emergency Management Partnership financial report.
  - Prepared for the census with a kick-off meeting involving Marketing & Communications, Finance, Planning, and Executive and Legislative coordination.
  - Attended a webinar on the provincial budget hosted by AB Munis.
  - Uploaded reconciliation and working papers to the BDO portal, including samples from various areas such as utilities, R&M, AP, Prepaids, Contracts, Payroll, unearned revenue, and grant information.
  - I began working on the Diamond Software report card to evaluate the level of satisfaction with the current software and define its limitations.
  - Began the Foodcycling project. Met virtually with the food cycler group to review the program, establish timelines, got the contract signed. Arranged a meeting with staff to move forward on the next step. Prepare marketing material, set a promotion plan, online registration form, and online banking payment process. Registration will take place after Easter for two weeks, expect delivery to arrive by the end of April, and have the pilot program begin the first week of May for 12 weeks.

### **INFORMATION TECHNOLOGY & RECORDS MANAGEMENT OPERATIONS**

- Our FOIP Coordinator hosted an additional workshop for staff members who couldn't attend the initial six sessions.
- The IT Department is busy supporting staff and handling hardware installation and reconfiguration.
- Collaborated with technical vendors to obtain updated pricing for IT products and services, which will be used in various upcoming projects throughout 2024.
- Our team began work on relocating the CPO Office, which includes tasks such as data and phone termination and troubleshooting tax roll imports to GP.
- Records Management focused on professional development by participating in two webinars: "Building an Information Coordinator Program" and "Anatomy of a Legal Citation."
- The IT Department also worked on a business plan proposal to incorporate an additional team member for the year 2024. Additionally, we engaged in several meetings with our newly assigned Telus Representative to assess contracts and discuss project installation timelines with Total Control.
- Participated in a kick-off call with Zasio to initiate phase 2. This phase involves implementing the Versatile Electronic Records Management System (ERMS) and configuring Software as a Service (SaaS).
- Developed and issued guidance on preparing physical records for offsite storage.

### **MARKETING & COMMUNICATIONS OPERATIONS**

#### **Media Releases:**

- Organized a photo shoot of an electric vehicle at both locations to announce the upcoming EV Charging stations within the town.

- 
- Awaiting the Civic Centre charging station to be fixed and operational before releasing the media notice regarding the Women's Fast Pitch Championship.

**Transfer Station Signage:**

- Finalized the signage requirements for the transfer station.
- Designed and reviewed the signs, which will soon be sent out for printing.

**Social Media Policy:**

- Developed both Administrative and Council social media strategies.

**Eagle Builders Centre:**

Created wayfinding signage inside the EBC in anticipation of Winterfest.

•

**Winterfest:**

- Assisting with items needed for the Family Day Winterfest event, including signage and marketing.

**Abbey Anniversary:**

- Assisting with communication and website updates for the upcoming 10th anniversary at the Abbey Centre.

**Home Show:**

- Prepared a new banner and organized documents/giveaways for the home show.

**Corporate Clothing:**

- Finalizing meetings with the corporate apparel provider and editing/adding content to the website. The site will be launched for ordering on March 1.

**Spring/Summer Programming:**

- Prepared the website and events calendar with all the content from the Spring/Summer program guide, including fitness classes, vibrant living, and events.

**Camp Curious:**

- Created a handbook, brochure, and application form for the upcoming Camp Curious season.
- Updating the website with relevant information.

**Family Easter Event:**

- Printing marketing materials for the Family Easter Event scheduled for Saturday.

**Volunteer Appreciation:**

- Completing marketing materials for the upcoming volunteer appreciation event.

**ECONOMIC DEVELOPMENT OPERATIONS****Hosted the following meetings:**

- Economic Development & Tourism Advisory Committee
  - January 8<sup>th</sup>, 2024
  - March 4<sup>th</sup> (Postponed)

- 
- Blackfalds Health Practitioners Attraction & Retention Committee
    - January 8th, 2024
    - March 11<sup>th</sup>, 2024
  - Central Alberta Tourism Association
    - Attended the February 15<sup>th</sup> 2024

**Red Deer Home Show:**

- Organised and scheduled the attendees to cover the booth over the weekend schedule.

**Projects & Initiatives:**

- Promotion Material: Exploring new promotional materials for the Town (both printed and video).

**Municipal Law Trends:**

- Engaged with emerging trends in municipal law, particularly tax incentives.

**Grant Management:**

- Closed off the 2023 Rhpap A&R grant.
- Working with the committee to apply for the same grant in 2024.

**Wayfinding Signage Reporting:**

- Completed final reporting for the NRED grant related to the new wayfinding signage installation.

**EDO Position Transition:**

- Reviewed the job description for the EDO position following their departure. The position is posted and remains open until filled.



---

Department Director/Author

---

**MEETING DATE:** April 9, 2024

**PREPARED BY:** Preston Weran, Director of Infrastructure and Property Services

**SUBJECT:** **Infrastructure and Planning Services Director's Quarterly Report,  
1st Quarter of 2024**

---

## **BACKGROUND**

Council and Administration have incorporated a reporting process that includes quarterly reports provided by the department directors that provide updates on activities within each department. The objective of these quarterly reports, as well as the CAO's monthly reporting, is to assist in improving the flow of information for the Council and ensuring that they have adequate knowledge of programs and activities of the various departments' functional areas. These reports also provide additional insight to the public into activities related to municipal operations.

## **DISCUSSION**

This standard template provides an opportunity for Directors to report on activities within their department on a quarterly basis and has been developed to ensure consistency in format. The reports provide an overview of the department's activities, updates on operational activities, updates on capital works activities, and information on the progress of projects and programs. Administrative staff are prepared to answer any questions or to expand upon information contained within the report upon request of Council.

## **GENERAL**

The department conducted a six-month follow-up on its first safety stand-down to evaluate safety-related progress from matters suggested during the meeting. All actions taken have resulted in the positive advancement of safety initiatives for the department, building consistent processes and operational efficiency.

Operating and Capital 2024 projects have been started and are moving forward well.

## **OPERATIONS**

Public works have conducted snow removal operations on all Priorities 1 and 2 in the Community. Due to the lack of snowfall and then refocusing efforts to Priority 1 & 2's after snowfalls, no removals have been done in Priority 3 & 5 routes. Municipal enforcement has been assisting with vehicle removal as necessary. The AM/GIS Coordinator created a snow removal GIS dashboard on the Town website that shows where and when snow removal has been done on Priority 2-6 in the community. The department has made operational adjustments to best mitigate the loss of a second temporary snow storage facility at 4409 South Street as part of the land sale. The department will experience additional contractor service costs as a result of this.

Utility Work Permit reviews continue with developers planning ahead for their upcoming works in snow-free conditions. Various utility bylaw reviews as well.

Various environmental studies have occurred or are underway, including:

- Transfer Station. Follow-up from the discovery of a potential old landfill underneath the transfer station last summer, the department has hired ParklandGeo to conduct a Phase 1 ESA. Should the results of Phase 1 determine the potential for contamination, a Phase 2 ESA will be conducted.
- The Phase 2 ESA for 4409 South Street was completed, and the results confirmed the presence of contaminants, likely due to temporary snow operations. The department is currently conducting a supplementary Phase 2 ESA to delineate the extent of the contamination. These studies were triggered as a result of the land sale.
- The Phase 1 and Phase 2 ESAs completed at the Parkland Farms property to assess the feasibility of a temporary snow storage facility confirmed the presence of contamination at the property. No further discussions regarding the potential use of this site for temporary snow storage have been discussed.
- The annual monitoring report for the Old Landfill is complete, with the results confirming no change in site conditions from the previous year. The Town will continue to conduct an annual monitoring program in accordance with its Best Management Practices. Results from this program were submitted to Alberta Environment and Protected Areas (AEPA)
- Incident reports and accompanying 7-day letters have been submitted to AEPA for each of the above.

The Department continues to work towards drafting an Asset Management Strategy, previously approved under the 2023 capital program. Stantec Consulting is assisting with this project.

The Infrastructure Services Department is working with the Finance Department to implement the FoodCycler initiative approved by Council under the 2024 Solid Waste operating budget. The community has previously expressed interest in green bin and composting programs through the ESS public engagement survey and the budget survey. We are excited to implement this new initiative for the community and look forward to reviewing the results at the end of the pilot program!

The Department has updated the Cross Connection Control Program including all public documents such as annual testing letters, compliance letters, and brochures. A new streamlined automated process is being developed to enhance compliance and communication with the program.

On March 7<sup>th</sup>, the Infrastructure Services Department posted the Solid Waste Service RFP on APC with a close date of April 3<sup>rd</sup>. The opportunity is for a 3-year contract, with an optional two-year extension based on performance. The award of the contract will be brought forward to Council once it is completed.

The department has hired three summer students to assist with public works-related duties and assessment management. Two students are returning from previous years, and a new one will be joining. We are excited to have them join the team!

## **PLANNING & DEVELOPMENT OPERATIONS**

The Development Security Deposit Administrative Policy and accompanying Procedures are taking additional time to complete due to internal discussions to require security for utility work required to service development. Additional research and discussions are needed before this Administrative Policy is complete.

A significant collaborative effort between Town departments, the developer and their consulting team has been made to update the Aspen Lakes West Area Structure Plan to accommodate a new school. The updated Area Structure Plan and associated Land Use Bylaw amendments are currently in the formal adoption process, redistricting is expected shortly so that school planning can continue on the timeframes provided by the province.

In April 2021, Council authorized Administration to enter into a Safety Codes Service Contract with IJD Inspections Ltd. after a successful Request for Proposal submission. The service agreement was signed with a service commencement date of May 1, 2021, and an expiration date of May 1, 2024, with an optional 2-year extension clause. Administration will be triggering the agreement extension clause with IJD Inspections, with the service agreement expiring on May 1, 2026. Upon expiration, Administration will be required to undergo a formal RFP process.

The Safety Codes Council conducted an external audit of the Town of Blackfalds' management of the *Safety Codes Act* in the building, electrical, plumbing, gas, and fire disciplines in 2023. The resulting Audit Report was provided to the department with some recommendations and suggestions that need to be addressed in an Action Plan sent back to the Safety Codes Council. There were very few items that needed to be addressed by the Town and our safety codes contractor. The main recommendations we will be moving forward with are to ensure all information is provided in the permit applications and a Fire Safety Plan is in place prior to work commencing on certain developments. The Town's Action Plan was submitted to the Safety Codes Council in advance of the deadline.

As of the end of March 2024, Planning & Development has processed 87 permits at a total permit value of \$9,195,405.53. In comparison, by the end of Q1 2023, the department had processed 36 permits with a total permit value of \$4,121,626.70. In summary, both permit activity and values are significantly up.

Staff have been assisting municipal enforcement with various land use complaints, including RV parking and unauthorized developments.

The two sections of the department have been working together to conduct numerous development reviews, as well as working with developers with projects currently in construction to maintain compliance with approval requirements.

---

**CAPITAL UPDATE**

Engineering design is underway for the Annual Pavement Replacement project. This year the department has selected to upgrade East Railway Avenue with an asphalt overlay and install a monolithic sidewalk. This upgrade will enhance the overall road network and pedestrian improvements along South Street, and across the railway. It is also proposed to conduct asphalt improvements at two other intersections in the community, pending budget. This capital project will be tendered with the Aspen Drive stormwater improvements, the Leung Phase 2 upgrade project.

The Transfer Station capital project is underway with detailed design in progress. The department is also working with an office trailer supplier to investigate the option of solar power for the trailer to help meet goals within the Town's Environmental Stewardship Strategy.

The Town is undertaking detailed design for site grading, roadway and sidewalks, and utilities for a new school site within Blackfalds. The project is time sensitive, and the department is working closely with all involved departments to ensure the success of the project.

Public Works has obtained quotes and purchased a new Polaris approved under the capital program. The department is also in the process of obtaining quotes for the purchase of a new loader approved under the 2024 capital program through the CANOE program. Thank you to Council and Corporate Services for updating the Procurement Policy to improve operational efficiency while ensuring procurement is still conducted in a trade-compliant manner.

**PROGRESS ON PROJECTS/PROGRAMS**

The Dangerous Goods Bylaw and Traffic Bylaw work is on hold due to workload priorities and the bylaws will be integrated into the 2024 Workplan.

The Town has purchased an odour control device for Stanley Lift Station, which was installed. No complaints about odour have been received, and the department will continue to monitor the effectiveness of the system. A contractor installed a new emergency access door to the lift station to facilitate emergency pump maintenance activities.



---

Department Director/Author

---

**MEETING DATE:** April 9, 2024

**PREPARED BY:** Rick Kreklewich, Director of Community Services

**SUBJECT:** **Community Services Director's Quarterly Report, 1st Quarter of 2024**

---

## **BACKGROUND**

Council and Administration have incorporated a reporting process that includes quarterly reports provided by the department directors that provide updates on activities within each department. The objective of these quarterly reports, as well as the CAO's monthly reporting, is to assist in improving the flow of information for the Council and ensuring that they have adequate knowledge of programs and activities of the various departments' functional areas. These reports also provide additional insight to the public into activities related to municipal operations.

## **DISCUSSION**

This standard template provides an opportunity for Directors to report on activities within their department on a quarterly basis and has been developed to ensure consistency in format. The reports provide an overview of the department's activities, updates on operational activities, updates on capital works activities, and information on the progress of projects and programs. Administrative staff are prepared to answer any questions or to expand upon information contained within the report upon request of Council.

## **PARKS AND FACILITIES OPERATIONS**

### **January**

- Parks staff worked on trail/sidewalk snow clearing.
- Staff continued with Outdoor Rink daily maintenance.
- Facilities staff continue working on building maintenance, arena operations, and preventative maintenance.
- Light-Up Blackfalds Christmas light display on until January 21, 2024.
- Secured quotes for:
  - Sterling Sports Park Backstop Extension Project
  - Basketball Goals for Willow Park Outdoor Rink Pad

### **February**

- Parks crew is preparing for spring planting and projects. They are also getting all equipment tuned up and ready for spring.
- Parks staff worked on trail/sidewalk snow clearing.
- Staff continued with Outdoor Rink daily maintenance.
- Facilities staff continue working on building maintenance, arena operations, and preventative maintenance.



- 
- Summer Staff positions were posted and interviews started.
  - Parks and Facilities Staff supported Winterfest event.
  - Replaced emergency exit doors at the west side of Arena #2.

### **March**

- Light-Up Blackfalds display is almost cleaned up for spring. There are still some posts remaining as we wait for the frost to come out.
- Parks staff cleared trails and sidewalks for a few days, continually monitored facilities and trails for icy areas, and applied sand as necessary.
- Closed the Outdoor Rinks on March 11 and Ponds on March 15.
- Request for Proposal packages were closed and awarded for two Capital Projects:
  - Columbarium Concrete Ribbon Project
  - Zero-Turn Mower Equipment Purchase
- Parks staff are gearing up for spring season.
  - Planters and hanging baskets have been taken to the greenhouse for preparation.
  - Equipment maintenance and restocking supplies
- Arena #2's ice surface was removed on April 3. Ball hockey and lacrosse activities will start in early April. Arena #1's ice is still in and being used throughout the evenings and weekends.
- Facilities staff continue working on building maintenance, arena operations, and preventative maintenance.
- Parks Foreman attended the AB Invasive Species Council Conference and Workshop in Olds, March 19-21
- Summer Staff hired for the 2024 spring/summer season!
- Cimco Refrigeration completed an Arena Ice Plant Audit Lifecycle Report to provide a guiding document for upcoming arena ice plant maintenance and component replacement plans.

### **ABBEY CENTRE OPERATIONS**

- Town of Blackfalds facility rate changes (including the Abbey Centre) came into effect on January 1<sup>st</sup>.
- Archery Alberta was here Jan 6-7 for the Alberta Youth Championships, and Rope-Skipping Alberta visited on Jan 26-27.
- EWI Works completed an ergonomic assessment for the Guest Services front desk. We have reviewed desk design options and are waiting to hear back from the ACI Architect.
- Light and ballast replacement/maintenance work was completed on Jan 18 by CBS Electric.
- A full certification Red Cross First Aid course was held for staff on Jan 24.
- \$3600 was received from Lacombe County for the FCSS Camp Curious grant and \$1600 from the Blackfalds Ag Society for camp to attend the Kray Family Farm this summer.
- S. Todd joined the Abbey Team as a Children's Services Attendant I on January 30<sup>th</sup>.
- The shape and inserts are welded on the Love Lock Heart by the Fabrication & Welding student at Lacombe Composite High School with the mesh install, final clean up and powder coating yet to come.

- 
- A fee review was completed of our fitness classes and the Spring 1 & 2 sessions will see an increase of \$2/class which will still see us still below the regions industry standard.
  - Fit February started Feb 1<sup>st</sup> Drop in and registered fitness class participants were able to enter a couple of draws for a free month membership.
  - 70 tables and 4 trolleys were loaned to IRSC for their Career Fair Extravaganza on Feb 15<sup>th</sup>.
  - J. Leonhardt completed her co-teach for Red Cross Youth Instructors, so we now have an additional staff member who can teach Red Cross Babysitters courses.
  - Submission Ace Championship Brazilian Jiu-Jitsu was held Feb 23-24 in Field House 2/3 with the Canadian League of Brazilian Jiu Jitsu in the Full Field house Mar 1-3.
  - New sponsorship banners (Royal Lepage and Central City Asphalt) were hung in Field House 1 and 3.
  - Staff participated in FCSS's initiative to always be kind/bullying awareness by wearing pink on Feb 28<sup>th</sup>.
  - Two sets of weights and racks have been purchased and installed in Fitness Studio 1. These will help support fitness classes and free up weights in the Fitness Centre.
  - A new Zebra membership card printer has been installed at Guest Services, replacing the very unreliable Badgy printers and allowing for onsite gift card printing.
  - We have commenced utilizing Blackfalds Connect to send targeted messaging regarding items that directly impact a specific user group.
  - The Alberta Indoor Rowing Championships was held at the Abbey Centre on March 9<sup>th</sup>, hosted by the Central Alberta Rowing Club, and had the highest number of attendees ever.
  - The Abbey Centre took over the Community Garden registration which launched March 15 with online and in-house options being available. All in all, it went very well.
  - On March 15, we launched the Camp Curious Champion program, which allows low-income families to apply to win a complimentary week at Camp Curious. This program is made available through an anonymous donation from a community member. FCSS is assisting us with this program by means of selection criteria, application acceptance, and screening. Applications are open until April 26.
  - The renewed 10-year sponsorship agreement has been completed with the Blackfalds Ag Society for the amphitheater. Work has commenced on sourcing new signage.
  - A replacement hot water tank (capital project from 2023) was completed mid-March, so we once again have three operational tanks.
  - Our new part-time Guest Services Rep started on March 22, with further interviews for the full-term position.
  - The Little of This Market Spring Market took place on March 23 & 24 with over 2300 attendees.
  - The new Camp Curious Handbook has been finalized and is available online. This handbook contains all the information campers and their parents/guardians will need to have a great camp experience.
  - The Abbey Centre celebrated its 10-year anniversary in the last week of March with promotions, activities, and giveaways. It was a very busy week as it was also spring break.
  - In this quarter, we attracted 10,449 daily admissions and 26,603 member visits. Membership revenues for this quarter were \$182,611, facility/program room rental fees were \$28,566, and day admission sales were \$47,965. As of March 31st, we had 616 annual members, 697 monthly members, and **2257** punch pass holders.

---

**PROJECTS, EVENTS & EAGLE BUILDERS CENTRE OPERATIONS****January****Projects**

- Had the fire bowl fixed up at Border Paving Plaza with new gas lines and a safety mess inside the top rim.
- Met with Red Deer BMX on a new project in Sterling Industries Sports Park. Renderings will be coming forth to the Rec Board and Council in May or June
- Met with Ag Society (Dena Thomas) on the possibility of a Provincial grant to renovate the dressing rooms in Area 2- but the grant was denied.

**Events**

- First initial meeting with Red Deer Ladies Fastball on the award from Softball Canada to host our first-ever National Championship in Blackfalds.
- Met with Lacombe Boxing Club to try to get a silver boxing match in Blackfalds.
- Assisted our Director with the Special Event Policy.
- Working on a concert for the EBC in the summer months.

**EBC**

- Met with the concession leaseholders in the EBC building to improve communication and work on some changes in the building to improve business.  
We also met with Minor Hockey to discuss improving billing/invoices and the possibility of more ice time needed for next season.

**February****Projects**

- Met with Minor Ball to discuss the new batting cage project at Sterling Industries Sports Park, the high number of participants this year, and the need for more diamond time.
- CSD had a discussion on the new Border Paving Plaza policy. Setting rules and regulations for the usage of the facility.

**Events**

- Administration had its first Blackfalds Days meeting, where a few new ideas for this year will add to the spirit of this event.
- Met again with our concert promoter on another concert idea, as the one we had did not work out.
- Met with Central Sport/Red Deer Tourism on the upcoming National Sports Event Congress meeting in Winnipeg. The game plan is about who we will be talking to with the National Sports Organizations.

**EBC**

- Worked with Gord Bamford and associates on the annual fundraiser at the EBC. Booked the facility and are ready for another great event.

**March****Projects**

- Met with Red Deer BMX on the site to finalize the area where they will need to stake out before renderings.
- Had a meeting with Disc Golf with the Optimist club and consultants to look at a location in Town for this growing sport.

**Events**

- I attended the 2024 National Sports Events Conference in Winnipeg. I got a chance to speak to 10 different National Sports Organizations such as Archery Canada, Badminton Canada, Taekwondo Canada, National Slo-pitch, Baseball Canada, Dodge Ball Canada, Softball Canada, Canadian Arm-Wrestling Federation, boxing Canada, and ball Hockey Canada. It looks like 5 of the National Sports Organizations are interested in hosting future National Championships, which is very exciting for our community. We are proud that a lot of these national bodies knew where Blackfalds was, and they expressed how great our facilities are!!! Kudos to our awesome Town!!

**EBC**

- Now working with Blackfalds Lacrosse, senior lacrosse, and ball hockey on their scheduling.

**FCSS OPERATIONS****January****Seniors Programming**

- **Drop-In 50+ Walking Club:** FCSS staff facilitates the 50+ Walking Club on Tuesdays and Thursdays at the Abbey Centre. During the month of January 55 people participated (including: 9% were Lacombe County residents), 7 dates offered, 128 track admissions were purchased, and the Seniors Plus (75+) admission was utilized 39 times. Participants tracked their distance walked and as a group they walked 6427 laps in January.
- **Seniors Funding:** The Volunteer Programmer secured 91% of the funds needed to support our seniors' initiatives thanks to Lacombe County FCSS Grant Funding and Blackfalds & District Agricultural Society.

**It's More Than Just a Movie** (monthly event) –

The January event showcasing 'Cool Runnings' was attended by 18 individuals.

**Blackfalds Youth Crew** - Offered Mondays from 3:45 - 5:45 pm for youth grades 4 -6, Tuesdays from 5:00 - 7:00 pm for youth grades 7 – 12, and now Thursdays from 1 – 2:30 pm for homeschooled youth grades 4 - 9. Youth participated in a variety of scheduled activities, including a movie & popcorn, slime making, games in the Abbey Centre field house, and hot chocolate & tobogganing.

- January 1, 2, and 4, there was no BYC due to Winter Break,
- January 8 saw 4 youths in attendance, January 9 saw 11, and January 12 saw 12,
- January 22 saw 20 youth in attendance, January 23 saw 4, and January 25 saw 9,
- January 29 saw 15 youth in attendance. January 30 saw 14.

---

**Child Safe Canada Home Alone Safety**—scheduled for January 17th. However, due to staff illness, the class was rescheduled for February 1st and February 2nd. Between both make-up dates, 15 youths registered. The class is offered on a nearly monthly basis throughout the school year for youth grades 4 – 6.

**Youth Cooking Club** is an Alberta Health Services program geared towards teaching youth about healthy eating, according to Canada’s Food Guide. Youth learn how to cook and bake while staying safe in the kitchen. This 8-week program started January 31st and ended March 20<sup>th</sup>.

**Big Brothers Big Sisters Mentoring** takes place once a week for one hour with the same mentee. The mentee and FCSS Youth Programmer are engaged throughout the whole meeting and have developed a solid relationship.

**Mission Impossible** - an obstacle course developed by FCSS Youth Programmer to advance youth physical coordination and social skills. Obstacle courses will get progressively harder to allow for youth skill development. The program has 15 registered youth, with full attendance and engagement.

**Final Reporting for Christmas Bureau Program:**

- 463 residents benefited from the Christmas Bureau Program.
- (271 children+127 women+65 men).
- 103 families received hampers.
- 21 seniors/ singles received hampers.
- A total of 124 hampers were given.
- 46.5 Volunteer Hours.
- \$23,722.14 raised.
- 

**Community Volunteer Income Tax Program:**

- Applied to be an approved CVITP clinic provider.
- Recruiting & Screening Volunteer.

**Interagency meeting**

- 17 people from 15 Unique Organizations

**Family Easter Event:**

- reaching out to local organizations looking for partnerships in this event.

**In-office connections**

- 4 Community members assisted – with CPP applications and jury exemption.

**Social Media Connections**

- 655 Facebook Followers
- 32 Instagram Followers

**February**

**Seniors Active Programming:**

- **Drop-In 50+ Walking Club:** FCSS staff facilitates the 50+ Walking Club on Tuesdays and Thursdays at the Abbey Centre. During the month of February, 67 people participated

(including 22% Lacombe County residents), 9 dates were offered, 241 track admissions were purchased = \$482, and the Seniors Plus (75+) admission was utilized 50 times. Participants tracked their distance walked, and as a group, they walked 9774 laps in February.

- **Spring/Summer Programming:** The Volunteer Programmer continues to work with the Fitness and Aquatics Coordinator/Recreation and Culture Programmer as we plan for spring and summer programming.

**It's More Than Just a Movie** (monthly event) – The February event showcasing 'Sweet Home Alabama' was attended by 24 individuals.

**Volunteer Recognition:** Nominations were accepted:

- Carol Simpson Volunteer of the Year Award - 5 nominees
- Gloria House Mentor Award - 1 nominee
- Outstanding Group Award (Adult category) - 4 nominees
- Outstanding Group Award (Youth category) - 0 nominee
- Dylan Stork Youth Ambassador Award - 3 nominees
- Leaders of Tomorrow Award (Elementary category) - 9 nominees
- Leaders of Tomorrow Award (Junior High category) - 35 nominees
- Leaders of Tomorrow Award (High School category) - 10 nominees

**Town of Blackfalds volunteers were utilized at the following programs and events:**

- Feb 19: Winterfest (7 volunteers, totaling 23.5 volunteer hours)

**Blackfalds Youth Crew** - Offered Mondays from 3:45 - 5:45 pm for youth grades 4 -6, Tuesdays from 5:00 - 7:00 pm for youth grades 7 – 12, and now Thursdays from 1 – 2:30 pm for homeschooled youth grades 4 - 9. Youth participated in a variety of scheduled activities, including hot chocolate & tobogganing, perler beads and moulding clay, Valentine's Day brownie pops, and string art.

- February 1 saw 9 youths in attendance,
- February 5 saw 18 youth in attendance, February 6 saw 13, and February 8 saw 10,
- February 12 saw 22 youth in attendance, February 13 saw 16, and February 15 saw 10,
- February 19, 20, and 22, there was no program due to Family Day STAT,
- February 26 saw 18 youth in attendance, February 27 saw 10, and February 29 saw 12.

**Child Safe Canada Home Alone Safety** - scheduled for February 20<sup>th</sup>. The class was full and continues to be offered on a nearly monthly basis throughout the school year for youth grades 4 – 6.

**Youth Cooking Club** is an Alberta Health Services program geared towards teaching youth about healthy eating, according to Canada's Food Guide. Youths learn how to cook and bake while staying safe in the kitchen. This 8-week program started January 31<sup>st</sup> and ended March 20<sup>th</sup>.

**Big Brothers Big Sisters Mentoring** takes place once a week for one hour with the same mentee. The mentee and FCSS Youth Programmer are engaged throughout the whole meeting and have developed a solid relationship.

**Mission Impossible** - an obstacle course developed by FCSS Youth Programmer to advance youth physical coordination and social skills. Obstacle courses will get progressively harder to allow for youth skill development. The program has 15 registered youth, with full attendance and engagement.

**Blackfalds Youth Crew Winterfest Family Bingo** - a Town of Blackfalds event facilitated by FCSS Youth Programmer and BYC youth volunteers. This drop-in style bingo game was offered on Family Day to create and maintain a sense of community. 3 BYC participants volunteered their time while working alongside the FCSS Youth Programmer to ensure a smooth bingo game. The bingo event received positive feedback from participants.

#### **Social Media Connections**

- 679 Facebook Followers
- 57 Instagram Followers

#### **Community Volunteer Income Tax Program:**

- CRA Training and Volunteer Training

#### **Family Easter Event:**

- Confirmed Partnership with Family Resource Network, Blackfalds Bulldogs, Blackfalds Public Library, Kids Konnection, Big Brothers & Big Sisters, UBAKA and our FCSS Youth Program

#### **March**

##### **Seniors Active Programming:**

- **Drop-In 50+ Walking Club:** FCSS staff facilitates the 50+ Walking Club on Tuesday and Thursdays at the Abbey Centre. During the month of March 67 people participated (including: 22% were Lacombe County residents), 8 dates offered, 241 track admissions were purchased = \$482, and the Seniors Plus (75+) admission was utilized 39 times. Participants tracked their distance walked and as a group they walked 10272 laps in March.

**It's More Than Just a Movie** (monthly event)—24 individuals attended The March event showcasing 'Moneyball'.

**Volunteer Recognition:** Our outstanding community volunteers will be celebrated and honoured in April through our volunteer awards presentation, FCSS Volunteer Newsletter and social media.

- National Volunteer Week April 14-20, 2024
- Invitations for volunteer recognition events have been sent to awards nominees, community groups, organizations, and Town of Blackfalds volunteers. Event information below:
- Best of Blackfalds (April 18) 18+ event with the evening to include local businesses supplying a variety of appetizers, live music, beer tasting, cash bar and the presentation of the Carol Simpson Volunteer of the Year Award, Gloria House Mentor Award, and the Outstanding Group (adult) Award. RSVP by April 8.
- Youth Recognition Night (May 2) Red-carpet youth event to include appetizers, performances and the presentation of the Dylan Stork Youth Ambassador Award, Leaders of Tomorrow Awards, and the Outstanding Group (youth) Award. RSVP by April 22.
- National Volunteer Week colouring contest. Win a \$25 gift card, four age categories, drop off finished masterpieces to FCSS April 14-20.

---

**Town of Blackfalds volunteers were utilized at the following programs and events:**

- Mar 23: Family Easter Event (15 volunteers, totaling 30 volunteer hours)

**Blackfalds Youth Crew** - Offered Mondays from 3:45 - 5:45pm for youth grades 4 -6, Tuesdays from 5:00 - 7:00pm for youth grades 7 – 12, and now Thursdays from 1 – 2:30pm for homeschooled youth grades 4 - 9. Youth participated in a variety of scheduled activities, including a movie & popcorn, watercolor painting, cupcake decorating, and Easter egg hunt & crafts.

- March 4 saw 17 youth in attendance, March 5 saw 10, and March 7 saw 10,
- March 11 saw 15 youth in attendance, March 12 saw 13, and March 14 saw 9,
- March 18 saw 17 youth in attendance, March 19 saw 12, and March 21 saw 9,
- March 25 saw 13 youth in attendance, March 26 saw 11, and March 28 saw 12.

**Child Safe Canada Home Alone Safety** - scheduled for February 20<sup>th</sup>. The class was full and continues to be offered on a nearly monthly basis throughout the school year for youth grades 4 – 6.

**Youth Cooking Club** - an Alberta Health Services program geared towards teaching youth about healthy eating, according to the Canada's Food Guide. Youth learn how to cook/bake while staying safe in the kitchen. This 8-week program started January 31<sup>st</sup>, wrapping up March 20<sup>th</sup>.

**Big Brothers Big Sisters Mentoring** - takes place once a week for one hour with the same mentee. Mentee and FCSS Youth Programmer are engaged throughout the whole meet time and have developed a solid relationship.

**Mission Impossible** - an obstacle course developed by FCSS Youth Programmer to advance youth physical coordination and social skills. Obstacle courses will get progressively harder to allow for youth skill development. The program has 15 registered youth, with full attendance and engagement.

**Young Artists** - a workshop for youth who are interested in learning to express themselves through art. Full registration and participation of 12 youth.

**Skills To Survive** - offered through Kerrywood Nature Centre. This program guides youth through nature, teaching them survival skills along the way. All 26 registered youth were bussed to the program and shared positive feedback.

**Social Media Connections**

- 695 Facebook Followers
- 68 Instagram Followers

**Community Volunteer Income Tax Program**

- Actively filing tax returns for local eligible residents with **40 returns E-filed in March**

**Interagency meeting**

- 11 people from 12 Unique Organizations

**Family Easter Event:**

- 213 attendees
- Partnered with 8 organizations.
- Partnered with 5 local businesses.



---

**Ongoing Initiatives**

- **Intergenerational Pen Pal Program**
- **The FCSS Volunteer Newsletter**
  - a. In January the newsletter was emailed to 276 contacts with the 'Open Rate' of 51%
  - b. In February the newsletter was emailed to 279 contacts with the 'Open Rate' of 49%
  - c. In March the newsletter was emailed to 280 contacts with the 'Open Rate' of 54%
- **Snow Angel Program** (34 volunteers supported 23 locations, 5 locations were on the waitlist)
- **Blackfalds Seniors Club Engagement:** The Volunteer Programmer continues to serve as a liaison between the Blackfalds Seniors Club (formerly the Cheemo Club) and the municipality, helping with their booking requirements and addressing any concerns they may have.
- Youth Resource Guide creation for the **Youth Action Coalition**
- **Pink Shirt Day**
- Creating FCSS Summer Camp – connecting with local businesses
- **Relationship with Beyond Food Community Hub** – Support with milk coupons, social media support, Lunchbox Program, connecting residents with the food bank.
- Assisting residents with completing paperwork
- Partnership and support with the Abbey Centre and the Camp Curious Champion program. We will be the drop off point and will screen applications.



---

Department Director/Author



Lacombe Foundation Board Meeting  
 Monday February 6, 2024 @ 1:00pm  
 Zoom

## MINUTES


In Attendance:	Karin Engen	Town of Eckville
	Pam Hansen (for Lenore Eastman)	Town of Bentley
	Rob Fehr	Village of Alix
	Barb Shepherd	Lacombe County
	Tracy Hallman	Village of Clive
	Reuben Konnik	City of Lacombe
	Jamie Hoover	Town of Blackfalds
	The Bethany Group	Carla Beck, Shannon Holtz, Michelle Wideman (recorder)
		Janelle Wallace, Education Manager

<b>1.</b>	<p><b>Call to Order</b></p> <p>The meeting was called to order at 1:00pm by Board Chair Jamie Hoover.</p>
<b>2.</b>	<p><b>Approval of Agenda</b></p> <p><i>Barb Shepherd moved to accept the agenda as presented. <span style="float: right;">CARRIED</span></i></p> <p>Discussion on the requirement that Board Members obtain a Criminal Record Check. A letter is available to waive the fee, if applicable.</p>
<b>3.</b>	<p><b>Presentation – The Learning Center</b></p> <p>Janelle Wallace, Education Manager for The Bethany Group presented on the Learning Centre. This web-based education is available to all staff 24/7, to ensure legislative requirements related to OH&amp;S and Standards are met and to enhance further educational opportunities. Orientation is also available, as well as Just-In-Time-Learning modules where staff can access specific training or refreshers that may be required.</p>
<b>4.</b>	<p><b>Approval of Minutes</b></p> <p><i>Tracy Hallman moved to approve the November 27, 2023 Organizational Minutes as presented. <span style="float: right;">CARRIED</span></i></p> <p><i>Rob Fehr moved to approve the November 27, 2023 Regular Meeting Minutes as presented. <span style="float: right;">CARRIED</span></i></p>
<b>5.</b>	<p><b>Correspondence</b></p>
a.	<p>Seniors Income Amounts Jan – March 2024</p> <p>Increases as noted, including the monthly disposable income amounts for residents of the Lodge Program.</p>

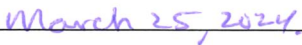
		<i>Pam Hansen moved to approve the Seniors Income Amounts as presented.</i> <i>CARRIED</i>
	b.	Metrix Audit Planning Letters <i>Barb Shepherd moved to approve the Board Chair to sign the Audit Planning letters as presented.</i> <i>CARRIED</i>
	c.	ASCHA Convention <i>Tracy Hallman moved to accept the ASCHA Convention as information.</i> <i>CARRIED</i>
<b>6.</b>	<b>Reports</b>	
	a.	Financial Reports No report, finance currently working on Year-End processes.
	b.	Occupancy Report Year-end overview to December 31, 2023.
	c.	CAO Report Dates are being coordinated with CLAC for the wage re-opener. Home Care Request for Expression of Interest was submitted for Lacombe Lodge, but Eckville was not eligible for this round as they are already a DSL provider. Housing Management Body Handbook updates were provided, including an overview of the highlights. Lodge Program Review Panel was identified and we look forward to the progress from that review. The Building Condition Analysis was completed in November for Parkview Manor and Lacombe Seniors Lodge, but no further information has been received. Spring resident meetings are being scheduled and those dates were shared with the Board, as per the requirements in the Housing Management Body Handbook. <i>Barb Shepherd moved to assign Lacombe Foundation's ASCHA's voting ballots to Melodie Stol, with the information provided to the Board ahead of time for consideration.</i> <i>CARRIED</i> <i>Reuben Konnik moved to accept the CAO report as information.</i> <i>CARRIED</i>
<b>7.</b>	<b>Previous Business</b>	
	a.	Lacombe Lodge Redevelopment Update The ASCHA Convention and the Lodge Program Review Panel will hopefully provide an opportunity to advocate the need for a different type of funding model.
<b>8.</b>	<b>Next Meeting Date</b>	Orientation for the two new members will be arranged, and a smaller scale tour could also be considered. The next meeting will be held on Monday March 25, 2024 at 1:00 pm, at the Lacombe Lodge.

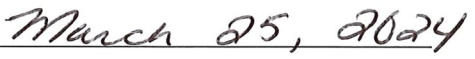


9. **Adjournment**  
The February 5, 2024 Lacombe Foundation meeting was declared adjourned at 1:50pm.

  
\_\_\_\_\_  
Jamie Hoover, Board Chair  
Lacombe Foundation

  
\_\_\_\_\_  
Carla Beck, CEO or Shannon Holtz, Director  
The Bethany Group

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.  
**MINUTES**

---

**MEMBERS PRESENT**

Laura Svab – Chairperson, Town of Blackfalds Councillor  
Jim Sands – Vice Chairperson, Town of Blackfalds Councillor  
Brenda Dennis, Town of Blackfalds Deputy Mayor  
Alex Garcia, Member at Large  
Richard Poole, Member at Large

**OTHERS ATTENDING**

Billie Scott, Development Officer II  
Jolene Tejkl, Planning and Development Manager

**REGRETS**

None

**WELCOME AND CALL TO ORDER**

Chairperson Svab welcomed all attending and called the Municipal Planning Commission Meeting to order at 6:00 p.m.

**APPROVAL OF AGENDA**

1/24 Member Poole moved That the Municipal Planning Commission approve the agenda as presented.

**CARRIED UNANIMOUSLY**

**TREATY SIX LAND ACKNOWLEDGEMENT**

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

**PRESENTATIONS**

**Municipal Planning Commission Orientation**

Manager Tejkl provided an orientation presentation to Municipal Planning Commission members.

**BUSINESS**

**Approval of Minutes**

2/24 Member Dennis moved That the Municipal Planning Commission approve the Minutes from February 27, 2024, as presented.

**CARRIED UNANIMOUSLY**

**Application 20-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.**

**14 Palmer Circle (Lot 24, Block 13, Plan 172 0736)**

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

3/24 **MOVED** by Member Poole that the Municipal Planning Commission **APPROVE** the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 20-24, located at 14 Palmer Circle (Lot 24, Block 13, Plan 172 0736) subject to the following conditions being met to the satisfaction of the Development Officer:

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.  
**MINUTES**

---

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.

**Prior to Occupancy Conditions:**

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. Prior to occupancy, the applicant shall place on the front exterior of the dwelling the appropriate civic address numbers in a contrasting colour of not less than 6.0in (15.14cm) in height.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
5. Occupancy is only permitted once all safety codes inspections (building, plumbing, gas and electrical) are completed and all deficiencies are addressed to the satisfaction of the Safety Codes Officer.

**General Development Conditions:**

6. If this Development Permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
7. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
8. The applicant is responsible for ensuring that no building or part thereof shall encroach into a registered easement, right-of-way or any existing or proposed servicing infrastructure.
9. The applicant is required to submit a *"Final Lot Grading Certificate"* prepared by a professional (e.g., Alberta Land Surveyor, Professional Engineer, or Professional Technologist), acceptable to the Development Authority for approval.
10. All landscaped areas shall be designed to facilitate effective surface drainage consistent with the submitted grading plan. This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

**Ongoing Conditions:**

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite

TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.

## MINUTES

17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. All off-street parking areas, where entered onto by a paved road, shall be hard surfaced as defined in the Land Use Bylaw in force.
19. No front parking stalls are permitted except where an attached garage has been approved. Approved front driveways for attached garages are to be hard surfaced within one (1) year of construction completion.
20. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.

### NOTES

1. *The yellow Development Permit card must be displayed during the duration of development.*
2. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around.*
3. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
4. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements and provincial or federal statutes and regulations.*
5. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
6. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

CARRIED UNANIMOUSLY

**Application 21-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.**

**22 Palmer Circle (Lot 26, Block 13, Plan 172 0736)**

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

4/24

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 21-24, located at 22 Palmer Circle (Lot 26, Block 13, Plan 172 0736) subject to the following conditions being met to the satisfaction of the Development Officer:

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.

**MINUTES**

---

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.

**Prior to Occupancy Conditions:**

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. Prior to occupancy, the applicant shall place on the front exterior of the dwelling the appropriate civic address numbers in a contrasting colour of not less than 6.0in (15.14cm) in height.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
5. Occupancy is only permitted once all safety codes inspections (building, plumbing, gas and electrical) are completed and all deficiencies are addressed to the satisfaction of the Safety Codes Officer.

**General Development Conditions:**

6. If this Development Permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
7. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
8. The applicant is responsible for ensuring that no building or part thereof shall encroach into a registered easement, right-of-way or any existing or proposed servicing infrastructure.
9. The applicant is required to submit a "*Final Lot Grading Certificate*" prepared by a professional (e.g., Alberta Land Surveyor, Professional Engineer, or Professional Technologist), acceptable to the Development Authority for approval.
10. All landscaped areas shall be designed to facilitate effective surface drainage consistent with the submitted grading plan. This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

**Ongoing Conditions:**

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite



TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.

**MINUTES**

17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. All off-street parking areas, where entered onto by a paved road, shall be hard surfaced as defined in the Land Use Bylaw in force.
19. No front parking stalls are permitted except where an attached garage has been approved. Approved front driveways for attached garages are to be hard surfaced within one (1) year of construction completion.
20. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.

**NOTES**

1. *The yellow Development Permit card must be displayed during the duration of development.*
2. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around.*
3. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
4. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements and provincial or federal statutes and regulations.*
5. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
6. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

**CARRIED UNANIMOUSLY**

**Application 22-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.**

**50 Palmer Circle (Lot 33, Block 13, Plan 172 0736)**

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

**5/24**

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 22-24, located at 50 Palmer Circle (Lot 33, Block 13, Plan 172 0736) subject to the following conditions being met to the satisfaction of the Development Officer:

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.  
**MINUTES**

---

**Prior to Occupancy Conditions:**

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. Prior to occupancy, the applicant shall place on the front exterior of the dwelling the appropriate civic address numbers in a contrasting colour of not less than 6.0in (15.14cm) in height.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
5. Occupancy is only permitted once all safety codes inspections (building, plumbing, gas and electrical) are completed and all deficiencies are addressed to the satisfaction of the Safety Codes Officer.

**General Development Conditions:**

6. If this Development Permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
7. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
8. The applicant is responsible for ensuring that no building or part thereof shall encroach into a registered easement, right-of-way or any existing or proposed servicing infrastructure.
9. The applicant is required to submit a "*Final Lot Grading Certificate*" prepared by a professional (e.g., Alberta Land Surveyor, Professional Engineer, or Professional Technologist), acceptable to the Development Authority for approval.
10. All landscaped areas shall be designed to facilitate effective surface drainage consistent with the submitted grading plan. This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

**Ongoing Conditions:**

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite
17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. All off-street parking areas, where entered onto by a paved road, shall be hard surfaced as defined in the Land Use Bylaw in force.

TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.

## MINUTES

19. No front parking stalls are permitted except where an attached garage has been approved. Approved front driveways for attached garages are to be hard surfaced within one (1) year of construction completion.
20. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.

### NOTES

1. *The yellow Development Permit card must be displayed during the duration of development.*
2. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around.*
3. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
4. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements and provincial or federal statutes and regulations.*
5. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
6. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

CARRIED UNANIMOUSLY

### Application 23-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.

58 Palmer Circle (Lot 33, Block 13, Plan 172 0736)

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

6/24

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 23-24, located at 58 Palmer Circle (Lot 35, Block 13, Plan 172 0736) subject to the following conditions being met to the satisfaction of the Development Officer:

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.

### Prior to Occupancy Conditions:

TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.

## MINUTES

---

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. Prior to occupancy, the applicant shall place on the front exterior of the dwelling the appropriate civic address numbers in a contrasting colour of not less than 6.0in (15.14cm) in height.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
5. Occupancy is only permitted once all safety codes inspections (building, plumbing, gas and electrical) are completed and all deficiencies are addressed to the satisfaction of the Safety Codes Officer.

### General Development Conditions:

6. If this Development Permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
7. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
8. The applicant is responsible for ensuring that no building or part thereof shall encroach into a registered easement, right-of-way or any existing or proposed servicing infrastructure.
9. The applicant is required to submit a "*Final Lot Grading Certificate*" prepared by a professional (e.g., Alberta Land Surveyor, Professional Engineer, or Professional Technologist), acceptable to the Development Authority for approval.
10. All landscaped areas shall be designed to facilitate effective surface drainage consistent with the submitted grading plan. This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

### Ongoing Conditions:

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite
17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. All off-street parking areas, where entered onto by a paved road, shall be hard surfaced as defined in the Land Use Bylaw in force.

TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.  
**MINUTES**

19. No front parking stalls are permitted except where an attached garage has been approved. Approved front driveways for attached garages are to be hard surfaced within one (1) year of construction completion.
20. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.

**NOTES**

1. *The yellow Development Permit card must be displayed during the duration of development.*
2. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around.*
3. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
4. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements and provincial or federal statutes and regulations.*
5. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
6. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

CARRIED UNANIMOUSLY

**Application 24-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.**

66 Palmer Circle (Lot 33, Block 13, Plan 172 0736)

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

7/24

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 24-24, located at 66 Palmer Circle (Lot 37, Block 13, Plan 172 0736) subject to the following conditions being met to the satisfaction of the Development Officer:

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.

**Prior to Occupancy Conditions:**

2. The proposed development shall be undertaken and completed in accordance with the approved plans.

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.

**MINUTES**

---

3. Prior to occupancy, the applicant shall place on the front exterior of the dwelling the appropriate civic address numbers in a contrasting colour of not less than 6.0in (15.14cm) in height.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
5. Occupancy is only permitted once all safety codes inspections (building, plumbing, gas and electrical) are completed and all deficiencies are addressed to the satisfaction of the Safety Codes Officer.

**General Development Conditions:**

6. If this Development Permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
7. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
8. The applicant is responsible for ensuring that no building or part thereof shall encroach into a registered easement, right-of-way or any existing or proposed servicing infrastructure.
9. The applicant is required to submit a "*Final Lot Grading Certificate*" prepared by a professional (e.g., Alberta Land Surveyor, Professional Engineer, or Professional Technologist), acceptable to the Development Authority for approval.
10. All landscaped areas shall be designed to facilitate effective surface drainage consistent with the submitted grading plan. This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

**Ongoing Conditions:**

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite
17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. All off-street parking areas, where entered onto by a paved road, shall be hard surfaced as defined in the Land Use Bylaw in force.
19. No front parking stalls are permitted except where an attached garage has been approved. Approved front driveways for attached garages are to be hard surfaced within one (1) year of construction completion.

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.  
**MINUTES**

- 
20. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.

**NOTES**

1. *The yellow Development Permit card must be displayed during the duration of development.*
2. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around.*
3. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
4. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements and provincial or federal statutes and regulations.*
5. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
6. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

**CARRIED UNANIMOUSLY**

**Application 25-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.**

**70 Palmer Circle (Lot 9, Block 10, Plan 172 0736)**

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

8/24

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 25-24, located at 70 Palmer Circle (Lot 9, Block 10, Plan 172 0736) subject to the following conditions being met to the satisfaction of the Development Officer:

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.

**Prior to Occupancy Conditions:**

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. Prior to occupancy, the applicant shall place on the front exterior of the dwelling the appropriate civic address numbers in a contrasting colour of not less than 6.0in (15.14cm) in height.

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.  
**MINUTES**

- 
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
  5. Occupancy is only permitted once all safety codes inspections (building, plumbing, gas and electrical) are completed and all deficiencies are addressed to the satisfaction of the Safety Codes Officer.

**General Development Conditions:**

6. If this Development Permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
7. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
8. The applicant is responsible for ensuring that no building or part thereof shall encroach into a registered easement, right-of-way or any existing or proposed servicing infrastructure.
9. The applicant is required to submit a "*Final Lot Grading Certificate*" prepared by a professional (e.g., Alberta Land Surveyor, Professional Engineer, or Professional Technologist), acceptable to the Development Authority for approval.
10. All landscaped areas shall be designed to facilitate effective surface drainage consistent with the submitted grading plan. This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

**Ongoing Conditions:**

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite
17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. All off-street parking areas, where entered onto by a paved road, shall be hard surfaced as defined in the Land Use Bylaw in force.
19. No front parking stalls are permitted except where an attached garage has been approved. Approved front driveways for attached garages are to be hard surfaced within one (1) year of construction completion.
20. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.

**NOTES**



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.  
**MINUTES**

---

1. *The yellow Development Permit card must be displayed during the duration of development.*
2. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around.*
3. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
4. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements and provincial or federal statutes and regulations.*
5. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
6. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

**CARRIED UNANIMOUSLY**

**Application 26-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.**

**82 Palmer Circle (Lot 12, Block 10, Plan 172 0736)**

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

9/24

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 26-24, located at 82 Palmer Circle (Lot 12, Block 10, Plan 172 0736) subject to the following conditions being met to the satisfaction of the Development Officer:

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.

**Prior to Occupancy Conditions:**

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. Prior to occupancy, the applicant shall place on the front exterior of the dwelling the appropriate civic address numbers in a contrasting colour of not less than 6.0in (15.14cm) in height.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.  
**MINUTES**

- 
5. Occupancy is only permitted once all safety codes inspections (building, plumbing, gas and electrical) are completed and all deficiencies are addressed to the satisfaction of the Safety Codes Officer.

**General Development Conditions:**

6. If this Development Permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
7. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
8. The applicant is responsible for ensuring that no building or part thereof shall encroach into a registered easement, right-of-way or any existing or proposed servicing infrastructure.
9. The applicant is required to submit a "Final Lot Grading Certificate" prepared by a professional (e.g., Alberta Land Surveyor, Professional Engineer, or Professional Technologist), acceptable to the Development Authority for approval.
10. All landscaped areas shall be designed to facilitate effective surface drainage consistent with the submitted grading plan. This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

**Ongoing Conditions:**

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite
17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. All off-street parking areas, where entered onto by a paved road, shall be hard surfaced as defined in the Land Use Bylaw in force.
19. No front parking stalls are permitted except where an attached garage has been approved. Approved front driveways for attached garages are to be hard surfaced within one (1) year of construction completion.
20. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.

**NOTES**

TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.

## MINUTES

---

1. *The yellow Development Permit card must be displayed during the duration of development.*
2. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around.*
3. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
4. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements and provincial or federal statutes and regulations.*
5. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
6. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

**CARRIED UNANIMOUSLY**

**Application 27-24 – Single Family Dwelling w/attached garage, uncovered deck, and accessory suite.**

**114 Palmer Circle (Lot 21, Block 10, Plan 172 0736)**

Administration provided background information on the proposed development.

The Board had a general discussion on parking. Administration advised that there are no concerns with parking and all parking requirements have been met.

**10/24**

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the development of a single-family dwelling with an attached garage, uncovered deck, and accessory suite as presented in Development Permit 27-24, located at 114 Palmer Circle (Lot 21, Block 10, Plan 172 0736) subject to the following conditions being met to the satisfaction of the Development Officer:

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.

**Prior to Occupancy Conditions:**

2. The proposed development shall be undertaken and completed in accordance with the approved plans.
3. Prior to occupancy, the applicant shall place on the front exterior of the dwelling the appropriate civic address numbers in a contrasting colour of not less than 6.0in (15.14cm) in height.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
5. Occupancy is only permitted once all safety codes inspections (building, plumbing, gas and electrical) are completed and all deficiencies are addressed to the satisfaction of the Safety Codes Officer.

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.  
**MINUTES**

---

**General Development Conditions:**

6. If this Development Permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
7. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
8. The applicant is responsible for ensuring that no building or part thereof shall encroach into a registered easement, right-of-way or any existing or proposed servicing infrastructure.
9. The applicant is required to submit a "Final Lot Grading Certificate" prepared by a professional (e.g., Alberta Land Surveyor, Professional Engineer, or Professional Technologist), acceptable to the Development Authority for approval.
10. All landscaped areas shall be designed to facilitate effective surface drainage consistent with the submitted grading plan. This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth.
11. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
12. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

**Ongoing Conditions:**

13. An Accessory Suite shall provide 2 additional Off-Street Parking stalls in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
14. Parking stalls are to be developed as shown on the approved site plan.
15. The maximum number of Accessory Suites per detached dwelling is limited to 1.
16. A Home Base Business 2 and Home Base Business 3 shall not be allowed within the approved Accessory Suite
17. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
18. All off-street parking areas, where entered onto by a paved road, shall be hard surfaced as defined in the Land Use Bylaw in force.
19. No front parking stalls are permitted except where an attached garage has been approved. Approved front driveways for attached garages are to be hard surfaced within one (1) year of construction completion.
20. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.

**NOTES**

1. *The yellow Development Permit card must be displayed during the duration of development.*
2. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be*

TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.  
**MINUTES**

*stored or accumulated on a construction site unless it is not capable of being blown around.*

3. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
4. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements and provincial or federal statutes and regulations.*
5. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
6. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

**CARRIED UNANIMOUSLY**

**Application 28-24 – Request for side yard relaxation of 1.45m (32.4%).**

**5677 Vista Trail (Lot 4, Block 13, Plan 162 0173)**

Administration provided background information on the proposed development.

11/24

MOVED by Member Sands that the Municipal Planning Commission APPROVE the application for the development of the 6-unit townhouse with a 1.45m (32.4%) side yard relaxation as presented in Development Permit 28-24, located at 5677 Vista Trail (Lot 4, Block 13, Plan 162 0173) as granting the relaxation will not affect the use, enjoyment, value of this property or adjacent properties and subject to the following conditions being met to the satisfaction of the Development Officer:

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.
2. The applicant shall ensure that the side yard relaxation does not exceed 3.04m

**Prior to Occupancy Conditions:**

3. The proposed development shall be undertaken and completed in accordance with the approved plans.
4. Prior to occupancy, the applicant shall place on the front exterior of the dwelling the appropriate civic address numbers in a contrasting colour of not less than 6.0in (15.14cm) in height.
5. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
6. Occupancy is only permitted once all safety codes inspections (building, plumbing, gas and electrical) are completed and all deficiencies are addressed to the satisfaction of the Safety Codes Officer.

**General Development Conditions:**

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.

**MINUTES**

---

7. If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
8. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
9. The applicant is responsible for ensuring that no building or part thereof shall encroach into a registered easement, right-of-way or any existing or proposed servicing infrastructure.
10. Applicant is required to submit a "Final Lot Grading Certificate" prepared by a professional (e.g. Alberta Land Surveyor, Professional Engineer or Professional Technologist) acceptable to the Development Authority for approval.
11. All landscaped areas shall be designed to facilitate effective surface drainage consistent with the submitted grading plan. This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth.
12. Front yard sod (or other landscaping material approved by the Development Authority).
13. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.
14. Where no attached garage has been approved, two (2) off-street parking stalls per dwelling, containing all weather surfaces (gravel) are required where access is via a lane. Dimensions of each stall are to be no less than 2.75m (9.02ft) by 6.0m (19.69ft) in size. Parking stalls are to be developed as shown on the approved site plan.

**Ongoing Conditions:**

15. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
16. All off-street parking areas, where entered onto by a paved road, shall be hard surfaced as defined in the Land Use Bylaw in force.
17. No front parking stalls are permitted except where an attached garage has been approved. Approved front driveways for attached garages are to be hard surfaced within one (1) year of construction completion.
18. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.

**NOTES**

1. *The yellow development permit card must be displayed during the duration of development.*
2. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around the construction area.*
3. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the*

**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION**  
Civic Cultural Center – 5018 Waghorn Street  
Tuesday, February 27, 2024, at 6:00 p.m.  
**MINUTES**

---

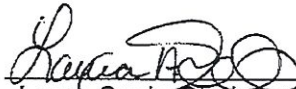
*applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*

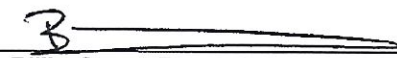
4. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations.*
5. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
6. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Chairperson Svab adjourned the Municipal Planning Commission Meeting at 6:17 p.m.

  
\_\_\_\_\_  
Laura Svab, Chair

  
\_\_\_\_\_  
Billie Scott, Recording Secretary/Admin Staff



**Programming Highlights:**

- Attendance on Thursday's programs has picked up this month. March 7<sup>th</sup> our Baby & Toddler class had 24 littles plus their caregivers!
- Growing Minds Stem class we learned about shapes, 2D & 3D, and we made shapes and towers using tooth picks and mini marshmallows.
- The Easter party was a success. We are grateful Domino's donated 6 Pizza's to this event. We had food, did the Bunny Hop Dance, played games, had an egg hunt, made crafts and photos taken at the photo booth.
- Something Cool for After School we are playing games and having snacks for our Easter celebration





**Programming Highlights:**

- We are looking forward to increasing our Art club days to two a month at the request of the attending kids
- We had over twenty kids attend the graffiti art sessions at the Junior Campus' Wellness days, which was a real treat for us!  
 We are looking for a few more adults for some of our adult RPG games if anyone knows of a friend who might be interested!



**Statistics: 2024 Stats**

	<b>2024 YTD</b> Total Sessions	<b>2024 YTD</b> Total Participants	<b>2023</b> Total Sessions	<b>2023</b> Total Participants
<b>Children's</b>	175	1138	701	5135
<b>Young Adult</b>	25	118	48	190
<b>Adult</b>	68	299	158	729
<b>Multigenerational</b>	16	1923	38	932
<b>Outreach</b>	6	417	33	1713
<b>Virtual sessions</b>	6	15	61	222



# City of Lacombe

## COUNCIL HIGHLIGHTS

March 25<sup>th</sup>, 2024

### Regular Meeting of Council

## 2. Consent of Agenda

### 2.1 Consent Agenda

- Council gave first reading to Bylaw 513 – Encroachment Bylaw.

## 5. Public Hearings

### 5.1 **Bylaw 400.51 Land Use Bylaw Amendment - Addition of Residential Units to Airport – POSTPONED to April 8<sup>th</sup>, 2024**

Council postponed the public hearing for Bylaw 400.51 from March 25<sup>th</sup>, 2024, and scheduled it for Monday, April 8<sup>th</sup>, 2024, at 6:00 pm.

### 5.2 **Bylaw 400.53 Land Use Bylaw Amendment – Changes to Residential Detached Narrow District (R1-N)**

A public hearing was held for Bylaw 400.53 Land Use Bylaw Amendment - Changes to Residential Detached Narrow District (R1-N). Parkland Community Planning Services representative Beth McLachlan presented the item.

## 6. Requests for Decision

### 6.1 **Bylaw 400.53 Land Use Bylaw Amendment – Changes to the Residential Detached Narrow District (R1-N)**

The City received an application to change the parcel development regulations for lots designated as Residential Detached Narrow District (R1-N). While one developer has initiated the change, it will be applied to the R1-N District as a whole. Allowing the amendments to the R1-N District will provide greater flexibility in building size and design options for future housing.

Council amended Bylaw 400.53 by replacing and adding text in Section 9.14.2 before second reading as follows:

- Minimum Front Yard: 4.0m or 6.0m where the parcel is on a collector road or front parking is proposed.
- Minimum Side Yard: 1.25m; or 2.4m where the property abuts a public roadway other than a lane; or 3m on one side on a lot without a lane where no front Garage exists.
- Minimum Parcel Area: Interior parcel: 330 m<sup>2</sup> Corner parcel: 360 m<sup>2</sup>.

A motion to amend the main motion by splitting it into separate motions for each of the following categories: Minimum Front Yard, Minimum Side Yard, and Minimum Parcel Area, was defeated.

Council then gave second and third reading to Bylaw 400.53, as amended.

## **6.2 Municipal Naming and Sponsorship Policy Update**

The Naming of Parks and Playgrounds Policy is outdated and requires revision. Administration suggested edits to also allow for the naming of City facilities and the inclusion of sponsorship as an accepted means for assigning a name to City assets, including parks, playgrounds, and facilities. The proposed update included a clause indicating previous Council naming commitments are to be maintained.

Council approved the Municipal Naming and Sponsorship Policy 11/462.01 2024PO as presented.

Council rescinded the Naming of Parks and Playgrounds Policy (75/717.01 (04)).

Council rescinded the Bill Douglas Field Policy (75/112.5.50 93PO).

## **6.3 Bylaw 514 – Taxable Dormitories**

The Municipal Government Act requires municipalities to pass a Bylaw to allow the levying of taxes on student dormitories. The City of Lacombe has levied taxes on student dormitories for many years. The City requires a current Bylaw to permit the continued levying of taxes on student dormitories.

Council gave second reading to Bylaw 514.

# **8.1 In Camera**

## **8.2 Labour (FOIP Section 17)**

Council appointed Michelle Pitchell to the Lacombe & District Recreation, Parks and Culture Board with a term ending starting March 26<sup>th</sup>, 2024, and ending March 25<sup>th</sup>, 2027.

## **8.3 Labour (FOIP Section 24)**

Council approved the Council Remuneration and Expenses Policy 11/122.01 2024PO effective March 25<sup>th</sup>, 2024, and rescinded the existing Council Remuneration and Expenses Policy 11.122.01 2021PO.

### ***\*The next scheduled Council Meetings:***

- Monday, April 8<sup>th</sup>, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, April 15<sup>th</sup>, 2024 – Committee of the Whole Meeting at 5:30 p.m. – City Hall***
- Monday, April 22<sup>nd</sup>, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***

**PARKLAND REGIONAL LIBRARY SYSTEM**

**FINANCIAL STATEMENTS**

**December 31, 2023**

**PARKLAND REGIONAL LIBRARY SYSTEM**

**Table of Contents**

*December 31, 2023*

---

---

<b>Contents</b>	<b>Page</b>
Management's Report	2
Independent Auditor's Report	3-4
Statement of Financial Position	5
Statement of Operations	6
Statement of Changes in Net Financial Assets	7
Statement of Cash Flows	8
Statement of Changes in Accumulated Operating Surplus	9
Statement of Remeasurement Gains and Losses	10
Schedule of Tangible Capital Assets	11
Notes to the Financial Statements	12-17

## MANAGEMENT'S REPORT

### To the Members of Parkland Regional Library System:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library System.

e-Signed by Ron Sheppard  
2024-03-26 11:49:12:12 MDT

---

Ron Sheppard

Executive Director

To the Members of The Parkland Library Board:

## Opinion

We have audited the financial statements of The Parkland Library Board (the "Library"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net financial assets cash flows, changes in accumulated operating surplus, and remeasurement gains and losses for the year then ended, and schedules and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2023, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

## Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lacombe, Alberta

March 26, 2024

*MNP LLP*

Chartered Professional Accountants



**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF FINANCIAL POSITION**  
AS AT DECEMBER 31, 2023

	2023	2022
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents <i>(note 3)</i>	\$ 907,293	\$ 1,089,037
Accounts receivable	27,494	28,033
Investments <i>(note 4)</i>	765,417	725,120
<b>TOTAL FINANCIAL ASSETS</b>	<b>1,700,204</b>	<b>1,842,190</b>
<b>LIABILITIES</b>		
Accounts payable and accruals <i>(note 5)</i>	\$ 244,514	\$ 137,307
Book allotment	22,170	11,477
Deferred revenue <i>(note 6)</i>	152,703	176,341
<b>TOTAL LIABILITIES</b>	<b>419,387</b>	<b>325,125</b>
<b>NET FINANCIAL ASSETS</b>	<b>1,280,817</b>	<b>1,517,065</b>
<b>NON-FINANCIAL ASSETS</b>		
Inventory for consumption	\$ 8,770	\$ 16,632
Prepaid expenses	171,906	124,454
Tangible capital assets <i>(schedule 1)</i>	4,395,010	4,484,760
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b>4,575,686</b>	<b>4,625,846</b>
<b>COMMITMENTS</b> <i>(note 7)</i>		
<b>ACCUMULATED SURPLUS</b>	<b>5,856,503</b>	<b>6,142,911</b>
<b>ACCUMULATED SURPLUS CONSISTS OF:</b>		
Accumulated operating surplus <i>(note 8)</i>	5,891,450	6,194,382
Accumulated remeasurement gain on investments	(34,947)	(51,471)
	<b>5,856,503</b>	<b>6,142,911</b>

Approved by the Library Board:  
e-Signed by Barb Gilliat  
2024-03-21 20:27:46:46 MDT  


---

**Chairman**  
e-Signed by Deb Smith  
2024-03-22 10:51:18:18 MDT  


---

**Director**

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF OPERATIONS**  
FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget	2023	2022
<b>REVENUE</b>			
Investment income	\$ 28,500	\$ 93,925	\$ 52,923
Member fees	2,001,335	2,001,335	1,939,986
Miscellaneous and donations	-	8,955	1,041
Outside sales - Books and supplies	-	117,125	139,579
Provincial funding (note 9)	1,567,965	1,678,455	1,549,301
	<u>3,597,800</u>	<u>3,899,795</u>	<u>3,682,830</u>
<b>EXPENSES</b>			
Administration	\$ 14,500	\$ 14,314	\$ 16,111
Amortization	-	163,162	189,553
Audit	20,000	21,700	22,132
Communications, marketing and promotions	20,000	19,396	19,705
Continuing education	20,000	13,870	17,182
Dues, fees, and memberships	12,750	12,295	11,999
First Nations grant expense	78,839	108,394	60,398
Freight and postage reimbursement	3,200	2,916	2,956
Insurance	20,500	24,451	20,367
Investment fees	4,700	4,110	4,176
Library materials	419,962	448,635	475,391
Library service grant	429,742	452,928	429,742
Miscellaneous - distributions	-	7,500	-
Miscellaneous - outlet contributions	800	800	800
Outside purchases - books and supplies	-	116,770	138,732
Planned member technology purchases	68,617	325,327	70,436
Professional fees	-	15,420	13,068
Repairs and maintenance - building	56,500	52,325	54,133
Salaries and benefits	2,020,358	2,029,750	1,702,315
Supplies for library materials and inhouse stationary	48,000	44,633	41,567
Technology software, internet, maint. agreement, misc. supplies	216,332	224,567	207,197
Travel	8,000	4,792	2,923
Trustee	26,000	24,901	17,291
Utilities	36,000	27,774	28,732
Vehicle	59,000	56,499	49,636
Workshops, training for libraries	14,000	7,587	15,234
	<u>3,597,800</u>	<u>4,224,816</u>	<u>3,611,776</u>
<b>Excess (deficiency) of revenue over expenses, before other expenses</b>	-	<b>(325,021)</b>	71,054
<b>OTHER EXPENSES</b>			
Gain (loss) on disposal of investments	-	838	(872)
Gain (loss) on disposal of tangible capital assets	-	21,251	(440)
	<u>-</u>	<u>(302,932)</u>	<u>69,742</u>
<b>Excess (deficiency) of revenue over expenses</b>	-	<b>(302,932)</b>	69,742
<b>Accumulated operating surplus, beginning of year</b>	6,194,382	<b>6,194,382</b>	6,124,640
<b>Accumulated operating surplus, end of year (Note 8)</b>	<u>6,194,382</u>	<u><b>5,891,450</b></u>	<u>6,194,382</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

	Budget	2023	2022
<b>Excess (deficiency) of revenue over expenses</b>	\$ -	<b>(302,932)</b>	\$ 69,742
Acquisition of tangible capital assets	-	<b>(112,162)</b>	(81,564)
Amortization of tangible capital assets	-	<b>163,162</b>	189,553
Proceeds on disposal of tangible capital assets	-	<b>60,000</b>	-
Loss (gain) on disposal of tangible capital assets	-	<b>(21,251)</b>	440
Change in prepaid expenses	-	<b>(47,451)</b>	(14,744)
Change in inventory for consumption	-	<b>7,862</b>	1,010
Change in accumulated remeasurement loss on long-term investments	-	<b>16,524</b>	(65,678)
<b>Increase (decrease) in net financial assets</b>	-	<b>(236,248)</b>	98,759
<b>Net financial assets, beginning of year</b>	<u>1,517,065</u>	<u><b>1,517,065</b></u>	<u>1,418,306</u>
<b>Net financial assets, end of year</b>	<u>1,517,065</u>	<u><b>1,280,817</b></u>	<u>1,517,065</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CASH FLOWS**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

	2023	2022
<b>OPERATING ACTIVITIES</b>		
Cash receipts from membership fees, contracts, and sales	\$ 2,129,019	\$ 2,074,405
Cash receipts from grants	1,654,817	1,567,964
Investment income received	93,925	52,923
Cash paid for materials and services	(1,607,526)	(1,293,360)
Cash paid for salaries and benefits	(1,918,985)	(1,691,029)
Cash paid for library service grant	(452,928)	(429,742)
Bank and investment fees paid	(4,970)	(5,551)
	(106,648)	275,610
<b>CAPITAL ACTIVITY</b>		
Purchase of tangible capital assets	(112,162)	(81,564)
Proceeds on disposal of tangible capital assets	60,000	-
	(52,162)	(81,564)
<b>INVESTING ACTIVITY</b>		
Purchase of investments	(96,934)	(91,507)
Proceeds on sale of investments	74,000	75,000
	(22,934)	(16,507)
<b>Net increase (decrease) in cash</b>	(181,744)	177,539
<b>Cash and cash equivalents, beginning of year</b>	1,089,037	911,498
<b>Cash and cash equivalents, end of year</b>	907,293	1,089,037

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*  
**SCHEDULE 1**

	Vehicles	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2023	2022
<b>Original Cost:</b>								
Balance, beginning of year	175,517	3,946,960	610,000	355,374	49,974	53,976	<b>5,191,801</b>	5,147,705
Acquisition of tangible capital assets	96,393	-	-	10,778	-	4,991	<b>112,162</b>	81,564
Disposals of tangible capital assets	(90,644)	-	-	(6,168)	(290)	-	<b>(97,102)</b>	(37,468)
<b>Balance, end of year</b>	<b>181,266</b>	<b>3,946,960</b>	<b>610,000</b>	<b>359,984</b>	<b>49,684</b>	<b>58,967</b>	<b>5,206,861</b>	<b>5,191,801</b>
<b>Accumulated Amortization:</b>								
Balance, beginning of year	117,149	236,817	-	294,650	29,802	28,623	<b>707,041</b>	554,516
Annual amortization	34,877	78,938	-	39,273	4,005	6,069	<b>163,162</b>	189,553
Disposals	(52,138)	-	-	(6,071)	(143)	-	<b>(58,352)</b>	(37,028)
<b>Balance, end of year</b>	<b>99,888</b>	<b>315,755</b>	<b>-</b>	<b>327,852</b>	<b>33,664</b>	<b>34,692</b>	<b>811,851</b>	<b>707,041</b>
<b>Net Book Value</b>	<b>81,378</b>	<b>3,631,205</b>	<b>610,000</b>	<b>32,132</b>	<b>16,020</b>	<b>24,275</b>	<b>4,395,010</b>	<b>4,484,760</b>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

	Unrestricted (Note 8)	Reserves (Note 8)	Equity in Tangible Capital Assets (Note 8)	2023	2022
<b>Balance, beginning of year</b>	460,314	1,249,308	4,484,760	<b>\$ 6,194,382</b>	\$ 6,124,640
Excess of revenue over expenses	(302,932)	-	-	<b>(302,932)</b>	69,742
Reserves used for (transferred from) operations	(142,549)	142,549	-	-	-
Purchases of tangible capital assets	-	(112,162)	112,162	-	-
Disposal of tangible capital assets	38,750	-	(38,750)	-	-
Annual amortization expense	163,162	-	(163,162)	-	-
<b>Balance, end of year</b>	<u>216,745</u>	<u>1,279,695</u>	<u>4,395,010</u>	<b><u>5,891,450</u></b>	<u>6,194,382</u>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**STATEMENT OF REMEASUREMENT GAINS AND LOSSES**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

	<u>2023</u>	<u>2022</u>
<b>Accumulated remeasurement gain (loss) on investments, beginning of the year</b>	<b>(51,471)</b>	14,207
Increase (decrease) in market value	<b>16,524</b>	(65,678)
<b>Accumulated remeasurement loss on investments, end of year</b>	<b><u>(34,947)</u></b>	<b><u>(51,471)</u></b>

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

---

**1. Nature of activities**

Parkland Regional Library System (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

**Cash and cash equivalents**

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

**Revenue recognition**

Member fees are recognized as revenue when the services have been provided.

Book and supply outside sales are recognized as product is shipped to the member library that placed the order through the Library.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability.

These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met.

Unrestricted provincial funding, miscellaneous and donations, and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**Expenses**

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

**Non-financial assets**

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year.

Non-financial assets consist of the following:

**i. Inventory for consumption**

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.



**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**2. Significant accounting policies** *(continued from previous page)*

**ii. Tangible capital assets**

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

	<i><b>Method</b></i>	<i><b>Rate</b></i>
Vehicles	declining balance	30%
Building	straight-line	50 years
Technology equipment and systems	declining balance	55%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

**iii. Prepaid expenses**

Expenses paid in advance where services have not been performed or materials have not been received.

**Use of estimates**

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

**Long-term investment**

Investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

**Foreign currency translation**

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

**Reserves for future expenditures**

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

---

**2. Significant accounting policies** *(continued from previous page)*

**Financial instruments**

The Library recognizes financial instruments when the Library becomes party to the contractual provisions of the financial instrument.

*Arm's length financial instruments*

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Library may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Library has not made such an election during the year. All financial assets and liabilities issued/assumed in an arm's length transaction are subsequently measured at amortized cost, except for marketable securities that are measured at fair value.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

*Financial asset impairment*

The Library assesses impairment of all its financial assets measured at cost or amortized cost. The Library groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Library determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

The Library reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Library reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess of revenue over expenses in the year the reversal occurs.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

---

**3. Cash and cash equivalents**

Cash accounts bear interest at bank prime rate of 7.2% (2022 - 6.45%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2022 - prime less 1.90%) on \$913,747 (2022 - \$1,070,873) and prime less 1.90% (2022 - prime less 1.90%) on \$0 (2022 - \$423).

**4. Investments**

	2023	2022
Bonds (original cost of \$796,484; 2022 - \$772,886)	<b>765,417</b>	725,120

Bonds bear interest at rates ranging from 1.10% to 3.75% and have maturity dates ranging from September 2024 to June 2033. Included in investments is \$3,861 (2022 - \$3,687) of accrued interest.

**5. Accounts payable and accruals**

	2023	2022
Trade accounts payable and accruals	<b>\$ 148,727</b>	52,040
Employee benefit obligations	<b>81,946</b>	71,180
Goods and Services Tax payable	<b>13,841</b>	14,087
	<b>244,514</b>	137,307

Included in trade accounts payable and accruals is a balance of \$4,817 (2022 - \$2,151) on ATB Financial Mastercards with a total credit limit of \$15,000 (2022 - \$15,000).

Employee benefit obligations consist of estimated sick leave benefits of \$60,500 (2022 - \$60,500) that accumulate but do not vest, as well as vacation and lieu time of \$21,446 (2022 - \$10,680) that employees have earned and deferred to future years.

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

**6. Deferred revenue**

Deferred revenue represents unspent amounts from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations.

	2023	2022
Opening balance	\$ 176,341	\$ 157,678
Add: amounts deferred	156,647	145,601
Less: amounts recorded as revenue	(180,285)	(126,938)
Ending balance	152,703	176,341

**7. Commitments**

In 2021, the Library entered into a 10 year agreement for maintenance on their elevator which commenced August 28, 2021 costing \$4,860 per year.

In 2023, the Library entered into a 5 year agreement for access to Polaris software commencing January 1, 2024 at a 2024 annual cost of \$93,311.55 which increases at 2% per year over the term.

**8. Accumulated operating surplus**

	2023	2022
<b>Unrestricted reserve</b>	<b>216,745</b>	460,314
<b>Internally restricted</b>		
Operating reserves		
Technology	474,773	542,260
Building	225,000	200,000
Contingent liability	38,851	52,530
	738,624	794,790
Capital reserves		
Amortization	323,911	295,974
Vehicle	179,454	115,847
Equipment/furnishings replacement	37,706	42,697
	541,071	454,518
<b>Total reserves</b>	<b>1,279,695</b>	1,249,308
<b>Equity in tangible capital assets</b>	<b>4,395,010</b>	4,484,760
	<b>5,891,450</b>	6,194,382

**9. Provincial funding**

	2023	2022
<b>Government of Alberta - Municipal Affairs</b>		
Operating grant	\$ 1,045,242	\$ 992,620
Library Service grant	452,928	429,742
Provincial First Nations grant	180,285	126,939
	1,678,455	1,549,301

**PARKLAND REGIONAL LIBRARY SYSTEM**  
**Notes to the Financial Statements**  
*FOR THE YEAR ENDED DECEMBER 31, 2023*

---

**10. Local Authorities Pension Plan**

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 291,259 people and 437 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.23% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2023 were \$123,922 (2022 - \$118,260). Total current service contributions by employees of the Library to the LAPP in 2023 were \$110,539 (2022 - \$105,404).

As at December 31, 2022, the LAPP disclosed an actuarial surplus of \$12,671 billion (2021 - \$11,922 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2023.

**11. Economic dependence**

The Library is dependent on funding from government grants to maintain its operations. In 2023, the Province of Alberta contributed \$1,678,455 (2022 - \$1,549,301) of revenue to the Library, equalling approximately 43% (2022 - 42%) of total revenue. If funding is not received, its operations would be significantly reduced.

**12. Financial instruments**

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

**Credit risk**

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from one member library and one grantor (2022 - two member libraries) in connection with trade receivables represents 42% (2022 - 22%) of total accounts receivable at December 31, 2023. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the library municipalities and customer base.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate investments and variable rate cash.

**Market rate risk**

The Library is exposed to market rate risk on its investments due to changes in quoted market rates on investments.

**13. Comparative figures**

Certain comparative figures have been reclassified to conform with current year presentation.

**14. Approval of financial statements**

These financial statements were approved by the Library board on March 21, 2024.

---

**MEETING DATE:** April 9, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**SUBJECT:** **Bylaw 1299.24 - McKay Ranch Area Structure Plan**

---

## **BACKGROUND**

The purpose of Bylaw 1299.24 is to repeal Bylaw 1101/10 and all amendments thereto for the purposes of adopting an amended Area Structure Plan for the lands located in the Town of Blackfalds legally described as SW 25-39-27-W4M.”

First Reading was given to Bylaw 1299.24 on March 12, 2024.

Notice of this Public Hearing was advertised in accordance with Section 606 of the *Municipal Government Act* and the Town of Blackfalds Public Notification Bylaw and Public Participation Policy:

- On the bulletin board in the Town’s Civic Centre, upstairs outside of Council Chambers;
- A hard copy of proposed Bylaw 1299.24 was available for viewing at the Town’s Civic Centre Front Counter (upstairs);
- March 2024 and April 2024 edition of “Talk of the Town”;
- On the Planning & Development webpage of the Town’s website commencing on March 14, 2024;
- Via email to local authorities and agencies on March 13, 2024;
- All registered landowners in the McKay Ranch community;
- All registered landowners with land adjacent to the McKay Ranch community;
- Via email to the Municipal Planning Commission on March 13, 2024;
- In the March 28, 2024, and April 4, 2024, editions of the Lacombe Express; and
- On the Town’s social media channels in the weeks leading up to the Public Hearing.

The following written comments have been received to date:

- March 19, 2024, submission from Lacombe County
- March 27, 2024, submission from ATCO Transmission
- April 3, 2024, submission from TELUS
- April 3, 2024, submission from ATCO Gas

## **ATTACHMENTS**

- *Bylaw 1299.24 - McKay Ranch Area Structure Plan*
- *March 19, 2024, submission from Lacombe County*
- *March 27, 2024, submission from ATCO Transmission*
- *April 3, 2024, submission from TELUS*
- *April 3, 2024, submission from ATCO Gas*

## **APPROVALS**



---

Kim Isaak,  
Chief Administrative Officer



---

Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO PROVIDE AN UPDATED FRAMEWORK FOR THE SUBSEQUENT SUBDIVISION AND DEVELOPMENT ON LANDS LEGALLY DESCRIBED AS THE SW 25-39-27-W4M.**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, to repeal Bylaw 1101/10 and all amendments thereto for the purpose of adopting an amended Area Structure Plan for lands located in the Town of Blackfalds legally described as the SW 25-39-27-W4M.

**WHEREAS**, pursuant to Section 633(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, for the purposes of providing a framework for subsequent subdivision and development of an area of land, a Council may by bylaw adopt an area structure plan.

**WHEREAS**, the McKay Ranch Area Structure Plan identifies the sequence of development proposed for the area, land uses proposed for the area, expected density of population proposed for the area generally, and the general location of major transportation routes and public utilities, as required by Section 633 of the MGA.

**WHEREAS**, the area of land upon which the ASP shall apply is legally described as SW 25-39-27-W4M

**NOW THEREFORE**, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts:

**PART 1 – TITLE**

- 1.1 That this Bylaw shall be cited as the “**McKay Ranch Area Structure Plan**”.
- 1.2 Schedule “A” shall form part of this Bylaw.

**PART 2 – MCKAY RANCH AREA STRUCTURE PLAN**

- 2.1 That the document entitled “McKay Ranch Area Structure Plan” as Schedule “A” attached hereto is hereby adopted for the lands located in the Town of Blackfalds legally described as the SW 25-39-27-W4M.

**PART 3 – REPEAL**

- 3.1 That Bylaw 1101/10 and all amendments thereto are hereby repealed upon this Bylaw coming into effect.

**PART 4 – DATE OF FORCE**

- 4.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES.        )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

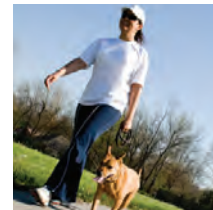
DRAFT



# McKAY RANCH

Blackfalds, AB

---



---

## AREA STRUCTURE PLAN

Blackfalds Communities Ltd.

(Riser Homes)

Town of Blackfalds

Consolidated January 2024; Bylaw 1299.24  
Amended 2020; Bylaw 1243.20  
Amended 2015; Bylaw 1193.15  
Amended 2016; Bylaw 1205.16  
Adopted 2010

## Table of Contents

<b>1.0 INTRODUCTION.....</b>	<b>1</b>
1.1 PURPOSE .....	1
1.2 ASP AMENDMENTS .....	1
1.3 PLAN AREA AND SURROUNDING DEVELOPMENTS.....	2
1.4 LANDOWNERSHIP .....	3
1.5 THE APPROVAL PROCESS .....	3
1.6 AUTHORITY .....	5
1.7 POLICIES AND RELEVANT PLANNING DOCUMENTS.....	5
1.8 INTERPRETATIONS .....	6
<b>2.0 SITE CONTEXT &amp; DEVELOPMENT CONSIDERATION.....</b>	<b>7</b>
2.1 TOPOGRAPHY, SOILS AND VEGETATION .....	7
2.2 NATURAL FEATURES .....	7
2.3 HISTORICAL LAND USE.....	7
2.4 WESTERN ROAD ALLOWANCE.....	9
2.5 CONSTRAINTS TO DEVELOPMENT AS OF 2010 .....	9
<b>3.0 DEVELOPMENT OBJECTIVES AND PRINCIPLES.....</b>	<b>10</b>
3.1 DEVELOPMENT OBJECTIVES .....	10
3.2 DEVELOPMENT PRINCIPLES.....	10
3.2.1 Residential .....	10
3.2.2 Open Spaces and Recreational Facilities .....	11
3.2.3 Transportation .....	11
3.2.4 Ecological Stewardship .....	11
<b>4.0 DEVELOPMENT STRATEGY.....</b>	<b>13</b>
4.1 RESIDENTIAL .....	13
4.1.1 Residential Single Dwelling Large Lot (R-1L) .....	13
4.1.2 Residential Single Dwelling Medium Lot (R-1M).....	13
4.1.3 Residential Single Dwelling Small Lot (R-1S) .....	16
4.1.4 Multi-Family Residential (R-2/R-3/R-4) .....	16
4.1.5 Manufactured Home Site (R-MHP).....	16
4.2 PUBLIC FACILITY (FROM 2010).....	20
4.3 PARKS AND OPEN SPACES.....	20
4.3.1 Recreational Park Site.....	20
4.3.2 Linear Park Sites and Walkways .....	20
4.3.3 Existing Wetland.....	20
<b>5.0 TRANSPORTATION.....</b>	<b>22</b>
5.1 ARTERIAL ROADWAYS.....	22
5.2 COLLECTOR ROADWAYS .....	22

## **Table of Contents**

5.3 LOCAL ROADWAYS .....	23
5.4 LANEWAYS.....	23
<hr/>	
<b>6.0 CONCEPTUAL SERVICING.....</b>	<b>27</b>
6.1 STORMWATER MANAGEMENT.....	27
6.2 SANITARY SEWER SERVICING.....	27
6.3 WATER DISTRIBUTION.....	29
6.4 SHALLOW UTILITIES.....	29
<hr/>	
<b>7.0 IMPLEMENTATION.....</b>	<b>32</b>
7.1 DEVELOPMENT STAGING.....	32
7.2 REDISTRICTING AND SUBDIVISION.....	32

### **FIGURES AND TABLES:**

FIGURE 1.0 – LOCATION PLAN	
FIGURE 2.0 – SITE CONTEXT AND OWNERSHIP PLAN	
FIGURE 3.0 – EXISTING CONDITION	
FIGURE 4.0 – CONCEPT PLAN	
FIGURE 5.0 – CONCEPT PLAN WITH AERIAL	
FIGURE 6.0 – PARKS AND TRIALS	
FIGURE 7.0 – FUTURE ARTERIAL ROADWAYS	
FIGURE 8.0 – TRANSPORTATION NETWORK	
FIGURE 9.0 – TRANSPORTATION DETAILS	
FIGURE 10.0 – STORMWATER MANAGEMENT PLAN	
FIGURE 11.0 – SANITARY PLAN	
FIGURE 12.0 – WATER SYSTEM PLAN	
FIGURE 13.0 – PHASING PLAN	
TABLE 1.0 – ASP OWNERSHIP REFERENCE	
TABLE 2.0 – LAND USE STATISTIC	
TABLE 3.0 – RESIDENTIAL UNITS AND POPULATION	

## **1.0 Introduction**

---

### **1.1 PURPOSE**

The purpose of the McKay Ranch Area Structure Plan (MRASP) is to describe the land use framework and development objectives for lands SW ¼ Sec. 25-39-27-4 and encompasses an area of approximately 66.94ha (165.42ac). The Plan area is located within the Town of Blackfalds as shown on **Figure 1.0 – Location Plan**.

The intent of the McKay Ranch development is to develop a balanced community of residential, commercial and recreational opportunities with complimentary land uses. In order to achieve this, the developer intends to integrate the Plan with open space linkage connections and the development of high-quality residential opportunities. Together, these aspects will provide the Town of Blackfalds with a unique area for community development.

This document will describe the land use patterns and the development objectives for the Plan area. The MRASP will implement the land use framework and development objectives by identifying the following:

- the size and location of land uses;
- the alignment of roadways and lanes;
- the open space and park system;
- the proposed development density;
- servicing concepts for deep utility servicing; and
- the development staging sequence.

This McKay Ranch Area Structure Plan has been prepared on behalf of Blackfalds Communities Ltd.

### **1.2 ASP AMENDMENTS**

The McKay Ridge development has been renamed McKay Ranch, which includes the re-naming of this Area Structure Plan.

As of 2023, approximately one third of the McKay Ranch plan area has been developed. Since the adoption of the original McKay Ridge Area Structure Plan in 2010, there have been changes in housing preferences and market conditions which has required the amendment to the plan. The main changes to the plan include the following.

**Prior to 2023:**

- Change of the unsold Public Facility parcel to Commercial
- Removal of commercial parcel along east boundary which is not required due to the change of the Public Facility site to Commercial
- Addition of Public Facility site within R3 site to allow for a sanitary lift station
- Addition of lanes along southwest greenspace

**2023 Amendment:**

- The limits of the Public Facility District has been amended to reflect the updated storm design, allowing for additional lands to be dedicated as Parks and Recreation District
- Addition of lanes along some areas backing onto greenspace to meet market conditions of having additional laned product. This increases the number of R1-L parcels adjacent to the storm pond and allows for an adjustment of greenspace areas adjacent to the roadway
- Change of Commercial Local (C-3) parcel within the R-MHP parcel to Residential Medium Density (R-3)
- Redistricting of CMU to R-4 parcel along east boundary
- Change of land use from R-1S to R-1M for a portion in the north east to allow for a number of larger lots as desired
- The open space adjacent to the north boundary of the Manufactured Home Park has been moved west to the collector roadway and split to each side, allowing for better pedestrian connectivity

### **1.3 PLAN AREA AND SURROUNDING DEVELOPMENTS**

Figure 1.0 – Location Plan shows that the Plan area is located in east Blackfalds. The MRASP is defined by the following boundaries:

North Boundary – Agricultural Land

East Boundary – Agricultural Land

South Boundary – TWP RD 39-4 and agricultural land

West Boundary – Panorama Estates

The property is legally described as the SW ¼ Sec. 25, Twp. 39, Rge. 27, W4M.

Currently, the main access to the site is via Twp Rd 39-4 (South Street). The site can also be accessed from Eastpointe Drive.

## **1.4 LANDOWNERSHIP**

The Plan area consists of two remaining developer owned titles as shown in **Table 1.0 - ASP Ownership Reference** and **Figure 2.0 – Site Context and Ownership Plan**

---

**Table 1.0 - ASP Ownership Reference**

Parcel	Ownership	Legal Description	Area Ha (ac)
1	Various Ownership (Private and Town of Blackfalds)	Varies (Completed Phases)	26.3 (65.0)
2	Blackfalds Communities LTD.	Lot 2, Block 1, Plan 102 2396	8.4 (20.8)
3	Blackfalds Communities LTD.	Lot 1, Block 2, Plan 112 4253	32.3 (79.8)

---

## **1.5 THE APPROVAL PROCESS**

This Plan will be submitted to the Town of Blackfalds for review and comment. Upon receipt of the Town of Blackfalds comments, revisions to the document will be made and resubmitted to the Town for staff review and recommendation for approval.

Existing McKay Ranch landowners will be provided with an opportunity to comment on the proposed revisions to the ASP prior to it being presented to Council for First Reading. Any changes to the ASP stemming from the public consultation process will then be integrated into the McKay Ranch ASP. The ASP will be presented to Council for 1st reading. Upon following the required advertisement schedules and referral process, the MRASP will be presented by the Town of Blackfalds administration at a Public Hearing with Council in attendance, with the potential of 2nd and 3rd readings. The MRASP may then be adopted via bylaw, by Town Council.

FIGURE 1.0



LEGEND

- PROJECT SITE
- ASP BOUNDARY
- EXISTING ROADWAY

Location Plan  
 McKay Ranch - Area Structure Plan

Prepared for:  
 1574997 Alberta Ltd.  
 O/A McKay Ranch



DRAWN BY: SAS  
 CHECKED BY: GCL  
 SCALE: 1:5,000  
 PROJECT #: 112847038

January 2024

## **1.6 AUTHORITY**

This Plan is prepared pursuant to provincial legislation outlined in s.633 of the *Municipal Government Act* (MGA) (*Revised Statutes of Alberta, 2000, Chapter M-26 current as of April 1, 2023*) which authorizes a Council to adopt an area structure plan as follows:

633(1) For the purpose of providing a framework for subsequent subdivision and development of an area of land, a Council may, by bylaw, adopt an area structure plan.

- (2) An area structure plan
  - (a) must describe
    - (i) the sequence of development proposed for the area,
    - (ii) the land uses proposed for the area, either generally or with respect to specific parts of the area,
    - (iii) the density of population proposed for the area either generally or with respect to specific parts of the area, and
    - (iv) the general location of major transportation routes and public utilities, and
  - (b) may contain any other matters the Council considers necessary.

The McKay Ranch Area Structure Plan has been prepared as a Statutory Plan. It adheres to Section 633 of the Municipal Government Act of Alberta and follows the guidelines and policies set forth by the Town of Blackfalds for the development of new areas.

## **1.7 POLICIES AND RELEVANT PLANNING DOCUMENTS**

The following relevant documents have been reviewed and referenced in preparation of the MRASP report:

- Town of Blackfalds Master Plan, Update for Annexation Application, May 2008
- Blackfalds Intermunicipal Development Plan, 2009
- Town of Blackfalds Municipal Development Plan, 2009
- Town of Blackfalds Land Use By-Law No, 1268/22
- Town of Blackfalds Design Guidelines, May 2011
- Town of Blackfalds Transportation Masterplan, 2015
- Town of Blackfalds Wastewater Master Plan Update, 2015



- Town of Blackfalds Recreation, Culture, and Parks Needs Assessment and Master Plan 2016
- Town of Blackfalds Water Model Update, 2016
- East Area Storm Water Management Plan, 2017
- Environmental Stewardship Strategy, 2021

These documents provide information related to Development Concept, land use for the area, density of population, infrastructure servicing requirements, and staging.

## **1.8 INTERPRETATIONS**

Maps, Plan and Figures: Unless specifically identified within this Plan, all boundaries and location of any land use district boundaries and/or symbols shown are approximate and shall be interpreted as such. Unless identified as absolute locations, the enclosed maps and figures are not intended to define exact locations.

Development Application: Any request by a landowner/developer for approval of site-specific changes shall be considered as a Development Application. A development application may include town specific ASP's or outline plan, subdivision, and land use re-designation applications.

## **2.0 Site Context & Development Consideration**

---

### **2.1 TOPOGRAPHY, SOILS AND VEGETATION**

As shown on **Figure 3.0 – Existing Conditions**, a ridge extends east/west through the site creating a high point of 882.0m. From this ridge the terrain falls north towards a series of wet areas to a low point of 867.0m. The majority of watershed from this site drains to the northwest corner. At this point the water collects and ultimately drains west into Blackfalds Lake. Water on the south side of the ridge will drain into the TWP RD 394 ditch, eventually ending up in the Blindman River.

Significant slopes occur on the east side of the Plan area. There is up to 15m of elevation drop from the top of the ridge to the low/wet area. Slopes along the north side of the ridge are as much as 10 percent in some locations.

As shown on **Figure 3.0 – Existing Conditions**, there is a significant amount of land used for agricultural purposes. A small portion of this land contains vegetation, the majority of it is concentrated in the northwest corner of this property adjacent to the wetland area.

### **2.2 NATURAL FEATURES**

The most significant natural feature within the Plan area is the wetland area located in the northwest corner. This area is a low point and collects the majority of the watershed. It remains wet or swampy throughout most of the year and is surrounded by trees. Other low areas exist on the northern portion of the Plan area. These areas collect water seasonally, usually during the spring or during heavy rain falls.

As mentioned previously, the vegetation within the Plan area is located mainly around the low area in the northwest corner. They extend from the northwest corner in a thin row parallel to the northern area boundary. These trees are located primary on the adjacent property to the north and will therefore be retained for now.

### **2.3 HISTORICAL LAND USE**

The Plan area is undeveloped agricultural land and has been previously used for agricultural purposes. There are some uncultivated areas where ponding has occurred due to natural surface drainage patterns.

One house and several ancillary buildings previously existed on the land but were removed at the time of development.

FIGURE 2.0



LEGEND

-  ASP BOUNDARY
-  AREA 1 (CONSTRUCTION COMPLETED FOLLOWING 2010 APPROVAL)
-  AREA 2
-  AREA 3

Site Context & Ownership Plan  
 McKay Ridge - Area Structure Plan

Prepared for:  
 1574997 Alberta Ltd.  
 O/A McKay Ranch



DRAWN BY: SAS  
 CHECKED BY: GCL  
 SCALE: 1:5,000  
 PROJECT #: 112847038

January 2024

## **2.4 WESTERN ROAD ALLOWANCE**

The 4.00 ac parcel of land that is in the title of the Town of Blackfalds was for a 20m wide roadway allowance that is no longer required for road access. This road allowance will be retained by the Town as Municipal Reserve and incorporated into the future trail system.

## **2.5 CONSTRAINTS TO DEVELOPMENT AS OF 2010**

A power line runs from the southwest corner to the northeast corner. Through preliminary conversations with Fortis Alberta, this overhead power line is proposed to be removed as development proceeds and incorporated in a new under power system within the McKay Ranch development.

There are two existing pipeline right of ways located in the south east corner of the Plan. The first which extends northwest into the Plan area is owned by Conner Phillips. This R.O.W can now be discharged since it serviced a gas well which was abandoned in 1995.

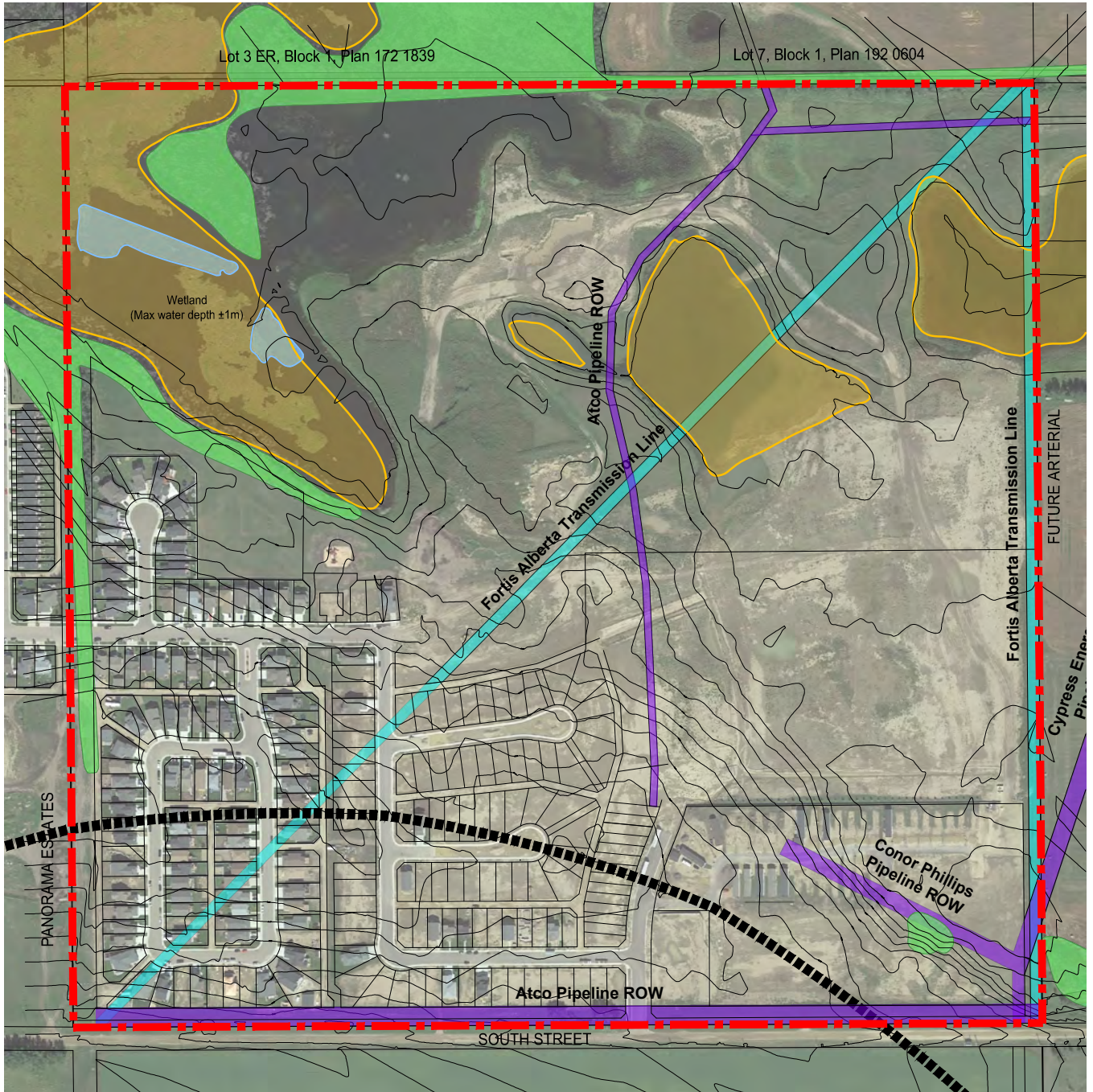
Prior to subdivision of the Plan area, the precise location of the well will be confirmed in the field. The Plan may have to be modified to ensure that the well is setback least 5m from any permanent structures, 3m from any underground utilities and that there is sufficient working space in the unlikely event that a drilling rig requires access to the well, as per EUB policy regarding abandoned sweet gas wells.

The second gas line R.O.W belongs to Cyries Energy Inc. This line services an active gas well on the adjacent quarter section to the east and will need to be maintained. Development above this right of way will need to conform to the development restrictor imposed by this right of way.

A low pressure gas line was added to the area in 2010 which runs along the east 1/3 of the north boundary and extends south through the plan area. This line is owned by Chain Lakes Gas Co-op Ltd. and will be removed as the development progresses.

FIGURE 3.0

Updated 23/11/06, 1:47 PM:By: SSTAFFORD



LEGEND

- - - - ASP BOUNDARY
- - - - RIDGELINE
- EXISTING TREES
- WATER AREA
- TRANSMISSION LINE
- PIPELINE
- LOW AREA
- ~ CONTOURS

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\47038C\_LW.DWG

Existing Conditions (2010)  
McKay Ridge - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch

**Stantec**  
#1100, 4900-50th Street, Red Deer, AB T4N1X7  
Ph: (403) 341-3320 Fax: (403) 342-0969

DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024

## **3.0 Development Objectives and Principles**

---

### **3.1 DEVELOPMENT OBJECTIVES**

The intent of Blackfalds Communities Ltd.'s through the MRASP is to develop a comprehensively planned, balanced community of residential and recreational opportunities, taking advantage of the existing natural features and topography. In order to achieve this, Blackfalds Communities Ltd. intends to develop a high-quality residential neighbourhood that complements the existing landscape and surrounding countryside, incorporates interconnected parks and open space linkages, and establishes natural areas preserving environmentally significant land. This will provide the Town of Blackfalds with a unique area for community development. The main objectives of the MRASP are:

- ensure a high standard of subdivision design in order to promote the efficient use of land, roads and utilities, compatibility between housing types and other land uses and an aesthetically pleasing residential environment.
- developing a plan consistent with the general intent and purpose of the Town of Blackfalds Municipal Development Plan;
- incorporating existing site features (i.e. the wetland) into the Plan; and
- ensure that the implementation of the Plan takes place in an orderly, phased basis.

### **3.2 DEVELOPMENT PRINCIPLES**

Development within the MRASP is defined through the following general principles:

#### **3.2.1 Residential**

- Encourage a variety of housing types, including single family detached housing, manufactured housing and multi family. All housing forms and options will recognize consumer preferences and be in conformance with municipal standards and policies as set forth by the Town of Blackfalds.
- Encourage pedestrian friendly streetscapes.
- Provide direct and safe pedestrian linkages to the community nodes such as the open space areas and residential developments.

- Locate residential development to take advantage of existing natural features like the existing wetland area, parks / open spaces, stormwater management facilities and utility corridors.
- Provide transition between lower density housing to higher density housing types.
- Create residential development that compliments and provides continuity to adjacent existing residential development.
- Provide a variety of lot types.

### **3.2.2 Open Spaces and Recreational Facilities**

- Allow for the provision of park space within the neighborhood to provide open space and opportunities for recreation for residents
- Provide pedestrian linkages.
- Preserve and enhance the existing wetland areas to provide an active and passive recreational amenity, complete with pedestrian linkage, for the entire community to enjoy.

### **3.2.3 Transportation**

- Provide a logical, safe and efficient transportation system within the plan area to address pedestrian, bicycle and other multi-use modes of transportation, and the transit / vehicular transportation needs of residents moving to, from and within the east Blackfalds area as well as to the adjacent areas.
- Provide non-vehicular circulation options throughout the Plan area with special attention to linkages to the recreational parks site and existing wetland areas.
- Minimize walking distances by creating an interconnected street network and providing walkways where roadway connections are not feasible.

### **3.2.4 Ecological Stewardship**

- Develop land in an efficient manner and encourage intensive urban development.
- Preserve and enhance the existing wetland in order to protect this important natural feature.
- Encourage naturalized landscaping on public and private lands to minimize environmental and economic costs associated with maintenance including the planting of trees (as per Environmental Stewardship Strategy).

- Encourage energy efficient construction and other innovative building and infrastructure techniques.
- Promote the use of alternative transportation and healthy living through the development of open spaces and walkway linkages for pedestrian, bicycle and other multi-use travel, and connect them to the surrounding areas.



## **4.0 Development Strategy**

---

The MRASP is based upon a response to current and anticipated market trends within Blackfalds and the Central Alberta region. An analysis of these trends and an assessment of their implications assist in shaping the plan with respect to the type, shape, size, and locations of various land uses.

The Development Concept is shown on **Figure 4.0 – Concept Plan**. The land use statistics, number of residential units and population are represented in **Table 2.0 – Land Use Statistics** following the Development Concept Figure.

The primary factors considered in the evolution of this development are the future Arterial Roadway to the east, the natural area in the northwest, the township road boundary to the south and the connection to Panorama Estates to the west.

### **4.1 RESIDENTIAL**

As shown on **Figure 4.0 - Development Concept** and **Figure 5.0 - Development Concept** with Aerial, most of the land within the Plan area is intended for single family residential development. Consideration has been given to areas in proximity to the amenities offered by the existing wetland, park sites and utility corridors. Within the Low Density Residential areas identified in the plan, housing forms will consist of single detached housing catering to a variety of lot and home sizes. These lots will have a minimum lot depth of 35m with the exception around end bulbs and roadway expanded corners.

#### **4.1.1 Residential Single Dwelling Large Lot (R-1L)**

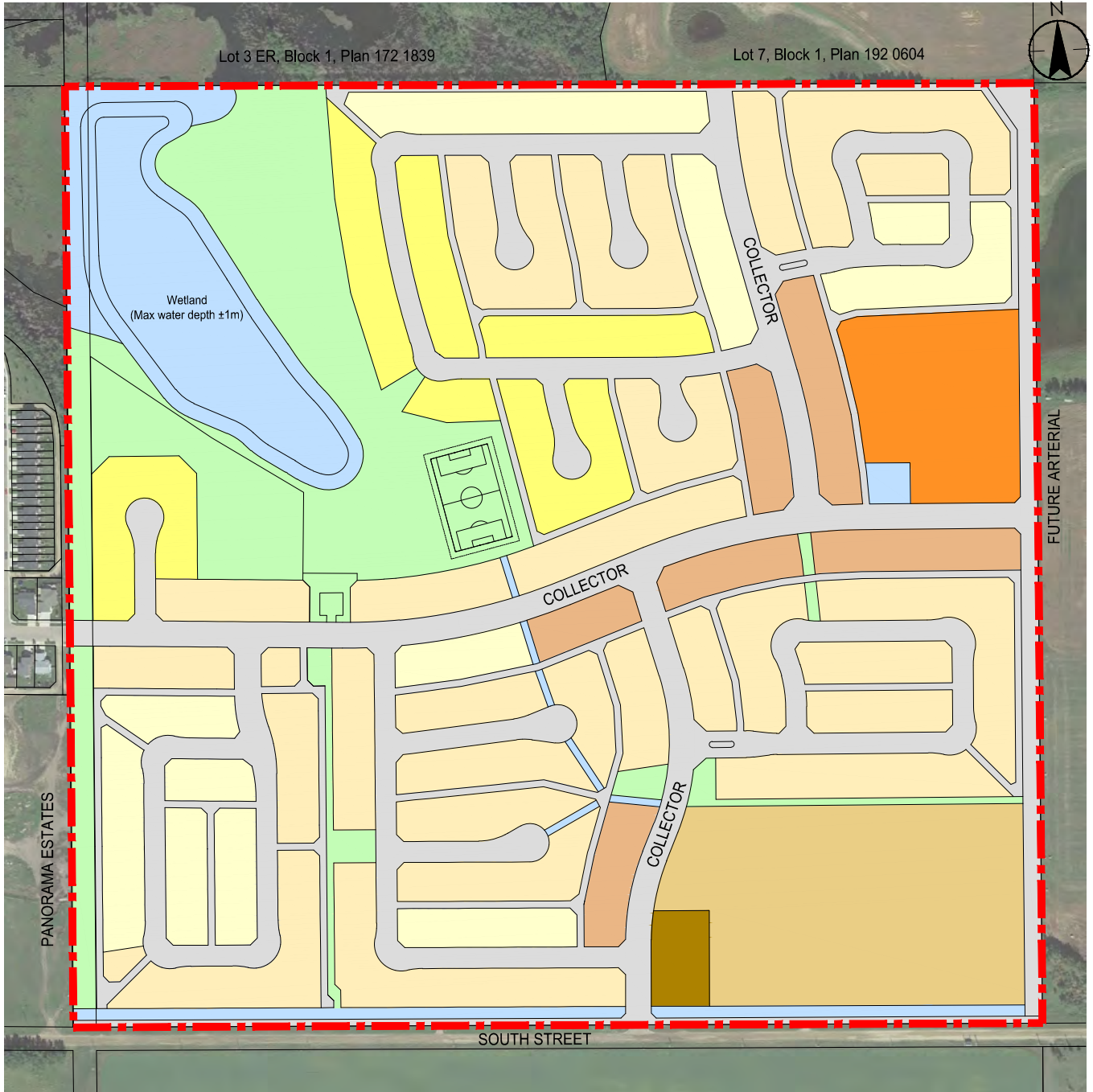
Two sites within the Plan area are proposed to be developed as R-1L single family lots. The first area is located southwest of the wetland area with the second area, backing onto the east side of the wetland. The majority of these lots are adjacent to green space and will be a mix of laned and non-laned lots.

Within the R-1L areas, housing forms will consist of single detached housing catering to a larger lots and home sizes. These lots will typically be between 15-17m wide with corner lots being a minimum of 16.5m wide. R-1L will create lots that have a minimum parcel area of 550m<sup>2</sup> for interior lots and 600m<sup>2</sup> for corner lots with a depth of 35m.

#### **4.1.2 Residential Single Dwelling Medium Lot (R-1M)**

Within the MRASP, areas have been identified as Residential Single Dwelling Medium Lots. These areas are located throughout the Plan area. These lots will be developed as single family dwellings and range in width from 12.5m interior to 13m wide. R-1M will create lots that have a minimum parcel area 460m<sup>2</sup> for interior lots and 510m<sup>2</sup> for corner lots with a depth of 35m.

FIGURE 4.0



LEGEND

- ASP BOUNDARY
- SINGLE DWELLING (R1-L)
- SINGLE DWELLING (R1-M)
- SINGLE DWELLING (R1-S)
- MULTI-DWELLING RESIDENTIAL (R-2)
- RESIDENTIAL MEDIUM DENSITY (R-3)
- RESIDENTIAL HIGH DENSITY (R-4)
- MANUFACTURE HOME PARK (R-MHP)
- PARKS AND RECREATION (PR)
- PUBLIC FACILITY (PF)
- ROADS AND LANES

Updated 24/01/03, 4:15 PM:By: SSTAFFORD

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\_47038C\_LW.DWG

Concept Plan  
McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024

# FIGURE 5.0

Updated 24/01/03, 4:15 PM:By: SSTAFFORD



\*\*HOUSING SHOWN HAS BEEN CONSTRUCTED FOLLOWING THE 2010 APPROVAL

### LEGEND

- |  |                                  |  |                                |
|--|----------------------------------|--|--------------------------------|
|  | ASP BOUNDARY                     |  | RESIDENTIAL HIGH DENSITY (R-4) |
|  | SINGLE DWELLING (R1-L)           |  | MANUFACTURE HOME PARK (R-MHP)  |
|  | SINGLE DWELLING (R1-M)           |  | PARKS AND RECREATION (PR)      |
|  | SINGLE DWELLING (R1-S)           |  | PUBLIC FACILITY (PF)           |
|  | MULTI-DWELLING RESIDENTIAL (R-2) |  | ROADS AND LANES                |
|  | RESIDENTIAL MEDIUM DENSITY (R-3) |  |                                |

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\_47038C\_LW.DWG

## Concept Plan with Aerial McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024

#### **4.1.3 Residential Single Dwelling Small Lot (R-1S)**

With the continued demand and need for lots and housing options, this Plan has made provision for R1-S development. These lots are proposed in the northeast and southwest corner of the Plan as well as along southside of the Collector Road. They will have widths ranging from 10.5m to 12m. R-1S will create lots that have a minimum parcel area 360m<sup>2</sup> for interior lots and 410.0m<sup>2</sup> for corner lots with a depth of 35m.

#### **4.1.4 Multi-Family Residential (R-2/R-3/R-4)**

Within the MRASP, one area has been designated for each R-3 and R-4 multi-family development while several locations will accommodate R-2 multi-family development. These sites are located near amenities, major roadways and provide easy access throughout the Plan area.

It is anticipated that these sites may be developed with either duplexes, four-plexes, apartments or row housing. This site may also incorporate other development types such as a social care facility.

The R-4 Multi-family site, is larger than allowed by the Municipal Development Plan. The Municipal Development Plan states that no multi-family site shall be developed on a site larger than 4.32 ac unless special site characteristics or design features will reasonably accommodate larger sites within the context of the characteristics of the neighbourhood and surrounding land uses.

The Multi-family site is envisioned to be developed in a manner which minimizes impact to the surrounding developments. The site will be comprehensively designed as per the Town of Blackfalds guidelines to provide an adequate buffer between this site and the single family residential development to the north.

#### **4.1.5 Manufactured Home Site (R-MHP)**

Located in the southeast corner of the Plan area, a 12.22 ac site has been identified for a Manufactured Home Park. This park will be accessed internally and will accommodate approximately 85 units.

The overall design and intent of the site is to develop a safe and attractive community within McKay Ranch. Based upon the LUB, the site may accommodate a total of approximately 85 units, for a density of approximately 17 units per hectare. A combination of cluster and traditional layouts may be used to increase efficiency and maximize land use.

Within each cluster and lot, green space will be provided for and adequate parking. Each unit may also include single individual garages and additional guest parking.

This Manufactured Home Park is envisioned to be a gated community. A number of amenities and features will be part for this site including parks, green space, a club house, storage compounds and paved roads. All open space areas will be landscaped to include a variety of planting, paved walkways and play equipment. A club house is intended to provide the park residents with a common gathering space. As required by the Land Use Bylaw, a minimum of 10% of the park areas are required to be amenity or recreation areas. Storage areas, separate from the MHP, shall be provided for storage of seasonal recreational vehicle equipment and not less than 20.0m<sup>2</sup>.

The Developer will establish architectural controls that define the style of homes and lot conditions within this park. These controls will ensure a high level of standards for the age of units, materials, colors, landscaping and layout.





**Table 1.0 - Land Use Statistics**

Land Use	Area Hectare (Acre)	% of GDA
<b>Gross Area (Including)</b>	<b>66.94 (165.41)</b>	
Arterial Road	1.75 (4.33)	
<b>Net Developable Area</b>	<b>65.19 (161.09)</b>	<b>100%</b>
Single Family Residential		
Single Dwelling Large Lot (R1-L)	4.22 (10.43)	6.5%
Medium Lot Residential (R1-M)	16.99 (41.98)	26.1%
Small Lot Residential (R1-S)	5.73 (14.17)	8.8%
Multi-Family Residential		
Multi-Dwelling Residential (R2)	3.07 (7.58)	4.7%
Multi-Dwelling Residential (R3)	0.41 (1.01)	0.6%
Multi-Dwelling Residential (R4)	2.17 (5.35)	3.3%
Manufacture Home Park (R-MHP)	4.94 (12.22)	7.6%
Parks and Recreation (PR)	8.53 (21.09)	13.1%
Public Facility (PF)	5.32 (13.14)	8.2%
Roads and Lanes	13.81 (34.12)	21.1%
<b>Total</b>	<b>65.19 (161.09)</b>	<b>100%</b>

**Table 2.0 - Residential Units and Population**

Land Use	Area ha (ac)	Density Units/ha	Units	Person/ Units	Population
<b>Single Family Residential</b>					
Single Dwelling Large Lot (R1-L)	4.22 (10.43)	17.29	72	2.5	180
Medium Lot Residential (R1-M)	16.99 (41.98)	20.50	348	2.5	870
Small Lot Residential (R1-S)	5.73 (14.17)	25.93	148	2.5	370
<b>Multi-Family Residential</b>					
Multi-Dwelling Residential (R2)	3.07 (7.58)	32.78	100	2	200
Multi-Dwelling Residential (R3)	0.41 (1.01)	45.00	18	2	37
Multi-Dwelling Residential (R4)	2.17 (5.35)	44.46	96	2	192
Manufacture Home Park (R-MHP)	4.94 (12.22)	17.29	85	2	170
<b>Total</b>			<b>871</b>		<b>2025</b>
<b>Average (Net)</b>		<b>23.2u/ha</b>			

## **4.2 PUBLIC FACILITY (FROM 2010)**

The 1.00 Ac site in the south of the Plan area was designated as Public Facility for the intended use of Place of Worship. The site was then marketed for a period of 1 year and there was no formally expressed interest in this site for a suitable development of these uses. The site will be used as Commercial Mixed Use (CMU) site.

## **4.3 PARKS AND OPEN SPACES**

### **4.3.1 Recreational Park Site**

As shown in **Figure 6.0 – Parks and Trails Plan**, the Plan area contains a central open space. The northwest portion of the Plan area contains a large wet land area that will be integrated into a part of the stormwater management plan and protected due to its environmental sensitivity. This large park area will be developed to minimize human impact by preserving the shore line and restricting access to the wetland.

To incorporate this area into the overall park concept, a trail system has been shown around the wetland area. Several additional trails connect to this park, allowing for connections throughout the entire Plan area. A tot-lot/play structure has also been planned within this park area. This open space may allow for sports fields as required by the Town of Blackfalds.

Additional park sites are strategically located throughout the Plan area to provide all residents in the area convenient access to Open Space. These parks create a network of open spaces which ensure that a park is within 200m to 300m of all residential lots. The parks will be designed as smaller local parks and will include amenities such as play structures, tot lots, etc.

### **4.3.2 Linear Park Sites and Walkways**

Several linear parks areas, which create a passive recreational network throughout this community as well as access to adjacent neighborhoods are planned for within this neighborhood. These linear parks will have a minimum width of 10m and will be designed as per the Town of Blackfalds Design Guidelines.

The trails network is envisioned to be mixture 3.0 m wide asphalt trails and conventional street sidewalks. **Figure 6.0 – Open Space and Trails Plan**, shows the location of the parks and pathways throughout the Plan area.

### **4.3.3 Existing Wetland**

The existing wetlands in the northwest corner of the plan will be reconstructed and the surrounding park area will function as a passive and active recreational amenity for the residents of Cottonwood Meadows, Panorama Estates and McKay Ranch.

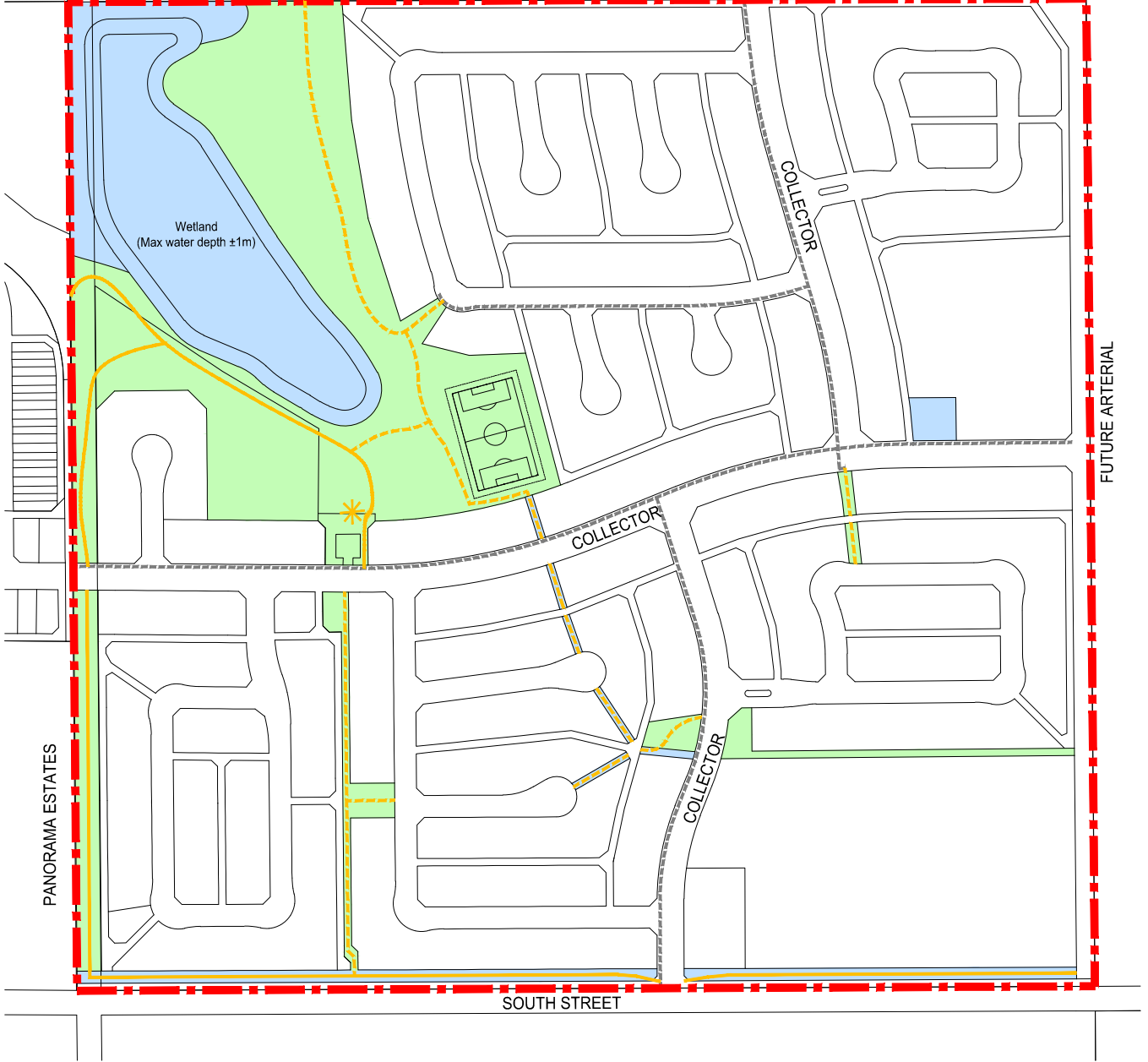


# FIGURE 6.0



Lot 3 ER, Block 1, Plan 172 1839

Lot 7, Block 1, Plan 192 0604



### LEGEND

- ASP BOUNDARY
- PROPOSED TRAILS
- EXISTING TRAILS
- CONNECTING SIDEWALK
- \* PLAY STRUCTURE/TOT LOT
- PARKS AND RECREATION (PR)
- PUBLIC FACILITY (PF)

Updated 23/11/06, 1:47 PM:By: SSTAFFORD

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\_47038C\_LW.DWG

## PARKS AND TRAILS

### McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024

## **5.0 Transportation**

---

The system of roads proposed for the MRASP provides its residents and the traveling public with safe and efficient access to and this area as shown on **Figure 8.0 – Transportation Network**.

Primary access to the Plan area will be provided from Twp. Rd 394 (South Street). South Street will be upgraded in the future with the developer contributing a portion of the cost to complete. The secondary access to the subdivision will be via Eastpointe Drive in Panorama Estates to the west. A collector roadway will also provide access to future residential development north of the McKay Ranch ASP boundary.

The proposed future roadways to the lands north of McKay Ranch have been conceptually shown on **Figure 7.0 – Future Arterial Roadways**. This plan has been developed to show the conceptual layout of the roadways and the relation to the existing wetlands in the quarter section to the north.

### **5.1 ARTERIAL ROADWAYS**

An undivided arterial is proposed along the east boundary of the Plan area which will require a 30m right-of-way as shown on **Figure 9.0 – Transportation Details**. Arterials roadways will be developed as per the Town of Blackfalds Design Guidelines. The developer will construct a solid vinyl fence adjacent to the roadway to help mitigate traffic noise. The Plan identifies a dedication of a 15m wide strip of land along the east boundary to accommodate this roadway with the additional 15m to be provided by the quarter section to the east.

In order to avoid for the arterial roadway alignment to avoid the two existing wetlands in the quarter section to the north, the roadway starts to curve to at the north limits of McKay Ranch. In order to accommodate this roadway curve the residential node in the northeast corner of the Plan may have to be modified/shifted slightly to ensure this roadway right-of-way can be accommodated.

### **5.2 COLLECTOR ROADWAYS**

The Area Structure Plan provides three collector roadways. The major east/west collector will extend from Eastpointe Drive in Panorama Estates. The two additional collector roads will be extended north from Twp. Rd. 394 (South Street) and connect to the east/west collector roadway with the second collector for future connections. Both of these collector roads will have a 12.0m wide carriageway and a 22.0m wide right-of-way as shown on **Figure 9.0 – Transportation Details**. Collector roadways will be developed as per the Town of Blackfalds Design Guidelines.

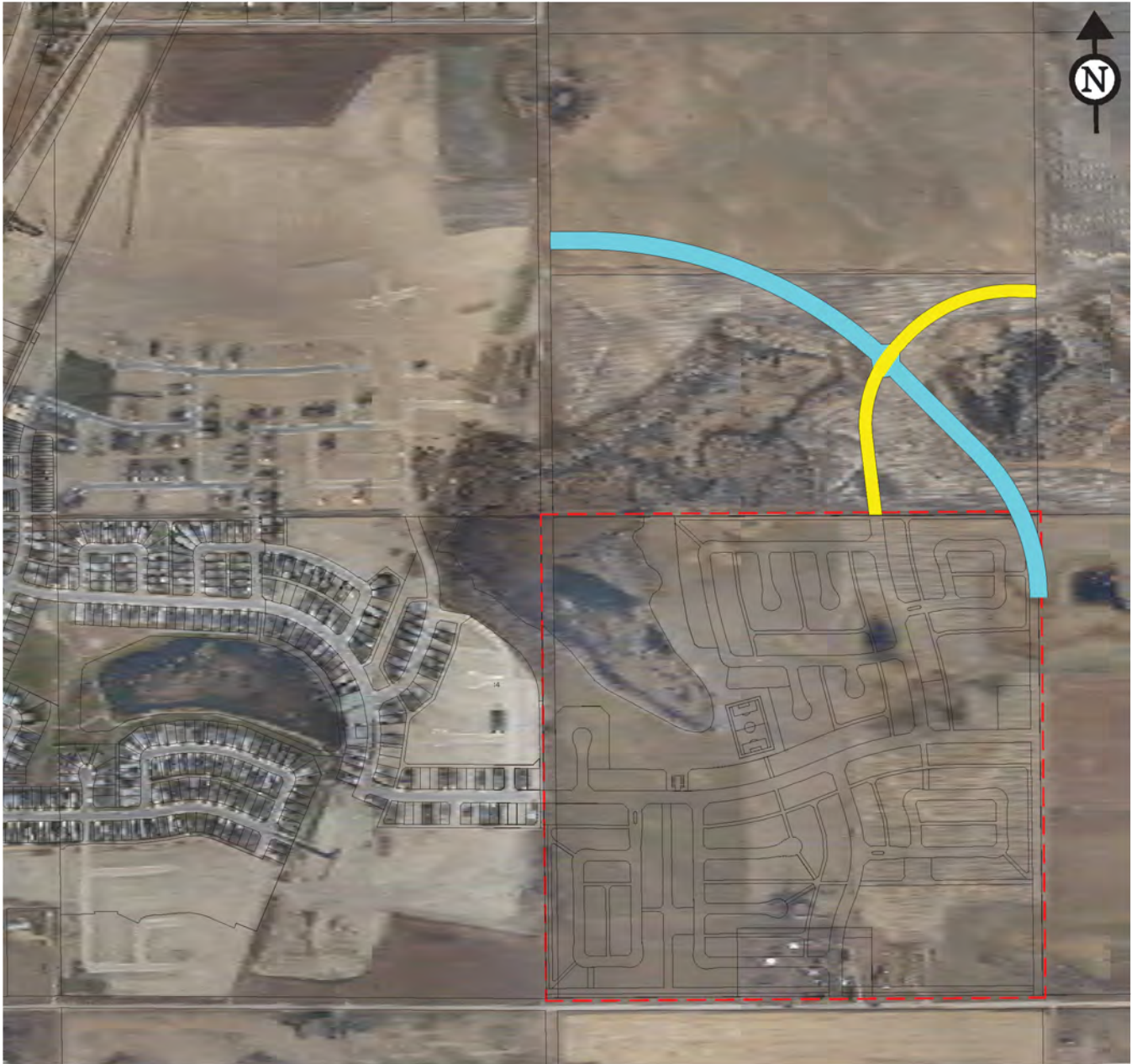
### **5.3 LOCAL ROADWAYS**

The system of local roads has been planned to provide access to individual development cells while discouraging outside traffic from short cutting through local roads. Local roads will have a 10.0m wide carriageway and an 18.0m wide right-of-way as shown on **Figure 9.0 – Transportation Details**. All local roads will have rolled monolithic curb and gutter sidewalks on each side of the roadway.

### **5.4 LANEWAYS**

The MRASP has been designed with the majority of lots backing on to laneways. In general, development backing onto the SWMF or Open Space will not have laneways. Any lanes adjacent to Municipal Reserves will have post and cable fencing installed to prevent shortcutting. Greenspaces intersecting with laneways will require swing bollards to prevent vehicle access. Laneways will be 6.0m wide and developed as per the Town of Blackfalds Design Standards as shown on **Figure 9.0 – Transportation Details**.

FIGURE 7.0



LEGEND

- - - ASP BOUNDARY
- FUTURE ROADWAY/EXPANSION
- COLLECTOR ROADWAYS



Updated 23/03/13, 1:40 PM;By: SSTAFFORD

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\_47038C\_LW.DWG

Future Roadway  
 McKay Ranch - Area Structure Plan

Prepared for:  
 1574997 Alberta Ltd.  
 O/A McKay Ranch



DRAWN BY: SAS  
 CHECKED BY: GCL  
 SCALE: 1:5,000  
 PROJECT #: 112847038

January 2024

FIGURE 8.0



Lot 3 ER, Block 1, Plan 172 1839

Lot 7, Block 1, Plan 192 0604






Wetland  
(Max water depth ±1m)

PANORAMA ESTATES

FUTURE ARTERIAL

SOUTH STREET

LEGEND

-  ASP BOUNDARY
-  FUTURE ROADWAY/EXPANSION
-  COLLECTOR ROADWAYS
-  LOCAL ROADWAYS
-  LANEWAYS

Transportation Network  
McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch

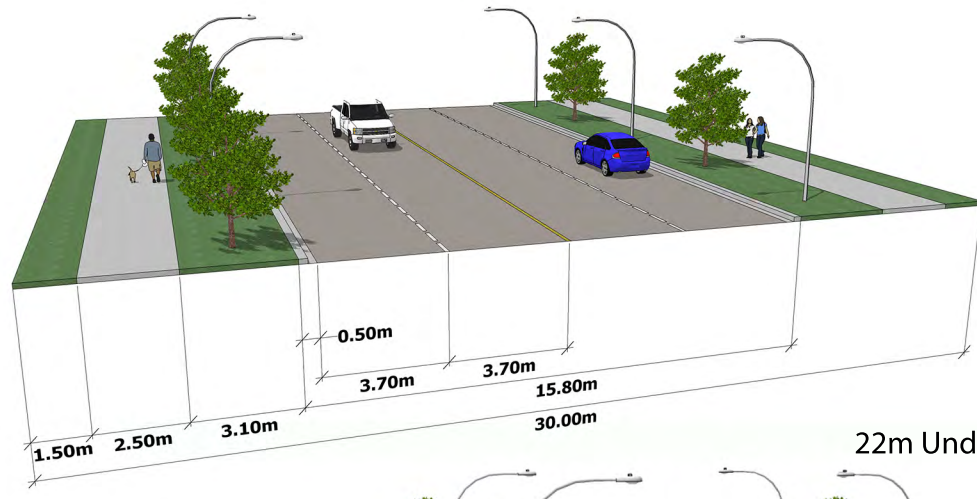


DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

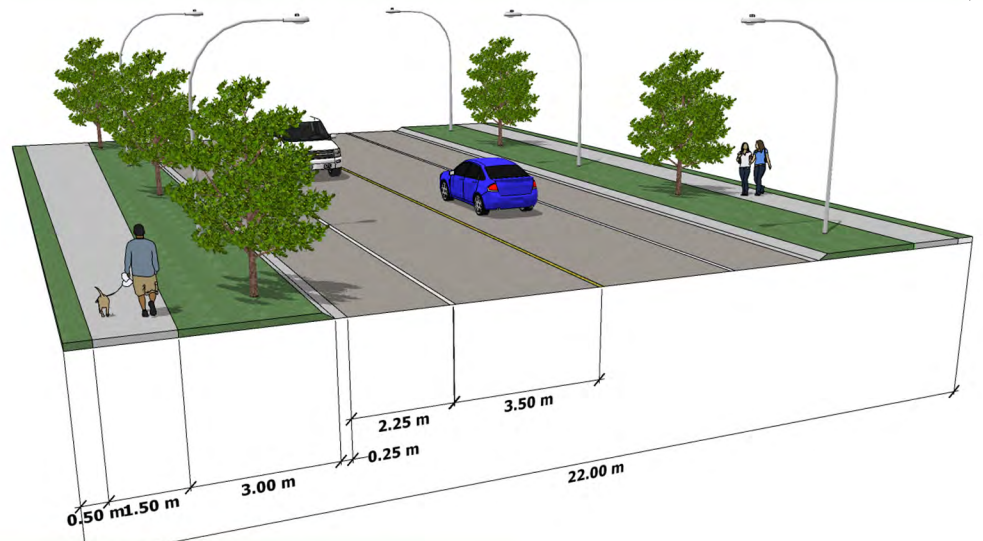
January 2024

### 30m Undivided Arterial Roadway

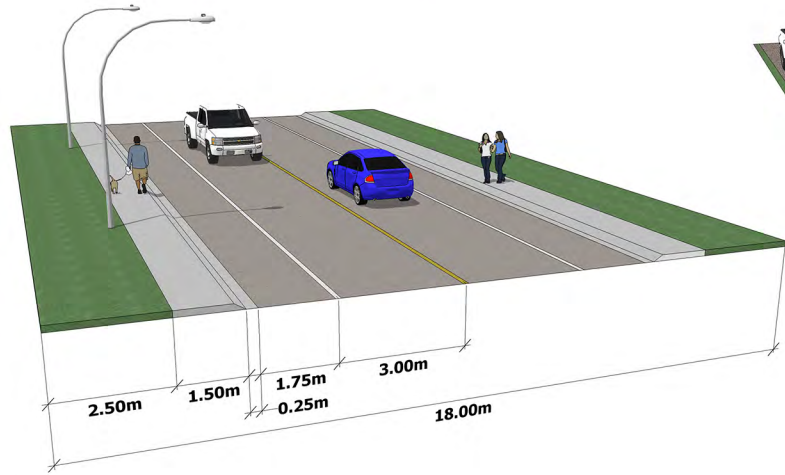
# FIGURE 9.0



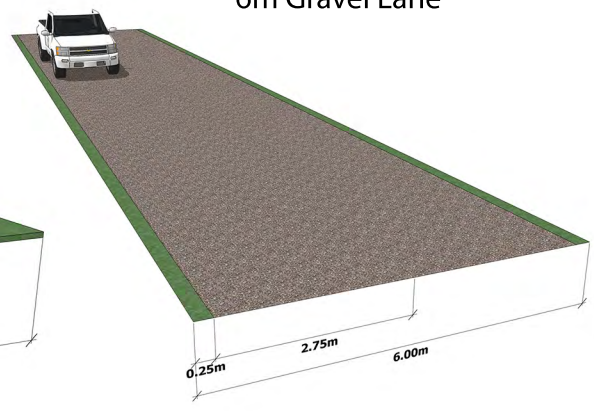
### 22m Undivided Collector Roadway



### 18m Undivided Local Roadway



### 6m Gravel Lane



## **6.0 Conceptual Servicing**

---

### **6.1 STORMWATER MANAGEMENT**

Internal stormwater systems will consist of an overland (major) system and an underground (minor) system, these systems will be designed as per the Town of Blackfalds Minimum Design Standards and Alberta Environment standards. **Figure 10.0 – Stormwater Management Plan** illustrates the proposed stormwater management system.

A Stormwater Management Plan was completed by Stantec in 2015. The proposed McKay Ranch development configuration is to grade the development such that the entire minor system (storm sewers) can be made to drain to the proposed stormwater management facility located in the NW corner of the site. The majority of the development will also have major overland drainage directed to the proposed stormwater management facility in the NW.

The Town of Blackfalds has an East Area Stormwater Management Plan (2019) for Sec 25-39-27-W4M. A portion of these linear wetlands has been constructed and McKay Stormwater Pond will be directed to the southwest corner of the East Area storm system. The proposed concept for the McKay stormwater pond is to re-grade the existing wetland such that it has open water in the middle of the facility, with an inlet forebay and outlet to the East Area stormwater facility. A fringe of wetland material will be salvaged around the edge. The proposed configuration will result in a substantial band of wetland vegetation around the waters edge, and once established the facility will look very much like a naturally occurring wetland with open water in the middle. As a result, the proposed stormwater facility will function as an integral part of the McKay Ranch storm sewer and open spaces system.

### **6.2 SANITARY SEWER SERVICING**

The internal sanitary collection system will be designed and constructed as a conventional gravity system. Topography dictates the sewer mains for the lands north of the ridge to drain to a lift station. A lift station will be constructed to pump the sewage uphill which then pushes the sewage south, back to the top of the ridge. At this point the force main connects back to the gravity system and ultimately connects to a proposed sanitary trunk to be constructed on South Street. This lift station is at a location that can also facilitate sanitary flows from future development lands to the north.

A small portion of the sewer system along the major east/west collector will connect to the existing Panorama Estates sanitary system at Eastpointe Drive. The forcemain will be constructed during Phase 4 of development.

Sanitary design is in compliance with the Wastewater Master Plan (2017). The proposed sanitary sewer system is shown in **Figure 11.0 - Sanitary Plan**.

# FIGURE 10.0



Lot 3 ER, Block 1, Plan 172 1839

Lot 7, Block 1, Plan 192 0604

Wetland  
(Max water depth ±1m)

PANORAMA ESTATES




FUTURE ARTERIAL

SOUTH STREET

Note: 1:100 Stormwater event will be serviced by the piping system.

Swale/Berm as Required

### LEGEND

-  ASP BOUNDARY
-  STORM MAIN
-  MANHOLE AND FLOW DIRECTION
-  FLOW DIRECTION

## STORMWATER SYSTEM

### McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024



### **6.3 WATER DISTRIBUTION**

**Figure 12.0 – Water System Plan** provides the proposed water distribution system layout. McKay Ranch will connect to the existing water distribution system along Eastpointe Drive. The internal distribution system will be looped as required with provisions to loop to future development areas. Water mains will be sized to accommodate peak domestic use as well as fire flow requirements.

### **6.4 SHALLOW UTILITIES**

There are no major servicing concerns regarding shallow utilities (gas, power, telephone and cable). All shallow utilities will be extensions of those already in place in the adjacent developments to the south.

Shallow utility services will be provided by the following companies:

- Fortis Alberta (Electricity)
- ATCO Gas (Natural Gas)
- TELUS Communications (Telephone)
- Shaw Cable (Cable Television)

# FIGURE 11.0



Lot 3 ER, Block 1, Plan 172 1839

Lot 7, Block 1, Plan 192 0604





Wetland  
(Max water depth ±1m)

PANORAMA ESTATES

FUTURE ARTERIAL

SOUTH STREET

### LEGEND

-  ASP BOUNDARY
-  SANITARY MAIN
-  SANITARY FORCE MAIN
-  MANHOLE AND FLOW DIRECTION

## SANITARY SYSTEM

### McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024

Updated 23/11/06, 1:47 PM:By: SSTAFFORD

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\_47038C\_LW.DWG

# FIGURE 12.0



Lot 3 ER, Block 1, Plan 172 1839

Lot 7, Block 1, Plan 192 0604

Wetland  
(Max water depth ±1m)

PANORAMA ESTATES

FUTURE ARTERIAL

SOUTH STREET

### LEGEND

-  ASP BOUNDARY
-  WATER MAIN

## WATER SYSTEM

### McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024

## **7.0 Implementation**

---

This MRASP will be implemented in accordance with the Town of Blackfalds redistricting and subdivision approval processes.

### **7.1 DEVELOPMENT STAGING**

**Figure 13.0 – Phasing Plan** provides a proposed staging for this area. The Phasing Plan is conceptual in nature and is subject to change based on market conditions and other factors.

### **7.2 REDISTRICTING AND SUBDIVISION**

Redistricting and subdivision applications to conform to the land use designations described in the ASP will be undertaken as necessary. Guided by the Town of Blackfalds MDP, redistricting and subdivisions will be required to adhere to the Town of Blackfalds Land Use Bylaw and the informational requirements necessary for each application.

Updated 23/11/06, 2:27 PM:By: SSTAFFORD

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\47038C\_LW.DWG

# FIGURE 13.0



Lot 3 ER, Block 1, Plan 172 1839

Lot 7, Block 1, Plan 192 0604

Wetland  
(Max water depth ±1m)

PANORAMA ESTATES

FUTURE ARTERIAL

SOUTH STREET

### LEGEND

-  ASP BOUNDARY
-  PHASE BOUNDARY

## PHASING PLAN

### McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



#1100, 4900-50th Street, Red Deer, AB T4N1X7  
Ph:(403) 341-3320 Fx:(403) 342-0969

DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024



Sent via email only to: [info@blackfalds.ca](mailto:info@blackfalds.ca)

March 19, 2024

Town of Blackfalds  
Box 220, 5018 Waghorn St.  
Blackfalds, Alberta T0M 0J0

**RE: Notice of Public Hearing – Bylaw No. 1299.24 McKay Ranch Area Structure Plan**

The County appreciates the opportunity to comment on proposed Bylaw No. 1299.24 McKay Ranch Area Structure Plan. The County has no comments or concerns regarding the proposed amendments.

Yours truly,  
LACOMBE COUNTY

A handwritten signature in blue ink that reads "Nat Wright".

Natasha Wright  
Planner/Development Officer

Telephone | 403-782-8389  
Email | [nwright@lacombecounty.com](mailto:nwright@lacombecounty.com)

March 27, 2024

Our File No.: 24-1055

Your File No.: BYLAW 1299.24 MCKAY RANCH

**TOWN OF BLACKFALDS**

SENT: via email

**Attention: AMANDA PARTRIDGE**

**RE: Proposed Restructure – SW 29-39-24-W4M**

---

The Engineering Department of ATCO Transmission, (a division of ATCO Gas and Pipelines Ltd.) has reviewed the above named plan and has no objections subject to the following conditions:

1. Any existing land rights shall be carried forward in kind and registered on any newly created lots, public utility lots, or other properties.
2. ATCO Transmission requires a separate utility lot for its sole use.
3. Ground disturbances and surface works within 30 meters require prior written approval from ATCO Transmission before commencing any work.
  - Municipal circulation file number must be referenced; proposed works must be compliant with ATCO Transmission requirements as set forth in the company's conditional approval letter.
  - Contact ATCO Transmission Land Department at 1-888-420-3464 or [landadmin@atco.com](mailto:landadmin@atco.com) for more information.
4. Parking and/or storage is not permitted on ATCO Transmission facility(s) and/or right(s)-of-way.
5. Encroachments are not permitted on ATCO Transmission facility(s) and/or right(s)-of-way.
6. ATCO Transmission recommends a minimum 15 meter setback from the centerline of the pipeline(s) to any buildings.
7. Road crossings are subject to Engineering review and approval.
  - Road crossing(s) must be paved and cross at a perpendicular angle.
  - Road crossing(s) must not be over any pipeline bend.
  - Parallel roads are not permitted within ATCO Transmission right(s)-of-way.
  - If the road crossing(s) requires a pipeline alteration, the cost will be borne by the developer/owner and can take up to 18 months to complete.
8. Any changes to grading that alter drainage affecting ATCO Transmission right-of-way or facilities must be adequate to allow for ongoing access and maintenance activities.
  - If alterations are required, the cost will be borne by the developer/owner.
9. Any revisions or amendments to the proposed plans(s) must be re-circulated to ATCO Transmission for further review.

If you have any questions or concerns, please contact the undersigned at [hp.circulations@atco.com](mailto:hp.circulations@atco.com).


Sincerely,  
ATCO Transmission, a division of ATCO Gas and Pipelines Ltd.

Vicki Porter  
Sr. Administrative Coordinator, Operations Engineering

APPROVED:  
AS TO FORM

---

AS TO CONTENT



AP



---

**Subject:** Town of Blackfalds Public Hearing Notice – Bylaw 1299.24 McKay Ranch Area Structure Plan Amendments

---

**From:** circulations <[circulations@telus.com](mailto:circulations@telus.com)>  
**Sent:** Wednesday, April 3, 2024 11:08 AM  
**To:** Amanda Partridge <[APartridge@blackfalds.ca](mailto:APartridge@blackfalds.ca)>  
**Subject:** RE: Town of Blackfalds Public Hearing Notice – Bylaw 1299.24 McKay Ranch Area Structure Plan Amendments

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

Thank you for including TELUS in your circulation  
At this time, TELUS has no concerns with the proposed activities.

Thanks,

**Jaylene Perkins** (*she/her*)  
**Real Estate Specialist | TELUS Land Solutions Team**  
**Customer Network Planning (CNP)**  
18811 107 Avenue NW, Edmonton, AB T5S 2L9  
**The future is friendly®**  
[circulations@telus.com](mailto:circulations@telus.com)

---

**From:** Amanda Partridge <[APartridge@blackfalds.ca](mailto:APartridge@blackfalds.ca)>  
**Sent:** Wednesday, March 13, 2024 10:49 AM  
**To:** Jolene Tejkl <[JTejkl@blackfalds.ca](mailto:JTejkl@blackfalds.ca)>  
**Subject:** Town of Blackfalds Public Hearing Notice – Bylaw 1299.24 McKay Ranch Area Structure Plan Amendments

**ATTENTION:** This email originated from outside of TELUS. Use caution when clicking links or opening attachments. | Ce courriel provient de l'extérieur de TELUS. Soyez prudent lorsque vous cliquez sur des liens ou ouvrez des pièces jointes.

Good Morning,

Attached is a Public Hearing Notice for Bylaw 1299.24 McKay Ranch Area Structure Plan Amendments that has been set for Tuesday, April 9, 2024 at 7:00 p.m.

Please provide any written comments on or before noon, April 3, 2024 to:  
Regular Mail or Town of Blackfalds Drop Off Box:  
The Office of the CAO, c/o Executive & Legislative Coordinator  
Box 220  
5018 Waghorn Street, Blackfalds AB T0M 0J0  
or Email: [info@blackfalds.ca](mailto:info@blackfalds.ca)

Thanks,

**Amanda Partridge** (*she/her*)  
**Infrastructure and Planning Services Clerk**

**Town of Blackfalds**

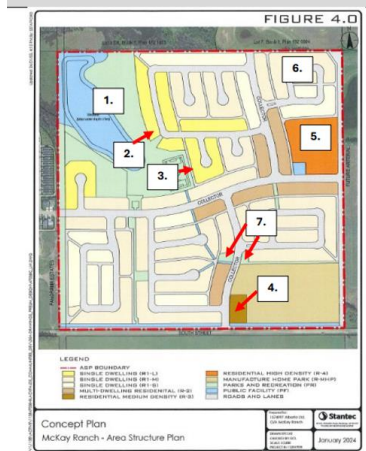
Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.9679

*This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.*

### McKay Ranch – ATCO GAS Response



Project Scope	ATCO GAS (AG) Review
1. The storm pond in the north – west corner has been amended to reflect an updated storm pond design, thereby increasing amount of open space	No concerns
2. An increase in the number of future lots that will be zoned Residential Single Dwelling Large District (R-1L)	No concerns
3. Addition of a lane backing onto the large open space.	No concerns
4. Changing the lot currently identified as Commercial Local District (C-3), an amendment that was done previously, to Residential Medium Density District (R-3) within the manufactured home park.	No objections just be aware that there is distribution pipeline already installed in the west and north of property in URW's and that there is a transmission pipeline just north of the walking track.
5. Changing the area currently identified for future Commercial Mixed Use District (CMU), an amendment that was done previously, to Residential High Density District (R-4) along the eastern boundary of the plan area.	No concerns
6. Changing the residential lots currently identified for future Residential Single Dwelling Small Lot District (R-1S) to Residential Single Dwelling Medium Lot District (R-1M) in the northeast corner to allow for additional larger lots.	No concerns
7. The open space immediately north of the manufactured home park has been moved west to the collector road and split to each side of the collector road to allow for better pedestrian connectivity.	No objections. Our pipeline ends where they planned their open space, just have them contact ATCO if they plan on expanding their paved walking path before the houses planned to the north are built. This way we can extend the main to avoid having to destroy the walking path in the future.

---

**MEETING DATE:** April 9, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**SUBJECT:** **Bylaw 1303.24 McKay Ranch Redistricting**

---

## **BACKGROUND**

The purpose of Bylaw 1303.24 is to amend Schedule 'A' of Land Use Bylaw 1268.22 to redistrict Lot 1 Block 2 Plan 112 4253, Lot 2 Block 1 Plan 102 2396 to Urban Reserve District (UR) and redistrict Lot 3 Block 13 Plan 142 2837 to Residential Medium Density District (R-3), as shown on the Schedule "B" of Bylaw 1303.24.

First Reading was given to Bylaw 1303.24 on March 12, 2024

Notice of this Public Hearing was advertised in accordance with Section 606 of the Municipal Government Act and the Town of Blackfalds Public Notification Bylaw and Public Participation Policy:

- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers;
- A hard copy of proposed Bylaw 1303.24 was available for viewing at the Town's Civic Centre Front Counter (upstairs);
- March 2024 and April 2024 edition of "Talk of the Town";
- One the Planning & Development webpage of the Town's website commencing on March 13, 2024;
- Via email to local authorities and agencies on March 13, 2024;
- All registered landowners in the McKay Ranch community
- All registered landowners with land adjacent to the McKay Ranch community;
- Via email to the Municipal Planning Commission on March 13, 2024;
- In the March 28, 2024 and April 4, 2024 editions of the Lacombe Express; and
- On the Town's social media channels in the weeks leading up to the Public Hearing.

The following written comments have been received to date:

- March 13, 2024, submission from ATCO Pipelines
- March 19, 2024, submission from Lacombe County
- April 3, 2024, submission from TELUS

## **ATTACHMENTS**

- *Bylaw 1303.24 McKay Ranch Redistricting*
- *March 13, 2024, submission from ATCO Pipelines*
- *March 19, 2024, submission from Lacombe County*
- *April 3, 2024, submission from TELUS*

## **APPROVALS**



---

Kim Isaak,  
Chief Administrative Officer



---

Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW 1268.22 SCHEDULE 'A'**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to redistrict Lot 1 Block 2 Plan 112 4253 and Lot 2 Block 1 Plan 102 2396 to Urban Reserve District (UR), and redistrict Lot 3 Block 13 Plan 142 2837 to Residential Medium Density District (R-3).

**WHEREAS**, pursuant to Section 641(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, require every municipality to pass a Land Use Bylaw.

**WHEREAS**, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on March 28, 2024, and April 4, 2024, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

**WHEREAS**, a Public Hearing was held on April 9, 2024, to allow the general public to provide input into the proposed Bylaw amendments;

**NOW THEREFORE**, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts the amendments to Schedule 'A' of Bylaw 1268.22:

**PART 1 – TITLE**

1.1 That this Bylaw shall be cited as the “Redesignation of Lot 1 Block 2 Plan 112 4253, Lot 2 Block 1 Plan 102 2396, and Lot 3 Block 13 Plan 142 2837 to Urban Reserve District (UR); and redesignation of Lot 3 Block 13 Plan 142 2837 to Residential Medium Density District (R-3)”.

**PART 2 – AMENDMENTS**

- 2.1 That Lot 1 Block 2 Plan 112 4253 be redistricted from Residential Single Dwelling Large District (R-1L), Residential Single Dwelling Medium Lot District (R-1M), Residential Single Dwelling Small Lot District (R-1S), Residential Multi-Dwelling District (R-2), Residential Medium Density District (R-3), Commercial Mixed Use District (CMU), and Parks and Recreation District (PR) to Urban Reserve District (UR), as shown in Schedule “A” attached and forming part of this Bylaw.
- 2.2 That Lot 2 Block 1 Plan 102 2396 be redistricted from Residential Single Dwelling Medium Lot District (R-1M), Residential Multi-Dwelling District (R-2), and Parks and Recreation District (PR) to Urban Reserve District (UR), as shown in Schedule “A” attached and forming part of this Bylaw.
- 2.3 That Lot 3 Block 13 Plan 142 2837 to redistricted from Commercial Local District (C-3) to Residential Medium Density District (R-3), as shown in Schedule “A” attached and forming part of this Bylaw.
- 2.4 That Part 9.0 Land Use District Map be amended to reflect the redistricting proposed under this Bylaw.

**PART 3 – DATE OF FORCE**

3.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES.        )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

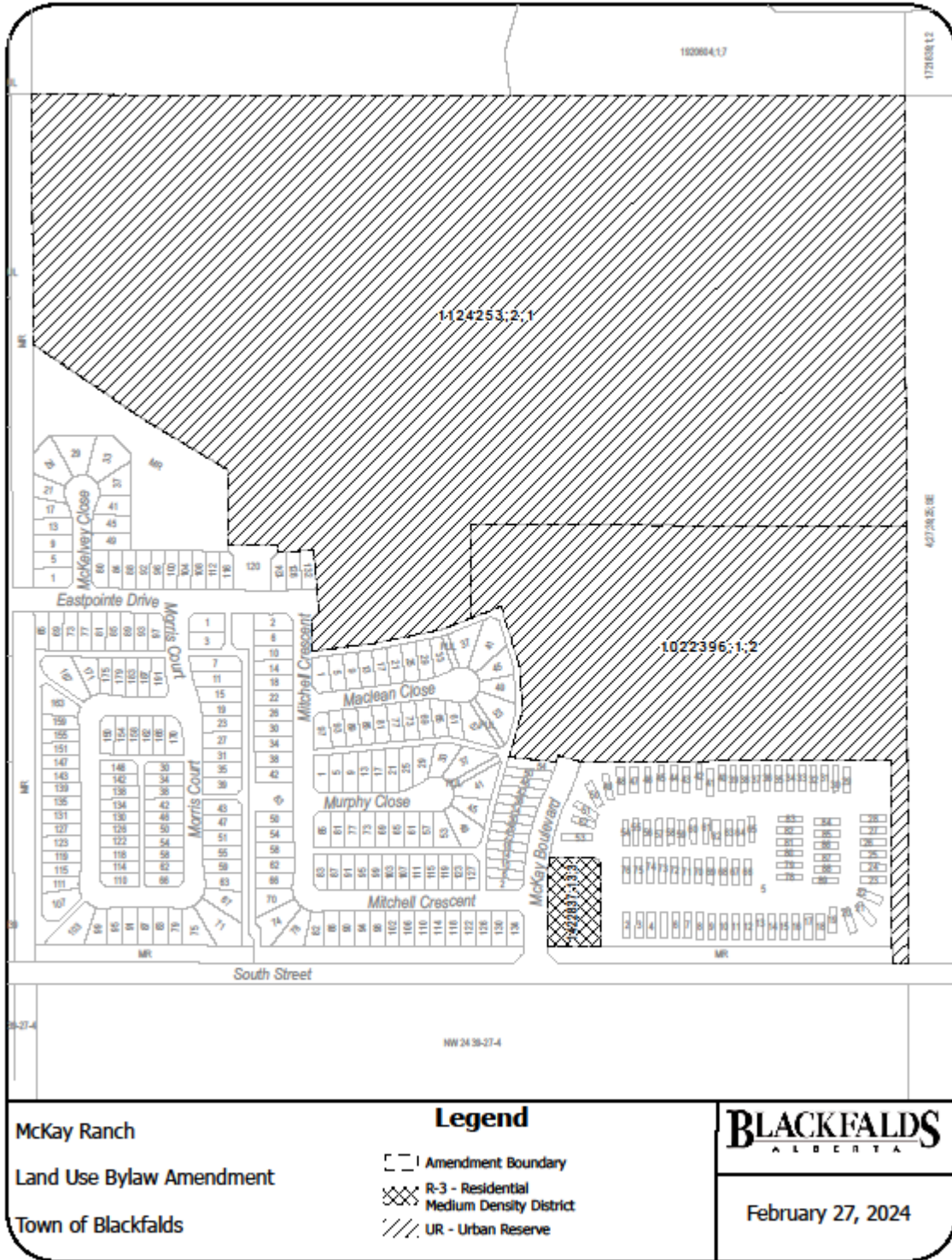
(RES.        )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

DRAFT

Schedule "A"



---

**From:** Amanda Partridge  
**Sent:** March 13, 2024 11:07 AM  
**To:** Jolene Tejkl  
**Subject:** FW: response 24-1004 RE: Town of Blackfalds Public Hearing Notice – Bylaw 1303.24 McKay Ranch Land Use Bylaw Amendments

---

**From:** Circulations, HP <HP.Circulations@atco.com>  
**Sent:** Wednesday, March 13, 2024 11:04 AM  
**To:** Amanda Partridge <APartridge@blackfalds.ca>  
**Subject:** response 24-1004 RE: Town of Blackfalds Public Hearing Notice – Bylaw 1303.24 McKay Ranch Land Use Bylaw Amendments

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).

Thank you,

**Vicki Porter**  
Sr. Admin Coordinator, Engineering Ops  
Gas Distribution  
ATCO Pipelines and Liquids GBU

Email: [vicki.porter@atco.com](mailto:vicki.porter@atco.com)

---

**From:** Amanda Partridge <APartridge@blackfalds.ca>  
**Sent:** Wednesday, March 13, 2024 10:55 AM  
**To:** Jolene Tejkl <JTejkl@blackfalds.ca>  
**Subject:** Town of Blackfalds Public Hearing Notice – Bylaw 1303.24 McKay Ranch Land Use Bylaw Amendments

**\*\*Caution – This email is from an external source. If you are concerned about this message, please report using Phish Alert Button in your Outlook for analysis.\*\***

Good morning,

Attached is a Public Hearing Notice for Bylaw 1303.24 McKay Ranch Land Use Bylaw Amendments that has been set for Tuesday, April 9, 2024 at 7:00 p.m.

Please provide any written comments on or before noon, April 3, 2024 to:



Regular Mail or Town of Blackfalds Drop Off Box:  
The Office of the CAO, c/o Executive & Legislative Coordinator  
Box 220  
5018 Waghorn Street, Blackfalds AB T0M 0J0  
or Email: [info@blackfalds.ca](mailto:info@blackfalds.ca)

Thanks,

**Amanda Partridge** *(she/her)*  
**Infrastructure and Planning Services Clerk**

**Town of Blackfalds**  
Box 220, 5018 Waghorn St  
Blackfalds, AB T0M 0J0  
T: 403.885.9679

*This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.*

The information transmitted is intended only for the addressee and may contain confidential, proprietary and/or privileged material. Any unauthorized review, distribution or other use of or the taking of any action in reliance upon this information is prohibited. If you receive this in error, please contact the sender and delete or destroy this message and any copies.



Sent via email only to: [info@blackfalds.ca](mailto:info@blackfalds.ca)

March 19, 2024

Town of Blackfalds  
Box 220, 5018 Waghorn St.  
Blackfalds, Alberta T0M 0J0

**RE: Notice of Public Hearing – Bylaw No. 1303.24 Land Use Bylaw Amendment**

The County appreciates the opportunity to comment on proposed Bylaw No. 1303.24 Land Use Bylaw amendment for the McKay Ranch Area Structure Plan. The County has no comments or concerns regarding the proposed amendments.

Yours truly,  
LACOMBE COUNTY

A handwritten signature in blue ink that reads "Nat Wright".

Natasha Wright  
Planner/Development Officer

Telephone | 403-782-8389  
Email | [nwright@lacombecounty.com](mailto:nwright@lacombecounty.com)

---

**From:** Amanda Partridge  
**Sent:** April 3, 2024 11:23 AM  
**To:** Jolene Tejkl  
**Subject:** FW: Town of Blackfalds Public Hearing Notice – Bylaw 1303.24 McKay Ranch Land Use Bylaw Amendments

---

**From:** circulations <circulations@telus.com>  
**Sent:** Wednesday, April 3, 2024 11:08 AM  
**To:** Amanda Partridge <APartridge@blackfalds.ca>  
**Subject:** RE: Town of Blackfalds Public Hearing Notice – Bylaw 1303.24 McKay Ranch Land Use Bylaw Amendments

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

Thank you for including TELUS in your circulation  
At this time, TELUS has no concerns with the proposed activities.

Thanks,

**Jaylene Perkins** (*she/her*)  
**Real Estate Specialist | TELUS Land Solutions Team**  
**Customer Network Planning (CNP)**  
18811 107 Avenue NW, Edmonton, AB T5S 2L9  
**The future is friendly®**  
[circulations@telus.com](mailto:circulations@telus.com)

---

**From:** Amanda Partridge <APartridge@blackfalds.ca>  
**Sent:** Wednesday, March 13, 2024 10:55 AM  
**To:** Jolene Tejkl <JTejkl@blackfalds.ca>  
**Subject:** Town of Blackfalds Public Hearing Notice – Bylaw 1303.24 McKay Ranch Land Use Bylaw Amendments

**ATTENTION:** This email originated from outside of TELUS. Use caution when clicking links or opening attachments. | Ce courriel provient de l'extérieur de TELUS. Soyez prudent lorsque vous cliquez sur des liens ou ouvrez des pièces jointes.

Good morning,

Attached is a Public Hearing Notice for Bylaw 1303.24 McKay Ranch Land Use Bylaw Amendments that has been set for Tuesday, April 9, 2024 at 7:00 p.m.

Please provide any written comments on or before noon, April 3, 2024 to:  
Regular Mail or Town of Blackfalds Drop Off Box:  
The Office of the CAO, c/o Executive & Legislative Coordinator  
Box 220  
5018 Waghorn Street, Blackfalds AB T0M 0J0

or Email: [info@blackfalds.ca](mailto:info@blackfalds.ca)

Thanks,

**Amanda Partridge** *(she/her)*  
**Infrastructure and Planning Services Clerk**

**Town of Blackfalds**  
Box 220, 5018 Waghorn St  
Blackfalds, AB T0M 0J0  
T: 403.885.9679

*This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.*

---

**MEETING DATE:** April 9, 2024  
**PREPARED BY:** Jolene Tejkl, Planning & Development Manager  
**PRESENTED BY:** Jolene Tejkl, Planning & Development Manager  
**SUBJECT:** **Bylaw 1299.24 - McKay Ranch Area Structure Plan**

---

## **BACKGROUND**

The original McKay Ranch Area Structure Plan (ASP), previously named the McKay Ridge ASP, to guide the future subdivision and development of the McKay Ranch community was adopted by Council in early 2010. The developer has recently applied to amend the ASP to make several changes to the ASP to better reflect contemporary development trends.

Council gave First Reading to Bylaw 1299.24 at the March 12, 2024 meeting and set the Public Hearing for this evening's Regular Council Meeting:

### **Request for Decision, Bylaw 1299.24 - McKay Ranch Area Structure Plan**

Manager Tejkl brought forward Bylaw 1299.24, being a Bylaw for the McKay Ranch Area Structure Plan for Council's consideration of First Reading.

**062/24** Councillor Sands moved That Council give First Reading to Bylaw 1299.24 - McKay Ranch Area Structure Plan.

**CARRIED UNANIMOUSLY**

**063/24** Councillor Svab moved That upon giving First Reading to Bylaw 1299.24, That a Public Hearing date be set for April 9, 2024, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

## **DISCUSSION**

Highlights of the proposed changes recently applied for are illustrated in Attachment 1 and listed below, with the numbers corresponding with the enclosed illustration:

1. The storm pond in the north-west corner has been amended to reflect an updated storm pond design, thereby increasing the amount of open space.
2. An increase in the number of future lots that will be zoned Residential Single Dwelling Large District (R-1L).
3. Addition of a lane backing onto the large open space.
4. Changing the lot currently identified as Commercial Local District (C-3), an amendment that was done previously, to Residential Medium Density District (R-3) within the manufactured home park.
5. Changing the area currently identified for future Commercial Mixed Use District (CMU), an amendment that was done previously, to Residential High Density District (R-4) along the eastern boundary of the plan area.

6. Changing the residential lots currently identified for future Residential Single Dwelling Small Lot District (R-1S) to Residential Single Dwelling Medium Lot District (R-1M) in the north-east corner to allow for additional larger lots.
7. The open space immediately north of the manufactured home park has been moved west to the collector road and split to each side of the collector road to allow for better pedestrian connectivity.

Please note that since the original ASP was adopted in 2010, there have been several amendments over the years that are not highlighted in this report. The developer was asked to update the ASP with all of the changes that have occurred into this recent application.

#### Pre-Council Consultation

In the spirit and intent of the Public Participation Policy, Lacombe County and all existing landowners in the McKay Ranch community were provided with a notice of the application to amend the McKay Ranch ASP and provided with the illustration in Attachment 1 of this report to identify the proposed changes. The original and proposed McKay Ranch ASP's are posted on the Planning & Development page of the Town's website for viewing.

All preliminary comments received are in Attachment 2, and are summarized as follows:

- Concerns expressed about redistricting the commercial parcel to higher density residential because there are no commercial amenities near-by;
- Concerns that South Street has not been paved and comments about the impact the resulting dust is having on residents and issues with speeding traffic; and
- Concerns about the storm pond drainage and aesthetics.

#### **FINANCIAL IMPLICATIONS**

None.

#### **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motions:

1. That Council, upon closing the Public Hearing for Bylaw 1299.24, gives Second Reading to Bylaw 1299.24 – McKay Ranch Area Structure Plan.
2. That Council, upon giving Second Reading to Bylaw 1299.24, gives Third and Final Reading to Bylaw 1299.24 – McKay Ranch Area Structure Plan.

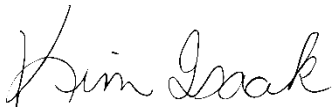
#### **ALTERNATIVES**

- a) That Council give Second Reading to Bylaw 1299.24 – McKay Ranch Area Structure Plan as amended.
- b) That Council refers this item back to Administration for more information or amendments.

**ATTACHMENTS**

- *Concept Plan showing Proposed McKay Ranch ASP Changes*
- *Pre-Council Consultation Comments Received*
- *Bylaw 1299.24 – McKay Ranch Area Structure Plan*
- *Bylaw 1299.24 Schedule “A”, McKay Ranch Area Structure Plan*

**APPROVALS**



---

Kim Isaak,  
Chief Administrative Officer

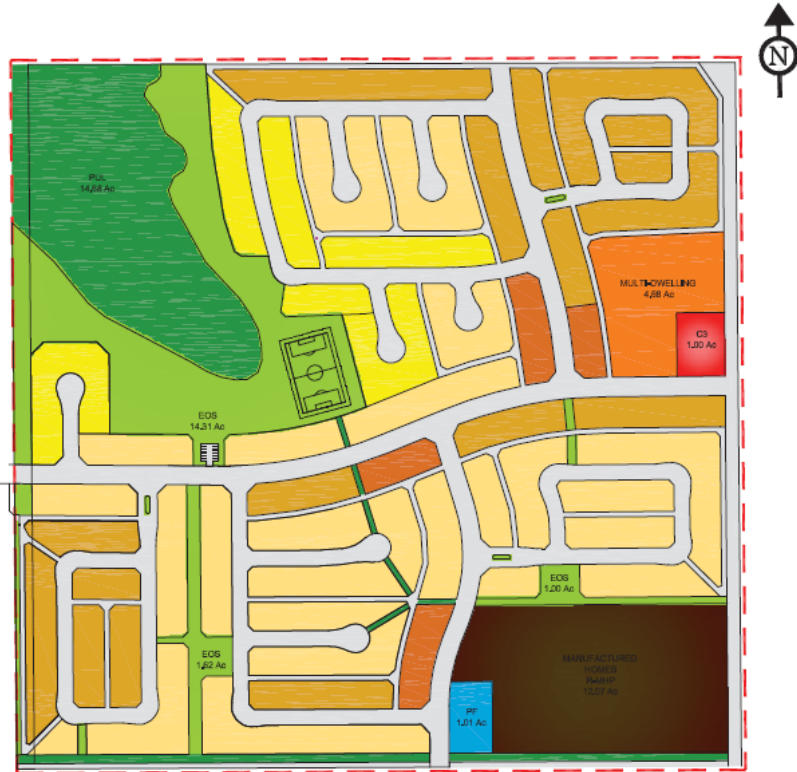


---

Department Director/Author

McKay Ranch ASP 2010 Original Concept

FIGURE 4.0



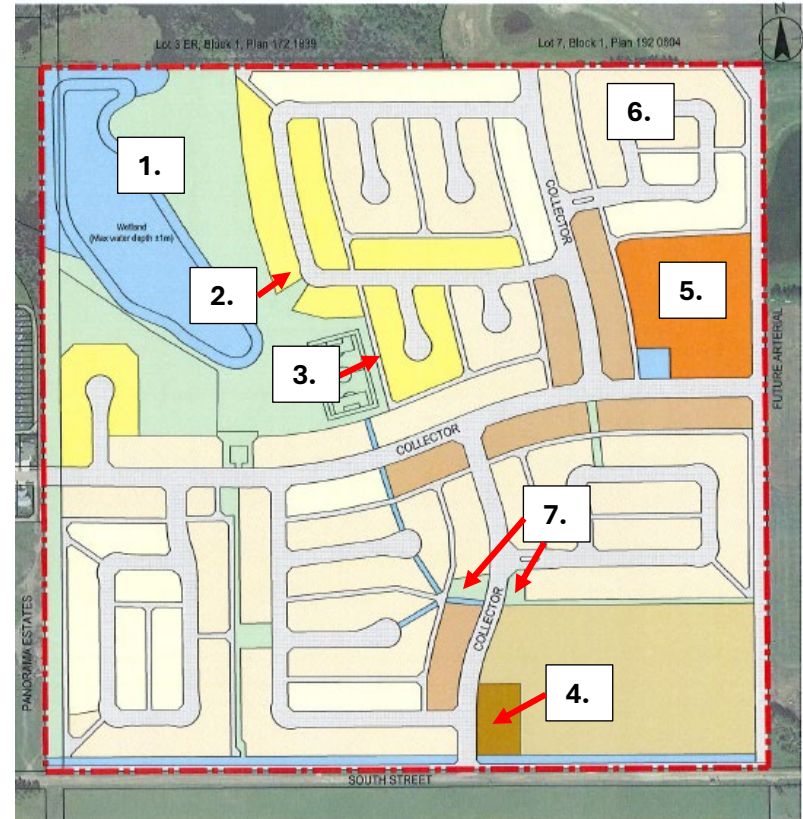
LEGEND

- |                                  |                                |
|----------------------------------|--------------------------------|
| ASP BOUNDARY                     | PUBLIC FACILITY (PF)           |
| SINGLE DWELLING (R1-L)           | ENVIRONMENTAL OPEN SPACE (E06) |
| SINGLE DWELLING (R1-M)           | PUBLIC UTILITY LOT             |
| SINGLE DWELLING (R1-S)           | ROADS AND LANES                |
| RESIDENTIAL MULTI-DWELLING (R-2) |                                |
| MULTI-DWELLING RESIDENTIAL (R-3) |                                |
| MANUFACTURE HOME PARK (R-MHP)    |                                |
| COMMERCIAL LOCAL (C-3)           |                                |



McKay Ranch ASP 2023/2024 Proposed Changes to Concept Plan

FIGURE 4.0



LEGEND

- |                                  |                                |
|----------------------------------|--------------------------------|
| ASP BOUNDARY                     | RESIDENTIAL HIGH DENSITY (R-4) |
| SINGLE DWELLING (R1-L)           | MANUFACTURE HOME PARK (R-MHP)  |
| SINGLE DWELLING (R1-M)           | PARKS AND RECREATION (PR)      |
| SINGLE DWELLING (R1-S)           | PUBLIC FACILITY (PF)           |
| MULTI-DWELLING RESIDENTIAL (R-2) | ROADS AND LANES                |
| RESIDENTIAL MEDIUM DENSITY (R-3) |                                |

Please note that there are other changes from the 2010 original approval that were done over the years. The developer was asked to update the concept plan with all of the changes that occurred into this recent application. Therefore, there are other changes to the original that are not specifically noted in this concept plan. The changes identified in the corresponding letter and this concept plan are the ones considered in this 2023/2024 amendment application and are what Administration is seeking your preliminary input on.





January 30, 2024

Town of Blackfalds  
Attn: Jolene Tejkl  
Box 220, 5018 Waghorn St  
Blackfalds, AB T0M 0J0

*emailed to jtejkl@blackfalds.ca  
original mailed*

Dear Jolene,

**RE: McKay Ranch Area Structure Plan**

Thank you for the opportunity to comment on the proposed amendments to the McKay Ranch ASP. This letter is to advise that Lacombe County has no comments or concerns regarding the amendments.

If you require anything further, please do not hesitate to contact me.

Sincerely,  
LACOMBE COUNTY

A handwritten signature in black ink that reads "Cajun Paradis".

Cajun Paradis  
Senior Planner

Telephone | 403-782-8389  
Email | [cparadis@lacombecounty.com](mailto:cparadis@lacombecounty.com)

---

**From:** Jamie Mierau **FOIP 17**  
**Sent:** February 2, 2024 6:49 PM  
**To:** Jolene Tejkl  
**Subject:** Attention Jolene tejkl, planning & development manager

You don't often get email from **FOIP 17** [Learn why this is important](#)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello

I am addressing the proposed changes to the McKay ranch area structure plan.

It mentions we can make comments for councils consideration.

I am mostly addressing point 4 and 5, changing commercial to residential.

As a resident of the McKay ranch area, I have been looking forward to having some commercial properties developed in the area. As blackfalds grows, it makes sense to have other opportunities for growth in the commercial sector that this side of town can utilize. Right now our only options are to go to downtown 2a area. Creating residential high density in this area will bring increased population without the access to amenities.

Thank you for your consideration

Jamie Mierau

## Concerns re: Proposed changes for the McKay Ranch Structure Plan

1. Paving of South Street. It is of utmost importance that paving of South Street occurs **prior** to further development of McKay Ranch area. The rationale for this is that future development of any kind in this area means there is much more traffic on this gravel road, thus increasing the amount of dust to the existing homes, as South street will be the route most frequently used by construction traffic to access McKay Ranch.
2. Water Drainage. Is there a plan in place for water drainage and storm pond remediation? It is essential that there be a plan in place prior to construction commencing. It is abundantly clear the original storm pond design has failed. The trees initially planted have died and the area is very unsightly. This was done at tax payers expense. As taxpayers, we expect accountability, who is responsible and how will this be addressed?
3. Services. Currently we are a C-3 district, and we are not in favor of changing to a R-3. Because we are located at the far east end of town we don't have all the amenities that are available.
4. Speed on South Street. The posted speed is 50 kph. There is a lack of signage and a lack of enforcement. Many (the greatest proportion) of the vehicles travelling along the road are speeding. Vehicles of note are local resident's vehicles, quads, motorcycles, heavy trucks, delivery trucks and construction vehicles. This creates an abundance of dust that covers the homes and paved streets. This underpins the concept that South Street **MUST** be paved prior to any development being commenced.

RE: Proposed changes to the McKay Ranch Area Structure Plan

**CONCERN #1**

When the ASP was adopted by town council in 2010 one key issue was overlooked. Before any development took place, south street should have been paved. All residents along south street are fed up with dealing with the dust. Council will say that they are using calcium to rectify the situation. This is nothing more than a patch job. Some municipalities in the province don't even allow calcium any longer due to the destructive nature of the chemical. (Degradation of vehicles and concrete pads.) We pay over \$7200.00 a year in taxes to live on a gravel road!! Seriously, how can that be possible?? We have been residents for 5 years and taxes do nothing but go up. What are we receiving for this continuing tax hike???!! All construction uses south street for access to McKay Ranch. Before any future development commences south street **MUST BE PAVED...**

**CONCERN #2**

Who is responsible for the storm pond catastrophe?? The first thing to be addressed on any construction project is water drainage. Why wasn't the drainage plan carried out and completed prior to development starting? Why wait and do it after the green space has been destroyed? What a disgrace and eye sore it is (all the dead trees) to the community of McKay Ranch. Where is the accountability? We feel sorry for all the home owners in that area who had to watch this area be destroyed by neglect.

**CONCERN #3**

We are **NOT** in favour with changing the (C-3) district to (R-3). We are located on the very east end of town and have no services in this area. It would be nice to see some services located in that area as per original plan.

Dated February 12, 2024. **FOIP 17**

Kelly Thompson.

Elaine Thompson

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO PROVIDE AN UPDATED FRAMEWORK FOR THE SUBSEQUENT SUBDIVISION AND DEVELOPMENT ON LANDS LEGALLY DESCRIBED AS THE SW 25-39-27-W4M.**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, to repeal Bylaw 1101/10 and all amendments thereto for the purpose of adopting an amended Area Structure Plan for lands located in the Town of Blackfalds legally described as the SW 25-39-27-W4M.

**WHEREAS**, pursuant to Section 633(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, for the purposes of providing a framework for subsequent subdivision and development of an area of land, a Council may by bylaw adopt an area structure plan.

**WHEREAS**, the McKay Ranch Area Structure Plan identifies the sequence of development proposed for the area, land uses proposed for the area, expected density of population proposed for the area generally, and the general location of major transportation routes and public utilities, as required by Section 633 of the MGA.

**WHEREAS**, the area of land upon which the ASP shall apply is legally described as SW 25-39-27-W4M

**NOW THEREFORE**, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts:

**PART 1 – TITLE**

- 1.1 That this Bylaw shall be cited as the “**McKay Ranch Area Structure Plan**”.
- 1.2 Schedule “A” shall form part of this Bylaw.

**PART 2 – MCKAY RANCH AREA STRUCTURE PLAN**

- 2.1 That the document entitled “McKay Ranch Area Structure Plan” as Schedule “A” attached hereto is hereby adopted for the lands located in the Town of Blackfalds legally described as the SW 25-39-27-W4M.

**PART 3 – REPEAL**

- 3.1 That Bylaw 1101/10 and all amendments thereto are hereby repealed upon this Bylaw coming into effect.

**PART 4 – DATE OF FORCE**

- 4.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES.            )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. \_\_\_\_\_ )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. \_\_\_\_\_ )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

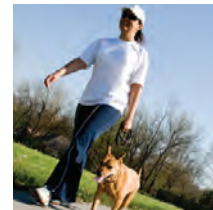
\_\_\_\_\_  
**CAO KIM ISAAK**

DRAFT

# McKAY RANCH

Blackfalds, AB

---



---

## AREA STRUCTURE PLAN

Blackfalds Communities Ltd.

(Riser Homes)

Town of Blackfalds

Consolidated January 2024; Bylaw 1299.24  
Amended 2020; Bylaw 1243.20  
Amended 2015; Bylaw 1193.15  
Amended 2016; Bylaw 1205.16  
Adopted 2010

## Table of Contents

<b>1.0 INTRODUCTION.....</b>	<b>1</b>
1.1 PURPOSE .....	1
1.2 ASP AMENDMENTS .....	1
1.3 PLAN AREA AND SURROUNDING DEVELOPMENTS.....	2
1.4 LANDOWNERSHIP .....	3
1.5 THE APPROVAL PROCESS .....	3
1.6 AUTHORITY .....	5
1.7 POLICIES AND RELEVANT PLANNING DOCUMENTS.....	5
1.8 INTERPRETATIONS .....	6
<b>2.0 SITE CONTEXT &amp; DEVELOPMENT CONSIDERATION.....</b>	<b>7</b>
2.1 TOPOGRAPHY, SOILS AND VEGETATION .....	7
2.2 NATURAL FEATURES .....	7
2.3 HISTORICAL LAND USE.....	7
2.4 WESTERN ROAD ALLOWANCE.....	9
2.5 CONSTRAINTS TO DEVELOPMENT AS OF 2010 .....	9
<b>3.0 DEVELOPMENT OBJECTIVES AND PRINCIPLES.....</b>	<b>10</b>
3.1 DEVELOPMENT OBJECTIVES .....	10
3.2 DEVELOPMENT PRINCIPLES.....	10
3.2.1 Residential .....	10
3.2.2 Open Spaces and Recreational Facilities .....	11
3.2.3 Transportation .....	11
3.2.4 Ecological Stewardship .....	11
<b>4.0 DEVELOPMENT STRATEGY.....</b>	<b>13</b>
4.1 RESIDENTIAL .....	13
4.1.1 Residential Single Dwelling Large Lot (R-1L) .....	13
4.1.2 Residential Single Dwelling Medium Lot (R-1M).....	13
4.1.3 Residential Single Dwelling Small Lot (R-1S) .....	16
4.1.4 Multi-Family Residential (R-2/R-3/R-4) .....	16
4.1.5 Manufactured Home Site (R-MHP).....	16
4.2 PUBLIC FACILITY (FROM 2010).....	20
4.3 PARKS AND OPEN SPACES.....	20
4.3.1 Recreational Park Site.....	20
4.3.2 Linear Park Sites and Walkways .....	20
4.3.3 Existing Wetland.....	20
<b>5.0 TRANSPORTATION.....</b>	<b>22</b>
5.1 ARTERIAL ROADWAYS.....	22
5.2 COLLECTOR ROADWAYS .....	22



## **Table of Contents**

5.3 LOCAL ROADWAYS .....	23
5.4 LANEWAYS.....	23
<hr/>	
<b>6.0 CONCEPTUAL SERVICING.....</b>	<b>27</b>
6.1 STORMWATER MANAGEMENT.....	27
6.2 SANITARY SEWER SERVICING.....	27
6.3 WATER DISTRIBUTION.....	29
6.4 SHALLOW UTILITIES.....	29
<hr/>	
<b>7.0 IMPLEMENTATION.....</b>	<b>32</b>
7.1 DEVELOPMENT STAGING.....	32
7.2 REDISTRICTING AND SUBDIVISION.....	32

## **FIGURES AND TABLES:**

FIGURE 1.0 – LOCATION PLAN
FIGURE 2.0 – SITE CONTEXT AND OWNERSHIP PLAN
FIGURE 3.0 – EXISTING CONDITION
FIGURE 4.0 – CONCEPT PLAN
FIGURE 5.0 – CONCEPT PLAN WITH AERIAL
FIGURE 6.0 – PARKS AND TRIALS
FIGURE 7.0 – FUTURE ARTERIAL ROADWAYS
FIGURE 8.0 – TRANSPORTATION NETWORK
FIGURE 9.0 – TRANSPORTATION DETAILS
FIGURE 10.0 – STORMWATER MANAGEMENT PLAN
FIGURE 11.0 – SANITARY PLAN
FIGURE 12.0 – WATER SYSTEM PLAN
FIGURE 13.0 – PHASING PLAN
TABLE 1.0 – ASP OWNERSHIP REFERENCE
TABLE 2.0 – LAND USE STATISTIC
TABLE 3.0 – RESIDENTIAL UNITS AND POPULATION

## **1.0 Introduction**

---

### **1.1 PURPOSE**

The purpose of the McKay Ranch Area Structure Plan (MRASP) is to describe the land use framework and development objectives for lands SW ¼ Sec. 25-39-27-4 and encompasses an area of approximately 66.94ha (165.42ac). The Plan area is located within the Town of Blackfalds as shown on **Figure 1.0 – Location Plan**.

The intent of the McKay Ranch development is to develop a balanced community of residential, commercial and recreational opportunities with complimentary land uses. In order to achieve this, the developer intends to integrate the Plan with open space linkage connections and the development of high-quality residential opportunities. Together, these aspects will provide the Town of Blackfalds with a unique area for community development.

This document will describe the land use patterns and the development objectives for the Plan area. The MRASP will implement the land use framework and development objectives by identifying the following:

- the size and location of land uses;
- the alignment of roadways and lanes;
- the open space and park system;
- the proposed development density;
- servicing concepts for deep utility servicing; and
- the development staging sequence.

This McKay Ranch Area Structure Plan has been prepared on behalf of Blackfalds Communities Ltd.

### **1.2 ASP AMENDMENTS**

The McKay Ridge development has been renamed McKay Ranch, which includes the re-naming of this Area Structure Plan.

As of 2023, approximately one third of the McKay Ranch plan area has been developed. Since the adoption of the original McKay Ridge Area Structure Plan in 2010, there have been changes in housing preferences and market conditions which has required the amendment to the plan. The main changes to the plan include the following.

**Prior to 2023:**

- Change of the unsold Public Facility parcel to Commercial
- Removal of commercial parcel along east boundary which is not required due to the change of the Public Facility site to Commercial
- Addition of Public Facility site within R3 site to allow for a sanitary lift station
- Addition of lanes along southwest greenspace

**2023 Amendment:**

- The limits of the Public Facility District has been amended to reflect the updated storm design, allowing for additional lands to be dedicated as Parks and Recreation District
- Addition of lanes along some areas backing onto greenspace to meet market conditions of having additional laned product. This increases the number of R1-L parcels adjacent to the storm pond and allows for an adjustment of greenspace areas adjacent to the roadway
- Change of Commercial Local (C-3) parcel within the R-MHP parcel to Residential Medium Density (R-3)
- Redistricting of CMU to R-4 parcel along east boundary
- Change of land use from R-1S to R-1M for a portion in the north east to allow for a number of larger lots as desired
- The open space adjacent to the north boundary of the Manufactured Home Park has been moved west to the collector roadway and split to each side, allowing for better pedestrian connectivity

### **1.3 PLAN AREA AND SURROUNDING DEVELOPMENTS**

Figure 1.0 – Location Plan shows that the Plan area is located in east Blackfalds. The MRASP is defined by the following boundaries:

North Boundary – Agricultural Land

East Boundary – Agricultural Land

South Boundary – TWP RD 39-4 and agricultural land

West Boundary – Panorama Estates

The property is legally described as the SW ¼ Sec. 25, Twp. 39, Rge. 27, W4M.

Currently, the main access to the site is via Twp Rd 39-4 (South Street). The site can also be accessed from Eastpointe Drive.

## **1.4 LANDOWNERSHIP**

The Plan area consists of two remaining developer owned titles as shown in **Table 1.0 - ASP Ownership Reference** and **Figure 2.0 – Site Context and Ownership Plan**

---

**Table 1.0 - ASP Ownership Reference**

Parcel	Ownership	Legal Description	Area Ha (ac)
1	Various Ownership (Private and Town of Blackfalds)	Varies (Completed Phases)	26.3 (65.0)
2	Blackfalds Communities LTD.	Lot 2, Block 1, Plan 102 2396	8.4 (20.8)
3	Blackfalds Communities LTD.	Lot 1, Block 2, Plan 112 4253	32.3 (79.8)

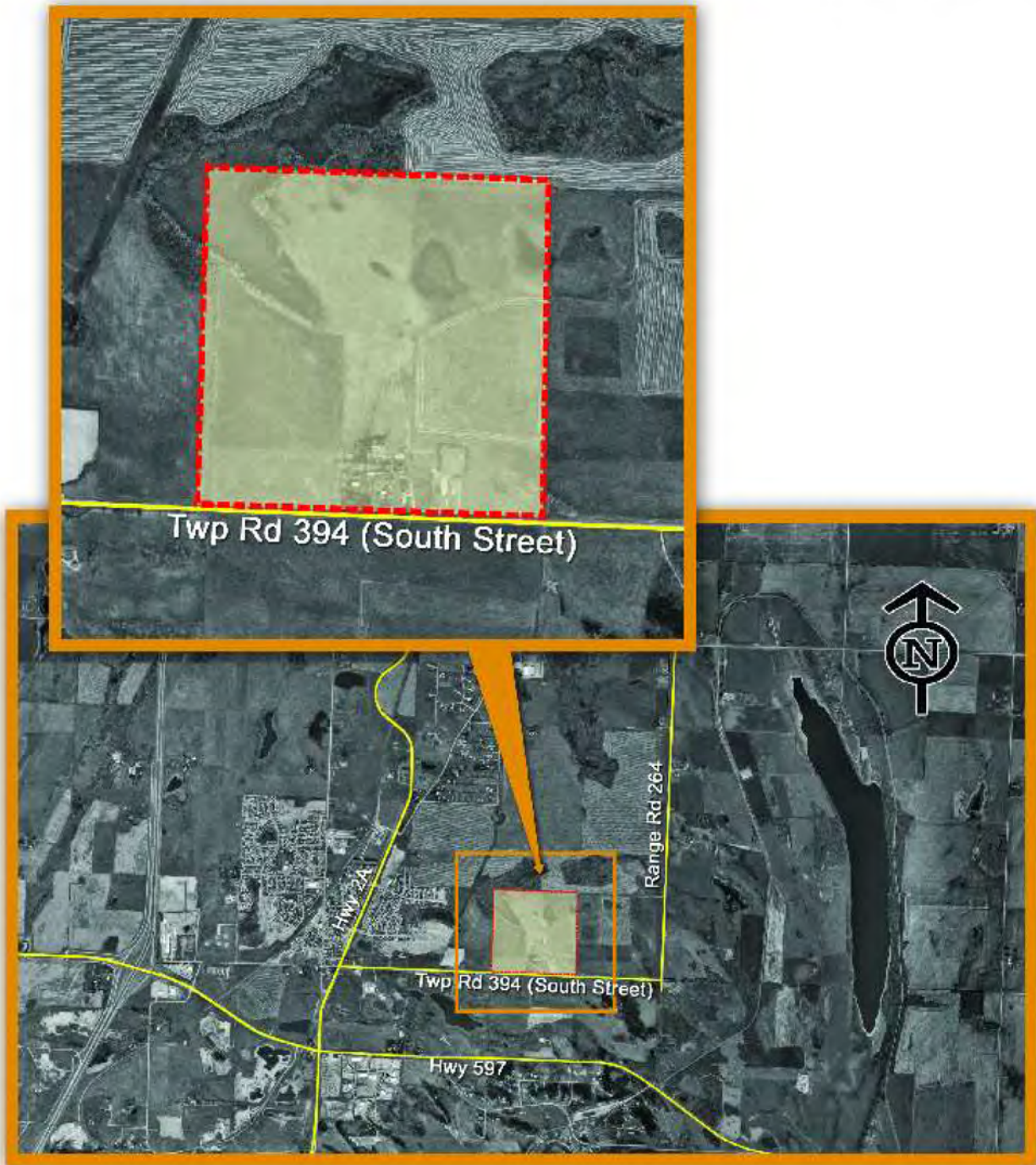
---

## **1.5 THE APPROVAL PROCESS**

This Plan will be submitted to the Town of Blackfalds for review and comment. Upon receipt of the Town of Blackfalds comments, revisions to the document will be made and resubmitted to the Town for staff review and recommendation for approval.

Existing McKay Ranch landowners will be provided with an opportunity to comment on the proposed revisions to the ASP prior to it being presented to Council for First Reading. Any changes to the ASP stemming from the public consultation process will then be integrated into the McKay Ranch ASP. The ASP will be presented to Council for 1st reading. Upon following the required advertisement schedules and referral process, the MRASP will be presented by the Town of Blackfalds administration at a Public Hearing with Council in attendance, with the potential of 2nd and 3rd readings. The MRASP may then be adopted via bylaw, by Town Council.

FIGURE 1.0



LEGEND

- PROJECT SITE
- ASP BOUNDARY
- EXISTING ROADWAY

Location Plan  
 McKay Ranch - Area Structure Plan

Prepared for:  
 1574997 Alberta Ltd.  
 O/A McKay Ranch



DRAWN BY: SAS  
 CHECKED BY: GCL  
 SCALE: 1:5,000  
 PROJECT #: 112847038

January 2024

## **1.6 AUTHORITY**

This Plan is prepared pursuant to provincial legislation outlined in s.633 of the *Municipal Government Act* (MGA) (*Revised Statutes of Alberta, 2000, Chapter M-26 current as of April 1, 2023*) which authorizes a Council to adopt an area structure plan as follows:

633(1) For the purpose of providing a framework for subsequent subdivision and development of an area of land, a Council may, by bylaw, adopt an area structure plan.

- (2) An area structure plan
  - (a) must describe
    - (i) the sequence of development proposed for the area,
    - (ii) the land uses proposed for the area, either generally or with respect to specific parts of the area,
    - (iii) the density of population proposed for the area either generally or with respect to specific parts of the area, and
    - (iv) the general location of major transportation routes and public utilities, and
  - (b) may contain any other matters the Council considers necessary.

The McKay Ranch Area Structure Plan has been prepared as a Statutory Plan. It adheres to Section 633 of the Municipal Government Act of Alberta and follows the guidelines and policies set forth by the Town of Blackfalds for the development of new areas.

## **1.7 POLICIES AND RELEVANT PLANNING DOCUMENTS**

The following relevant documents have been reviewed and referenced in preparation of the MRASP report:

- Town of Blackfalds Master Plan, Update for Annexation Application, May 2008
- Blackfalds Intermunicipal Development Plan, 2009
- Town of Blackfalds Municipal Development Plan, 2009
- Town of Blackfalds Land Use By-Law No, 1268/22
- Town of Blackfalds Design Guidelines, May 2011
- Town of Blackfalds Transportation Masterplan, 2015
- Town of Blackfalds Wastewater Master Plan Update, 2015

- Town of Blackfalds Recreation, Culture, and Parks Needs Assessment and Master Plan 2016
- Town of Blackfalds Water Model Update, 2016
- East Area Storm Water Management Plan, 2017
- Environmental Stewardship Strategy, 2021

These documents provide information related to Development Concept, land use for the area, density of population, infrastructure servicing requirements, and staging.

## **1.8 INTERPRETATIONS**

Maps, Plan and Figures: Unless specifically identified within this Plan, all boundaries and location of any land use district boundaries and/or symbols shown are approximate and shall be interpreted as such. Unless identified as absolute locations, the enclosed maps and figures are not intended to define exact locations.

Development Application: Any request by a landowner/developer for approval of site-specific changes shall be considered as a Development Application. A development application may include town specific ASP's or outline plan, subdivision, and land use re-designation applications.

## **2.0 Site Context & Development Consideration**

---

### **2.1 TOPOGRAPHY, SOILS AND VEGETATION**

As shown on **Figure 3.0 – Existing Conditions**, a ridge extends east/west through the site creating a high point of 882.0m. From this ridge the terrain falls north towards a series of wet areas to a low point of 867.0m. The majority of watershed from this site drains to the northwest corner. At this point the water collects and ultimately drains west into Blackfalds Lake. Water on the south side of the ridge will drain into the TWP RD 394 ditch, eventually ending up in the Blindman River.

Significant slopes occur on the east side of the Plan area. There is up to 15m of elevation drop from the top of the ridge to the low/wet area. Slopes along the north side of the ridge are as much as 10 percent in some locations.

As shown on **Figure 3.0 – Existing Conditions**, there is a significant amount of land used for agricultural purposes. A small portion of this land contains vegetation, the majority of it is concentrated in the northwest corner of this property adjacent to the wetland area.

### **2.2 NATURAL FEATURES**

The most significant natural feature within the Plan area is the wetland area located in the northwest corner. This area is a low point and collects the majority of the watershed. It remains wet or swampy throughout most of the year and is surrounded by trees. Other low areas exist on the northern portion of the Plan area. These areas collect water seasonally, usually during the spring or during heavy rain falls.

As mentioned previously, the vegetation within the Plan area is located mainly around the low area in the northwest corner. They extend from the northwest corner in a thin row parallel to the northern area boundary. These trees are located primary on the adjacent property to the north and will therefore be retained for now.

### **2.3 HISTORICAL LAND USE**

The Plan area is undeveloped agricultural land and has been previously used for agricultural purposes. There are some uncultivated areas where ponding has occurred due to natural surface drainage patterns.

One house and several ancillary buildings previously existed on the land but were removed at the time of development.



# FIGURE 2.0



### LEGEND

-  ASP BOUNDARY
-  AREA 1 (CONSTRUCTION COMPLETED FOLLOWING 2010 APPROVAL)
-  AREA 2
-  AREA 3

Site Context & Ownership Plan  
 McKay Ridge - Area Structure Plan

Prepared for:  
 1574997 Alberta Ltd.  
 O/A McKay Ranch



DRAWN BY: SAS  
 CHECKED BY: GCL  
 SCALE: 1:5,000  
 PROJECT #: 112847038

January 2024

## **2.4 WESTERN ROAD ALLOWANCE**

The 4.00 ac parcel of land that is in the title of the Town of Blackfalds was for a 20m wide roadway allowance that is no longer required for road access. This road allowance will be retained by the Town as Municipal Reserve and incorporated into the future trail system.

## **2.5 CONSTRAINTS TO DEVELOPMENT AS OF 2010**

A power line runs from the southwest corner to the northeast corner. Through preliminary conversations with Fortis Alberta, this overhead power line is proposed to be removed as development proceeds and incorporated in a new under power system within the McKay Ranch development.

There are two existing pipeline right of ways located in the south east corner of the Plan. The first which extends northwest into the Plan area is owned by Conner Phillips. This R.O.W can now be discharged since it serviced a gas well which was abandoned in 1995.

Prior to subdivision of the Plan area, the precise location of the well will be confirmed in the field. The Plan may have to be modified to ensure that the well is setback least 5m from any permanent structures, 3m from any underground utilities and that there is sufficient working space in the unlikely event that a drilling rig requires access to the well, as per EUB policy regarding abandoned sweet gas wells.

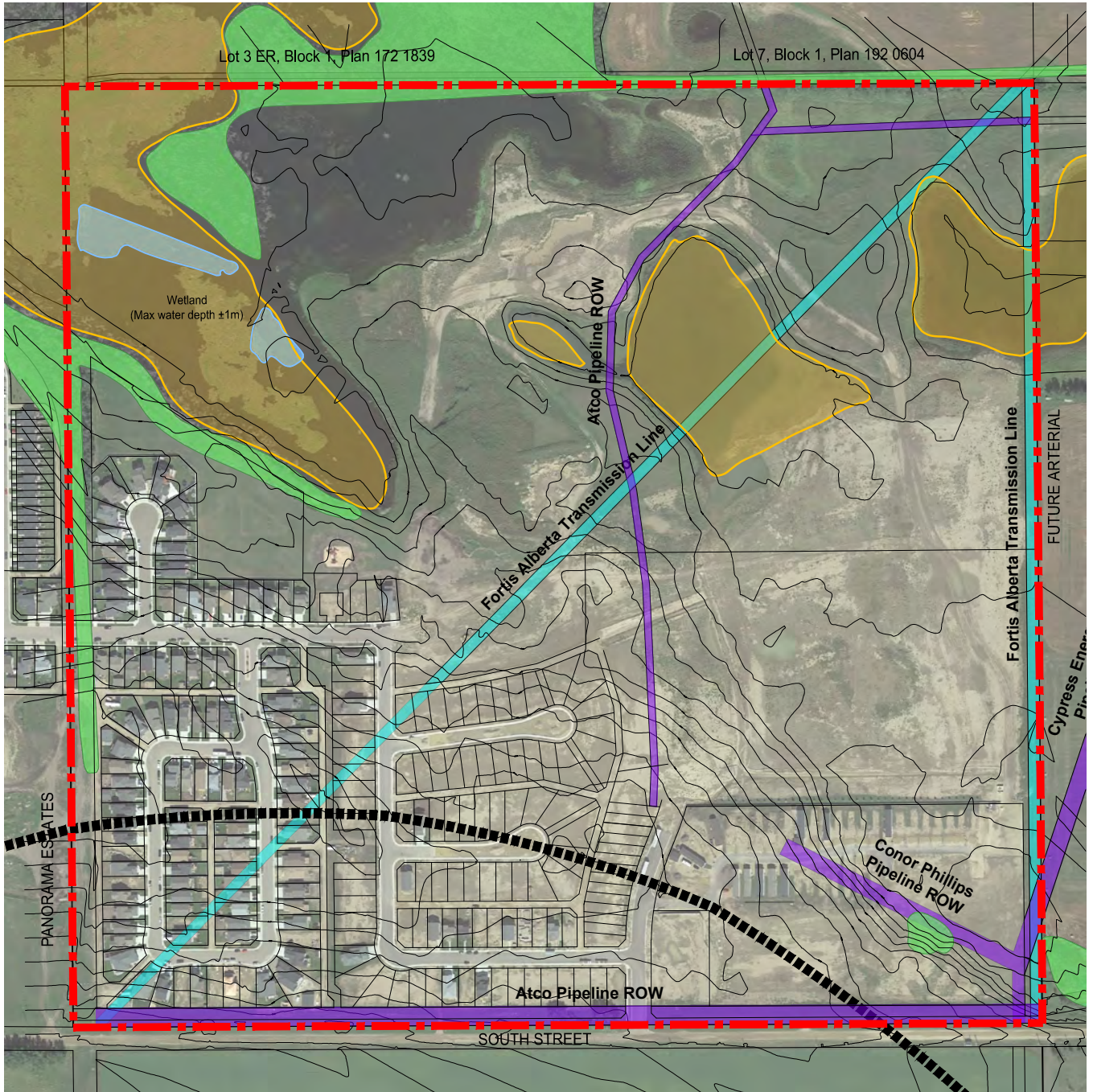
The second gas line R.O.W belongs to Cyries Energy Inc. This line services an active gas well on the adjacent quarter section to the east and will need to be maintained. Development above this right of way will need to conform to the development restrictor imposed by this right of way.

A low pressure gas line was added to the area in 2010 which runs along the east 1/3 of the north boundary and extends south through the plan area. This line is owned by Chain Lakes Gas Co-op Ltd. and will be removed as the development progresses.

FIGURE 3.0

Updated 23/11/06, 1:47 PM:By: SSTAFFORD

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\47038C\_LW.DWG



LEGEND

- - - - ASP BOUNDARY
- - - - RIDGELINE
- EXISTING TREES
- WATER AREA
- TRANSMISSION LINE
- PIPELINE
- LOW AREA
- ~ CONTOURS

Existing Conditions (2010)  
McKay Ridge - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024

## **3.0 Development Objectives and Principles**

---

### **3.1 DEVELOPMENT OBJECTIVES**

The intent of Blackfalds Communities Ltd.'s through the MRASP is to develop a comprehensively planned, balanced community of residential and recreational opportunities, taking advantage of the existing natural features and topography. In order to achieve this, Blackfalds Communities Ltd. intends to develop a high-quality residential neighbourhood that complements the existing landscape and surrounding countryside, incorporates interconnected parks and open space linkages, and establishes natural areas preserving environmentally significant land. This will provide the Town of Blackfalds with a unique area for community development. The main objectives of the MRASP are:

- ensure a high standard of subdivision design in order to promote the efficient use of land, roads and utilities, compatibility between housing types and other land uses and an aesthetically pleasing residential environment.
- developing a plan consistent with the general intent and purpose of the Town of Blackfalds Municipal Development Plan;
- incorporating existing site features (i.e. the wetland) into the Plan; and
- ensure that the implementation of the Plan takes place in an orderly, phased basis.

### **3.2 DEVELOPMENT PRINCIPLES**

Development within the MRASP is defined through the following general principles:

#### **3.2.1 Residential**

- Encourage a variety of housing types, including single family detached housing, manufactured housing and multi family. All housing forms and options will recognize consumer preferences and be in conformance with municipal standards and policies as set forth by the Town of Blackfalds.
- Encourage pedestrian friendly streetscapes.
- Provide direct and safe pedestrian linkages to the community nodes such as the open space areas and residential developments.

- Locate residential development to take advantage of existing natural features like the existing wetland area, parks / open spaces, stormwater management facilities and utility corridors.
- Provide transition between lower density housing to higher density housing types.
- Create residential development that compliments and provides continuity to adjacent existing residential development.
- Provide a variety of lot types.

### **3.2.2 Open Spaces and Recreational Facilities**

- Allow for the provision of park space within the neighborhood to provide open space and opportunities for recreation for residents
- Provide pedestrian linkages.
- Preserve and enhance the existing wetland areas to provide an active and passive recreational amenity, complete with pedestrian linkage, for the entire community to enjoy.

### **3.2.3 Transportation**

- Provide a logical, safe and efficient transportation system within the plan area to address pedestrian, bicycle and other multi-use modes of transportation, and the transit / vehicular transportation needs of residents moving to, from and within the east Blackfalds area as well as to the adjacent areas.
- Provide non-vehicular circulation options throughout the Plan area with special attention to linkages to the recreational parks site and existing wetland areas.
- Minimize walking distances by creating an interconnected street network and providing walkways where roadway connections are not feasible.

### **3.2.4 Ecological Stewardship**

- Develop land in an efficient manner and encourage intensive urban development.
- Preserve and enhance the existing wetland in order to protect this important natural feature.
- Encourage naturalized landscaping on public and private lands to minimize environmental and economic costs associated with maintenance including the planting of trees (as per Environmental Stewardship Strategy).

- Encourage energy efficient construction and other innovative building and infrastructure techniques.
- Promote the use of alternative transportation and healthy living through the development of open spaces and walkway linkages for pedestrian, bicycle and other multi-use travel, and connect them to the surrounding areas.

## **4.0 Development Strategy**

---

The MRASP is based upon a response to current and anticipated market trends within Blackfalds and the Central Alberta region. An analysis of these trends and an assessment of their implications assist in shaping the plan with respect to the type, shape, size, and locations of various land uses.

The Development Concept is shown on **Figure 4.0 – Concept Plan**. The land use statistics, number of residential units and population are represented in **Table 2.0 – Land Use Statistics** following the Development Concept Figure.

The primary factors considered in the evolution of this development are the future Arterial Roadway to the east, the natural area in the northwest, the township road boundary to the south and the connection to Panorama Estates to the west.

### **4.1 RESIDENTIAL**

As shown on **Figure 4.0 - Development Concept** and **Figure 5.0 - Development Concept** with Aerial, most of the land within the Plan area is intended for single family residential development. Consideration has been given to areas in proximity to the amenities offered by the existing wetland, park sites and utility corridors. Within the Low Density Residential areas identified in the plan, housing forms will consist of single detached housing catering to a variety of lot and home sizes. These lots will have a minimum lot depth of 35m with the exception around end bulbs and roadway expanded corners.

#### **4.1.1 Residential Single Dwelling Large Lot (R-1L)**

Two sites within the Plan area are proposed to be developed as R-1L single family lots. The first area is located southwest of the wetland area with the second area, backing onto the east side of the wetland. The majority of these lots are adjacent to green space and will be a mix of laned and non-laned lots.

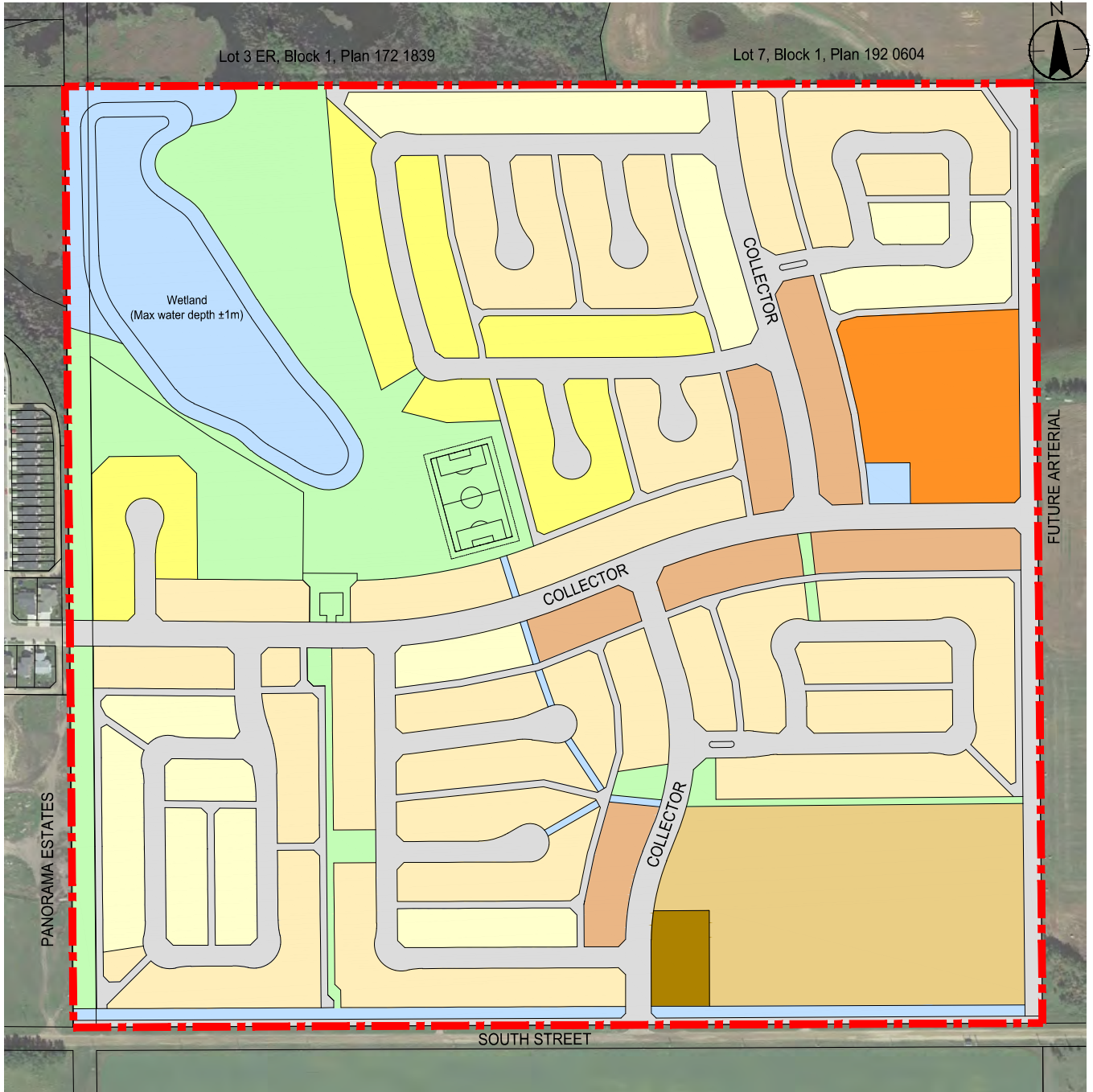
Within the R-1L areas, housing forms will consist of single detached housing catering to a larger lots and home sizes. These lots will typically be between 15-17m wide with corner lots being a minimum of 16.5m wide. R-1L will create lots that have a minimum parcel area of 550m<sup>2</sup> for interior lots and 600m<sup>2</sup> for corner lots with a depth of 35m.

#### **4.1.2 Residential Single Dwelling Medium Lot (R-1M)**












Within the MRASP, areas have been identified as Residential Single Dwelling Medium Lots. These areas are located throughout the Plan area. These lots will be developed as single family dwellings and range in width from 12.5m interior to 13m wide. R-1M will create lots that have a minimum parcel area 460m<sup>2</sup> for interior lots and 510m<sup>2</sup> for corner lots with a depth of 35m.

# FIGURE 4.0

Updated 24/01/03, 4:15 PM:By: SSTAFFORD



## LEGEND

- |   |                                  |   |                                |
|---|----------------------------------|---|--------------------------------|
|  | ASP BOUNDARY                     |  | RESIDENTIAL HIGH DENSITY (R-4) |
|  | SINGLE DWELLING (R1-L)           |  | MANUFACTURE HOME PARK (R-MHP)  |
|  | SINGLE DWELLING (R1-M)           |  | PARKS AND RECREATION (PR)      |
|  | SINGLE DWELLING (R1-S)           |  | PUBLIC FACILITY (PF)           |
|  | MULTI-DWELLING RESIDENTIAL (R-2) |  | ROADS AND LANES                |
|  | RESIDENTIAL MEDIUM DENSITY (R-3) |   |                                |

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\_47038C\_LW.DWG

## Concept Plan McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



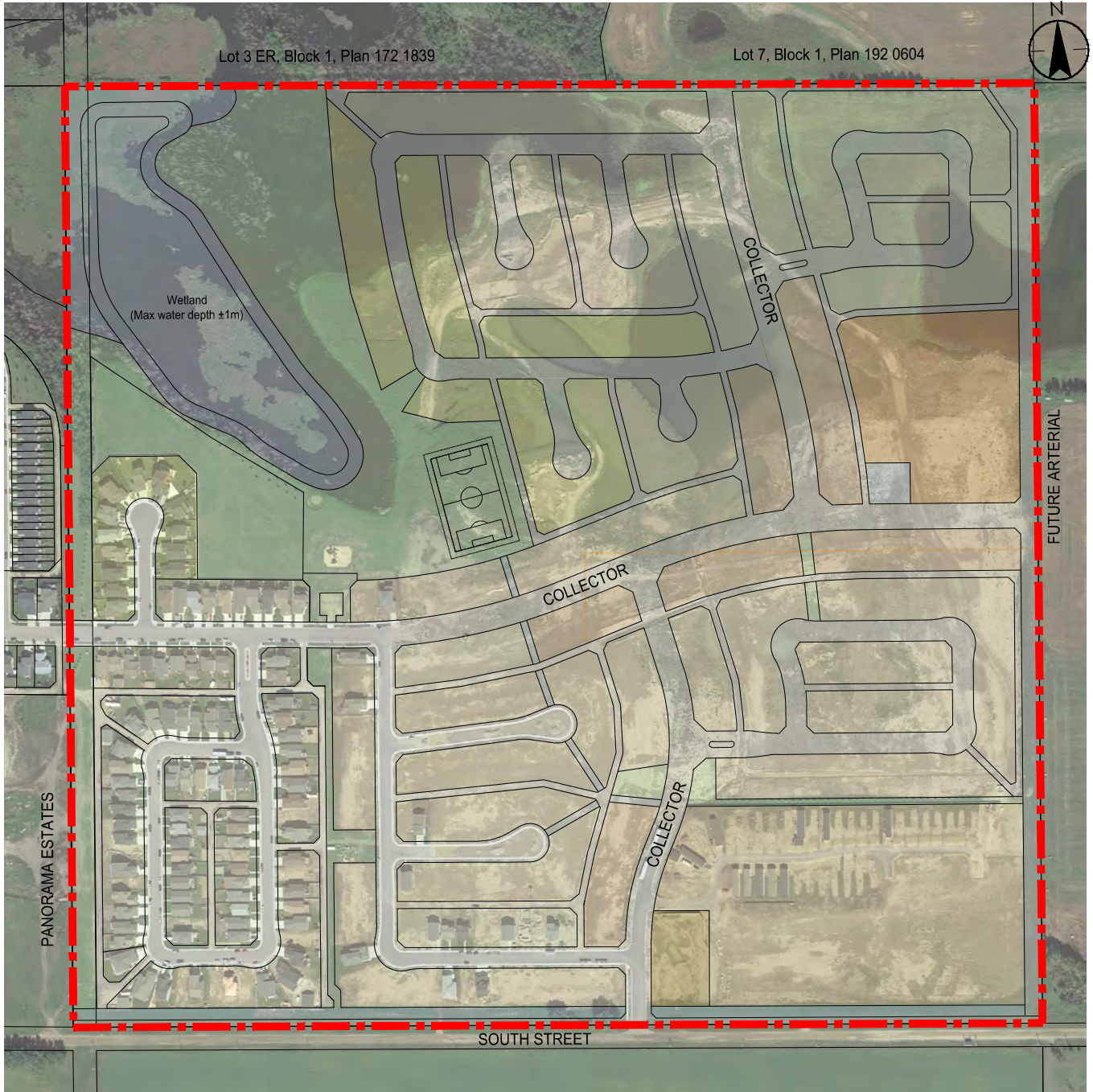
DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024



# FIGURE 5.0

Updated 24/01/03, 4:15 PM:By: SSTAFFORD



\*\*HOUSING SHOWN HAS BEEN CONSTRUCTED FOLLOWING THE 2010 APPROVAL

### LEGEND

- |  |                                  |  |                                |
|--|----------------------------------|--|--------------------------------|
|  | ASP BOUNDARY                     |  | RESIDENTIAL HIGH DENSITY (R-4) |
|  | SINGLE DWELLING (R1-L)           |  | MANUFACTURE HOME PARK (R-MHP)  |
|  | SINGLE DWELLING (R1-M)           |  | PARKS AND RECREATION (PR)      |
|  | SINGLE DWELLING (R1-S)           |  | PUBLIC FACILITY (PF)           |
|  | MULTI-DWELLING RESIDENTIAL (R-2) |  | ROADS AND LANES                |
|  | RESIDENTIAL MEDIUM DENSITY (R-3) |  |                                |

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\_47038C\_LW.DWG

## Concept Plan with Aerial McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024

#### **4.1.3 Residential Single Dwelling Small Lot (R-1S)**

With the continued demand and need for lots and housing options, this Plan has made provision for R1-S development. These lots are proposed in the northeast and southwest corner of the Plan as well as along southside of the Collector Road. They will have widths ranging from 10.5m to 12m. R-1S will create lots that have a minimum parcel area 360m<sup>2</sup> for interior lots and 410.0m<sup>2</sup> for corner lots with a depth of 35m.

#### **4.1.4 Multi-Family Residential (R-2/R-3/R-4)**

Within the MRASP, one area has been designated for each R-3 and R-4 multi-family development while several locations will accommodate R-2 multi-family development. These sites are located near amenities, major roadways and provide easy access throughout the Plan area.

It is anticipated that these sites may be developed with either duplexes, four-plexes, apartments or row housing. This site may also incorporate other development types such as a social care facility.

The R-4 Multi-family site, is larger than allowed by the Municipal Development Plan. The Municipal Development Plan states that no multi-family site shall be developed on a site larger than 4.32 ac unless special site characteristics or design features will reasonably accommodate larger sites within the context of the characteristics of the neighbourhood and surrounding land uses.

The Multi-family site is envisioned to be developed in a manner which minimizes impact to the surrounding developments. The site will be comprehensively designed as per the Town of Blackfalds guidelines to provide an adequate buffer between this site and the single family residential development to the north.

#### **4.1.5 Manufactured Home Site (R-MHP)**

Located in the southeast corner of the Plan area, a 12.22 ac site has been identified for a Manufactured Home Park. This park will be accessed internally and will accommodate approximately 85 units.

The overall design and intent of the site is to develop a safe and attractive community within McKay Ranch. Based upon the LUB, the site may accommodate a total of approximately 85 units, for a density of approximately 17 units per hectare. A combination of cluster and traditional layouts may be used to increase efficiency and maximize land use.

Within each cluster and lot, green space will be provided for and adequate parking. Each unit may also include single individual garages and additional guest parking.

This Manufactured Home Park is envisioned to be a gated community. A number of amenities and features will be part for this site including parks, green space, a club house, storage compounds and paved roads. All open space areas will be landscaped to include a variety of planting, paved walkways and play equipment. A club house is intended to provide the park residents with a common gathering space. As required by the Land Use Bylaw, a minimum of 10% of the park areas are required to be amenity or recreation areas. Storage areas, separate from the MHP, shall be provided for storage of seasonal recreational vehicle equipment and not less than 20.0m<sup>2</sup>.

The Developer will establish architectural controls that define the style of homes and lot conditions within this park. These controls will ensure a high level of standards for the age of units, materials, colors, landscaping and layout.





**Table 1.0 - Land Use Statistics**

Land Use	Area Hectare (Acre)	% of GDA
<b>Gross Area (Including)</b>	<b>66.94 (165.41)</b>	
Arterial Road	1.75 (4.33)	
<b>Net Developable Area</b>	<b>65.19 (161.09)</b>	<b>100%</b>
Single Family Residential		
Single Dwelling Large Lot (R1-L)	4.22 (10.43)	6.5%
Medium Lot Residential (R1-M)	16.99 (41.98)	26.1%
Small Lot Residential (R1-S)	5.73 (14.17)	8.8%
Multi-Family Residential		
Multi-Dwelling Residential (R2)	3.07 (7.58)	4.7%
Multi-Dwelling Residential (R3)	0.41 (1.01)	0.6%
Multi-Dwelling Residential (R4)	2.17 (5.35)	3.3%
Manufacture Home Park (R-MHP)	4.94 (12.22)	7.6%
Parks and Recreation (PR)	8.53 (21.09)	13.1%
Public Facility (PF)	5.32 (13.14)	8.2%
Roads and Lanes	13.81 (34.12)	21.1%
<b>Total</b>	<b>65.19 (161.09)</b>	<b>100%</b>

**Table 2.0 - Residential Units and Population**

Land Use	Area ha (ac)	Density Units/ha	Units	Person/ Units	Population
<b>Single Family Residential</b>					
Single Dwelling Large Lot (R1-L)	4.22 (10.43)	17.29	72	2.5	180
Medium Lot Residential (R1-M)	16.99 (41.98)	20.50	348	2.5	870
Small Lot Residential (R1-S)	5.73 (14.17)	25.93	148	2.5	370
<b>Multi-Family Residential</b>					
Multi-Dwelling Residential (R2)	3.07 (7.58)	32.78	100	2	200
Multi-Dwelling Residential (R3)	0.41 (1.01)	45.00	18	2	37
Multi-Dwelling Residential (R4)	2.17 (5.35)	44.46	96	2	192
Manufacture Home Park (R-MHP)	4.94 (12.22)	17.29	85	2	170
<b>Total</b>			<b>871</b>		<b>2025</b>
<b>Average (Net)</b>		<b>23.2u/ha</b>			

## **4.2 PUBLIC FACILITY (FROM 2010)**

The 1.00 Ac site in the south of the Plan area was designated as Public Facility for the intended use of Place of Worship. The site was then marketed for a period of 1 year and there was no formally expressed interest in this site for a suitable development of these uses. The site will be used as Commercial Mixed Use (CMU) site.

## **4.3 PARKS AND OPEN SPACES**

### **4.3.1 Recreational Park Site**

As shown in **Figure 6.0 – Parks and Trails Plan**, the Plan area contains a central open space. The northwest portion of the Plan area contains a large wet land area that will be integrated into a part of the stormwater management plan and protected due to its environmental sensitivity. This large park area will be developed to minimize human impact by preserving the shore line and restricting access to the wetland.

To incorporate this area into the overall park concept, a trail system has been shown around the wetland area. Several additional trails connect to this park, allowing for connections throughout the entire Plan area. A tot-lot/play structure has also been planned within this park area. This open space may allow for sports fields as required by the Town of Blackfalds.

Additional park sites are strategically located throughout the Plan area to provide all residents in the area convenient access to Open Space. These parks create a network of open spaces which ensure that a park is within 200m to 300m of all residential lots. The parks will be designed as smaller local parks and will include amenities such as play structures, tot lots, etc.

### **4.3.2 Linear Park Sites and Walkways**

Several linear parks areas, which create a passive recreational network throughout this community as well as access to adjacent neighborhoods are planned for within this neighborhood. These linear parks will have a minimum width of 10m and will be designed as per the Town of Blackfalds Design Guidelines.

The trails network is envisioned to be mixture 3.0 m wide asphalt trails and conventional street sidewalks. **Figure 6.0 – Open Space and Trails Plan**, shows the location of the parks and pathways throughout the Plan area.

### **4.3.3 Existing Wetland**

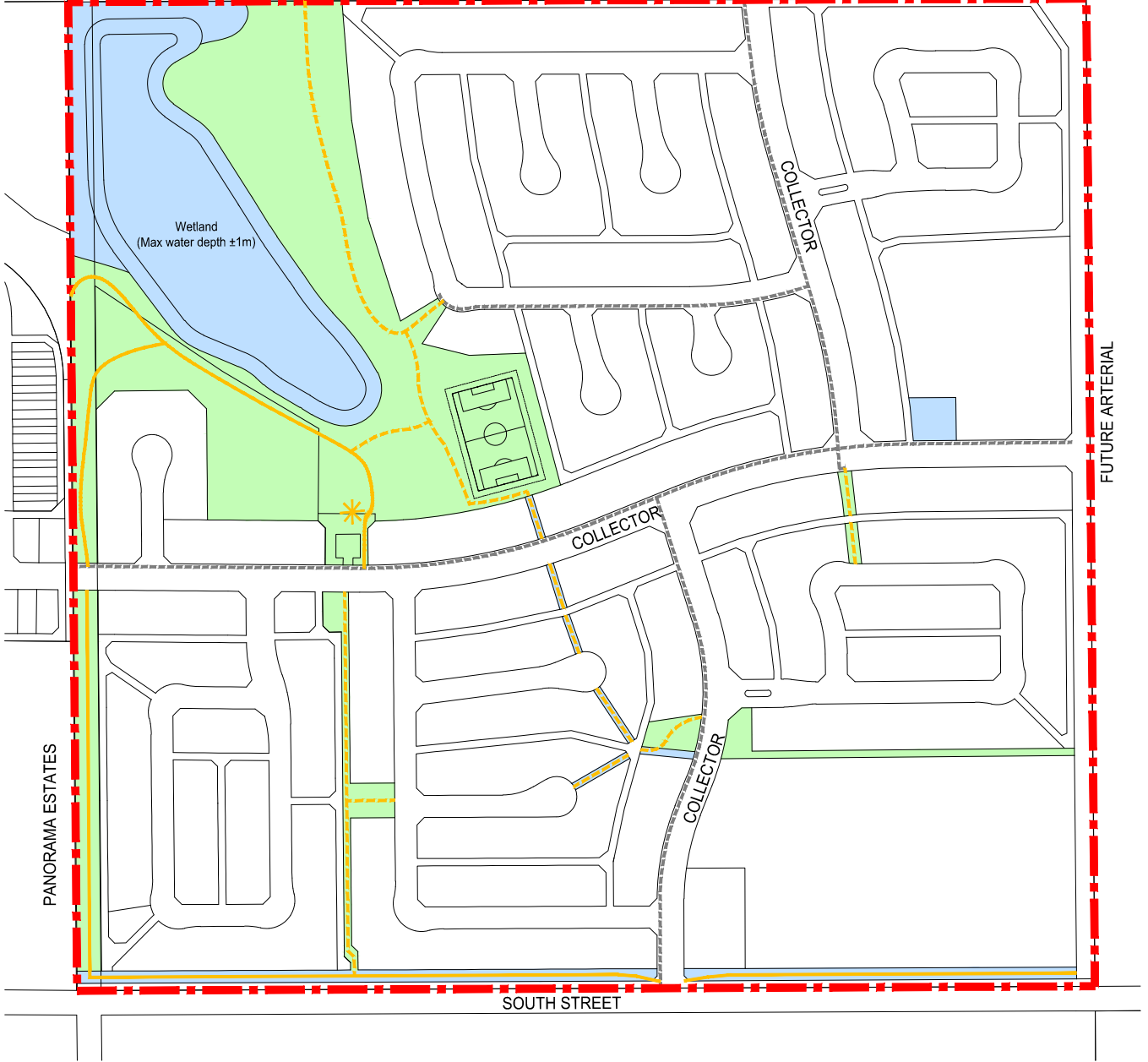
The existing wetlands in the northwest corner of the plan will be reconstructed and the surrounding park area will function as a passive and active recreational amenity for the residents of Cottonwood Meadows, Panorama Estates and McKay Ranch.

# FIGURE 6.0



Lot 3 ER, Block 1, Plan 172 1839

Lot 7, Block 1, Plan 192 0604



PANORAMA ESTATES

FUTURE ARTERIAL

SOUTH STREET

### LEGEND

- ASP BOUNDARY
- PROPOSED TRAILS
- EXISTING TRAILS
- CONNECTING SIDEWALK
- PLAY STRUCTURE/TOT LOT
- PARKS AND RECREATION (PR)
- PUBLIC FACILITY (PF)

Updated 23/11/06, 1:47 PM:By: SSTAFFORD

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\_47038C\_LW.DWG

## PARKS AND TRAILS

### McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024

## **5.0 Transportation**

---

The system of roads proposed for the MRASP provides its residents and the traveling public with safe and efficient access to and this area as shown on **Figure 8.0 – Transportation Network**.

Primary access to the Plan area will be provided from Twp. Rd 394 (South Street). South Street will be upgraded in the future with the developer contributing a portion of the cost to complete. The secondary access to the subdivision will be via Eastpointe Drive in Panorama Estates to the west. A collector roadway will also provide access to future residential development north of the McKay Ranch ASP boundary.

The proposed future roadways to the lands north of McKay Ranch have been conceptually shown on **Figure 7.0 – Future Arterial Roadways**. This plan has been developed to show the conceptual layout of the roadways and the relation to the existing wetlands in the quarter section to the north.

### **5.1 ARTERIAL ROADWAYS**

An undivided arterial is proposed along the east boundary of the Plan area which will require a 30m right-of-way as shown on **Figure 9.0 – Transportation Details**. Arterials roadways will be developed as per the Town of Blackfalds Design Guidelines. The developer will construct a solid vinyl fence adjacent to the roadway to help mitigate traffic noise. The Plan identifies a dedication of a 15m wide strip of land along the east boundary to accommodate this roadway with the additional 15m to be provided by the quarter section to the east.

In order to avoid for the arterial roadway alignment to avoid the two existing wetlands in the quarter section to the north, the roadway starts to curve to at the north limits of McKay Ranch. In order to accommodate this roadway curve the residential node in the northeast corner of the Plan may have to be modified/shifted slightly to ensure this roadway right-of-way can be accommodated.

### **5.2 COLLECTOR ROADWAYS**

The Area Structure Plan provides three collector roadways. The major east/west collector will extend from Eastpointe Drive in Panorama Estates. The two additional collector roads will be extended north from Twp. Rd. 394 (South Street) and connect to the east/west collector roadway with the second collector for future connections. Both of these collector roads will have a 12.0m wide carriageway and a 22.0m wide right-of-way as shown on **Figure 9.0 – Transportation Details**. Collector roadways will be developed as per the Town of Blackfalds Design Guidelines.



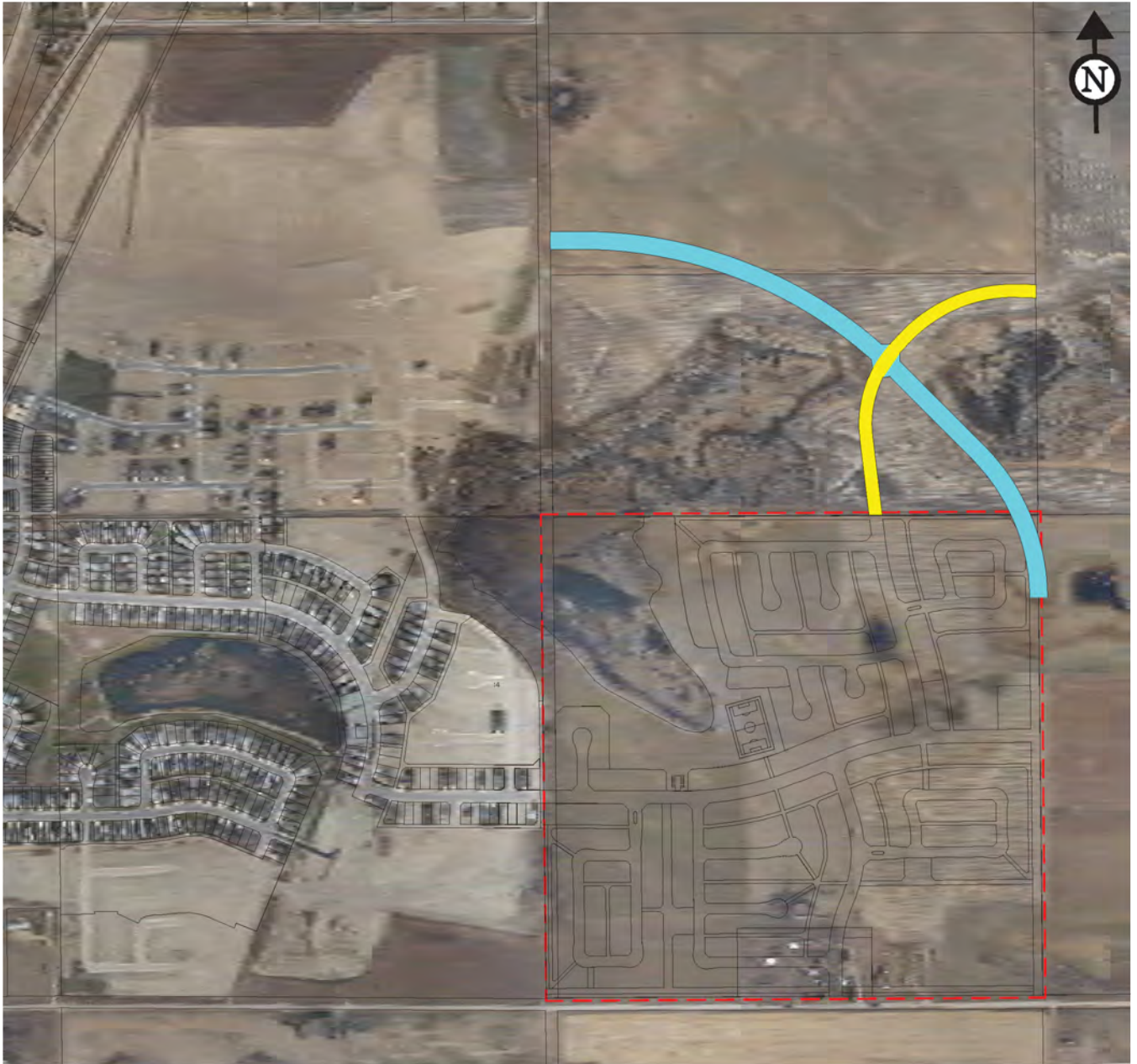
### **5.3 LOCAL ROADWAYS**

The system of local roads has been planned to provide access to individual development cells while discouraging outside traffic from short cutting through local roads. Local roads will have a 10.0m wide carriageway and an 18.0m wide right-of-way as shown on **Figure 9.0 – Transportation Details**. All local roads will have rolled monolithic curb and gutter sidewalks on each side of the roadway.

### **5.4 LANEWAYS**

The MRASP has been designed with the majority of lots backing on to laneways. In general, development backing onto the SWMF or Open Space will not have laneways. Any lanes adjacent to Municipal Reserves will have post and cable fencing installed to prevent shortcutting. Greenspaces intersecting with laneways will require swing bollards to prevent vehicle access. Laneways will be 6.0m wide and developed as per the Town of Blackfalds Design Standards as shown on **Figure 9.0 – Transportation Details**.

FIGURE 7.0



LEGEND

- - - ASP BOUNDARY
- FUTURE ROADWAY/EXPANSION
- COLLECTOR ROADWAYS



Updated 23/03/13, 1:40 PM;By: SSTAFFORD

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\_47038C\_LW.DWG

Future Roadway  
 McKay Ranch - Area Structure Plan

Prepared for:  
 1574997 Alberta Ltd.  
 O/A McKay Ranch



DRAWN BY: SAS  
 CHECKED BY: GCL  
 SCALE: 1:5,000  
 PROJECT #: 112847038

January 2024

FIGURE 8.0



Lot 3 ER, Block 1, Plan 172 1839

Lot 7, Block 1, Plan 192 0604






Wetland  
(Max water depth ±1m)

PANORAMA ESTATES

FUTURE ARTERIAL

SOUTH STREET

LEGEND

-  ASP BOUNDARY
-  FUTURE ROADWAY/EXPANSION
-  COLLECTOR ROADWAYS
-  LOCAL ROADWAYS
-  LANEWAYS

Transportation Network  
McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch

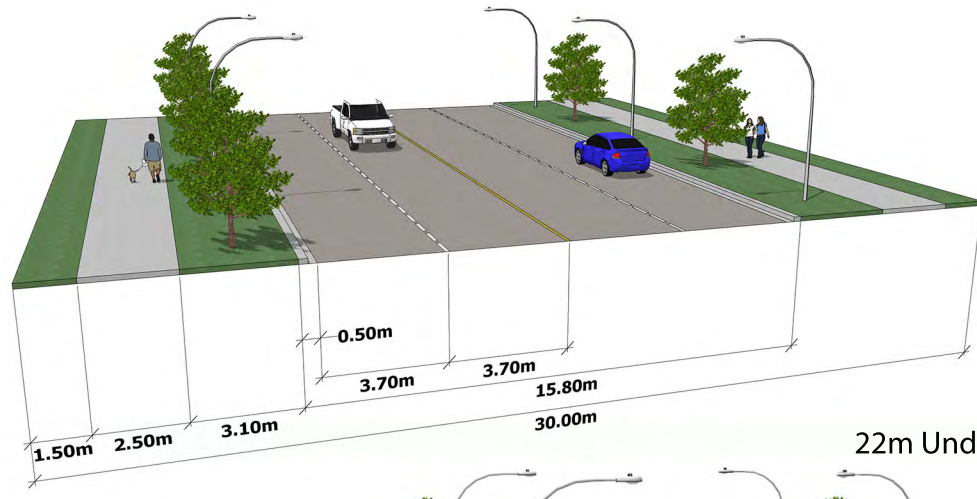


DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

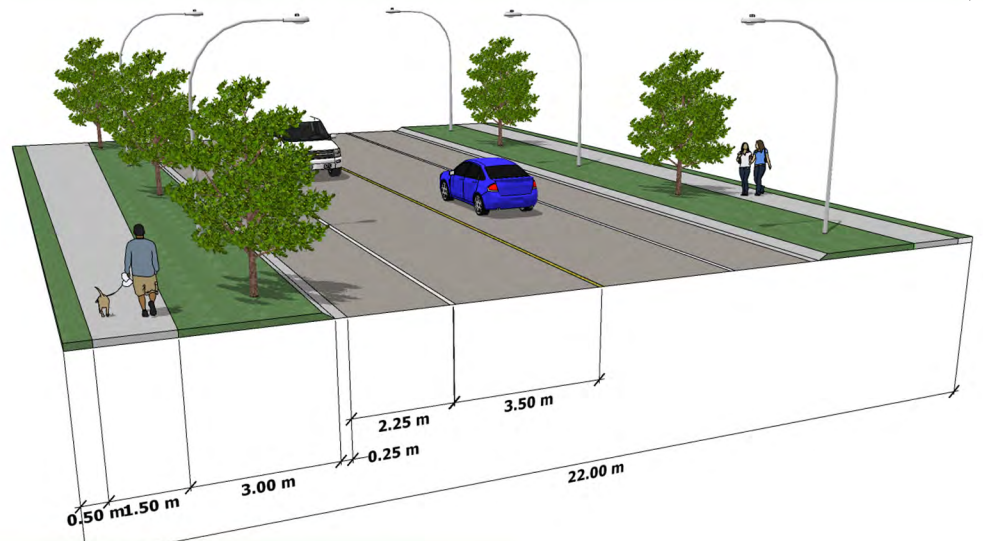
January 2024

### 30m Undivided Arterial Roadway

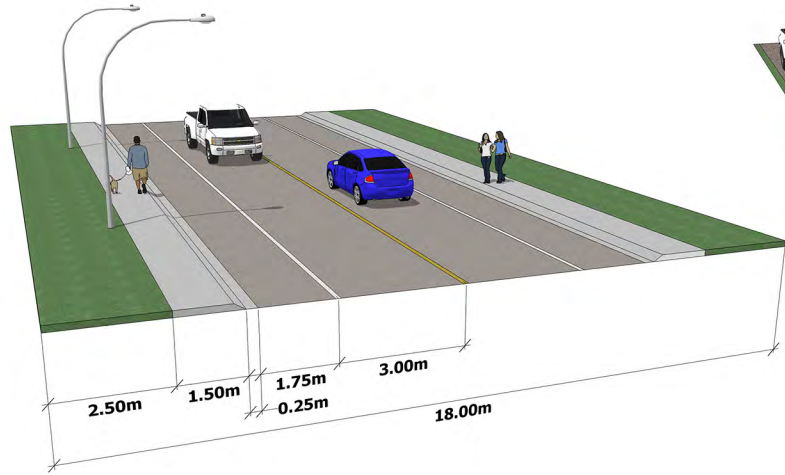
# FIGURE 9.0



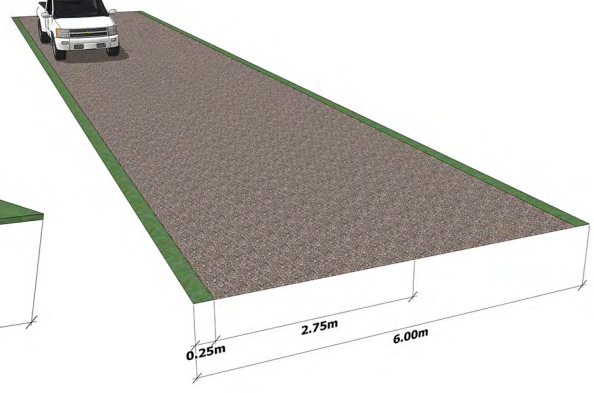
### 22m Undivided Collector Roadway



### 18m Undivided Local Roadway



### 6m Gravel Lane



## **6.0 Conceptual Servicing**

---

### **6.1 STORMWATER MANAGEMENT**

Internal stormwater systems will consist of an overland (major) system and an underground (minor) system, these systems will be designed as per the Town of Blackfalds Minimum Design Standards and Alberta Environment standards. **Figure 10.0 – Stormwater Management Plan** illustrates the proposed stormwater management system.

A Stormwater Management Plan was completed by Stantec in 2015. The proposed McKay Ranch development configuration is to grade the development such that the entire minor system (storm sewers) can be made to drain to the proposed stormwater management facility located in the NW corner of the site. The majority of the development will also have major overland drainage directed to the proposed stormwater management facility in the NW.

The Town of Blackfalds has an East Area Stormwater Management Plan (2019) for Sec 25-39-27-W4M. A portion of these linear wetlands has been constructed and McKay Stormwater Pond will be directed to the southwest corner of the East Area storm system. The proposed concept for the McKay stormwater pond is to re-grade the existing wetland such that it has open water in the middle of the facility, with an inlet forebay and outlet to the East Area stormwater facility. A fringe of wetland material will be salvaged around the edge. The proposed configuration will result in a substantial band of wetland vegetation around the waters edge, and once established the facility will look very much like a naturally occurring wetland with open water in the middle. As a result, the proposed stormwater facility will function as an integral part of the McKay Ranch storm sewer and open spaces system.

### **6.2 SANITARY SEWER SERVICING**

The internal sanitary collection system will be designed and constructed as a conventional gravity system. Topography dictates the sewer mains for the lands north of the ridge to drain to a lift station. A lift station will be constructed to pump the sewage uphill which then pushes the sewage south, back to the top of the ridge. At this point the force main connects back to the gravity system and ultimately connects to a proposed sanitary trunk to be constructed on South Street. This lift station is at a location that can also facilitate sanitary flows from future development lands to the north.

A small portion of the sewer system along the major east/west collector will connect to the existing Panorama Estates sanitary system at Eastpointe Drive. The forcemain will be constructed during Phase 4 of development.

Sanitary design is in compliance with the Wastewater Master Plan (2017). The proposed sanitary sewer system is shown in **Figure 11.0 - Sanitary Plan**.

# FIGURE 10.0



Lot 3 ER, Block 1, Plan 172 1839

Lot 7, Block 1, Plan 192 0604

Wetland  
(Max water depth ±1m)

PANORAMA ESTATES



FUTURE ARTERIAL

SOUTH STREET

Note: 1:100 Stormwater event will be serviced by the piping system.

Swale/Berm as Required

### LEGEND

-  ASP BOUNDARY
-  STORM MAIN
-  MANHOLE AND FLOW DIRECTION
-  FLOW DIRECTION

## STORMWATER SYSTEM

### McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024

### **6.3 WATER DISTRIBUTION**

**Figure 12.0 – Water System Plan** provides the proposed water distribution system layout. McKay Ranch will connect to the existing water distribution system along Eastpointe Drive. The internal distribution system will be looped as required with provisions to loop to future development areas. Water mains will be sized to accommodate peak domestic use as well as fire flow requirements.

### **6.4 SHALLOW UTILITIES**

There are no major servicing concerns regarding shallow utilities (gas, power, telephone and cable). All shallow utilities will be extensions of those already in place in the adjacent developments to the south.

Shallow utility services will be provided by the following companies:

- Fortis Alberta (Electricity)
- ATCO Gas (Natural Gas)
- TELUS Communications (Telephone)
- Shaw Cable (Cable Television)

Updated 23/11/06, 1:47 PM:By: SSTAFFORD

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\47038C\_LW.DWG

# FIGURE 11.0



Lot 3 ER, Block 1, Plan 172 1839

Lot 7, Block 1, Plan 192 0604





Wetland  
(Max water depth ±1m)

PANORAMA ESTATES

FUTURE ARTERIAL

SOUTH STREET

### LEGEND

-  ASP BOUNDARY
-  SANITARY MAIN
-  SANITARY FORCE MAIN
-  MANHOLE AND FLOW DIRECTION

## SANITARY SYSTEM

### McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024



Updated 23/11/06, 1:47 PM:By: SSTAFFORD

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\_47038C\_LW.DWG

# FIGURE 12.0



Lot 3 ER, Block 1, Plan 172 1839

Lot 7, Block 1, Plan 192 0604

Wetland  
(Max water depth ±1m)

PANORAMA ESTATES

FUTURE ARTERIAL

SOUTH STREET

### LEGEND

-  ASP BOUNDARY
-  WATER MAIN

## WATER SYSTEM

### McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024

## **7.0 Implementation**

---

This MRASP will be implemented in accordance with the Town of Blackfalds redistricting and subdivision approval processes.

### **7.1 DEVELOPMENT STAGING**

**Figure 13.0 – Phasing Plan** provides a proposed staging for this area. The Phasing Plan is conceptual in nature and is subject to change based on market conditions and other factors.

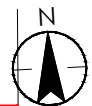
### **7.2 REDISTRICTING AND SUBDIVISION**

Redistricting and subdivision applications to conform to the land use designations described in the ASP will be undertaken as necessary. Guided by the Town of Blackfalds MDP, redistricting and subdivisions will be required to adhere to the Town of Blackfalds Land Use Bylaw and the informational requirements necessary for each application.

Updated 23/11/06, 2:27 PM:By: SSTAFFORD

V:\1128\ACTIVE\112847038-BLACKFALDS\_COMMUNITIES\_DEV\05A-DRAWINGS\_PRELIM\_DESIGN\47038C\_LW.DWG

# FIGURE 13.0



Lot 3 ER, Block 1, Plan 172 1839

Lot 7, Block 1, Plan 192 0604

Wetland  
(Max water depth ±1m)

PANORAMA ESTATES

FUTURE ARTERIAL

SOUTH STREET

### LEGEND

-  ASP BOUNDARY
-  PHASE BOUNDARY

## PHASING PLAN

### McKay Ranch - Area Structure Plan

Prepared for:  
1574997 Alberta Ltd.  
O/A McKay Ranch



#1100, 4900-50th Street, Red Deer, AB T4N1X7  
Ph:(403) 341-3320 Fx:(403) 342-0969

DRAWN BY: SAS  
CHECKED BY: GCL  
SCALE: 1:5,000  
PROJECT #: 112847038

January 2024

---

**MEETING DATE:** April 9, 2024  
**PREPARED BY:** Jolene Tejkl, Planning & Development Manager  
**PRESENTED BY:** Jolene Tejkl, Planning & Development Manager  
**SUBJECT:** **Bylaw 1303.24 McKay Ranch Redistricting**

---

**BACKGROUND**

Bylaw 1303.24 proposes to amend Land Use Bylaw 1268/22 (LUB) to redistrict the undeveloped portion of the McKay Ranch community to the Urban Reserve District (UR). The Bylaw also proposes to redistrict Lot 3 Block 13 Plan 142 2837 from the current Commercial Local District (C-3) District to Residential Medium Density District (R-3) due to lack of commercial demand and a desire to provide a variety of housing options in the community.

Council gave First Reading to Bylaw 1303.24 at the March 12, 2024 meeting and set the Public Hearing for this evening’s Regular Council Meeting:

**Request for Decision, Bylaw 1303.24 - McKay Ranch Redistricting**

Manager Tejkl brought forward Bylaw 1303.24, being a Bylaw pertaining to McKay Ranch Redistricting.

**064/24** Councillor Coulter moved That Council give First Reading to Bylaw 1303.24, pertaining to McKay Ranch Redistricting.

**CARRIED UNANIMOUSLY**

**065/24** Councillor Appel moved That upon giving First Reading to Bylaw 1303.24, That a Public Hearing date be set for April 9, 2024, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

**DISCUSSION**

The proposed redistricting of Lot 3 Block 13 Plan 142 2837 is in line with the updates to the McKay Ranch Area Structure Plan that are also currently in the formal adoption process. The following subsections correspond to amending Bylaw 1303.24 provided in Attachment 1:

Amendments 2.1 and 2.2

These amendments propose to redistrict the undeveloped portion of the McKay Ranch community to Urban Reserve District (UR), a holding district with limited development opportunities to preserve the land for eventual development in line with the governing ASP. When the developer is ready to proceed with their next development phase, they will be required to submit a LUB Amendment Application to redistrict the lands in conformance with the approved ASP when they submit their subdivision application.

Amendment 2.3

This amendment proposes to redistrict an existing parcel that is currently undeveloped from the Commercial Local District (C-3) to the Residential Medium Density District (R-3) due to lack of

commercial demand in the south-eastern portion of Town. The R-3 District can accommodate an apartment development or a rowhouse complex.

The pre-Council consultation did not decipher between the proposed McKay Ranch ASP amendments and the LUB amendments because they're interlinked and trying to split the two conversations can be confusing. Administration did receive comments expressing concern about redistricting the C-3 parcel to R-3 siting the lack of commercial amenities in the south-eastern portion of Town. Copies of the landowner comments are provided in Attachment 2.

#### Amendment 2.4

This amendment is to update the Land Use District Map in accordance with the redistricting proposed under Bylaw 1303.24.

### **FINANCIAL IMPLICATIONS**

None.

### **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motions:

1. That Council, upon closing the Public Hearing for Bylaw 1303.24, gives Second Reading to Bylaw 1303.24, pertaining to McKay Ranch Redistricting.
2. That Council, upon giving Second Reading to Bylaw 1303.24, gives Third and Final Reading to Bylaw 1303.24, pertaining to McKay Ranch Redistricting.

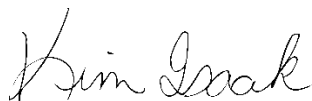
### **ALTERNATIVES**

- a) That Council refers this item back to Administration for more information or amendments.

### **ATTACHMENTS**

- *Bylaw 1303.24 McKay Ranch Redistricting*
- *Landowner Comments specific to Proposed R-3 District*

### **APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW 1268.22 SCHEDULE 'A'**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to redistrict Lot 1 Block 2 Plan 112 4253 and Lot 2 Block 1 Plan 102 2396 to Urban Reserve District (UR), and redistrict Lot 3 Block 13 Plan 142 2837 to Residential Medium Density District (R-3).

**WHEREAS**, pursuant to Section 641(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, require every municipality to pass a Land Use Bylaw.

**WHEREAS**, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on March 28, 2024, and April 4, 2024, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

**WHEREAS**, a Public Hearing was held on April 9, 2024, to allow the general public to provide input into the proposed Bylaw amendments;

**NOW THEREFORE**, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts the amendments to Schedule 'A' of Bylaw 1268.22:

**PART 1 – TITLE**

- 1.1 That this Bylaw shall be cited as the "Redesignation of Lot 1 Block 2 Plan 112 4253, Lot 2 Block 1 Plan 102 2396, and Lot 3 Block 13 Plan 142 2837 to Urban Reserve District (UR); and redesignation of Lot 3 Block 13 Plan 142 2837 to Residential Medium Density District (R-3)".

**PART 2 – AMENDMENTS**

- 2.1 That Lot 1 Block 2 Plan 112 4253 be redistricted from Residential Single Dwelling Large District (R-1L), Residential Single Dwelling Medium Lot District (R-1M), Residential Single Dwelling Small Lot District (R-1S), Residential Multi-Dwelling District (R-2), Residential Medium Density District (R-3), Commercial Mixed Use District (CMU), and Parks and Recreation District (PR) to Urban Reserve District (UR), as shown in Schedule "A" attached and forming part of this Bylaw.
- 2.2 That Lot 2 Block 1 Plan 102 2396 be redistricted from Residential Single Dwelling Medium Lot District (R-1M), Residential Multi-Dwelling District (R-2), and Parks and Recreation District (PR) to Urban Reserve District (UR), as shown in Schedule "A" attached and forming part of this Bylaw.
- 2.3 That Lot 3 Block 13 Plan 142 2837 to redistricted from Commercial Local District (C-3) to Residential Medium Density District (R-3), as shown in Schedule "A" attached and forming part of this Bylaw.
- 2.4 That Part 9.0 Land Use District Map be amended to reflect the redistricting proposed under this Bylaw.

**PART 3 – DATE OF FORCE**

- 3.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES.        )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

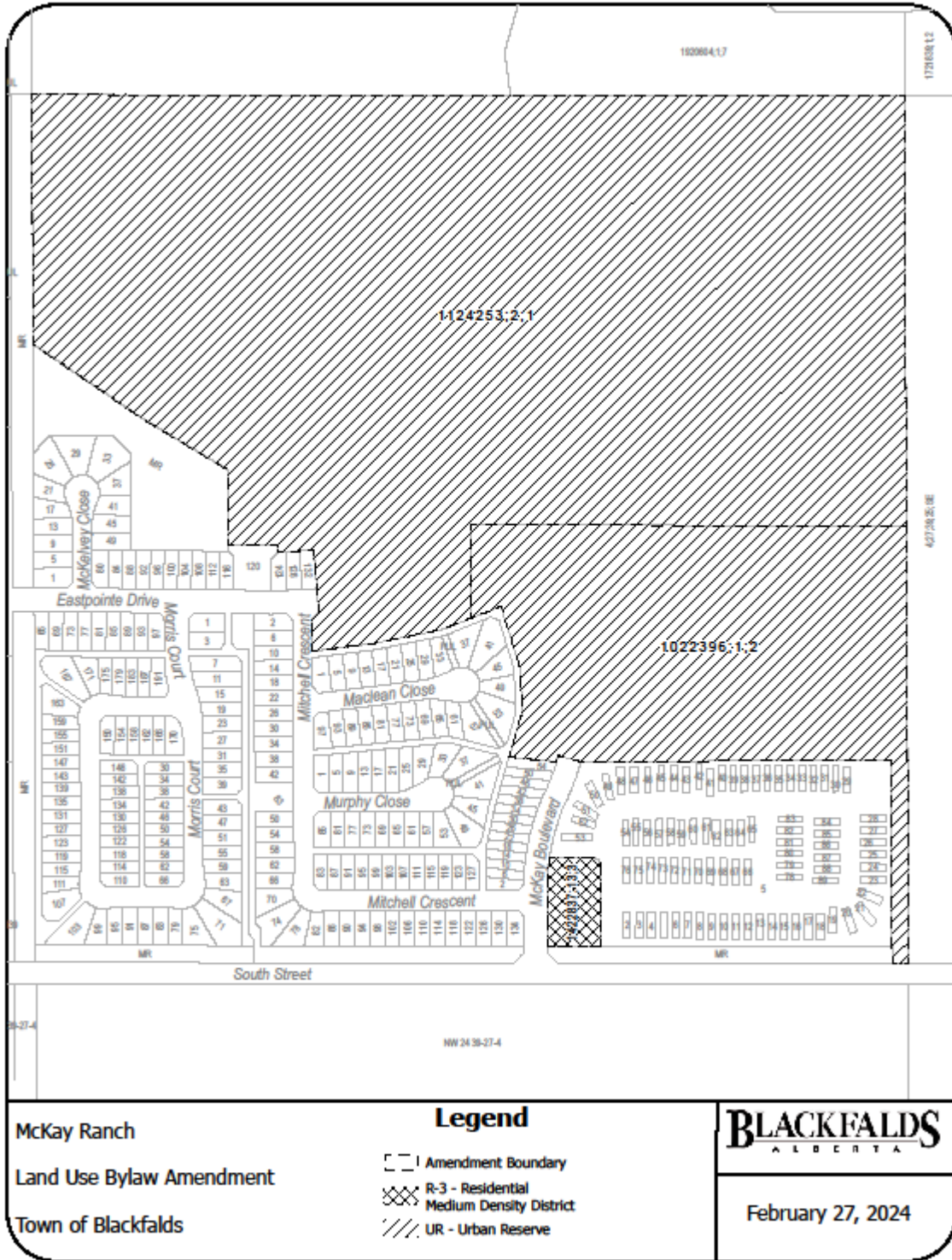
(RES.        )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

DRAFT

Schedule "A"





---

**From:** Jamie Mierau **FOIP 17**  
**Sent:** February 2, 2024 6:49 PM  
**To:** Jolene Tejkl  
**Subject:** Attention Jolene tejkl, planning & development manager

You don't often get email from **FOIP 17** [Learn why this is important](#)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello

I am addressing the proposed changes to the McKay ranch area structure plan.

It mentions we can make comments for councils consideration.

I am mostly addressing point 4 and 5, changing commercial to residential.

As a resident of the McKay ranch area, I have been looking forward to having some commercial properties developed in the area. As blackfalds grows, it makes sense to have other opportunities for growth in the commercial sector that this side of town can utilize. Right now our only options are to go to downtown 2a area. Creating residential high density in this area will bring increased population without the access to amenities.

Thank you for your consideration

Jamie Mierau

## Concerns re: Proposed changes for the McKay Ranch Structure Plan

1. Paving of South Street. It is of utmost importance that paving of South Street occurs **prior** to further development of McKay Ranch area. The rationale for this is that future development of any kind in this area means there is much more traffic on this gravel road, thus increasing the amount of dust to the existing homes, as South street will be the route most frequently used by construction traffic to access McKay Ranch.
2. Water Drainage. Is there a plan in place for water drainage and storm pond remediation? It is essential that there be a plan in place prior to construction commencing. It is abundantly clear the original storm pond design has failed. The trees initially planted have died and the area is very unsightly. This was done at tax payers expense. As taxpayers, we expect accountability, who is responsible and how will this be addressed?
3. Services. Currently we are a C-3 district, and we are not in favor of changing to a R-3. Because we are located at the far east end of town we don't have all the amenities that are available.
4. Speed on South Street. The posted speed is 50 kph. There is a lack of signage and a lack of enforcement. Many (the greatest proportion) of the vehicles travelling along the road are speeding. Vehicles of note are local resident's vehicles, quads, motorcycles, heavy trucks, delivery trucks and construction vehicles. This creates an abundance of dust that covers the homes and paved streets. This underpins the concept that South Street **MUST** be paved prior to any development being commenced.

RE: Proposed changes to the McKay Ranch Area Structure Plan

**CONCERN #1**

When the ASP was adopted by town council in 2010 one key issue was overlooked. Before any development took place, south street should have been paved. All residents along south street are fed up with dealing with the dust. Council will say that they are using calcium to rectify the situation. This is nothing more than a patch job. Some municipalities in the province don't even allow calcium any longer due to the destructive nature of the chemical. (Degradation of vehicles and concrete pads.) We pay over \$7200.00 a year in taxes to live on a gravel road!! Seriously, how can that be possible?? We have been residents for 5 years and taxes do nothing but go up. What are we receiving for this continuing tax hike???!! All construction uses south street for access to McKay Ranch. Before any future development commences south street **MUST BE PAVED...**

**CONCERN #2**

Who is responsible for the storm pond catastrophe?? The first thing to be addressed on any construction project is water drainage. Why wasn't the drainage plan carried out and completed prior to development starting? Why wait and do it after the green space has been destroyed? What a disgrace and eye sore it is (all the dead trees) to the community of McKay Ranch. Where is the accountability? We feel sorry for all the home owners in that area who had to watch this area be destroyed by neglect.

**CONCERN #3**

We are **NOT** in favour with changing the (C-3) district to (R-3). We are located on the very east end of town and have no services in this area. It would be nice to see some services located in that area as per original plan.

Dated February 12, 2024. **FOIP 17**

Kelly Thompson.

Elaine Thompson

---

**MEETING DATE:** April 9, 2024  
**PREPARED BY:** Brad McKenzie, Records Management & FOIP Coordinator  
**PRESENTED BY:** Justin de Bresser, Director of Corporate Services  
**SUBJECT:** **Bylaw 1295.24 – Access to Information Bylaw**

---

## **BACKGROUND**

Town of Blackfalds Bylaws are reviewed as required to ensure relevance and to identify those that have become redundant and/or require a move to updated formats/templates. Process-related information that has historically (and often errantly) formed part of bylaw documents is now addressed through the use of Administrative Policies and Procedures. The existing Access to Information Bylaw 1242.20 contains an excess of such information.

## **DISCUSSION**

The intent of Bylaw 1295.24 is to re-establish the Chief Administrative Officer (CAO) as the head of the public body, to mandate the delegation of responsibility through Administrative Policy, and to guide and allow for the collection of fees in relation to services provided.

In accordance with Section 95(a) of the *Freedom of Information and Protection of Privacy Act (FOIP)*, the Town must enact a bylaw which designates a person or group of persons as the head of the public body for the purposes of the Act. Furthermore, Section 85 provides for the formal delegation of duties and responsibilities under the Act.

Under Section 93(1) the Town is authorized to collect fees for services as provided for in FOIP Regulation A/R 186/2008.

Repeal and replacement of Bylaw 1242.20 will allow the CAO greater discretion in delegation of powers, better demonstrate the Town's approach to foundational documents, and remove unnecessary procedural detail.

At the March Standing Committee, a question was raised about the fees associated with an FOIP request. Fees for services are outlined in Schedule 2 of the FOIP regulations, and Administration will add the link to our Website under the FOIP page. This page already hosts the initial \$25 fee and the subsequent 30-day timeline.

An additional question was raised about the possibility of linking relevant policies to the Bylaw. The Policy Governance Framework 169/23 does not allow the Administrative policies to be posted and/or linked to such bylaws.

## **FINANCIAL IMPLICATIONS**

There are no financial implications related to this request.

---

**ADMINISTRATIVE RECOMMENDATION**

That Council considers the following motion:

1. That Council gives First Reading to Bylaw 1295.24 - Access to Information Bylaw.

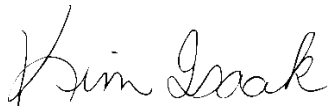
**ALTERNATIVES**

- a) That Council recommends amendments.

**ATTACHMENTS**

- *Bylaw 1295.24 - Access to Information Bylaw*

**APPROVALS**



---

Kim Isaak,  
Chief Administrative Officer



---

Department Director/Author

---

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO DESIGNATE THE HEAD OF THE PUBLIC BODY AND ESTABLISH FEES IN RELATION TO THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.**

---

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of designating the Head of the Public Body and establishing fees in relation to the *Freedom of Information and Protection of Privacy Act (FOIP)*.

**WHEREAS**, pursuant to Section 95 of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F-25 and amendments thereto, the Municipal Council of the Town of Blackfalds must designate a person or group of persons as the Head of the municipality for the purposes of the *FOIP Act*; and

**WHEREAS**, pursuant to Section 85 of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F-25, the designated Head may delegate to any person any duty, power, or function of the Head, except the power to delegate, and

**WHEREAS**, in accordance with Section 187 of the *Municipal Government Act* and Section 93 of the *Freedom of Information and Protection of Privacy Act (the Act)*, Council may pass a bylaw establishing fees to charge for services rendered under the Act,

**NOW THEREFORE**, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts:

**PART 1 – TITLE**

- 1.1 That this Bylaw shall be cited as the “Access to Information Bylaw”.

**PART 2 – DEFINITIONS**

- 2.1 In this Bylaw:
- (a) “**Act**” means the *Freedom of Information and Protection of Privacy Act*.
  - (b) “**Applicant**” means an individual who makes a request to access information under Section 7 of the Act.
  - (c) “**Head**” means the Chief Administrative Officer (CAO), who is responsible for the administration of the *FOIP Act* at the Town of Blackfalds.
  - (d) “**Municipality**” means the Town of Blackfalds and includes any board, committee, commission, panel, agency, or corporation that is created or governed by the Town of Blackfalds and all the members or officers of which are appointed by the Town.
  - (e) “**Record**” means information recorded in any form, including books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other information that is written, photographed, recorded, or stored in any manner but does not include software or any other mechanism that produces records.

**PART 3 – DESIGNATED HEAD**

- 3.1 For the purposes of the *Freedom of Information and Protection of Privacy Act*, the Chief Administrative Officer (CAO) is designated as the Head of the municipality.

**PART 4 - DELEGATION OF RESPONSIBILITIES**

- 4.1 The Head will establish an administrative policy to assign duties and responsibilities under the Act.

**PART 5 – FEES**

- 5.1 Where an applicant is required to pay a fee for services, the amount payable will be determined in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 186/2008 with amendments up to and including AR 56/2019.

5.2 Fees may be assessed for:

- (a) searching for, locating, and retrieving records,
- (b) computer processing and programming,
- (c) producing a copy of a record,
- (d) preparing and handling a record for disclosure,
- (e) shipping records to the applicant, where applicable, and
- (f) supervising the onsite examination of records by an applicant.

5.3 The Act stipulates that, provided an applicant pays the applicable fees as set out in this bylaw (per Section 93 of the Act), they have a right to:

- (a) access a record in the custody or control of the Town,
- (b) view a record in the custody or control of the Town,
- (c) request copies of a record in the custody or control of the Town,
- (d) request correction(s) to personal information maintained by the Town, and
- (e) receive a copy of a record maintained by the Town in a reasonably available format.

**PART 6 - REPEAL**

6.1 That Bylaw 1242/20 is hereby repealed upon this Bylaw coming into effect.

**PART 7 - DATE OF FORCE**

7.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

---

**MEETING DATE:** April 9, 2024  
**PREPARED BY:** Brad McKenzie, Records Management & FOIP Coordinator  
**PRESENTED BY:** Justin de Bresser, Director of Corporate Services  
**SUBJECT:** **Bylaw 1296.24 – Records & Information Management Bylaw**

---

## **BACKGROUND**

Town of Blackfalds Bylaws are reviewed as required to ensure relevance and to identify those that have become redundant and/or require a move to updated formats/templates. Process-related information that has historically (and often errantly) formed part of bylaw documents is now addressed through the use of Administrative Policies and Procedures. The existing Records and Information Management Bylaw (1249.20) contains an excess of such information and displays inconsistent references to the policy title.

## **DISCUSSION**

The intent of Bylaw 1296.24 is to reiterate the Chief Administrative Officer's authority and obligation for records and information management as well as to mandate delegation of program responsibility through Administrative Policy.

Section 208(1)(b) of the *Municipal Government Act (MGA)* stipulates that the Chief Administrative Officer (CAO) must ensure that all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe.

Section 209 of the MGA authorizes the CAO to delegate any of their powers, duties, or functions under the Act or under any other enactment or bylaw to a designated officer or employee of the municipality.

The Town of Blackfalds recognizes that official records, regardless of media format, hold fiscal, historical, legislative, and operational value. A comprehensive records and information management program is critical to preserve important information assets, support policy and decision-making, and guard against risks associated with inadvertent destruction.

Repeal and replacement of Bylaw 1249.20 will allow the CAO greater discretion in delegation of program-related duties and better demonstrate the Town's approach to foundational documents while removing unnecessary procedural detail.

At the March Standing Committee meeting a question was asked whether a list of file types and retention periods will form part of the administrative policy set out in Bylaw 1296.24. It will not. While the Records & Information Management Policy (which has yet to come forward for approval) makes reference to the functional file plan (as a related document), it is truly a stand-alone document (Procedure PR-004.23).

Due to the fluid nature of the file plan, and the need to adapt to amendments quickly and efficiently, the document must remain stand-alone. Council Resolution 280/20 affirms this intent.



**FINANCIAL IMPLICATIONS**

There are no financial implications related to this request.

**ADMINISTRATIVE RECOMMENDATION**

That Council considers the following motion:

1. That Council gives First Reading Bylaw 1296.24 - Records & Information Management Bylaw.

**ALTERNATIVES**

- a) That Council recommends amendments.

**ATTACHMENTS**

- *Bylaw 1296.24 - Records & Information Management Bylaw*

**APPROVALS**

  
\_\_\_\_\_  
Kim Isaak,  
Chief Administrative Officer

  
\_\_\_\_\_  
Department Director/Author

---

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH AUTHORITY FOR THE SYSTEMATIC MANAGEMENT, RETENTION, AND DISPOSITION OF THE TOWN'S INFORMATION ASSETS.**

---

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of establishing authority for the management, retention, and disposition of records and information in all media formats.

**WHEREAS**, pursuant to Section 214(2) of the *Municipal Government Act*, RSA 2000, Council may pass a bylaw respecting the destruction of records and documents of the municipality, and

**WHEREAS**, pursuant to Section 208(1)(b) of the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto, all bylaws, minutes of Council meetings, and other records and documents of the municipality must be kept safe, and

**WHEREAS**, pursuant to Section 38 of the *Freedom of Information and Protection of Privacy (FOIP) Act*, RSA 2000, Chapter F-25, and amendments thereto, the Head of a public body must protect personal information by making reasonable security arrangements against such risks as unauthorized access, use, disclosure, or destruction, and

**WHEREAS** Section (3)(e)(ii) of the *Freedom of Information and Protection of Privacy (FOIP) Act*, RSA 2000 does not prohibit the transfer, storage, or destruction of any record in accordance with a bylaw, resolution, or other legal instrument by which a local public body acts, and

**WHEREAS**, pursuant to Section 20 of the *Electronic Transactions Act*, RSA 2000, Chapter E5.5, and amendments thereto, if a public body has the power to create, collect, receive, use, transfer, disclose, distribute, publish, or otherwise deal with information and records, it has the power to do so electronically, and

**WHEREAS** the Council of the Town of Blackfalds acknowledges that records and information management plays an integral role in effective public administration by supporting policy formation and managerial decision making, as well as protecting the interests of the organization and the rights of third parties, the public, and employees, enabling the Town to meet legislative and regulatory requirements, and

**WHEREAS** the Council of the Town of Blackfalds deems it necessary and appropriate that municipal records, consisting of both paper and/or electronic information, be managed, retained, and disposed of in accordance with federal and provincial legislation as well as industry best practice,

**NOW THEREFORE**, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts:

**PART 1 – TITLE**

- 1.1 That this Bylaw shall be cited as the “Records & Information Management Bylaw”.

**PART 2 – DEFINITIONS**

- 2.1 In this Bylaw:
- (a) “**CAO**” means the Chief Administrative Officer.
  - (b) “**Disposition**” means the final activity for records that have met their full retention period. This may include destruction, transfer, or indefinite preservation.
  - (c) “**Record**” means information recorded in any form, including books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other information that is written, photographed, recorded, or stored in any manner but does not include software or any other mechanism that produces records.
  - (d) “**Town**” means the municipality of the Town of Blackfalds.

**PART 3 – DESIGNATED AUTHORITY**

- 3.1 The Chief Administrative Officer is designated the authority and responsibility to:
  - 3.1.1 manage the retention, access, use, storage, security, and disposition of records and information in accordance with this Bylaw, the *FOIP Act*, and any other federal or provincial laws, and
  - 3.1.2 take any other measures required to implement, administer, apply, or enforce the provisions of this Bylaw.
- 3.2 The CAO is authorized to make decisions, establish, and enforce procedures deemed necessary for the effective management, retention, and disposition of the Town’s information assets.

**PART 4 - DELEGATION OF RESPONSIBILITIES**

- 4.1 In accordance with Section 209 of the *Municipal Government Act*, the CAO will establish an administrative policy to delegate responsibility for the records and information management program as required.

**PART 5 - REPEAL**

- 5.1 That Bylaw 1249.20 is hereby repealed upon this Bylaw coming into effect.

**PART 6 - DATE OF FORCE**

- 6.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES.            )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES.            )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES.            )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

---

**MEETING DATE:** April 9, 2024

**PREPARED BY:** Darolee Bouteiller, Finance Manager

**PRESENTED BY:** Justin de Bresser, Director of Corporate Services

**SUBJECT:** **Bylaw 1305.24 - 2024 Property Tax Bylaw**

---

## **BACKGROUND**

The *Municipal Government Act* (MGA) requires that municipalities set property tax rates on an annual basis. The determination of tax rates is based on the funds required to balance the budget. There are several items that impact the budget such as the cost of living set during the budget review, new assessments and requisitions received from Alberta Education and the Lacombe Seniors Foundation.

A budget was approved in December prior to the commencement of the fiscal year. Many factors are included in the development of the budget and assessment estimates are utilized at that time. Final assessments are submitted by February and the budgets are amended to reflect the new assessments. Once this is complete, the tax rates can be finalized.

## **DISCUSSION**

### **Key Decisions & Information**

This document outlines the changes to the assessment for 2024 and the calculation of the 2024 property taxes, school requisition and seniors requisition. There are several key decision areas for Council to consider:

1. Tax increases are normally based on the CPI. December 2023 year-over-year CPI was at 3.0%. Administration has prepared the 2024 Property Tax Rate Bylaw as directed by Council at the Operating Budget Workshop with a 2.90% tax increase.
2. 2024 Educational Property tax rates have been set by the Provincial Government. Education Property taxes are based on the Town's equalized assessment. The 2024 Mill Rates have been calculated using the Town's live assessment base along with the recovery of the under/over levies from prior years.

### **Assessment Base Changes (Table 2)**

The 2024 assessments (based on July 2023) show changes in two major areas. In the area of inflation, the residential tax base increased by \$63.8 Million or 4.96% due to increasing property values. Whereas non-residential property values only increased \$2.5 Million or 1.52%.

The inflationary/deflationary factors were taken into consideration when the property tax rate was calculated. This is commonly known as a floating rate. Residential properties that have increased 4.96% will only see a 2.90% increase on the municipal portion. However, residential properties that have increased over the 4.96% will see more than a 2.90% increase on the municipal portion. Overall, the Town, on average, will collect 2.90% more municipal taxes than it did in 2023.

**New Assessment**

The new assessment comes in the form of construction of houses, lots and new commercial development. The new assessment provides new tax revenue for the Town and as a result, the residential assessment grew 1.11% and non-residential grew 7.99%. This assessment provides \$254,615 in new revenue.

**Tax Rates/Mill Rates**

The current Mill Rates are listed below.

<b>Tax Rates</b>	<b>2023</b>	<b>2024</b>	<b>Change</b>
<b>Residential</b>	7.9568	7.8112	-0.1456
<b>Non-Residential</b>	10.5646	10.7268	0.1622

The historical tax levies, residential and non-residential tax/Mill Rates are listed below.

<b>Year</b>	<b>Taxable Levy</b>	<b>Residential Tax Rate</b>	<b>% Change</b>	<b>Non-Residential Tax Rate</b>	<b>Ratio</b>
<b>2017</b>	1,276,840,180	7.5670	3.58%	9.3470	1.23
<b>2018</b>	1,324,710,890	7.6448	1.03%	9.4248	1.22
<b>2019</b>	1,291,678,420	8.1435	6.52%	9.9235	1.22
<b>2020</b>	1,305,318,910	8.1852	0.01%	9.9652	1.25
<b>2021</b>	1,260,843,380	8.6045	6.06%	10.7613	1.30
<b>2022</b>	1,318,333,560	8.3050	-3.48%	10.7993	1.33
<b>2023</b>	1,455,582,810	7.9568	-4.19%	10.5646	1.37
<b>2024</b>	1,547,841,410	7.8112	-1.83%	10.7268	1.23

Section 358(1) of the MGA identifies that the ratio of the highest non-residential tax rate set out in the municipality’s property tax bylaw for a year to the lowest residential tax rate set out in the municipality’s property tax bylaw for the same year cannot be greater than 5:1. There are some municipalities, particularly Counties that have large ratios between residential and non-residential.

**Designated Industrial Property and Linear Assessment**

Another change in the assessment is due to the introduction of designated industrial properties (DIP) in 2018 by the Provincial Government. The assessment function for these properties and linear has been transferred to the Provincial Government and there are several changes and reclassifications required in the assessments to accommodate these changes.

There is now a DIP property tax requisition that is provided by Municipal Affairs. The assessment for 2023 is \$16,737,960 and based on the rate of 0.0765 a balance of \$1,280 is due to the province.

### Assessments

Final assessment changes are shown below.

Class	2023 Assessment	2023 Inflation / Deflation	2023 New Assessment	2024 Totals
Residential	1,279,485,480	63,556,530	14,266,590	1,357,308,600
Non-Residential	162,932,900	2,533,000	13,347,490	178,813,390
Annexed Residential	7,443,030	239,440	-	7,682,470
Annexed Non-Residential	4,040,020	(3,070)	-	4,036,950
<b>Total</b>	<b>1,453,901,430</b>	<b>66,325,900</b>	<b>27,614,080</b>	<b>1,547,841,410</b>
<b>Percentage Change</b>		4.56%	1.90%	

Overall assessment values have increased by \$66.3 million and in 2023 new assessment increased \$27.6M million.

### Property Taxes

The total tax to be collected is \$12.56 million.

Municipal Purposes	Assessment	Mill Rate	Total Collected
Residential/Farmland	1,357,308,600	<b>7.8112</b>	10,602,209
Non-Residential	178,813,390	<b>10.7268</b>	1,918,095
Annexed Residential	7,682,470	<b>2.5950</b>	19,936
Annexed Non-Residential	4,036,950	<b>5.6130</b>	22,659
<b>Total Municipal Purposes</b>	<b>1,547,841,410</b>		<b>12,562,900</b>

### Alberta School Fund (ASFF) Requisitions

The table below lists the assessment and Mill Rates for the required school education tax requisition. The assessment base differs from the municipal assessment due to machinery and equipment. Machinery and equipment are exempt from the education requisition.

ASFF Requisition	Live Assessment	Mill Rate	Total Collected
Residential / Farmland	1,364,991,070	<b>2.3939</b>	3,267,652
Non-Residential	175,171,940	<b>3.5209</b>	616,763
<b>Total Requisition</b>	<b>1,540,163,010</b>		<b>3,884,415</b>

**Average Assessments**

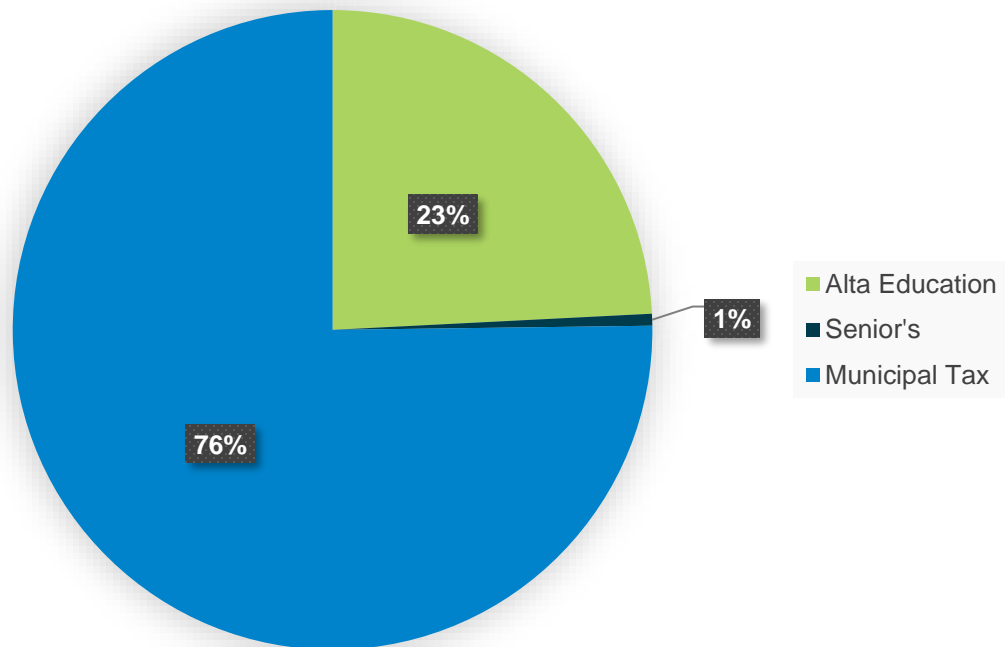
The table below lists the average assessment changes from 2023 to 2024. Assessments are based on the market value as of July 1<sup>st</sup>, 2023 and physical condition as of December 31<sup>st</sup>, 2023.

A house valued at \$332,089 will have a \$77 increase in the municipal portion for 2024. The Provincial School Requisition will increase by \$78 due to the School Education Requisitions and the under/over levy collected last year. The Seniors Requisition amount will remain the same for 2024.

	Average Home - 2023			Average Home - 2024			Increase/Decrease
	Assessment	Mill Rate	Total Bill	Assessment	Mill Rate	Total Bill	
<b>Property Taxes</b>	\$316,373	7.9568	\$2,517	\$332,089	7.8112	\$2,594	\$77
<b>School Requisition</b>		2.2677	\$717		2.3939	\$795	\$78
<b>Seniors Requisition</b>		0.0690	\$22		0.0668	\$22	\$0
<b>Total</b>	<b>\$289,083</b>		<b>\$3,257</b>	<b>\$332,089</b>		<b>\$3,411</b>	<b>\$155</b>

The chart below lists where and how your tax dollars are spent. It's important to note that the Municipality receives approximately 76% of the total income. Whereas the province and seniors housing receive approximately 24%.

**Distribution of \$1 of Residential Tax**



The impact of the tax increase on properties will **vary** depending on the assessment value change. All figures that have been provided are on average bases and individual properties will experience variances +/-.

The rates for annexed properties have not been provided by Lacombe County. Administration will likely have budgeted Mill Rates before Second and Third and Final Reading. The Town's goal is to have Blackfalds property tax notices sent out as close to May 1<sup>st</sup> as possible. While 60 days' notice is not a firm requirement, Section 309(1) of the MGA provides 60 days for an assessment complaint to be filed. The tax notices are a combined tax and assessment notice, so providing these as close to 60 days as possible, allows resolution of any assessment inquiries.

### **Tax Rate Bylaw Totals**

The 2024 Property Tax Rate Bylaw is attached and contains the information as required by the MGA. The tables included in the Bylaw outline the assessment for each major area, the Mill Rate and the total taxes that will be collected.

### **Advertising and Property Tax Notices**

Property Tax notices are due to be sent out the first week of May. Administration will also include the [2024 Alberta School Requisition](#) facts and information insert. A link to this document will also be included on the tax notice.

### **FINANCIAL IMPLICATIONS**

The 2024 Property Tax Rate Bylaw is prepared based on the approved 2024 Operating Budget and includes a 2.90% tax increase.

### **ADMINISTRATIVE RECOMMENDATION**

That Council considers the following motion:

1. That Council give First Reading to Bylaw 1305.24, 2024 Property Tax Rate Bylaw for the Town of Blackfalds.

### **ALTERNATIVES**

- a) Council directs Administration to revise the current tax rate increase.
- b) That Council refer this item back to Administration for further consideration.

### **ATTACHMENTS**

- *Bylaw 1305.24, 2024 Property Tax Bylaw*
- *2024 Property Tax Calculations*
- *2024 Alberta School Education Property Fact and Information*

### **APPROVALS**



Kim Isaak  
Chief Administrative Officer



Department Director/Author



**BEING A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BLACKFALDS FOR THE 2024 TAXATION YEAR.**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Section 353 Chapter M-26 RSA 2000 and amendments thereto, for the purpose of imposing an annual property tax in respect of property in the municipality to raise revenue to be used toward the payment of expenditures and transfers set out in the budget of the municipality, and the requisitions.

**WHEREAS** the Town of Blackfalds has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council Meeting held November 28, 2023.

**AND WHEREAS** the estimated municipal expenditures and transfers set out in the budget for the Town of Blackfalds for 2023 totalling \$33,102,554.

**AND WHEREAS** the estimated municipal revenues and transfers from all sources other than taxation are estimated at:

\$	33,102,554	Operating Budget
\$	16,252,726	(-) Minus Funding from Other Sources
\$	3,873,855	(-) Minus Requisition (Budget) Funding
\$	500,000	(-) Minus Expected Joint Economic Taxes
<b>\$</b>	<b>12,475,973</b>	<b>Municipal Property Taxes</b>

**AND WHEREAS** the Town of Blackfalds, as per the annexation agreement, shall be authorized to levy taxation rates against the annexed lands as per the Lacombe County taxation rates of 2023.

**AND WHEREAS** the Council is authorized to classify assessed property and to assess rates of taxation as per the Lacombe County hereby covered under the annexation approval conditions

**AND WHEREAS** the requisitions are:

\$ 3,261,920	School Requisition - Residential	\$ 103,360	Residential & Non-Res.
\$ 611,935	School Requisition - Non-Residential		
<b>\$ 3,873,855</b>	<b>Total School Requisition</b>	<b>\$ 103,360</b>	<b>Lacombe Foundation</b>

**AND WHEREAS** the Council of the Town of Blackfalds is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; and

**AND WHEREAS** the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

**AND WHEREAS** Section 369 of the Act authorizes the Town of Blackfalds to impose a supplementary tax against properties listed on the supplementary tax roll and that the supplementary tax rates be the same as imposed in this bylaw.

**AND WHEREAS** the assessed values of all taxable property in the Town of Blackfalds as shown on the assessment roll is \$1,547,841,410.

**NOW THEREFORE** the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts:

**PART 1 – TITLE**

1. That this Bylaw shall be cited as the “**2024 Property Tax Bylaw**”.

**PART 2 – PURPOSE AND APPLICATION**

2. The Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Blackfalds.

<b>Municipal Purposes</b>	<b>Assessment</b>	<b>Mill rate</b>	<b>Total Collected</b>
Residential/Farmland	1,357,308,600	7.8112	10,602,209
Non-Residential	178,813,390	10.7268	1,918,095
Annexed Residential	7,682,470	2.5950	19,936
Annexed Non-Residential	4,036,950	5.6130	22,659
<b>Total Municipal Purposes</b>	<b>1,547,841,410</b>		<b>12,562,900</b>

<b>Alberta School Foundation</b>	<b>Assessment</b>	<b>Mill rate</b>	<b>Total Collected</b>
Residential/Farmland	1,364,991,070	2.3939	3,267,652
Non-Residential	175,171,940	3.5209	616,763
<b>Total Educational Purposes</b>	<b>1,540,163,010</b>		<b>3,884,415</b>

Note - Excludes M&E and Linear

<b>Lacombe Seniors Foundation</b>	<b>1,547,841,410</b>	0.0668	<b>103,396</b>
-----------------------------------	----------------------	--------	----------------

<b>DIP Property</b>	<b>16,737,960</b>	0.0765	<b>1,280</b>
---------------------	-------------------	--------	--------------

<b>Total Tax Levy</b>			<b>16,551,991</b>
-----------------------	--	--	-------------------

**PART 3 - DATE OF FORCE**

3. That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2024.

(RES. )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2024.

(RES. )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2024.

(RES. )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

Town of Blackfalds  
2024 Property Tax Calculation

Worksheets

As of  
March 20, 2024



**Table 1**  
**Town of Blackfalds**  
**Number of Assessment Records**

	<b>2022</b>	<b>2023</b>	<b>Increase</b>	<b>% Change</b>
Residential	3779	3816	37	1.0%
Residential Vacant	281	244	-37	-13.2%
Mobile Homes	177	177	0	0.0%
Farm Land	14	13	-1	-7.1%
Annexed Residential	9	9	0	0.0%
Annexed Acreages	6	6	0	0.0%
Annexed Farm Land	7	7	0	0.0%
Annexed Farm Improvements	7	7	0	0.0%
Annexed Farm Additions	1	1	0	0.0%
Annexed Farm land	14	14	0	0.0%
Machinery & Equipment	2	2	0	0.0%
Commercial	46	50	4	8.7%
Vacant Commercial	14	11	-3	-21.4%
Industrial	84	84	0	0.0%
Vacant Industrial	18	18	0	0.0%
Power & Pipeline	18	17	-1	-5.6%
DIP - Land & Building	4	4	0	0.0%
DIP - Machinery & Equipment	5	5	0	0.0%
Annexed Land & Improvements	4	4	0	0.0%
Annexed Machinery & Equipment	2	2	0	0.0%
Exempt	213	213	0	0.0%
Seniors Complex	2	2	0	0.0%
<b>Totals</b>	<b>4707</b>	<b>4706</b>	<b>-1</b>	<b>-0.02%</b>

Table 2

**2024 Tax Year - 2023 Assessment Analysis  
Area by Property Type Analysis (Including Linear)**

Type	Code	Description	Growth & Policy					
			Previous	New assessment	Change	Inflation	Growth	Inflation
	1000	Residential	1,235,137,860	1,314,495,600	16,843,340	62,514,400	1.36%	5.06%
	4000	Residential Vacant	35,440,110	32,495,250	(2,944,860)	-	-8.31%	0.00%
	1100	Mobile Homes	8,824,500	10,236,740	370,110	1,042,130	4.19%	11.81%
	5000	Farm Land	83,010	81,010	(2,000)	-	-2.41%	0.00%
<b>Total Residential</b>			<b>\$1,279,485,480</b>	<b>\$1,357,308,600</b>	<b>\$14,266,590</b>	<b>\$63,556,530</b>		<b>4.97%</b>
	120	Annexed Residential	3,706,460	3,853,160	-	146,700	0.00%	3.96%
	122	Annexed Acreages	17,490	17,490	-	-	0.00%	0.00%
	140	Annexed Farm Land	1,341,280	1,341,280	-	-	0.00%	0.00%
	141	Annexed Farm Improvements	1,844,000	1,918,000	-	74,000	0.00%	4.01%
	142	Annexed Farm Additions	268,710	287,450	-	18,740	0.00%	6.97%
	101	Annexed Farm land	265,090	265,090	-	-	0.00%	0.00%
<b>Total Annexed Residential</b>			<b>\$7,443,030</b>	<b>\$7,682,470</b>	<b>\$0</b>	<b>\$239,440</b>		<b>3.22%</b>
	1001	Machinery & Equipment	6,728,740	6,935,220	-	206,480	0.00%	3.07%
	2000	Commercial	68,534,920	83,452,370	13,941,230	976,220	20.34%	1.42%
	2001	Vacant Commercial	6,687,550	5,371,740	(1,315,810)	-	-19.68%	0.00%
	3000	Industrial	54,392,810	56,008,910	265,800	1,350,300	0.49%	2.48%
	3001	Vacant Industrial	10,648,300	10,307,190	(341,110)	-	-3.20%	0.00%
	6000	Power & Pipeline	15,556,820	16,356,540	799,720	-	5.14%	0.00%
	8000	DIP - Land & Building	148,700	149,170	470	-	0.32%	0.00%
	8001	DIP - Machinery & Equipment	235,060	232,250	(2,810)	-	-1.20%	0.00%
<b>Total Non Residential</b>			<b>\$162,932,900</b>	<b>\$178,813,390</b>	<b>\$13,347,490</b>	<b>\$2,533,000</b>		<b>1.55%</b>
				\$175,171,940				
	220	Annexed Land & Improvements	3,544,530	3,526,020	-	(18,510)	0.00%	-0.52%
	251	Annexed Machinery & Equipment	495,490	510,930	-	15,440	0.00%	3.12%
<b>Total Annexed Non Residential</b>			<b>\$4,040,020</b>	<b>\$4,036,950</b>	<b>\$0</b>	<b>(\$3,070)</b>		<b>-0.08%</b>
	7000	Exempt	189,212,120	198,744,150	1,779,720	7,752,310		
	9000	Seniors Complex	384,690	395,890		11,200		
<b>Exempt</b>			<b>\$189,596,810</b>	<b>\$199,140,040</b>	<b>\$1,779,720</b>	<b>\$7,763,510</b>		
<b>Blackfalds Total</b>			<b>\$1,643,498,240</b>	<b>\$1,746,981,450</b>	<b>\$29,393,800</b>	<b>\$74,089,410</b>	<b>2.02%</b>	<b>5.10%</b>

**Table 3  
Town of Blackfalds  
Taxation Revenue Analysis**

2023 Actual				
General Area		Annexation Area		Total
Residential	Non-Residential	Residential	Non-Residential	

**Assessment -**

<b>2022 Assessment (Updated)</b>		<b>\$1,279,485,480</b>	<b>\$162,932,900</b>	<b>\$7,443,030</b>	<b>\$4,040,020</b>	<b>\$1,453,901,430</b>
Add:						
Overall Market Appreciation	4.97%	\$ 63,556,530				\$ 63,556,530
Overall Market Appreciation	1.55%		2,533,000			2,533,000
Overall Market Appreciation	3.22%			239,440		239,440
Overall Market Appreciation	-0.08%				(3,070)	(3,070)
<b>Subtotal</b>		<b>\$1,343,042,010</b>	<b>\$ 165,465,900</b>	<b>\$ 7,682,470</b>	<b>\$ 4,036,950</b>	<b>\$ 66,325,900</b>
New Assessable Properties	1.12%	14,266,590		-		14,266,590
New Assessable Properties	8.19%		13,347,490			13,347,490
<b>Subtotal</b>		<b>\$ 14,266,590</b>	<b>\$ 13,347,490</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,614,080</b>
<b>2023 Assessment</b>		<b>\$1,357,308,600</b>	<b>\$ 178,813,390</b>	<b>\$ 7,682,470</b>	<b>\$ 4,036,950</b>	<b>\$ 1,547,841,410</b>

**Taxable**

<b>Residential Growth</b>	<b>1.11%</b>
<b>Non-Residential Growth</b>	<b>7.99%</b>
<b>Average Growth (Weighted)</b>	<b>1.90%</b>
<b>Residential Market Value Increase</b>	<b>4.96%</b>
<b>Non-Residential Market Value Increase</b>	<b>1.52%</b>
<b>Average Market Value (Weighted)</b>	<b>4.56%</b>

**Tax Rates**

**2024 Actual**

Residential	7.8112		
Residential - County	10,490,770	2.5950	
Non-Residential - County			5.6130
Non-Residential		10.7268	

**Municipal Tax Revenues**

**2024 Forecasted Municipal Tax Levy**

<b>2024 Levy</b>										
<b>2023 Levy (includes supplementary)</b>	\$	10,195,123	\$	1,724,905	\$	19,315	\$	22,677	\$	11,962,019
<b>% Increase</b>	2.90%	295,659		50,022						345,681
<b>Subtotal</b>		<b>\$ 10,490,781</b>	<b>\$ 1,774,927</b>	<b>\$ 19,936</b>	<b>\$ 22,659</b>	<b>\$ 12,308,304</b>				
<b>Assessment Growth</b>		111,439	143,176	-	-	254,615				
<b>Non - Res Split Premium</b>						-				
Total Revenue (excludes Supplementary)	\$	10,602,221	\$	1,918,103	\$	19,936	\$	22,659	\$	12,562,919
% Split		84.68%	15.32%							

**Total Additional 2024 Revenue from budget\* \$88,116**

**2024 Average Tax Rate Increase (includes influence of Lacombe County Tax Rate changes) 2.89%**

## Alberta Seniors Benefit:

This program provides monthly cash benefits for eligible seniors with low income. It provides support in addition to the federal benefits received including Old Age Security and Guaranteed Income Supplement.

Learn more about this program and find out if you are eligible at: <https://www.alberta.ca/alberta-seniors-benefit.aspx> or call the Alberta Supports Contact Centre at 1-877-644-9992.

## Can I direct my education property tax to a private school?

No. By provincial law, money collected through the education property tax can only be used to fund the public education system, which includes public and separate schools. Private school funding comes from three sources: provincial general revenues, tuition or instruction fees paid by parents, and private fundraising.

## Why are property owners asked to declare their faith?

In Alberta, the Constitution guarantees Roman Catholic citizens' minority rights to a separate education system. In communities with separate school jurisdictions, property owners can declare they are of the Roman Catholic faith so their education property tax dollars can be directed to those separate school jurisdictions.

## For more information

### Contact your municipality regarding:

- the assessed value of your property;
- market value assessment;
- declaration of school board support; or
- monthly tax installment plans.

Seniors - Contact Alberta Supports Contact Centre:

toll-free at 1-877-644-9992, or visit the website at <https://www.alberta.ca/seniors-and-housing.aspx> for more information on:

- the Seniors Property Tax Deferral Program;
- the Alberta Seniors Benefit; or
- other provincial programs and services for seniors.

### Contact the Government of Alberta education property tax line:

780-422-7125 (toll-free in Alberta by first dialing 310-0000)

### Education funding information:

Details of the Alberta School Foundation Fund are published in the Alberta Education Annual Report, available online at: <https://www.alberta.ca/government-and-ministry-annual-reports.aspx>

Overall education funding information can be found online at: <https://www.alberta.ca/k-to-12-education-funding-model.aspx>

# Education property tax

Facts and information

## Facts

An accessible, quality education system is a priority for this government, and for all Albertans. Funding to the K-12 education system incorporates two revenue sources – general provincial revenues and education property taxes. Using two revenue streams provides stability for education funding.

In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

## F.A.Q.s

### What does the education property tax pay for?

The education property tax supports all public and separate school students. The education property tax helps pay for instructional costs including teacher salaries, textbooks, and other classroom resources.

### How is my share of the education property tax calculated?

Your share is based on the assessment value of your property and the local education property tax rate.

A decrease in the local education property tax rate can help lessen the impact of assessment value increases on your individual tax bill.

### Where does the education property tax go?

The money collected from the education property tax goes to fund Albertans' priorities in education. The education property tax is pooled into the ASFF and then distributed among Alberta's public and separate school boards on an equal per-student basis.

All separate school boards in the province have opted-out of the ASFF, which means they requisition and collect property tax money from the municipalities directly. Any difference between what an opted-out board collects and what they are entitled to receive is adjusted for so there is no financial gain to a school jurisdiction that opts out of the ASFF.

### How does the province collect the education property tax?

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system.

Municipalities collect the education property tax from ratepayers and then forward it to the province for deposit into the ASFF.

### Why is education partially funded through property tax?

The education property tax provides Alberta's education system with a stable and sustainable source of revenue. Pooling the education property tax in the ASFF ensures that students receive a quality education regardless of their municipality's assessment wealth.

### Does everyone pay the education property tax?

All property owners pay the education property tax (with some exceptions, such as some non-profit organizations and seniors' lodge facilities). People who rent or lease property may also contribute indirectly through their monthly rent or lease payments. As the education system benefits all Albertans, people without children in school also pay the education property tax.

Every Albertan benefits from a quality education system. The education property tax supports an education system that is producing the workforce of tomorrow.

### Do seniors have to pay the education property tax?

The education tax is a tax on property assessment; therefore, seniors who own property must pay the education property tax. The Government of Alberta has implemented programs to assist seniors.

### Seniors Property Tax Deferral Program

The Seniors Property Tax Deferral Program allows eligible senior homeowners to defer all or part of their property taxes through a low- interest home equity loan with the Alberta government. The government then pays the property taxes on behalf of the eligible homeowner. The loan does not have to be repaid until the property is sold or sooner if they so choose. For more information, please visit [www.alberta.ca/seniors-property-tax-deferral-program.aspx](http://www.alberta.ca/seniors-property-tax-deferral-program.aspx)



---

**MEETING DATE:** March 26, 2024  
**PREPARED BY:** Shelby Craig, Marketing & Communications Team Lead  
**PRESENTED BY:** Justin de Bresser, Director of Corporate Services  
**SUBJECT:** **Council Policy CP-182.24 - Social Media**

---

**BACKGROUND**

The Town of Blackfalds maintains a consistent standard throughout the organization, including the use of social media. This policy is meant to facilitate and govern the standards of communication on all social media venues through Council, to ensure consistency and openness.

**DISCUSSION**

The Council Social Media Policy went to Standing Committee of Council on March 18, 2024 where some of the verbiage was discussed, and clarification was needed within the Policy and the Committee was unanimous in recommending it be brought forward for to Council for approval.

**010/24** Councillor Coulter moved That Standing Committee of Council recommends that Council Policy - Social Media be brought forward to the next Regular Council Meeting for approval.

**CARRIED UNANIMOUSLY**

The Policy's verbiage and expectations have been updated, as requested by the Council. Specifically, point 6.6.1, as well as the difference between expectations of the Town's social media, which will be in a separate Administrative Policy, and Council's use of social media.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this Policy.

**ADMINISTRATIVE RECOMMENDATION**

That Council considers the following motion:

1. That Council adopt Council Policy CP-182.24, Social Media.

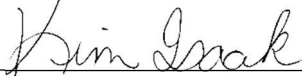
**ALTERNATIVES**

- a) That Council refer this item back to Administration for further consideration.

**ATTACHMENTS**

- *Council Policy CP-182.24, Social Media*
- *The Town of Blackfalds Social Media Strategy*

**APPROVALS**

  
\_\_\_\_\_  
Kim Isaak,  
Chief Administrative Officer

  
\_\_\_\_\_  
Department Director/Author

## SOCIAL MEDIA

<b>POLICY NO.</b>	CP - 182.24
<b>DIVISION DEPARTMENT</b>	Marketing and Communications
<b>REVIEW PERIOD</b>	Every 4 years or upon legislative change

### 1. POLICY PURPOSE

- 1.1 To facilitate and govern the standards of communication on all social media venues used by members of Council to ensure consistency and openness throughout the organization.
- 1.2 A separate Administrative Social Media policy will guide town-owned social media page standards.

### 2. POLICY STATEMENT

- 2.1 The Town of Blackfalds recognizes the value of Council using social media to both engage with their constituents as well as deliver effective and accessible communication of Town happenings, events, and goals of the Town.

### 3. DEFINITIONS

- 3.1 **“Administration”** means employees of the Town.
- 3.2 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act*, of Alberta, as amended.
- 3.3 **“CAO”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.4 **“Social Media”** means online communities of people who share interests and/or activities, or who are interested in exploring the interests and activities of others through two-way communication. Popular methods of social media/networking include Facebook, Twitter and Instagram.
- 3.5 **“Town”** means the municipality of the Town of Blackfalds.

### 4. SCOPE

- 4.1 This Policy applies to members of Council.

## **5. AUTHORITY AND RESPONSIBILITIES**

### **5.1 Council to:**

- 5.1.1 Adopt and support this Policy by resolution.
- 5.1.2 Use social media understanding that statements made by Councillors, whether personal or work-related, on personal or official Social Media platforms will reflect on the reputation of the Councillor and the Town of Blackfalds and, therefore, are required to be made in a professional manner.
- 5.1.3 Promote municipal and community activities, events, groups and associations.
- 5.1.4 Report items from the Town's official Social Media pages or publicly available documents.
- 5.1.5 Consider Town messaging before engaging in public discussion. When a decision has been made by the Council, the announcement should be made by the official spokesperson in conjunction with the official communications from the Town.

### **5.2 Chief Administrative Officer to:**

- 5.2.1 Advise Council on the development, implementation, and amendment of this Policy.
- 5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

## **6. POLICY GUIDELINES**

### **6.1. How to use Social Media as a Council member:**

- 6.1.1 The following statement should be displayed on any Social Media account "The views here are my own and may not represent official Town of Blackfalds communication. The Town's official account is Town of Blackfalds." If the Councillor has separated their personal accounts from their official accounts, the statement should be on the official account;
- 6.2.1 Post information in a polite and professional manner;
- 6.3.1 Invite and encourage respectful discussion;
- 6.4.1 Be accurate, fair, thorough and transparent;
- 6.5.1 Listen to dissenting opinions and respond in a respectful manner;
- 6.6.1 Post at Council's leisure and respond to comments in a timely manner;

- 6.7.1 Repost items provided by the Town, other Town organizations, or other Councillors to enhance the awareness of Town initiatives;
  - 6.8.1 Ensure any information shared is already in the public realm;
  - 6.9.1 Never comment on confidential affairs;
  - 6.10.1 Be wary of reposting content that is from an unofficial source;
  - 6.11.1 Advise residents to speak to staff if there is an issue they wish to follow up further;
  - 6.12.1 Provide links to Town information if false information is circulating or being discussed;
  - 6.13.1 Only share town communications during an emergency when directed. If this is being done, also include where residents can get up-to-date information as it's released;
- 6.2. Engagement on Social Media is not considered official correspondence with Council due to their momentary existence and the inability to verify authenticity and/or a proper way for Council to respond officially. For proper communications to elected officials, any member of the public who wishes their comments to be passed along to the Council will be notified of official methods so the Council's response can be recorded accurately.
- 6.3. Council shall have no authority to direct the content, administration, creation, or usage of any official Town of Blackfalds Social Media profiles. Council will acknowledge that Administration's role is to determine best practices for Social Media communications with citizens, and to determine which (if any) platforms will serve the same.
- 6.3.1 Council may provide ideas for content such as providing pictures of official duties, event attendance, etc. but on the understanding that those ideas shall be considered by Administration, and not necessarily implemented, as there are schedules of content created by Administration to coincide with budgets, events, and other various projects.

## **7. EXCLUSIONS**

None

## **8. SPECIAL SITUATIONS**

None

**9. RELATED DOCUMENTS**

- 9.1. Social Media Strategy
- 9.2. Adopting New Channels Plan

**10. END OF POLICY**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**POLICY RECORD HISTORY**

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

**ADMINISTRATIVE REVISIONS**

Date	Description

Box 220 | 5018 Waghorn St  
Blackfalds, AB | T0M0J0  
403.885.4677  
www.blackfalds.ca



# BLACKFALDS SOCIAL MEDIA STRATEGY

Strategy to be used in accordance to the Social Media Policy

Policy No.

Prepared by

**Shelby Craig**

Marketing and Communication Team Lead

Framework proposed

**03/01/2024**

**BLACKFALDS**  
ALBERTA

# THANK YOU

Social media has and will continue to evolve as technology grows, opportunities increase, and the need for connection remains. Social media is one of the best ways to connect with friends, family, and, yes, constituents!

While newspapers and newsletters still offer some advantages, social media is continuously updated in real-time, which means that our residents can have the most up-to-date information possible (as long as it's accurate.)

This document will provide best practices, tips, tricks, and cautions to running social media, campaigns, or marketing.

Should you choose to read further, please know that your MarCom team will be here every step of the way. If you need us for anything, don't hesitate to contact us!

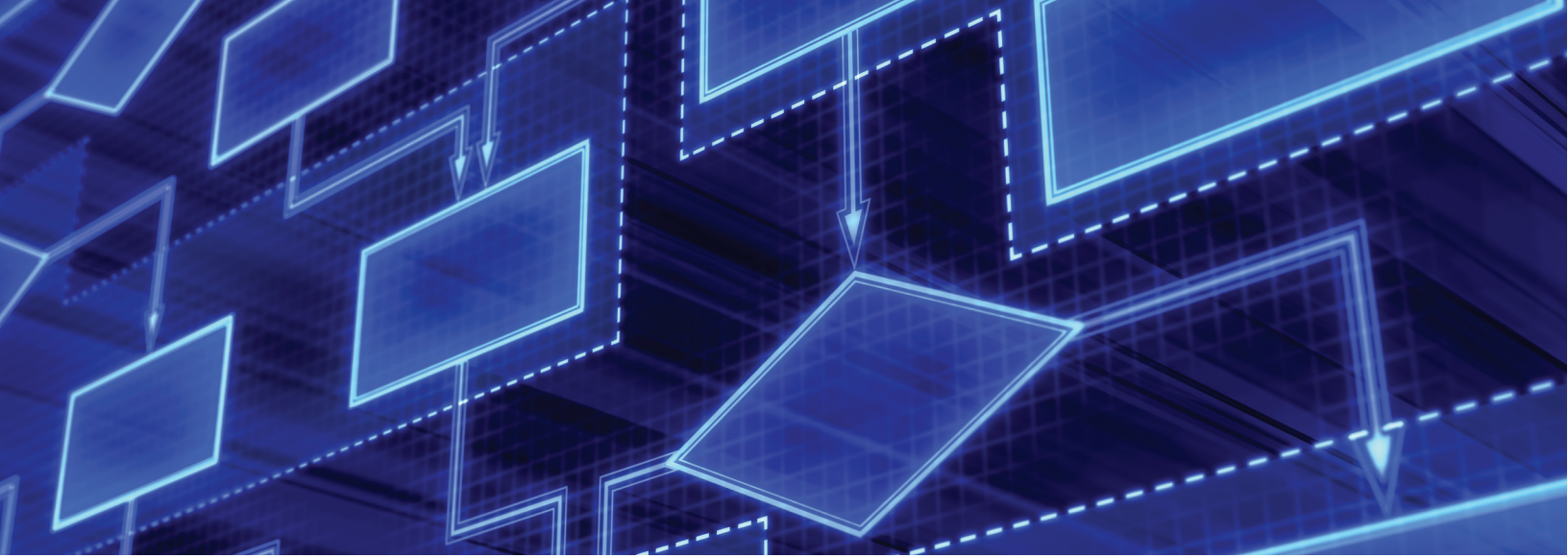
Happy Reading!

**The MarCom Team**

# CONTENT

<b>OUR GOAL</b>	<b>4</b>
.....	
<b>OUR STORY</b>	<b>5</b>
.....	
<b>PLATFORMS</b>	<b>6</b>
.....	
<b>WHEN TO USE SOCIAL MEDIA</b>	<b>7</b>
.....	
<b>THE ROLES WE PLAY</b>	<b>8</b>
.....	
<b>NEED TO KNOW</b>	<b>12</b>
.....	
<b>RULES &amp; POLICIES</b>	<b>14</b>
.....	
<b>BRAND CONSISTENCY</b>	<b>15</b>
.....	
<b>WATCH FOR QUALITY</b>	<b>16</b>
.....	
<b>FINAL NOTE</b>	<b>18</b>
.....	





## WHAT IS YOUR GOAL?

To connect and inform Blackfaldsians of everything they should be privy to. Whether that be a change in event, emergencies, reminders, taxes, budget approvals, council meetings, even a skunk being trapped in the skateboard park. By informing our residents regularly, they know they are important and are more likely to engage with us.

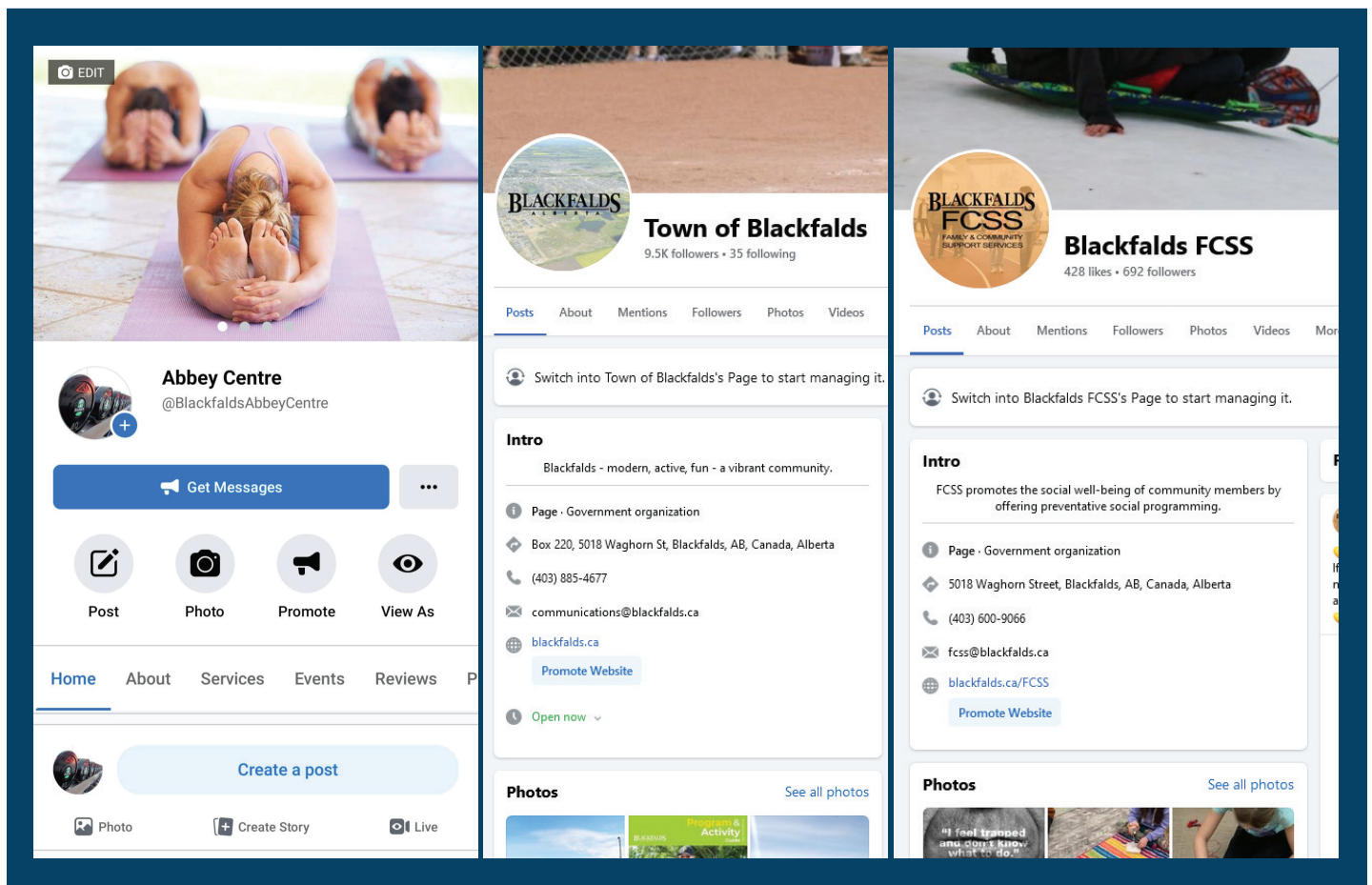
### GUIDING PRINCIPLES

- Provide the most accurate and up to date information for residents.  
Ensure that if the information is found to not be correct, immediately update to provide new details as to not spread misinformation (more on that to come!)
- Use platforms that best relate to your demographic. Only use as many platforms as your team can run - too many apps without people to run can result in static, dry content.
- Post frequently to your social media platforms.



# 1 | OUR STORY

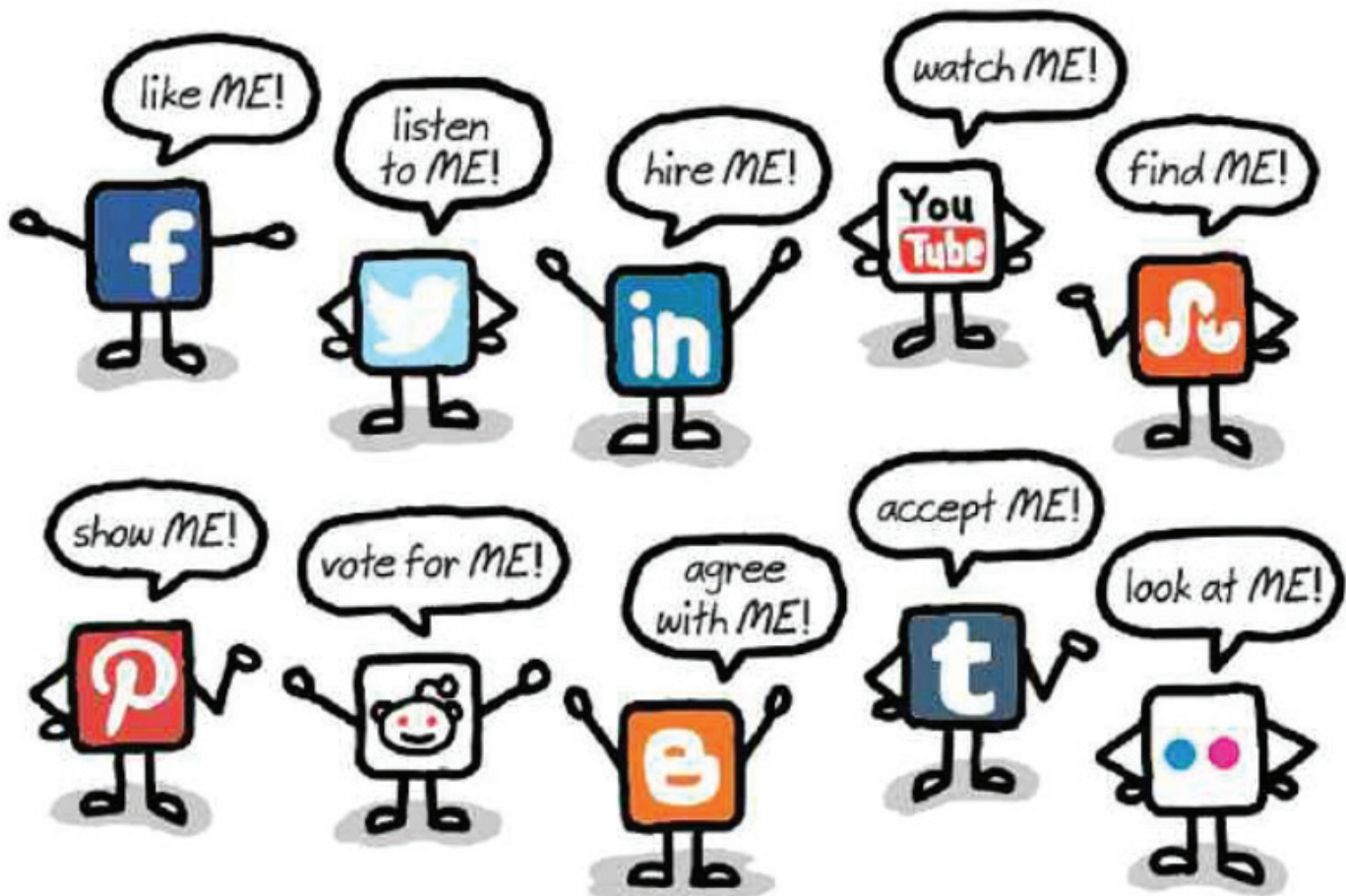
The Town of Blackfalds did not have a large social media presence, considering our population and demographic. Our humble beginnings began by informing our residents about news in our daily paper and neighbouring community publications. Our social media running started in 2009 on Facebook, and since then, we have branched off into LinkedIn, Twitter (X), and Instagram. In the past few years, our audience has increased significantly, mainly because our young children are now growing into teens and young adults. Our following did not come easily - it takes conversing with the public, answering questions, and publishing content that everyone wants to see.



# 2 | PLATFORM? ... AND NEXT STEPS

## SECTION 1

The current social media landscape at ToB is directed in three main areas, Facebook, X, and Instagram. (We also use LinkedIn, and YouTube.) These are the three largest social media platforms currently, and we need to be using these channels to the best of our ability.



wronghands1.wordpress.com ©John Atkinson, Wrong Hands



**FACEBOOK**

### Like ME

Facebook has over 1.15 billion users (and 1 million active users) and is one of the main sites that every business or organization should be on. With that many users, it's almost a guarantee that a large part of our target audience is on Facebook.



**X**

### Listen to ME

X is one of the best tools and is a practical, useful and fun way of sharing information. It is effective because it requires people to be brief and get their message across in 140 characters or less! It is one of the most effective way to relay information in real-time and provide live updates.



**YOUTUBE**

### Watch ME

YouTube's 1 billion unique users visit the video-sharing website every month. Like Facebook, it's a very powerful tool with a likelihood that our ideal target market is using or watching videos on YouTube.



**INSTAGRAM**

### Follow ME

Instagram is a photo and video sharing networking service and allows users to upload media that can be edited with filters and follow hashtags and location tagging. With over 1 billion monthly active users, we use this platform to share photos and encourage users to find more information.



**LINKEDIN**

### Hire ME

LinkedIn is a business and employment-orientated online service. It is mainly used for professional networking and allows us to post our job opportunities, Request for Proposals and Request for Decisions. This platform makes it easy for potential employees to find us and for us to find them.



# 3 | WHEN DO WE USE SOCIAL MEDIA

## HAVE ANYTHING TO SHARE WITH THE PUBLIC? USE SOCIAL MEDIA

Social media should be used every time there is something that the public needs to know. Yes, we have LED signs, newsletters, and open houses, but social media is the most tried and true avenue to getting the information out as fast as possible.

### TIPS

Successful implementation of social media requires regular and continuous coordination and monitoring. Content should be fun, energetic, informative, and meaningful to our readers,

and regularly updated. Weak monitoring and lack of awareness of the issues being discussed will turn off your followers, and eventually, they will tune you out.

## WHAT TO SAY, AND how to say it

If you want something on social media, we have to start with a plan first and foremost.

---

### GETTING READY

- Set your desired outcomes for your social media campaign
- Identify the most likely barriers you will have to come across while achieving these outcomes
- Identify the most meaningful and realistic ways to overcome these barriers

---

### GETTING SET

- Identify who you want to connect with and what platforms they are most likely to participate in
- Provide clear content that will resonate with your citizens and stakeholders
- Select the tools with the best capacity to reach your citizens and carry your content

---

### GO!

- Develop an action plan to engage online and start making those needed connections
- Evaluate the effectiveness of your online engagement via social media.

## BE S.M.A.R.T

**Specific** - Outcomes that are exact and focus on the five W's (who, what, where, when and why).

**Measurable** - Concrete criteria for measuring process - how much, how many?

**Attainable** - Outcomes that can be achieved through effective planning

**Realistic** - Outcomes that you are willing and able to work on

**Timely** - A goal should be grounded within a time frame

# 4 | THE ROLES WE PLAY

Social Media in Government vs Administrative Governance

## ELECTED OFFICIALS



Social media can allow elected officials to directly and personally connect with residents and stakeholders



Use social media to clarify misinformation and share information in a timely manner



Use social media to listen to people's concerns and following trendy conversations

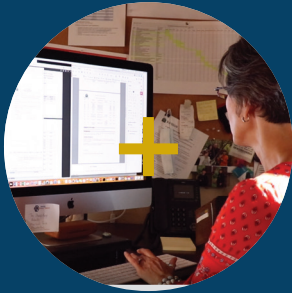
## LOCAL GOVERNMENT

---

Elected officials can use their social media presence to an incredible advantage. They can inform their constituency of what's going on in Town, ask questions, correct misinformation and encourage a two-way communication.

There are those who still continue to write emails and write letters to their council members but with a demographic as young as Blackfalds, social media is a must for those who wish to connect and engage with their public.

# ADMINISTRATION



Administration is in charge of running the Town's social media platforms and scheduling content



Administration will always follow best practices and guidelines for all social media platforms



Monitor and engage with those seeking answers, asking questions and requesting information.

---

## ADMINISTRATION WILL

Help with social media plans and campaigns, providing knowledge and advice to get the best results

Continually create content for social media, whether that be video, photos, etc.

Provide knowledge to better help staff and Council interact and engage with the public online.

## WHO DOES WHAT AND WHEN

**Designated Social Media Coordinator(s)** will be responsible for all posts on main "Town of Blackfalds" social media sites and will be available to assist department representatives with any questions or concerns regarding their social media activities.

**Department Representatives** will be responsible for all posts made on their department/program social media pages. Suppose a program or department does not have a social media page. In that case, it is the department representative's responsibility to send information to be posted on the main "Town of Blackfalds" pages.



# 5 | WHAT YOU NEED TO KNOW

First off, become familiar with who in your organization is running the social media and who you will work with to start your campaign. This will typically be Communications, Corporate Services, or Marketing & Communications. They will always be the lead when it comes to social media, regardless of who creates the campaign.

## **TROLLS**

Social media and trolls go hand in hand!

There will always be those who question, argue and try their best to get a reaction. It can be difficult and frustrating, but these trolls must be handled professionally.

- Respond as quickly as possible where and when you can, use appropriate references
- Be honest and transparent - trolls can sniff out misinformation quickly.
- Maintain professionalism but try not to follow the same mundane script.
- Be human, be friendly!
- Provide an alternative method of communication if the discussion escalates. Encourage them to reach out to the content expert via phone or email. Move the conversation offline if possible.
- Record any harmful or negative content as well as the response.



*It is important to anticipate what negative feedback could present itself and plan ahead for responses.*

## THINK TWICE

---

As our social media is viewed and followed by many, it is vital that, before posting, you take a moment to re-read, double-check and think twice before making the final decision to publish.

- Is the website linked? Posts should aim to be brief and redirect a visitor to content residing with the Town of Blackfalds website.
- Is it private? Privacy does not exist in social media. Carefully consider the content you are going to post. Would you be willing to say what you are about to post to the media?
- Is it accurate? Always review your content for grammatical and spelling errors. Be sure your facts are correct before you post.
- Is it high quality? Use common sense and exercise good judgment, discretion, and thoughtfulness when posting content on social media channels.
- Is it respectful? Always be sure to remember that social media should encourage comments or discussion. Responses should be considered in light of how they would reflect the poster and/or the town and its institutional

voice.

- Who is your audience? Post news, events and items that are relevant to the target audience.
- Are your sites updated? Social media users are looking for up to date information, so keep your sites fresh with relevant information. Each social media outlet is designed differently, but all are most effective when used daily.
- Is your imagery safe? Imagery posted on social media sites can be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing.
- Does it adhere to the terms of service? If you're not familiar with the Terms of Service of the platform you are using, be sure to brush up and double check that you are following all the proper guidelines and rules.



*The Town of Blackfalds name and brand are represented by its people and what you publish will inevitably reflect on that brand.*

# 6 | RULES AND POLICIES

## How To Run Social Media And Not Get In Trouble!

### FYI

---

- Do not post confidential or proprietary information about the Town of Blackfalds staff or users.
- When posting, be mindful of the copyright and intellectual property rights of others and the Town.
- Do not use the Town of Blackfalds name to promote a product, cause, or political party or candidate.
- Obey the Terms of Service of any Social Media Platform employed.
- For accounts with multiple administrators, place your name or initials at the end of each post to show that you have “signed off” or approved the post. This will also help our social media page seem more personable and less like a faceless page.
- Be mindful that whatever you publish will be public for a long time, possibly for your entire career.
- Ensure that our online profiles and related content are consistent with how you wish to present your department and Town of Blackfalds to colleagues and stakeholders.
- The Town of Blackfalds name and brand is represented by its people and what you publish will inevitably reflect on that brand.
- Town computers and time on the job are reserved for Town related business as approved by supervisors and following the Information Technology policies.

### CONTEST RULES

- Be very clear with how to enter all contests, and include descriptions of prizes, eligibility, and always include a legal disclaimer such as,  
*“You must be a legal resident of Canada and 13 years or older at the time of entry. This contest is void where prohibited by law. Twitter Inc., and Facebook Inc., are not sponsors of this Contest, or recognize or provide endorsement of, or is in any way affiliated with this Contest. Town of Blackfalds reserves the right to disqualify any submission based on inappropriate content.”*
- For photo contests, make sure that we include a disclaimer that states that by entering the contest, Town of Blackfalds has received permission to use the photos in online marketing.
- With instances of phishing and spam becoming an increasing concern, always use the following disclaimer: *\*BEWARE of any scam accounts pretending to be [Page]. [Page] will never request you to click on any links or ask you to enter a credit card. Please report any accounts pretending to be [Page] We will contact the winner directly by name and how to claim the prize.”*

# BRAND CONSISTENCY

The Town of Blackfalds brand who we are, and what we want to portray. With our approved visual brand guidelines, we must continue to provide consistent imagery and language. We can do that by ensuring consistency within our social media outlets and ensuring that the messages we send reflect these values.

- We must ensure the Town of Blackfalds Visual Standards Guide is shared with everyone who posts on behalf of Town of Blackfalds, this includes using the current wordmark.
- When setting up a new social media account, we should see the same username on all of the profiles. The main Town of Blackfalds page should always be simply titled “Town of Blackfalds.” Each department with its own social media should also ensure that they have the same names on every platform that we will be using.
- Use a high-quality version of our current logo for the main image/avatar on each platform, or include our current logo in a photo of the Town, as long as the logo will be large enough to be seen on screens.

## Brand Positioning Statement

*Blackfalds - modern, active, fun - a vibrant community of young families, thriving businesses and outstanding recreation opportunities.*

## Brand Story

*Blackfalds is a community of young hearted people with a shared enthusiasm for play. Experience our youthful vibe while you explore our trails and parks, take in family-friendly events, or enjoy your favorite sports and leisure activities. For parents with young children and the grandparents who chase them, for visitors who seek to discover fun, and for local businesses who promote the growth of a thriving community, Blackfalds is your place to play.*

# 7 | WATCH FOR QUALITY

Social media is a team effort, which means all of the Town staff must work together to make sure that the public is receiving the most accurate information. Mistakes happen, human error will always occur. Help your fellow staff member!

## TIPS

- Work with each other, and your communications lead to ensure accurate information.
- Monitoring each page, and notifying Social Media Coordinators of any quality issues, including but not limited to spelling and grammar errors, the accuracy of facts, and more.
- Create an annual calendar plan to ensure that we are promoting all Town of Blackfalds news and events.
- Social media coordinators shall watch each platform to ensure proper use.
- Write a combination of professional and fun updates and always include a link back to our website.
- Write in the same style and tone as we do on our website.
- Before putting anything online, get a copy proofed so there are no errors.
- Do not let your social media channels sit dormant! If you have them, you need to use them frequently or you will quickly lose followers.

## SUGGESTIONS

### GET INVOLVED

- If you have social media, get involved! Use our hashtags, mention your community and municipality in posts - share your love for Blackfalds with the public.

### USE IT ALL

- Use all social media accounts that best work with your staff, your demographic and your population.
- Should you find that a social media account is staying dormant or lacks content - delete it until you have the time and resources to supply content

### TRAINING

- Those who do not normally use social media, probably want to know the best practices! Don't be afraid to train, to teach and to share advice with those who may not know as much.





Box 220 | 5018 Waghorn St  
Blackfalds, AB | T0M0J0  
403.885.4677  
[www.blackfalds.ca](http://www.blackfalds.ca)

---

**MEETING DATE:** April 9, 2024

**PREPARED BY:** Laura Thevenaz, Infrastructure Services Manager

**PRESENTED BY:** Laura Thevenaz, Infrastructure Services Manager

**SUBJECT:** **Transfer Station Capital Project and Use Pay Options**

---

## **BACKGROUND**

The Town of Blackfalds Transfer Station has been under Town operation since 2010, when ownership was transferred over from the Lacombe Solid Waste Authority (now known as the Lacombe Regional Waste Services Commission – LRWSC) when Blackfalds opted out of membership. Based on historical imagery, it appears the Transfer Station was constructed between the late 1980s and early 1990s and was constructed around the same time as some other LRWSC transfer stations. Many of these other transfer stations are still in operation today and have infrastructure similar to that of the Blackfalds Transfer Station. There are currently no user fees for Blackfalds' residents to use the site, and the site is funded through utilities. The Transfer Station serves as an extra level of service to Blackfalds' residents to dispose of residential waste, responsibly dispose of household hazardous waste (HHW), recycling, and many other things that are not picked up weekly through the black and Blue Bin program. If the Town did not provide the Transfer Station service, residents would be required to take their residential waste and recycling materials to the City of Red Deer Waste Management Facility and pay a tipping fee each time.

The Transfer Station is open 40 hours per week, Tuesday through Saturday, and has a dedicated full-time Transfer Station Operator. Our Transfer Station Operators pride themselves on providing positive customer service and demonstrating professionalism in representing the community. These positive relationships are evidenced by residents' knowing the Operators on a first-name basis and even bringing treats or beverages to the Operators to show their appreciation. The Town occasionally hosts school groups interested in learning more about municipal solid waste and recycling operations.

Transfer Station services offered to Blackfalds' residents are extensive when compared to surrounding communities. As part of the site, services include the collection of residential solid waste, recycling, household hazardous waste (HHW) recycling, and other recyclable materials.

As part of the Town's 2024 Capital Projects, Transfer Station Upgrades Phase 2 was approved. Phase 2 Upgrades include:

- Rebuilding of Bin 2 wall;
- Electrical upgrade;
- Purchase of new seacan;
- Replacement of the existing office trailer; and
- Exterior lighting and enhanced security upgrade.

---

**DISCUSSION**

As previously mentioned, the Transfer Station is a free service for all Blackfalds residents with a utility account. Over the years, the cost of programs such as used oil recycling, household hazardous waste recycling, solid waste and recycling collection, etc., have increased significantly. The implementation of a user-pay system will allow the Town to recuperate some of its site operations costs. Please note that as part of the province's transition to Extended Producer Responsibility (EPR), the management of Household Special Products (HSP) will be managed by the EPR Producers effective April 1, 2025. If a user pay system for HSP services is implemented prior to EPR, the Town will discontinue charging for any disposal services after HSP EPR implementation.

Administration is seeking Council's direction on whether Administration should investigate options of a user pay system at the Transfer Station. This will include investigating options such as site entrance control devices and software, payment collection, which services will require payment for disposal, payment values, etc.

**FINANCIAL IMPLICATIONS**

None to conduct the analysis of the user-pay option. The cost of including user-pay options will be included in the overall project costs.

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

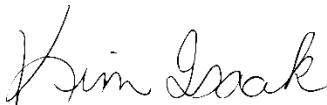
1. That Council instruct Administration to investigate options for a user-pay system at the Transfer Station as part of the Transfer Station Phase 2 Upgrades Capital Project.

**ALTERNATIVES**

- a) That Council refer back to Administration for more information.

**ATTACHMENTS**

None

**APPROVALS**

---

Kim Isaak,  
Chief Administrative Officer



---

Department Director/Author



**MEETING DATE:** April 9, 2024  
**PREPARED BY:** Rick Kreklewich, Director of Community Services  
**PRESENTED BY:** Rick Kreklewich, Director of Community Services  
**SUBJECT:** **Capital Purchase Amendment**

**BACKGROUND**

In the 2023 Council Budget Workshop, Community Services requested the capital purchase of a new truck in the amount of \$70,000 to replace the 2010 Ford F-150. The Ford F-150 currently has a reading of 114,476 kilometres. This particular vehicle was due for replacement in 2022 as per the Ten Year Capital Plan for Mobile Fleet & Equipment but has since been extended. The 2006 Chevrolet Van Express 1500 was due for replacement in 2021 as per the Ten Year Capital Pan for Mobile Fleet & Equipment and has also been extended to 2025. The van has a reading of over 144,000 kilometres.

**DISCUSSION**

Upon further consideration, Administration is seeking Council’s approval to move the van purchase slated for 2025 into the 2024 Capital Budget and extend the truck purchase to a future budget year. The van purchase is currently budgeted at \$50,000 in the 2025 Capital Budget.

**FINANCIAL IMPLICATIONS**

The difference between the truck and van capital purchase would equate to a savings of \$20,000 for 2024.

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council amend the 2024 Capital Budget to include the purchase of a van for Community Services in the amount of \$50,000 and remove the truck purchase in the amount of \$70,000.

**ALTERNATIVES**


- a) That Council refers this item back to Administration for additional information.

**ATTACHMENTS**

None

**APPROVALS**

  
\_\_\_\_\_  
Kim Isaak,  
Chief Administrative Officer

  
\_\_\_\_\_  
Department Director/Author

---

**MEETING DATE:** April 9, 2024

**PREPARED BY:** Preston Weran, Infrastructure & Planning Services Director

**PRESENTED BY:** Preston Weran, Infrastructure & Planning Services Director

**SUBJECT:** **Proclamation - National Public Works Week - May 19-25, 2024**

---

**BACKGROUND**

May 19<sup>th</sup> – 25<sup>th</sup>, 2024, is National Public Works Week this year. As a municipality, we have formally celebrated National Public Works Week for some time now, but we just recently formalized the process with a proclamation a few years ago.

**DISCUSSION**

I would like to personally thank my PWs team for their continued efforts to provide our residents, visitors, and businesses with the essential services we have all come to expect. Recently, the general public has shown their support for the frontline workers who have continued to work to keep the county running. But, with little mention of the men and women who work to keep our streets safe, our water clean and waste managed in our towns and cities.

This year APWA is proud to announce "**Advancing Quality of Life for All**" as the theme for the 2024 National Public Works Week. This year's exciting poster illustrates how public works professionals contribute to and enhance the quality of life in all the communities they proudly serve.

Public Works (and our CSD staff) keeps our community's rhythm moving by providing an orchestra of infrastructure services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks, and grounds, emergency management and first response, solid waste, and right-of-way management. Public Works provides the harmony needed for collaboration with all the stakeholders in capital projects, infrastructure solutions, and quality of life services.





During this special time of year, Administration would like to again formally recognize the energy, resources, and skills it takes for this team and support staff to keep our local services working throughout the year. We are asking Council to officially proclaim Public Works Week May 19<sup>th</sup> – 25<sup>th</sup>, 2024 for the Town of Blackfalds. There will be several posters that will be placed at strategic locations throughout Town. We will also place a personnel photo and information on the website if Council moves forward with approval of this proclamation as attached tonight.

### **FINANCIAL IMPLICATIONS**

Posters were approximately \$200 from Alberta Public Works Association (APWA) and are funded through the Streets operating budget.

### **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council move to proclaim May 19<sup>th</sup> – 25<sup>th</sup>, 2024 as Public Works Week in Blackfalds.

### **ALTERNATIVES**

- a) That Council refer this item back to Administration for more information.

### **ATTACHMENTS**

- *2024 National Public Works Week Proclamation*

### **APPROVALS**

Kim Isaak,  
Chief Administrative Officer

Department Director/Author



National Public Works Week

May 19–25, 2024

“Advancing Quality of Life For All”

Town of Blackfalds Proclamation

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of Blackfalds, Alberta; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in Blackfalds, Alberta, to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, Jamie Hoover, Mayor of the Town of Blackfalds do hereby designate the week of May 19–25, 2024, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Blackfalds, Blackfalds, Alberta, this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Mayor Jamie Hoover

**MEETING DATE:** April 9, 2024  
**PREPARED BY:** Sierra Fitch, FCSS Youth Programmer  
**PRESENTED BY:** Rick Kreklewich, Community Services Director  
**SUBJECT:** **Proclamation - National Youth Week May 1-7, 2024**

## **BACKGROUND**

National Youth Week, May 1 - 7 2024, is a celebration of youth held annually during the first week of May. It is a week of fun-filled interaction and a celebration intended to build a strong connection between youth and their communities. This weeklong event is an opportunity to profile the issues, accomplishments, and diversity of youth. National Youth Week is an exciting initiative to build and promote partnerships with youth, adults, businesses, government, schools, and the media. It is a celebration of youth.

## **DISCUSSION**

Youth often go unrecognized for the valuable contributions they make to communities and the social, economic, and civic landscape. Meaningful youth engagement emphasizes access, equality and social justice and leads to positive youth development. National Youth Week reminds us of the valuable contributions that youth can make to community development. National Youth Week provides a focal point within the year for increasing awareness of the benefits of positive youth development. It is an opportunity for people to learn about, and from, the youth of our community.

2024 is the sixth year that the Town of Blackfalds will celebrate National Youth Week. Whether it is recreation, drama, sport, dance, civic engagement, art, volunteerism or leadership, everyday young people are involved in meaningful activities during their discretionary time. National Youth Week is a time to honour their involvement.

## **FINANCIAL IMPLICATIONS**

The total budgeted amount for the 2024 Blackfalds Youth Week is \$1,000.

## **ADMINISTRATIVE RECOMMENDATION**

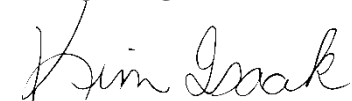
That Council consider the following motion:

1. That Council move to proclaim May 1 - 7, 2024, as National Youth Week in the Town of Blackfalds.

## **ATTACHMENTS**

- *2024 National Youth Week Proclamation*
- *2024 Blackfalds Youth Week Schedule of Events*

## **APPROVALS**



Kim Issak,  
Chief Administrative Officer



Department Director/Author

# BLACKFALDS YOUTH WEEK



MAY 1 - 7, 2024

## 2024 MAYORAL PROCLAMATION

**WHEREAS:** *Youth in the Town of Blackfalds are valued citizens in our community; and*

**WHEREAS:** *Through their energy, involvement and enthusiasm youth are a resource contributing to the well being of community; and*

**WHEREAS:** *The promotion of youth engagement supported by various segments of the community will encourage a greater understanding and acceptance of youth issues, accomplishments, and diversity across the municipality*

**WHEREAS:** *Celebration of youth in the Town of Blackfalds, other municipalities and across Canada during Youth Week will encourage youth participation in positive activities to build a strong connection between youth and their communities;*

**NOW THEREFORE I, Jamie Hoover, Mayor of the Town of  
Blackfalds**

**Do hereby proclaim the week of**

**May 1 - 7, 2024 as “YOUTH WEEK”**

**in the Town of Blackfalds.**

Signed on the day of \_\_\_\_\_, 2024

Mayor Jamie Hoover

Blackfalds FCSS • 5018 Waghorn Street • Blackfalds, AB T0M 0J0  
403.600.9066 • [www.blackfalds.ca/fcss](http://www.blackfalds.ca/fcss) • [fcss@blackfalds.ca](mailto:fcss@blackfalds.ca)

BLACKFALDS

# YOUTH WEEK



MAY 1 - 7, 2024

A WEEK FULL OF EVENTS! HERE'S THE SCOOP...

WEDNESDAY, MAY 1

## FIELD HOUSE DROP-IN

Have you been waiting for the perfect time to try a new sport? Maybe you're interested in perfecting your skills. Now is your chance! Join other youth in the Abbey Centre Fieldhouse for games and play. Best of all, it's FREE!

\*Please bring clean indoor shoes to wear during your time in the fieldhouse.

Grades 3 - 12 | 4:00 - 7:00 pm

Abbey Centre | Field House

No registration required.

THURSDAY, MAY 2

## YOUTH RECOGNITION NIGHT

Roll out the red carpet and make way for our youth volunteers and award recipients!

\*To be invited next year, please volunteer in your community.

Blackfalds Community Centre | Main Hall

Invite only.

FRIDAY, MAY 3

## MOVIE NIGHT

Bring your cozy blanket and/or wear your favorite pajamas; we're watching a movie together! We'll have pop, water, and snacks for you too.

\*Movie starts promptly @ 5:30pm. To cast your vote, please arrive 5-10 minutes early.

Grades 3 - 12 | 5:30 - 7:30 pm

Blackfalds Community Centre | Main Hall

No registration required.

SATURDAY, MAY 4

## LOCKDOWN ESCAPE ROOM

How are you with communication, leadership, and problem solving? Do you think you have what it takes to break out of an escape room? Join us as we take a trip to Lockdown Escape Rooms in Red Deer!

\*Bus leaves promptly at 3 pm

Grades 7 - 12 | 2:45 - 5:30 pm

Meet at Abbey Centre front doors.

[www.blackfalds.ca/register](http://www.blackfalds.ca/register)

SUNDAY, MAY 5

## INSPIRING VIRTUES SPARK YOUR CREATIVITY

A combination of creative methods, including arts-based activities and projects to fulfill youth needs for purpose, connection and creativity, improving peer collaboration, leadership skills and well-being.

Grades 4 - 6 | 5:30 - 7:30 pm

Blackfalds Community Centre

[www.blackfalds.ca/register](http://www.blackfalds.ca/register)

MONDAY, MAY 6

## BYC PIZZA PARTY

Blackfalds Youth Crew is inviting you to ping pong, pizza, and freezies! Will you be the all-time winner?

Grades 4 - 6 | 3:45 - 5:45 pm

Blackfalds Community Centre

[Download the registration form here](#)

TUESDAY, MAY 7

## BYC PIZZA PARTY

Blackfalds Youth Crew is inviting you to ping pong, pizza, and freezies! Will you be the all-time winner?

Grades 7 - 12 | 5:00 - 7:00 pm

Blackfalds Community Centre

[Download the registration form here](#)

## CENTRAL ALBERTA YOUTH UNLIMITED INTRO TO GRAPPLING/BJJ

An intro into the world of Grappling and Brazilian Jiu Jitsu. Learn basic techniques through interactive games and activities to see if you want to train more!

Grades 7 - 12 | 5:00 - 7:00 pm

CAYU Youth Centre Blackfalds | 4911 Broadway Ave

[www.blackfalds.ca/register](http://www.blackfalds.ca/register)





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR114211

April 3, 2024

His Worship Jamie Hoover  
Mayor  
Town of Blackfalds  
Box 220  
5018 Waghorn Street  
Blackfalds AB T0M 0J0

Dear Mayor Hoover and Council:

Thank you for your letter of March 13, 2024, regarding your request to defer holding a by-election for a vacant council seat, and explaining the challenges for the Town of Blackfalds if obligated to proceed.

I understand the rationale you have provided to defer filling the vacancy until the next general election on October 20, 2025.

The *Municipal Government Act (MGA)* requires a municipality to hold a by-election if a vacancy occurs more than 18 months before a general election. Accordingly, the by-election for Blackfalds would have to be held within 120 days of the vacancy occurring. However, the *MGA* also provides me with authority to extend the time for filling council vacancies until the next general election.

After consideration of the legislation and in the interest of the community, I am pleased to attach Ministerial Order No. MSD:023/24, granting the request to defer filling the vacancy on council until the next general election.

Thank you again for writing.

Sincerely,

Ric McIver  
Minister

Attachment: Ministerial Order No. MSD:023/24

cc: Kim Isaak, Chief Administrative Officer





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:023/24

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 166 of the *Municipal Government Act (MGA)*, make the following order:

That the date, as set out in Section 165 of the *MGA*, for holding a by-election in the Town of Blackfalds is extended until the next general election on October 20, 2025.

Dated at Edmonton, Alberta, this 28 day of March, 2024.

Ric McIver  
Minister of Municipal Affairs