

---

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 August 27, 2024  
3.2 Consent Agenda for August 27, 2024
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
  - b) **Adoption of Minutes**
    - o Regular Council Meeting Minutes - August 13, 2024
    - o Special Council Meeting Minutes - August 19, 2024
    - o Standing Committee of Council Meeting Minutes - August 19, 2024
  - c) **Council Reports**
    - o Mayor Hoover
    - o Deputy Mayor Sands
    - o Councillor Coulter
    - o Councillor Appel
    - o Councillor Svab
    - o Councillor Dennis
  - d) **Administrative Reports**
    - o Report for Council, CAO Report - August 2024
  - e) **Boards, Committee and Commission Minutes and/or Reports**  
None
  - f) **Information**
    - o City of Lacombe Council Highlights - August 12, 2024
  - g) **Correspondence**  
None

---

4. **DELEGATION**

- 4.1 Food Cycle Science - FoodCycler Program, *Farah Sheriffdeen (virtual)*

---

5. **PUBLIC HEARING**

- 5.1 Bylaw 1306.24 - Municipal Development Plan, Map 2 Amendments  
5.2 Bylaw 1307.24 - Land Use Bylaw Amendment, 4409 South Street Redistricting

---

6. **BUSINESS**

- 6.1 Request for Decision, Bylaw 1306.24 - Municipal Development Plan, Map 2 Amendments (4409 South Street) (*Second Reading*)  
6.2 Request for Decision, Bylaw 1307.24 - 4409 South Street Redistricting (*Second Reading*)  
6.3 Request for Decision, Proposed Subdivision - S-03-24 Aurora Heights Phase 5B  
6.4 Request for Decision, Proclamation - Alberta Development Officers Week  
6.5 Request for Decision, Bylaw 1312.24 - Fire Protection Bylaw (*First, Second and Third Reading*)  
6.6 Request for Decision, Bylaw 1313.24 - Cemetery Bylaw (*First Reading*)  
6.7 Request for Decision, EPR Transition - Curbside Recycling  
6.8 Request for Decision, 2024 Census Results

---

7. **NOTICES OF MOTION**

None

---

8. **CONFIDENTIAL**

None

---

9. **ADJOURNMENT**

**Future Meetings/Events:**

- Regular Council Meeting – September 10, 2024
- Standing Committee of Council Meeting – September 16, 2024

**MINUTES**

A Regular Council Meeting for the Town of Blackfalds was held on August 13, 2024, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Kim Isaak, Chief Administrative Officer  
Justin de Bresser, Director of Corporate Services  
Ken Morrison, Director of Emergency Management and Protective Services  
Darolee Bouteiller, Financial Services Manager  
Marco Jadie, IT Tech  
Danielle Nealon, Executive & Legislative Coordinator

**REGRETS**

Preston Weran, Director of Infrastructure and Planning Services  
Rick Kreklewich, Director of Community Services

**MEDIA**

None

**OTHERS PRESENT**

S/Sgt. Andrew Allan, RCMP  
Sgt. Brent Dueck, RCMP

**WELCOME AND CALL TO ORDER**

Mayor Hoover welcomed everyone to the Regular Council Meeting of August 13, 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**

Regular Agenda Business item 6.6 Request for Decision, Blackfalds RCMP Multi-Year Financial Plan was moved to item 6.1, and the remainder of the Business items were renumbered accordingly.

**225/24** Councillor Appel moved That Council adopt the Regular Agenda for August 13, 2024, as amended.

**CARRIED UNANIMOUSLY**

**226/24** Councillor Svab moved That Council adopt the Consent Agenda for August 13, 2024, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
  - Regular Council Meeting Minutes – July 23, 2024
  - Standing Committee of Council Meeting Minutes – August 6, 2024
- **Council Reports**  
None



**MINUTES**

- **Administrative Reports**
  - Report for Council, Enforcement and Protective Services Monthly Report – July 2024
  - Report for Council, Development & Building Monthly Report – July 2024
  - Report for Council, 2022 & 2023 Off-Site Levies Balances
- **Boards, Committee and Commission Minutes and/or Reports**
  - Municipal Planning Commission Meeting Minutes – June 25, 2024
- **Information**

None
- **Correspondence**
  - Letter from Minister Ric McIver, 2024 Canada Community-Building Fund (CCBF) Allocations – July 23, 2024

**CARRIED UNANIMOUSLY****DELEGATION****RCMP Semi-Annual Report Update**

S/Sgt. Andrew Allan and Sgt. Brent Dueck provided an overview of the RCMP's semi-annual report and statistics on policing activities.

**PUBLIC HEARING**

None

**BUSINESS****Request for Decision, Blackfalds RCMP Multi-Year Financial Plan**

Following the Delegation from S/Sgt. Andrew Allan and Sgt. Brent Dueck, CAO Isaak reviewed the RCMP's Multi-Year Financial Plan from April 1, 2025, to March 31, 2030, for Council's acknowledgment.

**227/24**

Deputy Mayor Sands moved That Council acknowledge support of the Multi-Year Financial Plan from April 1, 2025, to March 31, 2030, with an Agreement in Principle only and consideration as part of the Municipal annual budget development process.

**CARRIED UNANIMOUSLY****228/24**

Councillor Coulter moved That Council authorize the Mayor's signature of the Multi-Year Financial Plan from April 1, 2025, to March 31, 2030, acknowledging the Agreement in Principle and effective collaboration in strategic planning for policing expenditures over the term identified in the plan.

**CARRIED UNANIMOUSLY****DEPARTURE**

Councillor Svab declared a conflict of interest regarding the Mid-Term Strategic Plan – Addition to Action Items and left Council Chambers at 7:31 p.m.

**Council Motion, Mid-Term Strategic Plan – Addition to Action Items**

Councillor Appel moved her motion regarding the Mid-Term Strategic Plan, which was given notice at the July 23, 2024, Regular Meeting of Council.

**229/24**

Councillor Appel moved That Council consider adding advocacy for an Alberta Registry Service and increased services by Canada Post to action items under Strategic Priority 1 - Community Life, Focus Area - Connect Residents to Services and Services to Residents.

**CARRIED UNANIMOUSLY****ARRIVAL**

Councillor Svab re-entered Council Chambers at 7:36 p.m. following the closing of the Council Motion, Mid-Term Strategic Plan – Addition to Action Items.

**MINUTES****Request for Decision, Community Engagement Budget Survey & Open House Planning**

Manager Bouteiller presented for Council's review and approval the draft Community Engagement Budget Survey and the Community Information Expo Open House plans.

**230/24** Councillor Dennis moved That Council approve proceeding with the in-house budget survey.

**CARRIED UNANIMOUSLY**

**Request for Decision, Proposed Subdivision S-02-24 Aspen Lakes West Phase 2, Pt. SW 34-39-27-W4M**

On behalf of Director Weran, CAO Isaak brought forward the proposed subdivision for the Aspen Lakes West Phase 2 for Council's consideration of approval.

**231/24** Councillor Svab moved That Council, being the designated Subdivision Authority for the Town of Blackfalds, is satisfied that the proposed subdivision meets the relevant considerations, and move to APPROVE the subdivision of Pt. SW 34-39-27-W4M subject to the following conditions:

1. That pursuant to Section 84 of the *Land Titles Act*, the subdivision, as shown on the attached sketch, is registered by Plan of Survey.
2. That pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes are to be paid, or some other arrangements satisfactory to the Town of Blackfalds for payment thereof be made.
3. That pursuant to Section 655(1)(b) of the *Municipal Government Act*, the developer enter into a Development Agreement with the Town concerning the servicing and development of the subdivision.
4. That pursuant to Section 655(1) of the *Municipal Government Act*, that the owner/developer register utility easement right of way as per the requirements of the Town of Blackfalds and/or utility companies concurrent with or prior to registering the subdivisions Plan of Survey.

**CARRIED UNANIMOUSLY**

**Request for Decision, Off-Site Levies Bylaw Update**

CAO Isaak, on behalf of Director Weran, reviewed the current Off-site Levies Bylaw and required updates and revisions to bring the Bylaw up to date.

**232/24** Councillor Appel moved That Council approve the preliminary levy revisions as presented and instruct Administration to plan for public and developer consultation at the start of 2025.

**CARRIED UNANIMOUSLY**

**Request for Decision, EV Charging Stations Second Quarter Report**

Director de Bresser presented the second-quarter usage reports for the EV Charging Stations within the Town.

**233/24** Mayor Hoover moved That Council direct Administration to bring forward a Third Quarter Report for the EV Charging Stations in October 2024.

**CARRIED UNANIMOUSLY**

**Request for Decision, Aspen Lakes West School Site Capital Project Award**

On behalf of Director Weran, CAO Isaak brought forward Administration's recommendation for awarding the Aspen Lakes West School site for Council's consideration.

**MINUTES**

**234/24** Councillor Appel moved That Council postpone the Aspen Lakes West School Site Capital Project Award to a Special Council Meeting to be scheduled for August 19, 2024, at 5:30 p.m.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**RECESS**

Mayor Hoover called for a five-minute recess at 8:35 p.m.

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 8:40 p.m.

**CONFIDENTIAL**

- **Advice from Officials - FOIP Section 24 – Aspen Lakes West Development Memorandum of Understanding**

**235/24** Deputy Mayor Sands moved That Council move to a closed session commencing at 8:40 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24 of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance:** Mayor Jamie Hoover, Deputy Mayor Jim Sands, Councillor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis and CAO Kim Isaak.

**236/24** Councillor Coulter moved That Council move to come out of the closed session at 9:00 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 9:00 p.m.

**Regular Council Meeting Attendance:** Mayor Jamie Hoover, Deputy Mayor Jim Sands, Councillor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis and CAO Kim Isaak.

**237/24** Councillor Appel moved That Council allocate up to \$750,000 for the Catholic School site land and these funds be allocated to the budget.

**CARRIED UNANIMOUSLY**

**238/24** Councillor Svab moved That Council instruct Administration to finalize the Memorandum of Understanding for the Catholic School site land based on the provided draft and comments received from Council.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Mayor Hoover adjourned the Regular Council Meeting at 9:00 p.m.

---

Jamie Hoover, Mayor

---

Kim Isaak, CAO

**MINUTES**

A Special Council Meeting for the Town of Blackfalds was held on August 19, 2024, at 5018 Waghorn Street in Council Chambers, commencing at 5:30 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Kim Isaak, Chief Administrative Officer  
Justin de Bresser, Director of Corporate Services  
Preston Weran, Director of Infrastructure and Planning Services  
Rick Kreklewich, Director of Community Services  
Ken Morrison, Director of Emergency Management & Protective Services  
Danielle Nealon, Executive & Legislative Coordinator

**REGRETS**

None

**MEDIA**

None

**OTHERS PRESENT**

None

**WELCOME AND CALL TO ORDER**

Mayor Hoover welcomed everyone to the Special Council Meeting of August 19, 2024, and called the meeting to order at 5:30 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 AGENDA**

**239/24** Councillor Coulter moved That Council adopt the Special Agenda for August 19, 2024, as presented.

**CARRIED UNANIMOUSLY**

**BUSINESS**

**Request for Decision, Aspen Lakes West School Site Capital Project Award**

Director Weran brought forward the Administrative recommendation for awarding the Aspen Lakes West School Site Capital Project.

**240/24** Councillor Svab moved That Council award the Aspen Lakes West School Site Capital Project (Aspen Lakes West Phase 2) to North Side Construction Partnership for \$2,188,240.62 excluding GST.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Mayor Hoover adjourned the Special Council Meeting at 5:38 p.m.

---

Jamie Hoover, Mayor

---

Kim Isaak, CAO

DRAFT

---

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday, August 19, 2024, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Kim Isaak, Chief Administrative Officer  
Justin de Bresser, Director of Corporate Services  
Preston Weran, Director of Infrastructure and Planning Services  
Rick Kreklewich, Director of Community Services  
Ken Morrison, Director of Emergency Management & Protective Services  
Robert Côté, Fire Chief  
Marco Jadie, IT Technician  
Lorrie Logan, Municipal Clerk

**REGRETS**

None

**MEDIA**

None

**OTHERS PRESENT**

None

**WELCOME AND CALL TO ORDER**

Deputy Mayor Sands welcomed everyone to the Standing Committee of Council Meeting for August 19, 2024, and called the meeting to order at 7:00 p.m.

**REVIEW OF AGENDA**

**038/24**

Councillor Svab moved That Standing Committee of Council receive the Committee Agenda for August 19, 2024, as information.

**CARRIED UNANIMOUSLY**

**TREATY SIX LAND ACKNOWLEDGEMENT**

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

**PRESENTATIONS**

None

**BUSINESS**

**Request for Direction, Fire Protection Bylaw**

Fire Chief Côté presented the newly revised Fire Protection Bylaw to Standing Committee of Council for discussion.

**039/24**

Mayor Hoover moved That Standing Committee of Council recommend the newly revised Fire Protection Bylaw be brought to a future Regular Council Meeting for First Reading.

**CARRIED UNANIMOUSLY**

**Request for Direction, BMX Supercross Track**

Director Kreklewich brought back to Standing Committee of Council for direction, the preliminary revised design of the proposed additional parking at the BMX Supercross Track.

- 040/24** Councillor Svab moved That Standing Committee of Council receive the revised BMX Supercross Track preliminary design as information and refer this item to a future Regular Council Meeting.

**CARRIED**  
*Opposed: Councillor Dennis*

**Request for Direction, Curbside Recycling Pick-up**

Director Weran brought the EPR transition – Curb Recycling Program to Standing Committee of Council for direction.

- 041/24** Councillor Appel moved That Standing Committee of Council recommend to Council to consider a resolution at the August 27, 2024, Regular Meeting of Council that the Town of Blackfalds choose the Opt-In Service Model for Curbside Recycling.

**CARRIED UNANIMOUSLY**

**Report for Committee, Alberta Municipalities 2024 Resolutions**

CAO Isaak presented the Alberta Municipalities 2024 Resolutions Report for information.

**CONFIDENTIAL**

None

**ADJOURNMENT**

Deputy Mayor Sands adjourned the Standing Committee of Council Meeting at 7:32 p.m.

---

Jim Sands, Deputy Mayor

---

Kim Isaak, CAO

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Mayor Jamie Hoover</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: July 16 – Aug 15, 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
July 15-19			x	Completed Professional Communication course at U of C
July 22			x	Completed fall program guide Mayor's message
July 23	x			RCM
July 25			x	EBC parking open house
Aug 2		x		11U Provincial Baseball Championships opening speech
Aug 6	x			Budget planning meeting/Standing Committee
Aug 7		x		Women's Fastball Nationals opening ceremony speech
Aug 13	x			RCM



<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Deputy Mayor Jim Sands</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: July 15/ 24- Aug 15/ 24		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
July 15/ 24	X			Internal ICF Meeting
July 15/ 24	X			Standing Committee of Council Meeting
July 16/ 24			X	Roundtable Report Submission
July 23/ 24	X			MPC Meeting
July 23/ 24	X			Regular Council Meeting
July 25/ 24		X		Eagle Builders Centre Parking Open House
Aug 6/ 24	X			Standing Committee of Council Meeting - Budget Assumptions/ Discussions
Aug 10/ 24		X		National Woman's Softball Championships Award Presentations
Aug 13/ 24	X			Regular Council Meeting

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Edna Coulter</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: July 16 – August 15, 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Jul 23	X			Regular Council Meeting
Aug 6	X			Standing Committee - Via Teams meeting
Aug 8		X		Bentley Parade – the weather was great
Aug 13	X			Regular Council Meeting

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Marina Appel</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: 16 July 2024 – 15 August 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
July 18			X	Webinar – AB Munis – Bill 20 Regulations Engagement
July 23	X			RCC
July 25		X		EBC Parking Open House
August 6	X			Budget Assumptions Meeting (SCC)
August 13	X			RCC

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Laura Svab</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: July 16 - August 15, 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
July 23	x			<b>Municipal Planning Commission</b>
July 23	x			<b>Regular Council Meeting</b>
July 25			x	<b>Eagle Builders Centre Parking Open House</b>
Aug 6	x			<b>Standing Committee of Council – Budget Assumptions/Discussions</b>
Aug 13	x			<b>Regular Council Meeting</b>

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Brenda Dennis</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: July 16 to August 15, 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
July 23	X			Municipal Planning Commission Meeting
July 23	X			Regular Council Meeting
July 25			X	Eagle Builders Centre Parking Options Open House
Aug 6	X			Budget Assumptions and Discussion Meeting
Aug 13	X			Regular Council Meeting

---

**MEETING DATE:** August 27, 2024

**PREPARED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **CAO Report – August 2024**

---

### **Key Projects and Initiatives**

- Council Committee Audit Workshop held on August 19, 2024. Final Report and Action Plan to be brought forward to the September 10, 2024, Regular Meeting of Council.
- Employee Engagement Initiative “Growing our Culture Together” final report and plan has been provided to CAO for review and comment.
- Total Compensation and Benefits Report completed and will be considered through budget deliberations in the Fall.
- Questica budget platform was opened up for Directors and Managers on August 1. Departments have been busy inputting budget information based on the budget assumptions provided by Council.
- Community Engagement Survey on the Budget has been released.
- Business Case templates have been rolled out for use in the 2025 budget deliberations.
- Census is complete with a report to be provided to Council on August 27, 2024, and subsequent filing with the Province prior to the September 1<sup>st</sup> deadline.
- Motivosity - Internal Intranet rolled out on August 9<sup>th</sup> and is in full use by employees across the Town.
- Employee Appreciation Summer Luncheon was held on August 21<sup>st</sup> this platform is used as an opportunity to show appreciation to all employees and serves as a summer wrap-up for the summer temp employees.
- The FCSS team has been extremely busy this week providing eligible families with gift cards for the Back-to-School Program. FCSS helped over 35 families and 75 children in the first week of the program, with numbers expected to increase.
- The Fall Program Guide has been published and distributed.
- EBC Arena ice installed, with the first booking scheduled for August 12, 2024.
- The Leisure Pool re-opened on August 4 after a 2 ½ week shutdown due to mechanical issues. We thank the many members of our team, other Town of Blackfalds team members and our contractors who helped us get this resolved.
- Installation of a large timeline mural on the Trans Canada Trail depicting the construction and opening of the Abbey Centre has been completed.
- Sterling Industries Park hosted the National Women’s Fastpitch Championship, which was a resounding success.
- Vesta Bike Skills Park will host the second annual Jump Jam on August 24<sup>th</sup>.
- Municipal Enforcement continues to focus on proactive enforcement for unsightly premises, with residents receiving reminders of the requirements for maintaining their properties.
- The Central Alberta Crime Prevention Center will attend the RCMP Community BBQ and will be initiating the CPTED review for the Town of Blackfalds by gathering information from residents.
- RCMP is planning a BBQ for the public on August 28<sup>th</sup>.

- 
- The Fire Department began recruiting again at the beginning of June. A dozen applications have been received. Only four were Blackfalds residents, and three were successful in their application process. They are still actively recruiting volunteers for the department.
  - The underground work of the Leung Roadway project continues to progress along with curblines work on the south side of Leung and pathways. Northside shallow work has now been completed, with underground work underway. It is likely that this roadway will not be opened in time for the start of the school year. The contractor is working on a plan to ensure pedestrian, bus, and teacher parking can be accessed. Communication has been provided to the school board regarding this delay. Construction continues at the football field, and the pathway work has started.
  - The 2024 surface works overlay project's underground work is completed, and the concrete works are almost completed along East Railway Street.
  - The Blackfalds Crossing Sanitary Trunk project continues to progress at the eastern end beside Highway 2A. The railway crossing directional auger at the east end has detour signs up as the road was closed on August 16th. It will tentatively reopen in the first week of October, but that is weather- and work-dependent. Note that for a week during this time, the contractor will be working 24/7 to meet the construction schedule of November 1, 2024. The work will be contained in the auger pits with limited public nuisance.
  - Aspen Lakes Phase 2 (Catholic School Site) tender was awarded at a Special Meeting of Council on August 19, 2024.
  - Planning and Development continues to be busy with permits and working through the Development Permit application process for the Valley Ridge Developments and the proposed development at 4409 South Street.
  - Public Works completed crack filling on roads, hydrant and valve exercising and painting of curbs and parking areas around town.
  - 2025 Capital and Operating Budget work continues.

#### **Updates Related to Existing Bylaws or Council Policies**

- Bylaw 1306.24 - MDP Amendment – First Reading at July 23, 2024, Regular Meeting of Council.
- Bylaw 1307.27 - LUB Amendment – First Reading at July 23, 2024, Regular Meeting of Council.
- Fire Protection Bylaw – Brought forward for initial review at August 19, 2024, Standing Committee of Council.
- Council Code of Conduct Bylaw – Amended bylaw to be brought forward to September 16<sup>th</sup> Standing Committee of Council for review.
- Traffic Bylaw Amendments – In Progress.
- Animal Control Bylaw Amendments – In Progress
- Customer Service Policy (new) – Research and discussion around customer service standards that can be applied in Policy.

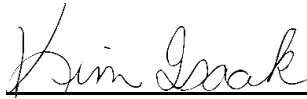
#### **Facility Leases**

- Director of Community Services is currently working on a lease agreement with one of the current tenants at the Support Services Building for additional space.

**Administrative Policy Changes / Additions**

- Succession Planning Policy (new) – Draft under review with Human Resources
- Edits to Town of Blackfalds Health and Safety Policy – under review
- Edits to Working Alone Policy – under review
- Edits to Workplace Accommodation Policy – Under review by Directors
- Edits to Municipal Vehicle Policy – Under review by Directors

**APPROVALS**



---

Kim Isaak,  
Chief Administrative Officer





# City of Lacombe

## COUNCIL HIGHLIGHTS

August 12<sup>th</sup>, 2024

### Regular Meeting of Council

## 2. Review of Agendas

### 2.1 Consent Agenda

- Council gave Bylaw 400.60 first reading as presented and scheduled a public hearing for 6:00 p.m. on September 23<sup>rd</sup>, 2024.
- Council gave Bylaw 400.61 first reading as presented and scheduled a public hearing for Monday, September 23<sup>rd</sup>, 2024, at 6:00 p.m.
- Council gave first reading to Bylaw 521 – Repeal of Inactive Bylaws 2024 as presented.

## 3. Open Forum

### 3.1 Lori McCrea - Property Tax Penalty

Lori McCrea held an Open Forum presentation for Council on property tax penalties.

## 4. Presentation

### 4.1 Annual Economic Update – CIBC Hobson Chahal Advisory Group

Charet Chahal and James Hobson, CFAs and Portfolio Managers for CIBC Wood Gundy, provided Council with an annual economic update.

Council acknowledged the Annual Economic Update from CIBC Hobson Chahal Advisory Group report.

## 6. Requests for Decision

### 6.1 Bylaw 515 - Municipal Historic Resource Designation – Lacombe Nurseries Limited Residence

This Bylaw designates the building known as the Lacombe Nurseries Limited Residence, located at Lot 3, Block 8, Plan 962 1619 (5650 58th Street), as a Municipal Historic Resource under the provisions of the Province of Alberta Historical Resources Act.

The property is listed on Lacombe's Heritage Inventory as identified in the Land Use Bylaw. Lacombe's Heritage Resources Committee and Administration support the initiation of the Municipal Historic Resource process.

Council resolved to consider the third reading of Bylaw 515 at the same meeting as second reading.

Council gave second and third reading to Bylaw 515 as presented.

## **6.2 Third Reading Bylaw 400.57 Land Use Bylaw Amendment Redesignation of 5253, 5255, 5257, and 5259 49th Street**

City Council considered the third and final reading of Bylaw 400.57, which redesignates Lots 25-28, Block 16, Plan 172 2619, located at 5253, 5255, 5257, and 5259 49th Street from Residential Single & Semi-Detached District (R2) to Residential Multi-Unit Dwelling District (R5).

No changes were made to the bylaw since information was presented on July 8th, 2024, and Council requested no additional information.

Council gave third reading to Bylaw 400.57 as presented.

## **6.3 Amendments to the Land Use Bylaw (LUB) – Improvements for Efficiency, Investment, and Innovation**

In the 2023-2026 Strategic Plan, a key action is strengthening Conditions for Investor Attraction under the Growing the Community policy area. For the LUB, Administration documents potential areas of improvement on an ongoing basis and is preparing a series of amendments for Council's consideration over the next year, including:

1. Improving the administration of the bylaw by offering efficiencies in the development process and addressing any outdated elements. Estimated Timeline to Completion: Q4 2024.
2. Reducing "red tape" by streamlining processes or elements that have created conflicting interpretations. Estimated Timeline to Completion: Q2 2025.
3. Consider innovations, trends, and opportunities in Lacombe. Estimated Timeline to Completion: Q3 2025.

Council endorsed the Land Use Bylaw – Improvements for Efficiency, Investment, and Innovation report and timeline.

## **6.4 2025 Budget Direction and Schedule**

The report summarizes the 2025 budget timelines, policies related to property tax increases, cost-of-living adjustments (COLA) and projected 2025 budget change requests.

In the fall of 2024, Council will deliberate and adopt the following key financial plans:

1. 2025 Operating Budget and the 2026-2027 Operating Plan
2. 2025 Capital Budget and the 2026-2034 Capital Plan

The predicted dates are as follows:

- Monday, October 7th, 2024 - Operating - Presentations by Agency Groups- that are above guidelines

- Tuesday, October 15th, 2024 – Operating - Draft Operating Budget and 3-year Operating Plan presented to Council, Draft 2025 Capital Budget and 10-Year Capital Plan presented to Council
- Tuesday, October 29, 30th, 2024 - Budget Workshop
- Tuesday, November 12th, 2024 - Operating and Capital - Revised 2025 Operating and Capital Budget Presentation and Deliberations (and Possible Adoptions)
- Monday, November 25th, 2024 – Operating and Capital - 2025 Operating and Capital Budget Deliberations (and Possible Adoptions)
- Monday, December 9th, 2024 - Operating and Capital - 2025 Adoption of Operating and Capital Budgets (if required)

Council directed Administration to prepare the draft 2025 Operating Budget less than or equal to a property tax increase target of 3.2%.

Council directed Administration to prepare the draft 2025 budget with a cost-of-living allowance (COLA) increase of 3%.

Council directed Administration to bring an amended Annual Budget and Taxation Preparation Policy that relies on an average of 12 months of Alberta CPI rather than the Alberta CPI as of July 1st.

#### **6.5 Cold Storage and Salt-Sand Storage Building RFP Results**

The new Operations Centre is being constructed in distinct phases. Each phase was tendered as a standalone construction contract to attract a mix of contractors offering innovative ideas for achieving the City's needs. These steps were taken to maximize market competitiveness for each project element and achieve the lowest development cost.

Phase 2 of the Operations Facility (the main shop building nearing completion) was tendered as a Design-Build contract on November 24th, 2022. In addition to bidding on the main building, proponents provided optional pricing on the cold storage and salt-sand ancillary buildings. The bid prices for both ancillary buildings ranged from \$0.4M to \$2.2M.

While Ledcor provided the lowest bid for the main building, their price for the ancillary buildings was the highest. Proceeding with Ledcor's bid would have exceeded Council's approved budget, and Administration declined to award the optional ancillary building phase at that time. Instead, the median bid price received for the two ancillary buildings (\$664,750) was earmarked, and the plan to tender the ancillary buildings competitively as standalone construction contracts continued. Using the median bid price received for the ancillary buildings, the estimated total for the project's five phases was within the approved budget of \$10.8M.

Council amends the Operation Facility budget to \$11,823,166 utilizing funding Strategy Option 1 – Prioritize less borrowing.

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

- ***Monday, August 26th, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***
- ***Monday, September 9th, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***
- ***Monday, September 23rd, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***

---

**MEETING DATE:** August 27, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**PRESENTED BY:** Farah Sherifdeen, Municipal Program Coordinator  
**SUBJECT:** **Food Cycle Science - FoodCycler Program**

---

**BACKGROUND**

Farah Sherifdeen from Food Cycle Science will present an overview of the survey results from the FoodCycler Program and will request that Council receive the FoodCycler Program survey results presentation as information.

**ATTACHMENTS**

- *Town of Blackfalds – Survey Results Presentation*

**APPROVALS**



---

Kim Isaak,  
Chief Administrative Officer



---

Department Director/Author



# FoodCycler™

## On-Site Organics Diversion Program

Prepared for:  
Town of Blackfalds  
August 27, 2024

Presented by:  
Food Cycle Science  
Farah Sheriffdeen

# About Us: Food Cycle Science

- Canadian company based out of Ottawa, Ontario
- 100% focused on Food Waste Diversion Solutions
- Official Canoe Procurement Group of Canada approved supplier
- Recent Awards include:
  - Finalists in Impact Canada's Food Waste Reduction Challenge
  - Deloitte Fast 50 CleanTech award winners (2021-2024)
  - #108 on Globe & Mail's Canada's Top Growing Companies for 2023



red dot



# Trusted Canadian Solution

From Coast to Coast to Coast



One Hundred and Fifty Canadian Municipal Partners  
... and counting!





# Pilot Program Recap

- With support from Impact Canada's Food Waste Reduction Challenge, a pilot program was run in the Town of Blackfalds that included 100 participating households.

- Net cost to the Municipality was \$10,000 + Shipping + HST

- Program ran from April to July 2024

- Usage was tracked for 12 weeks to calculate total waste diversion.
- Participants completed a survey to provide data and feedback.

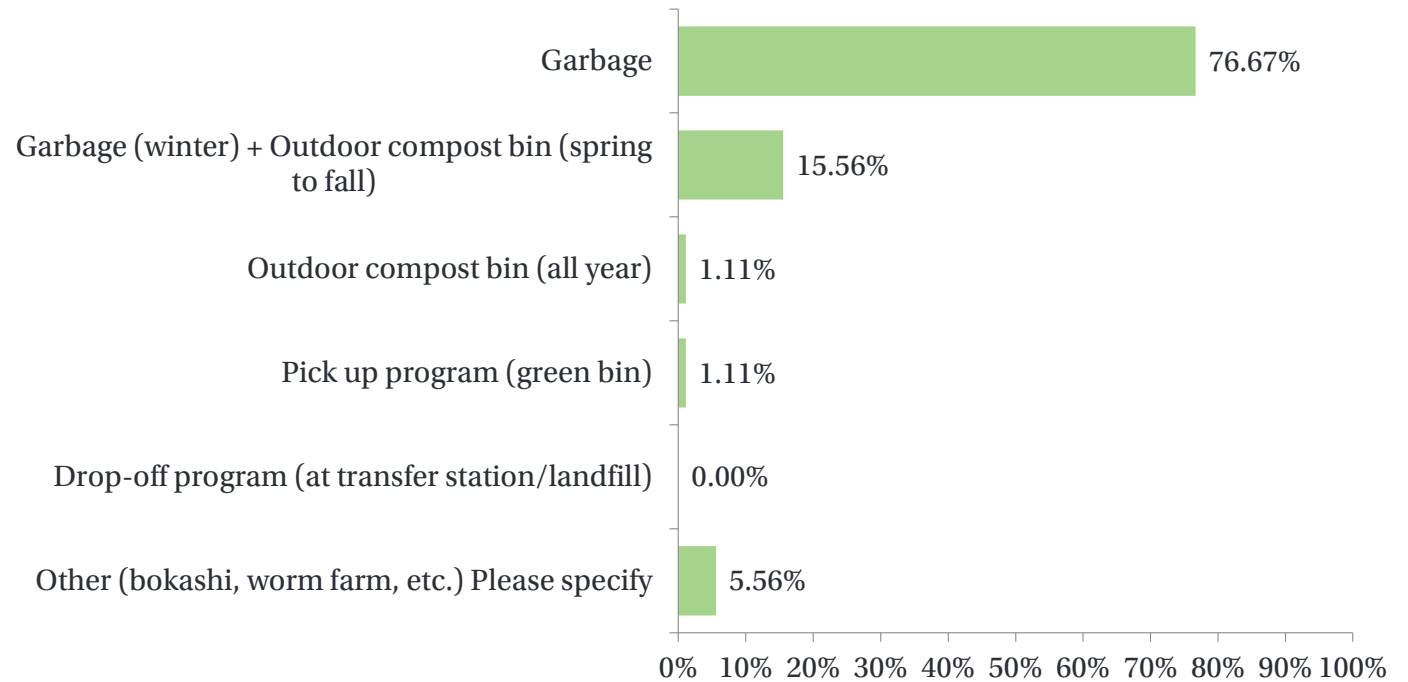




# Pilot Program Results

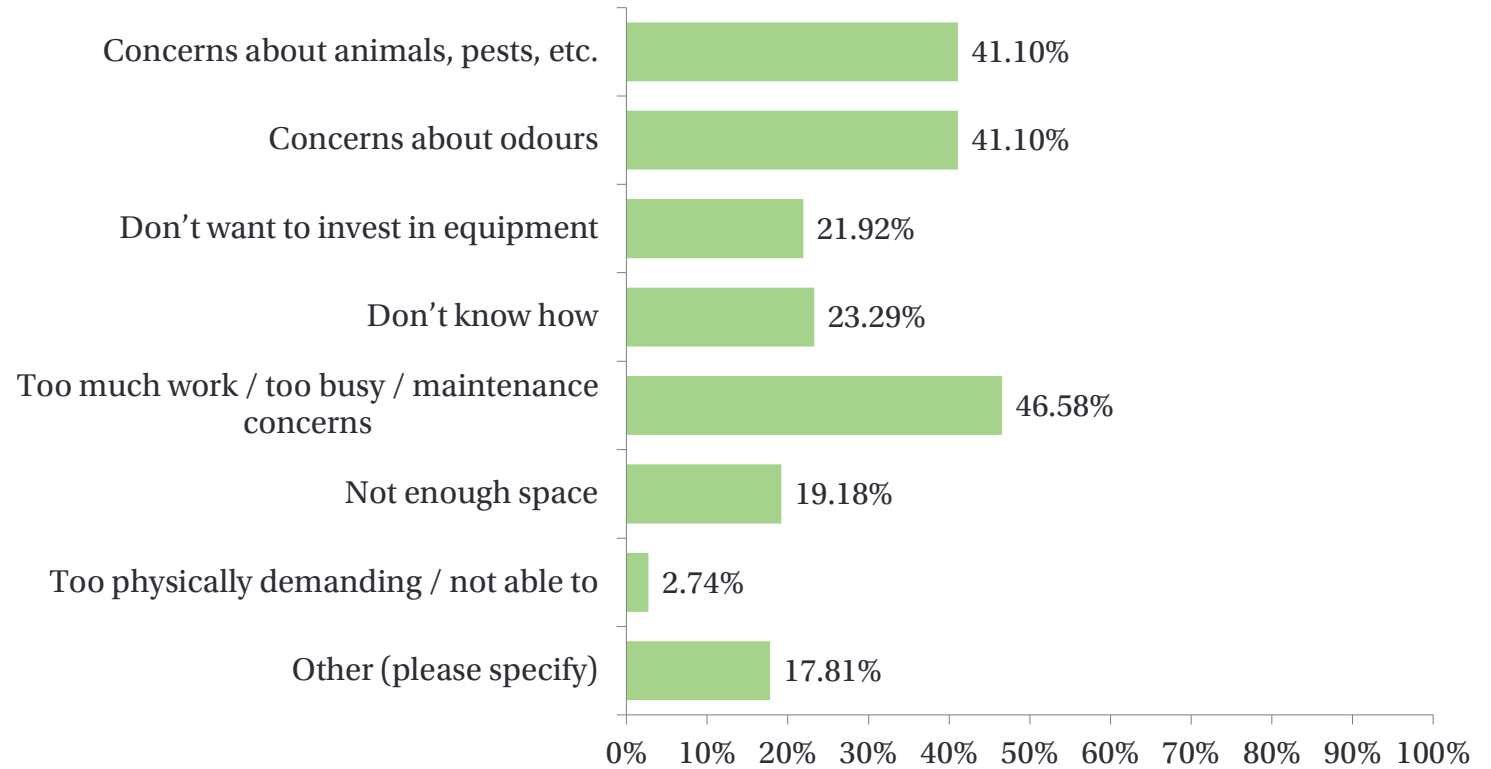
90 responses collected out of 100 participants (90%)

- How important is greenhouse gas reduction to you? 7/10
- How important is waste reduction to you? 9/10
- Where does your food waste currently go?



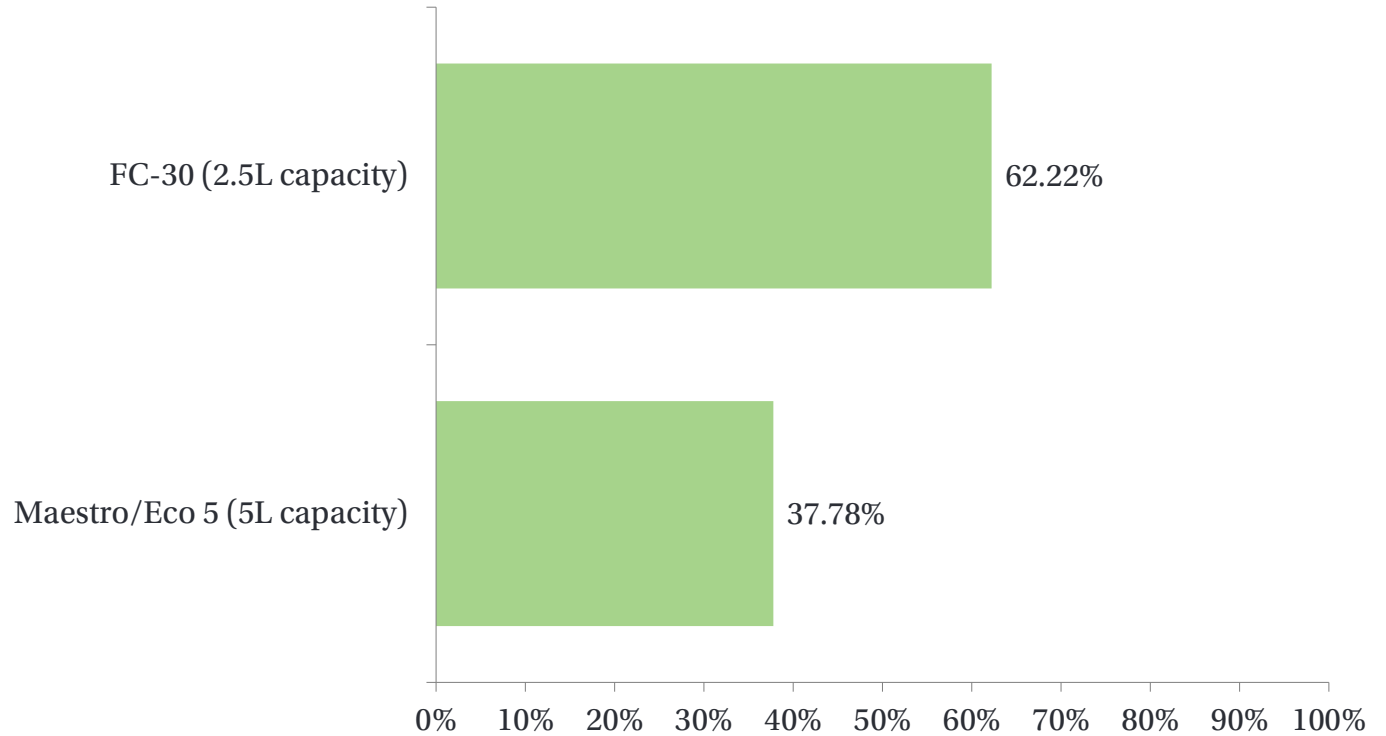
# Pilot Program Results

## Why don't you compost?



# Pilot Program Results

Which device do you have?



## Pilot Program Results

- Average of **2.89 cycles/week** for FC-30
- Average of **3.21 cycles/week** for Maestro/Eco 5
  - Equivalent to **~222 kg/year/household**
  - Total of **22.2 metric tonnes (MT)** of food waste diverted from landfill/year from the 100 FoodCyclers in use



# Pilot Program Results

- 100 FoodCyclers in the town will divert **28.9 MT CO2 equivalents** per year, the equivalent to carbon sequestered by **33.7 acres** of forest each year!



## Pilot Program Results

Residents reported generating 0.80 fewer standard garbage bags per week, a reduction of 41.5 garbage bags per household per year being trucked to local landfills!

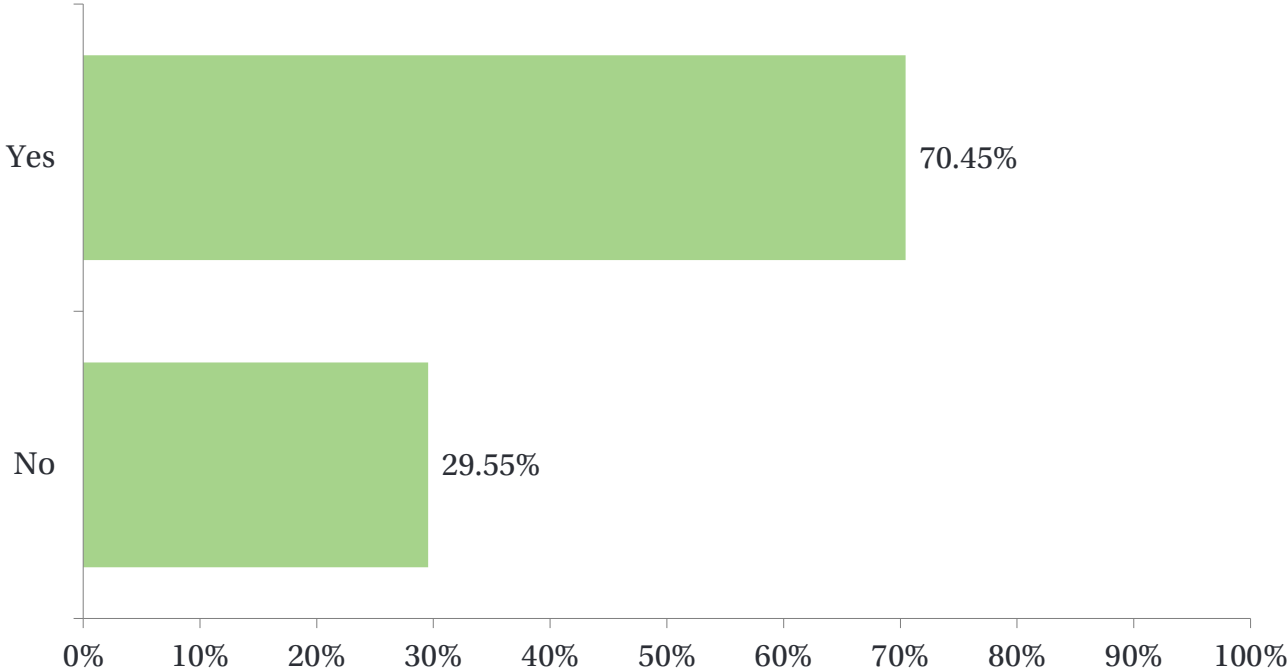


*"I really enjoy my food cyclers. I measured the weight of the full baskets going in and coming out, and I averaged a waste reduction of 81.7%. It's very impressive!"*

*"Definitely helped reduce the amount of garbage we produced. We never use big black garbage bags for garbage, only white kitchen garbage bags. Usage went down from 2-3 bags/week down to 1"*

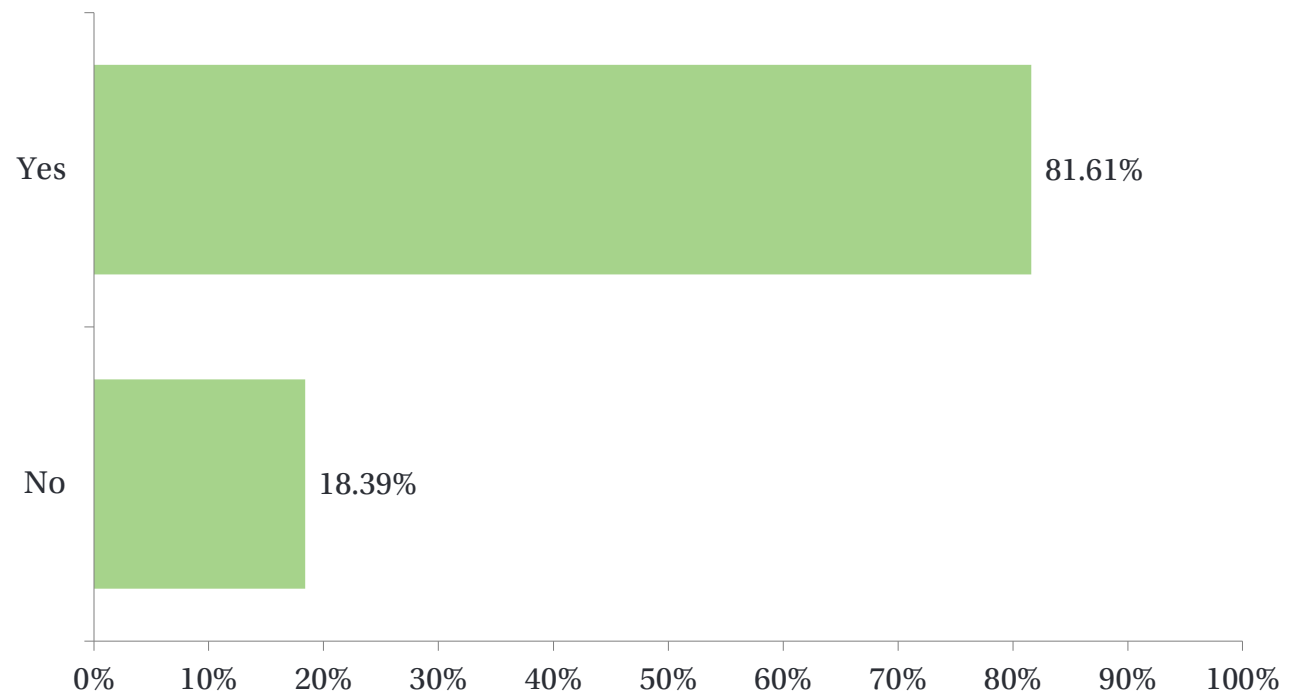
# Pilot Program Results

Did increased awareness of food waste motivate you to waste less food?



# Pilot Program Results

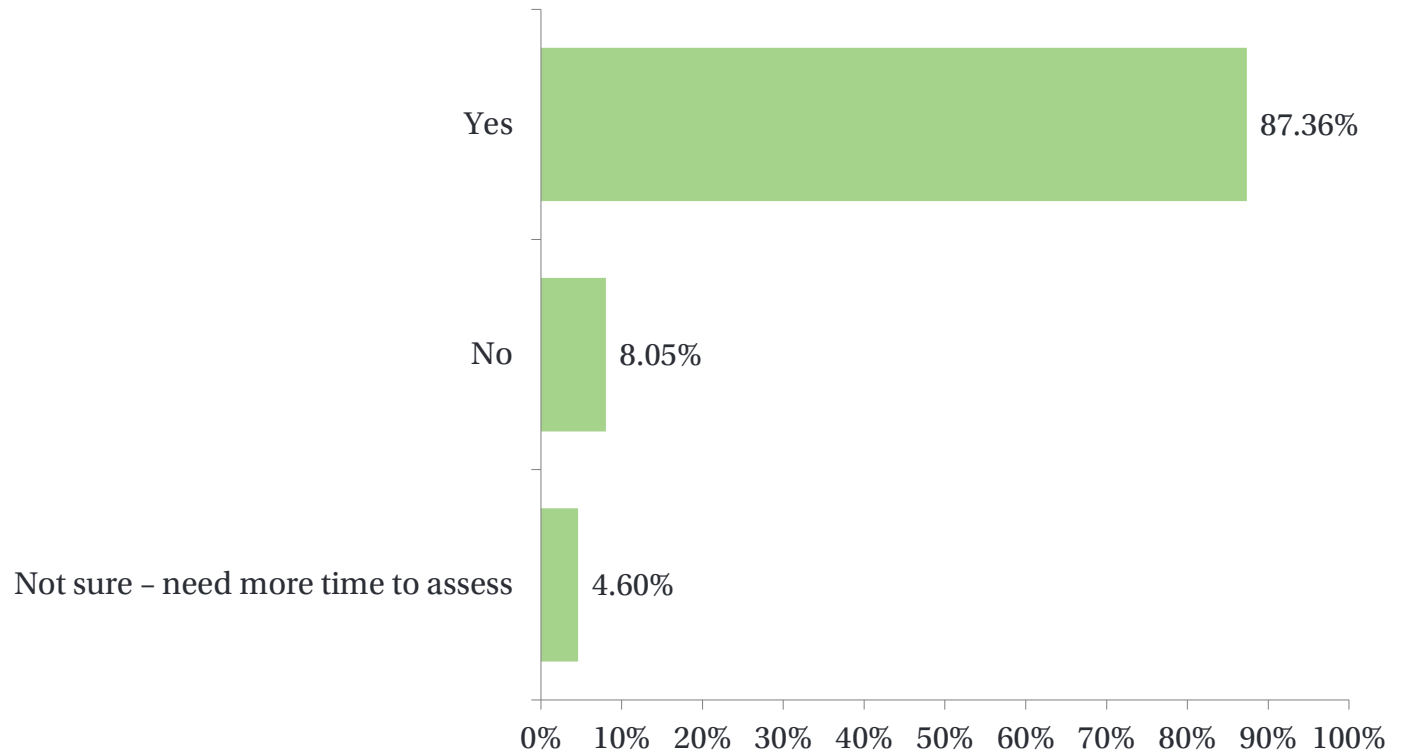
If the municipality continued to offer a FoodCycler to residents at no or low cost as part of a diversion program, do you think your friends / neighbours in the community would participate?





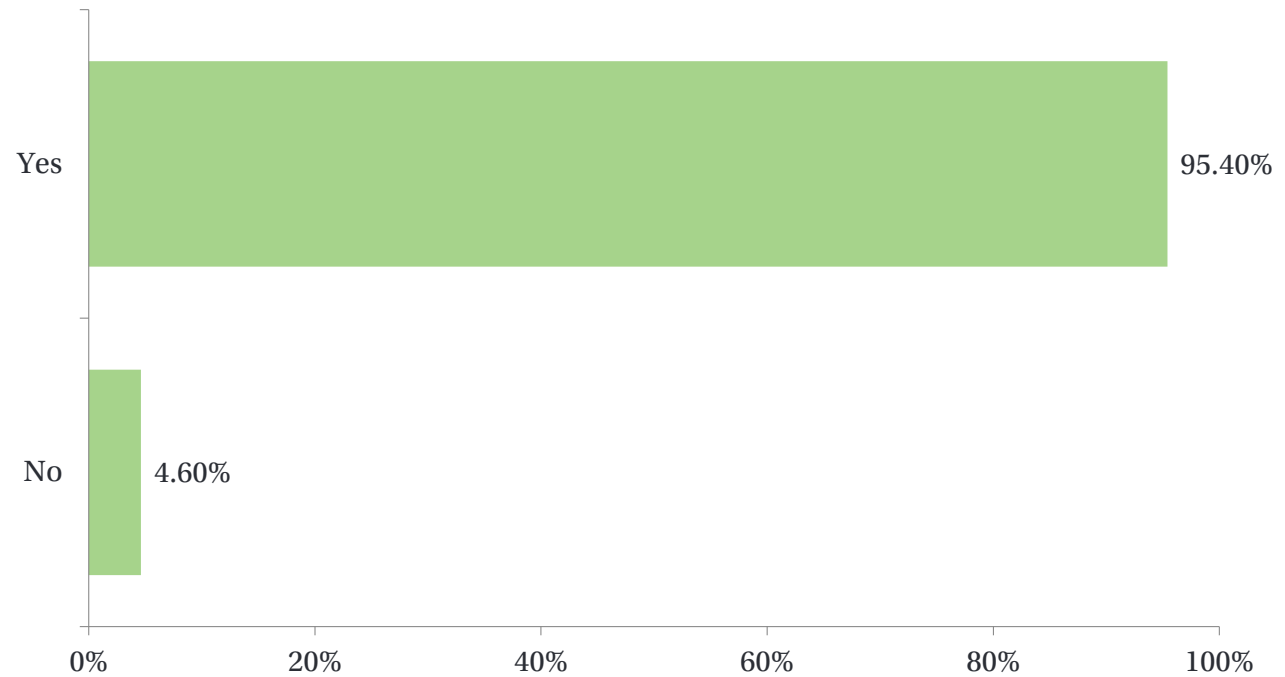
# Pilot Program Results

Would you recommend the FoodCycler to others?



# Pilot Program Results

Will you continue using the FoodCycler after this pilot?



*"We enjoy having the food cycler, I felt guilty every time I threw food in the garbage. This is something we will continue to use and tell everyone about! We use it in our gardens and around our Apple tree, we have given some to family to use in their gardens as well."*

## Pilot Program Results

Please rate the overall pilot project experience out of 5 stars.

Average rating: 4.6/5 Stars



- 1 Star = 0%
- 2 Stars = 2%
- 3 Stars = 6%
- 4 Stars = 22%
- 5 Stars = 70%

*"This is a fantastic program, and I am extremely happy with my foodcycler."*

*"This was a great opportunity, thank you!!"*

*"Would be nice to see everyone using it. Better and probably cheaper than a green bin collection in the long term."*

## Pilot Participant Comments

“Before the FoodCycler, I was a big advocate of the green bin for composting and was disappointed that Blackfalds did not have a green bin program. Now that I have used the FoodCycler, I prefer this option to the compost green bin for 2 reasons a) the food waste is reduced significantly, and the result can be stored easily for later use or discarded and b) drastically removes the odour of rotting food waste.”

“Awareness of the device needs to be increased. I had no idea of such a device and was amazed at the outcome of a cycle of food scraps. Also, in talking with neighbors and friends they were not aware that the town even had this pilot project. I was considering a composting barrel but when this was made available, I was much more willing to try this.”

“My concern would be the cost to purchase and if a payment program were available, it may help those would could not participate because of cost.”

“It was a great project for our family to take part in, we learned a lot, as well as having lots of leftover viable food with a family that eats a lot of fruits especially. We had a lot more waste than we thought that could be diverted from the trash bin.”



## Recap and Next Steps

### Recap

- **22.2 MT** of food waste diverted from landfill/year from the 100 FoodCyclers in the pilot program
- Residents reported a reduction of **0.80 bags per week** which equals **41.5 bags/resident/per year** of food waste diverted from landfills.
- **95%** of participants will continue using the FoodCycler



# Scaling Real Change

## Nelson, British Columbia (5000 homes)

Citywide Pre-treated Organics Program program including:

- Free bulk carbon refill station in local Safeway grocery store
- Full warranty and local repair program
- Convenient, animal-proof soil amendment drop off locations
- Accessories sold by local businesses
- E-waste recycling programs established locally
- Resident education – guides, information sessions, and how-to videos



CBC | MENU

NEWS Top Stories Local Climate World Canada Politics

British Columbia

**B.C. community expands home composting pilot project to divert more food waste from landfills**

## Next Steps

### FoodCycler as an Organic Waste Diversion Solution

- Life Cycle Analysis
  - Our new Emissions Calculator Tool is available at no extra cost to our implementation partners
- New Technology
  - In addition to the two models currently available to municipal residents we are launching the new Eco 3 model this summer
- Feasibility Report
  - We are developing a toolkit to provide municipalities with the economics of implementing community wide FoodCyclers vs. landfill and curbside green bin programs





**Thank you!**  
Any Questions?

Farah Sherifdeen  
Municipal Program Coordinator  
Email: [farahs@foodcycler.com](mailto:farahs@foodcycler.com)  
Phone: 647-539-1090



---

**MEETING DATE:** August 27, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**SUBJECT:** **Bylaw 1306.24 - Municipal Development Plan, Map 2 Amendments**

---

## **BACKGROUND**

The purpose of Bylaw 1306.24 is to amend Map 2 Future Land Use Concept of the Town of Blackfalds Municipal Development Plan Bylaw 1088/09, and amendments thereto by changing Lot 3 Block 1 Plan 102 2233, Pt. NW 22-39-27-W4M, from Industrial to Residential.

First Reading was given to Bylaw 1306.24 on July 23, 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 as follows:

- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers;
- A hard copy of proposed Bylaw 1306.24 was available for viewing at the Town's Civic Centre Front Counter (upstairs);
- August 2024 edition of "Talk of the Town";
- On the Planning & Development website of the Town's website commencing on July 29, 2024;
- Via email to all local authorities and agencies on July 29, 2024;
- Via email to the Municipal Planning Commission on July 26, 2024
- Mailed to all registered landowners with land adjacent to Lot 3 Block 1 Plan 102 2233 on July 30, 2024;
- In the August 15, 2024 and August 22, 2024 editions of the Lacombe Express; and
- On the Town's social media channels in the weeks leading up to the Public Hearing.

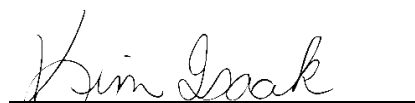
The following written comments have been received to date:

- July 31, 2024, submission from ATCO Transmission
- August 1, 2024, submission from Alberta Health Services
- August 6, 2024, submission from Rogers Communications
- August 13, 2024, submission from Alberta Transportation and Economic Corridors
- August 20, 2024, submission from Lacombe County
- August 21, 2024, submission from Telus

## **ATTACHMENTS**

- *July 31, 2024, submission from ATCO Transmission*
- *August 1, 2024, submission from Alberta Health Services*
- *August 6, 2024, submission from Rogers Communications*
- *August 13, 2024, submission from Alberta Transportation and Economic Corridors*
- *August 20, 2024, submission from Lacombe County*
- *August 21, 2024, submission from Telus*

## **APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author

July 31, 2024

Our File No.: 24-2934

Your File No.: 1306.24

**TOWN OF BLACKFALDS**

SENT: via email

**Attention: AMANDA PARTRIDGE**

**RE: Proposed Rezoning – NW 22-39-27-W4M (PLAN 1022233; BLOCK 1; LOT 3)**

---

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. ATCO Transmission requires a separate utility lot for its sole use.
2. A pipeline alteration may be required in this area.
  - All costs associated with any alterations to ATCO Transmission facility(s) and/or appurtenances to accommodate development will be borne by the developer/owner.
  - This process can take up to 18 months to complete.
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. 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.
5. Parking and/or storage is not permitted on ATCO Transmission facility(s) and/or right(s)-of-way.
6. Encroachments are not permitted on ATCO Transmission facility(s) and/or right(s)-of-way.
7. ATCO Transmission recommends a minimum 15 meter setback from the centerline of the pipeline(s) to any buildings.
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*

Vicki Porter  
Sr. Administrative Coordinator, Operations Engineering

APPROVED:
AS TO FORM
_____
AS TO CONTENT
_____
AP

August 1, 2024

Attention: Development Officer/Planner

**File No: Bylaws No 1306.24 and 1307.24**  
**Name: Land Use Bylaw Amending Bylaw No. 1306.24 and 1307.24**  
**Legal: Lot 3 Block 1 Plan 102 2233**  
**Address: 4409 South Street**

The aforementioned applications have been received by our office and we are satisfied that the application poses a minimal risk to public health.

If you have any questions or concerns regarding this application, please contact me.

Sincerely,



Erin Teare MPH, CPHI(C)  
Environmental Public Health – Central Zone  
1-833-476-4743

**From:** [Lorrie Logan](#) on behalf of [info](#)  
**To:** [Amanda Partridge](#)  
**Subject:** FW: Town of Blackfalds Public Hearing Notice - Bylaw 1306.24 Municipal Development Plan, Map 2 Amendments  
**Date:** August 8, 2024 8:52:20 AM  
**Attachments:** [image001.png](#)

---

**Lorrie Logan**  
**Municipal Clerk**

**[Town of Blackfalds](#)**

Box 220, 5018 Waghorn St  
Blackfalds, AB T0M 0J0  
T: 403.885.4677

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

---

**From:** Abdul Algburi <[Abdul.Algburi@rci.rogers.com](mailto:Abdul.Algburi@rci.rogers.com)>  
**Sent:** Tuesday, August 6, 2024 12:35 PM  
**To:** info <[info@blackfalds.ca](mailto:info@blackfalds.ca)>  
**Subject:** RE: Town of Blackfalds Public Hearing Notice - Bylaw 1306.24 Municipal Development Plan, Map 2 Amendments

You don't often get email from [abdul.algburi@rci.rogers.com](mailto:abdul.algburi@rci.rogers.com). [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.**

Good afternoon,

Rogers Communications has no concerns with the proposed plan.

**Thank you**

**Abdul Al-Gburi**

**Network Planner**

10450 178 St NW, Edmonton, AB

e [Abdul.AlGburi@rci.rogers.ca](mailto:Abdul.AlGburi@rci.rogers.ca)

o 780-616-6894



---

**From:** Project Manager - Northern Alberta <[ProjectManagerNorthernAlberta@rci.rogers.com](mailto:ProjectManagerNorthernAlberta@rci.rogers.com)>  
**Sent:** Monday, July 29, 2024 3:59 PM  
**To:** Abdul Algburi <[Abdul.Algburi@rci.rogers.com](mailto:Abdul.Algburi@rci.rogers.com)>  
**Subject:** Fw: Town of Blackfalds Public Hearing Notice - Bylaw 1306.24 Municipal Development Plan, Map 2 Amendments

Thank you,

**Karuna Arora, C.E.T.**

**Project Coordinator, Planning**

10450 178 St NW, Edmonton, AB

e [ProjectManagerNorthernAlberta@rci.rogers.com](mailto:ProjectManagerNorthernAlberta@rci.rogers.com)

o 780-700-8843

**\*\*\*Please note this email address has changed. Update your address book with [ProjectManagerNorthernAlberta@rci.rogers.com](mailto:ProjectManagerNorthernAlberta@rci.rogers.com)**



---

**From:** Amanda Partridge <[APartridge@blackfalds.ca](mailto:APartridge@blackfalds.ca)>

**Sent:** Monday, July 29, 2024 9:36 PM

**To:** Jolene Tejkl <[JTejkl@blackfalds.ca](mailto:JTejkl@blackfalds.ca)>

**Subject:** Town of Blackfalds Public Hearing Notice - Bylaw 1306.24 Municipal Development Plan, Map 2 Amendments

Good afternoon,

Attached is a Public Hearing Notice for Bylaw 1306.24 Municipal Development Plan, Map 2 Amendments that has been set for Tuesday, August 27, 2024 at 7:00 p.m.

Please provide any written comments on or before noon, August 21, 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.*

---

Canada's Largest and Most Reliable 5G Network

This communication is confidential. We only send and receive email on the basis of the terms set out at <https://www.rogers.com/emailnotice>

Le réseau 5G le plus étendu et le plus fiable au pays

Ce message est confidentiel. Notre transmission et réception de courriels se fait strictement suivant les modalités énoncées dans l'avis publié à [www.rogers.com/aviscourriel](http://www.rogers.com/aviscourriel)

---

# Transportation and Economic Corridors Notice of Referral Decision

## Statutory Plan in Proximity of a Provincial Highway

<b>Municipality File Number:</b>	Bylaw No.1306.24	<b>Highway(s):</b>	2A, 597
<b>Legal Land Location:</b>	QS-NW SEC-22 TWP-039 RGE-27 MER-4	<b>Municipality:</b>	Blackfalds
<b>Decision By:</b>	Anne Han	<b>Issuing Office:</b>	Central Region / Red Deer
<b>Issued Date:</b>	August 13, 2024	<b>AT Reference #:</b>	RPATH0044979
<b>Description of Development:</b>	MDP Amendment Bylaw No.1306.24 The proposed amendment is to change Lot 3 Block 1 and Plan 102 2233 within NW 22-39-27-W4 from Industrial to Residential		





This will acknowledge receipt of your circulation regarding the above noted proposal. Transportation and Economic Corridors primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed development(s).

**Transportation and Economic Corridors offers 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 the proposed Municipal Development Plan amendment, Bylaw No. 1306.24, 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.

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information.



Issued by **Anne Han, Dev and Planning Tech**, on **August 13, 2024** on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation and Economic Corridors Delegation of Authority*

# PUBLIC HEARING NOTICE

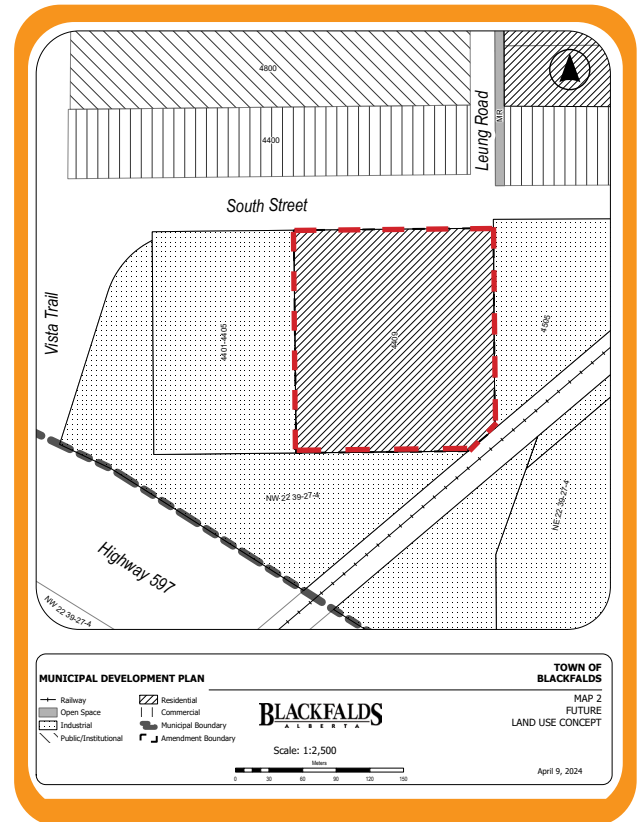


## MUNICIPAL DEVELOPMENT PLAN AMENDMENT BYLAW NO. 1306.24

Town of Blackfalds Council has given First Reading to Bylaw 1306.24 to amend Map 2 Future Land Use Concept. The proposed amendment is to change Lot 3 Block 1 Plan 102 2233, Pt. NW 22-39-27-W4M (4409 South Street) from “Industrial” to “Residential”.

Town Council will hold a Public Hearing in Council Chambers for the purpose of receiving comments on the proposed amending Bylaw No. 1306.24:

**BYLAW 1306.24 PUBLIC HEARING**  
**Tuesday, August 27, 2024**  
**Town of Blackfalds Civic Centre,**  
**Council Chambers (upstairs)**  
**5018 Waghorn Street, Blackfalds AB**  
**Commencing at 7:00PM**



A full copy of the proposed Bylaw can be viewed on the Planning & Development page on the Town’s website located at [www.blackfalds.ca/p/planning-development](http://www.blackfalds.ca/p/planning-development), under Public Hearing Notices. Copies may also be inspected at the Town Office Front Counter located upstairs at the Town’s Civic Centre (5018 Waghorn Street) during regular business hours, 8:30 a.m. to 4:30 p.m., Mondays to Fridays.

Anyone attending the Public Hearing wishing to make a presentation will be given the opportunity to do so. If unable to attend the Public Hearing, you may submit written comments on or before **noon, August 21, 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)

**BLACKFALDS**  
ALBERTA



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

August 20, 2024

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

**RE: Bylaw No. 1306.24 – Municipal Development Plan Amendment**

The County appreciates the opportunity to comment on proposed change to the Municipal Development Plan. The County has no comments or concerns regarding the proposed amendment.

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:** August 21, 2024 9:08 AM  
**To:** Jolene Tejkl  
**Subject:** FW: Town of Blackfalds Public Hearing Notice - Bylaw 1306.24 Municipal Development Plan, Map 2 Amendments

---

**From:** circulations . <circulations@telus.com>  
**Sent:** Wednesday, August 21, 2024 8:02 AM  
**To:** Amanda Partridge <APartridge@blackfalds.ca>  
**Subject:** Re: Town of Blackfalds Public Hearing Notice - Bylaw 1306.24 Municipal Development Plan, Map 2 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 Day,

Thank you for including TELUS in your circulation.

At this time, TELUS has no concerns with the proposed activities.

Thanks

**Jane Willox**

**Real Estate Specialist | TELUS Land Solutions Team**

**Customer Network Planning (CNP)**

2930 Centre Avenue NE, Calgary, AB T2A 4Y2

On Mon, Jul 29, 2024 at 3:37 PM Amanda Partridge <[APartridge@blackfalds.ca](mailto:APartridge@blackfalds.ca)> wrote:

Good afternoon,

Attached is a Public Hearing Notice for Bylaw 1306.24 Municipal Development Plan, Map 2 Amendments that has been set for Tuesday, August 27, 2024 at 7:00 p.m.

Please provide any written comments on or before noon, August 21, 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:** August 27, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**SUBJECT:** **Bylaw 1307.24 - Land Use Bylaw Amendment, 4409 South Street Redistricting**

---

## **BACKGROUND**

The purpose of Bylaw 1307.24 is to add a new Direct Control District #5 specific to 4409 South Street (legally described as Lot 3 Block 1 Plan 102 2233) into the Land Use Bylaw and redistrict the property to the DC 5 District.

First Reading was given to Bylaw 1307.24 on July 23, 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 as follows:

- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers;
- A hard copy of proposed Bylaw 1307.24 was available for viewing at the Town's Civic Centre Front Counter (upstairs);
- August 2024 edition of "Talk of the Town";
- On the Planning & Development website of the Town's website commencing on July 29, 2024;
- Via email to all local authorities and agencies on July 29, 2024;
- Via email to the Municipal Planning Commission on July 26, 2024
- Mailed to all registered landowners with land adjacent to Lot 3 Block 1 Plan 102 2233 on July 30, 2024;
- In the August 15, 2024 and August 22, 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:

- August 1, 2024, submission from Rogers Communications
- August 1, 2024, submission from Alberta Health Services
- August 8, 2024, submission from ATCO Gas
- August 13, 2024, submission from Alberta Transportation and Economic Corridors
- August 20, 2024, submission from Lacombe County
- August 22, 2024, submission from Telus

## **ATTACHMENTS**

- *August 1, 2024, submission from Rogers Communications*
- *August 1, 2024, submission from Alberta Health Services*
- *August 8, 2024, submission from ATCO Gas*
- *August 13, 2024, submission from Alberta Transportation and Economic Corridors*
- *August 20, 2024, submission from Lacombe County*
- *August 22, 2024, submission from Telus*

## **APPROVALS**

  
\_\_\_\_\_  
Kim Isaak,  
Chief Administrative Officer

  
\_\_\_\_\_  
Department Director/Author

---

**From:** Amanda Partridge  
**Sent:** August 1, 2024 12:39 PM  
**To:** Jolene Tejkl  
**Subject:** FW: Town of Blackfalds Public Hearing Notice – Bylaw 1307.24 Land Use Bylaw Amendments, DC 5 District and Redistricting of 4409 South Street

---

**From:** Rachel Kwon <Rachel.Kwon@rci.rogers.com>  
**Sent:** Thursday, August 1, 2024 12:14 PM  
**To:** Amanda Partridge <APartridge@blackfalds.ca>; info <info@blackfalds.ca>  
**Cc:** Project Manager - Northern Alberta <ProjectManagerNorthernAlberta@rci.rogers.com>  
**Subject:** RE: Town of Blackfalds Public Hearing Notice – Bylaw 1307.24 Land Use Bylaw Amendments, DC 5 District and Redistricting of 4409 South Street

You don't often get email from [rachel.kwon@rci.rogers.com](mailto:rachel.kwon@rci.rogers.com). [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.

Hi Amanda,

Rogers has no facilities at this location and has no objection to this change.

**Thank you,**

**Rachel Kwon**  
**Network Planner, Planning**  
10450 178 St NW  
Edmonton, AB T5S 1S2  
e [rachel.kwon@rci.rogers.com](mailto:rachel.kwon@rci.rogers.com)  
o 780-490-3464

**\*\*\*Please note my email address has changed. Update your address book with [rachel.kwon@rci.rogers.com](mailto:rachel.kwon@rci.rogers.com)**



---

**From:** Project Manager - Northern Alberta <[ProjectManagerNorthernAlberta@rci.rogers.com](mailto:ProjectManagerNorthernAlberta@rci.rogers.com)>  
**Sent:** Monday, July 29, 2024 3:59 PM  
**To:** Rachel Kwon <[Rachel.Kwon@rci.rogers.com](mailto:Rachel.Kwon@rci.rogers.com)>  
**Subject:** Fw: Town of Blackfalds Public Hearing Notice – Bylaw 1307.24 Land Use Bylaw Amendments, DC 5 District and Redistricting of 4409 South Street

Thank you,

**Karuna Arora, C.E.T.**

**Project Coordinator, Planning**

10450 178 St NW, Edmonton, AB

e [ProjectManagerNorthernAlberta@rci.rogers.com](mailto:ProjectManagerNorthernAlberta@rci.rogers.com)

o 780-700-8843

**\*\*\*Please note this email address has changed. Update your address book with [ProjectManagerNorthernAlberta@rci.rogers.com](mailto:ProjectManagerNorthernAlberta@rci.rogers.com)**



---

**From:** Amanda Partridge <[APartridge@blackfalds.ca](mailto:APartridge@blackfalds.ca)>

**Sent:** Monday, July 29, 2024 9:40 PM

**To:** Jolene Tejkl <[JTejkl@blackfalds.ca](mailto:JTejkl@blackfalds.ca)>

**Subject:** Town of Blackfalds Public Hearing Notice – Bylaw 1307.24 Land Use Bylaw Amendments, DC 5 District and Redistricting of 4409 South Street

Good afternoon,

Attached is a Public Hearing Notice for Bylaw 1307.24 Land Use Bylaw Amendments, DC 5 District and Redistricting of 4409 South Street to the DC 5 District that has been set for Tuesday, August 27, 2024 at 7:00 p.m.

Please provide any written comments on or before noon, August 21, 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.*



August 1, 2024

Attention: Development Officer/Planner

**File No: Bylaws No 1306.24 and 1307.24**  
**Name: Land Use Bylaw Amending Bylaw No. 1306.24 and 1307.24**  
**Legal: Lot 3 Block 1 Plan 102 2233**  
**Address: 4409 South Street**

The aforementioned applications have been received by our office and we are satisfied that the application poses a minimal risk to public health.

If you have any questions or concerns regarding this application, please contact me.

Sincerely,



Erin Teare MPH, CPHI(C)  
Environmental Public Health – Central Zone  
1-833-476-4743

Date: August 08, 2024

AL-TERRA on behalf of Town of Blackfalds

ATTENTION: Amanda Partridge

**Re: Bylaw 1307.24 Land Use Bylaw Amendments, DC 5 District and Redistricting of 4409 South Street to the DC 5 District**

Greetings,

The Engineering Design Department of ATCO Gas has reviewed the above-named plan and has the following conditions:

**1. For existing rights-of-way in proposed area**

ATCO Gas existing right-of-way or other land rights shall be carried forward and registered on any newly created lots. Any work of any nature whatsoever (i.e. paving, stockpiling, landscaping, berms, etc.) affecting the surface of ATCO Gas right-of-way must first receive prior written consent from **ATCO Gas Land Administration Department** at **780-420-8012** or email [crossings@atcogas.com](mailto:crossings@atcogas.com)

**2. For existing mains, services, reg boxes, valves, etc. in vicinity of proposed area.**

There are existing ATCO Gas facilities in the area. Drainage for any of ATCO Gas above ground appurtenances must be maintained. If it should be necessary to lower, relocate or make any alterations to the existing facilities and/or appurtenances due to this project, please contact ATCO Gas Distribution Engineer **Lennae Wong (Lennae.Wong@atco.com)** to enable an adequate and timely response by ATCO Gas. Note all alteration costs will be borne by the developer / owner.

**3. For Abandoned lines**

There are abandoned ATCO Gas facilities in the work area. Please contact **Bill Lightle (403) 877-1934** to confirm status of the gas lines at least 48 hours prior to excavation.

If you have any questions or concerns regarding this reply, please contact Shanaka Samarasena ([Shanaka.Samarasena@atco.com](mailto:Shanaka.Samarasena@atco.com))

Sincerely,

**ATCO Gas**

Shanaka Samarasena  
Engineering Co-op Student, South District Engineering  
Natural Gas

# Transportation and Economic Corridors Notice of Referral Decision

## Land Use Bylaw Amendment in Proximity of a Provincial Highway

<b>Municipality File Number:</b>	Bylaw 1307.24	<b>Highway(s):</b>	2A, 597
<b>Legal Land Location:</b>	QS-NW SEC-22 TWP-039 RGE-27 MER-4	<b>Municipality:</b>	Blackfalds
<b>Decision By:</b>	Anne Han Development and Planning Technologist	<b>Issuing Office:</b>	Central Region / Red Deer
<b>Issued Date:</b>	August 13, 2024	<b>AT Reference #:</b>	RPATH0044981
<b>Description of Development:</b>	LUB Amendment Bylaw No. 1307.24 Bring in a new Direct Control District #5 (DC-5) and redistrict Lot 3 Block 1 Plan 102 2233 from the current commercial Highway District (C-2) to Direct Control District #5		



This will acknowledge receipt of your circulation regarding the above noted proposal. Transportation and Economic Corridors primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed land use amendment(s).

**Transportation and Economic Corridors offers the following comments and observations with respect to the proposed land use amendment (s):**

- We have reviewed the information provided and offer no objections in principle to the proposed Land Use Bylaw amendment, Bylaw No. 1307.24, 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.

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information.



Issued by **Anne Han, Dev and Planning Tech**, on **August 13, 2024** on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation and Economic Corridors Delegation of Authority*

# PUBLIC HEARING NOTICE



## LAND USE BYLAW AMENDING BYLAW NO. 1307.24

Town of Blackfalds Council has given First Reading to Land Use Bylaw Amending Bylaw No. 1307.24, the purpose of this Bylaw is to:

- Bring in a new Direct Control District #5 (DC-5); and
- Redistrict 4409 South Street (Lot 3 Block 1 Plan 102 2233) from the current Commercial Highway District (C-2) to Direct Control District #5 as shown in the sketch below.

Town Council will hold a Public Hearing in Council Chambers for the purpose of receiving comments on the proposed amending Bylaw No. 1307.24:



### BYLAW 1307.24 PUBLIC HEARING

Tuesday, August 27, 2024

Town of Blackfalds Civic Centre,

Council Chambers (upstairs)

5018 Waghorn Street, Blackfalds AB

Commencing at 7:00PM

A full copy of the proposed Bylaw can be viewed on the Planning & Development page on the Town's website located at [www.blackfalds.ca/p/planning-development](http://www.blackfalds.ca/p/planning-development), under Public Hearing Notices. A copy may also be inspected at the Town Office Front Counter located upstairs at the Town's Civic Centre (5018 Waghorn Street) during regular business hours, 8:30 a.m. to 4:30 p.m., Mondays to Fridays.

Anyone attending the Public Hearing wishing to make a presentation will be given the opportunity to do so. If unable to attend the Public Hearing, you may submit written comments on or before **noon, August 21, 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)

**BLACKFALDS**  
ALBERTA



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

August 20, 2024

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

**RE: Bylaw No. 1307.24 – Land Use Bylaw Amendment**

The County appreciates the opportunity to comment on proposed amendment to the Land Use Bylaw. The County has no comments or concerns regarding the proposed amendment.

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:** August 22, 2024 10:33 AM  
**To:** Jolene Tejkl  
**Subject:** FW: Town of Blackfalds Public Hearing Notice – Bylaw 1307.24 Land Use Bylaw Amendments, DC 5 District and Redistricting of 4409 South Street

---

**From:** circulations . <circulations@telus.com>  
**Sent:** Thursday, August 22, 2024 9:32 AM  
**To:** Amanda Partridge <APartridge@blackfalds.ca>  
**Subject:** Re: Town of Blackfalds Public Hearing Notice – Bylaw 1307.24 Land Use Bylaw Amendments, DC 5 District and Redistricting of 4409 South Street

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 Day,

Thank you for including TELUS in your circulation.

At this time, TELUS has no concerns with the proposed activities.

Thanks

**Jane Willox**

**Real Estate Specialist | TELUS Land Solutions Team**

**Customer Network Planning (CNP)**

2930 Centre Avenue NE, Calgary, AB T2A 4Y2

On Mon, Jul 29, 2024 at 3:40 PM Amanda Partridge <[APartridge@blackfalds.ca](mailto:APartridge@blackfalds.ca)> wrote:

Good afternoon,

Attached is a Public Hearing Notice for Bylaw 1307.24 Land Use Bylaw Amendments, DC 5 District and Redistricting of 4409 South Street to the DC 5 District that has been set for Tuesday, August 27, 2024 at 7:00 p.m.

Please provide any written comments on or before noon, August 21, 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:** August 27, 2024

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

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

**SUBJECT:** **Bylaw 1306.24 – Municipal Development Plan, Map 2 Amendments (4409 South Street)**

---

**BACKGROUND**

The Town’s Municipal Development Plan (MDP) is a key statutory plan that communicates the long-term desired land uses for the Town at a very high level. The Land Use Bylaw (LUB) is the key implementation tool for direction in the MDP, and any amendments to the LUB need to be consistent with the direction contained within the MDP to bring the long-term land use vision into fruition.

Bylaw 1306.24 to amend Map 2 of the MDP is directly related to a subsequent item on this Council agenda, Bylaw 1307.24 to amend the LUB by redistricting 4409 South Street to a DC District intended for an apartment style development.

Council gave First Reading to Bylaw 1306.24 at the July 23, 2024 meeting and set the Public Hearing for this evening’s Regular Council Meeting:

**215/24** Deputy Mayor Sands moved That Council give First Reading to Bylaw 1306.24 to amend 4409 South Street on Map 2 of the Municipal Development Plan to Residential, as presented.

**CARRIED UNANIMOUSLY**

**216/24** Councillor Coulter moved That a Public Hearing date be set for August 27, 2024, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

**DISCUSSION**

When assessing the merits of a redistricting application, the policies of the MDP must be adhered to. MDP Policy 3.12 (k) requires redistricting applications to be consistent with the direction contained in the MDP and MDP Policy 5.1 directs future residential to areas generally shown for residential in Map 2. Map 2 currently shows the subject property, 4409 South Street, to be slated for future Industrial therefore the redistricting application will not be in conformance with the direction contained in the MDP unless an amendment is done first to Map 2 to identify the parcel for future residential.

Administration is supportive of changing the future land allocation of 4409 South Street to residential. The Town’s MDP was adopted in 2009 with no subsequent reviews to ensure that the desired long-term land use pattern is still relevant and required. Demand for Industrial development in the Town has decreased, the subject parcel is relatively small and does not have direct highway access, and is therefore not appealing for industrial development.

Knowing that the parcel had little appeal for industrial use, it was marketed for years under its current zoning, Commercial Highway District (C-2), without any interest.

During land sale negotiations the use of the land for residential was made clear from the onset which then required Administration to consider the viability of the land for future residential. The location is considered generally suitable for residential because it is in close proximity to many recreational opportunities, two schools and within reasonable walking distance from the Town's core and the developing mixed use Blackfalds Crossing community. In addition to the locational advantages, Town policy and the Mid-Term Strategic Plan encourage a mix of housing styles and affordability to the Town's housing market. The proposed future use of this parcel for high density apartment style housing meets Town policy intents and direction contained in the Mid-Term Strategic Plan.

While from a land use perspective the site is suitable for future residential, additional environmental studies are required before Administration is satisfied the land would be suitable for residential from an environmental standpoint. The potential land purchaser is aware of the need for further study and Third Reading of this amending Bylaw will not be brought forward until those studies are complete; a favourable recommendation for Third Reading will not be given unless it is confirmed the site is suitable for residential uses.

#### Public Hearing Comments

ATCO Transmission has advised that they require a separate utility lot for its sole use and that a pipeline alteration may be required in the area subject to this MDP amendment. These comments are related to the existing pipeline right-of-way along the entire north boundary of 4409 South Street. Town Administration and the potential purchaser will work with ATCO to satisfy their requirements.

#### **FINANCIAL IMPLICATIONS**

None.

#### **ADMINISTRATIVE RECOMMENDATION**

That Council considers the following motion:

1. That Council give Second Reading to Bylaw 1306.24, to amend 4409 South Street on Map 2 of the Municipal Development Plan to Residential, as presented.

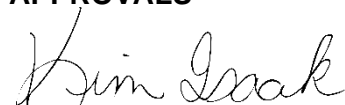
#### **ALTERNATIVES**

- a) That Council refer Bylaw 1306.24 back to Administration for more information or amendments.

#### **ATTACHMENTS**

- *Bylaw 1306.24*
- *Map 2 Current and Proposed Comparison*

#### **APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AMEND THE TOWN OF BLACKFALDS MUNICIPAL DEVELOPMENT PLAN BYLAW NO. 1088/09 AND AMENDMENTS THERETO**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* (MGA), being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Bylaw 1088/09 Town of Blackfalds Municipal Development Plan and amendments thereto, Map 2 Future Land Use Concept.

**WHEREAS**, pursuant to Section 632(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, require every municipality to pass a bylaw to adopt a Municipal Development Plan;

**WHEREAS**, the Municipal Council of the Town of Blackfalds has adopted a Municipal Development Plan to describe the manner in which the future development or redevelopment of the Town of Blackfalds may best be organized and carried out, this Municipal Development Plan being Bylaw 1088/09;

**WHEREAS**, the Municipal Council deems it necessary and expedient to amend the Municipal Development Plan Bylaw 1088/09 and amendments thereto;

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

**PART 1 – TITLE**

- 1.1 That this Bylaw shall be cited as the “Municipal Development Plan Map 2 Future Land Use Concept Amendments”.
- 1.2 Schedule “A” shall form part of this Bylaw.

**PART 2 – AMENDMENTS**

- 2.1 That Map 2 Future Land Use Concept of the Town of Blackfalds Municipal Development Plan Bylaw 1088/09, and amendments thereto, be amended by changing Lot 3 Block 1 Plan 102 2233, Pt. NW 22-39-27-W4M, from Industrial to Residential, in accordance with the map provided in Schedule “A” of 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\_\_.

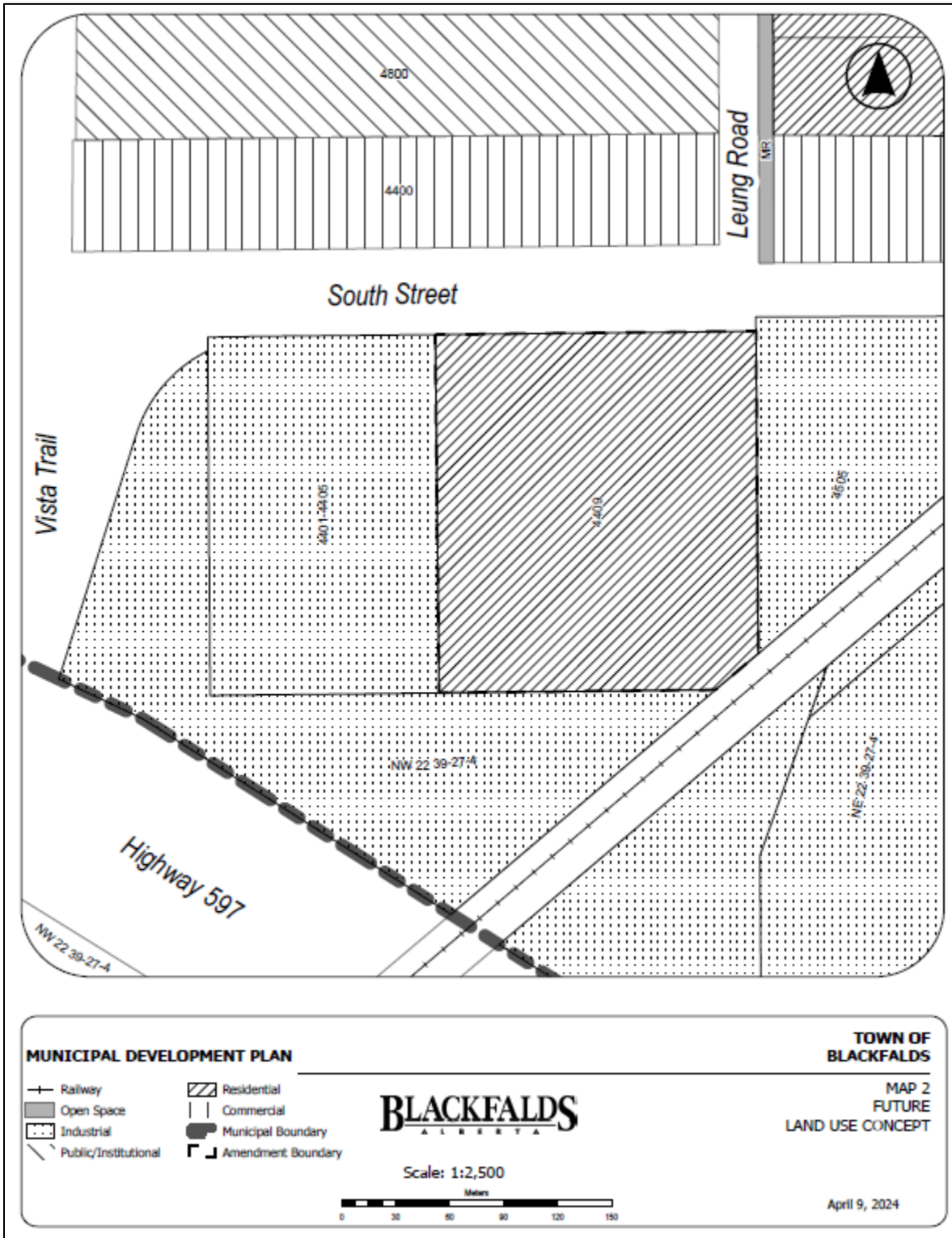
(RES.         )

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

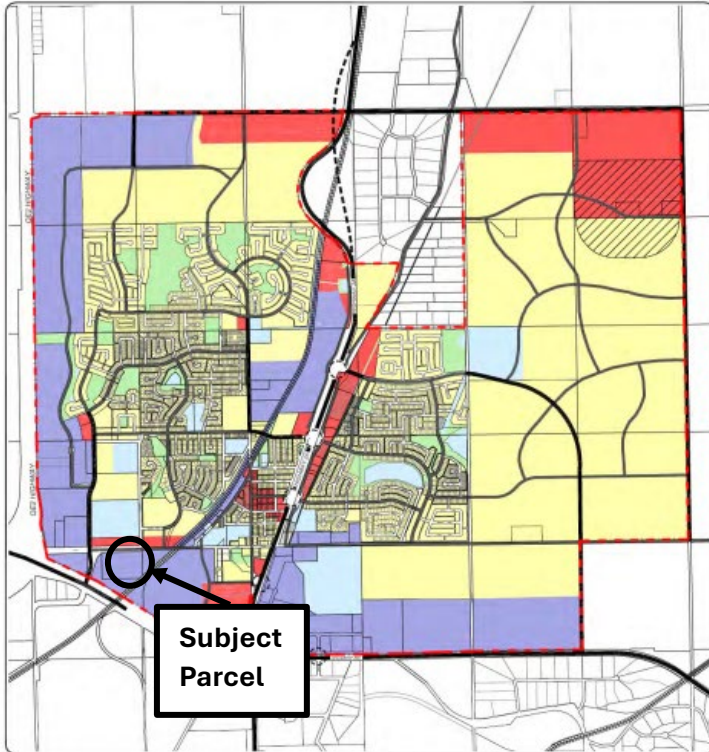
\_\_\_\_\_  
**CAO KIM ISAAK**

DRAFT

**BYLAW 1306.24 - SCHEDULE "A"**



### Municipal Development Plan Map 2



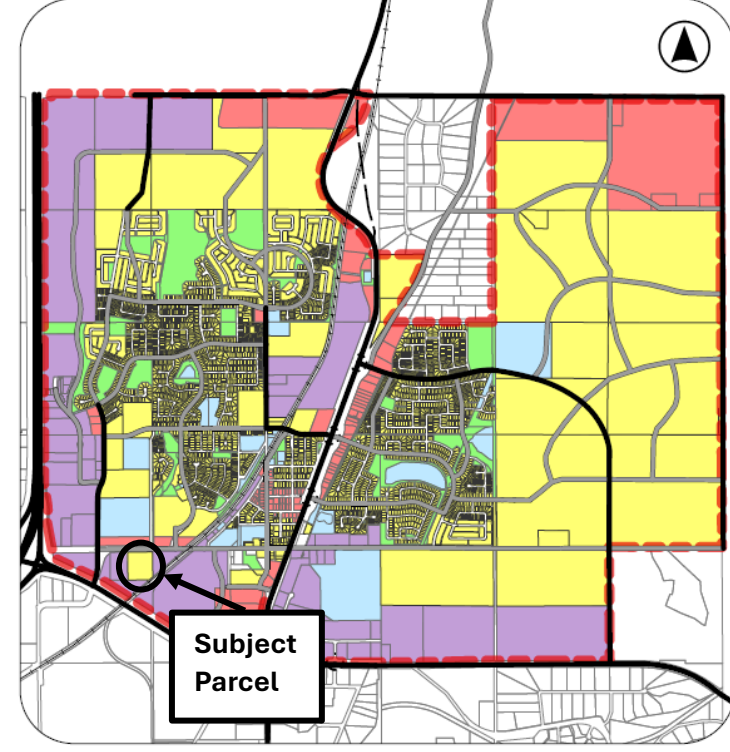
**MUNICIPAL DEVELOPMENT PLAN**

MUNICIPAL BOUNDARY	INDUSTRIAL
MAJOR THOROUGHFARES	PUBLIC / INSTITUTIONAL
FUTURE HWY 2A ALIGNMENT	RESIDENTIAL
RAILWAY	COMMERCIAL
SIGNALIZED INTERSECTIONS	OPEN SPACE
SPECIAL STUDY AREA	

**TOWN OF BLACKFALDS**  
**MAP 2**  
**FUTURE**  
**LAND USE CONCEPT**

JUNE 2019  
 PARKLAND COMMUNITY PLANNING SERVICES

### Bylaw 1306.24 Proposed Change to MDP Map 2



**MUNICIPAL DEVELOPMENT PLAN**

Municipal Boundary	Industrial
Major Thoroughfares	Public/Institutional
Future HWY 2A Alignment	Residential
Railway	Commercial
Special Study Area	Open Space
Signalized Intersections	

**TOWN OF BLACKFALDS**  
**MAP 2**  
**FUTURE**  
**LAND USE CONCEPT**

**BLACKFALDS**  
ALBERTA

Scale: 1:25,000

0 315 630 945 1260 1575  
 Metres

March 25, 2024

---

**MEETING DATE:** August 27, 2024  
**PREPARED BY:** Jolene Tejkl, Planning & Development Manager  
**PRESENTED BY:** Jolene Tejkl, Planning & Development Manager  
**SUBJECT:** **Bylaw 1307.24 – 4409 South Street Redistricting**

---

## **BACKGROUND**

Bylaw 1307.24 proposes to amend Land Use Bylaw 1268/22 (LUB) to bring in a new Direct Control District #5 specific to 4409 South Street and redistrict the property to Direct Control District #5 (DC-5) from the current Commercial Highway District (C-2). The proposed DC-5 District is intended to accommodate several apartment style buildings and associated parking on site with a potential future daycare and amenity building.

Council gave First Reading to Bylaw 1307.24 at the July 23, 2024, meeting and set the Public Hearing for this evening's Regular Council Meeting:

**217/24** Councillor Svab moved That Council give First Reading to Bylaw 1307.24 to redistrict 4409 South Street to Direct Control District #5, as presented.

**CARRIED UNANIMOUSLY**

**218/24** Deputy Mayor Sands moved That a Public Hearing date be set for August 27, 2024, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

## **DISCUSSION**

The proposed redistricting has come about through the land sale agreement specific to 4409 South Street and will be in line with the updates to the *Municipal Development Plan* (MDP) that are also currently in the formal adoption process.

Administration is supportive of the proposed redistricting to accommodate several apartment style buildings, a potential daycare and amenity building as the proposed development meets the following Town policies and focus areas:

- The Town of Blackfalds 2024-2026 Mid-Term Strategic Plan (hereinafter referred to as the Strategic Plan) identifies providing a diverse range of housing to meet the needs of residents as one of the 6 top priorities.
- The Strategic Plan identifies “promoting options for housing” as one of the areas of focus under Strategic Priority #1 Community Life.
- Policy 3.12 of the MDP provides matters to consider when redistricting of a parcel of land is proposed. Administration is generally satisfied that the proposed redistricting is suitable in light of the listed considerations. There are still some environmental reports required to confirm the suitability of the site for future residential before Administration can fully confirm

the application meets the requirements outlined in Policy 3.12. The potential land purchaser is aware of the need for further study and Third Reading of this amending Bylaw will not be brought forward until those studies are complete; a favourable recommendation for Third Reading will not be given unless it is confirmed the site is suitable for residential uses.

- Policy 5.1 of the MDP directs residential land uses to those areas identified in Map 2 Future Land Use Concept of the MDP. The subject property is identified in Map 2 for Industrial, however an amendment to the map is currently in the amendment process. This LUB amendment will be consistent with policy 5.1 insofar as the MDP amendment receives Third Reading prior to considering Third Reading of this amending Bylaw.
- Policy 5.2 of the MDP speaks to the Town providing a range of housing types. The Town does not currently have many apartment style units available for existing and new residents.

The following subsections correspond to the amending Bylaw 1307.24 provided in Attachment 1:

Amendments 2.1 and 2.2

These amendments propose to bring in a new Direct Control District #5 (DC-5) into the LUB to accommodate future apartment buildings, associated revised parking provisions specific to 4409 South Street, a potential day care facility and amenity building. The developer has crafted the DC-5 District to accommodate the development they are in the process of purchasing the land specifically for.

The DC-5 District lists “Apartment” as a Permitted Use, and limited Discretionary Uses such as a Major Daycare and Home Based Business 1. A Direct Control District is being proposed to attribute slightly different parking standards than what the LUB requires, the table below compares the proposed parking requirements with the requirements of the LUB:

<b>Proposed Apartment Parking Requirements in DC-5 District</b>	<b>Current Apartment Land Use Bylaw Parking Requirements</b>
1 parking stall for each 1-bedroom unit	Same
1.5 parking stalls for each 2-bedroom unit	2 parking stalls for each 2-bedroom unit
2 parking stalls for each 3-bedroom unit	Same
PLUS 1 additional parking stall for every 5 units for guest parking	PLUS 1.5 additional parking stall for every 5 units for guest parking
Parking stall sizes 2.7 m x 5.5 m	Parking stall sizes 2.75 m x 6.0 m

The proposed minimum parking stall size is consistent with The City of Red Deer’s standard, slightly smaller than what the City of Lacombe requires, and slightly larger than what the Town of Sylvan Lake requires.

The developer has built similar developments in the aforementioned municipalities and is comfortable moving forward with the reduced parking requirements as proposed.

Section 2.4 of the LUB provides specific regulations on amendments to create a Direct Control District. This section states a Direct Control District shall only be used for the purpose of providing for developments that require specific regulation unavailable in other Land Use Districts. Due to the revised parking stall requirements and dimensions, it is the Department’s opinion that the proposed DC District #5 meets the requirements of Section 2.4 of the LUB.



Also of note is the entity empowered to render decisions on Development Permit Applications in the DC-5 District. The Development Authority is proposed to be Council with the exception of a Home Based Business 1, which is proposed to be subdelegated to the Development Officer.

A copy of the proposed Direct Control District #5 is provided in Attachment 2, and a draft site plan showing potential full build-out of the property is provided in Attachment 3.

### Amendment 2.3

This amendment proposes to redistrict the 4409 South Street, legally described as Lot 3 Block 1 Plan 102 2233, to the new DC-5 District from the current Commercial Highway District (C-2).

### Pre-Council Consultation

Administration did not reach out to adjacent landowners to solicit their comments prior to taking these amendments forward for First Reading. The reasoning behind this decision was that the lands to the north, west and east are all owned by the Town of Blackfalds; the parcel adjacent to the south is privately owned, and the landowner did receive the Public Hearing notification when the Bylaw 1307.24 received First Reading. In addition, the parcel is not within an existing residential community, nor is it governed by a previously approved Area Structure Plan, so the impact to existing landowners in the vicinity is considered minor.

### **FINANCIAL IMPLICATIONS**

None.

### **ADMINISTRATIVE RECOMMENDATION**

That Council considers the following motion:

1. That Council give Second Reading to Bylaw 1307.24, to redistrict 4409 South Street to Direct Control District #5, as presented.

### **ALTERNATIVES**

- a) That Council refers Bylaw 1307.24 back to Administration for more information or amendments.

### **ATTACHMENTS**

- *Bylaw 1307.24 - to redistrict 4409 South Street to Direct Control District #5.*
- *Proposed Direct Control District #5*
- *Draft Site Plan Showing Potential Full Build-out*

### **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* (MGA), 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 add Direct Control District #5 (DC-5) and redistrict Lot 3 Block 1 Plan 102 2233 to Direct Control District #5 (DC-5).

**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 August 15, 2024 and August 22, 2024 in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

**WHEREAS**, a Public Hearing was held on August 27, 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 "Addition of Direct Control District #5 (DC-5) and redesignate Lot 3 Block 1 Plan 102 2233 to Direct Control District #5 (DC-5)".
- 1.2 Schedule "A" and "B" shall form part of this Bylaw.

**PART 2 – AMENDMENTS**

- 2.1 That Schedule "A" as attached form part of this Bylaw and be included as Schedule A6 – Direct Control District #5 (DC-5).
- 2.2 That Schedule "A" table located on page 162 of Land Use Bylaw 1268.22 be updated to include the following:

Part 8 A6	DC-5	Lot 3 Block 1 Plan 102 2233	Bylaw 1307.24
-----------	------	-----------------------------	---------------

- 2.3 That Lot 3 Block 1 Plan 102 2233 be redistricted from Commercial Highway District (C-2) to Direct Control District #5 (DC-5), as shown in Schedule "B" 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

**BYLAW 1307.24 - SCHEDULE "A"**

**Schedule A6 Direct Control District #5 (DC-5)**

**Purpose**

To provide an area for multi-unit residential Development located at Lot 3 Block 1 Plan 102-2233 at a higher Density and any other uses, herein listed, all of which are connected to municipal services.

**Permitted and Discretionary Uses**

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"> <li>• Apartment</li> </ul>	<ul style="list-style-type: none"> <li>• Accessory Building</li> <li>• Residential Sales Centre</li> <li>• Signs</li> <li>• Daycare, Major</li> <li>• Home Based Business I</li> </ul>

**District Regulations**

- a) Council will be the Development Authority for all uses except for Home Based Business I.
- b) The Development Officer will be the Development Authority for Home Based Business I.
- c) In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	7.5 m (24.61 ft)
Minimum Side Yard	4.0 m (9.84 ft) or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	7.5 m (24.61 ft)

<p>Parking</p>	<p>Apartment: 1.0 per one bedroom unit; 1.5 per <u>two bedroom</u> unit; 2.0 per three bedroom unit, plus 1.0 additional space for every 5.0 units which must be clearly identified as guest parking. Stalls sized 2.7m x 5.5m</p> <p>Daycare, Major: 1.0 per 50m<sup>2</sup> of Gross Floor Area of Daycare PLUS 1.0 per employee. Stalls Sized 2.7m x 5.5m</p>
<p>Landscaping Area</p>	<p>Minimum 30%</p>
<p>Dwelling Density</p>	<p>150 units/ha or 60 units/ac</p>
<p>Maximum Building Height</p>	<p>17.0 Meters (55.77 Feet)</p>
<p>Amenity Space</p>	<p>An Amenity Space for the enjoyment of residents of the Development including hard and soft landscaped areas and recreational areas in a suitable location shall be incorporated into the plans.</p> <p>Amenity Spaces may consist of a single area or be divided into multiple areas. The Amenity Space shall include outdoor Open Space that provides an area for unstructured passive or active recreation to the satisfaction of the Development Authority and includes 2 or more of the following:</p> <ul style="list-style-type: none"> <li>• Playground equipment</li> <li>• Benches, picnic tables, or other form of seating</li> <li>• Gazebo or other shelter</li> <li>• Patio</li> <li>• Courtyards</li> <li>• Gardens</li> </ul> <p>Other recreational or amenity uses that would satisfy the needs of the residents for the Development.</p> <p>Each Apartment unit shall provide a private outdoor Amenity Space of not less than 4.5 m<sup>2</sup> (48.44 ft<sup>2</sup>) in area.</p>

**BYLAW 1307.24 - SCHEDULE "B"**



## Schedule A6 Direct Control District #5 (DC-5)

### Purpose

To provide an area for multi-unit residential Development located at Lot 3 Block I Plan 102-2233 at a higher Density and any other uses, herein listed, all of which are connected to municipal services.

### Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"><li>• Apartment</li></ul>	<ul style="list-style-type: none"><li>• Accessory Building</li><li>• Residential Sales Centre</li><li>• Signs</li><li>• Daycare, Major</li><li>• Home Based Business I</li></ul>

### District Regulations

- a) Council will be the Development Authority for all uses except for Home Based Business I.
- b) The Development Officer will be the Development Authority for Home Based Business I.
- c) In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	7.5 m (24.61 ft)
Minimum Side Yard	4.0 m (9.84 ft) or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	7.5 m (24.61 ft)

<p>Parking</p>	<p>Apartment: 1.0 per one bedroom unit; 1.5 per two bedroom unit; 2.0 per three bedroom unit, plus 1.0 additional space for every 5.0 units which must be clearly identified as guest parking. Stalls sized 2.7m x 5.5m</p> <p>Daycare, Major: 1.0 per 50m<sup>2</sup> of Gross Floor Area of Daycare PLUS 1.0 per employee. Stalls Sized 2.7m x 5.5m</p>
<p>Landscaping Area</p>	<p>Minimum 30%</p>
<p>Dwelling Density</p>	<p>150 units/ha or 60 units/ac</p>
<p>Maximum Building Height</p>	<p>17.0 Meters (55.77 Feet)</p>
<p>Amenity Space</p>	<p>An Amenity Space for the enjoyment of residents of the Development including hard and soft landscaped areas and recreational areas in a suitable location shall be incorporated into the plans.</p> <p>Amenity Spaces may consist of a single area or be divided into multiple areas. The Amenity Space shall include outdoor Open Space that provides an area for unstructured passive or active recreation to the satisfaction of the Development Authority and includes 2 or more of the following:</p> <ul style="list-style-type: none"> <li>• Playground equipment</li> <li>• Benches, picnic tables, or other form of seating</li> <li>• Gazebo or other shelter</li> <li>• Patio</li> <li>• Courtyards</li> <li>• Gardens</li> </ul> <p>Other recreational or amenity uses that would satisfy the needs of the residents for the Development.</p> <p>Each Apartment unit shall provide a private outdoor Amenity Space of not less than 4.5 m<sup>2</sup> (48.44 ft<sup>2</sup>) in area.</p>



No.	Description	Date
1	Change Ph 1 Building	24-06-25

DO NOT SCALE THIS DRAWING  
VERIFY ALL DIMENSIONS, DATUMS AND LEVELS PRIOR TO COMMENCEMENT OF WORK. REPORT ANY DISCREPANCIES OR OMISSIONS TO THE ARCHITECT IMMEDIATELY.  
ALL WORK MUST COMPLY WITH THE MOST RECENT EDITION OF THE APPLICABLE BUILDING CODE AND ANY OTHER GOVERNING AUTHORITIES.  
THIS IS AN APPROVED DRAWING AND SHALL NOT BE REPRODUCED OR REVISED WITHOUT THE WRITTEN CONSENT OF THE CONSULTANT.

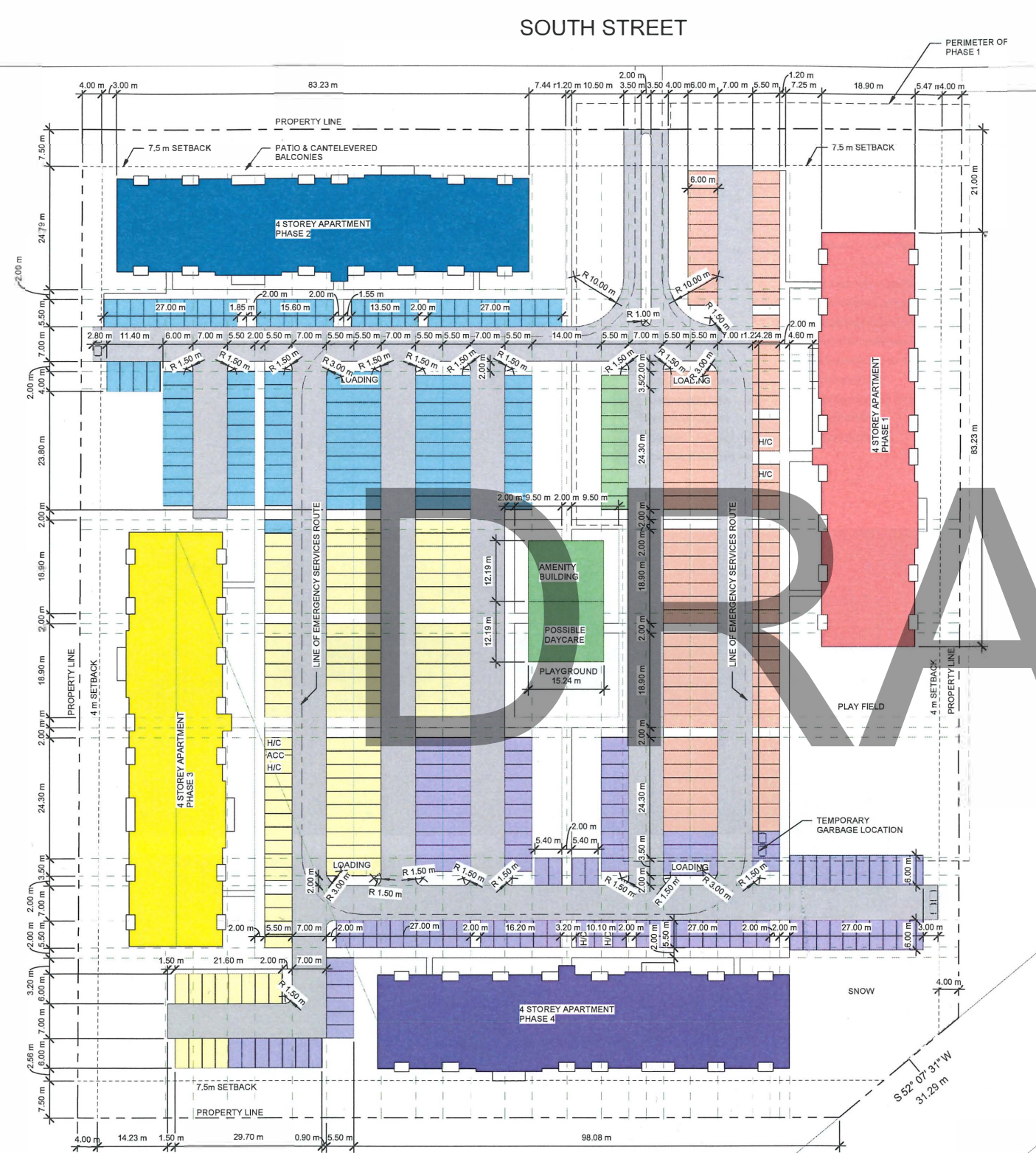
ISSUED FOR DEVELOPMENT PERMIT

**Laebon Group**  
**Montage Apartments**  
4409 South Street, Blackfalds Alberta  
Lot 3 Block 1 Plan 102 2233

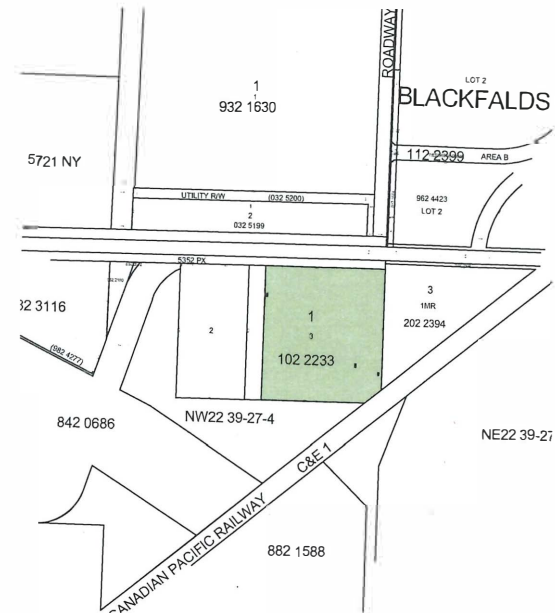
Site Plan & Project Information

Project number	ST-17
Date	June 12, 2024
Drawn by	SMT
Checked by	SMT
Scale	As indicated

A1.1



1 Site Plan  
1: 500



2 Context  
1: 5000

- Symbol Legend
- DOOR TAG
  - WINDOW TAG
  - WALL TAG
  - BUILDING SECTION REFERENCE SHEET NUMBER
  - WALL SECTION REFERENCE SHEET NUMBER
  - ELEVATION REFERENCE SHEET NUMBER
  - DETAIL REFERENCE SHEET NUMBER
  - VERTICAL ELEVATION REFERENCE
  - MATERIAL TAG
  - GRID NUMBER REFERENCE
  - REVISION REFERENCE NUMBER
  - DRAWING NUMBER / SHEET NUMBER
  - ROOM NAME ROOM NUMBER
  - View Name
- TRUE NORTH

Sheet Number	Sheet Name
A1.1	Site Plan & Project Information
A1.2	Site Plan - Phase 1
A1.3	Landscape Plan
A1.4	Site Details
A2.1	Main Floor Plan, 2nd Floor Plan
A2.2	Third Floor Plan & Fourth Floor Plan
A3.1	Elevations

Level	Area
Level 1	1538 m <sup>2</sup>
Level 2	1529 m <sup>2</sup>
Level 3	1527 m <sup>2</sup>
Level 4	1531 m <sup>2</sup>
Grand total:	6124 m <sup>2</sup>

**Building Code Review (NBC - 2019 AB)**

**BUILDING USE AND CLASSIFICATION:**  
GROUP C  
ABC 2019, PART 3, SECTION 3.2.2.50

**BUILDING DESIGN:**  
SPRINKLERED  
COMBUSTIBLE CONSTRUCTION  
STANDPIPE & HOSE SYSTEM REQUIRED (3.2.5.8.)  
FIRE ALARM REQUIRED

**BUILDING AREA:**  
1,538 m<sup>2</sup> (16,555 ft<sup>2</sup>)  
MAXIMUM AREA: 2,250 m<sup>2</sup>

NO OF STOREYS: 4 STOREYS

**MAXIMUM DISTANCE TO AN EXIT (TABLE 3.3.1.5.A):**  
45.00 m (147.6 ft)

**FIRE SEPARATIONS AND RATINGS:**  
ROOF: 1 HR FRR  
FLOORS: 1HR FRR  
LOAD BEARING COLUMNS: 1HR FRR  
EXITS: 1HR FRR  
JANITOR ROOM: 1HR FRR  
SERVICE ROOM: 1HR FRR  
STORAGE ROOM: 1HR FRR

**LIMITING DISTANCE AND AREA OF UNPROTECTED OPENINGS (3.2.3.1):**

NORTH EXPOSING BUILDING FACE:  
LIMITING DISTANCE: 0.00 m (0.00 ft)  
AREA OF UNPROTECTED OPENING: 0.00 m<sup>2</sup> (00.00 ft<sup>2</sup>)

EAST EXPOSING BUILDING FACE:  
LIMITING DISTANCE: 0.00 m (0.00 ft)  
AREA OF UNPROTECTED OPENING: 0.00 m<sup>2</sup> (00.00 ft<sup>2</sup>)

SOUTH EXPOSING BUILDING FACE:  
LIMITING DISTANCE: 0.00 m (0.00 ft)  
AREA OF UNPROTECTED OPENING: 0.00 m<sup>2</sup> (00.00 ft<sup>2</sup>)

WEST EXPOSING BUILDING FACE:  
LIMITING DISTANCE: 0.00 m (0.00 ft)  
AREA OF UNPROTECTED OPENING: 0.00 m<sup>2</sup> (00.00 ft<sup>2</sup>)

**Land Use Bylaw Information**

**BUILDING USE & ZONING:**  
PROPOSED: RESIDENTIAL MULTI-UNIT (R5)

**SITE AREA:** 35,126 m<sup>2</sup> = 3.51 Ha = 378,105 ft<sup>2</sup> = 8.68 ac

**BUILDING FOOTPRINT AREA = 6,708 m<sup>2</sup>**

**DENSITY:**  
REQUIRED = 150 unit/Ha or 60 unit/ac  
PROVIDED = 300 / 4 = 75 units/ha

**MAX COVERAGE PERMITTED = 75%**  
COVERAGE PROPOSED = 16.7%

**MAX HEIGHT 17m (55.77 ft)**  
PROPOSED BUILDING HEIGHT: 15.5m (50.89 ft)

**REQUIRED YARDS:**  
FRONT YARD 7.5 FOR CONNECTOR STREETS  
SIDE YARD 4.0m  
REAR YARD: 7.5m

**HOUSING UNITS:**  
1 BDRM APARTMENT 128  
2 BDRM APARTMENT 176  
TOTAL 304

**PARKING STALLS:**  
REQUIRED = 462  
PROVIDED = 462  
1BDRM APT (128 x 1) = 128  
2BDRM APT (176 x 1.5) = 264  
GUEST: (300/5) = 60  
COMMERCIAL/DAYCARE 2.5\*100 X 4 = 10

**LOADING STALLS:**  
REQUIRED 1  
PROVIDED 4

**LANDSCAPING:**  
MINIMUM: 30% OF TOTAL SITE AREA  
LANDSCAPED AREA: 10,537.8 m<sup>2</sup>  
PERCENT PROVIDED: 30%

ONE (1) TREE / 25 m<sup>2</sup> OF LANDSCAPED AREA  
422 trees/  
RATIO 2:3 DECIDUOUS TO CONIFEROUS  
169 DECIDUOUS; 253 CONIFEROUS

ONE (2) SHRUB / 25 m<sup>2</sup> OF LANDSCAPED AREA  
843 shrubs

**LANDSCAPING OF PARKING AREA**  
1 tree for each 20.0 m<sup>2</sup> (215.28 ft<sup>2</sup>) and 1 shrub for each 10.0 m<sup>2</sup> (107.64 ft<sup>2</sup>) of parking area islands, with a minimum of 1 tree per parking area island.

**AMENITY SPACE:**  
PRIVATE 4.5 MZUNIT

Total Development Parking Stalls	
Type	Count
2.7 x 5.5 - 90 deg	391
2.7 x 6.0 - 90 deg	63
3.5 x 8.0 - 90 deg loading	4
3.7 x 5.5 - 90 deg hc	8
Grand total:	466

---

**MEETING DATE:** August 27, 2024

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

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

**SUBJECT:** **Proposed Subdivision S-03-24  
Aurora Heights Phase 5B, Pt. SW 35-39-27-W4M**

---

## **BACKGROUND**

The landowner has applied to subdivide out a 4.59 hectare (11.4 acre) parcel out of the remainder of Pt. SW 35-39-27-W4M in the Aurora Heights Community. This is being done to accommodate a sale of the development area to another developer for them to continue on with residential development along Athens Place and Athens Road. The purchaser of this proposed subdivision will submit a subsequent subdivision application for the residential lots envisioned in the Aurora Heights Area Structure Plan. A copy of the Subdivision Application and Tentative Subdivision Plan are included in Attachment 1 of this report.

The majority of the subject parcel is designated Residential Multi-Dwelling District (R-2) with a small portion of Residential Single Dwelling Small Lot District (R-1S) in the north-west portion of the plan area. The parcel has legal and physical access from Athens Road and a segment of Athens Place that has been developed.

## **DISCUSSION**

Section 654(1) of the *Municipal Government Act* (MGA) states that the Subdivision Authority must not approve an application unless:

- The land proposed to be subdivided is suitable for the intended purpose of the subdivision,
- The subdivision conforms to relevant Statutory Plans and the Land Use Bylaw (LUB),
- The application conforms to the relevant sections of the MGA, and
- All outstanding property taxes have been paid or satisfactory arrangements for their payment have been made with the Town.

The proposed parcel is intended to accommodate future residential development in accordance with the previously approved Aurora Heights ASP. Administration is satisfied that the land is suitable for future residential uses, and the subdivision conforms to the governing ASP.

When processing this subdivision application for a larger segment of the Aurora Heights community that will require further subdivision in the future, care needs to be taken that the parcel size and configuration will accommodate the required minimum lot sizes. The area designated R-2 District is large enough that future lot lines can be adjusted to ensure compliance with the minimum lot size requirements prescribed in the LUB. The area of this larger subdivision application that warranted further investigation to ensure future compliance was the R-1S District portion of this subdivision plan. To confirm this, the applicant provided a block outline plan that confirms the future R-1S District lots will achieve the prescribed minimum lot sizes in the district (Attachment 2). As such, Administration is satisfied that the proposed subdivision conforms to the LUB.

With respect to the payment of outstanding property taxes, this requirement is always reflected in a condition of subdivision approval to ensure that all property taxes are paid at the time of subdivision endorsement, which can be a year or more from the date of conditional subdivision approval.

Administration is satisfied that the application meets the required criteria set out in Section 654(1) of the MGA for subdivision approval.

Section 9 of the *Matters Related to Subdivision and Development Regulation* also sets out relevant considerations that the Subdivision Authority must consider when making a decision on a subdivision application. These considerations pertain to land suitability, availability of infrastructure, and environmental considerations. The topography of the subject land is relatively flat, all municipal infrastructure will be available to service the future residential developments, and there are no environmentally sensitive lands to protect through the designation of Environmental Reserve (ER).

Administration is satisfied that the application meets the required criteria set out in the *Matters Related to Subdivision and Development Regulation*.

The Town's Municipal Development Plan (MDP) further reiterates the subdivision considerations in the MGA and the Regulations in MDP Policy 3.12 which the Department is satisfied the application before the Authority meets.

#### Reserve Dedication

The governing Aurora Heights Area Structure Plan does not identify any Municipal Reserve (MR) within the proposed limits of subdivision as such, no MR dedication is required for this subdivision or the subsequent one expected.

There is no requirement for ER dedication on this parcel because none of the lands qualify for ER designation, pursuant to section 664(1) of the MGA.

#### Subdivision Notification and Responses

Notification was not sent to adjacent landowners as Section 653(4.1) of the MGA and the *Matters Related to Subdivision and Development Regulation* does not require adjacent landowner notification for subdivision applications that conform to a previously approved ASP that was subject to a Public Hearing.

The proposed subdivision was referred to all required local authorities and agencies listed below and responses are provided in Attachment 3 of this report:

- Alberta Environment and Protected Areas
- Alberta Health Services, Central Zone
- Alberta Transportation and Economic Corridors
- ATCO Gas
- ATCO Pipelines
- Canada Post
- Fortis Alberta
- Lacombe County
- North Red Deer Regional Wastewater Services Commission
- North Red Deer River Water Services Commission

- Shaw Communications
- TELUS Communications
- Town of Blackfalds Departments

ATCO Gas and Pipelines advised the owner/developer will need to contact ATCO Gas to determine if any right-of-ways are required prior to the registration of this subdivision. This request is addressed under the recommended condition of subdivision approval 3 and will ultimately be covered under a registered Town of Blackfalds easement.

**FINANCIAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

That Council, being the designated Subdivision Authority for the Town of Blackfalds, is satisfied that the proposed subdivision meets the relevant considerations, and move to APPROVE the subdivision of Pt. SW 35-39-27-W4M subject to the following conditions:

1. That pursuant to Section 84 of the *Land Titles Act*, the subdivision, as shown on the attached sketch, is registered by Plan of Survey.
2. That pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes are to be paid, or some other arrangements satisfactory to the Town of Blackfalds for payment thereof be made.
3. That pursuant to Section 655(1) of the *Municipal Government Act*, that the owner/developer register utility easement right of way as per the requirements of the Town of Blackfalds and/or utility companies concurrent with or prior to registering the subdivisions Plan of Survey.

**ALTERNATIVES**

- a) That Council, being the Subdivision Authority for the Town of Blackfalds, refuses the subdivision with reasons.
- b) That Council, being the Subdivision Authority for the Town of Blackfalds, refers this item back to Administration for further information.

**ATTACHMENTS**

- *Subdivision Application*
- *Plan Showing Future Block Outline*
- *Referral Responses*

**APPROVALS**

Kim Isaak,  
Chief Administrative Officer



Department Director/Author



File No #: S-03-24

Application Date: July 22-2024

**The Registered Owner(s) of the land to be subdivided, or a person authorized to act as an agent, must complete this form in its entirety.**

Landowner Name(s): AURORA HEIGHTS INC

Mailing Address: 303, 4406 - 50ave

City: Red Deer Prov: AB Postal Code: T4N 3Z6

Phone: Row 403-318-3843 Alt Phone: \_\_\_\_\_

Email Address: CON @ AURORA HEIGHTS.CA

(Same as Landowner)

Contractor Name(s): Bemoco Land Surveying LTd

Mailing Address: 100-6040-47 Ave

City: Red Deer Prov: AB Postal Code: T4E 1A7

Phone: 403-342-2611 Alt Phone: 403-586-4656

Email Address: k.vennard@bemoco.com

**LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED**

All/Part of the SW ¼ sec. 35 TWP 39 range 27 west of the fourth meridian,  
being all/part of:

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Certificate of Title No.: 212 273 825+1

Area of the parcel of land to be subdivided: 57.11 acres 23.11 hectares.

**LOCATION OF LAND TO BE SUBDIVIDED**

The land is located in the Town of Blackfalds:

- a) Is the land situated immediately adjacent to the municipal boundary?  
 No  Yes – What is the adjoining municipality? \_\_\_\_\_
- b) Is the land situated within 1.6 kilometers of the centre line of a highway?  
 No  Yes – What Highway No. is this? Highway 2A
- c) Does the parcel contain or is it bounded by a river, stream, lake, or other body of water, or by a drainage ditch or canal?  
 No  Yes – State the name: \_\_\_\_\_
- d) Is the parcel within 1.5 kilometers of a sour gas facility?  
 No  Yes

**EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED**

- a) Describe the existing use of the land: R2 and R-1S
- b) Describe the proposed use of the land: R2 and R-1S
- c) The land designation, as classified under the Land Use Bylaw is: R2 and R-1S

**PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED**

- a) Describe the nature of the land's topography (flat, rolling, steep, mixed):  
Flat open
- b) Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, wood lots, etc.):  
Vacant

File No #: \_\_\_\_\_

Application Date: July 22-2024

c) Describe the kind of soil on the land (sandy, loam, clay, etc.): Loam, Clay

**EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED**

Describe any buildings and structures on the land and whether they are to be demolished or moved:

Vacant

**WATER AND SEWER SERVICES**

If the proposed subdivision is to be serviced by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage:

Town water and sanitary

Is the property the subject of a license, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission?  Yes  No

If yes, please describe: \_\_\_\_\_

Is the property the subject of the application the subject of a license, permit, approval, or other authorization granted by the Minister or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act\*?  Yes  No

If yes, please describe: \_\_\_\_\_

Is the subject property immediately adjacent to the County boundary?  Yes  No

If yes, please describe: \_\_\_\_\_

*\*The Minister is responsible for the following acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act.*

**RESOURCES:**

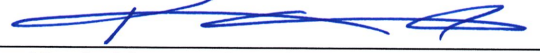
Water Act & Environmental Protection and Enhancement Act Approvals - Alberta Energy Regulator: <https://avw.alberta.ca/ApprovalViewer.aspx>  
Historic Sites/Resources (requires an account) – Online Permitting and Clearance (OPAC): <https://www.opac.alberta.ca/Login.aspx>  
Abandoned Wells – Abandoned Well Map Viewer: <https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>  
Pipeline/Well Locations – Regulatory Assurance: <https://regulatoryassurance.alberta.ca/dras?id=public-notice>

**REGISTERED OWNER(S) OR PERSON ACTING ON OWNER'S BEHALF**

I/We, Bemoco Land Surveying Ltd, hereby certify that  
(please print full name(s))

- I/We are the registered owner(s), or  
 I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signature:  Date: July 22/24  
Kevin Vennard ALS

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AGENT AUTHORIZATION (WHEN APPLICABLE)**

I/We, See appointment of agent form, being the registered  
(please print full name(s))

owner(s) of the land being subdivided do hereby authorize \_\_\_\_\_  
(individual or firm seeking application)

to make application for subdivision affecting the above noted property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



File No #: \_\_\_\_\_

Application Date: July 22-2024

**RIGHT TO ENTRY**

Pursuant to Sections 653(2) of the Municipal Government Act, I hereby  do, or  do not grant consent for a designated officer of the Town of Blackfalds to enter upon the land described above, which is subject to an application for subdivision, for the purpose of a site inspection.

Name: Kevin Vennard ALS Date: July 22/24  
(please print full name)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print full name)

Signature:  Date: July 22/24

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS (FURTHER INFORMATION MAY BE PROVIDED ON A SEPARATE SHEET AND INCLUDED WITH THIS APPLICATION)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BELOW FOR OFFICE USE ONLY**

Subdivision Application Fee: (1-61-00-590)	\$
TOTAL:	\$

Receipt #: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Personal information collected on this form will be used in the evaluation of proposed subdivisions and to facilitate contact with referral agencies and adjacent landowners. This information is collected under the authority of the *Municipal Government Act* and Land Use Bylaw 1198.16, as well as Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of the Act. Questions regarding the collection and/or use of this information may be directed to the Records Management & FOIP Coordinator at [foip@blackfalds.com](mailto:foip@blackfalds.com) or by phone at 403.885.6370.

S.W. 1/4 Sec. 35-39-27-4

Remainder of  
S.W. 1/4 Sec. 35-39-27-4

Road Plan  
4011 EU

ROAD PLAN  
992 0180

ROAD PLAN  
992 0180

# AURORA HEIGHTS (PHASE 5B)

TENTATIVE PLAN SHOWING

## PROPOSED SUBDIVISION

AFFECTING THE

S.W. 1/4 Sec. 35, Twp. 39, Rge. 27, W. 4 Mer.

TOWN OF BLACKFALDS

ALBERTA

**Lot 1  
Block 6**  
Area 4.59 Ha (11.4 acres)

Plan 192 2678

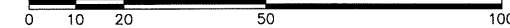
Railway Plan C. & E. No. 1

Lot 105 MR



S.W. 1/4 Sec. 35-39-27-4

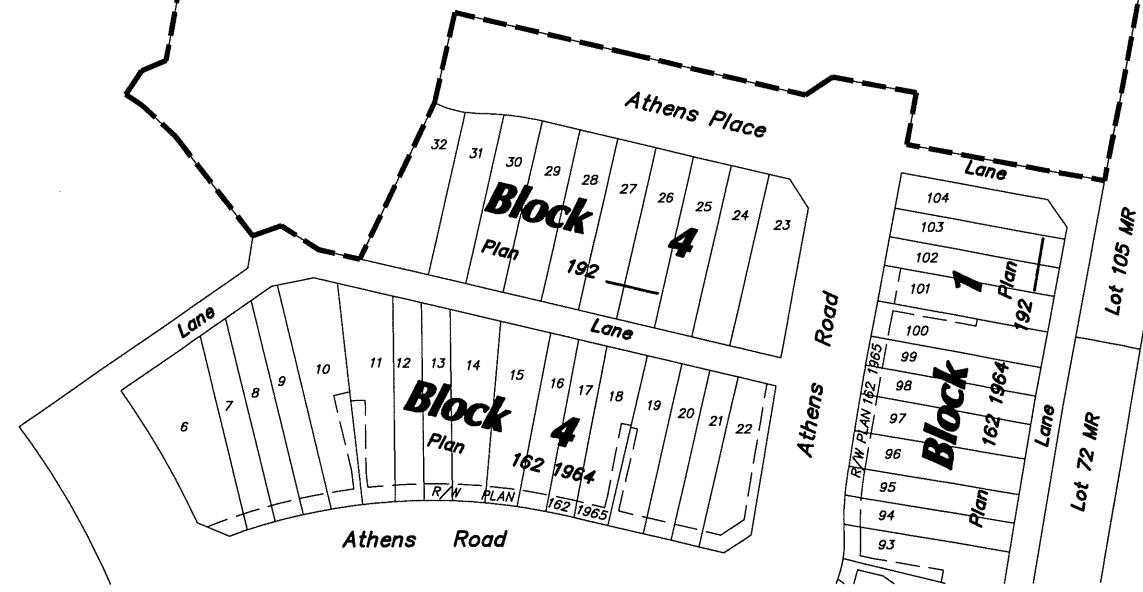
SCALE = 1 : 1000

METRIC



**NOTES:**

- Distances shown are in metres and decimals thereof.
- Beginning and end of curves area shown thus: 
- Area dealt with is bounded thus: 
- Area Required 4.59 Ha 11.34 acres



REV	DATE	DESCRIPTION
01	July 22, 2024	Revised
00	Apr. 17, 2019	Issued

**BEMOCO LAND SURVEYING LTD.**

100, 6040-47th AVENUE  
RED DEER, ALBERTA

PHONE: 342-2611

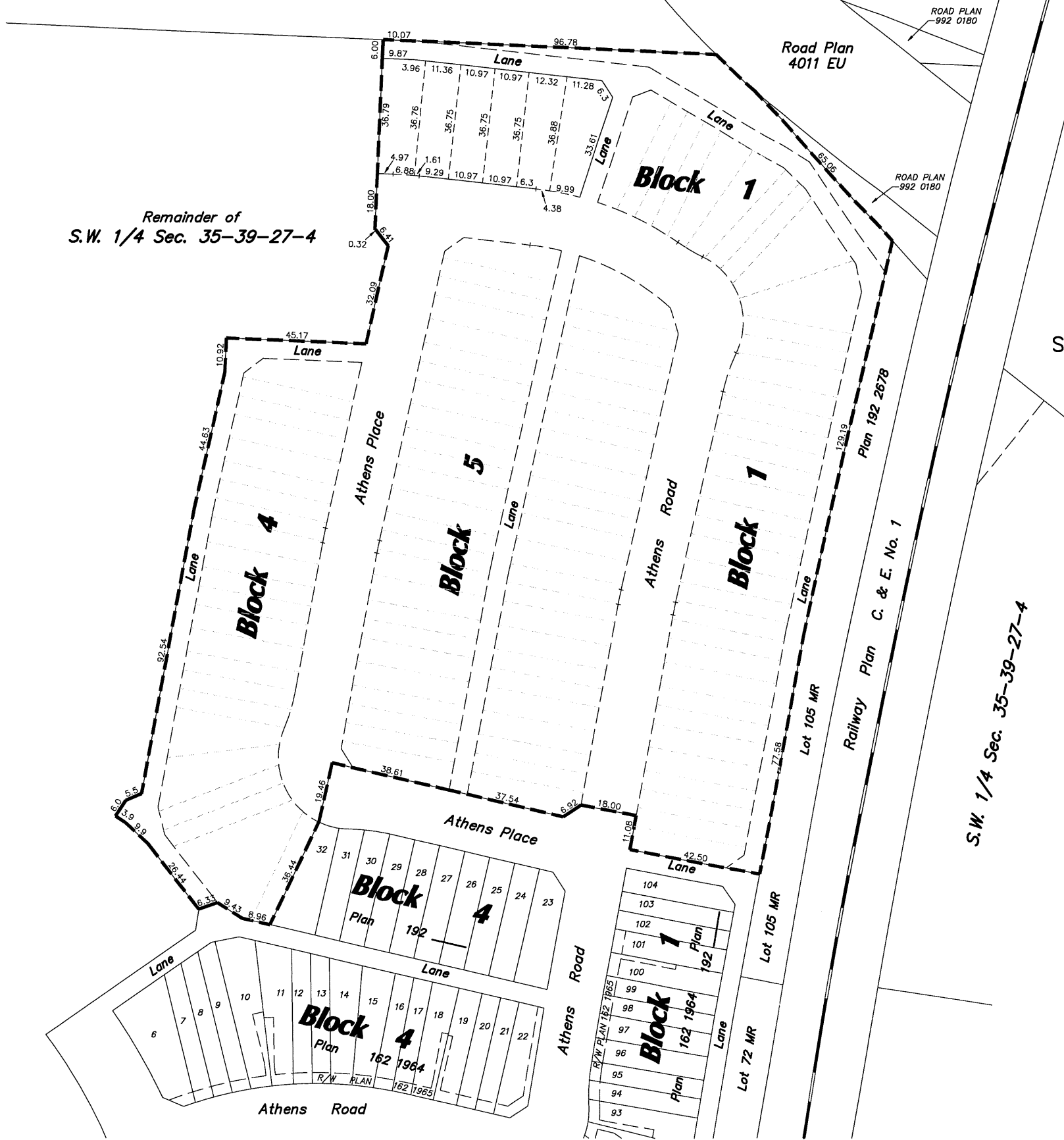
DRAWN BY: KV CHK'D: KV

FILE No: S-044113 TENT

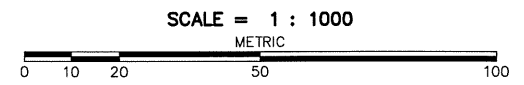


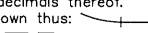

S.W. 1/4 Sec. 35-39-27-4

Remainder of  
S.W. 1/4 Sec. 35-39-27-4



**AURORA HEIGHTS (PHASE 5B)**  
 PLAN SHOWING  
**BLOCK OUTLINE**  
 WITHIN THE  
 S.W. 1/4 Sec. 35, Twp. 39, Rge. 27, W. 4 Mer.  
 TOWN OF BLACKFALDS  
 ALBERTA



NOTES:  
 -Distances shown are in metres and decimals thereof.  
 -Beginning and end of curves area shown thus:   
 -Area dealt with is bounded thus:   
 Area Required 4.59 Ha 11.34 acres

REV	DATE	DESCRIPTION
01	July 22, 2024	Revised
00	Apr. 17, 2019	Issued

**BEMOCO LAND SURVEYING LTD.**  
 100, 6040-47th AVENUE  
 RED DEER, ALBERTA  
 PHONE: 342-2611

DRAWN BY: RFP    CHK'D: KV    FILE No: S-044113 blk outline

August 1, 2024

Attention: Development Officer/Planner

**File No: S-03-24**


**Name: Aurora Heights Inc.**

**Legal: SW 35-39-27 W4M**

The aforementioned application has been received by our office and we are satisfied that the application poses a minimal risk to public health.

If you have any questions or concerns regarding this application, please contact me.

Sincerely,

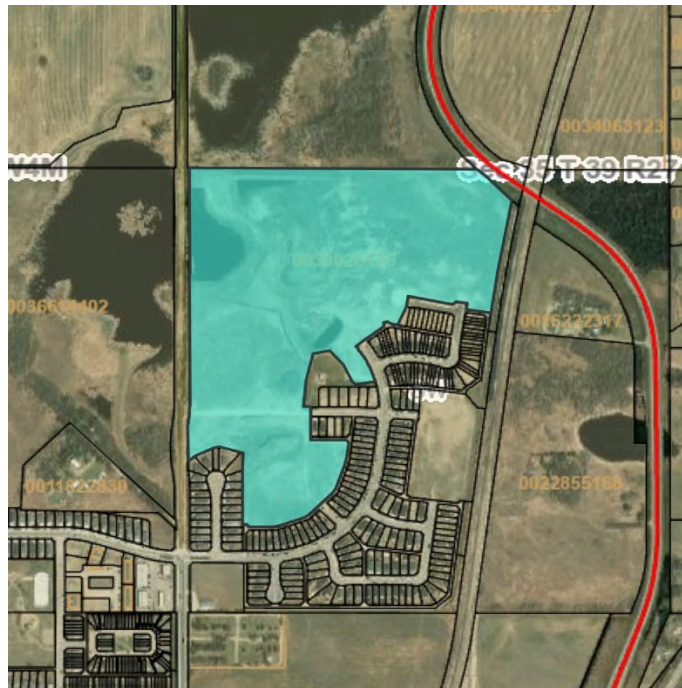


Erin Teare MPH, CPHI(C)  
Environmental Public Health – Central Zone  
1-833-476-4743

# Transportation and Economic Corridors Notification of Referral Decision

## Subdivision in Proximity of a Provincial Highway

<b>Municipality File Number:</b>	S-03-24	<b>Highway(s):</b>	2A
<b>Legal Land Location:</b>	QS-SW SEC-35 TWP-039 RGE-27 MER-4	<b>Municipality:</b>	Blackfalds
<b>Decision By:</b>	Anne Han Development and Planning Technologist	<b>Issuing Office:</b>	Central Region / Red Deer
<b>Issued Date:</b>	2024-08-08	<b>Appeal Authority:</b>	Land and Property Rights Tribunal
<b>RPATH Number:</b>	RPATH0044885		
<b>Description of Development:</b>	Residential Multi-Dwelling District (R-2) and Residential Single Dwelling Small lot District (R-1S) Auroral Heights Inc.		



This will acknowledge receipt of your circulation regarding the above noted proposal. The proposed subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway(s) 2A.

**Transportation and Economic Corridors offers the following comments with respect to this application:**

The requirements of Section 18 of the Regulation are not met. Based on review of the proposal, the department is satisfied that the Highway has sufficient capacity to accommodate the proposal. Pursuant to Section 20(1) of the Regulation, Transportation and Economic Corridors grants approval for the subdivision authority to vary the requirements of Section 18 of the Regulation.

The requirements of Section 19 are met, therefore no variance is required.

**Transportation and Economic Corridors has the following additional comments and/or requirements with respect to this proposal:**

1. 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, pursuant to Policy 7 of the Provincial Land Use Policies and Section 618.4 of the Municipal Government Act
2. Transportation and Economic Corridors accepts no responsibility for the noise impacts or other impacts of highway traffic upon any development or occupants thereof. The subdivision design should include adequate physical features to ensure that the proposed use of land is compatible with the adjacent provincial highway system. Some of these features might, for example, include landscaping and/or berming, to provide noise attenuation and visual screening from the highway. Implementation of these features is the responsibility of the owner/municipality.

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information.



Issued by **Anne Han, Dev and Planning Tech**, on **2024-08-08** on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation and Economic Corridors Delegation of Authority*

Date: July 26, 2024

## NOTICE OF SUBDIVISION APPLICATION

Alberta Environment and Protected Areas ([waterapprovals.reddeer@gov.ab.ca](mailto:waterapprovals.reddeer@gov.ab.ca))  
Alberta Health Services – Central Zone ([centralzone.environmentalhealth@ahs.ca](mailto:centralzone.environmentalhealth@ahs.ca))  
Alberta Transportation and Economic Corridors ATTN: Anne Han ([anne.han@gov.ab.ca](mailto:anne.han@gov.ab.ca))  
ATCO Gas ([land.admin@atcoqas.com](mailto:land.admin@atcoqas.com))  
ATCO Pipeline ([HP.circulations@atco.com](mailto:HP.circulations@atco.com))  
Blackfalds Fire Chief ([rcote@blackfalds.ca](mailto:rcote@blackfalds.ca))  
Canada Post ATTN: Malcolm Nevers ([Malcolm.nevers@canadapost.postescanada.ca](mailto:Malcolm.nevers@canadapost.postescanada.ca))  
Director of Community Services ([rkreklewich@blackfalds.ca](mailto:rkreklewich@blackfalds.ca))  
Director of Infrastructure and Planning Services ([pweran@blackfalds.ca](mailto:pweran@blackfalds.ca))  
Fortis Alberta Inc. ([landserv@fortisalberta.com](mailto:landserv@fortisalberta.com))  
Infrastructure Services Manager ([lthevenaz@blackfalds.ca](mailto:lthevenaz@blackfalds.ca))  
Lacombe County ([planning@lacombecount.com](mailto:planning@lacombecount.com))  
North Red Deer Regional Wastewater Services Commission ([jthompson@lacombe.ca](mailto:jthompson@lacombe.ca))  
North Red Deer River Water Services Commission ([jthompson@lacombe.ca](mailto:jthompson@lacombe.ca))  
Shaw Communications ([projectmanagernorthernalberta@sjrb.ca](mailto:projectmanagernorthernalberta@sjrb.ca))  
Stantec ATTN: Brad Vander Heyden ([Brad.VanderHeyden@stantec.com](mailto:Brad.VanderHeyden@stantec.com))  
Telus ([circulations@telus.com](mailto:circulations@telus.com))

Please advise this office of any comments and/or concerns that you have with respect to the following application for subdivision:

<b>Subdivision File No.:</b>	S-03-24 (Aurora Heights Phase 5B)
<b>Civic Address:</b>	N/A
<b>Legal Land Descriptions:</b>	Pt. SW 35-39-27-W4M
<b>Land Use District:</b>	Residential Multi-Dwelling District (R-2) and Residential Single Dwelling Small Lot District (R-1S)
<b>Landowners:</b>	Aurora Heights Inc.
<b>Proposed Subdivision:</b>	To subdivide an approximately 4.59 hectare (11.4 acre) parcel from Pt. SW 35-39-27-W4M to accommodate future residential development, as shown on the attached Tentative Subdivision Plan.

A subsequent subdivision application will be required to further subdivide the residential lots from this proposed parcel. A copy of the Future Block Outline is provided for information to illustrate the future further subdivision of this larger parcel. This will be applied for at a later date.

---

A response is needed by **Monday, August 12, 2024**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. To avoid delays by ordinary mail, responses should be emailed to the undersigned.

Regards,

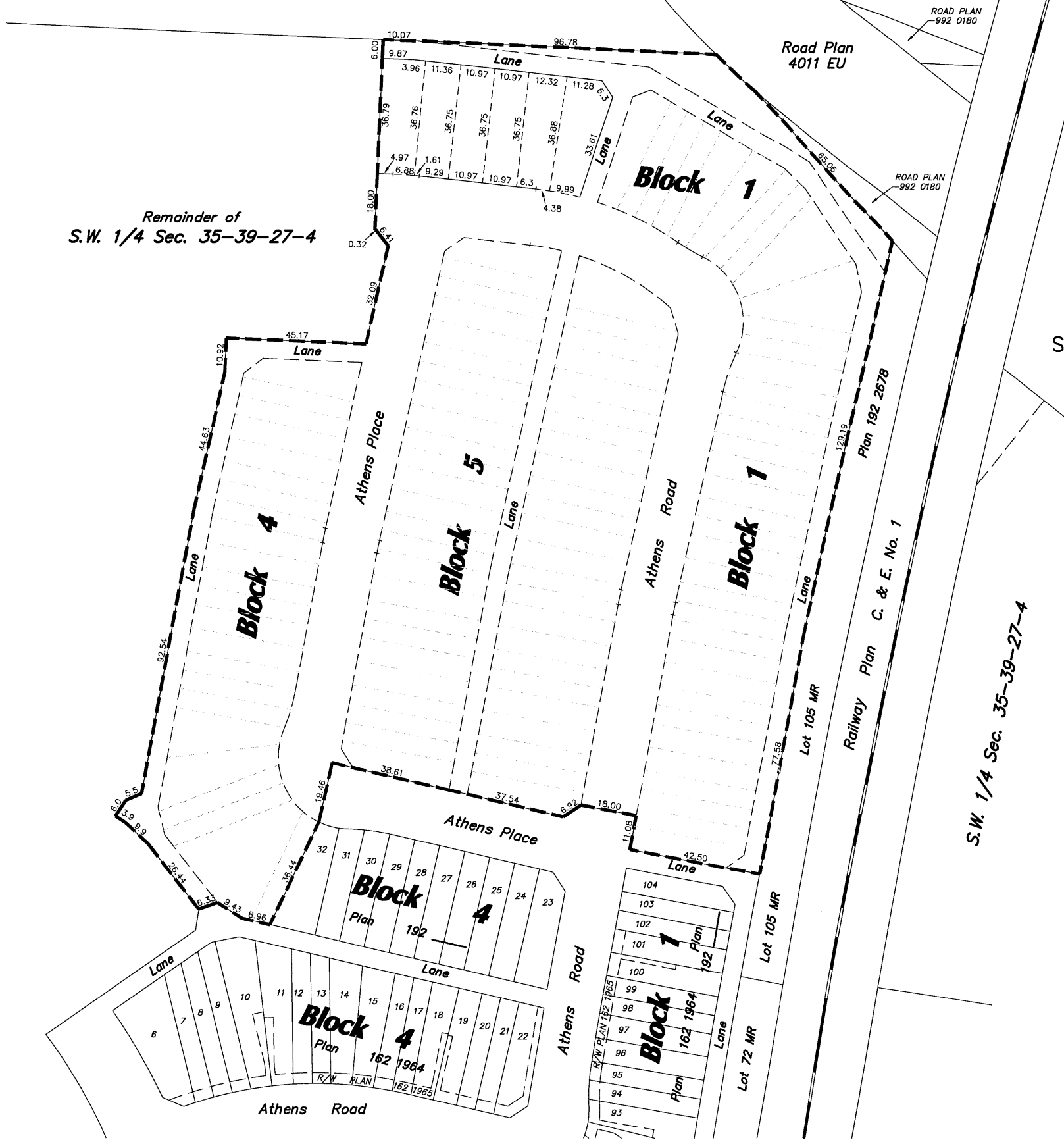


Jolene Tejkl, RPP MCIP  
Planning & Development Manager  
Email: [jtejkl@blackfalds.ca](mailto:jtejkl@blackfalds.ca)

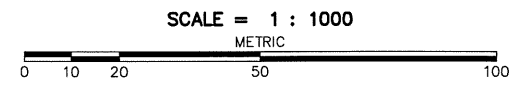
Enclosure:      Tentative Subdivision Plan  
                    Plan Showing Future Block Outline (for information only)

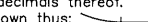
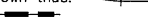
S.W. 1/4 Sec. 35-39-27-4

Remainder of  
S.W. 1/4 Sec. 35-39-27-4



**AURORA HEIGHTS (PHASE 5B)**  
 PLAN SHOWING  
**BLOCK OUTLINE**  
 WITHIN THE  
 S.W. 1/4 Sec. 35, Twp. 39, Rge. 27, W. 4 Mer.  
 TOWN OF BLACKFALDS  
 ALBERTA



**NOTES:**  
 -Distances shown are in metres and decimals thereof.  
 -Beginning and end of curves area shown thus:   
 -Area dealt with is bounded thus:   
 Area Required 4.59 Ha 11.34 acres

REV	DATE	DESCRIPTION
01	July 22, 2024	Revised
00	Apr. 17, 2019	Issued

**BEMOCO LAND SURVEYING LTD.**  
 100, 6040-47th AVENUE  
 RED DEER, ALBERTA  
 PHONE: 342-2611

DRAWN BY: RFP    CHK'D: KV    FILE No: S-044113 blk outline

S.W. 1/4 Sec. 35-39-27-4

Remainder of  
S.W. 1/4 Sec. 35-39-27-4

Road Plan  
4011 EU

ROAD PLAN  
992 0180

ROAD PLAN  
992 0180

# AURORA HEIGHTS (PHASE 5B)

TENTATIVE PLAN SHOWING

## PROPOSED SUBDIVISION

AFFECTING THE

S.W. 1/4 Sec. 35, Twp. 39, Rge. 27, W. 4 Mer.

TOWN OF BLACKFALDS

ALBERTA

**Lot 1  
Block 6**  
Area 4.59 Ha (11.4 acres)

Plan 192 2678

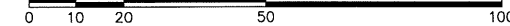
Railway Plan C. & E. No. 1

Lot 105 MR



S.W. 1/4 Sec. 35-39-27-4

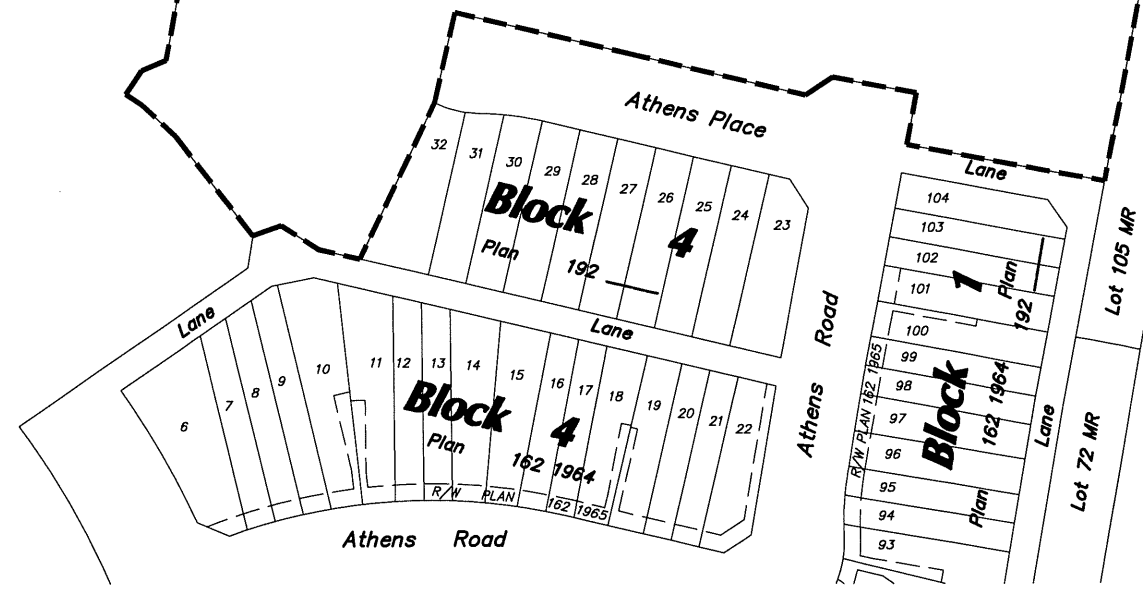
SCALE = 1 : 1000

METRIC



**NOTES:**

- Distances shown are in metres and decimals thereof.
- Beginning and end of curves area shown thus: 
- Area dealt with is bounded thus: 
- Area Required 4.59 Ha 11.34 acres



REV	DATE	DESCRIPTION
01	July 22, 2024	Revised
00	Apr. 17, 2019	Issued

**BEMOCO LAND SURVEYING LTD.**

100, 6040-47th AVENUE  
RED DEER, ALBERTA

PHONE: 342-2611

DRAWN BY: KV CHK'D: KV

FILE No: S-044113 TENT



---

**From:** Champagne, Jade <Jade.Bushell@atco.com>  
**Sent:** August 8, 2024 9:10 AM  
**To:** Candice Hilgersom  
**Subject:** RE: Notice of Subdivision Application - S-03-24 (Aurora Heights Phase 5B)

You don't often get email from jade.bushell@atco.com. [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.

Good morning,

Please see conditions below regarding the above mentioned file:

- The owner/developer shall contact ATCO Gas Distribution Engineer **Hebron Bhatti** (**Hebron.Bhatti@ATCO.com**) to determine and comply with ATCO Gas right-of-way and road alignment requirements prior to the registration of this subdivision. Please note, all cost associated with obtaining the right-of-way will be borne by the developer/owner.
- ATCO Gas existing right-of-way or other land rights shall be carried forward and registered on any newly created lots. Any work of any nature whatsoever (i.e. paving, stockpiling, landscaping, berms, etc.) affecting the surface of ATCO Gas right-of-way must first receive prior written consent from **ATCO Gas Land Administration Department** at **780-420-8012** or email [crossings@atcogas.com](mailto:crossings@atcogas.com).
- There are existing ATCO Gas facilities in the area. Drainage for any of ATCO Gas above ground appurtenances must be maintained. If it should be necessary to lower, relocate or make any alterations to the existing facilities and/or appurtenances due to this project, please contact ATCO Gas Distribution Engineer **Hebron Bhatti** (**Hebron.Bhatti@ATCO.com**) to enable an adequate and timely response by ATCO Gas. Note all alteration costs will be borne by the developer / owner.
- A gas main installation will be required. It is required the owner / developer contact ATCO Gas Distribution Engineer **Hebron Bhatti** (**Hebron.Bhatti@ATCO.com**) Note: a minimum 4 months to design and obtain the necessary approvals for the gas main installation is required.
- If gas service is required, to avoid delays, the owner / developer should contact an **ATCO Gas Service Admin Coordinator** at **780-420-7514**, or their local ATCO Gas agency office at their earliest convenience to discuss the service contract, gas load requirements, timing details and any associated costs. To avoid delays a minimum notice of 4 months is recommended. Note, each lot / unit is to have a separate service line.

Thank you,

**Jade Champagne**

Land Administrative Coordinator  
ATCO Gas & Pipelines

P. 780-508-4649

---

**From:** Candice Hilgersom <CHilgersom@blackfalds.ca>  
**Sent:** Friday, July 26, 2024 2:16 PM  
**To:** waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca) <waterapprovals.reddeer@gov.ab.ca>; CentralZone.EnvironmentalHealth@ahs.ca; Anne Han <anne.han@gov.ab.ca>; @ Gas Land Department <land.admin@atcogas.com>; HP.circulatins@atco.com; Robert Cote <RCote@blackfalds.ca>; NEVERS, Malcolm <Malcolm.Nevers@canadapost.postescanada.ca>; Rick Kreklewich <RKreklewich@blackfalds.ca>; Preston Weran

<pweran@blackfalds.ca>; landserv@fortisalberta.com; Laura Thevenaz <LThevenaz@blackfalds.ca>;  
jthompson@lacombe.ca; projectmanagernorthernalberta@sjrb.ca; Brad.VanderHeyden@stantec.com;  
circulations@telus.com

**Cc:** Jolene Tejkl <JTejkl@blackfalds.ca>

**Subject:** Notice of Subdivision Application - S-03-24 (Aurora Heights Phase 5B)

Some people who received this message don't often get email from [chilgersom@blackfalds.ca](mailto:chilgersom@blackfalds.ca). [Learn why this is important](#)

**CAUTION:** This email originated outside of ATCO. Do not click links or open attachments unless you trust the sender and know the content is safe. Immediately report suspicious emails using the **Phish Alert Report button**.

Good Afternoon,

Please review the Notice of Subdivision Application, Tentative Subdivision Plan and future Block Outline for Aurora Heights Phase 5B.

A response is needed by **Monday, August 12, 2024**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. Please email any comments directly to [jtejkl@blackfalds.ca](mailto:jtejkl@blackfalds.ca).

Thank you,

**Candice Hilgersom**  
**Development Officer I**

**Town of Blackfalds**  
Box 220, 5018 Waghorn St  
Blackfalds, AB T0M 0J0  
T: 403.885.9679  
D: 403.885.6258

*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.

---

**From:** Circulations, HP <HP.Circulations@atco.com>  
**Sent:** July 26, 2024 2:50 PM  
**To:** Candice Hilgersom  
**Subject:** RESPONSE 24-2906 RE: Notice of Subdivision Application - S-03-24 (Aurora Heights Phase 5B)

**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 Transmission  
ATCO Pipelines and Liquids GBU

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

---

**From:** Candice Hilgersom <CHilgersom@blackfalds.ca>  
**Sent:** Friday, July 26, 2024 2:40 PM  
**To:** Circulations, HP <HP.Circulations@atco.com>  
**Cc:** Jolene Tejkl <JTejkl@blackfalds.ca>  
**Subject:** Notice of Subdivision Application - S-03-24 (Aurora Heights Phase 5B)

**CAUTION:** This email originated outside of ATCO. Do not click links or open attachments unless you trust the sender and know the content is safe. Immediately report suspicious emails using the **Phish Alert Report button**.

Good Afternoon,

Please review the Notice of Subdivision Application, Tentative Subdivision Plan and future Block Outline for Aurora Heights Phase 5B.

A response is needed by **Monday, August 12, 2024**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. Please email any comments directly to [jtejkl@blackfalds.ca](mailto:jtejkl@blackfalds.ca).

Thank you,

**Candice Hilgersom**

***Development Officer I***

**Town of Blackfalds**

Box 220, 5018 Waghorn St

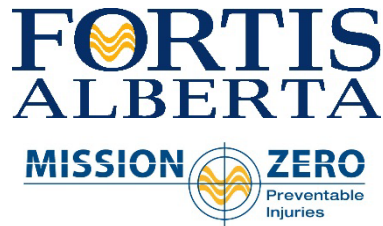
Blackfalds, AB T0M 0J0

T: 403.885.9679

D: 403.885.6258

*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.



Diana Pounall  
Land Department

**FortisAlberta Inc.**  
320 - 17 Ave SW  
Calgary, AB  
T2S 2V1  
Phone# 587-775-6264  
Cell#  
[www.fortisalberta.com](http://www.fortisalberta.com)  
Email:  
Diana.Pounall@fortisalberta.com

July 30, 2024

Town of Blackfalds  
5018 Waghorn Street  
PO Box 220  
Blackfalds, Alberta  
T0M 0J0

**Attention:** Jolene Tejkl,

**RE: FortisAlberta Condition for Subdivision Approval**

**FortisAlberta Reference No.:** 320146918

**MD File No.:** S-03-24

**Location/Legal Description:** SW 35-39-27 W4

**Customer Name:** Aurora Heights Inc.

Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at [landserv@fortisalberta.com](mailto:landserv@fortisalberta.com) or by calling (403) 514-4783 for any questions.

Sincerely,

*D. Pounall*

Diana Pounall

RE: 320146918

---

**From:** circulations . <circulations@telus.com>  
**Sent:** August 8, 2024 9:06 AM  
**To:** Candice Hilgersom  
**Subject:** Re: Notice of Subdivision Application - S-03-24 (Aurora Heights Phase 5B)

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 Day,

Thank you for including TELUS in your circulation.

At this time, TELUS has no concerns with the proposed activities.

Thanks

**Jane Willox**

**Real Estate Specialist | TELUS Land Solutions Team**

**Customer Network Planning (CNP)**

2930 Centre Avenue NE, Calgary, AB T2A 4Y2

On Fri, Jul 26, 2024 at 2:15 PM Candice Hilgersom <[CHilgersom@blackfalds.ca](mailto:CHilgersom@blackfalds.ca)> wrote:

Good Afternoon,

Please review the Notice of Subdivision Application, Tentative Subdivision Plan and future Block Outline for Aurora Heights Phase 5B.

A response is needed by **Monday, August 12, 2024**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. Please email any comments directly to [jtejl@blackfalds.ca](mailto:jtejl@blackfalds.ca).

Thank you,

**Candice Hilgersom**  
*Development Officer I*

---

**From:** Abdul Algburi <Abdul.Algburi@rci.rogers.com>  
**Sent:** August 6, 2024 8:09 AM  
**To:** Jolene Tejkl  
**Subject:** RE: Notice of Subdivision Application - S-03-24 (Aurora Heights Phase 5B)

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,

Rogers Communications has no concerns with the proposed plan.

Thank you

**Abdul Al-Gburi**

Network Planner

10450 178 St NW, Edmonton, AB

e [Abdul.ALGburi@rci.rogers.ca](mailto:Abdul.ALGburi@rci.rogers.ca)

o 780-616-6894



---

**From:** Project Manager - Northern Alberta <ProjectManagerNorthernAlberta@rci.rogers.com>

**Sent:** Friday, July 26, 2024 2:32 PM

**To:** Abdul Algburi <Abdul.Algburi@rci.rogers.com>

**Subject:** Fw: Notice of Subdivision Application - S-03-24 (Aurora Heights Phase 5B)

Thank you,

**Karuna Arora, C.E.T.**

Project Coordinator, Planning

10450 178 St NW, Edmonton, AB

e [ProjectManagerNorthernAlberta@rci.rogers.com](mailto:ProjectManagerNorthernAlberta@rci.rogers.com)

o 780-700-8843

\*\*\*Please note this email address has changed. Update your address book with [ProjectManagerNorthernAlberta@rci.rogers.com](mailto:ProjectManagerNorthernAlberta@rci.rogers.com)



---

**From:** Candice Hilgersom <[CHilgersom@blackfalds.ca](mailto:CHilgersom@blackfalds.ca)>

**Sent:** Friday, July 26, 2024 8:15 PM

**To:** [waterapprovals.reddeer](mailto:waterapprovals.reddeer@gov.ab.ca) ([waterapprovals.reddeer@gov.ab.ca](mailto:waterapprovals.reddeer@gov.ab.ca)) <[waterapprovals.reddeer@gov.ab.ca](mailto:waterapprovals.reddeer@gov.ab.ca)>; [CentralZone.EnvironmentalHealth@ahs.ca](mailto:CentralZone.EnvironmentalHealth@ahs.ca) <[CentralZone.EnvironmentalHealth@ahs.ca](mailto:CentralZone.EnvironmentalHealth@ahs.ca)>; Anne Han <[anne.han@gov.ab.ca](mailto:anne.han@gov.ab.ca)>; [land.admin@atcogas.com](mailto:land.admin@atcogas.com) <[land.admin@atcogas.com](mailto:land.admin@atcogas.com)>; [HP.circulatins@atco.com](mailto:HP.circulatins@atco.com) <[HP.circulatins@atco.com](mailto:HP.circulatins@atco.com)>; Robert Cote <[RCote@blackfalds.ca](mailto:RCote@blackfalds.ca)>; NEVERS, Malcolm <[Malcolm.Nevers@canadapost.postescanada.ca](mailto:Malcolm.Nevers@canadapost.postescanada.ca)>; Rick Kreklewich <[RKreklewich@blackfalds.ca](mailto:RKreklewich@blackfalds.ca)>; Preston Weran <[pweran@blackfalds.ca](mailto:pweran@blackfalds.ca)>; [landserv@fortisalberta.com](mailto:landserv@fortisalberta.com) <[landserv@fortisalberta.com](mailto:landserv@fortisalberta.com)>; Laura Thevenaz <[LThevenaz@blackfalds.ca](mailto:LThevenaz@blackfalds.ca)>; [jthompson@lacombe.ca](mailto:jthompson@lacombe.ca) <[jthompson@lacombe.ca](mailto:jthompson@lacombe.ca)>; [projectmanagernorthernalberta@sjrb.ca](mailto:projectmanagernorthernalberta@sjrb.ca) <[projectmanagernorthernalberta@sjrb.ca](mailto:projectmanagernorthernalberta@sjrb.ca)>; [Brad.VanderHeyden@stantec.com](mailto:Brad.VanderHeyden@stantec.com) <[Brad.VanderHeyden@stantec.com](mailto:Brad.VanderHeyden@stantec.com)>; [circulations@telus.com](mailto:circulations@telus.com) <[circulations@telus.com](mailto:circulations@telus.com)>

**Cc:** Jolene Tejkl <[JTejkl@blackfalds.ca](mailto:JTejkl@blackfalds.ca)>

**Subject:** Notice of Subdivision Application - S-03-24 (Aurora Heights Phase 5B)

Good Afternoon,

Please review the Notice of Subdivision Application, Tentative Subdivision Plan and future Block Outline for Aurora Heights Phase 5B.

A response is needed by **Monday, August 12, 2024**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. Please email any comments directly to [jtejkl@blackfalds.ca](mailto:jtejkl@blackfalds.ca).

Thank you,

**Candice Hilgersom**

**Development Officer I**

**[Town of Blackfalds](#)**

Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.9679

D: 403.885.6258

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

---

Canada's Largest and Most Reliable 5G Network

This communication is confidential. We only send and receive email on the basis of the terms set out at <https://www.rogers.com/emailnotice>

Le réseau 5G le plus étendu et le plus fiable au pays

Ce message est confidentiel. Notre transmission et réception de courriels se fait strictement suivant les modalités énoncées dans l'avis publié à [www.rogers.com/aviscourriel](http://www.rogers.com/aviscourriel)



**MEETING DATE:** August 27, 2024  
**PREPARED BY:** Jolene Tejkl, Planning & Development Manager  
**PRESENTED BY:** Jolene Tejkl, Planning & Development Manager  
**SUBJECT:** **Proclamation - Alberta Development Officer's Week**

**BACKGROUND**

Each year, the Town of Blackfalds has proclaimed the week of the Alberta Development Officers Association (ADOA) annual conference as Development Officers week. The ADOA Executive Board is hopeful each municipality in the province recognizes all Development Officers and the hard work and commitment that is required to carry out their duties.

**DISCUSSION**

Development Officers are current planning and development specialists with knowledge in current legislation, policies and bylaws, and the technical requirements of developments within the province of Alberta. A Development Officer ensures that the land use regulations and policies of the municipality they work for are administered and enforced.

The primary responsibility of a Development Officer is to review, process and issue Development Permits pursuant to the requirements established by the *Municipal Government Act*, the Land Use Bylaw, Statutory Plans, and other relevant legislation. They are also responsible for the enforcement of Development Approvals and contraventions to the Land Use Bylaw. The work they do is key in the responsible growth and development of a municipality and ensuring that properties are developed in accordance with the rules in place.

**FINANCIAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council proclaim September 22-28, 2024, as Alberta Development Officer's Week in the Town of Blackfalds.

**ALTERNATIVES**

- a) That Council refer Alberta Development Officer's Week to Administration for more information.

**ATTACHMENTS**

- *Proclamation for Alberta Development Officers Week September 2024*

**APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author

# Proclamation

**WHEREAS,**

A Development Officer is a current planning and development specialist with knowledge of current legislation, policy and bylaws, systems, and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality and is designated to the position of Development Authority by the municipality as defined by the *Municipal Government Act*, RSA 2000, Chapter M-26; and

**WHEREAS,**

the Alberta Development Officers Association, representing professional Development Officers in Alberta, endorses Alberta Development Officers Week to recognize sound development and planning practices and the contribution made by Development Officers to the quality of development within our communities and environment; and

**WHEREAS,**

Alberta Development Officers Week helps us to publicly recognize the work of our municipal colleagues in planning and development for the improvement of the Town of Blackfalds; and

**WHEREAS,**

We recognize Development Officers and their commitment to public service, and

**NOW THEREFORE,**

on behalf of Council, I, Mayor Hoover of the Town of Blackfalds, do hereby proclaim the week of

**September 22<sup>nd</sup> to September 28<sup>th</sup>, 2024, to be Alberta Development Officer's Week**

I call upon everyone in our community and area to join in the celebration of Alberta Development Officer's Week.

***Proclaimed on Tuesday, August 27, 2024.***

---

**Mayor Jamie Hoover**

**BLACKFALDS**  
ALBERTA

---

**MEETING DATE:** August 27, 2024

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

**PRESENTED BY:** Robert Cote, Fire Chief

**SUBJECT:** **Bylaw 1312.24 - Fire Protection Bylaw**

---

## **BACKGROUND**

The Fire Protection Bylaw 1187/15 was last reviewed in 2015. Since then, the Bylaw template and formatting have changed. As such, it was an opportune time to review, revise, and bring the Bylaw up to date. On August 19<sup>th</sup>, 2024, the amendments to the Fire Protection Bylaw were brought to the Standing Committee of Council for discussion. The recommendation was made for this matter to be referred to a future Regular Council Meeting for First Reading.

## **DISCUSSION**

Since 2015, when the last revisions to the bylaw were made, fees for service have changed, and in consideration of the current fee structures, Schedule "A" has been updated to reflect the current accepted fees.

Safety provisions at Construction and Demolition Sites are established in Division B, Section 5.6 of the 2019 National Fire Code Alberta Edition, which requires the Authority to have jurisdiction to review fire safety plans and do site visits, ensuring requirements are being met under the Fire Code and the *Safety Code Act*. A fee for providing this service has been added into the fee structure as well.

Minor changes have been made within the Bylaw; Part 3 (5) has been removed. Part 3(5) had authorized firefighters to carry green flashing lights in their vehicles to use when responding to emergencies; this was rescinded.

Although the Standing Committee of Council has only recommended First Reading to the newly revised Fire Protection Bylaw, Administration is seeking all three readings as it has been deemed necessary to expedite the new bylaw to enforce revisions and the new fee schedule.

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1312.24 - Fire Protection Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1312.24 - Fire Protection Bylaw, as presented.
3. That Council give unanimous consent to move to Third Reading of Bylaw 1312.24 - Fire Protection Bylaw, as presented.
4. That Council give Third Reading to Bylaw 1312.24 - Fire Protection Bylaw, as presented.

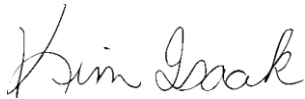
**ALTERNATIVES**

- a) That Council refers the updated Fire Protection Bylaw back to the Administration for additional information and/or amendments.

**ATTACHMENTS**

- *Fire Code Interpretation Standata 19-FCI-004*
- *Bylaw 1312.24 - Fire Protection Bylaw (Newly Revised)*
- *Blackline Version of Bylaw 1187/15 and the newly revised Fire Protection Bylaw*

**APPROVALS**



---

Kim Isaak,  
Chief Administrative Officer



---

Department Director/Author



## FIRE SAFETY PLAN – CONSTRUCTION AND DEMOLITION SITES

### PURPOSE

The purpose of this interpretation is to further clarify the content, format and use of the required construction and demolition fire safety plans as per the National Fire Code – 2019 Alberta Edition (NFC(AE)). This clarification was requested during the public review of recommendations for High Intensity Residential Fires (HIRF) that was held in 2007.

### DISCUSSION

Safety provisions at construction and demolition sites are established in Division B, **Section 5.6 Construction and Demolition Sites** of the NFC(AE).

**Article 5.6.1.3. Fire Safety Plan** sets out specific items for inclusion in a mandatory fire safety plan to provide a safe environment for workers and outline emergency procedures at sites where construction, alteration and demolition are occurring. These provisions also ensure that hazard control measures are in place and maintenance of firefighting measures and systems required elsewhere in Section 5.6 occurs.

### CODE REFERENCES

Article 5.6.1.3. states

#### 5.6.1.3. Fire Safety Plan

- 1) Except as required in Sentence (2), prior to the commencement of construction, alteration or demolition operations, a fire safety plan, accepted in writing by the fire department and the *authority having jurisdiction*, shall be prepared for the site and shall include
  - a. the designation and organization of site personnel to carry out fire safety duties, including a fire watch service if applicable,
  - b. the emergency procedures to be followed in the event of a fire, including
    - i. initiating a fire warning,
    - ii. notifying the fire department,
    - iii. instructing site personnel on the procedures to be followed once the warning has been initiated, and
    - iv. confining, controlling and extinguishing the fire,
  - c. measures for controlling fire hazards in and around the *building* (see Note A-5.6.1.3.(1)(c)), and
  - d. a maintenance procedure for firefighting measures required in Section 5.6.

Unless stated otherwise, all Code references in this STANDATA are to Division B of the National Fire Code-2019 Alberta Edition

Issue of this STANDATA is authorized by  
the Provincial Fire Administrator

[original signed]  
Tina Parker

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small blue square to the right.

2) Where construction, alteration or demolition operations occur in an existing *building* that is required to have a fire safety plan conforming to Section 2.8., the fire safety plan shall take into account the changes occurring to the *building*.

**A-5.6.1.3.(1)(c)** The control of fire hazards in and around buildings being constructed, renovated or demolished includes fire protection for combustible construction materials and combustible refuse on the site. The sizes of piles of materials and refuse and the location of such piles in relation to adjacent buildings are factors that should be taken into consideration in determining which fire protection measures to implement. The selection of fire protection measures for demolition operations will also depend on the demolition procedure being used, the specific conditions existing on the site and the firefighting capabilities of the responding fire department.

It is the intent of this Code that requirements regarding the outdoor storage of materials stated in Section 3.3. be referred to and applied at construction and demolition sites.

## APPLICATION

This interpretation applies to all construction and demolition sites.

## INTERPRETATION

The NFC(AE) applies to all construction and demolition sites, including single family residential developments. The owner, developer or contractor responsible for a construction or demolition site is required to develop a fire safety plan acceptable to the *authority having jurisdiction* (AHJ), which is the Fire Safety Codes Officer. There is only one fire safety plan for each site and it applies to inspectors, workers, suppliers and contractors on that site. Should circumstances change, the fire safety plan must be modified appropriately and resubmitted to the AHJ for approval.

In addition to covering water supply, access for firefighting and protection of adjacent buildings, the fire safety plan must also specifically address the following:

- a) Assignment of responsibility for fire safety duties to workers,
- b) Emergency procedures to provide fire warning, notify the fire department, evacuate the site and conduct first aid firefighting,
- c) Control of fire hazards on the site, and
- d) Procedures to ensure maintenance of firefighting measures.

A fire safety plan must address, in a manner acceptable to the AHJ, all of the topics applicable to the site covered in each of the prescriptive Articles in Section 5.6 of the NFC(AE). It is highly recommended that the fire safety plan be reviewed by the AHJ (i.e. Fire Safety Codes Officer) prior to the issuance of any Building or Demolition Permit to ensure that the parties responsible for the site and the AHJs (both building and fire) have discussed the project and dealt with any concerns prior to commencement of on-site work.

As projects vary greatly in size, scope, cost and complexity it is unreasonable to expect that one standard template or example will serve as the basis for all fire safety plans. It is reasonable that a template be used for smaller projects, particularly structures that are covered under Part 9 of

the National Building Code – 2019 Alberta Edition (NBC(AE)), which would provide consistent formatting and require minor modification of the plan from site to site. When used consistently on each site within a municipality, a consistent set of expectations, behaviours and activities can be expected on every site.

It is also possible that small and simple projects that do not require building permits may also be exempted from the need for a fire safety plan based upon a risk assessment and at the discretion of the AHJ and the accredited municipality. Such exemptions should be clearly outlined in explanatory materials from the AHJ.

While the topics will be consistent it would be considerably more difficult to develop a standard template for larger and more complex projects, particularly those which are covered under Part 3 of the NBC(AE), although headings, format and organization should be consistent with any templates developed for simpler situations.

As such, with the assistance of Alberta's fire departments the following sample documents are provided as Appendices to this Interpretation. Fire departments are encouraged to review, amend as appropriate and adopt a version of each of these or similar documents and provide them as templates or guidelines for fire safety planning to owners, developers and contractors.

- Appendix A – Fire Safety Plan for Small Buildings
- Appendix B – Emergency Procedures/Evacuation Plan for Small Buildings
- Appendix C – Construction Fire Safety Guidelines
- Appendix D – When is a Fire Safety Plan required?
- Appendix E – Fire Safety Plan Guidelines for Customized Fire Safety Plans

This information is being provided for the construction industry as an aid in preventing injury and fires in and around construction sites and to address life and property fire safety issues. Note that it is the **sole responsibility of the owner** or representatives of the owner to be aware of all regulations within the jurisdiction and to carry out or make provision to adhere to the various codes and standards applicable to their project or business.

For further information, assistance or to arrange for a site visit contact your local Fire Safety Codes Officer, Fire Department or the AHJ.

Please also refer to the following Standatas:

- 19-FCI-005 Protection of Adjacent Buildings, and
- 19-FCV-018/19-BCV-015 Construction Site Fire Safety Plans

**This Interpretation replaces the following:**

FCI-09-03, "Fire Safety Plan – Construction and Demolition Sites".

**This INTERPRETATION is applicable throughout the province of Alberta.**

## Appendix A – Sample Fire Safety Plan for Small Buildings

### **Fire Safety Plan for Construction, Renovation or Demolition (Small Buildings)**

THIS PLAN MUST BE POSTED AT EACH JOB SITE AND EMPLOYEES ARE EXPECTED TO BE TRAINED IN HOW TO FOLLOW ITS PROVISIONS

- **No Fire Safety Plan required** - **Under \$5 000.00**
- **Small Buildings Fire Safety Plan** - **Over \$5 000.00**
- **Small Buildings Fire Safety Plan** - **Housing and Small Buildings (ABC Part 9)**
- **Small Buildings Fire Safety Plan** - **Unoccupied building**
- **Small Buildings Fire Safety Plan** - **Buildings under 600m<sup>2</sup> or 3 stories or less in building height**
- **Customized Fire Safety Plan submitted to the Fire Department for approval for all other projects**

Job # \_\_\_\_\_ Address: \_\_\_\_\_

Building Name/Site Name: \_\_\_\_\_

Description of Project: \_\_\_\_\_

#### **General Considerations:**

- A warning system will be in place at all sites to warn of potential threats, and facilitate evacuation
- Each site will have a muster point where workers can be accounted-for
- A method of notifying the fire department, or other emergency agency shall be available at all times
- Fire extinguishers will be available at all times at every site while workers are present
- Access to fire hydrants and buildings for fire apparatus must be maintained

#### **Hazards Control:**

- At the end of each day combustibles will be cleared from the site area, disposed of in bins, or stored in neat piles
- No open-flame devices will be used inside buildings unless a dedicated watch is in place – this includes hot works
- LPG tanks or flammable liquids containers are not allowed within buildings

#### **Emergency Response Numbers:**

FIRE/POLICE/AMBULANCE: 9-1-1

#### **Contact Personnel:**

Provide a list of names and telephone numbers of person(s) to be contacted during non-operating hours or in emergency situations. Contact (24 hr.)

This plan is designed in conformance with Section 2.8.2 of the National Fire Code – 2019 Alberta Edition, and on signature, becomes an agreement between the building owner/contractor and the Municipality of \*Anywhere\* Fire Department.

Building Owner/Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix B – Sample Emergency Procedures/Evacuation Plan for Small Buildings

**Small Buildings**  
**CONSTRUCTION, DEMOLITION AND/OR RENOVATION SITE**  
**EVACUATION PLAN**  
Post on construction site

Address: \_\_\_\_\_

Emergency Contact person/ phone number: \_\_\_\_\_

Muster Point: \_\_\_\_\_

**FIRE EMERGENCY****Upon Discovery of Fire:**

- Leave fire area immediately
- Close all doors behind you, turn off equipment if safe to do so
- Notify occupants verbally or sound horn or activate fire alarm system
- Call the Fire Department **9-1-1** (from a safe location)
- Use nearest exit, do not use man lifts or elevators
- Try to extinguish a very small fire only
- Go to mustering point, stay there until instructed to do otherwise
- A supervisor must await the arrival of the Fire Department at the main access point

**Upon Hearing of a Fire Condition:**

- Turn off equipment
- Use nearest exit, do not use man lifts
- Close doors behind you where practical
- Go to mustering point, be accounted for
- Do not leave the mustering point until instructed to do so
- Designates must account for all people expected to be on site

**Emergency Numbers**

Fire, Rescue, Dangerous Goods, Ambulance, Police: 911

POWER: (xxx)-xxx-xxxx

WATER: (xxx)-xxx-xxxx

GAS: (xxx)-xxx-xxxx

## Appendix C – Sample Construction Fire Safety Guidelines

**CONSTRUCTION FIRE SAFETY GUIDELINES**

The primary purpose of these guidelines is to protect life and property. These guidelines are aimed mainly at contractors managing smaller work sites.

Most issues at construction sites can be dealt with using simple precautions.

- Street address of the site is to be posted and **clearly visible at all times** for all emergency response personnel including police, fire and ambulance. Address numbers should be affixed in a visible location at a level of about 2 m from the ground, or taped to the inside of a front facing window.
- Smoking shall not be permitted in areas where conditions are hazardous or potential of ignition exists.
- Fire Department Access is to be maintained at ALL times from start to completion of construction. Blocking or obstruction of access roads or hydrants with construction materials, equipment or excavation materials is not permitted.
- Construction Heaters shall be connected so as to minimize danger of mechanical damage and upset and be installed on a solid level base. Temporary heaters must be placed at least 5 m from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire. Piping, tubing, hose and fittings shall be supported, secured and protected from damage and strain. Propane regulators shall be properly fastened within the protective cover.
- Outdoor Refuse Containers shall be kept at least 3 metres from a combustible building and any building overhang or opening. Combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard. Burning of waste material at construction sites is **NOT PERMITTED.**
- Hot works shall be performed only by personnel trained in the safe use of hot work equipment. A fire watch shall be provided for a period of not less than 60 minutes after its completion. At least one 4-A:40-B:C portable extinguisher and a pail of water shall be provided in the hot work area.
- If fire breaks out the alarm should be raised as soon as the person discovers it and should be heard by everyone working on the site. **Immediately Dial 911. Provide the operator with a street address and a description of the emergency.**

For further information, please call:

## Appendix D – When is a Fire Safety Plan required?

### **Fire Safety Plan - Construction, Renovation and Demolition Sites**

A fire safety plan establishes minimum requirements that will provide a reasonable degree of life safety from fire and similar emergencies. Plans must comply with the National Building Code – 2019 Alberta Edition, National Fire Code – 2019 Alberta Edition, and other applicable laws and regulations.

#### **WHEN DO I NEED A FIRE SAFETY PLAN?**

##### **1) No Fire Safety Plan - Projects Under \$5 000.00**

###### **Examples**

- Building a utility shed under 10 m<sup>2</sup> (108 ft<sup>2</sup>)
- Re-shingle of a roof, provided there is no structural work
- Installing eaves troughs
- Reinstall/replace kitchen or bathroom cupboards without plumbing, gas or electrical work
- Erecting a fence

##### **2) Small Buildings Fire Safety Plan**

Use the ready made template for small buildings – submit 2 copies (one for client, one for fire department)

- Projects Over \$5 000.00
- Housing and Small buildings (ABC Part 9)
- Unoccupied building
- Buildings under 600 m<sup>2</sup>
- Structures 3 storeys or less in building height

##### **3) Customized Fire Safety Plan**

Use the fire safety plan guidelines (Appendix E) to develop fire safety plan. Submit to fire department for approval

- All Demolition projects
- All buildings that are occupied during construction or renovation
- Buildings over 600m<sup>2</sup>
- 4 storeys or more in building height

#### **WHAT HAPPENS IF I DO NOT PROVIDE A FIRE SAFETY PLAN?**

It is unlawful to start construction, renovation and demolition without a fire safety plan. If you begin without a plan in place, you may be ordered to stop work, ordered to remove work already done, or prosecuted.

#### **WHAT DOES THE SAFETY CODES OFFICER - FIRE / FIRE PREVENTION OFFICER DO?**

A Safety Codes Officer – Fire/Fire Prevention Officer reviews projects during key stages of construction to ensure the work site is safe and complies with the Fire Code. The inspector may visit a site several times depending on the project.

---

## Appendix E – Fire Safety Plan Guidelines for Customized Fire Safety Plans

### Fire Safety Plan Guidelines for Construction, Renovation and Demolition Sites

- National Fire Code – 2019 Alberta Edition Section 5.6. This Section applies to *buildings*, parts of *buildings*, and associated areas undergoing construction or demolition operations including renovations.
- National Fire Code – 2019 Alberta Edition, Division B, Sentence 5.6.1.2.(1) Prior to the commencement of construction or demolition operations, a fire safety plan shall be prepared for the site.

The fire safety plan will be **site specific** and may be reviewed at any time by the *authority having jurisdiction*. (Fire Department and/or Fire Safety Codes Officer). The fire safety plan should be reviewed and updated as the construction site progresses. The contractor, as a representative of the owner, is responsible for the fire safety plan until occupancy.

---

#### A fire safety plan should include, but is not limited to the following information.

---

##### 1. Emergency Procedures to be used in THE EVENT OF AN EMERGENCY

- Sounding of the fire alarm (horn). Who is the designate and backup person?
- Notify the fire department (911). Who is the designate and back up person?
- Instruction for site personnel to follow when an alarm is sounded
- Are exit routes clearly identified within the site or from floors.
- Designated gathering location, off site
- List of personnel on site, updated and current - you should know who is on site
- Person assigned to meet the fire department and give information
  - Where is the fire or injury located on site?
  - Is everybody on site accounted for?
- Assigned site fire warden(s), various trades represented
- Directions and training on confining or controlling the fire

##### 2. Training of site personnel on evacuation procedures including:

- Site orientation
- Regular site fire safety meetings incorporated into regular safety meetings
- Simulated fire drills as applicable and warranted

##### 3. Assigned site personnel are responsible to implement and maintain fire safety duties such as:

- Control of combustibles on the site and around the buildings
- General site house keeping
- Removal of excess garbage material on a regular basis
- Maintain separation of combustibles from open flame devices
- Maintain clear unobstructed access for fire department apparatus to structure and hydrants
- Maintaining and operation of at least one exit from every floor
- Separation of access routes from materials stored on site, combustibles, etc.
- Parking of vehicles or delivery trucks, directed so as not to obstruct fire department access to the site and buildings. (offsite parking and storage may be considered)

- 
4. **Fire Fighting Services** – hydrant, siamese, sprinkler, temporary access route
- Installed, tested and activated at the start of construction
  - Maintained and accessible for fire fighters
  - Access to the building – listing primary and secondary access points
  - Firefighting services (standpipes, hydrants) are in place, are they accessible
  - Provide drawings showing location of firefighting systems, as they are operational.
  - The site properly addressed and the sign visible and legible to emergency crews
5. **Fire Extinguishers:**
- Sufficient numbers on site
  - Up to date, serviced within the last year
  - At or near gas or propane fuel operated equipment
  - Mounted, with proper signage, at exit locations or required travel distance on site
  - Adjacent to any hot works operations – cutting torch, welding or torching
6. **Hot works operations:**
- The area shall be clear of flammable and combustible materials
  - Fire watch assigned during hot works operation and for a period of 60 minutes after its completion
  - A final inspection of the hot works area 4 hours after completion or after completion of the fire watch required above, in which case a more comprehensive inspection shall be conducted as per the National Fire Code – 2019 Alberta Edition.
  - Are the hot works in the proximity of combustible or flammable materials? Have provisions been made for protection of such materials by noncombustible materials, thermal barrier or other means?
  - Work being performed by trained or certified personal
  - Are fire extinguishers present at all times?
  - Proper ventilation, as required
  - Are there hot tar pots on site c/w extinguishers, trained personnel, and located away from combustible materials?
7. **Flammable and Combustible Storage**
- Storage area separated from combustible material by 3m
  - Storage area locked and vented
  - Storage area protected from vehicular/ industrial motorized traffic
  - Portable pressurized (new or used) cylinders secured when not in use
  - Area have proper signage or placard in place
  - A current or updated list of dangerous goods on site
  - A portable extinguisher in close proximity to storage and work areas
  - Storage area away from egress and access routes to the site
8. **Security**
- Is there 24-hour security on site, by locked gate, video, alarm system, nightly rounds, or on-site provisions?
9. **Contact Personnel**
- Is there a list of names, addresses, and telephone numbers of persons to be contacted during non-operating hours or in emergency situations?

---

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH THE OPERATION OF FIRE PROTECTION SERVICES FOR THE TOWN OF BLACKFALDS.**

---

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 providing for the establishment and operation of fire protection services for the Town of Blackfalds.

**WHEREAS**, pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, provides that a Council of a Municipality may pass bylaws for the prevention and extinguishing of fires, the preservation of life and property, and the protection of persons from injury or destruction by fire, safety, health and welfare of people and the protection of people and property;

**WHEREAS**, the *Forest and Prairie Protection Act*, R.S.A., 2000, Chapter F-19, as amended, provides certain additional powers which may be enacted by the Council of a Municipality so that it can enforce the provisions of the said *Forest and Prairie Protection Act* within the boundaries of the Municipality;

**WHEREAS**, the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended, provides for the entering into agreements with other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment, and for the purpose of providing fire protection not within the Town of Blackfalds municipal boundaries;

**WHEREAS** the municipal Council of the Town of Blackfalds has been accredited by the Safety Codes Council in its respective municipality;

**WHEREAS** the Council of the Town of Blackfalds wishes to establish a Fire Service within the Town of Blackfalds and to provide efficient operation of such fire service;

**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 “Fire Protection Bylaw”.
- 1.2 Schedule “A” shall form part of this Bylaw as the costs and fees to be recovered or charged by the Fire Department for services rendered.

**PART 2 – DEFINITIONS**

2.1 In this Bylaw:

- (a) **“Acceptable Burning Barrel”** applies to farm use only and means an outdoor receptacle that meets the following specifications;
  - (i) a minimum of three (3) meters clearance is maintained from any building, property line, or other combustible material when measured from the nearest edge;
  - (ii) the opening does not exceed one (1) meter in width or diameter when measured between the widest points or outer edge;
  - (iii) the receptacle has closed sides made from brick, concrete blocks, heavy gauge metal, or other non-combustible material that is acceptable to the Fire Department; and
  - (iv) a spark arrestor mesh screen with openings no larger than twelve and one-half (12.5) millimeters that is constructed of expanded metal (or equivalent material) is used to cover the opening in a manner sufficient to contain and reduce the hazards of airborne sparks.
- (b) **“Acceptable Fire Pit”** means an outdoor receptacle that meets the following specifications;

- (i) A minimum of three (3) meter clearance is maintained from any building, property line, or other combustible material when measured from the nearest edge;
  - (ii) the fire pit height does not exceed six hundred (600) millimeters when measured from the surrounding grade to the top of the pit opening;
  - (iii) the base that the fire pit is situated on must be non-combustible;
  - (iv) the pit opening does not exceed one (1) meter in width or in diameter when measured between the widest points or outer edges;
  - (v) the fire pit has enclosed sides made from brick, concrete blocks, heavy gauge metal, or other non-combustible material acceptable to the Fire Department; and
  - (vi) a spark arrestor mesh screen with openings no larger than twelve and one-half (12.5) millimeters that is constructed of expanded metal (or equivalent material) is used to cover the fire pit opening in a manner sufficient to contain and reduce the hazards of airborne sparks.
- (c) **“Acceptable Fireplace”** means an outdoor receptacle that meets the following specifications;
- (i) a minimum of one (1) meter’s clearance is maintained from any building, property line, or other combustible material when measured from the nearest fireplace edge;
  - (ii) the fireplace is constructed of materials such as brick or rocks that are heat and flame resistant;
  - (iii) the fireplace is equipped with a chimney that is not less than two and one-half (2.5) meters in height when measured from the base of the burning area;
  - (iv) the fireplace chimney is equipped with an approved screen designed to contain and reduce the hazards of airborne sparks, meeting the requirements of the manufacture and the Alberta Building Code;
  - (v) the base of the fire burning area is not less than three hundred (300) millimeters above the surrounding grade; and
  - (vi) the fire chamber does not exceed one and one-quarter (1.25) meters in width and is at least four hundred (400) millimeters but not more than six hundred (600) millimeters in depth.
- Clay fire pots are required to meet the above regulations and shall have a layer of sand or gravel in the bottom to prevent burn through.
- (d) **“Apparatus”** means any vehicle provided with machinery, devices, equipment, or materials for firefighting, as well as any vehicles used for transporting firefighters or supplies
- (e) **“Burnable Debris”** applies to farm use only and means the following material;
- (i) grass and weeds;
  - (ii) leaves and tree pruning;
  - (iii) brush and fallen trees on newly cleared land;
  - (iv) wood material from the construction or demolition of builds that does not contain wood preservatives as set out by Alberta Environment;
  - (vii) household refuse.

All burning of any of the above debris requires a Fire Permit issued by the Fire Department with the exception of debris when burned in an Acceptable Burning Barrel for farm use only.

- (f) **“Contained Fire”** means a fire which is confined within a non-combustible structure or container
- (g) **“Council”** means the Council of the Town of Blackfalds
- (h) **“Dangerous Goods”** means any produce, substance or organism specified in the regulations or included by its nature in any of the classes listed in the regulations under the *Transportation of Dangerous Goods Control Act*, S.C. 1992, c. 34, and any amendments thereto.
- (i) **“Emergency Services”** means Fire Department as established and organized for the Town pursuant to the provisions of this Bylaw consisting of, inter alia, all persons appointed or recruited to the various positions prescribed herein, all equipment, apparatus, materials and supplies used in the operation, maintenance and administration of the Fire Department
- (j) **“Emergency Unit”** means an ambulance, a fire truck, pumper truck, rescue vehicle, bush buggy or tender
- (k) **“Equipment”** means any tool, contrivances, devices or materials used by the fire department to mitigate an incident or other emergency
- (l) **“False Alarm”** means any activation of an Alarm System which results in a response and attendance by the RCMP or Blackfalds’ Fire Department at an Alarm Site, where no unauthorized entry to the alarmed premises or other illegal act or emergency has occurred, and no similar emergency exists, no matter how that request for service is received and includes but is not limited to an Alarm System that:
  - (i) is being tested without prior notice to the RCMP and Blackfalds’ Fire Department.
  - (ii) is activated by a mechanical failure or malfunction or faulty equipment.
  - (iii) is activated by the presence or movement of pets or any other interior movement at the Alarm Site.
  - (iv) which is activated by any act of negligence, error or omission; or
  - (v) is activated by atmospheric conditions, excessive vibrations, power failure or communications failure, unless it is shown by the owner of the Alarm Site that the False Alarm was caused by a storm, lightning, fire, earthquake or act of God.
- (m) **“Fire Alarm”** system means a device or devices installed on or in real property and designed to issue a warning of a fire by activating an audible alarm signal or alerting a monitoring facility but does not include a fire alarm system that is intended to alert only the occupants in a dwelling unit, which it is installed.
- (n) **“Fire Permit”** means a written application in the prescribed form set out by the Fire Department for approval for an Open-Air Fire or discharge of Fireworks and includes such other information and requirements as may be required by the Fire Department
- (o) **“Fireworks”** means firecrackers, and fireworks listed in the current Alberta Fire code and as defined by the Government of Canada Explosives Act, and any amendments thereto:
  - (i) Consumer Fireworks are low-hazard firework articles designed for recreational use by the public. These articles include items such as roman candles, sparklers, fountains, wheels, volcanoes, mines, and snakes.
  - (ii) Display Fireworks are high-hazard firework articles designed for use by professionals. These articles include items such as aerial shells, cakes, roman candles, waterfalls, lances and wheels.
  - (iii) Pyrotechnic Special Effects are high-hazard pyrotechnics articles designed for use by professionals. These articles include items



such as gerbs, mines, comets and crossettes. This class also includes special purpose pyrotechnics manufactured live stage and the film and television industry.

- (p) **“Hazard”** means a risk of fire or damage to property and/or person(s) which may be caused by the burning of any waste and includes any nuisances
- (q) **“Incident”** means a fire or a situation where an explosion is imminent or any other situation where there is a danger or a possible danger to life or property and to which Emergency Services has responded
- (r) **“Incinerator Fire”** means a fire that is confined to a non-combustible structure or container which fire is set for the purpose of burning household refuse
- (s) **“Malicious false fire alarm”** means when a person or persons unknown with intent to cause disruption within a structure has activated a pull station or a detection device.
- (t) **“Member”** means:
- (i) a person who is a duly appointed Member of the Fire Department, and who receives remuneration (honorarium) for his or her services at a rate of pay established by Council;
  - (ii) a person who is a duly appointed Member of the Fire Department and who has advised the Town in writing that he or she is willing to gratuitously perform his functions under this Bylaw: and
  - (iii) a person who is a duly appointed Member of the Fire Department resides within the boundaries of the Town.
- (u) **“Nuisance”** means causing smoke which unreasonably affects the comfort or convenience of an individual and includes interference with use and enjoyment of property
- (v) **“Open Fire”** shall mean any Fire which is not a Pit Fire, Public Park Site Fire, and which, without limiting the generality of the foregoing shall include grass fires, brush fires, running fires, structure fires, building fires, wood scrap fires, ground thawing fires and chattel fires
- (w) **“Outdoor Fire”** means any fire not contained within a building or structure and shall include fire involving humus soil, piles of coal, farm produce, waste, brush, grass, seed, straw or any fire that has escaped or spread from a building, structure, machine or vehicle and any fire set for the purpose of thawing frozen ground
- (x) **“Paid on call firefighter”** is a firefighter that responds to emergencies 24 hours per day, who can respond during the day, evenings, and/or weekends also referred to as a volunteer firefighter
- (y) **“Peace Officer”** means;
- (i) a member of the Royal Canadian Mounted Police (RCMP), a police service, or
  - (ii) a peace officer appointed under the Peace officer Act, while the peace officer is in the exercise or discharge of the peace officer’s powers or duties;
  - (iii) a bylaw officer is hereby authorized and empowered to exercise or discharge the bylaw officer’s powers or duties;
- (z) **“Practice”** means a gathering of Fire Department (service) members scheduled by the Fire Chief or designate at which training in fire protection services is conducted
- (aa) **“Prohibited Debris”** means any material that when burned will result in the release of dense smoke or toxic air contaminants to the atmosphere as

outlined in any statute or bylaw written to protect and enhance the environment and shall include but not limited to materials described as;

- (i) animal cadavers;
  - (ii) animal manure;
  - (iii) chemicals and chemical container;
  - (iv) combustible material in automobile bodies;
  - (v) combustible material in automobiles;
  - (vi) construction site waste;
  - (vii) household refuse;
  - (viii) non-wooded material;
  - (ix) paints and painting material;
  - (x) pathological waste;
  - (xi) rubber or plastic or anything containing or coated with rubber or plastic or similar substances;
  - (xii) rubber or plastic attached to shredded scrap metal;
  - (xiii) straw and stubble;
  - (xiv) toxic substances;
  - (xv) used oil; or
  - (xvi) wood or wood products containing substances for the purpose of preserving wood.
- (bb) **“Pit Fire”** means a fire which is totally confined within a non-combustible structure or container that has the draft and smoke vents thereof covered with a heavy gauge metal screen having a mesh size no larger than 12.5 millimeters and which is ventilated in such a manner as to preclude the escape of combustible materials including ash, and which fire is set for the purpose of cooking or obtaining warmth, and such fire may only be fueled with dry wood, charcoal, coal, natural gas or propane
- (cc) **“Portable Appliance”** means any appliance sold or constructed for the purpose of cooking food in the out-of-doors, obtaining warmth or viewing pleasure. Such fire may only be fueled with seasoned wood, charcoal, natural gas or propane;
- i) The portable appliance must be used as to the manufacturer’s installation and usage requirements,
  - ii) No modifications are to be made to the portable appliance
- (dd) **“Property”** means any real or personal property, which without limiting the generality of the foregoing, includes land and structures
- (ee) **“Public Park Site Fire”** means a fire on land owned or leased by the Town or its agents for recreational purposes and is confined to a non-combustible container supplied by the Town, or a Portable Appliance, which is set for the purpose of cooking food, obtaining warmth or viewing for pleasure. Such fire may only be fueled with dry wood, charcoal, coal, natural gas or propane
- (ff) **“Quality Management Plan”** means the Fire Safety Quality Management Plan, approved by the Safety Codes Council, as Adopted by Council.
- (gg) **“Recreational Fire”** means a fire for recreational purposes which is confined to a non-combustible container which is set for the purpose of

cooking, obtaining warmth or viewing pleasure. Such fire may only be fueled with seasoned wood, charcoal, natural gas or propane

- (hh) **“Running Fire”** means a fire burning without being under the proper or any control of any person
- (ii) **“Structure Fire”** means a fire confined to and within any building, structure, machine or vehicle, which will, or is likely to, cause the destruction of, or damage to, such a building, structure, machine or vehicle, excluding an incinerator fire.
- (jj) **“Town”** means the Town of Blackfalds
- (kk) **“Violation Ticket”** means as defined by the *Provincial Offences Procedure Act*, R.S.A. 2000 c. P-34, and any amendments thereto.
- (ll) **“Volunteer Fire Fighter”** means a member of the Fire Department.

### **PART 3 - FIRE DEPARTMENT**

- 3.1 Council does hereby establish a Fire Department, for the purpose of:
- (a) preventing and extinguishing fires;
  - (b) investigating the cause of fires;
  - (c) preserving life and property and protecting persons and property from injury or destruction by fire;
  - (d) providing rescue, first response medical services;
  - (e) preventing prairie or running fires and enforcing the provisions of the *Forest and Prairie Protection Act*, and any amendments thereto;
  - (f) preventing, combating and controlling incidents;
  - (g) meeting the requirements of the Quality Management Plan for the Fire Discipline;
  - (h) entering into agreements with other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment;
  - (i) purchasing and operating apparatus and equipment for extinguishing fires or preserving life and property.
- 3.2 The Fire Department is hereby authorized to control and mitigate incidents involving Dangerous Goods.

### **PART 4 - FIRE CHIEF**

- 4.1 The authority of the Fire Chief is granted by this Bylaw, Town of Blackfalds Policy and the Safety Codes Act, and any amendments thereto. The Fire Chief shall ultimately be responsible to the Chief Administrative Officer.
- 4.2 The Fire Chief or designate shall be responsible to the Council through the Chief Administrative Officer of the Town.
- 4.3 The Fire Chief has complete responsibility and authority over the Fire Department, subject to the direction of Council, and shall, upon approval of Council, prescribe rules, regulations and policies for the ongoing organization and administration of the Fire Department, including but not limited to:
- (a) the use, care and protection of Fire Department property;
  - (b) the appointment, recruitment, conduct, discipline, duties and responsibilities of the Members; and
  - (c) the efficient operation of Fire Department Services;

- 4.4 Regulations, rules or policies made pursuant to Section 8 of this Bylaw shall not be inconsistent with the legislation and regulations of the Province of Alberta.
- 4.5 The Fire Chief shall:
- (a) upon approval of Council through the budget process, purchase or otherwise acquire equipment, apparatus, materials or supplies required for the operation, maintenance and administration of the Fire Department to be used in connection therewith;
  - (b) keep or cause to be kept, in proper form, records of all business transactions of the Fire Department, including the purchase or acquisition of equipment, apparatus, materials or supplies and records of fires attended, actions taken in extinguishing fires, inspections carried out and actions taken on account of inspections and any other records incidental to the operation of the Fire Department;
  - (c) Ensure that training is provided to fire service members meeting the requirements of Provincial legislation and industry best practices;
  - (d) upon approval of the Council, negotiate on behalf of the Council, with the Provincial Government of Alberta, other municipalities and persons for the purpose of establishing mutual aid agreements and fire control agreements with recommendations and concerns regarding the establishing or renewing of any mutual aid agreement or fire control agreement and amendments thereto; and
  - (e) perform such functions and have such powers and responsibilities as Council may from time to time prescribe.
- 4.6 The Fire Chief, or any other Member in charge at a fire, is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if deemed necessary to prevent the spread of fire to other building, structures or things.
- 4.7 The Fire Chief, or any other Member in charge at an incident, is empowered to cause Emergency Services to enter on any land or premises, including adjacent land or premises, to combat, control or deal with the incident in whatever manner deemed necessary.
- 4.8 For the purpose of fire investigations and inspections, the Fire Chief may obtain assistance from other officials of the town as deemed necessary in order to discharge the duties and responsibilities under this Bylaw.

#### **PART 5 - CONTROL OF FIRE HAZARDS**

- 5.1 If the Town finds within its Municipal boundaries on privately owned land or occupied public land conditions that in its opinion constitute a fire hazard, it may order the owner or the person in control of the land on which the fire hazard exists to reduce or remove the hazard within a fixed time and in a manner prescribed by the Town.
- 5.2 When the Town finds that the order it made pursuant to Section 5.1 has not been carried out, the Town may enter on the land with any equipment and any person it considers necessary and may perform the work required to eliminate or reduce the fire hazard.
- 5.3 The Owner or the person in control of the land on which work was performed pursuant to Section 5.2 shall, on demand, reimburse the Town for the cost of the work performed in default of payment; such cost or fee may be charged against the land as taxes due and owing in respect of that land.

#### **PART 6 - REQUIREMENT TO REPORT**

- 6.1 The Owner or his authorized agent of any property damaged by fire shall immediately report to the Fire Department particulars of the fires which are satisfactory to the Fire Chief.

- 6.2 The Owner or his authorized agent of any property containing a Dangerous Good(s) product which sustains an accidental or unplanned release of Dangerous Good(s) product shall immediately report to the Fire Department particulars of the release which are satisfactory to the Fire Chief.

**PART 7 - PERMITTED FIRES**

- 7.1 No person shall permit an Open Fire upon land owned or occupied by him or under his control within the Town unless:
- (a) the fire has been set by the Fire Department for the purpose of training;
  - (b) the fire is a Public Park Site Fire;
  - (c) the fire is a Pit Fire;
  - (d) the fire is an Acceptable Burn Barrel for newly annexed county property;
  - (e) the fire has otherwise been authorized by the Fire Department, by way of a fire permit.
- 7.2 All Fires are to be supervised by a responsible adult at all times and have a means to extinguish the fire on hand at all times.
- 7.3 Weather conditions must be favourable with winds less than 15km/hr.
- 7.5 The flames shall not exceed 1 meter in height.
- 7.6 The fire must be extinguished completely, so that the ashes are cold prior to leaving the fire.

**PART 8 - FIRE PERMIT**

- 8.1 No person shall permit an Open Fire or Incinerator Fire upon land owned or occupied within the Town except when the landowner is the holder of a subsisting Fire Permit issued pursuant to this Bylaw, unless;
- (a) the fire has been set by the Fire Department for the purpose of training; or
  - (b) the fire is a Public Park Site Fire
  - (c) the fire has otherwise been authorized by the Fire Department.
- 8.2 When issuing a fire permit the Fire Department may issue the permit unconditionally or impose conditions considered appropriate
- 8.3 Fire Permits issued pursuant to this bylaw are valid for a period of time to be determined and set by the Fire Department. The fire permit shall have endorsed thereon the period of time for which the said permit is valid.
- 8.4 The Fire Department may extend the period of time that a fire permit is valid, provided the fire permit has not expired.
- 8.5 The Fire Chief or designate may terminate, suspend, or cancel a Fire Permit upon contravention of any provision of this Bylaw, the Alberta Fire Code, or any terms and conditions found on the Fire Permit
- 8.6 A Fire Permit is not transferable.
- 8.7 A Fire Permit will not be issued over the phone prior to a site visit being performed.

**PART 9 - FIRE BAN**

- 9.1 Notwithstanding any provision in this or any other bylaw, the Fire Chief or designate may declare a complete ban on any burning of any kind in the Town.
- 9.2 When determining whether to declare a complete ban on burning, the Fire Chief or designate may take into consideration any or all of the following factors:

- (a) the air quality index;
  - (b) levels of precipitation;
  - (c) water shortages or restrictions;
  - (d) availability of firefighters and firefighting equipment; and
  - (e) the overall fire danger.
- 9.3 No person shall build, ignite or allow any kind of fire when a complete ban on burning is in effect.
- 9.4 The Fire Department or a Peace Officer may direct a Person to extinguish any fire when a fire ban is in effect.
- 9.5 A Person who fails to comply with the direction of a member of the Fire Department or a Peace Officer to extinguish a fire during a fire ban is guilty of an offense under this Bylaw and the fire department or the Peace Officer as the case may be, may extinguish the fire.

#### **PART 10 - RECOVERY OF COSTS**

- 10.1 Where the Fire Department has extinguished a fire or responded to a fire call or incident within or outside the Town for the purpose of preserving life or property from injury or destruction by fire or other incident, including any such action taken by the Fire Department on a false alarm, the Fire Chief may, in respect of any costs incurred by the Fire Department in taking such action, charge any costs so incurred by the Fire Department to:
- (a) the person who caused the incident
  - (b) the owner of the property of the person in possession of the property where the incident occurred or
  - (c) the owner of the property or the person in possession and control of the property if the location of the incident is not on privately owned land.
  - (d) A person who has negligently or intentionally misused a fire alarm system by activating without cause.
- 10.2 The schedule of costs and fees to be recovered or charged by the Fire Department for services rendered pursuant to this Bylaw shall be as set out in Schedule "A" attached to and forming part of this Bylaw.
- 10.3 In respect of the costs or fees described in Sections 10.2 and 10.3:
- (a) the Town may recover such cost or fee as a debt due and owing to the Town, or
  - (b) in the case of action taken by the Fire Department in respect of land within the Town, where the cost or fee is not paid upon demand by the Town, then in default of payment, such cost or fee may be charged against the land as taxes due and owing in respect of that land.

#### **PART 11 - OFFENCES**

- 11.1 Any person who ignites, fuels, supervises, maintains or permits an Open Fire or Incinerator Fire within the municipal boundaries of the Town of Blackfalds without a valid Fire Permit as required by this Bylaw is guilty of an offense, unless;
- (a) the fire has been set by the Fire Department for the purpose of training;
  - (b) the fire is a Public Park Site Fire
  - (c) the fire is a Pit Fire
  - (e) the fire has otherwise been authorized by the Fire Department by way of a fire permit.

- 11.2 When a fire is lit under the circumstances described in Section 39 when such fire is not permitted pursuant to this Bylaw the owner or occupier of the land or the person having control of the land upon which such fire is lit shall:
- (a) extinguish the fire immediately, or
  - (b) where he is unable to extinguish the fire immediately, report the fire to the Fire Department.
- 11.3 No person either directly or indirectly personally or through an agent, servant or employee kindle a fire and let it become a Running Fire on any land not his own property or allow a Running Fire to pass from his own property to the property of another.
- 11.4 No person shall sell, possess, or discharge Fireworks in the Town unless they have the appropriate permits and licensing for high level displays and special events. A Fire Permit is required for the discharge of Fireworks. Fireworks must be purchased from a recognized company that meets all current provincial or federal regulations and standards.
- 11.5 Fireworks considered low level displays are banned in the Town. Possession, sale, or storage of Fireworks is prohibited.
- 11.6 No person shall:
- (a) build, ignite or allow any kind of fire when a complete ban on burning has been declared in effect.
  - (b) light an open fire, pit fire or public park site fire without first taking sufficient precaution to ensure that the fire is not a nuisance and can be kept under control at all times
  - (c) permit the flames to exceed 1 meter in height
  - (d) light an Incinerator Fire for the purpose of burning household refuse unless the property has recently been annexed county property
  - (e) light an open fire, pit fire or public park site fire when the weather conditions are conducive to creating a running fire;
  - (f) place a Pit Fire less than 3.0 meters from any structure including but not limited to a fence, deck, garage, shed or house or any combustible material;
  - (g) burn in a Pit Fire or a Public Park Site Fire, garbage, leaves, straw, painted wood, treated construction materials and items made of or containing rubber, metal, plastic, tar or any materials deemed for disposal
  - (h) fail to take reasonable steps to control a fire for the purpose of preventing it from becoming a Running Fire or from spreading onto land other than his own;
  - (i) deposit, discard or leave any burning matter or substance where it might ignite other material and cause a fire;
  - (j) conduct any activity that involves the use of fire that might reasonably be expected to cause a fire, unless he/she exercises reasonable care to prevent the fire from occurring;
  - (k) provide false, incomplete or misleading information to the Municipality or to the Fire Department on or with respect to the Fire Permit;
  - (l) interfere with the efforts of persons authorized in this Bylaw to extinguish fires or preserve life or property;
  - (m) interfere with the operation of any the Fire Department equipment or apparatus required to extinguish fires or preserve life or property;
  - (n) damage or destroy Fire Department property;
  - (o) move any fire hose or drive a vehicle over any fire hose at any fire without permission of the Fire Department member in charge;
  - (p) place or cause to be placed, any matter or thing, so as to obstruct or

- interfere with the operation or use of any fire hydrant, Fire Department water inlet or outlet connections on buildings, fire alarm control panels, manual alarm stations, or any fire detection device or equipment;
- (q) other than the employee of the Town Public Works Department or a member of the Fire Department shall use a fire hydrant for the purpose of obtaining or discharging water from such hydrant without first receiving permission from the Director of Infrastructure and Property Services or the Fire Chief;
  - (r) obstruct or otherwise interfere with access roads or streets or other approaches to any fire hydrants, cisterns, or bodies of water designated for firefighting purposes;
  - (s) falsely represent themselves as a Fire Department Member or wear or display any Emergency Services badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.
  - (t) use a fire to burn prohibited debris.
- 11.7 No person shall obstruct, prevent, or refuse to admit a fire inspector or investigator to or upon any land, premises, yards, or buildings for the purpose of inspecting or investigating on the same, or who incites or abets such shall be considered in breach of this Bylaw.
- 11.8 Nothing in this Bylaw shall be deemed to authorize any fire, burning, or other act that is in contravention of the *Alberta Environmental Protection and Enhancement Act*, RSA 2000, c. E-12 and any amendments thereto or any regulation made thereunder. In the event of any conflict between the provisions of this Bylaw and the said Act or Regulations, the provisions of the said Act or Regulations shall govern.

## **PART 12 – PENALTIES**

- 12.1 A person who contravenes any provision of this Bylaw shall be deemed to be guilty of an offence and, upon conviction, is liable to a fine as outlined in Schedule “A” contained within this Bylaw.
- 12.2 Where a person:
- a) fails to obtain a Fire Permit as requested under this Bylaw;
  - b) obtains a Fire Permit as provided for in this Bylaw but fails to follow the provisions of the Bylaw or the conditions outlined on the Fire Permit as defined herein; or
  - c) originally did not require a Fire Permit but whose actions brought an Open Air Fire under the requirements for a Fire Permit as defined herein;
  - d) a fire beyond the control of the person or other incident results therefrom, then such a person shall be liable to pay all the costs for emergency response incurred by the Fire Department, and the Town shall be able to recover from such person all such costs as a debt owing to the municipality.
- 12.3 A Peace Officer is hereby authorized and empowered to issue a Violation Ticket to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw. A Violation Ticket may be issued to such person:
- (a) either personally, or;
  - (b) by mailing a copy to such person at their last known address.
- 12.4 Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets or Summons may be issued by a Peace Officer, provided that no more than one Violation Ticket or Summons shall be issued for each calendar day that the contravention continues.
- 12.5 Where a Violation Ticket is issued pursuant to this Bylaw, the person to whom the Violation Ticket is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the Violation Ticket.
- 12.6 Nothing in this Bylaw shall prevent a Peace Officer from issuing a Violation Ticket



for the mandatory Court appearance of any person who contravenes any provision of this Bylaw.

**PART 13 - VIOLATION TICKET**

- 13.1 If the penalty specified on a Violation Ticket is not paid within the prescribed time period, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedures Act* and any amendments thereto.
- 13.2 Notwithstanding any other provision of this Bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*, and any amendments thereto to any person who the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

**PART 14 - SEVERABILITY**

- 14.1 Should any section or part of this Bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

**PART 15 - REPEAL**

- 15.1 That Bylaw 1187/15 is hereby repealed upon this Bylaw coming into effect.

**PART 16 - DATE OF FORCE**

- 16.1. 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 time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

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

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

**BYLAW 1312.24 - SCHEDULE A**

<b>Offences and Penalties</b>					
<b>Part</b>	<b>Section</b>	<b>Offence</b>	<b>-----Fines-----</b>		
			<b>First</b>	<b>Second</b>	<b>Third and Subsequent</b>
9	36	Fail to comply with Fire Ban	\$1000.000	Court	Court
10	38	False Alarm Response – within a calendar year at the same alarm site RESIDENTIAL	\$0.00	\$250.00	\$500.00
10	38	False Alarm Response – within a calendar year at the same alarm site NON-RESIDENTIAL	\$0.00	\$300.00	\$600.00
10	38	Cause a Malicious False Alarm	\$250.00	\$500.00	\$1000.00
11	43,44	Sell, possess or discharge fireworks	\$150.00	\$250.00	Not more than \$2500.00
11	43	Fire Pit Violations as listed (a) to (j)	\$250.00	\$500.00	Not more than \$2500.00
<b>Costs and Fees</b>					
<b>Description</b>		<b>Cost Recovery</b>			
<b>Response</b>		<b>* Administrative</b>	<b>* Incident Response</b>		
Response to a Fire, Rescue, Dangerous Goods or other incident on any property other than Provincial Highways		* Administrative costs	\$720.00/hour		
Response to a Fire, Dangerous Goods, Rescue Responses or other incident on Provincial Highways		* Administrative costs	\$720.00/hour		
Response to a Fire, Dangerous Goods, Rescue Responses or other incident on railway property		* Administrative costs	\$720.00/hour		
Emergency Responses to other Municipalities as set out in service/mutual aid agreements					
<b>Non-Incident Response</b>					
Apparatus Fee		n/a	\$720.00/hour		
Apparatus with Personnel		n/a	\$720.00/hour		
Bush Buggy Unit with 2 Personnel		n/a	\$350.00/hour		
Tender Unit with 2 Personnel		n/a	\$720.00/hour		
Command Unit with 1 Personnel		n/a	\$250.00/hour		
Utility Trailer with Side x Side 2 Personnel		n/a	\$350.00/hour		
Manpower Fee for Additional Personnel Required		n/a	\$45.00/hr/person		
<b>Costs and Fees</b>					
<b>Description</b>		<b>Cost Recovery</b>			
<b>Inspections</b>		<b>* Administrative</b>	<b>* Incident Response</b>		
Urgent (Less than 1 business day notice)		\$125.00	n/a		
Fire Inspection – First with compliance		\$125.00	n/a		
Fire Inspection – Second with compliance on outstanding violation –Premises deemed satisfactory		\$75.00	n/a		
Fire Inspection – Second with compliance on outstanding violation – Premises deemed unsatisfactory		\$150.00	n/a		
Fire Inspection – Third with compliance on outstanding violation – Premises deemed satisfactory		\$75.00	n/a		
Fire Inspection – Third with compliance on outstanding violation – Premises deemed unsatisfactory		\$300.00	n/a		
Fire Inspection – Subsequent with compliance on outstanding violation – Premises deemed satisfactory		\$75.00	n/a		
Fire Inspection – Subsequent with compliance on outstanding violation – Premises deemed unsatisfactory		\$450.00	n/a		
		\$125.00	n/a		

Fire Inspection – Missed/Unprepared		
Fire Safety Plan Reviews	\$125.00	n/a
<b>Administrative Fees and Costs</b>		
File Search/Report Copies	\$50 per search	n/a
Occupancy Load Certificate	\$75.00	n/a
Fire Investigation Report	\$100.00	n/a
Fire Investigation Photograph	\$5.00/\$25 per cd	n/a
Air Refill (Breathing Air)	\$10 per 30 min cylinder \$35 per cascade bottle	n/a

- \* Administrative costs and the cost for replacement of equipment and/or materials used, lost or damaged as a result of the response.
- \* Incident Response: All responses will be billed at a one hour minimum with ½ hour increments.

DRAFT



**TOWN OF BLACKFALDS BYLAW**  
**1187/15 – FIRE PROTECTION**

---

~~BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF PROVIDING FOR THE ESTABLISHMENT AND~~ **TO ESTABLISH THE OPERATION OF FIRE PROTECTION SERVICES FOR THE TOWN OF BLACKFALDS.**

~~WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended (hereinafter referred to as "the 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 providing for the establishment and operation of fire protection services for the Town of Blackfalds.

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, provides that a Council of a Municipality may pass bylaws for the prevention and extinguishing of fires, the preservation of life and property, and the protection of persons from injury or destruction by fire, safety, health and welfare of people and the protection of people and property;

WHEREAS, the *Forest and Prairie Protection Act*, R.S.A., 2000, Chapter F-19, as amended, provides certain additional powers which may be enacted by the Council of a Municipality so that it can enforce the provisions of the said *Forest and Prairie Protection Act* within the boundaries of the Municipality;

WHEREAS, the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended, provides for the entering into agreements with other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment, and for the purpose of providing fire protection not within the Town of Blackfalds municipal boundaries;

WHEREAS the municipal ~~council~~Council of the Town of Blackfalds has been accredited by the Safety Codes Council in its respective municipality;

WHEREAS the Council of the Town of Blackfalds wishes to establish a Fire Service within the Town of Blackfalds and to provide efficient operation of such fire service;

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, ~~of the Province of Alberta,~~ duly assembled, hereby enacts ~~as follows:~~

**PART 1 – NAME OF BYLAW/TITLE**

41.1 ~~This~~ That this Bylaw ~~may~~shall be cited as the “**Fire Protection Bylaw**”.

1.2 Schedule “A” shall form part of this Bylaw.

**PART 2 – DEFINITIONS**

22.1 In this Bylaw:



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

- (a) **“Acceptable Burning Barrel”** applies to farm use only and means an outdoor receptacle that meets the following specifications;
- (i) a minimum of three (3) meters clearance is maintained from any building, property line, or other combustible material when measured from the nearest edge;
  - (ii) the opening does not exceed one (1) meter in width or diameter when measured between the widest points or outer edge;
  - (iii) the receptacle has closed sides made from brick, concrete blocks, heavy gauge metal, or other non-combustible material that is acceptable to the Fire Department; and
  - (iv) a spark arrestor mesh screen with openings no larger than twelve and one-half (12.5) millimeters that is constructed of expanded metal (or equivalent material) is used to cover the opening in a manner sufficient to contain and reduce the hazards of airborne sparks.
- (b) **“Acceptable Fire Pit”** means an outdoor receptacle that meets the following specifications;
- (i) A minimum of three (3) meter clearance is maintained from any building, property line, or other combustible material when measured from the nearest edge;
  - (ii) the fire pit height does not exceed six hundred (600) millimeters when measured from the surrounding grade to the top of the pit opening;
  - (iii) the base that the fire pit is situated on must be non-combustible;
  - ~~(iii)~~(iv) the pit opening does not exceed one (1) meter in width or in diameter when measured between the widest points or outer edges;
  - ~~(iv)~~(v) the fire pit has enclosed sides made from brick, concrete blocks, heavy gauge metal, or other non-combustible material acceptable to the Fire Department; and
  - ~~(v)~~(vi) a spark arrestor mesh screen with openings no larger than twelve and one-half (12.5) millimeters that is constructed of expanded metal (or equivalent material) is used to cover the fire pit opening in a manner sufficient to contain and reduce the hazards of airborne sparks.
- (c) **“Acceptable Fireplace”** means an outdoor receptacle that meets the following specifications;
- (i) a minimum of one (1) meter’s clearance is maintained from any building, property line, or other combustible material when measured from the nearest fireplace edge;



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

- (ii) the fireplace is constructed of materials such as brick or rocks that are heat and flame resistant;
- (iii) the fireplace is equipped with a chimney that is not less than two and one-half (2.5) meters in height when measured from the base of the burning area;
- (iv) the fireplace chimney is equipped with an approved screen designed to contain and reduce the hazards of airborne sparks, meeting the requirements of the manufacture and the Alberta Building Code;
- (v) the base of the fire burning area is not less than three hundred (300) millimeters above the surrounding grade; and
- (vi) the fire chamber does not exceed one and one-quarter (1.25) meters in width and is at least four hundred (400) millimeters but not more than six hundred (600) millimeters in depth.

Clay fire pots are required to meet the above regulations and shall have a layer of sand or gravel in the bottom to prevent burn through.

- (d) **“Apparatus”** means any vehicle provided with machinery, devices, equipment, or materials for firefighting, as well as any vehicles used for transporting firefighters or supplies
- (e) **“Burnable Debris”** applies to farm use only and means the following material;
  - (i) grass and weeds;
  - (ii) leaves and tree pruning;
  - (iii) brush and fallen trees on newly cleared land;
  - (iv) wood material from the construction or demolition of builds that does not contain wood preservatives as set out by Alberta Environment;
  - (vii) ~~(vi)~~ household refuse.

\_\_\_\_\_ All burning of any of the above debris requires a Fire Permit issued by the Fire Department with the exception of debris when burned in an Acceptable Burning Barrel for farm use only.

- (f) (f) **“Contained Fire”** means a fire which is confined within a non-combustible structure or container
- (g) **“Council”** —means —the —Council —of —the —Town —of —Blackfalds
- (g) (h) **“Dangerous Goods”** means any produce, substance or organism specified in the regulations or included by its nature in any of the classes listed in the regulations under the Transportation of Dangerous Goods Control Act, S.C. 1992, c. 34, and any amendments thereto.



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

---

- (h) (i) **“Emergency Services”** means Fire Department\_ as established and organized for the Town pursuant to the provisions of this Bylaw consisting of, inter alia, all persons appointed or recruited to the various positions prescribed herein, all equipment, apparatus, materials and supplies used in the operation, maintenance and administration of the Fire Department
- (i) (j) **“Emergency Unit”** means an ambulance, a fire truck, pumper truck, rescue vehicle, bush buggy or tender
- (j) (k) **“Equipment”** means any tool, contrivances, devices or materials used by the fire department to mitigate an incident or other emergency
- (k) (l) **“False Alarm”** means any activation of an Alarm System which results in a response and attendance by the RCMP or Blackfalds’ Fire Department at an Alarm Site, where no unauthorized entry to the alarmed premises or other illegal act or emergency has occurred and no similar emergency exists, no matter how that request for service is received and includes, but is not limited to an Alarm System that:
- (i) is being tested without prior notice to the RCMP and Blackfalds’ Fire Department\_;
  - (ii) is activated by a mechanical \_failure or malfunction, or faulty equipment\_;
  - (iii) is activated by the presence or movement of pets, or any other interior movement, at the Alarm Site\_;
  - (iv) which is activated by any act of negligence, error or omission; or
  - (v) is activated by atmospheric conditions, excessive vibrations, power failure or communications failure, unless it is shown by the owner of the Alarm Site that the False Alarm was caused by a storm, lightning, fire, earthquake or act of God.
- (l) (m) **“Fire Alarm”** system means a device or devices installed on or in real property and designed to issue a warning of a fire by activating an audible alarm signal or alerting a monitoring facility but does not include a fire alarm system that is intended to alert only the occupants in a dwelling unit, which it is installed.
- (m) (n) **“Fire Permit”** means a written application in the prescribed form set out by the Fire Department for approval for an Open—\_Air Fire or discharge of Fireworks and includes such other information and requirements as may be required by the Fire Department



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

---

- (n) (o) **“Fireworks”** means firecrackers, and fireworks listed in the current Alberta Fire code and as defined by the Government of Canada Explosives Act, and any amendments thereto:
- (i) Consumer Fireworks are low-hazard firework articles designed for recreational use by the public. These articles include items such as roman candles, sparklers, fountains, wheels, volcanoes, mines, and snakes.
  - (ii) Display Fireworks are high-hazard firework articles designed for use by professionals. These articles include items such as aerial shells, cakes, roman candles, waterfalls, lances and wheels.
  - (iii) Pyrotechnic Special Effects are high-hazard pyrotechnics articles designed for use by professionals. These articles include items such as gerbs, mines, comets and crossettes. This class also includes special purpose pyrotechnics manufactured live stage and the film and television industry.
- (o) (p) **“Hazard”** means a risk of fire or damage to property and/or person(s) which may be caused by the burning of any waste and includes any nuisances
- (p) (q) **“Incident”** means a fire or a situation where an explosion is imminent or any other situation where there is a danger or a possible danger to life or property and to which Emergency Services has responded
- (q) (r) **“Incinerator Fire”** means a fire that is confined to a non—combustible structure or container which fire is set for the purpose of burning household refuse
- (r) (s) **“Malicious false fire alarm”** means when a person or persons unknown with intent to cause disruption within a structure has activated a pull station or a detection device.
- (s) (t) **“Member”** means:
- (i) a person who is a duly appointed Member of the Fire Department, and who receives remuneration (honorarium) for his or her services at a rate of pay established by Council;
  - (ii) a person who is a duly appointed Member of the Fire Department and who has advised the Town in writing that he or she is willing to gratuitously perform his functions under this Bylaw: and





TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

---

- (ii) (iii) a person who is a duly appointed Member of the Fire Department resides within the boundaries of the Town.
- (t) (u) **“Nuisance”** means causing smoke which unreasonably affects the comfort or convenience of an individual and includes interference with use and enjoyment of property
- (u) (v) **“Open Fire”** shall mean any Fire which is not a Pit Fire, Public Park Site Fire, and which, without limiting the generality of the foregoing shall include grass fires, brush fires, running fires, structure fires, building fires, wood scrap fires, ground thawing fires and chattel fires
- (v) (w) **“Outdoor Fire”** means any fire not contained within a building or structure and shall include fire involving humus soil, piles of coal, farm produce, waste, brush, grass, seed, straw or any fire that has escaped or spread from a building, structure, machine or vehicle and any fire set for the purpose of thawing frozen ground
- (x) **“Paid on call firefighter” is a firefighter that responds to emergencies 24 hours per day, who can respond during the day, evenings, and/or weekends also referred to as a volunteer firefighter**
- (w) (y) **“Peace Officer”** means;
- (i) a member of the Royal Canadian Mounted Police (RCMP), a police service, or
  - (ii) a peace officer appointed under the Peace officer Act, while the peace officer is in the exercise or discharge of the peace officer’s powers or duties;
  - (iii) a bylaw officer is hereby authorized and empowered to exercise or discharge the bylaw officer’s powers or duties;
- (x) (z) **“Practice”** means a gathering of Fire Department (service) members scheduled by the Fire Chief or designate at which training in fire protection services is conducted
- (y) (aa) **“Prohibited Debris”** means any material that when burned will result in the release of dense smoke or toxic air contaminants to the atmosphere as outlined in any statute or bylaw written to protect and enhance the environment and shall include but not limited to materials described as;
- (i) animal cadavers;
  - (ii) animal manure;
  - (iii) chemicals and chemical container;
  - (iv) combustible material in automobile bodies;



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

---

- (v) combustible material in automobiles;
- (vi) construction site waste;
- (vii) household refuse;
- (viii) non-wooded material;
- (ix) paints and painting material;
- (x) pathological waste;
- (xi) rubber or plastic or anything containing or coated with rubber or plastic or similar substances;
- (xii) rubber or plastic attached to shredded scrap metal;
- (xiii) straw and stubble;
- (xiv) toxic substances;
- (xv) used oil; or
- (xvi) wood or wood products containing substances for the purpose of preserving wood.

(aa)

(bb) **“Pit Fire”** means a fire which is totally confined within a non—combustible structure or container that has the draft and smoke vents thereof covered with a heavy gauge metal screen having a mesh size no larger than 12.5 millimeters and which is ventilated in such a manner as to preclude the escape of combustible materials including ash, and which fire is set for the purpose of cooking or obtaining warmth, and such fire may only be ~~fuelled~~fueled with dry wood, charcoal, coal, natural gas or propane

~~(bb)~~

(cc) **“Portable Appliance”** means any appliance sold or constructed for the purpose of cooking food in the out-of-doors, obtaining warmth or viewing pleasure. Such fire may only be fueled with seasoned wood, charcoal, natural gas or propane;

- i) The portable appliance must be used as to the ~~manufacturers~~manufacturer’s installation and usage requirements,
- ii) No modifications are to be made to the portable appliance

~~(cc)~~

(dd) **“Property”** means any real or personal property, which without limiting the generality of the foregoing, includes land and structures

~~(dd)~~

(ee) **“Public Park Site Fire”** means a fire on land owned or leased by the Town or its agents for recreational purposes and is confined to a non-combustible container supplied by the Town, or a Portable Appliance, which is set for the purpose of cooking food, obtaining warmth or viewing for pleasure. Such fire may only be fueled with dry wood, charcoal, coal, natural gas or propane



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

---

~~warmth or viewing for pleasure. Such fire may only be fuelled with dry wood, charcoal, coal, natural gas or propane~~

~~(ee)~~

(ff) **“Quality Management Plan”** means the Fire Safety Quality Management Plan, approved by the Safety Codes Council, as Adopted by Council.

~~(ff)~~

(gg) **“Recreational Fire”** means a fire for recreational purposes which is confined to a non-combustible container which is set for the purpose of cooking, obtaining warmth or viewing pleasure. Such fire may only be fueled with seasoned wood, charcoal, natural gas or propane

~~(gg)~~

(hh) **“Running Fire”** means a fire burning without being under the proper or any control of any person

~~(hh)~~

(ii) **“Structure Fire”** means a fire confined to and within any building, structure, machine or vehicle, which will, or is likely to, cause the destruction of, or damage to, such a building, structure, machine or vehicle, excluding an incinerator fire.

~~(ii)~~

(jj) **“Town”** means the Town of Blackfalds

~~(jj)~~

(kk) **“Violation Ticket”** means as defined by the *Provincial Offences Procedure Act*, R.S.A. 2000 c. P-34, and any amendments thereto.

~~(kk)~~

(ll) **“Volunteer Fire Fighter”** means a member of the Fire Department.

### PART 3 – FIRE DEPARTMENT

3 3.1 Council does hereby establish a Fire Department, for the purpose of:

~~(a)~~ (a) preventing and extinguishing fires;

~~(b)~~ (b) investigating the cause of fires;

~~(c)~~ (c) preserving life and property and protecting persons and property from injury or destruction by fire;

~~(d)~~ (d) providing rescue, first response \_medical services;

~~(e)~~ (e) preventing prairie or running fires and enforcing the provisions of the *Forest and Prairie Protection Act*, and any amendments thereto;

~~(f)~~ (f) preventing, combating and controlling incidents;



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

---

- ~~(g)~~ (g) meeting the requirements of the Quality Management Plan for the Fire Discipline;
  - ~~(h)~~ (h) entering into agreements with other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment;
  - ~~(i)~~ (i) purchasing and operating apparatus and equipment for extinguishing fires or preserving life and property.
- 4 3.2 The Fire Department is hereby authorized to control and mitigate incidents involving Dangerous Goods.
- ~~5 A member may carry on or in a vehicle, other than an emergency vehicle, a lamp that produces intermittent flashes of green light and may operate the lamp while proceeding to respond to an incident to the fire station within the Town boundaries;~~
- ~~(a) no person other than a volunteer firefighter (member) shall operate a lamp that produces intermittent flashes of green light.~~
  - ~~(b) nothing in this section shall be construed so as to permit a member of the Fire Department to operate a vehicle in contravention of the Traffic Safety Act and amendments thereto, the regulations, or any municipal by-law.~~

**PART 4 – FIRE CHIEF**

- 6 4.1 The authority of the Fire Chief is granted by this Bylaw, Town of Blackfalds Policy and the Safety Codes Act, and any amendments thereto. The Fire Chief shall ultimately be responsible to the Chief Administrative Officer.
- 7 4.2 The Fire Chief or designate shall be responsible to the Council through the Chief Administrative Officer of the Town.
- 8 4.3 The Fire Chief has complete responsibility and authority over the Fire Department, subject to the direction of Council, and shall, upon approval of Council, prescribe rules, regulations and policies for the ongoing organization and administration of the Fire Department, including but not limited to:
- ~~(a)~~ (a) the use, care and protection of Fire Department property;



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

- (b) (b) the appointment, recruitment, conduct, discipline, duties and responsibilities of the Members; and
- (c) (c) the efficient operation of Fire Department Services;
- 9 4.4 Regulations, rules or policies made pursuant to Section 8 of this Bylaw shall not be inconsistent with the legislation and regulations of the Province of Alberta.
- 10 4.5 The Fire Chief shall:
- (a) (a) upon approval of Council through the budget process, purchase or otherwise acquire equipment, apparatus, materials or supplies required for the operation, maintenance and administration of the Fire Department to be used in connection therewith;
  - (b) (b) keep or cause to be kept, in proper form, records of all business transactions of the Fire Department, including the purchase or acquisition of equipment, apparatus, materials or supplies and records of fires attended, actions taken in extinguishing fires, inspections carried out and actions taken on account of inspections and any other records incidental to the operation of the Fire Department;
  - (c) (c) Ensure that training is provided to fire service members meeting the requirements of Provincial legislation and industry best practices;
  - (d) (d) upon approval of the Council, negotiate on behalf of the Council, with the Provincial Government of Alberta, other municipalities and persons for the purpose of establishing mutual aid agreements and fire control agreements with recommendations and concerns regarding the establishing or renewing of any mutual aid agreement or fire control agreement and amendments thereto; and
  - (e) (e) perform such functions and have such powers and responsibilities as Council may from time to time prescribe.
- 11 4.6 The Fire Chief, or any other Member in charge at a fire, is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if deemed necessary to prevent the spread of fire to other building, structures or things.
- 12 4.7 The Fire Chief, or any other Member in charge at an incident, is empowered to cause Emergency Services to enter on any land or premises, including adjacent land or premises, to combat, control or deal with the incident in whatever manner deemed necessary.
- 13 4.8 For the purpose of fire investigations and inspections, the Fire Chief may obtain assistance from other officials of the town as deemed necessary in order to discharge the duties and responsibilities under this Bylaw.



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

---

**PART 5 – CONTROL OF FIRE HAZARDS**

- 14 5.1 If the Town finds within its Municipal boundaries on privately owned land or occupied public land conditions that in its opinion constitute a fire hazard, it may order the owner or the person in control of the land on which the fire hazard exists to reduce or remove the hazard within a fixed time and in a manner prescribed by the Town.
- 15 5.2 When the Town finds that the order it made pursuant to Section ~~14~~5.1 has not been carried out, the Town may enter on the land with any equipment and any person it considers necessary and may perform the work required to eliminate or reduce the fire hazard.
- 16 5.3 The Owner or the person in control of the land on which work was performed pursuant to Section ~~15~~5.2 shall, on demand, reimburse the Town for the cost of the work performed in default of payment; such cost or fee may be charged against the land as taxes due and owing in respect of that land.

**PART 6 – REQUIREMENT TO REPORT**

- 17 6.1 The Owner or his authorized agent of any property damaged by fire shall immediately report to the Fire Department particulars of the fires which are satisfactory to the Fire Chief.
- 18 6.2 The Owner or his authorized agent of any property containing a Dangerous Good(s) product which sustains an accidental or unplanned release of Dangerous Good(s) product shall immediately report to the Fire Department particulars of the release which are satisfactory to the Fire Chief.

**PART 7 – PERMITTED FIRES**

- 19 7.1 No person shall permit an Open Fire upon land owned or occupied by him or under his control within the Town unless:
- (a) (a) the fire has been set by the Fire Department for the purpose of training;
  - (b) (b) the fire is a Public Park Site Fire;
  - (c) (c) the fire is a Pit Fire;
  - (d) (d) the fire is an Acceptable Burn Barrel for newly annexed county property;
  - (e) the fire has otherwise been authorized by the Fire Department, ~~7.1.1~~
  - (e) (e) by way of a fire permit.
- 20 7.2 All Fires are to be supervised by a responsible adult at all times and have a means ~~e-fto~~ to extinguish the fire on hand at all times.



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

---

7.3 Weather conditions must be favourable with winds less than 15km/hr.

21 7.5 The flames shall not exceed 1 meter in height.

22 7.6 The fire must be extinguished completely, so that the ashes are cold prior to leaving the fire.

**PART 8 – FIRE PERMIT**

23 8.1 No person shall permit an Open Fire or Incinerator Fire upon land owned or occupied within the Town except when the landowner is the holder of a subsisting Fire Permit issued pursuant to this Bylaw, unless;

(a) the fire has been set by the Fire Department for the purpose of training; or

(b) the fire is a Public Park Site Fire

(c) the fire has otherwise been authorized by the Fire Department.

24 8.2 When issuing a fire permit the Fire Department may issue the permit unconditionally or impose conditions considered appropriate

25 8.3 Fire Permits issued pursuant to this bylaw are valid for a period of time to be determined and set by the Fire Department. The fire permit shall have endorsed thereon the period of time for which the said permit is valid.

26 8.4 The Fire Department may extend the period of time that a fire permit is valid, provided the fire permit has not expired.

27 8.5 The Fire Chief or designate may terminate, suspend, or cancel a Fire Permit upon contravention of any provision of this Bylaw, the Alberta Fire Code, or any terms and conditions found on the Fire Permit

28 8.6 A Fire Permit is not transferable.

29 8.7 A Fire Permit will not be issued over the phone prior to a site visit being performed.

**PART 9 – FIRE BAN**

30 9.1 Notwithstanding any provision in this or any other bylaw, the Fire Chief or designate may declare a complete ban on any burning of any kind in the Town.

31 9.2 When determining whether to declare a complete ban on burning, the Fire Chief or designate may take into consideration any or all of the following factors:

(a) the air quality index;



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

---

- (b) levels of precipitation;
- (c) water shortages or restrictions;
- (d) availability of firefighters and firefighting equipment; and
- (e) the overall fire danger.

~~32~~ 9.3 No person shall build, ignite or allow any kind of fire when a complete ban on burning is in effect.

~~33~~ 9.4 The Fire Department or a Peace Officer may direct a Person to extinguish any fire when a fire ban is in effect.

~~34~~ 9.5 A Person who fails to comply with the direction of a member of the Fire Department or a Peace Officer to extinguish a fire during a fire ban is guilty of an offense under this ~~bylaw~~Bylaw and the fire department or the Peace Officer as the case may be, may extinguish the fire.

**PART 10 -- RECOVERY OF COSTS**

~~10.1~~ 10.1 Where the Fire Department has extinguished a fire or responded to a fire call or incident within or outside the Town for the purpose of preserving life or property from injury or destruction by fire or other incident, including any such action taken by the Fire Department on a false alarm, the Fire Chief may, in respect of any costs incurred by the Fire Department in taking such action, charge any costs so incurred by the Fire Department to:

~~35~~

- (a) the person who caused the incident
- (b) the owner of the property of the person in possession of the property where the incident occurred or
- (c) the owner of the property or the person in possession and control of the property if the location of the incident is not on privately owned land.
- (d) A person who has negligently or intentionally misused a fire alarm system by activating without cause.

~~36~~ 10.2 The schedule of costs and fees to be recovered or charged by the Fire Department for services rendered pursuant to this Bylaw shall be as set out in Schedule "A" attached to and forming part of this Bylaw.

~~37~~ 10.3 In respect of the costs or fees described in Sections ~~36~~10.2 and ~~37~~10.3:

- (a) (a) the Town may recover such cost or fee as a debt due and owing to the Town, or





TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

~~(b)~~ (b) in the case of action taken by the Fire Department in respect of land within the Town, where the cost or fee is not paid upon

demand by the Town, then in default of payment, such cost or fee may be charged against the land as taxes due and owing in respect of that land.

**PART 11 - OFFENCES**

- 38 11.1 Any person who ignites, fuels, supervises, maintains or permits an Open Fire or Incinerator Fire within the municipal boundaries of the Town of Blackfalds without a valid Fire Permit as required by this Bylaw is guilty of an offense, unless;
- ~~(a)~~ (a) the fire has been set by the Fire Department for the purpose of training;
  - ~~(b)~~ (b) the fire is a Public Park Site Fire
  - ~~(c)~~ (c) the fire is a Pit Fire
  - ~~(e)~~ (e) ~~(e)~~ the fire has otherwise been authorized by the Fire Department by way of a fire permit.
- 39 11.2 When a fire is lit under the circumstances described in Section 39 when such fire is not permitted pursuant to this Bylaw the owner or occupier of the land or the person having control of the land upon which such fire is lit shall:
- ~~(a)~~ (a) extinguish the fire immediately, or
  - ~~(b)~~ (b) where he is unable to extinguish the fire immediately, report the fire to the Fire Department.
- 40 11.3 No person either directly or indirectly personally or through an agent, servant or employee kindle a fire and let it become a Running Fire on any land not his own property or allow a Running Fire to pass from his own property to the property of another.
- 41 11.4 No person shall sell, possess, or discharge Fireworks in the Town unless they have the appropriate permits and licensing for high level displays and special events. A Fire Permit is required for the discharge of Fireworks. Fireworks must be purchased from a recognized company that meets all current provincial or federal regulations and standards.
- 42 11.5 Fireworks considered low level displays are banned in the Town. Possession, sale, or storage of Fireworks is prohibited.
- 43 11.6 No person shall:
- (a) build, ignite or allow any kind of fire when a complete ban on burning has been declared in effect.



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

---

- (b) light an open fire, pit fire or public park site fire without first taking sufficient precaution to ensure that the fire is not a nuisance and can be kept under control at all times
- (c) permit the flames to exceed 1 meter in height
- (d) light an Incinerator Fire for the purpose of burning household refuse unless the property has recently been annexed county property
- (e) light an open fire, pit fire or public park site fire when the weather conditions are conducive to creating a running fire;
- (f) place a Pit Fire less than 3.0 meters from any structure including but not limited to a fence, deck, garage, shed or house or any combustible material;
- (g) burn in a Pit Fire or a Public Park Site Fire, garbage, leaves, straw, painted wood, treated construction materials and items made of or containing rubber, metal, plastic, tar or any materials deemed for disposal
- (h) fail to take reasonable steps to control a fire for the purpose of preventing it from becoming a Running Fire or from spreading onto land other than his own;
- (i) deposit, discard or leave any burning matter or substance where it might ignite other material and cause a fire;
- (j) conduct any activity that involves the use of fire that might reasonably be expected to cause a fire, unless he/she exercises reasonable care to prevent the fire from occurring;
- (k) provide false, incomplete or misleading information to the Municipality or to the Fire Department on or with respect to the Fire Permit;
- (l) interfere with the efforts of persons authorized in this Bylaw to extinguish fires or preserve life or property;
- (m) interfere with the operation of any the Fire Department equipment or apparatus required to extinguish fires or preserve life or property;
- (n) damage or destroy Fire Department property;
- (o) move any fire hose or drive a vehicle over any fire hose at any fire without permission of the Fire Department member in charge;



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

---

- (p) (p) \_\_\_ place or cause to be placed, any matter or thing, so as to obstruct or interfere with the operation or use of any fire hydrant, Fire Department water inlet or outlet connections on buildings, fire alarm control panels, manual alarm stations, or any fire detection device or equipment;
- (q) (q) \_\_\_ other than the employee of the Town Public Works Department or a member of the Fire Department shall use a fire hydrant for the purpose of obtaining or discharging water from such hydrant without first receiving permission from the Director of Infrastructure and Property Services or the Fire Chief;
- (r) (r) \_\_\_ obstruct or otherwise interfere with access roads or streets or other approaches to any fire hydrants, cisterns, or bodies of water designated for firefighting purposes;
- (s) (s) \_\_\_ falsely represent themselves as a Fire Department Member or wear or display any Emergency Services badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.
- (t) (t) \_\_\_ use a fire to burn prohibited debris.

44 11.7 No person shall obstruct, prevent, or refuse to admit a fire inspector or investigator~~7~~ to or upon any land, premises, yards, or buildings~~7~~ for the purpose of inspecting or investigating on the same, or who incites or abets such shall be considered in breach of this Bylaw.

45 11.8 Nothing in this Bylaw shall be deemed to authorize any fire, burning~~1~~ or other act ~~which~~that is in contravention of the *Alberta Environmental Protection and Enhancement Act*, RSA 2000, c. E-12 and any amendments thereto~~7~~ or any regulation made ~~there under, and in~~thereunder. In the event of any conflict between the provisions of this Bylaw and the said Act or Regulations, the provisions of the said Act or Regulations shall govern.

## **PART 12 – PENALTIES**

46 12.1 A person who contravenes any provision of this Bylaw shall be deemed to be guilty of an offence and~~1~~ upon conviction~~1~~ is liable to a fine as outlined in Schedule “A” contained within this ~~bylaw.~~Bylaw.

47 12.2 Where a person:



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

---

- a) fails to obtain a Fire Permit as requested under this Bylaw;
- b) obtains a Fire Permit as provided for in this Bylaw but fails to follow the provisions of the Bylaw or the conditions outlined on the Fire Permit as defined herein; or
- c) originally did not require a Fire Permit but whose actions brought an Open Air Fire under the requirements for a Fire Permit as defined herein;
- d) a fire beyond the control of the person or other incident results ~~there~~ ~~from~~ therefrom, then such a person shall be liable to pay all the costs for emergency response incurred by the Fire Department~~7.1~~ and the Town shall be able to recover from such person all such costs as a debt owing to the municipality.

12.3 A Peace Officer is hereby authorized and empowered to issue a Violation Ticket to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw. A Violation Ticket may be issued to such person:

(a) ~~A Violation Ticket may be issued to such person:~~

~~(a)~~ either personally, or;

~~(b)~~ (b) by mailing a copy to such person at their last known address.

48 12.4 Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets or Summons may be issued by a Peace Officer, provided that no more than one Violation Ticket or Summons shall be issued for each calendar day that the contravention continues.

49 12.5 Where a Violation Ticket is issued pursuant to this Bylaw, the person to whom the Violation Ticket is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the Violation Ticket~~–~~.

50 12.6 Nothing in this Bylaw shall prevent a Peace Officer from issuing a Violation Ticket for the mandatory Court appearance of any person who contravenes any provision of this Bylaw.

**PART 13 -- VIOLATION TICKET**

54 13.1 If the penalty specified on a Violation Ticket is not paid within the prescribed time period, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedures Act*~~7~~ and any amendments thereto.



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

---

52 13.2 Notwithstanding any other provision of this Bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offenses Procedure Act* and any amendments thereto to any person who the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

**PART 14 -- SEVERABILITY**

53 14.1 Should any section or part of this Bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

**PART 15 -- REPEAL**

54 15.1 That Bylaw ~~shall rescind 1187/15~~ is hereby repealed upon this Bylaw ~~1118/11 in its entirety~~ coming into effect.

**PART 16 -- DATE OF FORCE**

55 16.1 That this Bylaw ~~comes~~ shall come into effect ~~on~~ upon the date of final passing thereof on which it is finally read and passed.

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

(RES. → \_\_\_\_\_ )

\_\_\_\_\_  
MAYOR ~~MELODIE STOL~~ JAMIE HOOVER

\_\_\_\_\_  
CAO ~~MYRON THOMPSON~~ KIM ISAAK



TOWN OF BLACKFALDS BYLAW  
1187/15 – FIRE PROTECTION

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

(RES. → \_\_\_\_\_)

MAYOR ~~MELODIE STOL~~ JAMIE HOOVER

CAO ~~MYRON THOMPSON~~ KIM ISAAK

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

(RES. → \_\_\_\_\_)

MAYOR ~~MELODIE STOL~~ JAMIE HOOVER

CAO ~~MYRON THOMPSON~~ KIM ISAAK



**BYLAW 1187/15 – SCHEDULE “A”**

**BYLAW ^^ - SCHEDULE A**

Offences and Penalties					
Part	Section	Offence	-----Fines-----		
			First	Second	Third and Subsequent
9	<del>3536</del>	Fail to comply with Fire Ban	\$1000.000	Court	Court
10	<del>3638</del>	False Alarm Response – within a calendar year at the same alarm site RESIDENTIAL	\$0.00	\$250.00	\$500.00
10	<del>3638</del>	False Alarm Response – within a calendar year at the same alarm site NON-RESIDENTIAL	\$0.00	\$300.00	\$600.00
10	<del>3638</del>	Cause a Malicious False Alarm	\$250.00	\$500.00	\$1000.00
11	<del>42, 43, 44</del>	Sell, possess or discharge fireworks	\$150.00	\$250.00	Not more than \$2500.00
11	<del>4443</del>	Fire Pit Violations as listed (a) to (j)	\$250.00	\$500.00	Not more than \$2500.00
Costs and Fees					
Description		Cost Recovery			
		* Administrative	* Incident Response		
Response					
Response to a Fire, Rescue, Dangerous Goods or other incident on any property other than Provincial Highways		* Administrative costs		\$ <del>610</del> 720.00/hour	
Response to a Fire, Dangerous Goods, Rescue Responses or other incident on Provincial Highways		* Administrative costs		\$ <del>610</del> 720.00/hour	
Response to a Fire, Dangerous Goods, Rescue Responses or other incident on railway property		* Administrative costs		\$ <del>610</del> 720.00/hour	
Emergency Responses to other Municipalities as set out in service/mutual aid agreements					
Non-Incident Response					
Apparatus Fee		n/a		\$ <del>600</del> 720.00/hour	
<del>Pumper</del> Apparatus with <del>4</del> Personnel		n/a		\$ <del>600</del> 720.00/hour	
Bush Buggy Unit with 2 Personnel		n/a		\$ <del>300</del> 350.00/hour	
Tender Unit with 2 Personnel		n/a		\$ <del>500</del> 720.00/hour	
Command Unit with 1 Personnel		n/a		\$250.00/hour	
Utility Trailer <u>with Side x Side 2 Personnel</u>		n/a		\$ <del>300</del> 350.00/hour	
Manpower Fee for Additional Personnel <u>Required</u>		n/a		\$ <del>364</del> 5.00/hr/person	

Costs and Fees

<u>Description</u>	<u>Cost Recovery</u>	
	<u>* Administrative</u>	<u>* Incident Response</u>
Inspections		
Urgent (Less than 1 business day notice)	\$ <del>100</del> 125.00	n/a
Fire Inspection – First with compliance	\$ <del>0</del> 125.00	n/a
Fire Inspection – Second with compliance on outstanding violation –Premises deemed satisfactory	\$75.00	n/a



Costs and Fees		
Description	Cost Recovery	
	* Administrative	* Incident Response
Fire Inspection – Second with compliance on outstanding violation – Premises deemed unsatisfactory	\$150.00	n/a
Fire Inspection – Third with compliance on outstanding violation – Premises deemed satisfactory	\$75.00	n/a
Fire Inspection – Third with compliance on outstanding violation – Premises deemed unsatisfactory	\$300.00	n/a
Fire Inspection – Subsequent with compliance on outstanding violation – Premises deemed satisfactory	\$75.00	n/a
Fire Inspection – Subsequent with compliance on outstanding violation – Premises deemed unsatisfactory	\$450.00	n/a
Fire Inspection – Missed/Unprepared	<del>\$75</del> 125.00	n/a
<del>Above Ground and Under Ground Site Inspection and Removal Inspection</del> <del>Fire Safety Plan Reviews</del>	<del>\$75</del> 125.00/hour ±	<u>n/a</u>
Administrative Fees and Costs		
File Search/Report Copies	\$50 per search	n/a
Occupancy Load Certificate	\$75.00	n/a
Fire Investigation Report	\$100.00	n/a
Fire Investigation Photograph	\$5.00/\$25 per cd	n/a
Air Refill (Breathing Air)	\$10 per 30 min cylinder \$35 per cascade bottle	n/a
<del>Private Hydrant Flow Test (new installations)</del>	<del>\$265.00 per hydrant</del>	

\*    Administrative costs and the cost for replacement of equipment and/or materials used, lost or damaged as a result of the response.

\*    Incident Response: All responses will be billed at a one hour minimum with ½ hour increments.

\*

**MEETING DATE:** August 27, 2024  
**PREPARED BY:** Rick Kreklewich, Director of Community Services  
**PRESENTED BY:** Rick Kreklewich, Director of Community Services  
**SUBJECT:** **Bylaw 1313.24 - Cemetery Bylaw**

## **BACKGROUND**

The Cemetery Bylaw provides regulations for the management of the Blackfalds Cemetery. The Cemetery Bylaw was last reviewed in 2014 and is due for updates and review. The proposed changes to the Cemetery Bylaw were provided at the July 15, 2024, Standing Committee of Council Meeting.

## **DISCUSSION**

Administration has reviewed and proposed changes to update the Cemetery Bylaw. Rate comparisons from neighbouring communities were factored into the proposed rate increases in this Bylaw. Notable changes include adding a perpetual care fee to help recover the costs of maintaining the cemetery grounds and rate increases across all areas. Significant increases have been made to the columbaria niche rates to align with the rates in comparable communities.

At the July 15, 2024, Standing Committee of Council Meeting, there was some discussion on the perpetual care fee. Administration has decided to include that fee in the Bylaw as it is a standard in most comparable communities. Additional amendments were made to the Bylaw to include that the perpetual care fee is a one-time charge. There was a question about the number of burials for a regular lot and that information is included in Part 5.10. The character spacing for the niche plates (Part 6.13.4) was adjusted to remove the maximum number of characters per name. The memorial service notice was also removed (previously Part 8.1).

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council give First Reading to Bylaw 1313.24 – Cemetery Bylaw, as presented.

## **ALTERNATIVES**

- a) That Council refer Bylaw 1313.24 – Cemetery Bylaw back to Administration for more information.

## **ATTACHMENTS**

- *Bylaw 1313.24 - Cemetery Bylaw*
- *Bylaw 1180/14 – Cemetery 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 BLACKFALDS CEMETERY.**

---

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 regulating the use and disposition of the Cemetery lands and property within the Town of Blackfalds.

**WHEREAS** the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended or repealed and replaced from time to time, authorizes a Municipality to regular services provided by or on behalf of a Municipality.

**AND WHEREAS**, the *Cemeteries Act*, RSA 2000, Chapter C-3, as amended or repealed and replaced from time to time and the regulations passed thereunder, requires a Municipality which owns and operates cemeteries within its boundaries to operate and maintain the cemeteries in accordance with the *Cemeteries Act* and any regulations passed thereunder;

**AND WHEREAS** the *Cemeteries Act*, RSA 2000, Chapter C-3, as amended or repealed and replaced from time to time and the regulations passed thereunder, requires every operator of a cemetery to make bylaws, including bylaws respecting the organization, operation and management and the rights, privileges and responsibilities of the cemetery operator.

**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 "Cemetery Bylaw".
- 1.2 Schedule "A" shall form part of this Bylaw as the established fees and charges for services provided under this Cemetery Bylaw.
- 1.3 Schedule "B" shall form part of this Bylaw as the concrete foundations required for mounting upright Monuments and flat Markers.

**PART 2 - DEFINITIONS**

- 2.1 In this Bylaw:
  - a. "**Act**" means the Cemetery Act, RSA 2000, Chapter C-3, as amended, repealed or replaced from time to time;
  - b. "**Base**" shall mean the structure utilized to support a Monument or Marker and shall be constructed of concrete, granite, marble or slate and shall be a minimum of 150mm thick and placed so as to be level with the adjacent ground level and shall be 150mm wider than the base of the Monument or Marker that it supports;
  - c. "**Burial Permit**" means a permit for burial issued by the Town of Blackfalds under the Vital Statistics Act, S.A. 2007, c V-4.1, as amended.
  - d. "**Burial Lot**" means a single Grave Lot within a Plot, measuring 3.66m (12') in length and 1.83m (6') in width and used for the purposes of interment of a casket;
  - e. "**Cemetery Attendant**" shall mean the designated staff member of the CAO in the Town of Blackfalds, and unless the context otherwise implies, any person authorized to carry out his/her duties;
  - f. "**Cemetery**" means the Cemetery in the Town known as the Town of Blackfalds Cemetery which is owned and operated and under the control of the Town of Blackfalds. The Cemetery contains burial Plots, cremation Plots, and a Columbaria;

- 
- g. **"Cremation Lot"** means one-third of a single Grave Lot measuring 1.84m in width and 1.23m in length and used for the purposes of Interment of cremated remains;
- h. **"Cremation Urn"** means an approved vessel used to hold ashes from cremated human remains, required for cremated remains to be placed in the Columbaria Niche;
- i. **"Columbaria"** means multiple Columbarium.
- j. **"Columbarium"** means a structure designed for storing the ashes of deceased human bodies or other human remains that have been cremated;
- k. **"Deed"** means the application for a burial Lot deed;
- l. **"Employee"** means the Town employee actually working at the cemetery under the instruction and supervision of the Town;
- m. **"Funeral Director"** means any registered or licensed embalmer or mortician who holds a funeral director license issued under the *Funeral Services Act*, R.S.A. 2000, c.F-29;
- n. **"Grave"** means a Lot used as a place of burial of human remains or cremated human remains;
- o. **"Grave Decoration"** means anything placed on a grave for memorial purposes;
- p. **"Grave Liner"** means a concrete liner utilized to encase a casket;
- q. **"Holiday"** means all holidays proclaimed or adopted by the Town;
- r. **"Interment"** means, in a manner prescribed by the Act and this Bylaw, placing human remains in a suitable container underground, or cremated human remains in a suitable container underground or within a Niche in the Cemetery;
- s. **"Lot"** means a parcel within a Plot;
- t. **"Marker"** means a flat structure constructed of bronze, granite, marble or slate placed on a base for memorial purposes;
- u. **"Monument"** means any upright structure constructed of granite, marble, or slate and placed on a base for memorial purposes;
- v. **"Niche"** means a single compartment of a columbarium large enough to house one or two cremation urns;
- w. **"Non-Resident"** means a person who, immediately prior to his or her death or his or her application to purchase a Lot did not live within the Town of Blackfalds or Lacombe County;
- x. **"Perpetual Care"** means the upkeep of the Cemetery, including the maintenance and repair of Town owned infrastructure and excludes privately owned monuments, memorial plaques, and Grave liners, except as the Town, at its sole discretion, deems appropriate;
- y. **"Perpetual Care Fee"** means the one-time fee charged to the purchaser for the purpose of providing perpetual care of the Cemetery;
- z. **"Plot"** means four (4) Lots, as shown on a Cemetery plan on record in the Towns Municipal Office;

- aa. **"Resident"** means a person who has been ordinarily living in the Town and has resided in the Town immediately preceding his or her death or his or her application to purchase a Lot;
- bb. **"Town"** means the Town of Blackfalds, in the Province of Alberta.
- cc. **"Urn"** means an approved vessel used to hold ashes from cremated human remains;
- dd. **"Vault"** means a concrete structure used to encase a casket; and
- ee. **"Working Hours"** means regular hours of work from 8:30 a.m. to 4:30 p.m. each day, Monday through Friday, excluding holidays;

### **PART 3 - DUTIES, RIGHTS AND POWERS OF THE CAO**

- 3.1 The CAO may delegate any or all powers of this Bylaw to a designate.
- 3.2 All the powers granted to the Employees by this Bylaw shall be subject to the supervision and control of the Town.
- 3.3 The Town shall have the authority to order that the Graves in any particular section of the Cemetery shall be laid in any direction the Town may consider suitable.
- 3.4 The Town shall have the authority to remove any Grave Decoration designs or floral pieces which may become wilted, or any other article or thing after the expiration of five (5) days of placement or as deemed appropriate.
- 3.5 The Town shall ensure that no person shall disturb the quiet or good order of the Cemetery and will ensure that it is maintained.
- 3.6 A member of the Royal Canadian Mounted Police or any Employees of the Town, or the Bylaw Enforcement Office/Peace Officer may evict therefrom, using such force as is reasonably necessary, or deny entrance to any person who contravenes paragraph 3.5 above.

### **PART 4 - PLOTS, LOTS AND NICHE**

- 4.1 The Cemetery plans of the Plots, Lots and Niches made available by the Town for burial purposes are kept on record in the municipal office of the Town, together with subsequent plans of Cemetery lands approved by the Town. All burial records are maintained at the municipal office in accordance with such plans.
- 4.2 A burial Lot Deed is provided to the purchaser upon purchase of a burial Lot or Niche. The purchase price for burial Lots and Niches shall be as established in Schedule "A" attached hereto.
- 4.3 Burial Lots are identified by Plot number and Lot number and have dimensions of:
  - 4.3.1 3.66m by 1.83m for full Lots (12' x 6'); and
  - 4.3.2 1.83m by 1.23m for Cremation Lots (6' x 4');
  - 4.3.3 Columbaria Niches are sized .30m H x .30m W x .35m D (12"x12"x14") and Urns should be sized small enough to ensure the Niche can hold one or two Urns.
- 4.4 The Town of Blackfalds shall administer all sales of Deeds and Interments in the Cemetery and receive all monies from the sales. Upon payment by any person of the full price of any Deed, the Town shall furnish such person with a receipt for the sum paid.

- 4.5 No Deed shall be resold to any other party; however, Deeds may be transferred from one family member to another family member, but no transfer shall be valid unless such transfer is duly registered with the Town.
- 4.6 Notwithstanding Section 4.5, a burial Lot Deed may be exchanged or transferred back to the Town, upon which the owner shall be entitled to a refund of the original purchase price, less an administration fee of 15%.
- 4.7 No Plots or Niches shall be used for any purpose other than the burial of human bodies and the cremated remains of human bodies.
- 4.8 The Town shall not be liable for damages resulting from theft, vandalism or damage, howsoever caused to Monuments erected upon a burial Plot, Lot or Niche.

#### **PART 5 - BURIALS**

- 5.1 No Interment shall be permitted until a Burial Application and Permit has been completed and given to the municipal office.
- 5.2 Whenever a Lot or Niche is held by two or more persons, an order for Interment in such Lot or any part thereof will be accepted by the Town from any one of the said persons or their personal representative, as indicated on Burial Application and Permit.
- 5.3 Between the dates of May 1 and October 31 inclusive in any year, all applications for burials shall be made to the Town at least forty-eight (48) hours before the time for the Interment.
- 5.4 Between the dates of November 1 of one year and April 30 of the following year inclusive, all applications for burials shall be made at least seventy-two (72) working hours before the time for Interment.
- 5.5 The Deed holder or the person instructing the Town to open a Grave shall give complete and precise instruction, and the Town shall not be responsible for any errors resulting from the lack of proper instruction.
- 5.6 Excavation for all Lots, including for cremation burial, must be carried out by Employees or designates of the Town.
- 5.7 Interment of cremated remains into Columbaria Niches will be undertaken by the Funeral Director or designate granted by the family of the deceased. An Employee of the Town must be in attendance for the opening and closing of Columbaria Niches.
- 5.8 No person or persons not under the control or supervision of the Town shall open any Grave for the purpose of interring or removing a body.
- 5.9 The burial of cremated remains shall be in areas of the Cemetery as designated by the Town.
- 5.10 The cremated remains of up to two (2) additional persons are to be buried in the same regular Lot in which a body is or is to be buried and shall be placed adjacent to the Monument.
- 5.11 The cremated remains of a maximum of three (3) persons shall be allowed on a cremation Lot.
- 5.12 No burial of cremated remains on designated cremation Lots on which an existing Monument is erected shall be allowed between November 1 of one year and April 30 of the following year.

- 5.13 No additional Interments shall be permitted in any Lot in the Cemetery on which there are unpaid charges due and payable to the Town.
- 5.14 Burials or Interments shall not take place at the Cemetery anytime during a funeral or burial service at such Cemetery.
- 5.15 All work in the immediate vicinity of a Grave shall be discontinued during a burial service.
- 5.16 The Town requires the use of a concrete Grave Liner, for all burials.

## **PART 6 – MONUMENTS**

- 6.1 All persons employed in the construction and erection of Monuments or doing other work in the Cemetery, whether employed by the Town or not, shall be subject to the direction and control of the Town.
- 6.2 No Monument or Marker shall be placed on a Plot or Lot until an application is made to the municipal office and a Burial Permit has been issued by the Town.
- 6.3 Monuments shall be constructed of granite, marble or slate and have dimensions not to exceed 1.83m wide x .46m deep x 1m high.
- 6.4 Markers shall be constructed of granite, marble, slate or bronze and have dimensions not to exceed 1.83m wide x .46m deep x .20m high.
- 6.5 Bases for Monuments shall be constructed of concrete or the same stone material as the Monument or marker that it supports. Placement shall be done so in a manner as to maintain whenever possible, a proper alignment consistent with Grave Monuments on adjacent Lots. Bases shall be a minimum of 150mm thick, and placed so as to be level with the adjacent ground level and shall be 150mm wider than the base of the Monument or Marker that it supports.
- 6.6 Persons erecting Monuments shall ensure that such Monuments are firmly secured to the foundation with glue and/or setting compound.
- 6.7 Monuments with Urns attached are prohibited.
- 6.8 Markers may be utilized on regular Lots where cremated remains are also interred.
- 6.9 Not more than (3) three memorials shall be placed upon a single Lot, with a Monument placed at the head of the Grave and the second and third structures being that of Markers.
- 6.10 All memorials for cremation Lots shall be Markers.
- 6.11 All foundations and Monuments not installed in strict conformance to this Bylaw shall be removed at the request of the Town within five (5) working days.
- 6.12 Whenever the owner of a Monument neglects to make the required repairs or alterations to a Monument within thirty (30) days after receiving written notice from the Town to do so, the Town shall have the power to repair such Monument and charge the cost thereof to the living owner or family members, if possible, which may be recovered as a debt to the Town.
- 6.13 Niche Plates:
  - 6.13.1 Niche plate, first engraving, and first open/close is included in the purchase of the Niche;
  - 6.13.2 Engraving will be completed upon payment of Burial Permit fees and a completed and signed Blackfalds Niche Plate Engraving Form;

6.13.3 Engraving will be managed by the Town of Blackfalds at their certified engraving vendor;

6.13.4 Engraving shall follow these specifications:

- 6.13.4.1 Last Name: 1 ¼" (or smaller if name length over 11 spaces)
- 6.13.4.2 Given Name(s): 7/8" (or smaller if name length over 16 spaces)
- 6.13.4.3 Year Birth/Death: 5/8" Month DD, YYYY (format)
- 6.13.4.4 Epitaph: 5/8" 19 spaces per line (2 lines max.)

6.13.5 Engraving shall be in white colour only; and

6.13.6 Engraving will be completed by the qualified vendor secured by the Town of Blackfalds;

- 6.13.6.1 Second engraving cost will be the responsibility of the purchaser of the Niche;
- 6.13.6.2 Engraving must follow the guidelines in the Memorial Niche Plate Engraving form;
- 6.13.6.3 Niche Plates shall only have one engraved design or an epitaph;
- 6.13.6.4 Surface attachments are not permitted on the curved Columbaria Niche plates;

## **PART 7 - VISITORS**

- 7.1 No person other than an Employee under the direction of the Town shall enter or remain in the Cemetery between sunset of one day and sunrise of the day next following.
- 7.2 No person shall drive any vehicle through the Cemetery at a speed more than twenty (20) km/h.
- 7.3 The Town may prohibit the driving of vehicles in any part of the Cemetery.
- 7.4 The Town may prohibit the driving of any vehicle in the Cemetery when the roads are in an unfit condition.
- 7.5 The owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the Cemetery.

## **PART 8 - GENERAL PROVISIONS**

- 8.1 No person shall:
  - 8.1.1 Erect fences, railings, walls, copings, hedges, or use landscape rock in or around any Plot or Lot;
  - 8.1.2 Destroy, damage, deface or write upon any monument, or other structure or object in the Cemetery;
  - 8.1.3 Deposit any paper, sticks, or refuse of any kind on any portion of the lands within the boundaries of the Cemetery except in receptacles provided for that purpose; and
  - 8.1.4 Remove the sod in Graves or from any portion of any Plot in the Cemetery without first obtaining the consent of the Town.



- 8.2 All grading, seeding of grass and sodding work shall be done under the direction of the Town and by Employees of the Town.
- 8.3 No person, other than an Employee of the Town, the owner of a Deed or his agent, shall be permitted to care for any Plot, Lot or Niche in the Cemetery.
- 8.4 No animals shall be allowed in the Cemetery unless such animal is on a leash and under the control of an adult person over the age of 18.

**PART 9 – PENALTY**

- 9.1 Any person who commits a breach of any of the provisions of this Cemetery Bylaw shall, on conviction for such breach, be liable to a penalty of not less than One Hundred (\$100.00) Dollars and not exceeding One Thousand (\$1,000) Dollars exclusive of costs, or in the case of non-payment of the fine and cost imposed to imprisonment for any period not exceeding sixty (60) days;

**PART 10 - REPEAL**

- 10.1 That Bylaw 1180/14 is hereby repealed upon this Bylaw coming into effect.

**PART 11 - DATE OF FORCE**

- 11.1 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**

**Bylaw 1313.24 - SCHEDULE "A"  
CEMETERY FEES**

**Grave Plots (4 Lots per Plot)**

Single Lot - Resident	\$600.00
Single Lot - Non- Resident	\$800.00
Perpetual Care	\$200.00

**Cremation Plot (Up to 12 Lots per Plot)**

Single Lot - Resident	\$300.00
Single Lot - Non-Resident	\$500.00
Perpetual Care	\$100.00

**Plot/Lot Opening and Closing**

Single Lot – Resident	\$600.00	Winter \$700.00 (November 1 – April 30)
Single Lot – Non-Resident	\$800.00	Winter \$900.00 (November 1 – April 30)
Cremation Lot - Resident	\$300.00	Winter \$400.00 (November 1 – April 30)
Cremation Lot – Non-Resident	\$500.00	Winter \$600.00 (November 1 – April 30)

\*Second Opening for Cremation Plot on top of Full Lot

Resident	\$300.00	Winter \$400.00 (November 1 – April 30)
Non-Resident	\$500.00	Winter \$600.00 (November 1 – April 30)

\*Weekend rate for plot opening/closing will be an additional \$500.00

**Columbaria Niche (includes Niche plate, first engraving, and first open/close)**

Resident	\$1,750.00
Non-Resident	\$1,950.00
Perpetual Care	\$100.00

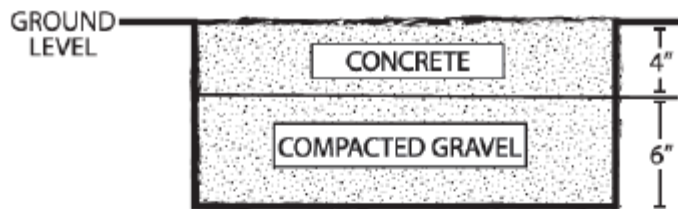
Second Engraving	\$250.00
Artwork (simple)	\$75.00
Custom Artwork	\$140.00

Second Opening	\$100.00
Weekend Second Opening	\$250.00

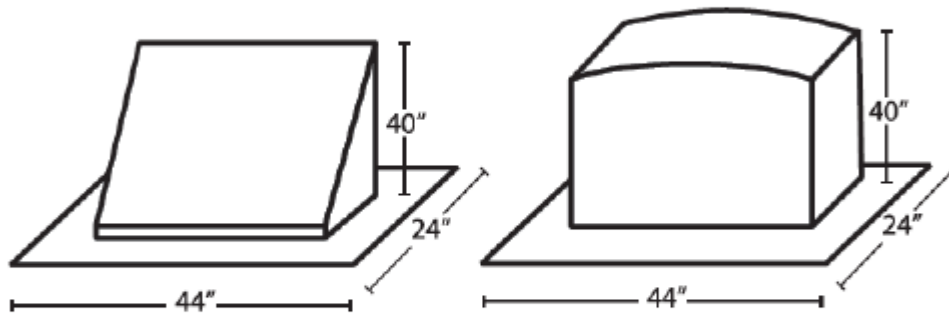
\*Weekday first open and close, during regular business hours, is included

\*Weekend or Evening (after regular business hours) first open and close shall include an overtime/call-out charge of \$100.00

**Bylaw 1313.24 - SCHEDULE "B"  
CONCRETE FOUNDATIONS REQUIRED FOR MOUNTING  
UPRIGHT MONUMENTS AND FLAT MARKERS**



**Upright Monuments Specifications**



**Flat Marker Specifications**



DK



**TOWN OF BLACKFALDS  
BYLAW 1180/14**

---

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE CONTROL AND REGULATION OF THE TOWN OF BLACKFALDS CEMETERY.**

---

NOW THEREFORE the Council of the Town of Blackfalds in the Province of Alberta duly assembled enacts as follows:

**PART 1 - TITLE**

1. This Bylaw may be cited as the "Cemetery Bylaw".

**PART 2 – DEFINITIONS**

2. In this Bylaw, unless the context otherwise requires:
  - a. "Act" means the Alberta Cemetery Act, as amended.
  - b. "Base" shall mean the structure utilized to support a monument or marker and shall be constructed of concrete, granite, marble or slate and shall be a minimum of 150 mm thick and placed so as to be level with the adjacent ground level and shall be 150 mm wider than the base of the monument or marker that it supports.
  - c. "Cemetery Attendant" shall mean the designated staff member of the CAO in the Town of Blackfalds, and unless the context otherwise implies, any person authorized to carry out his/her duties.
  - d. "Cemetery" means the Cemetery in the Town known as the Town of Blackfalds cemetery which is owned and operated and under the control of the Town of Blackfalds.
  - e. "Cremation Urn" means an approved vessel used to hold ashed from cremated human remains, required for cremated remains to be placed in the columbarium niche.
  - f. "Columbarium" means a structure designed for storing the ashes of dead human bodies or other human remains that have been cremated.
  - g. "Deed" means the application for burial lot deed.
  - h. "Employee" means the Town employee actually working at the cemetery under the instruction and supervision of the Town.
  - i. "Funeral Director" means any registered or licensed embalmer or mortician.
  - j. "Grave" means a lot used as a place of burial.
  - k. "Grave decoration" means anything placed on a grave for memorial purposes.
  - l. "Grave Liner" means a wood rough box or fiberglass liner utilized to encase casket.
  - m. "Cremation Plot" means one third of a single grave plot measuring 1.84m in width and 1.23m in length and used for the purposes of interment of cremated remains.  
"Marker" means a flat structure constructed of bronze, granite, marble or slate placed on a base for memorial purposes.
  - n. "Holiday" means: New Year's Day, Good Friday, Victoria Day, Canada Day, Civic Holiday in August, Labour Day, Thanksgiving, Remembrance Day, Christmas Day, Boxing Day, and all holidays proclaimed or adopted by the Town.
  - o. "Plot" means a lot as shown on a cemetery plan on record in the Towns Municipal Office.
  - p. "Monument" means any upright structure constructed of granite, marble, or slate and placed on a base for memorial purposes.
  - q. "Niche" means a single compartment of a columbarium large enough to house one or two funeral urns.
  - r. "Non-Resident" means a person who immediately prior to his or her death or his or her application to purchase a lot did not live within the Town of Blackfalds or Lacombe County.
  - s. "Resident" means a person who has been ordinarily living in the Town and has resided in the Town immediately preceding his or her death or his or her application to purchase a lot.
  - t. "Town" means the Town of Blackfalds, in the Province of Alberta.
  - u. "Vault" means a concrete structure used to encase a casket.





**TOWN OF BLACKFALDS  
BYLAW 1180/14**

---

- v. "Working Hours" means regular hours of work from 8:30am to 4:30pm each day, Monday through Friday, excluding holidays.

**PART 3 - DUTIES, RIGHTS AND POWERS OF THE CAO**

- 3 The CAO may delegate any or all powers of this Bylaw to a Designate.
- 4 All the powers granted to the Employees by this Bylaw shall be subject to the supervision and control of the Town.
- 5 The Town shall have authority to order that the graves in any particular section of the cemetery shall be laid in any direction he may consider suitable.
- 6 The Town shall have the authority to remove any grave decoration designs or floral pieces which may become wilted, or any other article or thing after the expiration of 5 (five) days of placement or as deemed appropriate.
- 7 (a) The Town shall ensure that no person shall disturb the quiet or good order of the cemetery is maintained.  
  
(b) A member of the Royal Canadian Mounted Police or any employees of the Town, or the Bylaw Enforcement Office/Peace Officer may evict there from, using such force as is reasonably necessary, or deny entrance, to any person who contravenes paragraph (1) hereof.

**PART 4 – PLOTS AND NICHES**

- 8 The cemetery plans of the plots and niches made available by the Town for burial purposes are kept on record in the Municipal Office of the Town together with subsequent plans of cemetery lands approved by the Town. All burial records are maintained at the Municipal Office in accordance with such plans.
- 9 A burial plot deed as established in Schedule "B" is provided to the purchaser upon purchase of a burial plot or niche. Purchase price for burial plots and niches shall be as established in Schedule "A" annexed hereto.
- 10 Burial plot are identified by section and plot number and have dimensions of 3.74m by 1.85m for full plots and 1.84m by 1.23m for half plots.
- 11 Burial niches are sized .31m x .31 m for single niches and .31m x .41m for double niches.
- 12 The Town of Blackfalds shall administer all sales of deeds and interments in the cemetery, and receive all monies there from. Upon payment by any person of the full price of any deed, the Town shall furnish such person with a receipt for the sum paid.
- 13 No deed shall be resold to any other party, however, deeds may be transferred from one family member to another family member but no transfer shall be valid unless such transfer is duly registered with the Town.
- 14 Notwithstanding Section 13, a burial lot deed may be exchanged or transferred back to the Town, where upon the owner shall be entitled to receive a refund of the original purchase price, less an administration fee of 10%.
- 15 No lots or niches shall be used for any purpose other than burial of human bodies, and the cremated remains of human bodies.
- 16 The Town shall not be liable for damages resulting from theft, vandalism or damage howsoever caused to monuments erected upon a burial lot or niche.

**PART 5 – BURIALS**

- 17 No interment shall be permitted until a Burial Application and Permit in the form of Schedule "C" hereunto annexed has been completed and given to the Municipal Office.
- 18 Whenever a lot or niche is held by two or more person, an order for interment in such lot or any part thereof will be accepted by the Town from any one of the said persons or their personal representative, as indicated on Schedule "C".





**TOWN OF BLACKFALDS  
BYLAW 1180/14**

---

- 19 Between the months of May and October inclusive in any year, all applications for burials shall be made to the Town at least 48 hours before the time for the interment.
- 20 Between the months of November of one year and April of the following year inclusive, all applications for burials shall be made at least 72 working hours before the time for interment.
- 21 A charge for overtime will be payable by the applicant of the burial permit if it is necessary for workmen to remain after their usual daily working hours, weekends or statutory holidays.
- 22 The deed holder or the person instructing the Town to open a grave shall give complete and precise instruction and the Town shall not be responsible for any errors resulting from the lack of proper instruction.
- 23 Excavation for all plots including for cremation burial must be carried out by employees or designates of the Town.
- 24 Internment of cremated remains into columbarium niches will be undertaken by the funeral director or designate granted by the family of deceased. An employee of the Town must be in attendance for opening and closing of the niche.
- 25 No person or person not under the control or supervision of the Town shall open any grave for the purpose of interring or removing a body.
- 26 The burial of cremated remains shall be in such portion or portions of the cemetery as may from time to time be designated by the Town.
- 27 The cremated remains of up to two additional persons to be buried in the same regular lot in which a body is or is to be buried, and shall be placed adjacent to the monument.
- 28 The cremated remains of a maximum of three persons shall be allowed on a cremation plot.
- 29 No burial of cremated remains on designated cremated remains lots on which an existing monument is erected shall be allowed between November 1 of one year, and April 30 of the next year then following.
- 30 No additional interments shall be permitted in any lot in the cemetery on which there are unpaid charges due and payable to the Town.
- 31 Burials or internments shall not take place at the cemetery anytime during a funeral or burial service at such cemetery.
- 32 All work in the immediate vicinity of a grave shall be discontinued during a burial service.
- 33 The Town must be notified if a grave liner or vault is to be utilized.

**PART 6 - MONUMENTS**

- 34 All persons employed in the construction and erection of monuments or doing other work in the cemetery, whether employed by the Town or not, shall be subject to the direction and control of the Town.
- 35 No monument or marker shall be placed on a lot until an application is made to the Municipal Office and a permit in the form of Schedule "D" hereunto annexed has been issued.
- 36 Monuments shall be constructed of granite, marble or slate and have dimensions not to exceed 1.83m wide x .46m deep x 1m high.
- 37 Markers shall be constructed of granite, marble, slate or bronze and have dimensions not to exceed 1.83m wide x .46m deep x .20m high.
- 38 Bases for monuments shall be constructed of concrete or the same stone material as the monument or marker that it supports. Placement shall be done so in a manner as to maintain whenever possible, a proper alignment consistent with grave monuments on adjacent lots. Bases shall be a minimum of 150 mm





**TOWN OF BLACKFALDS  
BYLAW 1180/14**

---

thick and placed so as to be level with the adjacent ground level and shall be 150 mm wider than the base of the monument or marker that it supports;

- 39 persons erecting monuments shall ensure that such monuments are firmly secured to the foundation with glue and/or setting compound.
- 40 Monuments with urns attached are prohibited.
- 41 Markers may be utilized on regular plots where cremated remains are also interred.
- 42 Not more than three monuments shall be placed upon a single lot with a monument placed at the head of the grave and the second and third structures being that of markers.
- 43 All memorials for cremation lots shall be markers.
- 44 All foundations and monuments not installed in strict conformance to this Bylaw shall be removed at the request of the Town within five (5) working days.
- 45 Whenever the owner of a monument neglects to make the required repairs or alterations to a monument within 30 days after receiving written notice from the Town to do so, the Town shall have the power to repair such monument and charge the cost thereof to the owner which may be recovered as a debt from the owner to the Town.
- 46 Niche Tablets:
  - (a) Will be provided by the Town with the purchase of the niche.
  - (b) Will be provided upon request and upon payment of burial permit fees to arrange for engraved inscriptions.
  - (c) Not the responsibility of the Town once removed for engraving.
  - (d) Engraving must be done by a qualified company.
    - i) Engraving cost will be the responsibility of the purchaser of the niche.
    - ii) Engraving is limited to 75 characters, with suitable font size and type as required by the Town.
    - iii) Engraving will be white in colour only.
    - iv) Only one engraved design allowed per tablet with no surface attachments.

**PART 7 – VISITORS**

- 47 No person other than an employee under the direction of the Town shall enter or remain in the cemetery between sunset of one day and sunrise of the day next following.
- 48 No person shall drive any vehicle through the cemetery at a greater rate of speed than 20 km/h.
- 49 The Town may prohibit the driving of vehicles in any part of a cemetery.
- 50 The Town may prohibit the driving of any vehicle in the cemetery when the roads are in an unfit condition.
- 51 The owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the cemetery.

**PART 8 - GENERAL PROVISIONS**

- 52 Any group or society desiring to hold a memorial service at the cemetery shall give the Town at least 10 days notice in writing of their intention to do so.
- 53 No person shall:
  - (a) Erect fences, railings, walls, copings, hedges, or white rock in or around any lots.



TOWN OF BLACKFALDS  
BYLAW 1180/14

- (b) Destroy, damage, deface or write upon any monument, or other structure or object in the cemetery.
  - (c) Deposit any paper, sticks, or refuse of any kinds on any portion of the lands within the boundaries of the cemetery except in receptacles provided for that purpose.
  - (d) Remove the sod in graves or from any portion of any lot in the cemetery without first obtaining the consent of the Town.
- 54 All grading, seeding of grass and sodding work shall be done under the direction of the Town by employees of the Town.
- 55 No person, other than an employee of the Town, the owner of a deed or his agent, shall be permitted to care for any lot in any cemetery.
- 56 No animal shall be allowed in the cemetery.
- 57 The fees and charges set forth in Schedule "A" annexed hereto are hereby established as the charges for services provided under this bylaw.

**PART 9 – PENALTY**

- 58 Any person who commits a breach of any of the provision of this bylaw shall on conviction for such breach, be liable to a penalty of not less than One Hundred (\$100.00) dollars and not exceeding One Thousand (\$1,000) dollars exclusive of costs, or in the case of non-payment of the fine and cost imposed to imprisonment for any period not exceeding sixty (60) days.
- 59 This Bylaw shall repeal Bylaw 1169/13 and Bylaw 1180/14 shall come into effect upon the date on which it is finally read and passed.

READ for the first time this 24<sup>th</sup> day of JUNE A.D., 2014.

(RES. 193 /14)

  
MAYOR MELODIE STOL

  
CAO MYRON THOMPSON

READ for the second time this 12<sup>th</sup> day of AUGUST A.D., 2014.

(RES. 228 /14)

  
MAYOR MELODIE STOL

  
CAO MYRON THOMPSON

READ for the third time this 12<sup>th</sup> day of AUGUST A.D., 2014.

(RES. 229 /14)

  
MAYOR MELODIE STOL

  
CAO MYRON THOMPSON





SCHEDULE "A"  
TOWN OF BLACKFALDS BYLAW 1180/14  
CEMETARY FEES

**Grave Plot – Full**

Single Plot - Resident	\$400
Single Plot - Non Resident	\$600

**Cremation Plot**

Single Plot - Resident	\$200
Single Plot - Non Resident	\$300

**Columbarium Niche (includes tablet and initial open/close)**

Single Niche - Resident	\$500
Single Niche - Non Resident	\$700
Double Niche - Resident	\$800
Double Niche - Non Resident	\$1000
Double Niche – Second Opening & Closing	\$75

**Grave/Cremation Plot/Niche Opening & Closing**

	<b>Summer</b>	<b>Winter</b>	<b>Weekend/After Hrs</b>
Plot – Resident	\$300	\$400	\$400
Cremation Plot – open & close	\$100	\$125	\$250
Niche – additional open/close	\$100	\$100	\$200
Other - including Overtime	Based on assigned overtime rate plus overhead		



SCHEDULE "B"  
TOWN OF BLACKFALDS BYLAW 1180/14  
PLOT/NICHE – BURIAL DEED – BLACKFALDS CEMETERY

Name of Person to be Interred: \_\_\_\_\_

Name of Applicant (if different): \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

**NEXT OF KIN:**

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_ PH#: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_ PH#: \_\_\_\_\_

In making this application, and in consideration of the Town of Blackfalds selling to the undersigned, the undersigned acknowledges and agrees:

- a. This application shall constitute a binding contract between the parties for the purchase of the plot/niche specified, and all of the provisions of the Cemetery Bylaw, as amended from time to time, hereafter shall be deemed to be included as terms and conditions of this contract.
- b. That the title deed issued for the plot/niche shall not be a title in fee simple, but shall be an easement or license only to use the burial plot/niche.
- c. That this agreement shall be binding upon the parties hereto, their respective heirs, executors, administrators, successors, and where permitted, their assigns.
- d. The undersigned hereby waives, releases and discharges the Town, its officers, agents and employees from all claims and rights of action which the undersigned may hereafter have against the Town for loss or damages, howsoever caused, resulting from the theft or vandalism to the monuments or grave markers situate with, upon or under the plot/niche howsoever caused.
- e. The undersigned hereby agrees that this plot/niche is non transferrable with the exception being that the Town of Blackfalds may purchase the plot/niche for a fee as set out in the Cemetery Bylaw.

Date: \_\_\_\_\_

Authorized Signature

**PLOT DESCRIPTION:**  Regular \$ \_\_\_\_\_

Cremation Plot \$ \_\_\_\_\_

**PLOT LOCATION:** \_\_\_\_\_ Section \_\_\_\_\_ Plot

**NICHE DESCRIPTION:**  Single  Double \$ \_\_\_\_\_

**NICHE LOCATION:**  SW  NW  SE  NE Niche #: \_\_\_\_\_

Total Payment Remitted: \_\_\_\_\_ GST (if applicable): \_\_\_\_\_

Payment Method: \_\_\_\_\_ Credit Card Authorization (if required) \_\_\_\_\_

Payment Received by: \_\_\_\_\_ Receipt # Issued: \_\_\_\_\_

In consideration of the payment in the amount herein set forth made by the Applicant the Town hereby grant to the Applicant a burial lot deed entitling the Applicant to a license or easement to use the burial lot herein described and have access thereto:

Authorized Signature



**SCHEDULE "C"**  
**TOWN OF BLACKFALDS BYLAW 1180/14**  
**BURIAL APPLICATION AND PERMIT**

Name of Deceased: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Deceased was resident of \_\_\_\_\_ Town of Blackfalds \_\_\_\_\_ Lacombe County \_\_\_\_\_ Other

Date of Burial \_\_\_\_\_ Time \_\_\_\_\_

Arrangements provided by: \_\_\_\_\_

**NEXT OF KIN:**

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_ PH#: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_ PH#: \_\_\_\_\_

The applicant acknowledges and agrees that a permit for burial is issued subject to the provision of the Town of Blackfalds Cemetery Bylaw and amendments thereto.

\_\_\_\_\_ Signature of Applicant

**Permit for Burial** The Town of Blackfalds grants permission for the burial of the above deceased in the Blackfalds Cemetery this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_ Authorized Signature (Town of Blackfalds)

**Grave/Cremation Plot/Niche Fees - As Per Schedule "A"**

	<b>Summer</b>	<b>Winter</b>	<b>Weekend/After Hrs</b>
Plot – Resident	\$300 (Regular Working Hours)	\$400	\$400
Cremation Plot – open & close	\$100	\$125	\$250
Niche – additional open/close	\$100	\$100	\$200
Other - including Overtime	Based on assigned overtime rate plus overhead		

Plot: \_\_\_\_\_ Summer \_\_\_\_\_ Winter \_\_\_\_\_ Wk/Aft Total \$ \_\_\_\_\_

Cremation: \_\_\_\_\_ Summer \_\_\_\_\_ Winter \_\_\_\_\_ Wk/Aft Total \$ \_\_\_\_\_

Niche: \_\_\_\_\_ Summer \_\_\_\_\_ Winter \_\_\_\_\_ Wk/Aft Total \$ \_\_\_\_\_

Other: \_\_\_\_\_ Summer \_\_\_\_\_ Winter \_\_\_\_\_ Wk/Aft Total \$ \_\_\_\_\_

Total Payment Remitted: \_\_\_\_\_ GST (if applicable): \_\_\_\_\_

Payment Method: \_\_\_\_\_ Credit Card Authorization (if required) \_\_\_\_\_

Payment Received by: \_\_\_\_\_ Receipt # Issued: \_\_\_\_\_





**SCHEDULE "D"**  
**TOWN OF BLACKFALDS BYLAW 1180/14**  
**PLOT MONUMENT/MARKER INSTALLATION PERMIT**

**Application for:** Plot \_\_\_\_\_ Lot \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I, \_\_\_\_\_, company representative apply for a permit for the installation of a Plot Monument/Marker as shown on the details of this application for the above plot in accordance with the requirements of Town of Blackfalds Cemetery Bylaw 1180/14 on behalf of \_\_\_\_\_ Owner/Executor for the deceased \_\_\_\_\_ (Name).

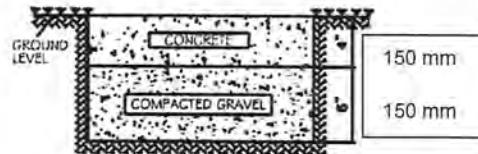
\_\_\_\_\_ Signature Company Representative

The Owner/Executor has authorized the installation as indicated by his/her signature given on this application.

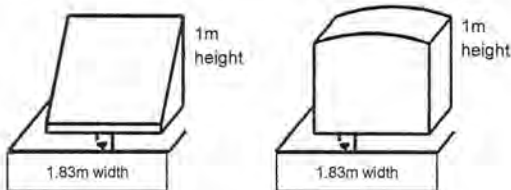
\_\_\_\_\_ Signature Owner/Executor

**Valid Town of Blackfalds Business License:** \_\_\_\_\_ Yes/No (If "No" enclose license fee)

**Concrete Foundations Required for Mounting both Upright Monuments and Flat Markers:**



**Upright Monument Description:**



Monument Material \_\_\_\_\_

Upright Monuments are only allowed in Blocks 1, 3, 6, 7, 11, A, B, C & D.

**Flat Marker Description:**



FLAT MARKER  
MAXIMUM HEIGHT 0.2m

Marker Material \_\_\_\_\_

**See the current Cemetery Bylaw for rules and regulations regarding monument and marker installations.**

Certification of Installation: I, \_\_\_\_\_ hereby certify that the above monument or marker has been installed in accordance with all provisions of the Town of Blackfalds Cemetery Bylaw.

Signature of Installer: \_\_\_\_\_ Date: \_\_\_\_\_

**This permit shall be returned to the Town of Blackfalds office following certification of installation.**

**For Office Use Only:**

Installation checked and approved by: \_\_\_\_\_ Date: \_\_\_\_\_

ALL MONUMENTS MUST BE PLACED IN ACCORDANCE WITH THE TOWN OF BLACKFALDS CEMETERY BYLAW AND ARE VALID FOR 60 CALENDAR DAYS FROM THE DATE OF APPLICATION.

**MEETING DATE:** August 27, 2024

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

**PRESENTED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **EPR Transition – Curbside Recycling**

**BACKGROUND**

Effective April 1, 2025, the Extended Producer Responsibility Regulation shifts the financial and operational and marketing responsibility for recycling from municipalities to the organizations that produce and sell packaging and paper. Circular Materials is the organization that is responsible for implementing and managing the recycling system in Alberta on behalf of the Producers and the Province. The Extended Producer Responsibility (“EPR”) program does not extend to commercial/industrial recycling, only residential at this time.

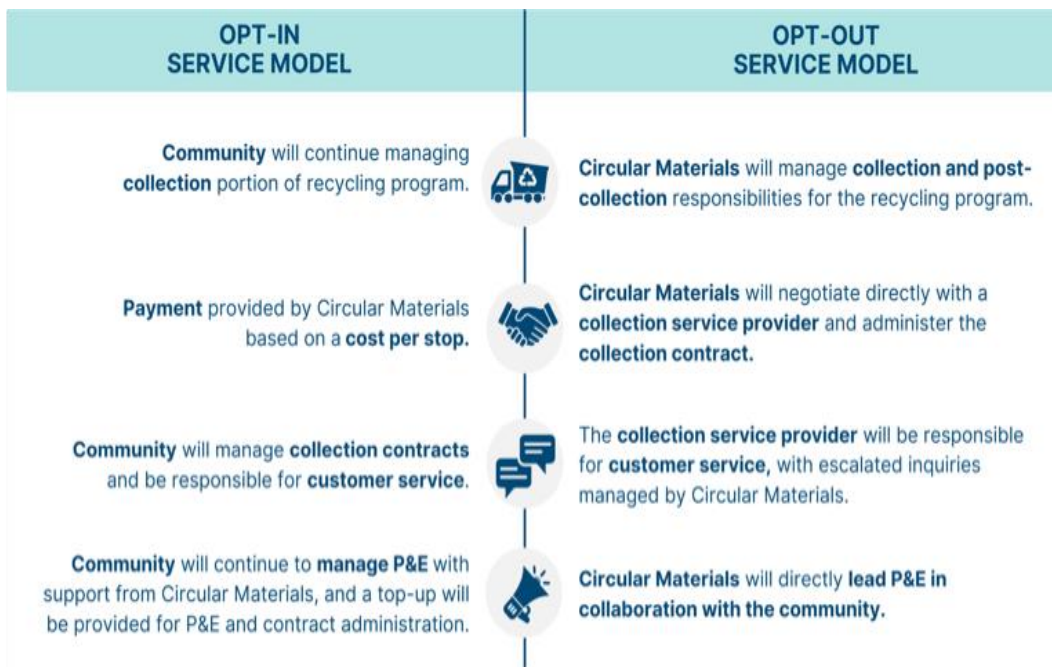
At the August 19<sup>th</sup> Standing Committee of Council Meeting, this initial discussion was held where the following motion was passed:

**041/24** Councillor Appel moved That Standing Committee of Council recommend to Council to consider a resolution at the August 27, 2024, Regular Meeting of Council that the Town of Blackfalds choose the Opt-In Service Model for Curbside Recycling.

**CARRIED UNANIMOUSLY**

**DISCUSSION**

Circular Materials is providing two service options for the operations of residential curbside recycling, which are identified below.



At this stage, Circular Materials has advised that 60% of Alberta municipalities have chosen the Opt-In Service Model, and 40% of municipalities have chosen the Opt-Out Service Model. It should be noted that the reason that the Opt-In Model is more popular is likely because a number of municipalities have their own fleet that are currently doing this in-house. Further, many others, the Town included, are more than likely not comfortable with changing the way the complaints would be redirected from the Town to the Contractor.

For instance, if there was a missed garbage and recycling complaint, the Town would deal with the waste bin but would direct the complainant to, in our case, E360, to resolve the recycling portion of the complaint. This would result in additional frustration for the resident or ratepayer that took the time to call in.

Administration has discussed these options internally and feels that the best model from a customer service approach is the Opt-In Service Model, as there would be little to no disruption to the residents through this model. The Town has recently signed a new 3-year agreement with E360, which would continue to provide curbside recycling through the Opt-In Service Model, with the EPR program paying for a large portion of this service. The Town could decide to move to the Opt-Out Service Model in the future once there is data from other municipalities on how this service model is working for them, but going the other way, the Town would be stuck in a contract, with little chance of opting back in to manage the curbside recycling internally.

### **FINANCIAL IMPLICATIONS**

The Town will receive payment from Circular Materials based on a cost-recovery model for operations and marketing. The cost savings are unknown at this time, as with either option, Circular Materials will have to determine our specific service level costs and the cost of managing the service or not, depending on the opt-in or opt-out options. Currently, our residential recycling processing costs are not broken down between pick-up and processing. However, our yearly combined cost for the recycling service is \$338,067.50 in 2024. The Town would anticipate most of those costs being paid for by EPR.

### **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council approve the Town of Blackfalds moving forward with the Opt-In Service Model for Curbside Recycling.

### **ALTERNATIVES**

- a) That Council refer the EPR Transition – Curbside Recycling back to Administration for more information.

### **ATTACHMENTS**

- None

### **APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author

---

**MEETING DATE:** August 27, 2024

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

**PRESENTED BY:** Danielle Nealon, Executive & Legislative Coordinator

**SUBJECT:** **2024 Census Results**

---

## **BACKGROUND**

In the 2024 Budget, the Town allocated the necessary funds to conduct a comprehensive census, which took place from May 6 to July 26. This effort successfully enumerated 100% of the Town's dwellings. Previously, in 2021, a basic census was conducted, asking simple questions about the number of residents and their ages, resulting in a population count of 11,015. The 2024 Census revealed a population of 11,415, indicating an increase of 400 residents, or 3.6%.

## **DISCUSSION**

The detailed 2024 Census Report is attached. It highlights population growth, demographics, employment, education, income levels, and whether residents have a family doctor.

Some of the census results highlights include:

- Blackfalds had a population increase of 400 residents from the survey conducted in 2021 to the survey in 2024, totalling 11,415 people.
- The largest age group in Blackfalds is individuals aged 36-40, followed by individuals aged 0-5.
- There are 4,341 dwellings in Blackfalds, with a mix of owner-occupied, rented, and undeclared.
- In terms of employment, the majority reported working in natural resources, health care and social assistance, and construction, with various employment statuses represented.
- 58% of respondents are employed full-time, 12% are retired, 5% are self-employed, 9% are full-time students, and 4% are stay-at-home caregivers.
- 30% of residents reported having completed post-secondary education.
- Regarding household taxable income, a significant percentage falls within the range of \$45,605 to \$144,489.
- 55% of respondents have a family doctor, and 14.65% indicated they do not have a family doctor. However, 1,325 households did not respond to the question.
- The data shows that a considerable portion of residents did not provide information on various aspects such as occupation, income, education, or dwelling status.

**FINANCIAL IMPLICATIONS**

The budget allocated for the 2024 Census was \$30,000, and the project came under budget with the following amounts:

Wages	\$14,911
Software	\$ 9,399
Advertising	\$ 2,180
Misc & Prizes	<u>\$ 1,207</u>
<b>Total</b>	<b>\$27,697</b>

**ADMINISTRATIVE RECOMMENDATION**

That Council considers the following motions:

1. That Council accept the 2024 Census Report as information.
2. That Council direct the Chief Administrative Officer to submit the results of the 2024 Census to the Minister of Municipal Affairs.

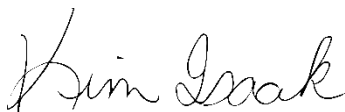
**ALTERNATIVES**

- a) That Council refers the 2024 Census Report back to Administration for more information.

**ATTACHMENTS**

- *2024 Census Report*

**APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author





**TOWN OF BLACKFALDS**  
**CENSUS REPORT**  
**2024**



# TOWN OF BLACKFALDS CENSUS REPORT 2024

## Another Year of Growth!

### A message from the CAO

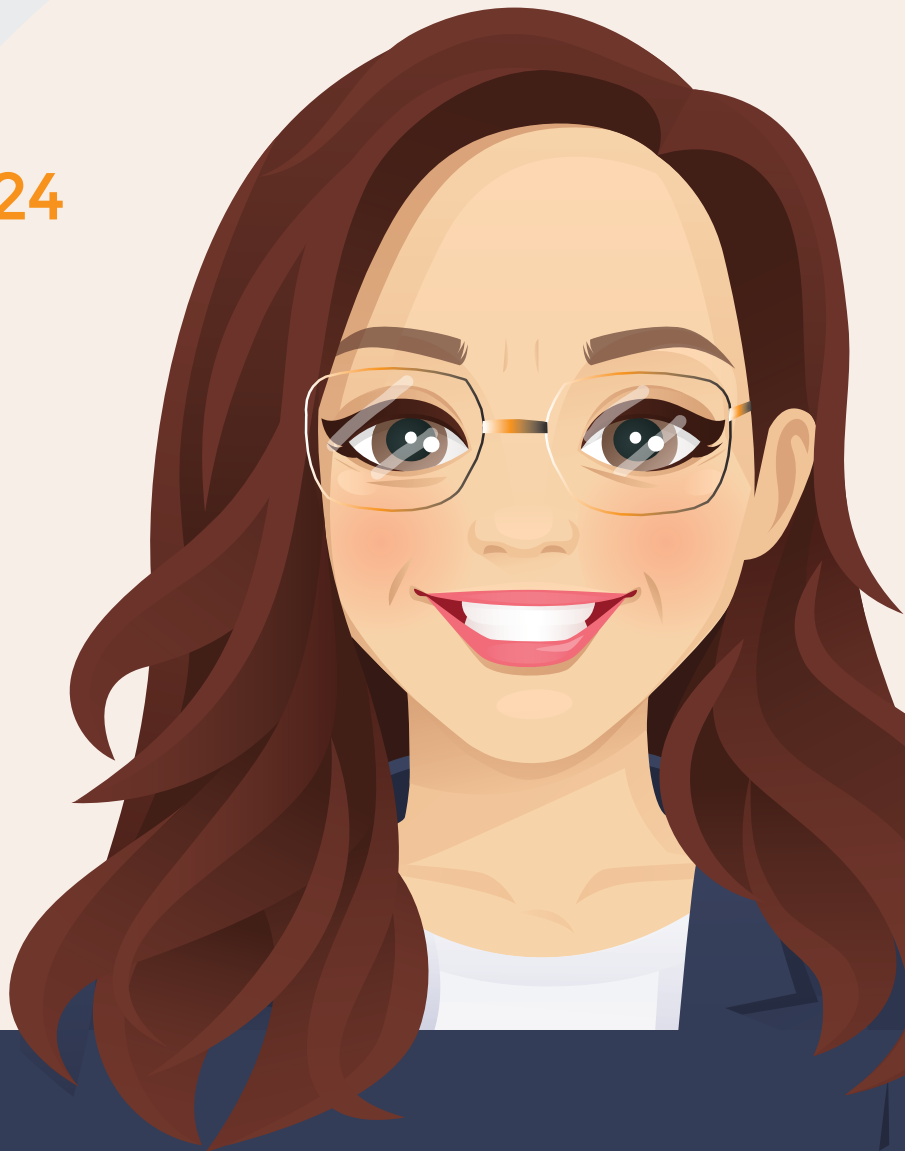
Due to the rapid growth of Blackfalds in the early 2010s, we conducted an annual census. However, due to budgetary concerns and responsibilities, we took a break between 2021 and 2023.

The reason for reinstating the census in 2024 is that the Town of Blackfalds continues to experience population growth. Our ongoing pursuit of additional infrastructure, including schools, healthcare, and seniors' housing, needs to be supported by accurate population data.

For example, with the opening of the new high school and Catholic school, we will be able to assess how these additions impact our population, reaffirming our need for further infrastructure and opportunities for our residents.

The data collected from the municipal census is invaluable for our growing community. The results are used to secure population-based funding, which translates into more resources to allocate to the programs and services that the Town provides to residents and businesses.

This year's municipal census was conducted between May 6 and July 26, both online (41.3% of respondents) and



door-to-door (58.7% of respondents), resulting in a 100% census completion rate.

Thanks to all Blackfalds residents who completed the census. I look forward to being a part of the continued growth of the community through the year and into 2025.

Yours truly,

Kim Isaak, CAO

A handwritten signature in black ink that reads "Kim Isaak". The signature is written in a cursive, flowing style.

---

# TABLE OF CONTENTS

2024 at a Glance .....	4
Growing Together .....	5
Home is Where the Heart is .....	6
Work Harding, Study Hard .....	7
The Job Scene: Starring Us .....	8
Bringing Home the Dough .....	9
Back to the Books .....	10
What's Up, Doc? .....	11
APPENDIX 1 Population Growth .....	12
APPENDIX 2 Population Growth by Age.....	13
APPENDIX 3 Dwelling Status & Types.....	14
APPENDIX 4.1 Employment Status .....	15
APPENDIX 4.2 Resident Levels of Education .....	16
APPENDIX 5 Occupations .....	17
APPENDIX 6 Household Taxable Income .....	18
APPENDIX 7 Education & Location .....	19
APPENDIX 8 Family Doctors .....	20

# TOWN OF BLACKFALDS CENSUS REPORT 2024

## 2024 at a Glance

Blackfalds has continued to display an on par population growth when compared to the Province.

This year the Town's population increased by 400, bringing the current number of residents to 11,415 from the 2021 population of 11,015.

While Blackfalds held the "fastest growing municipality in Alberta" for several years, since 2018 we have seen a slow in comparison. This year does represent a slowdown in growth, comparing Blackfalds' 1.2% population

increase with the Alberta population growth which is up 4.4% from 2023.

In Q2 2024, Alberta's population reached 4.8M, up 4.4% from Q2 2023.\*

For more detailed information, check Appendix 1.

\*Source: <http://economicdashboard.alberta.ca/Population>



# Growing Together

Blackfalds continues to have a strong, and growing, base of young families.

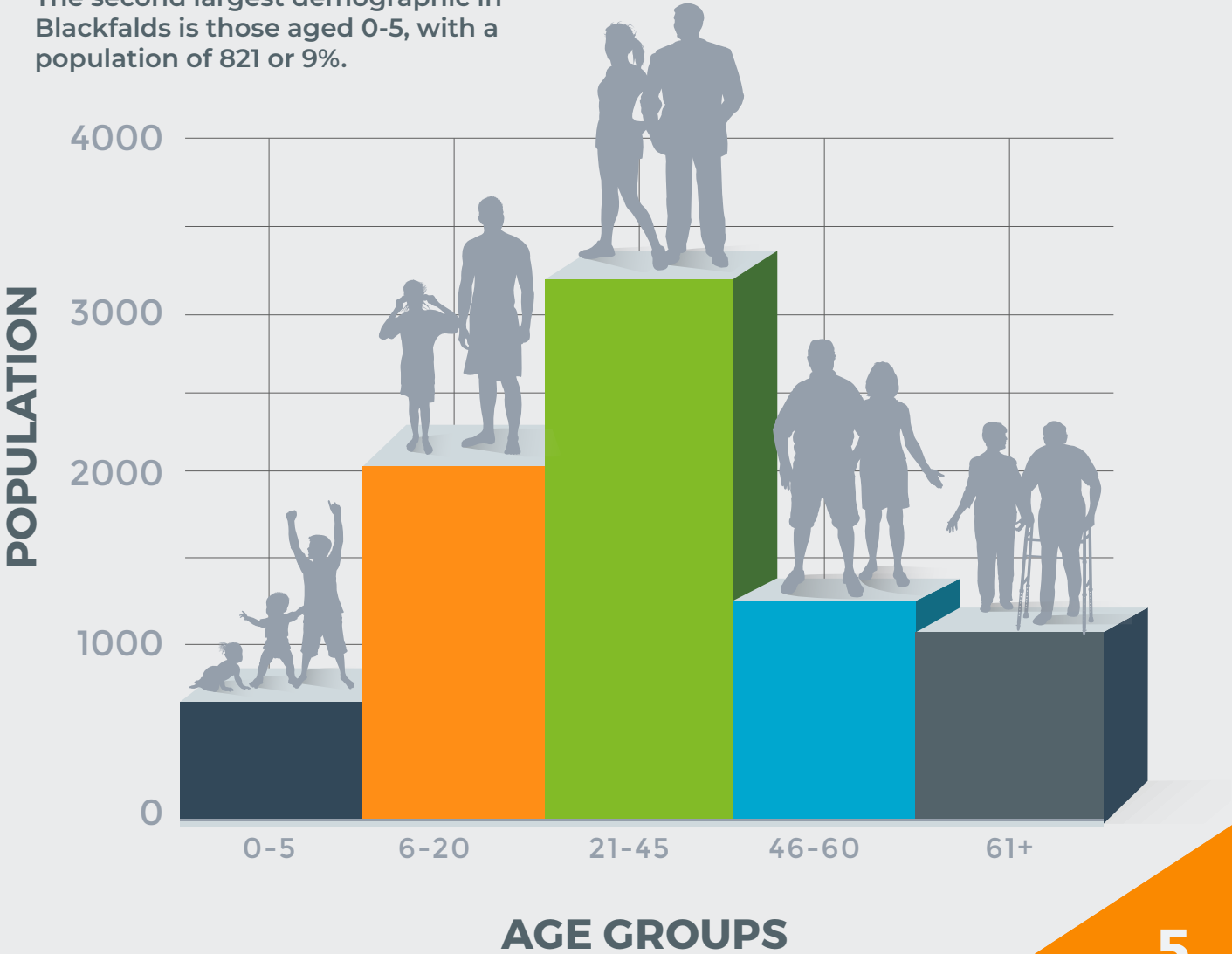
The largest age group being those aged 36-40 at 9.8%.

36% of those living in Blackfalds are 41 years of age or older, with 64% being under the age of 41.

The second largest demographic in Blackfalds is those aged 0-5, with a population of 821 or 9%.

Inversely, the smallest demographic is those aged 66-70, representing 312 individuals or 3.5%.

For more detailed information, check Appendix 2.



# TOWN OF BLACKFALDS CENSUS REPORT 2024

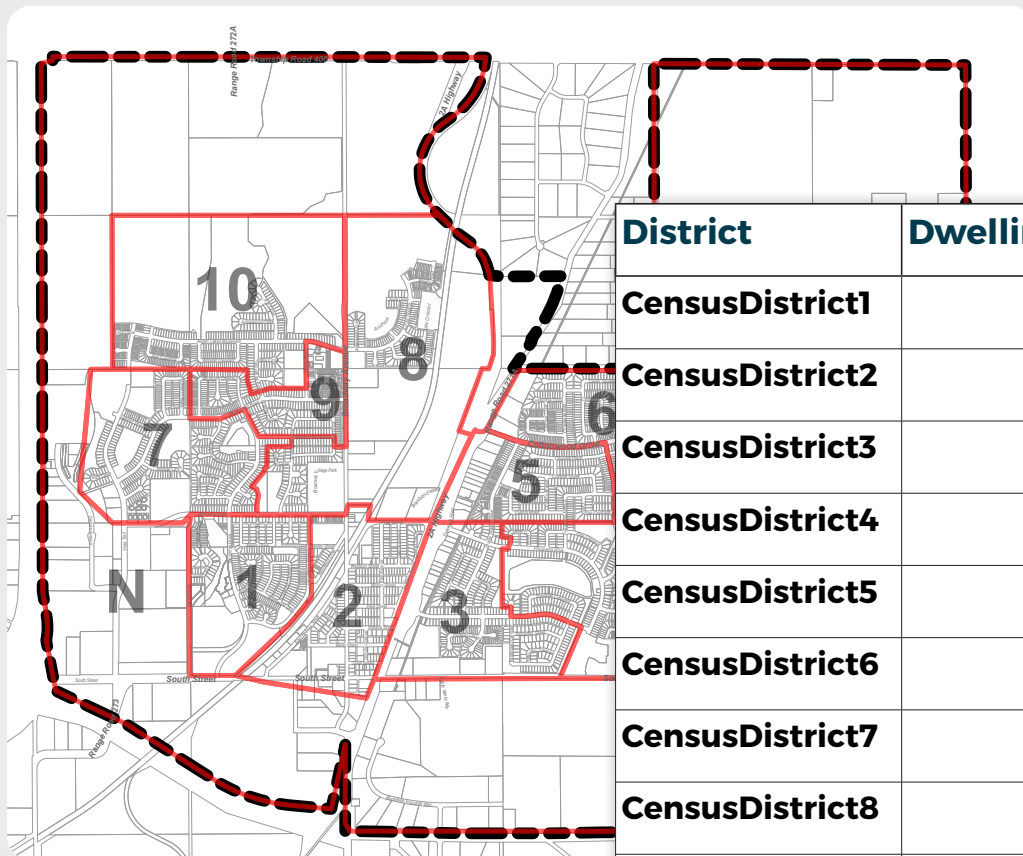
## Home is Where the Heart is



The number of dwellings in Blackfalds is 4,341.

For more detailed information, check Appendix 3.

Current residential development includes single detached and multifamily homes.



District	Dwellings	Population
CensusDistrict1	411	1081
CensusDistrict2	301	696
CensusDistrict3	382	1024
CensusDistrict4	639	1750
CensusDistrict5	356	1043
CensusDistrict6	410	1154
CensusDistrict7	538	1445
CensusDistrict8	476	1055
CensusDistrict9	383	1047
CensusDistrict10	427	1079
CensusDistrict11	18	41
<b>Total</b>	<b>4,341</b>	<b>11,415</b>

**Note:** 4,341 dwellings includes 321 of which are bare land, uninhabited or under construction.

# Work Hard, Study Hard

Census data indicates that 58% of respondents are employed on a full time permanent basis\*. 12% reported being retired, 5% identified as self-employed, 9% indicated attending school full time, and 4% declared being stay at home caregivers.

30% of Blackfalds residents reported having completed post-secondary education\* - including registered trade certificates, college diplomas and university degrees.

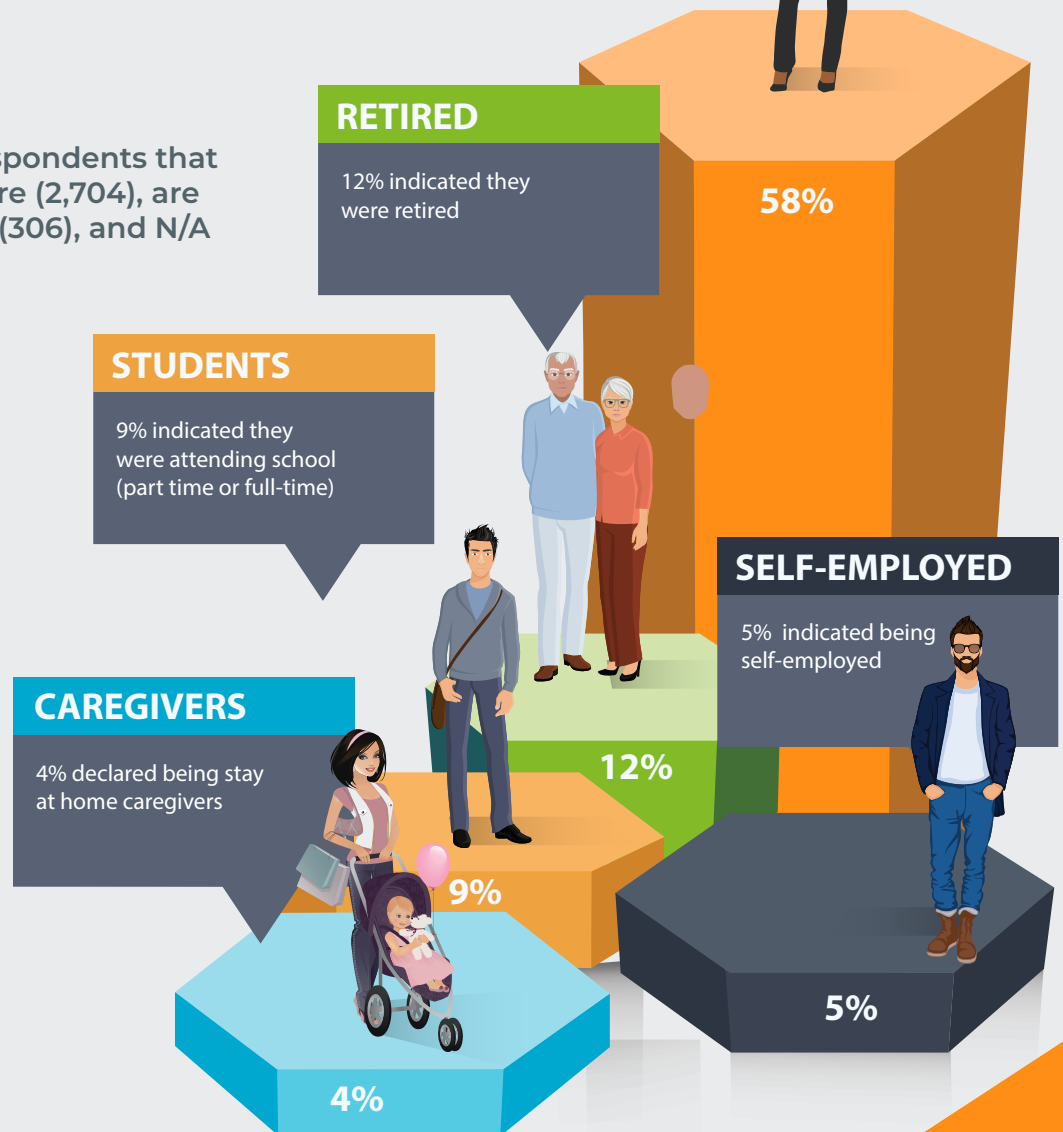
For more detailed information, check Appendix 4.

**FULL-TIME**  
58% of the working population of respondents (3,659) are employed on a full time permanent basis



**Note:**

\*Excluding respondents that did not declare (2,704), are unemployed (306), and N/A (2,073)



**RETIRED**  
12% indicated they were retired



**STUDENTS**  
9% indicated they were attending school (part time or full-time)



**SELF-EMPLOYED**  
5% indicated being self-employed



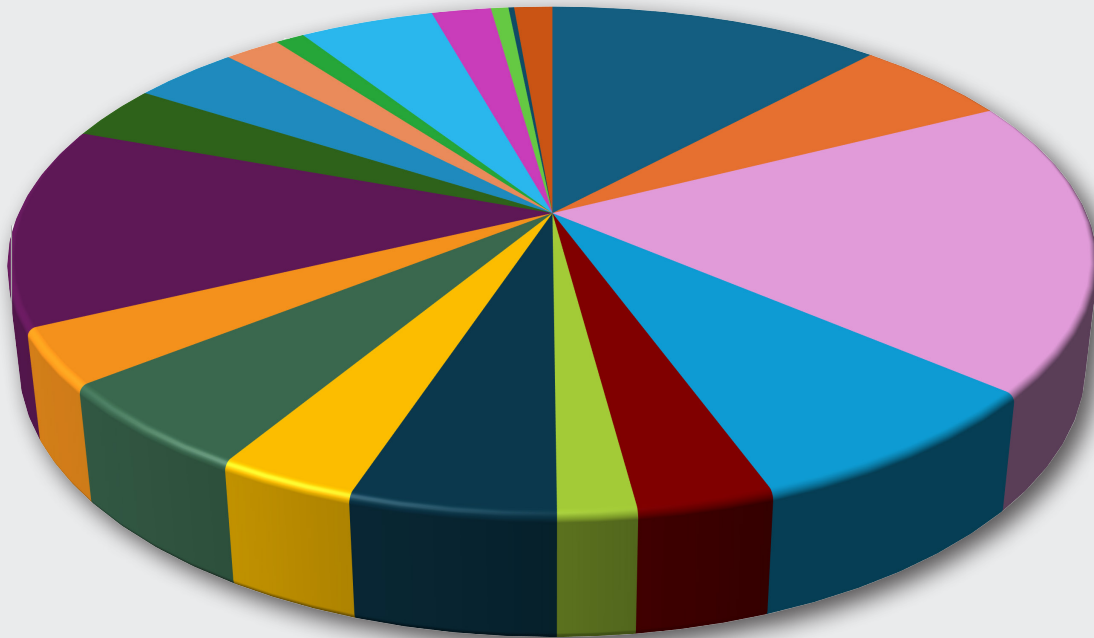
**CAREGIVERS**  
4% declared being stay at home caregivers



# TOWN OF BLACKFALDS CENSUS REPORT 2024

## The Job Scene: Starring Us

Out of 4,486 employed respondents, the majority reported working in natural resources (842), health care and social assistance (572), followed by construction (532), followed by a close split between occupations in education, law, government, business, finance and administration.



**Note:** 6,929 respondents did not provide any occupation information and were not included in these charts.



# Delivering the Dough

Out of the 4,341 households, 2,210 declared their annual household income. The large majority (61.2%) were within the range of \$45,605.01 to \$144,489.00. This falls just above the provincial median household income of \$83,000.00\*.

\*2020 federal census - [bit.ly/46B9d8S](https://bit.ly/46B9d8S)

For more detailed information, check Appendix 6.

ANNUAL HOUSEHOLD TAXABLE INCOME



**Note:** 2,219 respondents did not provide any financial information and were not included in these charts.

# TOWN OF BLACKFALDS CENSUS REPORT 2024

## Back to the Books

In a new question for 2024, we wanted to know where our residents go to school - this will also help when planning for future schools and locations if we know how many of our young people are leaving the community for education.

For more detailed information, check Appendix 7.



**Home school**

4.47%

**Red Deer Regional Catholic School - Blackfalds**

21.14%

**Red Deer Regional Catholic School - Red Deer**

6.92%

**Wolf Creek Public School - Blackfalds**

37.87%

**Post - Secondary**

14.37%

**Wolf Creek Public School - Lacombe**

10.57%

**Other - francophone, self-directed, online, correspondence, etc.**

2.59%

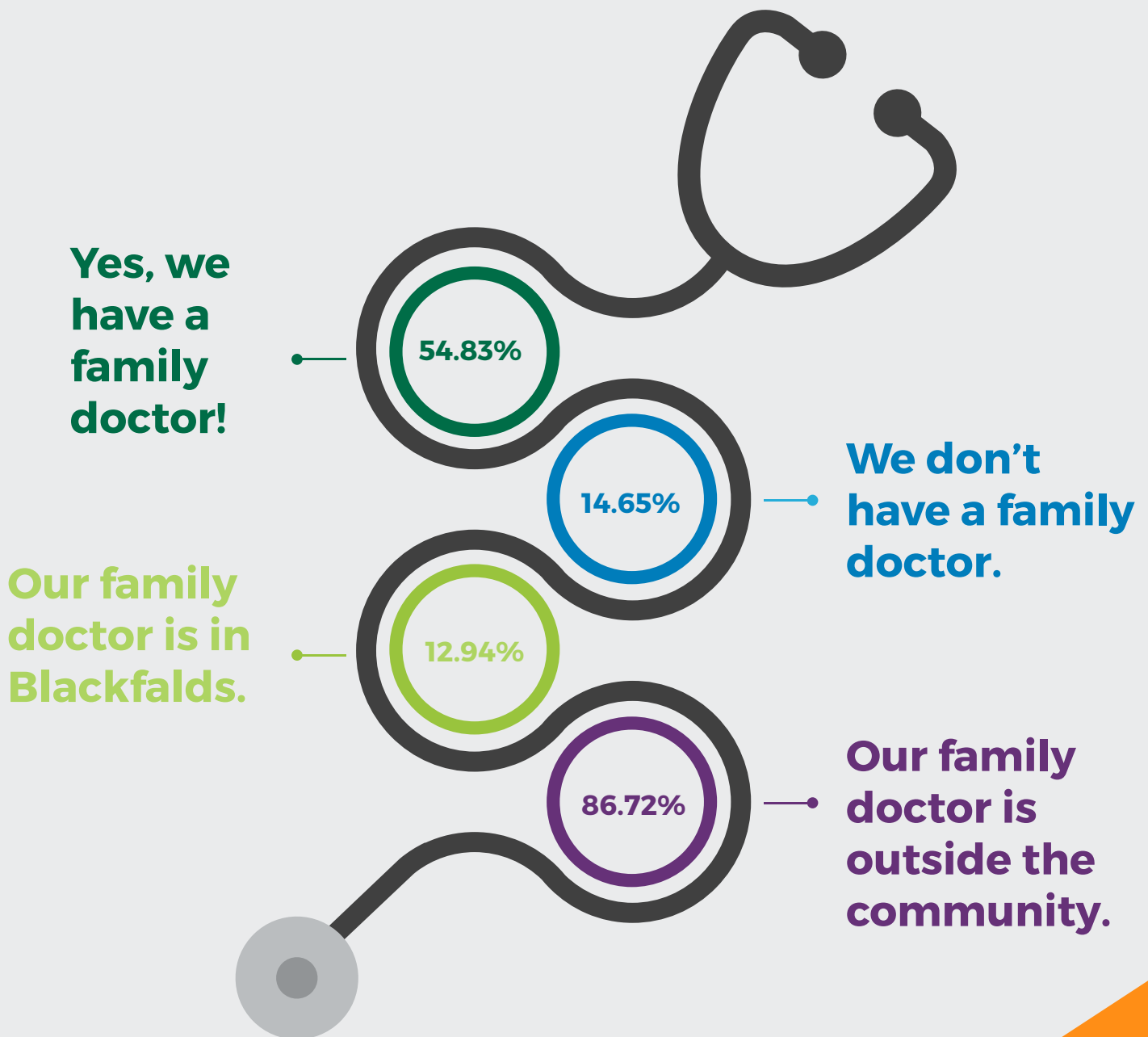
**Private School**

2.07%

## What's Up, Doc?

In this year's census, we asked households if they have a family doctor, and whether or not that doctor practices in Blackfalds.

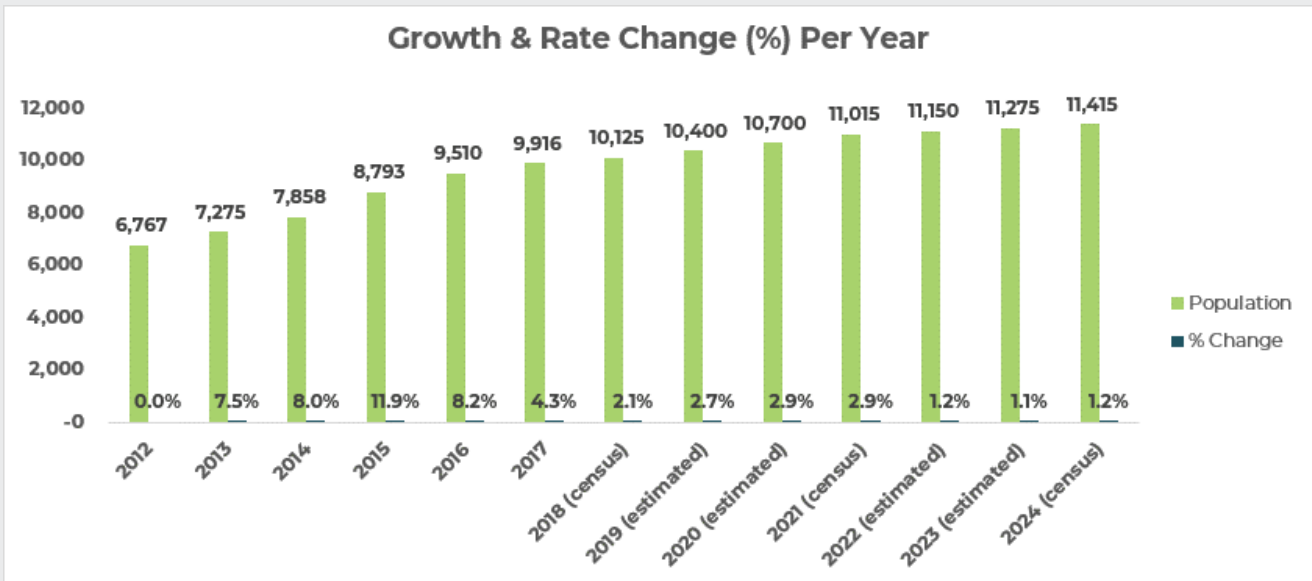
For more detailed information, check Appendix 8.



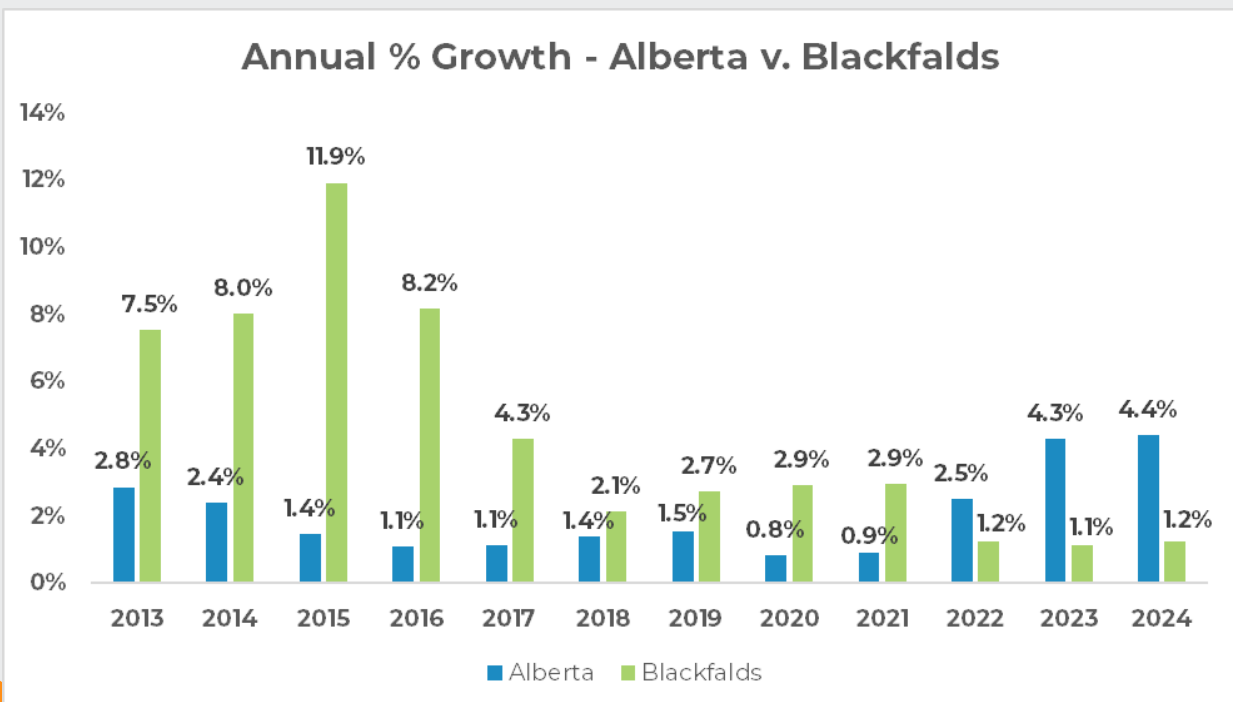
**Note:** 1,325 households did not respond to the question "Do you have a family doctor?", and 8 households did not answer where the doctor was practicing.

# TOWN OF BLACKFALDS CENSUS REPORT 2024

## APPENDIX 1 Population Growth



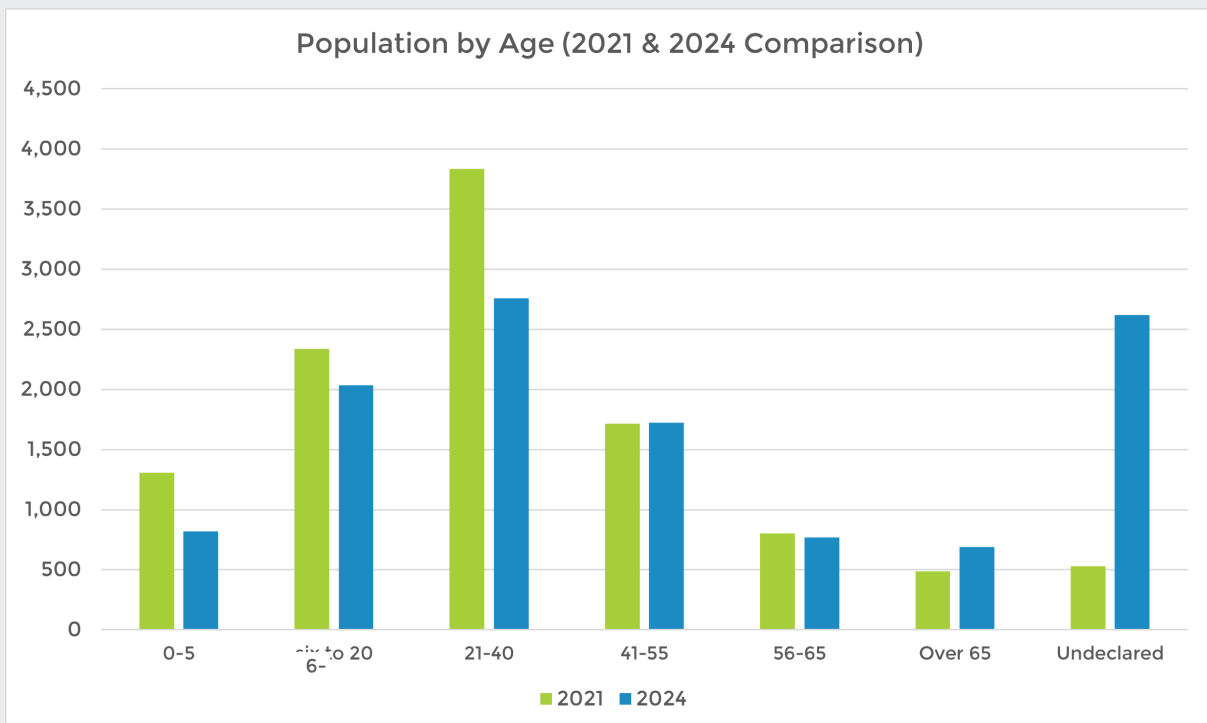
**Note:** Years 2019, 2020, 2022, and 2023 are **not** official municipal numbers and are based off provincial estimates.



## APPENDIX 2 Population by Age

Range	2024
0-5	821
6-10	803
11-15	731
16-20	501
21-25	406
26-30	683
31-35	811
36-40	860
41-45	719

Range	2024
46-50	860
51-55	435
56-60	376
61-65	394
66-70	312
71 +	376
Undeclared	2,619
<b>Total</b>	<b>11,415</b>



# TOWN OF BLACKFALDS CENSUS REPORT 2024

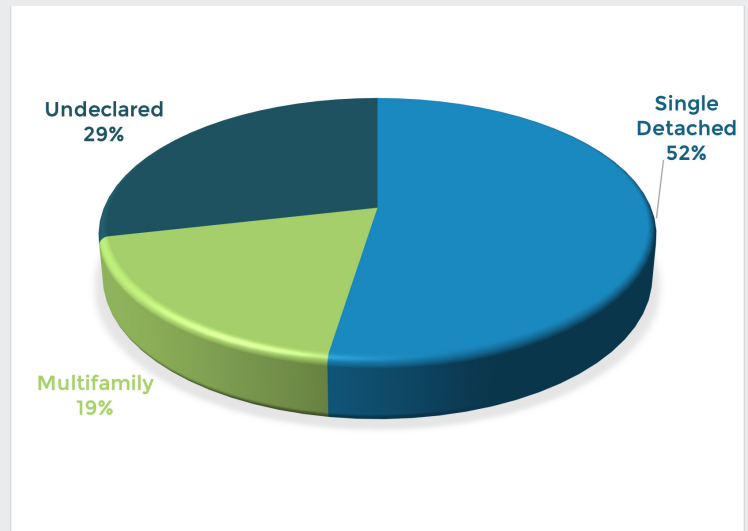
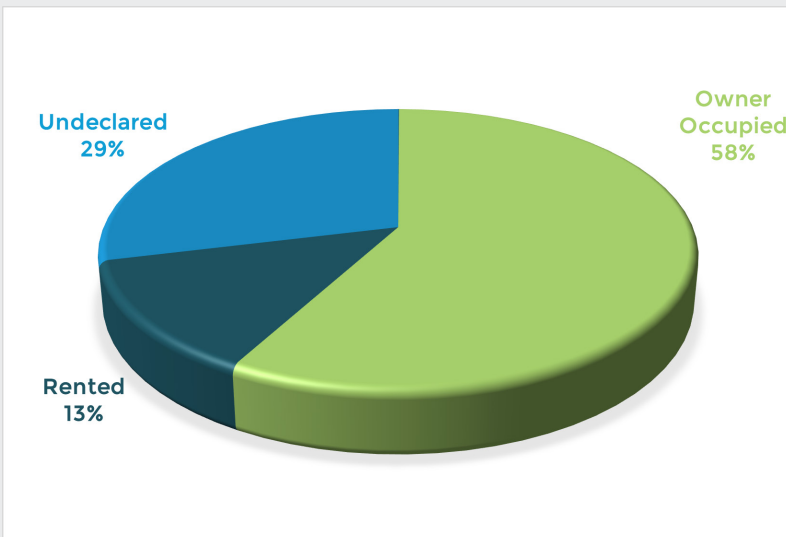
## APPENDIX 3 Dwelling Status & Types

Dwelling Status	Total	Percentage
Non-Permanent	2	0.05%
Owner Occupied	2,518	58.01%
Rented	571	13.15%
Undeclared	1,250	28.80%
<b>Total</b>	<b>4,341</b>	<b>100%</b>

**Note:** 1250 undeclared

Dwelling Type	Total
Single Detached	2,278
Multifamily	823
Undeclared	1,240
<b>Total</b>	<b>4,341</b>

**Note:** 1240 undeclared



**Note:** 321 dwellings are bare land, uninhabited or under construction.

---

## APPENDIX 4.1 Employment Status

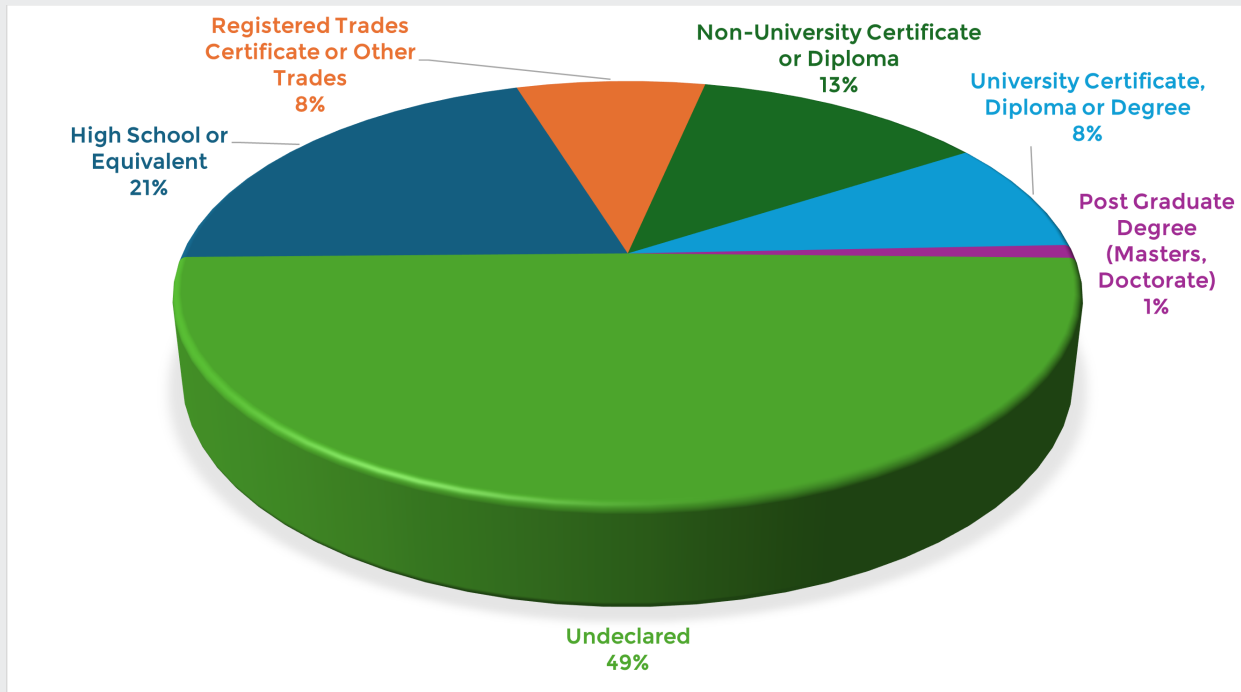
<b>Employment Status</b>	<b>Total</b>
<b>Unemployed</b>	<b>306</b>
<b>Full Time</b>	<b>3,659</b>
<b>Part Time</b>	<b>509</b>
<b>Self-Employed</b>	<b>330</b>
<b>Seasonal</b>	<b>48</b>
<b>Casual</b>	<b>62</b>
<b>Retired</b>	<b>775</b>
<b>In School (full-time student)</b>	<b>571</b>
<b>Stay at home - Caregiver</b>	<b>261</b>
<b>In School (part-time student)</b>	<b>30</b>
<b>Maternity-Paternity Leave</b>	<b>87</b>
<b>N/A</b>	<b>2,073</b>
<b>Undeclared</b>	<b>2,704</b>
<b>Total</b>	<b>11,415</b>

**Note:** 2,704 undeclared



# TOWN OF BLACKFALDS CENSUS REPORT 2024

## APPENDIX 4.2 Resident Levels of Education



Highest Level of Education	Total	Percentage
High School or Equivalent	2,342	20.52%
Registered Trades Certificate or Other Trades	921	8.07%
Non-University Certificate or Diploma	1,431	12.54%
University Certificate, Diploma or Degree	969	8.49%
Post Graduate Degree (Masters, Doctorate)	115	1.01%
Undeclared	5,637	49.38%
<b>Total</b>	<b>11,415</b>	<b>100%</b>

Note: 5,637 undeclared

## APPENDIX 5 Occupations

<b>Occupation</b>	<b>Total</b>
<b>Construction</b>	<b>532</b>
<b>Other Services (incl. repair and maintenance, personal and laundry services)</b>	<b>253</b>
<b>Mining, Quarrying, and Oil &amp; Gas Extraction</b>	<b>842</b>
<b>Retail Trade</b>	<b>367</b>
<b>Finance and Insurance</b>	<b>155</b>
<b>Whole Sale Trade</b>	<b>89</b>
<b>Public Administration (all levels of government)</b>	<b>233</b>
<b>Accommodation and Food Services</b>	<b>159</b>
<b>Educational Services</b>	<b>254</b>
<b>Professional, Scientific and Technical Services</b>	<b>161</b>
<b>Health Care and Social Assistance</b>	<b>572</b>
<b>Administrative &amp; Support Services and Waste Management and Remediation Services</b>	<b>155</b>
<b>Manufacturing</b>	<b>170</b>
<b>Agriculture, Forestry, Fishing and Hunting</b>	<b>89</b>
<b>Utilities</b>	<b>47</b>
<b>Transportation and Warehousing</b>	<b>215</b>
<b>Management of Companies and Enterprises</b>	<b>95</b>
<b>Real Estate and Rental Leasing</b>	<b>28</b>
<b>Information and Cultural Industries</b>	<b>9</b>
<b>Arts, Recreation, and Entertainment</b>	<b>61</b>
<b>Undeclared</b>	<b>2,913</b>
<b>N/A</b>	<b>4,016</b>
<b>Total</b>	<b>11,415</b>

**Note:** 2,913 undeclared

# TOWN OF BLACKFALDS CENSUS REPORT 2024

## APPENDIX 6 Household Taxable Income

<b>What do you anticipate will be your Household 2024 Taxable Income?</b>	
<b>up to \$46,605.00</b>	<b>265</b>
<b>over \$45,605.01 up to \$93,208.00</b>	<b>651</b>
<b>over \$93,208.01 up to \$144,489.00</b>	<b>650</b>
<b>over \$144,489.01 up to \$205,842,00</b>	<b>382</b>
<b>over \$205,842.01</b>	<b>174</b>
<b>N/A</b>	<b>9</b>
<b>Undeclared</b>	<b>2,210</b>
<b>Total</b>	<b>4,341</b>

**Note:** 2,210 undeclared

---

## **APPENDIX 7** Schools & Locations

<b>If you are a student, where do you attend school?</b>	
<b>Answer</b>	<b>Total</b>
<b>Not applicable</b>	<b>9,003</b>
<b>Home School</b>	<b>93</b>
<b>RDRCS - Blackfalds</b>	<b>440</b>
<b>RDRCS - Red Deer</b>	<b>144</b>
<b>WCPSD - Blackfalds</b>	<b>788</b>
<b>Post-Secondary</b>	<b>220</b>
<b>WCPSD - Lacombe</b>	<b>299</b>
<b>Other (francophone, self-directed, online)</b>	<b>54</b>
<b>Undeclared</b>	<b>331</b>
<b>Private School</b>	<b>43</b>
<b>Total</b>	<b>11,415</b>

# TOWN OF BLACKFALDS CENSUS REPORT 2024

## APPENDIX 8 Family Doctors

<b>Do you have a family doctor?</b>	
<b>Answer</b>	<b>Total</b>
<b>Yes</b>	<b>2,380</b>
<b>Undeclared</b>	<b>1,325</b>
<b>No</b>	<b>636</b>
<b>Total</b>	<b>4,341</b>

<b>Is that doctor located in Blackfalds?</b>	
<b>Answer</b>	<b>Total</b>
<b>Undeclared</b>	<b>8</b>
<b>Yes</b>	<b>308</b>
<b>No</b>	<b>2,064</b>
<b>Total</b>	<b>2,380</b>

## Questions?

Justin de Bresser

Director of Corporate Services

[jdebresser@blackfalds.ca](mailto:jdebresser@blackfalds.ca)

403.885.6238

**BLACKFALDS**  
ALBERTA