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1. **Call to Order**
 2. **Land Acknowledgement**
 - 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 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 Agenda**
 - 3.1 Agenda for June 27, 2023
 4. **Delegation**

None
 5. **Public Hearing**

None
 6. **Business Arising from Minutes**

None
 7. **Business**
 - 7.1 CAO Report (*verbal*)
 - 7.2 Request for Decision, Bylaw 1284.23, Subdivision Authority Bylaw (*First, Second and Third Reading*)
 - 7.3 Request for Decision, Bylaw 1286.23, Urban Hen Bylaw (*First Reading*)
 - 7.4 Request for Decision, Bylaw 1287.23, Animal Control Bylaw Amendments (*First Reading*)
 - 7.5 Request for Decision, Highway 2A Tree Removal
 - 7.6 Request for Decision, Sanitary Trunk (NE-22-39-27-W4) 2023 Capital Project Request
 - 7.7 Request for Decision, Blackfalds Transit Service On-Demand Contract Service Review
 8. **Action Correspondence**
 - 8.1 Bowden Daze Parade Invite - July 15, 2023
 - 8.2 Bentley Fair and Rodeo Parade Invite - August 10, 2023
 9. **Information**
 - 9.1 Recreation, Culture and Parks Board Meeting Minutes - April 5, 2023 (*amended*)
 - 9.2 Special Events Permit, Little of This Market - September 23 and 24, 2023
 - 9.3 Highway 2A & South Street Intersection STIP Funding Letter
 - 9.4 Email from Cathy Heron Re: Recommendations on intermunicipal collaboration
 - 9.5 Email from Municipal Affairs Re: Potential Meeting Opportunity (Municipal Affairs Minister) - 2023 Alberta Municipalities Fall Convention
 - 9.6 Letter from Minister McIver Re Minister of Municipal Affairs
 - 9.7 City of Lacombe Highlights - June 12, 2023
 - 9.8 County of Lacombe Highlights - June 8, 2023
 10. **Round Table Discussion**
 - 10.1 Mayor Hoover
 - 10.2 Deputy Mayor Dennis
 - 10.3 Councillor Sands
 - 10.4 Councillor Coulter
 - 10.5 Councillor Stendie
 - 10.6 Councillor Appel
 - 10.7 Councillor Svab
 11. **Adoption of Minutes**
 - 11.1 Minutes from the Regular Council Meeting on June 13, 2023
 - 11.2 Minutes from the Standing Committee of Council on June 19, 2023
 12. **Notices of Motion**
 - 12.1 Notice of Motion to Rescind Motion - 187/23
 13. **Business for the Good of Council**

None
 14. **Confidential**
 - 14.1 FOIP Section 24 - Advice from Officials
 15. **Adjournment**
-

Future Meetings/Events:

- Regular Council Meeting – July 11, 2023
- Regular Council Meeting – July 25, 2023

MEETING DATE: June 27, 2023

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1284.23, Subdivision Authority Bylaw**

BACKGROUND

The Town's current Subdivision Authority Bylaw 867/00 is in need of a refresher because it references out-of-date legislation, appeal bodies, and Town Bylaws. No other changes to whom the Town's Subdivision Authority is and their roles and responsibilities are contemplated under the new Subdivision Authority Bylaw 1284.23 before Council.

Administration brought this Bylaw to the June 19, 2023, Standing Committee of Council Meeting, where the following motion was carried unanimously:

036/23 Councillor Sands moved That Standing Committee of Council recommends to Council to adopt Bylaw 1284.23.

CARRIED UNANIMOUSLY

DISCUSSION

The Subdivision Authority Bylaw ultimately establishes the Authority that renders decisions on subdivision applications. It outlines the roles and responsibilities of the Authority, including guidance on when the Authority may approve a subdivision and designates specific subdivision functions to the Chief Administrative Officer or their designate.

Since the adoption of the Town's current Subdivision Authority Bylaw in 2000, the following updates to governing legislation, appeal bodies, and Town Bylaws have been made, thereby necessitating an update to the Subdivision Authority Bylaw:

- The province has enacted a newer version of the *Municipal Government Act* and regulations pertaining to the subdivision of land,
- The provincial jurisdiction appeal body has changed from the *Municipal Government Board* to the *Land & Property Rights Tribunal*,
- The Town's local Subdivision and Development Appeal Board has been replaced with an Intermunicipal Regional Subdivision and Development Appeal Board, and
- The Bylaw that establishes the Chief Administrative Officer has been updated.

The updated draft Subdivision Authority Bylaw is included in Attachment 1, and a track changes version of the current Subdivision Authority Bylaw clearly showing the changes proposed is included in Attachment 2 of this report.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

1. That Council give First Reading to Bylaw 1284.23, Subdivision Authority Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1284.23, Subdivision Authority Bylaw, as presented.
3. That Council give unanimous consent for Third Reading and Final Reading of Bylaw 1284.23, Subdivision Authority Bylaw, as presented.
4. That Council give Third and Final Reading to Bylaw 1284.23, Subdivision Authority Bylaw, as presented.

ALTERNATIVES

- a) That Council adopts Bylaw 1284.23 Subdivision Authority as amended.
- b) That Council refer this item back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1284.23 – Subdivision Authority – Draft*
- *Bylaw 867/00 – Subdivision Authority – Track Changes*

APPROVALS

Justin de Bresser, Interim Chief
Administrative Officer



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA
TO RESCIND BYLAW 867/00 AND TO HAVE COUNCIL ESTABLISH ITS OWN
SUBDIVISION AUTHORITY IN 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 rescinding Bylaw 867/00 and to establish the subdivision authority in the Town of Blackfalds.

WHEREAS, pursuant to Section 623 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, requires Municipal Council to establish a Subdivision Authority, by bylaw, to exercise subdivision powers and duties on behalf of the municipality;

WHEREAS, the Municipal Council wishes to rescind Bylaw 867/00; and

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 “**Subdivision Authority Bylaw**”.

PART 2 – DEFINITIONS

2.1 In this Bylaw:

- (a) “**Act**” means the *Municipal Government Act*, S.A. 2000, as amended.
- (b) “**Council**” means the Chief Elected Official and Councillors of the Town of Blackfalds elected pursuant to the provisions of the Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.
- (c) “**Subdivision and Development Appeal Board**” means the Board established to hear subdivision and development appeals pursuant to the Regional Subdivision and Development Appeal Board Bylaw 1274.22.
- (d) “**Subdivision Authority**” means the persons established under Section 3 of the Subdivision Authority Bylaw to perform the functions of a Subdivision Authority under the Act.
- (e) “**Chief Administrative Officer**” means the person appointed to the position established under Bylaw 1170/14.
- (f) “**Land and Property Rights Tribunal**” means the Land and Property Rights tribunal established under the Land and Property Rights Tribunal Act.
- (g) “**Municipality**” means the Town of Blackfalds.
- (h) “**Regulations**” means the Regulations proclaimed pursuant to the *Municipal Government Act* R.S.A. 2000, as amended, Part 17.
- (i) “**Statutory Plan**” means the Town of Blackfalds’ Municipal Development Plan, and any Intermunicipal Development Plan, Area Structure Plan or Area Redevelopment Plan adopted by Council pursuant to the Act.

PART 3 – ESTABLISHMENT OF SUBDIVISION AUTHORITY

3.1 The Subdivision Authority of the Town of Blackfalds is hereby established.

3.2 The Subdivision Authority shall consist of all duly elected members of Council.

3.3 The Subdivision Authority shall be the Council of Town of Blackfalds.

PART 4 – TERM OF OFFICE

4.1 Each member of Council shall be member of the Subdivision Authority and will only terminate upon his/her ceasing to be a member of the Council.

PART 5 – CHAIRPERSON

5.1 The Chief Elected Official shall be the Chairperson.

PART 6 – VICE CHAIRPERSON

6.1 The Deputy Chief Elected Official shall be the Vice Chairperson.

PART 7 – QUORUM AND MEETINGS

7.1 A quorum of the Subdivision Authority shall be four (4) members of Council.

7.2 The Council, being the Subdivision Authority, may transact any affairs and responsibilities of the Subdivision Authority in conjunction with the regular and/or special Council meetings.

7.3 Written minutes of the business transacted at all meetings and hearings of the Subdivision Authority shall be recorded within and be part of the minutes of Council meetings.

7.4 The Council may make rules as are necessary for the conduct of its meetings, its hearings, and its business that are consistent with this Bylaw, the Town of Blackfalds' Land Use Bylaw, and the Act.

PART 8 – FEES AND EXPENSES

8.1 The fees associated with subdivision applications, subdivision endorsements, and the holding of meetings of the Subdivision Authority are established by the Development Fees and Fines Bylaw.

PART 9 – RESPONSIBILITIES

9.1 The Subdivision Authority shall exercise subdivision powers and duties within the Town of Blackfalds as are described in the Act and the Regulations.

9.2 The Subdivision Authority may delegate any of its responsibilities as provided under the Act or the Regulations to the Chief Administrative Officer.

9.3 The Subdivision Authority is not required to hold a hearing in considering an application for subdivision.

9.4 The Subdivision Authority must not approve an application for subdivision approval unless:

9.4.1. the land that is proposed to be subdivided is, in the opinion of the Subdivision Authority, suitable for the purpose for which the subdivision is intended.

9.4.2. the proposed subdivision conforms to the provisions of any Statutory Plan and, subject to section 9.5, any Land Use Bylaw that affects the land proposed to be subdivided.

9.4.3. the proposed subdivision complies with Part 17 of the Act and the Regulations under that Part, and

9.4.4. all outstanding property taxes on the land proposed to be subdivided have been paid to the Municipality, or arrangements satisfactory to the Municipality have been made for their payment pursuant to Part 10 of the Act.

9.5 The Subdivision Authority may approve an application for subdivision approval even though the proposed subdivision does not comply with the Town of Blackfalds' Land Use Bylaw if, in its opinion:

9.5.1 the proposed subdivision would not:

- a) Unduly interfere with the amenities of the neighbourhood, or
- b) Materially interfere with or affect the use, enjoyment, or value of neighbouring parcels of land, and

9.5.2 the proposed subdivision conforms with the use prescribed for that land in the Town of Blackfalds' Land Use Bylaw.

9.6 The Subdivision Authority may approve or refuse an application for subdivision approval.

9.7 A decision of the Subdivision Authority must be given in writing to the applicant and to the Government departments, persons, and local authorities to which the Subdivision Authority is required by the Regulations to give a copy of the application.

9.7.1 A decision of the Subdivision Authority must state:

- a) whether an appeal lies to the Subdivision and Development Appeal Board or the Land and Property Rights Tribunal, and
- b) if an application for subdivision approval is refused, the reasons for the refusal

9.8 The power to extend the subdivision approval periods referred to in section 657 of the Act is delegated by Council to the Chief Administrative Officer. The Chief Administrative Officer may further delegate this power.

9.9 The Chief Administrative Officer or his/her designate shall exercise the following powers, duties and functions:

9.9.1 Receives and processes subdivision applications for consideration by Council and in accordance with policies and procedures adopted by Council.

9.9.2 Makes and keeps a record of the Subdivision Authority's proceedings.

9.9.3 Ensures statutory notices and decisions of the Subdivision Authority are provided to such persons as the Act and the Regulations require.

9.9.4 Signs orders, decisions, approval notices, and other items given by the Subdivision Authority on its behalf.

PART 10 – REPEAL

10.1 That Bylaw 867/00 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

**INTERIM CAO
JUSTIN DE BRESSER**

READ for the second time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

**INTERIM CAO
JUSTIN DE BRESSER**

READ for the third and final time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

**INTERIM CAO
JUSTIN DE BRESSER**

DRAFT

TOWN OF BLACKFALDS

~~BY-LAW~~Bylaw
867/001284.23

BEING A ~~BY-LAW~~BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA, ~~TO RESCIND BYLAW 867/00 AND TO PURSUANT TO PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M 26.1 OF THE REVISED STATUTES OF ALBERTA 1994 AND AMENDMENTS THERETO, TO RESCIND BY-LAW 758/95 AND TO HAVE COUNCIL~~ ESTABLISH ITS OWN SUBDIVISION AUTHORITY IN 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 rescinding Bylaw 867/00 and to establish the subdivision authority in the Town of Blackfalds

WHEREAS pursuant to Section 623 of the MGA, RSA 2000, Chapter M-26 and Amendments thereto, requires Municipal Council to establish a Subdivision Authority, by bylaw, to exercise subdivision powers and duties on behalf of the municipality;

WHEREAS, the Municipal Council wishes to rescind ~~By-Law 758/95~~Bylaw 867/00; and

~~WHEREAS the Municipal Council wishes to become its own Subdivision Authority for the Town of Blackfalds;~~

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

1. Title

1. ~~That This~~this By-lawBylaw shall be cited as the "Subdivision Authority ~~By-Law~~Bylaw".

2. Definitions

~~The following words and terms are defined as follows~~In this Bylaw:

- 2.1 "Act" means the Municipal Government Act, ~~S.A. 1994~~2000, as amended.

- 2.2 "Council" means the Chief Elected Official and Councillors of the Town of Blackfalds elected pursuant to the provisions of the Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.

- ~~2.3 "Municipal Government Board" means the Board established under Section 486 of the Act,~~

- ~~2.42.3~~"Subdivision and Development Appeal Board" means the Board established to hear subdivision and development appeals pursuant to the Regional Subdivision and Development Appeal Board ~~By-law 761/95~~Bylaw 1274.22.

- ~~2.52.4~~"Subdivision Authority" means the persons established under Section 3 of the Subdivision Authority ~~By-law~~Bylaw to perform the functions of a Subdivision Authority under the Act.

- ~~2.5~~ "Chief Administrative Officer" means the person appointed to that position established under ~~By-Law 862/99~~Bylaw 1170/14.

- 2.6 "Land and Property Rights Tribunal" means the Land and Property Rights Tribunal established under the Land and Property Rights Tribunal Act.

- ~~2.7 "Municipal Planning Commission" means the Municipal Planning Commission established under the Land Use By-law of the Town of Blackfalds.~~

. 2.8 "Municipality" means the Town of Blackfalds.

2.9 "Regulations" means the Regulations proclaimed pursuant to the Municipal Government Act, S.A. ~~1994~~2000, as amended, Part 17.

~~2.10~~ "Statutory Plan" means the Town of Blackfalds' Municipal Development Plan, and any Intermunicipal Development Plan, Area Structure Plan or Area Redevelopment Plan adopted by Council pursuant to the Act.

~~2.11~~

3. Establishment of Subdivision Authority

- 3.1 The Subdivision Authority of the Town of Blackfalds is hereby established.
- 3.2 The Subdivision Authority shall consist of all duly elected members of Council.
- 3.3 The Subdivision Authority shall be the Council of Town of Blackfalds.

4. Term of Office

- 4.1 Each member of Council shall be a member of the Subdivision Authority, and will only terminate upon his/her ceasing to be a member of the Council.

5. Chairperson

- 5.1 The Chief Elected Official shall be the Chairperson.

6. Vice Chairperson

- 6.1 The Deputy Chief Elected Official shall be the Vice Chairperson.

7. Quorum and Meetings

- 7.1 A quorum of the Subdivision Authority shall be four (4) members of Council.
- 7.2 The Council, being the Subdivision Authority, may transact any affairs and responsibilities of the Subdivision Authority in conjunction with regular and/or special Council meetings.
- 7.3 Written minutes of the business transacted at all meetings and hearings of the Subdivision Authority shall be recorded within and be part of the minutes of Council meetings.
- 7.4 The Council may make rules as are necessary for the conduct of its meetings, its hearings, and its business that are consistent with this ~~By-law~~Bylaw, the Town of 'Blackfalds' Land Use ~~By-Law~~Bylaw, and the Act.

8. Fees and Expenses

- 8.1 The fees associated with subdivision applications, subdivision endorsements, and the holding of hearings and meetings of the Subdivision Authority may be set by the Development Fees and Fines Bylaw~~resolution of Council~~.

9. Responsibilities

- 9.1 The Subdivision Authority shall exercise subdivision powers and duties within the Town of Blackfalds as are described in the Act and the Regulations.
- 9.2 The Subdivision Authority may delegate any of its responsibilities as provided under the Act or the Regulations to the Chief Administrative Officer.
- 9.3 The Subdivision Authority is not required to hold a hearing in considering an application for subdivision.

- 9.4 The Subdivision Authority must not approve an application for subdivision approval unless:
- 9.4.1 the land that is proposed to be subdivided is, in the opinion of the Subdivision Authority, suitable for the purpose for which the subdivision is intended.
 - 9.4.2 the proposed subdivision conforms to the provisions of any statutory plan and, subject to section 9.5, any Land Use ~~By-law~~Bylaw that affects the land proposed to be subdivided.
 - 9.4.3 the proposed subdivision complies with Part 17 of the Act and the Regulations under that Part, and
 - 9.4.4 all outstanding property taxes on the land proposed to be subdivided have been paid to the Municipality or arrangements satisfactory to the Municipality have been made for their payment pursuant to Part 10 of the Act,
- 9.5 The Subdivision Authority may approve an application for subdivision approval even though the proposed subdivision does not comply with the Town of Blackfalds' Land Use ~~By-law~~Bylaw if, in its opinion:
- 9.5.1 the proposed subdivision would not:
 - (a) unduly interfere with the amenities of the neighbourhood, or
 - (b) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and
 - 9.5.2 the proposed subdivision conforms with the use prescribed for that land in the Town of Blackfalds' Land Use ~~By-law~~Bylaw.
- 9.6 The Subdivision Authority may approve or refuse an application for subdivision approval.
- 9.7 A decision of the Subdivision Authority must be given in writing to the applicant and to the Government departments, persons and local authorities to which the Subdivision Authority is required by the Regulations to give a copy of the application.
- 9.7.1 A decision of the Subdivision Authority must state:
 - (a) whether an appeal lies to the Subdivision and Development Appeal Board or the ~~Municipal Government Board~~Land and Property Rights Tribunal, and
 - (b) if an application for subdivision approval is refused, the reasons for the refusal.
- 9.8 The power to extend the subdivision approval periods referred to in section 657 of the Act is delegated by Council to the Chief Administrative Officer. The Chief Administrative Officer may further delegate this power.
- 9.9 The Chief Administrative Officer or his/her designate shall exercise the following powers, duties and functions:

- 9.9.1 Receives and processes subdivision applications for consideration by Council and in accordance with policies and procedures adopted by Council.
- 9.9.2 Makes and keeps a record of the Subdivision Authority's proceedings.
- 9.9.3 Ensures statutory notices and decisions of the Subdivision Authority are provided to such persons as the Act and the Regulations require.
- 9.9.4 Signs orders, decisions, approval notices, and other items given by the Subdivision Authority on its behalf.

Part 10 – Repeal

10.1 That Bylaw 867/00 is hereby repealed upon this Bylaw coming into effect.

Part 11 – Date of Force

, 2000.

That This this By-law Bylaw shall come into effect, upon the date on which it is finally read and passed.- April 1, 2000.

READ for the first time this day of _____

(RES., ap0)

C.E.O. _____ NE fu _____

.. C.A. GOZZI

READ for the second time this day of 1/1/00 , 2000.

(RES. 68300)

C.E.O. 1 flk
A ET Y

C. BAGOZZI

READ for the third and final time this Rel day of 1/1/00 2000.

(RES. bqjoo)

C.E.O. M
C. BAGOZZI

MEETING DATE: June 27, 2023

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1286.23, Urban Hen Bylaw**

BACKGROUND

At the May 23, 2023, Regular Council Meeting, the results of a public engagement survey soliciting the community's desire for a 2-year urban hen pilot program was presented. The results were that the majority of Blackfalds respondents were in favour of seeing chickens allowed in Blackfalds. In response to the findings, Council directed Administration to prepare an Urban Hen Bylaw for Council's consideration in preparation for a 2-year pilot program; the following resolution was carried unanimously:

170/23 Councillor Sands moved That Council directs Administration to bring forth an Urban Bylaw with urban hen rules and regulations in preparation for the 2-year Urban Hen Pilot Program and bring it back to Council for authorization.

CARRIED UNANIMOUSLY

Administration has prepared Urban Hen Bylaw 1286.23 that is proposed to regulate urban hen licensing for the 2-year pilot program commencing on July 11, 2023, after Council has given Second and Third and Final Reading to Bylaw 1286.23 (included in Attachment 1 of this report).

DISCUSSION

The May 23, 2023, Council report that presented the survey results also contained 9 potential regulatory requirements that would be considered in the development of an urban hen bylaw. Council requested that the proposed regulations be contained within a comparison chart with other municipal urban hen bylaw regulations, which has been provided in Attachment 2 of this report. The Town's proposed regulations are in the bottom row of the comparison chart, and where there have been changes to the original regulations presented, an explanation is provided in the Town's row.

Highlights of the proposed Urban Hen Bylaw include:

- Pilot program only in effect for two (2) years, effective July 11, 2023, and an urban hen license is only valid from July 11th to July 10th; annual application fees are \$70 and not prorated;
- A component of the application process requires notification to neighbours with shared property boundaries and across lanes, with a minimum of 75% "support" from neighbours for the application. Applicants must sign a Statutory Declaration declaring that neighbours have been notified of the applicant's intent to apply, which must be signed at the time of application;
- A complete prohibition on roosters;
- No limits on the number of hens, but a maximum coop size and minimum coop area/hen consistent with researched municipalities will naturally limit the number of hens;
- Appeal provisions have been built in allowing appeals by the applicant and notified neighbours;
- Provisions to ensure the hen's basic health and wellbeing are looked after;

- Prohibition on selling eggs or meat, slaughtering hens on the property, and keeping hens in anything other than a coop;
- Complaints are the responsibility of the hen owner to rectify, and if not possible, the matter is to be brought to the Town's attention; and
- Municipal enforcement mechanisms and general penalties for contravening the Bylaw have been built in.

To allow urban hens through this pilot program, an amendment to the Town's Animal Control Bylaw is required and contemplated under a separate item at this evening's Council meeting (amending Bylaw 1287.23).

FINANCIAL IMPLICATIONS

None other than administrative time to process Urban Hen License Applications and enforce the new Urban Hen Bylaw.

ADMINISTRATIVE RECOMMENDATION

1. That Council give First Reading to Bylaw 1286.23, Urban Hen Bylaw, as presented.

ALTERNATIVES

- a) That Council gives First Reading to Bylaw 1286.23, Urban Hen Bylaw as amended.
- b) That Council refer this item back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1286.23, Urban Hen Bylaw*
- *Comparison Chart of Urban Hen Bylaw Regulations*

APPROVALS



Justin de Bresser, Interim Chief
Administrative Officer



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA FOR
THE LICENSING, REGULATION, AND CONTROL OF URBAN HENS**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, to authorize the regulation, licensing, and control of urban hens within the Town of Blackfalds.

WHEREAS, pursuant to Section 7 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, the Council of a municipality may pass bylaws for municipal purposes respecting: the safety, health and welfare of people and the protection of people and property; wild and domestic animals and activities in relation to them; and the enforcement of bylaws; and

WHEREAS, pursuant to Section 8 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, a municipality shall pass bylaws regulating, prohibiting, and providing for a system of licenses, permits or approvals, including any and all of the matters listed herein.

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 “**Urban Hen Bylaw**”.
- 1.2 That Schedule ‘A’ and Schedule ‘B’, as attached, form part of this Bylaw.

PART 2 – DEFINITIONS

2.1 In this Bylaw:

- (a) “**Adjoining Neighbour**” means an owner or occupant of a property that is contiguous to a Subject Property along a common property line. If the Subject Property is located on a corner lot, an Adjoining Neighbour includes an owner or occupant of a property that is adjacent to the Subject Property across a rear lane, but not across a street.
- (b) “**Chief Administrative Officer**” or “**CAO**” means the person appointed to the position established under Bylaw 1170.14.
- (c) “**Coop**” means a fully enclosed weatherproof structure used for the keeping of Urban Hens that is no larger than 10.0 m² in floor area, and no more than 2.4 m in height.
- (d) “**Urban Hen**” means a domesticated female chicken that is at least 16 weeks of age.
- (e) “**Municipal Ticket**” means a municipal ticket issued on behalf of the Town for a violation under this Bylaw.
- (f) “**Officer**” includes an Animal Control Officer, a Bylaw Enforcement Officer, a Peace Officer, a Special Constable and a Member of the Royal Canadian Mounted Police.
- (g) “**Outdoor Enclosure**” means a security enclosed outdoor area attached to a Coop for Urban Hens to roam.
- (h) “**Owner**” includes any person, partnership, association, or corporation:
- Owning, possessing, having charge of, or control over, any Urban Hen;
 - Harbouring any Urban Hen;
 - Suffering or permitting any Urban Hen to remain about their house or premises; and
 - Any person to whom an Urban Hen License has been issued under this Bylaw.

- (i) **“Principal Building”** means a building which is considered the principal use of the lot on which it is erected.
- (j) **“Rear Yard”** means the portion of a lot or site abutting the rear property line extending across the full width of the Subject Property, situated between the rear property line and the nearest wall of the Principal Building. Where there is no Principal Building, the Rear Yard shall be determined at the minimum Rear Yard prescribed in the land use district the Subject Property is located on.
- (k) **“Rooster”** means a domesticated male chicken.
- (l) **“Subject Property”** means a lot or parcel of land in respect of which an Urban Hen License is sought or has been issued.
- (m) **“Temporary Caregiver”** means a person who has been authorized by the Owner to provide care to their Hens in the event the Owner is temporarily unable to do so.
- (n) **“Town”** means the Town of Blackfalds.
- (o) **“Urban Area”** means lands located within the Town’s municipal jurisdiction on which agricultural operations, including but not limited to the keeping of livestock are neither a permitted nor discretionary use under the Town’s Land Use Bylaw.
- (p) **“Urban Hen License”** means a license issued by the CAO or designate pursuant to this Bylaw authorizing the license holder to keep Urban Hens on a Subject Property.
- (q) **“Violation Ticket”** means the ticket issued by the Town to a person who has committed an offence under this Bylaw.

PART 3 – PROHIBITIONS

3.1 In the Urban Area, no person shall:

3.1.1 Keep a Rooster; or

3.1.2 Keep a hen, other than an Urban Hen for which a valid Urban Hen License has been issued.

PART 4 – PILOT PROGRAM REGULATIONS

4.1 The duration of the Urban Hen pilot program shall be two (2) years, effective July 11, 2023.

4.1.1 Participants must acknowledge the pilot program as a trial.

4.1.2 Should the pilot program not result in the implementation of a formal Municipal Urban Hen program, participants will have ninety (90) days from the end of the pilot program to re-home Urban Hens.

4.1.3 Should the pilot program not result in the implementation of a formal Municipal Urban Hen program, the annual Urban Hen License fee shall not be prorated.

PART 5 – LICENSING PROVISIONS

5.1 Prior to application for an Urban Hen License, the applicant shall notify all Adjoining Neighbours in writing of the intent to apply for an Urban Hen License and request the Adjoining Neighbours state their written “support” or “not in support” of having Urban Hens on the Subject Property.

5.2 A person may apply to keep Urban Hens by:

5.2.1 Submitting a completed application, on the form approved by the Chief Administrative Officer;

- 5.2.2 Paying the annual Urban Hen License fee of \$70.00, which shall not be prorated;
- 5.2.3 Providing a site plan including a drawing that shows the proposed location and dimensions of the Coop and Outdoor Enclosure and the proposed setbacks from the Coop and Outdoor Enclosure to the side and rear property lines;
- 5.2.4 Providing a copy of the Premises Identification (PID) Number applicable to the Subject Property;
- 5.2.5 Providing a copy of the written notification provided to Adjoining Neighbours and their responses indicating “support” or “not in support”; and
- 5.2.6 Any other information reasonably required by the CAO, or designate, including but not limited to:
 - 5.2.6.1 The name, address and contact information of the Owner and any person(s) who may act as a Temporary Caregiver;
 - 5.2.6.2 A copy of the Certificate of Title for the Subject Property dated within thirty (30) days of the date of application; and
 - 5.2.6.3 Written consent to keep Hens on the Subject Property, from the registered landowners of the Subject Property as shown on the Certificate of Title, if the Owner is not the registered landowner.
- 5.3 At the time of application for an Urban Hen License, the applicant shall sign the Urban Hen Statutory Declaration provided for in Schedule ‘A’ of this Bylaw declaring that Adjoining Neighbours have been notified of the applicant’s intent to apply for an Urban Hen License.
- 5.4 The CAO, or designate, may issue or renew an Urban Hen License if they are satisfied:
 - 5.4.1 The applicant is the Owner of the Subject Property on which the Urban Hens will be kept, or that the Owner of the Subject Property has provided written consent to the application;
 - 5.4.2 The applicant resides on the Subject Property on which the Urban Hens will be kept;
 - 5.4.3 That a minimum of seventy-five percent (75%) of the Adjoining Neighbours have offered support for the Urban Hen License;
 - 5.4.4 The land use district of the Subject Property allows the placement of a Coop for the keeping of Urban Hen(s);
 - 5.4.5 The applicable fee has been paid; and
 - 5.4.6 All required information has been provided.
- 5.5 The CAO, or designate, may refuse to grant or renew an Urban Hen License for any of the following reasons:
 - 5.5.1 The applicant or Owner:
 - 5.5.1.1 Does not or no longer meets the requirements of this Bylaw;
 - 5.5.1.2 Provides false information or misrepresents any fact or circumstance to the CAO, or designate, or an Officer;
 - 5.5.1.3 Less than seventy five percent (75%) of Adjoining Neighbours offer their “support” for the applicant to apply for an Urban Hen License;
 - 5.5.1.4 Has, in the opinion of the CAO, or designate, based on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted;

- 5.5.1.5 Has been convicted of any offence involving abuse, mistreatment or negligent treatment or keeping of animals;
- 5.5.1.6 Has previously been the holder of an Urban Hen License that was revoked for non-compliance with this Bylaw, or in respect of which an order has been made under Section 645 of the *Municipal Government Act*;
- 5.5.1.7 Has not complied with all other Provincial or Federal regulations for the keeping of livestock;
- 5.5.1.8 Fails to pay a fine imposed by a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of Urban Hens;
- 5.5.1.9 Fails to pay any fee required by this or any applicable Bylaw; or
- 5.5.2 In the opinion of the CAO, or designate, based on reasonable grounds, it is in the best interests of the public to do so.
- 5.6 An Urban Hen License is valid only for the period July 11th to July 10th in the year for which it is issued.
- 5.7 An Urban Hen License is not transferable from one person to another person nor from one property to another.
- 5.8 A person to whom an Urban Hen License has been issued shall produce the license at the demand of the CAO, or designate, or an Officer.

PART 6 – APPEALS

- 6.1 An appeal lies from a decision of the CAO, or designate, to:
 - 6.1.1 Issue an Urban Hen License, if the appellant is an Adjoining Neighbour;
 - 6.1.2 Impose conditions on an Urban Hen License, if the appellant is the applicant who applied for the Urban Hen License or is an Adjoining Neighbour;
 - 6.1.3 Refuse an Urban Hen License, if the appellant is the applicant for the Urban Hen License; or
 - 6.1.4 Revoke an Urban Hen License, if the appellant is the holder of the Urban Hen License that was revoked.
- 6.2 An appeal under Section 6.1 shall be in writing, addressed to the Chief Administrative Officer, and must be received not later than fourteen (14) days after the decision subject to the appeal is issued.
- 6.3 An Adjoining Neighbour may appeal under Section 6.1.1 or Section 6.1.2 of this Bylaw only if the grounds of appeal are:
 - 6.3.1 That the keeping of Hens on the Subject Property is likely to have a materially adverse effect on the health of the Adjoining Neighbour or of a person living in the premises of the Adjoining Neighbour; or
 - 6.3.2 A reason or factor listed in Sections 5.5.1.1, 5.5.1.2, 5.5.1.5, or 5.5.1.6 of this Bylaw.
- 6.4 As soon as reasonably practicable, and in any event not more than fourteen (14) after receiving a notice of appeal the Chief Administrative Officer shall appoint an Appeal Committee for the purpose of hearing the appeal, and apart from appointing the Appeal Committee and providing it with administrative support, the Chief Administrative Officer shall not be involved in the appeal process.
- 6.5 The Appeal Committee shall consist of three (3) members, none of whom is an employee or Council Member of the Town and that the Chief Administrative Officer may appoint members as deemed appropriate. In the case of an appeal from an Adjoining Neighbour appealing under the provisions of Section 6.3.1 of this Bylaw, the CAO must also make

reasonable efforts to appoint the Appeal Committee a licensed and practicing veterinarian and a licensed and practicing physician.

6.6 The Appeal Committee shall schedule the appeal hearing within thirty (30) days after the notice of appeal.

6.7 The Appeal Committee shall provide its decision in writing, with reasons, within seven (7) days of the appeal hearing. The Appeal Committee may:

6.7.1 Uphold the decision of the CAO, or designate;

6.7.2 Vary the decision of the CAO, or designate, including imposing conditions on an Urban Hen License that differ from any conditions imposed by the CAO, or designate; or

6.7.3 Overturn the decision of the CAO, or designate.

6.8 The decision of the Appeal Committee is final and binding and is not subject to appeal to a Court.

PART 7 – KEEPING OF URBAN HENS

7.1 An Owner shall:

7.1.1 Have a valid Urban Hen License;

7.1.2 Provide each Urban Hen with at least 0.37 m² (4.0 ft²) of interior floor area within the Coop to a maximum Coop size of 10.0 m² in floor area, and at least 0.92 m² (990.28 ft²) of Outdoor Enclosure;

7.1.3 Locate the Coop and Outdoor Enclosure fully within the Rear Yard of the Subject Property;

7.1.4 Provide and maintain, in the Coop, at least one nest box per Coop and one perch per Urban Hen, that is at least 15 cm long;

7.1.5 Keep each Urban Hen in the Coop or Outdoor Enclosure at all times;

7.1.6 Provide each Urban Hen with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dust-bathing, and roosting, all sufficient to maintain the Urban Hen in good health;

7.1.7 Maintain the Coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;

7.1.8 Construct and maintain the Coop to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal;

7.1.9 Keep a food container and a water container in the Coop;

7.1.10 Keep the Coop secured from sunset to sunrise;

7.1.11 Remove left over feed, trash, and manure in a timely manner;

7.1.12 Store feed within a fully enclosed container;

7.1.13 Store manure within the fully enclosed container, and store no more than 3 cubic feet of manure at a time;

7.1.14 Remove all other manure not used for composting or fertilizing and dispose of manure in accordance with Town bylaws;

7.1.15 Follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak;

7.1.16 Register all Urban Hens with the Province through the Premise Identification (PID) Program and/or any other registration system required by Provincial or Federal regulation or legislation; and

7.1.17 Keep Urban Hens for personal use only.

7.2 An Owner shall not:

7.2.1 Sell eggs, manure, meat or other products derived from Urban Hens;

7.2.2 Slaughter an Urban Hen on the Subject Property;

7.2.3 Dispose of an Urban Hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of Urban Hens; and

7.2.4 Keep an Urban Hen in a cage, kennel, or any shelter other than a Coop.

PART 8 – COMPLAINTS

8.1 Any complaints pertaining to Urban Hens are the responsibility of the Owner to reasonably communicate with the complainant to rectify the matter.

8.2 If complaints cannot be rectified between the Owner and the complainant, the matter shall be brought to the Town's attention.

8.2.1 If the complaint is unable to be resolved, in the opinion of the CAO or designate, the CAO or designate may revoke the Urban Hen License without compensation to the Owner.

PART 9 – MUNICIPAL TICKETS AND VIOLATION TICKETS

9.1 Where an Officer has reasonable grounds to believe that a person has contravened any provision of this Bylaw:

9.1.1 They may serve upon the person a Municipal Ticket allowing payment of the specified fine as set out in Schedule 'B' of this Bylaw, which payment will be accepted by the Town or the Contractor on behalf of the Town in lieu of prosecution for the offence if paid within 21 days of the date of service; or

9.1.2 They may issue and serve a Violation Ticket in accordance with the Provincial Offences Procedure Act, RSA 2000, c. P-34 and amendments thereto, allowing a voluntary payment or requiring a person to appear in court, without the alternative of making a voluntary payment.

9.2 An Officer may, but is not required to, issue a Municipal Ticket before issuing a Violation Ticket under the Provincial Offences Procedure Act.

9.3 A Municipal Ticket shall be deemed to be sufficiently served if:

9.3.1 Served personally on the Owner, or left at the Owner's residence; or

9.3.2 Mailed to the address of the Owner.

9.4 Penalties for a second, third or subsequent offences will be applicable, where those offense occur within 1 year of the first offence.

PART 10 – OBSTRUCTION

10.1 No Owner or person shall obstruct or hinder any person in the exercise or performance of the person's powers pursuant to this Bylaw.

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

**INTERIM CAO
JUSTIN DE BRESSER**

READ for the second time this _____ day of _____, A.D. 20__.

(RES. _____)

MAYOR JAMIE HOOVER

**INTERIM CAO
JUSTIN DE BRESSER**

READ for the third and final time this _____ day of _____, A.D. 20__.

(RES. _____)

MAYOR JAMIE HOOVER

**INTERIM CAO
JUSTIN DE BRESSER**

SCHEDULE ‘A’

STATUTORY DECLARATION

CANADA
PROVINCE OF ALBERTA
TO WIT:

In the Matter of

I, _____, of _____ in the
(name) (city/town)

Province of Alberta, Canada, do solemnly declare that I have notified my Adjoining Neighbours of the intention of holding an Urban Hen License and having Urban Hens in accordance with the Town of Blackfalds Bylaw 1286.23, Urban Hen Bylaw.

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the _____)
_____ of _____)
in the Province of Alberta, this _____)
day of _____ A.D., 2____.)

Commissioner for Oaths/Notary Public

Signature of Declarant

SCHEDULE ‘B’

General Penalties				
Description	Section	Fine Amount		
		1 st Offence	2 nd Offence	3 rd Offence and subsequent offences
Keeping of an Urban Hen without a valid Urban Hen License	3.1.2	\$100	\$250	\$500
Keeping of a Rooster	3.1.1	\$250	\$500	\$1000
Failing to construct, maintain, or keep coops in accordance with bylaw requirements	Part 7	\$100	\$250	\$500
Improper disposal or storage of manure	7.1.13, and 7.1.14	\$250	\$500	\$1000
Failure to follow Canadian Food Inspection Agency procedures to reduce potential for disease outbreak	7.1.15	\$100	\$250	\$500
Failure to register flock with the province through PID and/or any other registration required by provincial or federal legislation	7.1.16	\$100	\$250	\$500
Failing to keep Urban Hens for personal use only	7.1.17	\$250	\$500	\$1000
Slaughter of an Urban Hen on the Subject Property	7.2.2	\$250	\$500	\$1000

Municipality (Population in 2022)	Fee	Maximum # of Licenses Issued	Maximum Coop Size	Premise Identification (PID)	Notification to Neighbours/Distance	Minimum Neighbour Approval	Minimum Property Size/Zoning	Owner Authorization	Who deals with Complaints/ licenses, applications	# of Hens allowed	Pilot program?	What's working/not working and if contemplating any changes to the current bylaw
City of Lacombe (14,229)	\$50 annually, valid from January 1 to December 31	No limit	No larger than 10 m2 in floor area, and no more than 2.4 m in height. Each hen must have at least 0.37 m² of interior floor area, and at least 0.92 m² of outdoor enclosure. Larger coops are not allowed.	Not required at time of application. Applicants are required to apply for PID account within 30 day of assuming ownership of an animal.	Yes. The neighbour notification is required if they share a property line with another property. Neighbours across a lane do not get notification.	50% support from neighbours is required. The applicant is asked to speak with their neighbour prior to application, but it is not mandated. Municipal Enforcement Department sends out letters to the neighbours to solicit their support for the application when one is received.	The property on which the hens will be kept must contain a detached or semi-detached dwelling.	Yes	Municipal Enforcement issues urban hen licenses and addresses all complaints.	Maximum 4 hens	Yes, currently within their 1 year program and has issued 10 licenses.	No concerns at this time
Town of Sylvan Lake (16,802)	\$60 annually, valid from January 1 to December 31. Fee is not prorated.	No limit	Each hen must have at least 0.37 m² of interior floor area, and at least 0.92 m² of outdoor enclosure, within the coop. Larger coops are not allowed.	Not required at time of application. PID registration is a condition of an urban hen license.	N/A	N/A	The property on which the hens will be kept must contain a detached or semi-detached dwelling.	Yes	Director of Parks and Protective Services issues license and reviews plans. Municipal Enforcement enforces.	Maximum 4 hens	No	No concerns at this time
City of Red Deer (105,883)	\$28 annually, valid from January 1 to December 31. Fee is not prorated.	One license/1,000 persons based on The City's population at the time of the most recent municipal census.	No larger than 10 m2 in floor area, and no more than 2.4 m in height. Each hen must have at least 0.37 m² of interior floor area, and at least 0.92 m² of outdoor enclosure, within the coop. Larger coops are not allowed.	Not required at time of application. PID registration is a condition of an urban hen license.	N/A	N/A	No, as long as they meet the requirements of the Chicken Bylaw 3514/2014.	Yes	Licensing Inspector issues licenses and Municipal Enforcement addresses the complaints.	Maximum 4 hens	Yes, it was originally a 1 year pilot program in 2014 that turned into a permanent urban hen program.	Bylaw is under review and will be placed into the new Responsible Animal Ownership Bylaw. Sometime in July 2023. 1 point they are looking at is allowing for more licenses to be issued.
Town of Innisfail (7,672)	\$65 annually, valid from January 1 to December 31. Fee is not prorated.	20	No larger than 10 m2 in floor area, and no more than 2m in height. Each hen must have at least 0.37 m² of interior floor area, and at least 0.92 m² of outdoor enclosure. Larger coops are not allowed.	PID registration required at the time of application.	Yes. Only neighbours with a shared property boundary and those across a lane.	N/A	The property on which the hens will be kept must contain a detached or semi-detached dwelling.	Yes	Legislative Coordinator issues permits and Municipal Enforcement deals with the complaints.	Minimum 2 hens to a maximum of 4 hens	2 year pilot program completed, they only allowed 5 licenses during the pilot. The pilot was successful and resulted in a permanent urban hen program as of April 2023.	No concerns at this time, New Bylaw came into effect April 24th, 2023
Town of Penhold (3,928)	\$70 annually, valid from January 1 to December 31. Fee is not prorated.	25	No larger than 100 ft2 and 1.8m in height. Outdoor enclosed must be a minimum of 8 to 10 ft2. Larger coops are not allowed.	PID registration required at the time of application.	Yes. As part of the application the applicant must submit the Neighbour Acknowledgment form. Notification goes out only to neighbours with a shared property boundary and those across a lane.	N/A	The property on which the hens will be kept must contain a detached or semi-detached dwelling.	Yes	License Officer issues licenses, and Municipal Enforcement addresses complaints.	Maximum 4 hens	Yes it started as a pilot program that has turned into a permanent urban hen program.	No concerns at this time

Municipality (Population in 2022)	Fee	Maximum # of Licenses Issued	Maximum Coop Size	Premise Identification (PID)	Notification to Neighbours/ Distance	Minimum Neighbour Approval	Minimum Property Size/ Zoning	Owner Authorization	Who deals with Complaints/ licenses, applications	# of Hens allowed	Pilot program?
Town of Blackfalds (11,962)	\$70 annually, valid from July 1 to June 30, not prorated.	No limit.	No larger than 10 m2 in floor area, and no more than 2.4 m in height. Each hen must have at least 0.37 m² of interior floor area, and at least 0.92 m² of outdoor enclosure. Larger coops are not allowed.	PID registration required at time of application.	Applicant to provide notification to ""adjoining neighbours"", meaning neighbours with a shared property boundary and across a lane.	75% of ""support"" from neighbours is required for a successful application, and applicants will be required to sign a Statutory Declaration declaring that they have notified their adjoining neighbours (Schedule 'A' of Bylaw 1286.23).	No minimum property size proposed, applicants will be required to meet the requirements of (proposed) Bylaw 1286.23).	Yes, if the applicant is not the registered landowner, authorization from the registered landowner(s) is required at the time of application. This proposed approach is consistent with all municipalities researched.	CAO or designate will issue decisions on applications, Bylaw will enforce the rules and regulations. Complaints are to be addressed by the urban hen owner, but if the complaint cannot be rectified, the matter is to be brought to the Town's attention for potential enforcement.	No maximum number of hens proposed, however the proposed maximum coop size and minimum interior floor area/hen inside the coop will limit the number of hens.	2 year pilot program proposed to be in effect as of July 1, 2023.
	This proposed fee amount is on the upper end of those researched, and is the same as Penhold.	This proposed no limit on the number of issued licenses is the same as Lacombe, Sylvan Lake, and Rocky Mountain House.	The proposed maximum floor area is the same as those researched, and same maximum height as Lacombe, Red Deer, Alix, Penhold, and Clive.	This proposed application requirement is the same as Innisfail, Penhold, and Olds.	The May 23, 2023 potential regulations shared with Council included a requirement to notify neighbouring property owners in writing within 150 m of the property subject to the urban hen license application. After researching this regulation, administration is proposing to reduce the required notification to adjacent landowners only to be in line with municipal best practices. The impacts of hens would be experienced by the immediate neighbours which was the main reason behind the proposed change. This proposed approach is similar to the Towns of Penhold, Innisfail, Olds, and the Villages of Alix and Clive.	A percentage of support from neighbours is a similar approach as The City of Lacombe and the Village of Clive. However, the proposed Town regulation is a 75% support, while Lacombe and Clive's are at 50% support needed for a successful application.	At the May 23, 2023 Council meeting, a proposed minimum property size of 5,000 was presented. Council expressed a desire to remove the minimum property size requirement. As such, administration is proposing to remove the minimum and have a similar requirement as The City of Red Deer.	None of the municipalities researched require the urban hen owner to attempt to address the complaints.	All researched municipalities attribute a maximum number of hens, however administration is not proposing a maximum as the maximum coop size along with minimum interior floor area/hen will naturally limit the number of hen.	The way the Town's proposed Urban Hen Bylaw is written, upon expiration of the 2-year program a new Bylaw or amending bylaw will need to be brought before Council for consideration. At that time, Administration will report back on how the pilot program went.	
	Proposing to not have the fee prorated like the majority of municipalities researched.		The proposed prohibition on larger coops is the same as the Cities of Lacombe and Red Deer, and Towns of Sylvan Lake, Innisfail, Penhold and Olds.								

MEETING DATE: June 27, 2023

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1287.23, Animal Control Bylaw Amendments**

BACKGROUND

Following a public engagement survey that explored the community's desire for a 2-year urban hen pilot program that found a majority of Blackfalds respondents were in favour of seeing chickens allowed in Blackfalds, Council directed Administration to prepare an Urban Hen Bylaw for Council's consideration in preparation of a 2-year pilot program. At their May 23, 2023, Regular Council Meeting, Council carried the following resolution unanimously:

170/23 Councillor Sands moved That Council directs Administration to bring forth an Urban Bylaw with urban hen rules and regulations in preparation for the 2-year Urban Hen Pilot Program and bring it back to Council for authorization.

CARRIED UNANIMOUSLY

As part of the development of an Urban Hen Bylaw, an amendment is required to the Town's Animal Control Bylaw to enable licensed hens within the Town's municipal jurisdiction. Amending Bylaw 1287.23 before Council proposes to make the necessary amendments to the Animal Control Bylaw.

DISCUSSION

The Town's Animal Control Bylaw currently prohibits "Livestock", which includes chickens, within the Town's municipal limits. In order to enable hens with a valid urban hen license within the Town's municipal limits, an amendment is needed to the Animal Control Bylaw 1181/14 definition of "Livestock" to exclude licensed chickens from the Livestock prohibition.

Since an amendment is required to the Animal Control Bylaw to allow for licensed hens, Administration is taking this opportunity to propose to fix a long-standing inconsistency between the Land Use Bylaw's definition of "Kennel" and the Animal Control Bylaw's definition of "Kennel". The inconsistency is in the number of dogs that are allowed in a residence before the animal owner is required to apply for a Kennel use under the Land Use Bylaw. The Land Use Bylaw defines "Kennel" as harbouring of more than 3 dogs and 3 cats, all over the age of 3 months, and the Animal Control Bylaw defines "Kennel" as harbouring of more than 2 dogs and 3 cats. The amending bylaw before Council proposes to increase the number of dogs before it is considered a "Kennel" to 3 dogs (up from 2 dogs).

A track changes version of Animal Control Bylaw 1181/14 identifying the proposed amendments along with the corresponding amendment numbers in the Bylaw for ease of reference is provided in Attachment 2 of this report. Please note that it was not possible to include the corresponding Bylaw amendment numbers in Schedule C of the Bylaw, but the proposed amendments are shown in track changes.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

1. That Council give First Reading to Bylaw 1287.23, Animal Control Bylaw Amendments, as presented.

ALTERNATIVES

- a) That Council give First Reading to Bylaw 1287.23, Animal Control Bylaw Amendments, as amended.
- b) That Council refer this item back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1287.23 Animal Control Bylaw Amendments - Draft*
- *Bylaw 1181/14 Animal Control Bylaw Track Changes*

APPROVALS

Justin de Bresser, Interim Chief
Administrative Officer

Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND ANIMAL CONTROL BYLAW 1181/14**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Animal Control Bylaw No. 1181/14 to update the definition of “Livestock” to exclude licensed chickens.

WHEREAS, pursuant to Section 7 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, authorizes Council of the Town of Blackfalds to enact bylaws respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS, the Council of the Town of Blackfalds deems it desirable to amend such a bylaw to exclude the prohibition of licensed chickens from the municipality.

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 “**Animal Control Bylaw Amendments**”.

PART 2 – AMENDMENTS

2.1 That Part 2 – DEFINITIONS, Section 2 l) is amended by deleting the definition for “Kennel” and replacing it with:

“Kennel” includes a house, shelter, room or place located in a properly zoned area (according to the Town’s Land Use Bylaw) where more than 3 dogs over the age of 3 months and/or 3 cats over the age of 3 months, regardless of sex are kept or boarded, but does not include commercial premises used for the care and treatment of animals, operated by a duly qualified veterinarian;

2.2 That Part 2 – DEFINITIONS, Section 2 o) v. be amended by adding “(non-licensed)” after “chickens”.

2.3 That Part 5 – ANIMAL CONTROL PROVISIONS, Section 18 be amended by deleting “...two (2)...” and replace it with “three (3)...”

2.4 That Part 7 – KENNELS, Section 31 be amended by deleting “...two (2)...” and replacing it with “...three (3)...”

2.5 That Part 7 – KENNELS, Section 31 be amended by adding “...and/...”

2.6 That Schedule C Specified Penalties, Part 5, Section 18 be amended by deleting “2” and replacing it with “3”.

2.7 That Schedule C Specified, Part 7, Section 31 be amended by deleting “2” and replacing it with “3”.

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

**INTERIM CAO
JUSTIN DE BRESSER**

READ for the second time this _____ day of _____, A.D. 20__.

(RES. _____)

MAYOR JAMIE HOOVER

**INTERIM CAO
JUSTIN DE BRESSER**

READ for the third and final time this _____ day of _____, A.D. 20__.

(RES. _____)

MAYOR JAMIE HOOVER

**INTERIM CAO
JUSTIN DE BRESSER**

DRAFT



TOWN OF BLACKFALDS
BYLAW 1181/14

A BYLAW WITHIN THE CORPORATE LIMITS OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA FOR THE LICENSING, REGULATION AND CONTROL OF ANIMALS AND LIVESTOCK.

WHEREAS Council of the Town of Blackfalds has the authority to enact bylaws under the *Municipal Government Act*, RSA c. M-26, respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS, the Council of the Town of Blackfalds deems it desirable to pass such a Bylaw.

NOW THEREFORE, Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts the following:

PART 1 - TITLE

1. The Bylaw may be cited as the "Animal Control Bylaw."

PART 2 - DEFINITIONS

2. In this Bylaw, unless the context otherwise requires, the word, term or expressions:
- a) "Altered" means neutered or spayed;
 - b) "Animal" shall mean any Dog or Cat;
 - c) "Animal Control Officer" means a person employed under the contract between the Town and its Contractor to enforce the provisions of this Bylaw;
 - d) "Aggressive Dog" means any Dog that
 - i. has been designated an Aggressive Dog by a Justice;
 - ii. has been made the subject of an Order under the Dangerous Dog Act;
 - e) "Assistance Dog" means any professionally trained Dog, including a guide, hearing or service dog, that works in partnership with a disabled person to increase his or her independence, safety and mobility;
 - f) "Cat" means either male or female of the feline family;
 - g) "Contractor" means a person employed or under contract by the Town to enforce the provisions of this Bylaw and maintain and administer an impound facility for Animals;
 - h) "Dog" means any male or female of the canine family;
 - i) "Exotic Animals" means an animal not indigenous to Canada and not commonly kept as a household pet in Canada, whether or not such animal is a "wild animal" as defined herein;
 - j) "Former Owner" means the person at the time of impoundment who was the Owner of an Animal which has been subsequently sold or destroyed;
 - k) "Justice" has the meaning as defined in the Provincial Offences and Procedure Act, R.S.A. 2000, c. P-34 and amendments thereto;
 - l) ~~"Kennel" includes a house, shelter, room or place located in a properly zoned area (according to the Town's Land Use Bylaw) where more than 2 Dogs and/or 3 Cats of whatever age or sex are kept or boarded, but does not include commercial premises used for the care and treatment of animals, operated by a duly qualified veterinarian;~~ "Kennel" includes a house, shelter, room or place located in a properly zoned area (according to the Town's Land Use Bylaw) where more than 3 Dogs over the age of 3 months and/or 3 Cats over the age of 3 months, regardless of sex, are kept or boarded, but does not include commercial premises used for the care and treatment of animals, operated by a duly qualified veterinarian;
 - m) "Leash" means a restraint that is less than two meters in length and made of material capable of restraining the Animal or Aggressive Dog on which it is being used;
 - n) "License" means a license issued by the Town to an Owner upon payment of the required fee for each Animal or Aggressive Dog they own, indicating the year for which the fee has been paid, and which is assigned a number recorded by the Town;
 - o) "Livestock" includes but is not limited to:
 - i. A horse, mule, ass, swine, emu, ostrich, camel, llama, alpaca, sheep, or goat.
 - ii. Domestically reared or kept deer, reindeer, moose, elk or bison.
 - iii. Fur bearing animals including fox, coyote, wolf, weasels, or mink.
 - iv. Animals of the bovine species.
 - v. Animals of the avian species including chickens (non-licensed), ducks, turkeys, geese, or pheasants.
 - vi. Bees.
 - vii. All other animals normally kept for agriculture purposes.

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**TOWN OF BLACKFALDS
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- p) "Minor Injury" means any physical injury to a domestic animal or a person, caused by an Animal or Aggressive Dog, that results in minor bruising, small puncture, scratch or tearing of the skin, bleeding, or any other injury that is not life threatening, disfiguring or debilitating.;
- q) "Municipal Ticket" means a municipal ticket issued on behalf of the Town for a violation under this Bylaw;
- r) "Muzzle" means a device of sufficient strength placed over an Animal's or Aggressive Dog's mouth to prevent it from biting;
- s) "Officer" includes an Animal Control Officer, a Bylaw Enforcement Officer, a Peace Officer, a Special Constable and a Member of the Royal Canadian Mounted Police;
- t) "Off Leash Area" shall mean an area designated by the Town where an Animal is not required to be controlled by a Leash;
- u) "Owner" includes any person, partnership, association, or corporation:
 - i. owning, possessing, having charge of, or control over, any Animal;
 - ii. harboring any Animal;
 - iii. suffering or permitting any Animal to remain about his or her house or premises; and
 - iv. any person to whom a License has been issued under this Bylaw.For the purposes of this Bylaw, an Animal can have more than one Owner at the same time, any, or all, who may be charged with offences under this Bylaw.
- v) "Park" or "Parkland" means any recreational land owned or controlled by the Town lying within Town limits, and includes all lands used for picnic grounds, campgrounds, playing fields, natural areas, neighborhood beautification areas, or any other public open space, or publicly maintained area administered by the Town Parks Department, and school grounds and playgrounds whether or not the management or control of such areas or facilities has been delegated to another body and includes all buildings or other improvements situated on these areas;
- w) "Running at Large" shall mean any Animal off the premises of the Owner and not on a Leash held by a person able to control the Animal;
- x) "Severe Injury" means any physical injury to a domestic animal or a person caused by an Animal or Aggressive Dog that results in severe bruising, multiple punctures or lacerations, any laceration requiring sutures or cosmetic surgery, broken bones or other injury severe in nature;
- y) "Tag" means a current metal, or other, tag issued by the Town to an Owner for each Animal or Aggressive Dog they own, indicating the year for which the fee has been paid and a number recorded to the Owner's name;
- z) "Threatening behavior" means behavior that creates a reasonable apprehension of a threat of harm and may include growling, lunging, snarling, charging or chasing;
- aa) "Unaltered" means not neutered or spayed;
- bb) "Wild animal" means an animal of a wild nature or disposition.

PART 3 - LICENSING PROVISIONS AND OFFENCES

- 3. Every person, who owns, keeps or harbors an Animal or Aggressive Dog, which is three (3) months of age, or older shall pay to the Town of Blackfalds a yearly license fee as set out in Schedule "A" attached hereto.
- 4. Upon payment of the current yearly License fee, the Town or its designate shall issue a License and a Tag with a number and year on it to the Owner.
- 5. Where a License is required, and has been paid for by the tender of an uncertified cheque, the License is automatically revoked if the cheque is not accepted and cashed by the bank on which it was issued.
- 6. The Tag shall be securely attached to a collar, which shall be worn by the Animal or Aggressive Dog for which it is issued at all times.
- 7. If a Tag is lost or destroyed, the Owner shall apply for a replacement, which shall be issued upon payment of the specified fee.
- 8. A Tag is not transferable from one Animal to another or one Aggressive Dog to another, and no refund will be made for any issued Tag,
- 9. Every person who fails to purchase a License, for any Animal or Aggressive Dog they own, on or before the 31st day of January in any year, shall be guilty of an offence and subject to the penalties provided for in this Bylaw.



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10. The Owner of an Assistance Dog will be issued a License and Tag free of charge.

PART 4 - LICENSING REQUIREMENTS FOR AGGRESSIVE DOGS

11. The Owner of a Dog that has been designated as an Aggressive Dog shall apply for an Aggressive Dog License and Tag immediately upon becoming the Owner of an Aggressive Dog or within seven (7) days after the Dog has been designated as aggressive, whichever occurs first, and prior to January 31 of each subsequent year as set out in Schedule "A".
12. An Aggressive Dog License and Tag shall be issued to the Owner of an Aggressive Dog provided that the Owner has:
- completed a License application in the form specified by the Town; and
 - paid the specified annual fee; and
 - supplied proof satisfactory to the Town that the Owner has a locked pen or enclosure capable of preventing the entry of any person except the Owner.

PART 5 - ANIMAL CONTROL PROVISIONS

13. The Owner of an Animal is guilty of an offence if the Animal:
- is Running at Large;
 - Is on Park or Parkland where Animals are prohibited or where the Park or Parkland area contains playground apparatus and/or a sand rubber or other materials utilized as a play area;
 - destroys or damages any public or private property;
14. The Owner of a Cat is guilty of an offence if the Cat defecates or sprays on property other than the Owner's or the Cat stalks birds on property other than the Owner's,
15. The Owner of a female Animal is guilty of an offence if he or she does not keep such Animal housed and confined during the whole period it is in heat.
16. The Owner of a Dog or Aggressive Dog is guilty of an offence if such Dog barks or howls so as to disturb a person;
17. The Owner of a Dog or Aggressive Dog is guilty of an offence if the Dog defecates on any public or private property not owned or occupied by the Owner and the Owner fails to immediately remove the defecation.
18. Any person who owns or occupies a dwelling unit (as defined by the Land Use Bylaw), is guilty of an offence if he or she has more than ~~two (2)~~three (3) Dogs on any land Which contains, or is permitted under the Land Use Bylaw to contain, a dwelling unit.
19. Any person who owns or occupies a dwelling unit (as defined by the Land Use Bylaw), is guilty of an offence if he or she has more than three (3) Cats on any land which contains, or is permitted under the Land Use Bylaw to contain, a dwelling unit.
20. Sections 18 and 19 does not apply to premises lawfully used for the care and treatment of animals operated by a licensed veterinarian or a person in possession of a development permit to operate a kennel or cattery as authorized by the Town's current Land Use Bylaw.
21. The Owner of an Animal or Aggressive Dog is guilty of an offence if he or she allows the defecation of an Animal or Aggressive Dog to accumulate on private property to such an extent that it is likely to annoy people or constitute a nuisance due to odor or unsightliness.
22. A person is guilty of an offence if such person springs or otherwise tampers with or damages a live trap in which Animals or skunks are to be trapped, or have been trapped, so as to allow any Animal or skunk to escape from the trap.
23. Any Owner of an Animal in the Town for a period longer than 30 days in a calendar year is required to have a current license for the Town unless the Owner is visiting and the Animal is licensed in another municipality.

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24. A person is guilty of an offence if he or she exercises an Animal or Aggressive Dog while he or she is driving in a motor vehicle.
25. The Owner of an Animal is guilty of an offence if he or she fails to carry a Leash while with an Animal in a designated *Off* Leash Area.
26. The Owner of an Animal or Aggressive Dog is guilty of an offence if he or she fails to ensure the Animal or Aggressive Dog wears a collar and Tag when the Animal or Aggressive Dog is off the Owner's premises.
27. The Owner of an Animal is guilty of an offence if the Animal is in an *Off* Leash Area and exhibits threatening behavior towards any other domestic animal or a person and the Owner fails to remove the Animal immediately from the Off Leash Area.
28. The owner of a dog is guilty of an offence if such dog is in an area where signs prohibit the presence of dogs.
29. No person shall keep or cause to be kept:
 - a) Any exotic animal, venomous snake, reptile, insect or spider.
 - b) Any wild animal.
 - c) Any livestock on any property unless the property is designated as an Agriculture District as provided under the Town Land Use Bylaw and has been approved for such by the Development Officer and/or Municipal Planning Commission.

PART 6 - OFFENCES APPLICABLE ONLY TO AGGRESSIVE DOGS

30. The Owner of an Aggressive Dog is guilty of an offence if:
 - a) the Aggressive Dog is not wearing a muzzle, under control and on a Leash held by a person who is capable of controlling the Aggressive Dog at all times when the Aggressive Dog is off the Owner's property;
 - b) the Aggressive Dog is on the Owner's property and is not indoors, or if outdoors, is not with and supervised by an adult or is not in a locked pen or enclosure capable of preventing the entry of any person except the Owner of the Aggressive Dog;
 - c) within seven (7) days after the Dog has been designated as an Aggressive Dog, the Owner fails to display at each entrance to the Owner's property and on the locked pen or structure in which the Aggressive Dog is confined, clear and visible signs, as specified in the Schedule " B" of this Bylaw, a warning of the presence of an Aggressive Dog on the Owner's property;
 - d) the Aggressive Dog is in a designated Off Leash Area;
 - e) the Aggressive Dog is Running at Large;
 - f) the Owner fails to immediately notify the Town and an Animal Control Officer if the Aggressive Dog is Running at Large;
 - g) the Owner fails to obtain an Aggressive Dog License and Tag.

PART 7 - KENNELS

31. Any person who owns, keeps or harbors more ~~than two (2)~~ three (3) Dogs ~~and/or~~ more than three (3) Cats, over the age of three (3) months, without obtaining the required development permit for a kennel in accordance with the Land Use Bylaw, is guilty of an offence.

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PART 8 - THREATEN, ATTACK OR BIT ANIMAL PROVISIONS

32. The Owner of an Animal is guilty of an offence if the Animal:
 - a) exhibits Threatening behavior towards a person or other domestic animal;
 - b) bites, attacks or causes Minor Injury to a domestic animal;
 - c) bites, attacks or causes Minor Injury to a person;
 - d) bites, attacks or causes Severe Injury to a domestic animal;
 - e) causes death to a domestic animal;
 - f) bites, attacks or causes Severe Injury or death to a person.
33. The Owner of an Aggressive Dog is guilty of an offence if such Aggressive Dog:
 - a) exhibits Threatening behavior towards a person or a domestic animal;
 - b) bites, attacks or causes Minor Injury to a domestic animal;
 - c) bites, attacks or causes Minor Injury to person;
 - d) bites, attacks or causes Severe Injury to a domestic animal;



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- e) causes death to a domestic animal;
- f) bites, attacks or causes Severe Injury or death to a person.

34. Sections 32 and 33 apply to the conduct of an Animal whether on or off the property of the Owner.

PART 9 - ADDITIONAL PENALTIES

35. A Justice, after convicting an Owner of Dog of an offence under this Bylaw, may, in addition to the fine specified under this Bylaw, order one or more of the following:
- a) the Dog be designated as an Aggressive Dog;
 - b) the Dog be euthanized;
 - c) the Owner be prohibited from owning any Dog for a specified period of time.

PART 10- INTERFERENCE WITH AN OFFICER

36. Any person, whether or not he is the Owner of an Animal or Aggressive Dog which is being or has been pursued and or captured, is guilty of an offence if he or she:
- a) interferes with, or attempts to obstruct, an Officer who is attempting to capture, or who has captured, any animal;
 - b) unlocks or unlatches or otherwise opens the vehicle in which animals captured for impoundment have been placed, so as to allow or attempt to allow any animal to escape there from;
 - c) removes, or attempts to remove, any animal from the possession of an Officer;
 - d) refuses to provide identification (name, address, and date of birth) and proof thereof to an Officer upon request;
 - e) provides false or misleading information to an Officer.

PART 11 - IMPOUNDING ANIMALS

37. Any Officer or any designated Contractor with the Town may seize and impound:
- a) any Animal or Aggressive Dog Running at Large;
 - b) any Animal or Aggressive Dog not wearing a collar or Tag while off the premises of the Owner;
 - c) any Animal found on Park or Parkland and not under the direct control of the Owner;
 - d) any female Animal or Aggressive Dog in heat not confined or housed.
38. Upon receiving an Animal or Aggressive Dog for impound, an Animal Control Officer, Contractor, or its staff, shall make reasonable efforts to identify and contact the Owner of the Animal or Aggressive Dog.
39. Subject to the entry notice provisions of the Municipal Government Act, R.S.A. 2000 c.M-26, an Officer may enter upon privately owned property at all times, other than a dwelling house, for the purposes of enforcing the provisions of this Bylaw.
40. An Officer, including an Animal Control Officer is hereby authorized to use live traps, nets or any other similar means to effect capture of Animals or Aggressive Dogs. The Town or its Contractor shall not be held liable for the death or injury of any Animal or Aggressive Dog.
41. The Contractor shall not sell, euthanize, or otherwise dispose of any impounded Animal or Aggressive Dog until the Animal or Aggressive Dog is retained in the Contractor's impound facility for seventy-two (72) hours, not including the day of impounding, Sundays or Statutory Holidays. After the expiration of seventy-two (72) hours, if the Owner has not claimed the impounded Animal, the Animal becomes the property of the Contractor.
42. The Contractor may retain an Animal for a longer period if in the opinion of the Contractor the circumstances warrant the expense or they have reasonable grounds to believe that the Animal is a continued danger to: persons, animals or property.
43. Any healthy Animal may be returned to the Owner during the seventy-two (72) hour period of impoundment upon payment to the Contractor the costs of impoundment and boarding (as specified in the contract between the Town and the Contractor). The



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Contractor may also collect the appropriate Animal License fee on behalf of the Town if the Animal is not licensed at the time of impound.

44. Any person claiming an impounded Animal shall present government issued identification to the Contractor or its staff.
45. Where an impounded Animal or Aggressive Dog has not been claimed by an Owner within 72 hours of impoundment, the Contractor is authorized to sell, euthanize, or otherwise dispose of any impounded Animal or Aggressive Dog.

PART 12- FULL RIGHT AND TITLE

46. The purchaser of an Animal from the Contractor pursuant to the provisions of this Bylaw shall obtain full right and title to it and the right and title of the Former Owner of the Animal shall cease upon the purchase.

PART 13 - MUNICIPAL TICKETS AND VIOLATION TICKETS

47. Where an Officer has reasonable grounds to believe that a person has contravened any provision of this Bylaw:
 - a) he or she may serve upon the person a Municipal Ticket allowing payment of the specified fine as set out in Schedule "C" of this Bylaw, which payment will be accepted by the Town or the Contractor on behalf of the Town in lieu of prosecution for the offence if paid within 21 days of the date of service; or
 - b) he or she may issue and serve a violation ticket in accordance with the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34 and amendments thereto, allowing a voluntary payment or requiring a person to appear in court, without the alternative of making a voluntary payment.
48. An Officer may, but is not required to, issue a Municipal Ticket before issuing a violation ticket under the Provincial Offences Procedure Act.
49. A Municipal Ticket shall be deemed to be sufficiently served if:
 - a) served personally on the Owner of the Animal or Aggressive Dog, or left at the Owner's residence; or
 - b) mailed to the address of the Owner of the Animal or Aggressive Dog.
50. Penalties for a second, third and subsequent offences will be applicable, where those offences occur within one (1) year of the first offence.

PART 14- CONTINUING OFFENCES

51. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable to a fine in the amount not less than that established by this Bylaw for each such day.

PART 15- SUMMARY CONVICTION

52. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to the specified penalty set out in Schedule "C" and in default of payment of any fine imposed, to imprisonment for not more than six (6) months. Any person who contravenes any provision of this Bylaw for which there is either "Court or no penalty specified in Schedule "C", is guilty of an offence and is liable on summary conviction to a fine of not less than five hundred dollars (\$500.00) and not more than ten thousand dollars (\$10,000.00) and in default of payment of any fine imposed, to imprisonment for not more than six (6) months.

PART 16- EXEMPTION FOR POLICE SERVICE DOGS

53. This Bylaw does not apply to an RCMP Service Dog while it is in Active Service.

PART 17 - PROOF OF LICENSE AND AGE OF ANIMAL

54. In any prosecution or proceedings for a contravention of this Bylaw, the onus of proving all of the following is on the person alleging that:
 - a) a person has a valid and subsisting License for an Animal or Aggressive Dog;



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- b) an Animal or Aggressive Dog is under 3 months of age; and
c) the length of time an Animal has been in the Town is less than 30 days in a

PART 18- CERTIFIED RECORDS OF TOWN

55. A copy of a record of the Town, certified by the Chief Administrative Officer as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing.

PART 19 - SEVERABILITY

56. Each separate provision of this Bylaw shall be deemed independent of all provisions, and if any provision of this Bylaw be declared invalid, all other provisions shall remain valid and enforceable.

PART 20 - ANNUAL LICENSE FEES

Refer to Schedule "A"

PART 21 - SPECIFIED PENALTIES

Refer to Schedule "C"

PART 22 - CAT AND SKUNK TRAPS

Refer to Schedule "D"

PART 23 - RESINDED

That Bylaw 1148/12 is hereby rescinded.

PART 24 - EFFECTIVE DATE

That this Bylaw comes into effect on the date of final passing thereof.

READ for the first time this 1 day of July, A.O. 2014.

(RES. 203/14)

PERSON

READ for the second time this 10 day of July, A.O. 2014.

(RES. 513/14)

MAYOR MELODIE STOL

MYRON THOMPSON

READ for the third and final time this 1 day of July, A.O. 2014.

(RES. 513/14)

MAYOR MELODIE STOL

CAO MYRON THOMPSON

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**TOWN OF BLACKFALDS
BYLAW 1181/14**

SCHEDULE "A"

ANNUAL LICENSE FEES	Amount
1. Unaltered Animal - Male or Female	\$ 60.00
2. Altered Animal - Neutered Male or Spayed Female	\$ 45.00
3. If the License fee is paid prior to January 31 st of the year, it shall be reduced to:	
a) Unaltered Animal - Male or Female	\$ 30.00
b) Altered Animal - Neutered Male or Spayed Female	\$ 15.00
c) Aggressive Dogs	No fee reduction
4. Unaltered Aggressive Dog - Male or Female	\$150.00
5. Altered Aggressive Dog - Neutered Male or Spayed Female	\$125.00
6. The Owner of any Animal or Aggressive Dog must provide confirmation from a Veterinarian that the Animal or Aggressive Dog has been spayed or neutered to obtain a License for an Altered Animal or Aggressive Dog.	
7. The replacement cost for a lost Tag is six (\$6.00) dollars.	\$6.00
8. If an Owner is a new resident to the Town or is a first time Animal Owner, the License fee will be as set out as in Schedule A - 3.	
9. There shall be no pro-rating on License fees.	



**TOWN OF BLACKFALDS
BYLAW 1181/14**

SCHEDULE "B"

AGGRESSIVE DOG SIGNAGE

WARNING



AGGRESSIVE DOG ON PREMISES



TOWN OF BLACKFALDS
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SCHEDULE C					
Specified Penalties					
-----Fines-----					
Part	Section	Offence	First	Second	Third and Subsequent
3	3	Fail to license animal	\$100.00	\$200.00	\$300.00
5	13(a)	Animal running at large	\$100.00	\$200.00	\$300.00
5	13(b)	Animal on park or parkland where prohibited	\$100.00	\$200.00	\$300.00
5	13(c)	Animal destroys/damages property	\$100.00	\$200.00	\$300.00
5	14	Cat sprays/defecates/stalks birds	\$100.00	\$200.00	\$300.00
5	15	Fail to confine animal in heat	\$100.00	\$200.00	\$300.00
5	16	Dog/Aggressive dog barks or howls so as to disturb a person	\$100.00	\$200.00	\$300.00
5	17	Fail to remove defecation	\$100.00	\$200.00	\$300.00
5	18	Have more than 2 3 dogs	\$100.00	\$200.00	\$300.00
5	19	Have more than 3 cats	\$100.00	\$200.00	\$300.00
5	21	Allowing defecation to accumulate on property	\$100.00	\$200.00	\$300.00
5	22	Tamper/spring/damage trap	\$100.00	\$200.00	\$300.00
5	24	Exercise animal/aggressive dog while in motor vehicle	\$100.00	\$200.00	\$300.00
5	25	Fail to carry leash in off lease area	\$50.00	\$200.00	\$150.00
5	26	Fail to ensure collar and tag worn by animal	\$100.00	\$200.00	\$300.00
5	27	Failing to remove animal exhibiting threatening behavior from an off leash area	\$100.00	\$200.00	\$300.00
5	29(a)	Keeping or harboring exotic animals	\$100.00	\$200.00	\$300.00
5	29(b)	Keeping or harboring wild animals	\$100.00	\$200.00	\$300.00
5	29(c)	Keeping or harboring livestock	\$100.00	\$200.00	\$300.00
6	30(a)	Aggressive dog not muzzled, under control and on leash	\$200.00	\$400.00	Court
6	30(b)	Aggressive dog not indoors, not supervised or in locked pen outdoors	\$200.00	\$400.00	Court
6	30(c)	Fail to display aggressive dog signage	\$200.00	\$400.00	\$600.00
6	30(d)	Aggressive dog in off leash area	\$200.00	\$400.00	\$600.00
6	30(e)	Aggressive dog running at large	\$200.00	\$400.00	\$600.00
6	30(f)	Fail to notify of aggressive dog running at large	\$200.00	\$400.00	\$600.00
6	30(g)	Fail to obtain aggressive dog license and tag	\$200.00	\$400.00	\$600.00
7	31	Harbor more than 2 3 dogs/3 cats without required permit	\$100.00	\$200.00	\$300.00
8	32(a)	Animal exhibits threatening behavior to person/animal	\$200.00	\$400.00	Court
8	32(b)	Animal bites, attacks or causes minor injury to animal	\$200.00	\$400.00	Court
8	32(c)	Animal bites, attacks or causes minor injury to person	\$250.00	Court	Court
8	32(d)	Animal bites, attacks or causes severe injury to animal	Court	Court	Court
8	32(e)	Animal causes death to animal	Court	Court	Court
8	32(f)	Animal bites, attacks or causes severe injury or death to person	Court	Court	Court
8	33(a)	Aggressive dog exhibits threatening behavior towards a person or animal	\$500.00	Court	Court
8	33(b)	Aggressive dog bites, attacks or causes minor injury to animal	\$500.00	Court	Court
8	33(c)	Aggressive dog bites, attacks or causes minor injury to person	Court	Court	Court
8	33(d)	Aggressive dog bites, attacks or causes severe injury to animal	Court	Court	Court



TOWN OF BLACKFALDS
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SCHEDULE C					
Specified Penalties					
			-----Fines-----		
Part	Section	Offence	First	Second	Third and Subsequent
8	33(e)	Aggressive dog causes death to animal	Court	Court	Court
8	33(f)	Aggressive dog bites, attacks or causes severe injury or death to Person	Court	Court	Court
10	36(a)	Interfere with Officer	\$500.00	\$500.00	\$500.00
10	36(b)	Unlock/unlatch vehicle where animal is confined	\$500.00	\$500.00	\$500.00
10	36(c)	Remove/attempt to remove animal from officer	\$500.00	\$500.00	\$500.00
10	36(d)	Refuse to provide identification to officer	\$500.00	\$500.00	\$500.00
10	36(e)	Provide false or misleading information to officer	\$500.00	\$500.00	\$500.00



TOWN OF BLACKFALDS BYLAW 1181/14

SCHEDULE "D"

CONDITIONS AND PROCEDURES TO RENT CAT/SKUNK TRAPS

1. A resident of the Town of Blackfalds who finds a cat or skunk on its property may report a complaint to the Contractor and request a cat/skunk trap from the Contractor.
2. The person with the complaint (Complainant) can attend at the office of the Contractor during normal business hours and request a cat /skunk trap. In order to obtain a cat/skunk trap, the Complainant must sign the form and agreement provided by the Contractor, and the Contractor will then provide a cat/skunk trap to the Complainant. The contractor is responsible to have the Complainant sign a cat/skunk trap agreement stating that they will treat the cat/skunk humanely.
3. The Complainant will be required to pay a \$20.00 deposit to the Contractor. This deposit will be returned to the Complainant at such time as the trap is returned and is found to be in the same condition it was at the time it was obtained from the Contractor. The complainant will also be responsible for a \$10.00 trap rental fee. If the trap is damaged or stolen the deposit is forfeited to the Contractor and it shall be the responsibility of the Complainant to pay the balance of the cost for the trap to be replaced.
4. It will be the responsibility of the Complainant to check the trap hourly, or as approved by the Contractor and, if an animal is caught, the Complainant must make arrangements to have the animal picked up or delivered to the Contractor within 24 hours following the trapping. During the week the Contractor will arrange the scheduling of their officers patrols in such a manner to reduce the length of time a cat/skunk is kept in a trap to a minimum. Traps are not to be set on weekends or when outside temperatures are consistently below zero (0) degrees. Traps shall be set in a shaded area of the property, away from the sun.
5. The Contractor may enter the property of the Complainant (but not a dwelling house) to ascertain if a cat/skunk has been properly placed or set and if a cat/skunk has been trapped.
6. The Complainant shall not leave a trap set on his property unattended when absent from the property for any period of time of more than 3 hours, except as approved by the Contractor.
7. When the Contractor takes possession of a trapped cat, the Contractor will try to locate an identifying tag or tattoo on the cat and if found, will make reasonable efforts to contact the owner of the cat in order to report that it has been impounded by the Contractor.
8. If the cat owner attends at the Contractor's offices to claim his or her cat that was trapped on another person's property, an offence ticket for the cat running at large may be issued in accordance with the Bylaw.
9. If a Complainant is disabled and therefore unable to pick up the cat/skunk trap, the Contractor will deliver the trap to the Complainant's property and pick up the trap 72 hours later. No fee shall be charged the Complainant.
10. Any person renting a cat/skunk trap or the Animal Control Officer shall be responsible for trapping any animal caught as humanely as possible.
11. Any person who abuses, teases, or pokes an animal in a cat/skunk trap or is causing pain, suffering, or injury to any animal may be charged with an offence under section 446 of the Criminal Code of Canada.
12. Any person seeing a cat/skunk in a trap being abused is encouraged to telephone and report the abuse to the Contractor, at which time the Contractor will, if warranted after investigation, attend at the premises where the abuse has taken place and remove the cat/skunk and the trap forthwith.

MEETING DATE: June 19, 2023

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: Highway 2A Tree Removal

BACKGROUND

Administration is considering removing the group of trees located between Highway 2A and Parkwood Road, south of Cottonwood Drive. The trees currently sit on land that belongs to Alberta Transportation. The reason for removing the trees is to provide a more aesthetically pleasing treed corridor along Parkwood Road and to enhance the businesses that are hindered by the grouping of trees. The project has support from the adjacent business owners.

DISCUSSION

The Town of Blackfalds must apply to Alberta Transportation for approval to remove the trees on Alberta Transportation's (AT) land. In discussions with AT, Administration feels that approval will not be a problem. The total cost to remove them would be the responsibility of the Town. Tree removal would likely happen in the Fall and follow the *Migratory Birds Convention Act*.

The intention would be to plant new trees per the attached plan to match the tree layout between Highway 2A and Parkwood Road, south of Panorama Drive. The estimated cost to purchase and install a mature tree is estimated at \$500 per tree. The plan shows the addition of 28 trees consisting of Colorado Spruce, White Spruce, and Foothills Ash.

FINANCIAL IMPLICATIONS

The total cost to remove the trees is estimated to be \$2500 - \$3500, and the cost to plant mature trees, as per the attached plan, is estimated at \$14,000 - \$15,000. The Town of Blackfalds received notification from Wolf Creek School Division that the Town is a beneficiary of a trust fund that was set up in the late 1990s. The Olive Freeman trust fund allocated around 20% of the interest to the Town for beautification and landscape projects. The amount sitting in the trust is around \$9,000 and can be allocated to this project. The Town has received the interest payment from the School Division. The additional funding would be drawn from the land and buildings reserve, which has a balance of just under \$500,000.

ADMINISTRATIVE RECOMMENDATION

- | |
|---|
| <ol style="list-style-type: none">1. That Council approves the Highway 2A Tree Beautification Project for the maximum amount of \$18,500. |
|---|

ALTERNATIVES

- a) That Council refers this item back to Administration for further review.

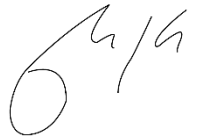
ATTACHMENTS

- *Highway 2A Landscaping Plan*

APPROVALS



Justin de Bresser, Interim Chief
Administrative Officer



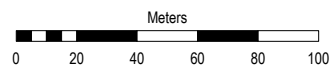
Department Director/Author

Highway 2A Landscaping



Colorado Spruce
Foothills Ash

White Spruce
To be removed



13/06/2023

BLACKFALDS
ALBERTA

MEETING DATE: June 27, 2023

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

PRESENTED BY: Preston Weran, Director of Infrastructure and Property Services

SUBJECT: **Sanitary Trunk (NE-22-39-27-W4) 2023 Capital Project Request**

BACKGROUND

The County of Lacombe approached the Town in late 2022 to discuss the limits of existing water and sewer servicing for the Aspelund Industrial Area that is currently serviced by the Town through our Joint Servicing Agreement.

The County is seeking additional water and wastewater supply for a large county water and wastewater user planned to develop in this area. The water capacity of the Town's system is capable of handling this larger demand in the interim until we build the Broadway Water Reservoir Expansion planned for 2025 under the 10-year Capital Plan. We agreed to supply to the County temporally through a future water cost-sharing agreement. The immediate limitation of servicing this larger demand falls to the undeveloped sanitary trunk planned to be built by the developer across the Blackfalds Crossing lands from South Street north of the Bark Park, to the existing Highway 2A stub southwest of the existing new commercial development area.

Until this larger demand was requested, the Joint Economic Area's wastewater flows have been quite low and accommodated within the Town of Blackfalds by the Briarwood Lift Station. The Briarwood Lift Station has a capacity of only 57 l/s, which is less than the Aspelund Lift Station's current design capacity. Past studies have identified that when combined flows of the Joint Economic Area and other Town growth exceed that, these sanitary flows would have to be re-routed into a new trunk southeast through Blackfalds Crossing (NE-22-39-27-W4).

The construction of this project and increased sanitary and water usage would see the County reach their 10% allocation of water/wastewater, and the service fees paid by the three communities will be combined into the utility rate, so no significant savings of these service fees will be realized by the Town. However, the more volume and users we can add to this system, the more efficient the system will operate. Other benefits of the project include savings on future inflation costs, limiting potential service interruptions or flooding of the Briarwood Lift Station and assisting our neighbours towards economic development opportunities.

DISCUSSION

This sanitary trunk project would include deep drilling or auguring under the CP rail line, the installation of a large sanitary trunk of approximately 750 metres and connection to the northern and southern existing sanitary system. Most of the trunk will be within the future residential and commercial development proposed for Blackfalds Crossing. The trunk will be approximately 10m deep at its northern limit. There is also a major ATCO gas pipeline that will have to be crossed on the south side of South Street. The elevations are not a concern for conflict, but the large excavation underneath it will require considerable pipe support and/or trench caging/shoring. These project challenges all carry inherent scheduling and external approval risks. Therefore, it is recommended

that the planning and design of this line be started as soon as possible to accommodate the proposed wastewater flows.

This trunk was planned to be built by the developer in the long-term future when they require the trunk for servicing the Blackfalds Crossing lands directly east of the railway. The Town planned to pay for the deepening and upsizing of this trunk through our Off-Site Levies Bylaw. We were anticipating this build to happen outside of the ten-year capital plan limits. However, with the County needing this larger capacity trunk sooner than the developer, this project has been requested by the County to be built as soon as able. With the developer not interested in building this ahead of development, the County and the Town have been working through the details on how to get this important connection in place by September of 2024. The Town has confirmed that the developer can provide us with the future Right of Way for this work, and they have agreed in principle to allow this system to be built across their lands.

During our initial discussions with the County, a preliminary budget of \$2.65 million dollars was estimated for this project based on previously build costs incurred in the area. However, there is limited information regarding the type of drill required for rail crossing, local groundwater, and soil conditions. Our engineers, Stantec, in collaboration with the County, have completed two memos that help frame the capacity and servicing options the County has available to achieve this increased capacity. Their best option to provide this servicing within their timeframe is to work collaboratively with the Town to design, build and connect this Sanitary trunk.

Recently, County and Town Administration have met and are confident that a partnership agreement to share this project costs can be drafted and signed in July if our Council chooses to support this important request from the County. By building this trunk now, it will allow the County to continue to expand the Aspelund Industrial area, and we will save on future inflation costs, limit potential service interruptions or flooding of the Briarwood Lift Station and align with regional collaboration values.

FINANCIAL IMPLICATIONS:

As noted above, the cost will be \$2.65 M, depending on testing, design and installation method. The funds required for this project would be drawn out of reserves, with the County paying their portion of the costs at the start of the project or throughout as progress is made. Details of this payment would be outlined in our County and Town agreement. This agreement would be brought forward for Council endorsement if this project moves forward.

ADMINISTRATIVE RECOMMENDATION

1. That Council amend the 2023 Capital Budget to include \$2.65M for the NE-22-39-27-W4 Sanitary Trunk Project.
2. That Council instructs Administration to negotiate with the County towards completing a project cost-sharing partnership agreement based on the memo ratios for sanitary volumes.

ALTERNATIVES

- a) That Council refer this item back to Administration for more information or amendments.

ATTACHMENTS

- *Stantec Aspelund Servicing Review Memo- June 1, 2023*
- *Stantec Aspelund Servicing Review – Water and Wastewater Volume Breakdown – June 1, 2023*
- *Town of Blackfalds Letter – June 2, 2023*
- *Sanitary Trunk Sketch*
- *Updated OPC*

APPROVALS

Justin de Bresser, Interim Chief
Administrative Officer



Department Director/Author

To:	Dion Burlock and Preston Weran Lacombe County and Town of Blackfalds	From:	Brad Vander Heyden Stantec
Project/File:	1101000089	Date:	June 1, 2023

Reference: Aspelund Servicing Review

1 Introduction

There is a private dairy industry with significant interest in constructing inside the Joint Economic Area (JEA), which is an important and exciting initiative for both Lacombe County (the County) and the Town of Blackfalds (the Town). This business is expected to require significant water and wastewater servicing accommodation of approximately 1,600m³/day. The new/proposed estimated peak flows were not available to the County, so 18.5 l/s is the assumed maximum day demand for this exercise. These volumes will require upgrades to the Town/County water and wastewater infrastructure. While upgrades have always been planned for future growth in both the Town and County jurisdictions, this sudden increase in water and wastewater volumes will require the upgrades to be completed sooner than anticipated (i.e. for opening day).

The purpose of this servicing review is to provide an overview on the various options and considerations, and to provide the County and Town the information needed to review and decide on a mutual path forward for the upgrades. The review is based off the following past planning documents completed for Lacombe County and the Town of Blackfalds

- Lacombe County – Water and Wastewater Servicing Study for the Joint Economic Area West of Blackfalds (Stantec, February 25, 2013)
- Town of Blackfalds 2016 Water Model Update (Stantec, February 14, 2017)
- Town of Blackfalds 2015 Wastewater Master Plan Update (Stantec, February 13, 2017)
- *Blackfalds Reservoir Capacity Assessment, Draft for Review* (Stantec, April 5, 2022)

Please refer to the attached overall figure that summarizes the various options and how they fit into the municipalities' existing and long-term infrastructure networks. Also attached is a table that summarizes the pros and cons of the options and considerations for both the Town and County.

2 Wastewater Servicing

The Joint Economic Area's wastewater is pumped by the Aspelund lift station eastward across the Queen Elizabeth II Highway, where it connects into the Town of Blackfalds' sanitary trunk network to the Briarwood Lift Station and then the east sanitary sewers, ultimately to the North Red Deer Regional Wastewater Commission's line. The Aspelund lift station currently has a pumping capacity of 75 l/s and has the ability to

Reference: Aspelund Servicing Review

be upgraded to 148 l/s in the future. For the proposed new dairy sites, the County is applying a discharge limit of 15 l/s (1296 m³/d) so that the Aspelund lift station pump upgrades can be deferred further into the future. In 2021-22, the average sanitary flow is 50 m³/day (0.57 L/s) in the Aspelund area.

For the interim, the Joint Economic Area's wastewater flows have been quite low and accommodated within the Town of Blackfalds by the Briarwood Lift Station, as shown on the attached figure. The Briarwood Lift Station has a capacity of only 57 l/s which is less than the Aspelund Lift Station's current design capacity. Past studies have identified that when combined flows of the Joint Economic Area and other Town growth exceed that, the flows would have to be re-routed into a new trunk through Blackfalds Crossing. The Town has not had the ability to accurately measure the existing flows going into the Briarwood Lift Station, but the overall engineering judgement among Stantec and the Town is that the Briarwood lift station either does not have the capacity to accommodate the proposed dairy industry flows on opening day, or that it would be pushed near the limit of its capacity such that the Blackfalds Crossing trunk would be required in the short term future anyways. **Therefore, it is recommended that the sanitary trunk be constructed through Blackfalds Crossing.**

There are several challenges and considerations that should be addressed for this line to get constructed by October 2024:

- Most of the trunk will be within future residential and commercial development proposed for Blackfalds Crossing. While the line has been preliminarily designed, it will require a very thorough detailed design because its vertical and horizontal alignments will need to be constructed precisely through the future community because it will be within the future roadways and will service many properties (i.e. its location needs to be permanent to not avoid significant future throwaway costs). Right-of-way will need to be acquired.
- The trunk will be approximately 10m deep at its north limit, including a major CP crossing, which will need to be steel encased and approved by CP.
- There is a major ATCO pipeline that will have to be crossed on the south side of South Street. The elevations are not a concern for conflict, but the large excavation underneath it will require considerable pipe support and/or trench caging/shoring.
- **The above challenges all carry inherent scheduling risk that are associated with external stakeholders. Therefore, it is recommended that the planning and design of this line be started as soon as possible to accommodate the proposed wastewater flows.**

Stantec's opinion of probable cost for the trunk is \$2,200,000, of which \$500,000 would be a developer-owned portion. The \$1.7M balance will ultimately be recovered by the Town through off-site levies.

3 Water Servicing

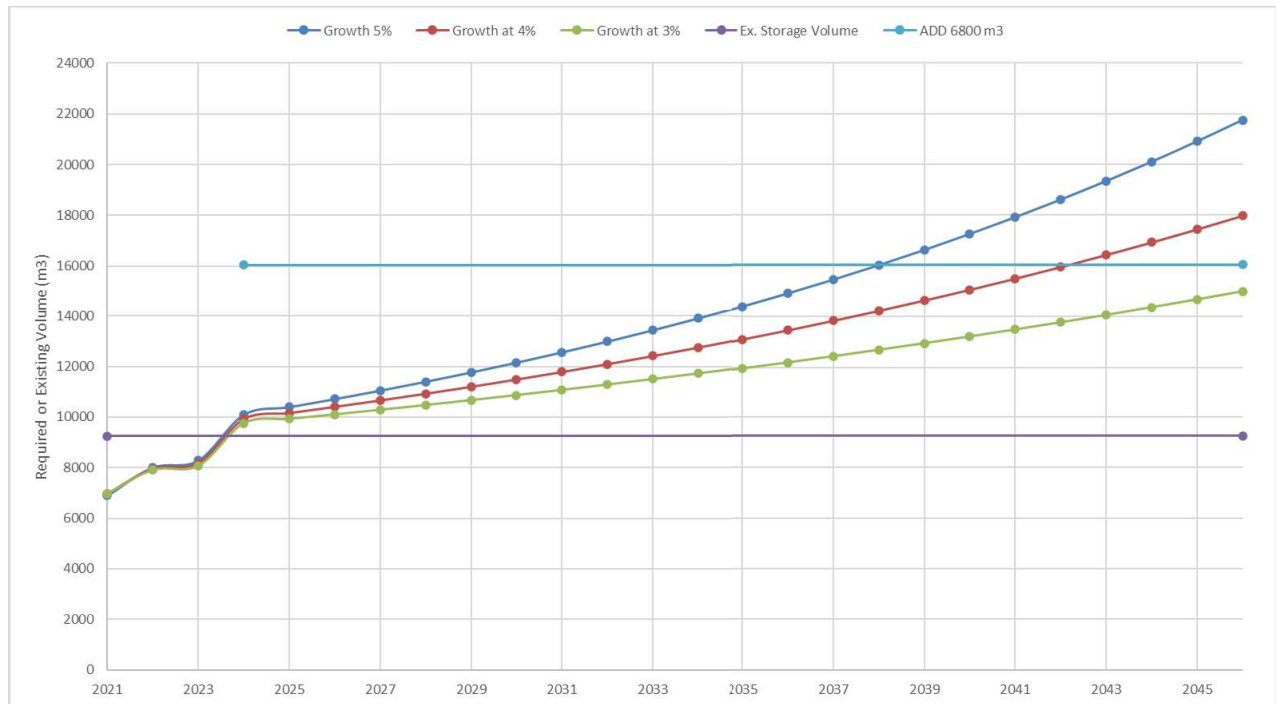
3.1 Reservoir Storage Capacity

The Town's two existing reservoirs have a combined storage capacity of 9,250m³ (2,450m³ in the Railway Avenue Reservoir and 6,800m³ in the Broadway Avenue reservoir). As of 2021 which was a dry year, the recorded annual average day flow is 2,346 m³/day and the maximum day flow is 4,386 m³/day, which leads

Reference: Aspelund Servicing Review

to a required storage volume of 6,897 m³. With an average annual water consumption growth rate of 3 to 5% in the Town and JEA area, the Town's next reservoir project would have projected to been required for completion sometime between 2026 and 2029. The additional reservoir can be either constructed in the Broadway Reservoir site or a new site (Cottonwood Reservoir site) to the east of the Town. The addition of the proposed private dairy facilities with the large water demand (MDD 1600 m³/day) will require the new reservoir to be constructed earlier as indicated in following figure.

Figure 1. Reservoir Volumes Under Various Growth Rates



In addition to the two reservoir locations in the Town, the new reservoir can be constructed in the Aspelund JEA development which is near the private dairy facilities. As illustrated in the attached figure, the three options to increase the reservoir storage capacity are:

- Option #1 – Upgrade the existing Broadway Avenue reservoir
- Option #2 – Construct the new Cottonwood Reservoir
- Option #3 – Construct the Aspelund Reservoir

Each of the options have their own pros and cons for the Town and County. Please refer to the attached table that provides details on the various pros and cons.

Reference: Aspelund Servicing Review

3.2 Hydraulic Performance

Hydraulic performance of the County and Town water networks was reviewed for peak-hour demand (PHD) requirements and fire flows. Please refer to the summary table for the County and Town considerations.

Currently, Aspelund is supplied water by a single 400mm diameter main near the Aspelund Lift Station. When the dairy facilities are operational, there will be a considerable amount of demand that relies on a single line. It is recommended that the secondary supply line be constructed from Duncan Avenue to Aspelund so that there is redundancy in the unlikely event that the existing supply line fails or needs to be temporarily shut down for whatever reason.

If the Aspelund reservoir gets constructed, the hydraulic modeling results indicate that it can be filled overnight by the existing supply line from Blackfalds, even while there is some flow going to the dairy facilities, if they require flows overnight. Alternatively, the County could connect directly to the regional line from Highway 597 to supply the Aspelund reservoir. As identified on the summary table, the cost of that supply line would be significant.

3.3 Timespans for Reservoir Design and Construction

Design and construction timespans for reservoir facilities is significant, particularly considering that at the time of this memo, the target date for the facilities to be in operation is the Fall of 2024. One of the biggest factors and challenges in estimating the schedule is the concrete work for the reservoirs, which requires many pours, and depending on when construction starts, the concrete pours could very well need to either be paused over winter or require costly heating/hoarding for the pours to continue over the winter months. The schedules assume that work would take place over the winter with heating and hoarding.

In any case, Option #1 is certainly the most likely one that can be completed by Fall of 2024.

3.4 Opinions of Probable Costs

Please refer to the table for the opinions of probable costs (OPCs). The reservoirs OPCs are conceptual level only and based on similar sized projects. The costs for the water and sanitary mains were based on approximate lengths and unit rates typical in Central Alberta over the past year. The costs include 35% for contingency and professional services.

3.5 Approximate Annual Operations and Maintenance Costs

Please refer to the table for assumed operational and maintenance costs for the various reservoir and pump station options. We have assumed that new facilities would require \$100,000 per year, and that the upgraded Broadway Avenue facility would require approximately \$30,000 per year in addition to the current operating and maintenance costs. This should be further reviewed by the County and Town. Replacement costs are excluded from this amount as well.

Reference: Aspelund Servicing Review

4 Closing

If you have any questions or comments, please don't hesitate to contact us.

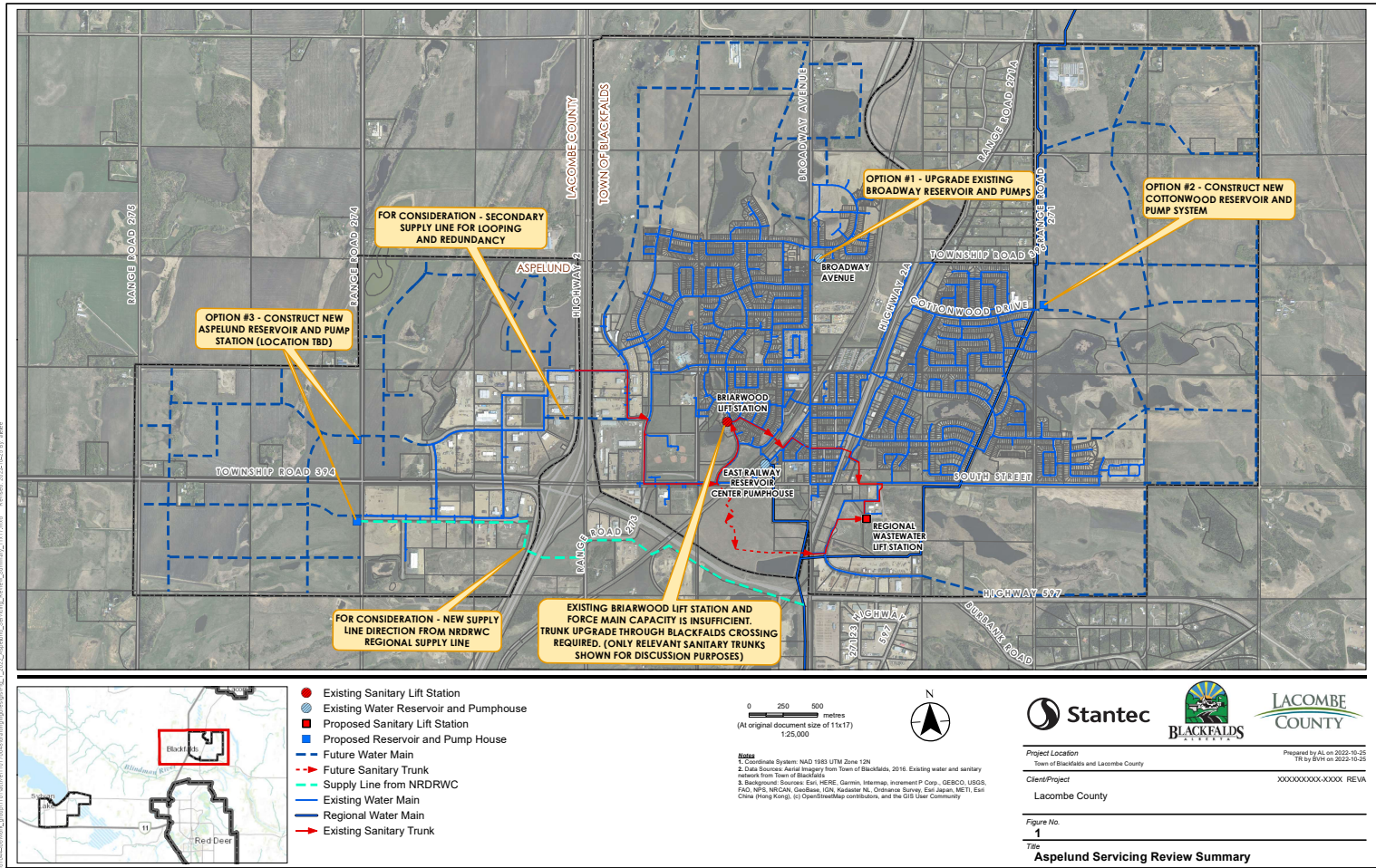
Sincerely,

STANTEC CONSULTING LTD.

A handwritten signature in blue ink, appearing to read 'Brad Vander Heyden'.

Brad Vander Heyden, P.Eng.
Senior Associate, Project Manager
Mobile: (403) 598-3463
brad.vanderheyden@stantec.com

Attachment: Overall Figure, Summary Table



Disclaimer: This document has been prepared based on information provided by others as cited in the Notes section. Stantec has not verified the accuracy and/or completeness of this information and shall not be responsible for any errors or omissions which may be incorporated herein as a result. Stantec assumes no responsibility for data supplied in electronic format, and the recipient accepts full responsibility for verifying the accuracy and completeness of the data.

Aspelund Water Servicing Review – Summary Table of Evaluation of Options

Components/Options	Approximate Reservoir Volume	Opinion of Probable Cost	Approximate Design and Construction Duration	Lacombe County			Town of Blackfalds		
				Long-Term Reservoir Volume Considerations	Hydraulic Performance (Fire Flows and Peak-Hour Demands)	Approximate Annual Operations and Maintenance Costs	Long-Term Reservoir Volume Considerations	Hydraulic Performance (Fire Flows and Peak-Hour Demands)	Approximate Annual Operations and Maintenance Costs
Reservoir Option #1 Upgrade Existing Broadway Reservoir and Pumps	6,800m ³	\$6,200,000	16 to 24 Months	Sets back the need to construct the next reservoir to ~2043 @ 4% growth rate (including the new facility's water demand).	System will continue to have adequate PHD pressures on opening day and up to approximately 2046, but future development west of RR 274 cannot meet PHD requirements without Aspelund Reservoir and Pump Station Fire flow conditions in Aspelund area will remain as they are.	\$0.00 / Year	Sets back the need to construct the next reservoir to ~2043 @ 4% growth rate.	System will continue to have adequate PHD pressures on opening day. Some substandard PHD flows in southeast area of Blackfalds in 2042. Essentially all fire flow requirements within Blackfalds will meet targets until to beyond 2042.	\$30,000 / Year
Reservoir Option #2 Construct New Cottonwood Reservoir and Pump Station	4,300m ³	\$8,500,000	22 to 26 Months	Sets back the need to construct the next reservoir to ~2038 @ 4% growth rate, (including the new facility's water demand).	System will continue to have adequate PHD pressures on opening day beyond 2046, but future development west of RR 274 cannot meet PHD requirements without Aspelund Reservoir and Pump Station Fire flow conditions in Aspelund area will remain as they are.	\$0.00 / Year	Sets back the need to construct the next reservoir to ~2038 @ 4% growth rate, (including the new facility's water demand). Potential suitor to replace the Railway Avenue Reservoir in the long term (+20 years)	System will continue to have adequate PHD pressures on opening day and beyond 2042. All fire flow requirements within Blackfalds will meet targets beyond 2046.	\$100,000 / Year
Reservoir Option #3 Construct New Aspelund Reservoir and Pump Station (Location TBD)	5,340m ³	\$9,300,000	24 to 28 Months	Sets back the need to construct the next reservoir to ~2042 @ 4% growth rate, (including the new facility's water demand). Reservoir volume will meet full JEA buildout needs.	All PHD pressures will be met in existing and ultimate buildouts. All fire flows will meet or exceed desired 233 l/s in existing and ultimate buildouts.	\$100,000 / Year	Sets back the need to construct the next reservoir to ~2042 @ 4% growth rate.	System will continue to have adequate PHD pressures on opening day and beyond 2042. A few areas in Blackfalds (by ME Global, Downtown, and in Broadway Village Mobile Home Park) would gain fire flow to meet desired targets.	\$0.00 / Year

Other Water Servicing Considerations

There is currently only one 400mm diameter water main that supplies the Aspelund Area from Blackfalds across the QEII Highway. Although the probability of it breaking is very low, any issues that cause a shutdown would have an impact on all the businesses in Aspelund, especially the heavy water users. A secondary line would provide a valuable redundancy. It would also improve the fire flows in Aspelund by ~20-30 l/s (up to 170-230 l/s) for the current areas built out until Option #3 is constructed. The secondary Aspelund supply line will cost approximately \$850,000. It would not have any notable benefits for the Town.

For Option #3, Lacombe County could supply the Aspelund reservoir with a new line that connects to the North Red Deer Regional Water Commission's line. This would cost approximately \$1.8M.

To:	Preston Weran, Town of Blackfalds	From:	Brad Vander Heyden Stantec
File:	110170040-225	Date:	June 1, 2023

Reference: Aspelund Servicing Review – Water and Wastewater Volume Breakdown

1. INTRODUCTION

In the Aspelund Servicing Review memo dated December 15, 2022, it was identified that the proposed dairy industrial development in the Aspelund Business Park will require two major infrastructure upgrades within the Town of Blackfalds:

- Construction of the sanitary trunk through Blackfalds Crossing, and
- Upgrades to the Town/County water reservoir facilities.

The purpose of this memo is to outline the average daily water and wastewater design volumes that the Town and County are anticipated to require from this future infrastructure. This breakdown is based on the volumes provided in the Town of Blackfalds 2016 Water Model Update (February 14, 2017), Town of Blackfalds 2015 Wastewater Master Plan Update (February 13, 2017), and the Lacombe County – Water & Wastewater Servicing Study Joint Economic Area West of Blackfalds (February 25, 2013).

2. WATER RESERVOIR VOLUMES

The Broadway Reservoir and Pump Station upgrades will provide an additional 6,800m³ of storage, which will be utilized by both the Town and County. The following assumptions were made as a premise for this exercise:

- The dairy facility will be in operation in 2024.
- A 3% annual growth of water demands has been assumed for both the Town and Lacombe County.
- Design water rates of 250 lcpd have been assumed for the Town.
- The Joint Economic Area currently uses, on average 136 m³ of water per day (2022). The dairy industrial development will increase that by 800 m³/day to 940 m³/day in 204.

Please refer to the attached table A.1, which provides a breakdown of the utilization of the proposed expansion of the Broadway Avenue Reservoir. With the above-noted assumptions, the Town of Blackfalds would utilize approximately 59% of the capacity and Lacombe County would utilize 41% of the capacity.

3. WASTEWATER VOLUMES

Ultimately, the Town of Blackfalds will have 17 industrial, commercial, and residential sewer sheds (SS1 – SS15) that feed into the proposed Blackfalds Crossing Trunk, as illustrated on Figure 1, attached. These sewer sheds are designed to have a combined daily average flow of approximately 3,451 m³/day, as outlined in Table A.2, attached. Please note:

- some adjustments have been made to the Town's Land Use Bylaw since the Wastewater Master Plan Update was completed. The attached table includes appropriate adjustments accordingly.

June 1, 2023

Preston Weran, Town of Blackfalds

Page 2 of 2

Reference: Aspelund Servicing Review – Water and Wastewater Volume Breakdown

- The Blackfalds Crossing sewershed is excluded from the total volumes because the Town and County will be contributing to the costs for oversizing.

The Joint Economic Area has a design wastewater flow of 0.10 l/s/ha. With a developable area of 375 ha, the average daily wastewater volume at full buildout is 3,240 m³/day.

4 CLOSING

In summary, the estimated utilization sharing for the Broadway Avenue Reservoir and the Blackfalds Crossing sanitary trunk oversizing is as follows:

Table 1 – Summary of Water and Wastewater Utilization

Municipality	Water Volume (m ³ /day)	Water Volume Utilization (%)	Wastewater Volume (m ³ /day)	Wastewater Volume Utilization (%)
Town of Blackfalds	~2,788	59%	~3,451 m ³ /day	52%
Lacombe County	~4,061	41%	~3,240 m ³ /day	48%

If you have any questions or comments, please don't hesitate to contact us.

Stantec Consulting Ltd.

Brad Vander Heyden P.Eng.
Senior Associate, Project Manager
Phone: (403) 598-3463
brad.vanderheyden@stantec.com

Attachment: Figure 1, Table A.1, and Table A.2

c. None

Table A.1 - Estimated Utilization of the Proposed Broadway Avenue Reservoir Expansion

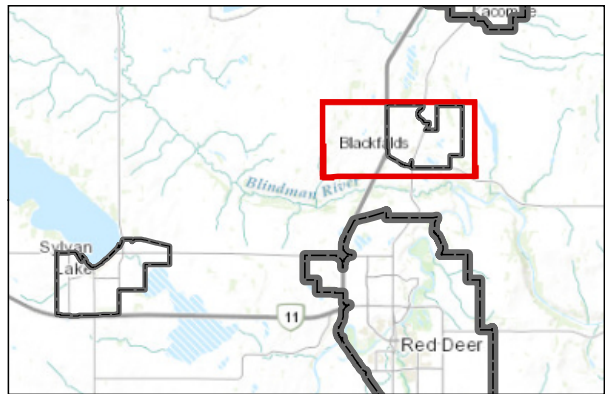
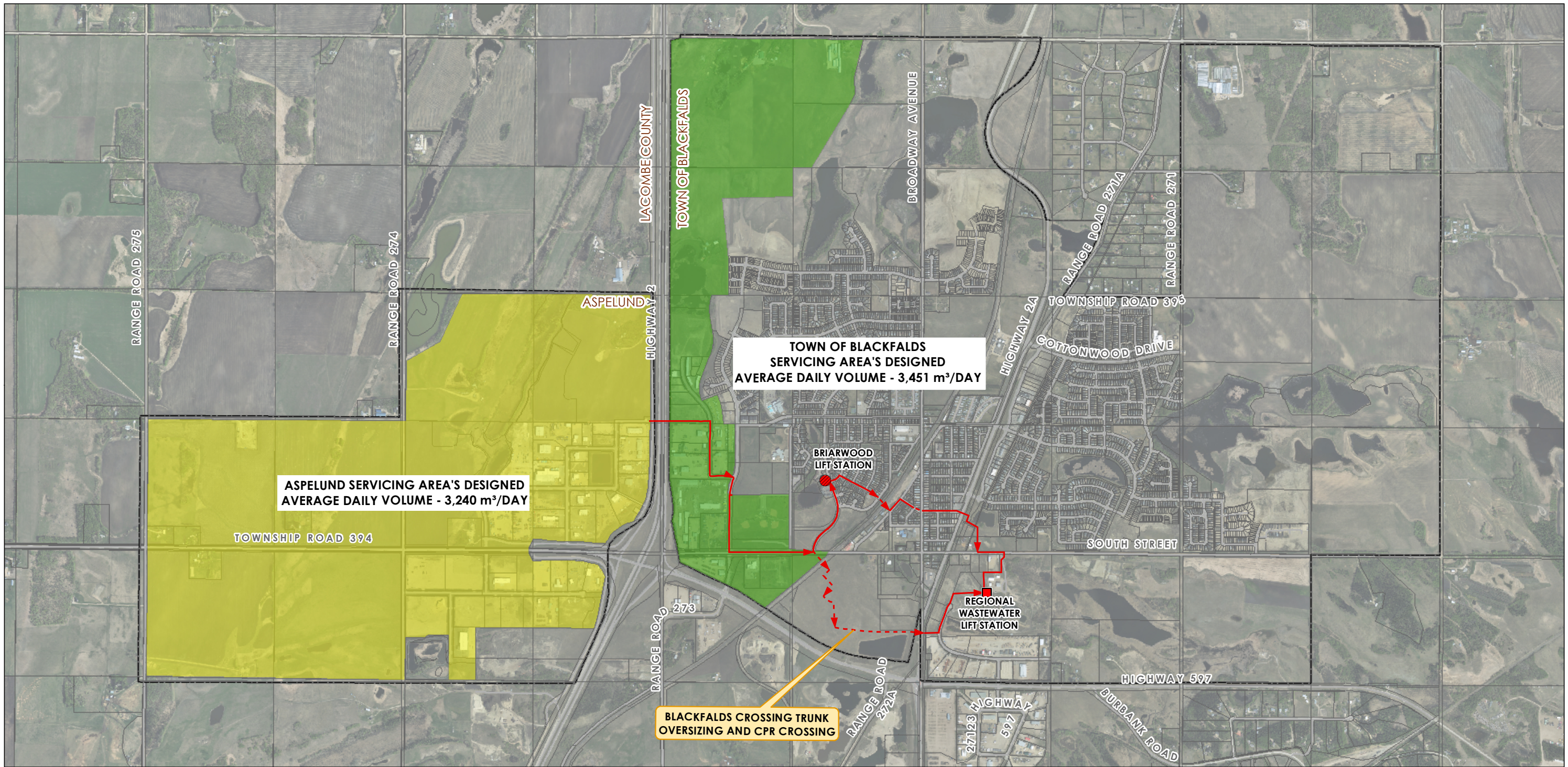
Population Demand And Storage Volume Projections For Growth Rate at 3% Per Year									Aspelund			Town			Total Req'd Storage Volume	Required Storage Volume for Water Consumption		Increase in Required Storage Reservoir Volume			
Year	Population	Lcpd	Total ADD (m3/d) incl dairy	Town ADD (m3/day)	Town MDD (m3/d)	Aspelund ADD (m3/day)	Aspelund MDD (m3/d)	A Fire Flow (m3)	B 25% MDD (m3)	C 15%ADD (m3)	D 1.25ADD (m3)	B 25% MDD (m3)	C 15%ADD (m3)	D 1.25ADD (m3)	A+B+C+D (m3)	Aspelund B+C+D	Town B+C+D	Aspelund Increase in B+C+D (m3)	Town Increase in B + C+ D (m3)	Total Added Volume (m3)	
			1.058		2		2	2516.4													
			1.03																		
2022	11,015	250	2890	2,754	5,508	136	272	2,516	68	20	170	1,377	413	3,442	8,007						
2023	11,345	250	2976	2,836	5,673	140	280	2,516	70	21	175	1,418	425	3,545	8,171	266	5,389			165	
2024	11,686	250	3866	2,921	5,843	944	1,889	2,516	472	142	1,180	1,461	438	3,652	9,861	1,794	5,551	1,528	162	1,690	
2025	12,036	250	3982	3,009	6,018	973	1,945	2,516	486	146	1,216	1,505	451	3,761	10,081	1,848	5,717	54	167	220	
2026	12,397	250	4101	3,099	6,199	1,002	2,004	2,516	501	150	1,252	1,550	465	3,874	10,308	1,903	5,889	55	172	227	
2027	12,769	250	4224	3,192	6,385	1,032	2,064	2,516	516	155	1,290	1,596	479	3,990	10,542	1,961	6,065	57	177	234	
2028	13,152	250	4351	3,288	6,576	1,063	2,126	2,516	531	159	1,328	1,644	493	4,110	10,783	2,019	6,247	59	182	241	
2029	13,547	250	4481	3,387	6,774	1,095	2,189	2,516	547	164	1,368	1,693	508	4,233	11,031	2,080	6,435	61	187	248	
2030	13,953	250	4616	3,488	6,977	1,128	2,255	2,516	564	169	1,409	1,744	523	4,360	11,286	2,142	6,628	62	193	255	
2031	14,372	250	4754	3,593	7,186	1,161	2,323	2,516	581	174	1,452	1,797	539	4,491	11,549	2,207	6,827	64	199	263	
2032	14,803	250	4897	3,701	7,402	1,196	2,392	2,516	598	179	1,495	1,850	555	4,626	11,820	2,273	7,032	66	205	271	
2033	15,247	250	5044	3,812	7,624	1,232	2,464	2,516	616	185	1,540	1,906	572	4,765	12,099	2,341	7,242	68	211	279	
2034	15,705	250	5195	3,926	7,852	1,269	2,538	2,516	635	190	1,586	1,963	589	4,908	12,387	2,411	7,460	70	217	288	
2035	16,176	250	5351	4,044	8,088	1,307	2,614	2,516	654	196	1,634	2,022	607	5,055	12,683	2,484	7,684	72	224	296	
2036	16,661	250	5512	4,165	8,331	1,346	2,693	2,516	673	202	1,683	2,083	625	5,207	12,988	2,558	7,914	75	231	305	
2037	17,161	250	5677	4,290	8,581	1,387	2,773	2,516	693	208	1,733	2,145	644	5,363	13,302	2,635	8,151	77	237	314	
2038	17,676	250	5847	4,419	8,838	1,428	2,857	2,516	714	214	1,785	2,209	663	5,524	13,626	2,714	8,396	79	245	324	
2039	18,206	250	6023	4,552	9,103	1,471	2,942	2,516	736	221	1,839	2,276	683	5,689	13,959	2,795	8,648	81	252	333	
2040	18,752	250	6203	4,688	9,376	1,515	3,031	2,516	758	227	1,894	2,344	703	5,860	14,302	2,879	8,907	84	259	343	
2039	19,315	250	6389	4,829	9,657	1,561	3,122	2,516	780	234	1,951	2,414	724	6,036	14,656	2,965	9,175	86	267	354	
2040	19,894	250	6581	4,974	9,947	1,608	3,215	2,516	804	241	2,009	2,487	746	6,217	15,020	3,054	9,450	89	275	364	
Town Growth Rate																		3%			
County Growth Rate																		3%			
																		Reservoir Expansion			
																		41%		59%	

Table A.2 - Town of Blackfalds Sewer Shed Volumes Going Into Blackfalds Crossing Trunk

Name	Area (Ha)	Residential Area (Ha)	Eq. ICI Area (Ha)	Design Population	Average Flow from Residential Area (L/s)	Average Flow from ICI Area (L/s)	Total Average Sanitary Flow (L/s)	Comment
SS1	51	10.2	29.1	459	1.7	6.05	1.9375	25% of 7.75
SS2	62.3	6.2	31.8	280	1.04	6.61	5.73	Reduced 25% since there will no longer be residential in All Star Park
SS3	17	0	7	0	0	1.45	1.45	
SS4	7.9	6.3	0.3	284	1.05	0.07	1.12	
SS5	11	8.8	0.2	395	1.46	0.05	1.51	
SS6	17.6	0	17.6	0	0	3.66	3.66	
SS7a	3.9	2.8	0	124	0.46	0	0.46	
SS7b	5.3	5.3	0	238	0.88	0	0.88	
SS7c	26	23.4	0	1051	3.89	0	3.89	
SS8	10.7	4.3	6.4	192	0.71	1.33	2.04	
SS9	13.9	0	13.9	0	0	2.88	2.88	
SS10	15.5	15.5	0	698	2.58	0	2.58	
SS11	10.2	10.2	0	459	1.7	0	1.7	
SS12	22.6	0	22.6	0	0	4.71	4.71	
SS13	0	0	0	0	0	0	0	
SS14	10	0	10	0	0	2.07	2.07	
SS15	16	0	16	0	0	3.33	3.33	
	300.9	93	154.9	4180	15.47	32.21	39.95	

Average Daily Flow (m ³ /day)	3451
--	-------------

\\cd044-06\work_group\110170048\drafting\figures\fig_1_2023_blackfalds_Crossing_sanitary_trunk_11x17.mxd Revised: 2023-04-17 By: alelee



- Existing Sanitary Lift Station
- Proposed Sanitary Lift Station
- - - Future Sanitary Trunk
- - - Existing Sanitary Trunk
- Aspelund Servicing Area
- Town of Blackfalds Servicing Area

0 250 500 metres
(At original document size of 11x17)
1:25,000



Notes
1. Coordinate System: NAD 1983 UTM Zone 12N
2. Data Sources: Aerial Imagery from Town of Blackfalds, 2016. Existing water and sanitary network from Town of Blackfalds
3. Background: Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community



Project Location
Town of Blackfalds and Lacombe County

Prepared by AL on 2023-04-17
TR by BVH on 2023-04-17

Client/Project
Lacombe County

110170040.225 REVA

Figure No.
1
Title
Blackfalds Crossing Sanitary Trunk - Oversizing Volumes

June 2, 2023

Mr. Tim Timmons, County Commissioner
RR 3, Lacombe Alberta
T4L 2N3

Re: Agreement For Infrastructure Servicing within Blackfalds for Aspelund Demands

Dear Tim:

Thank you for meeting with us regarding the Water and Wastewater Servicing on May 30, 2023. Please find below our response to your proposed agreement to increase our servicing capacity.

Sewer

Pending Council approval, the Town agrees to front end this project cost of approximately \$2.5M and complete the required design, tendering and construction of this sewer trunk to meet County demand pressures in Aspelund. The Town will require repayment of the County's portion of this project as soon as agreed to at the ratio of 48% as outlined in the June 1, 2023 Aspelund Servicing Review – Water and Wastewater Volume Breakdown memo for wastewater Volume Utilization. Construction of this project (S1 and C4 Sanitary Sewer Trunk) is planned to start as soon as possible with capacity improvements planned to be fully realized by the third quarter of 2024.

Water

The Aspelund Water Capacity needs of the County will be borrowed from our remaining capacity now, with the cost of this service to be negotiated separately. Future water capacity improvements (a new Reservoir build) within the Town will be negotiated in good faith using the same servicing criteria but referencing the water ratios. If the County chooses to build the County water reservoir, we would be happy to discuss a similar reciprocal capacity cost sharing of that facility for the Town of Blackfalds' servicing use.

It is our understanding that the County will draft the sanitary trunk agreement for us review and ultimately agree to. We plan to bring forward a 2023 capital project revision memo to Council at the end of June. At that time, we anticipate Council's formal direction on this project.

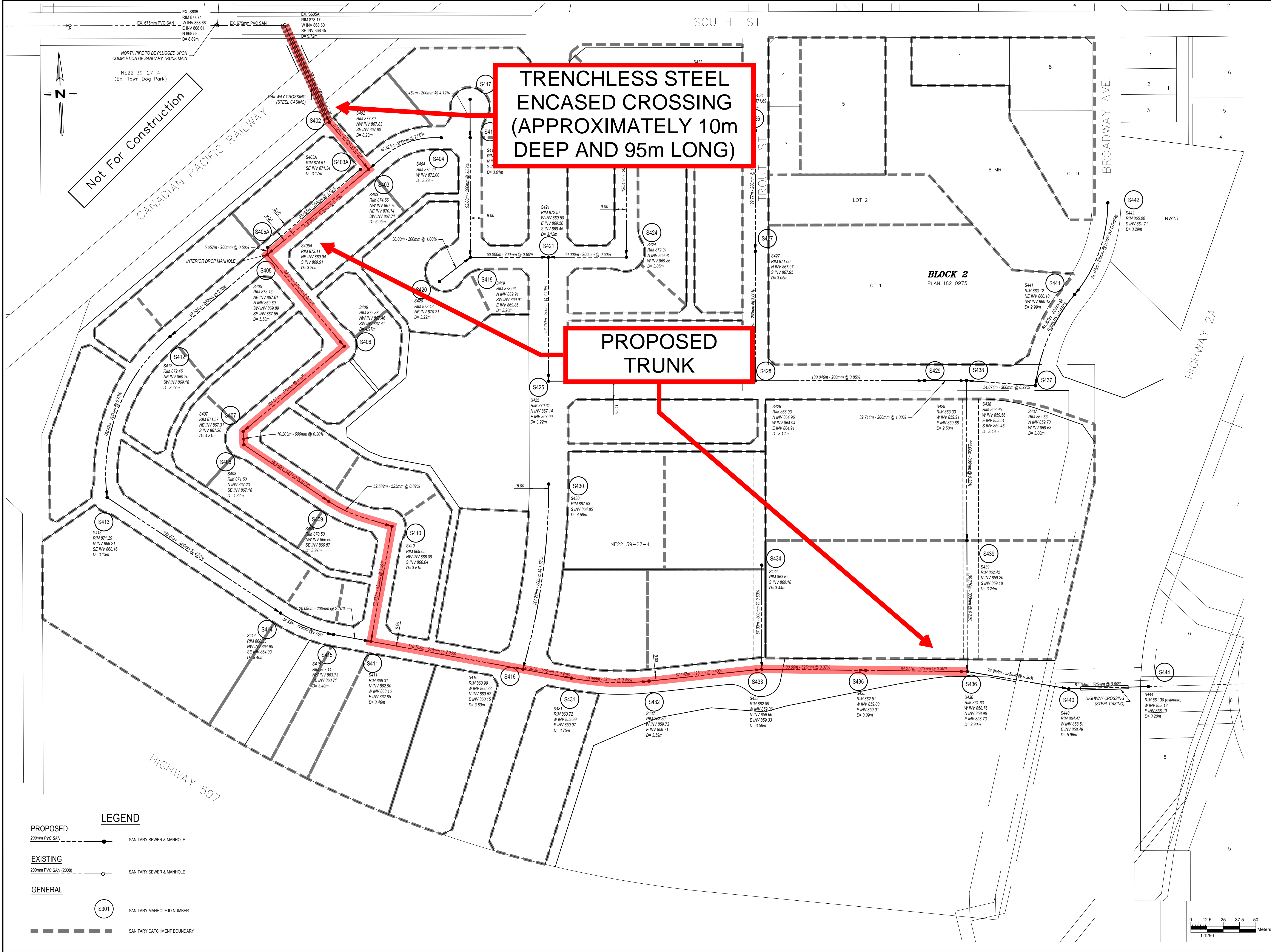
TOWN OF BLACKFALDS

Sincerely,



Preston Weran, Director of Infrastructure and Property Services

Cc, Justin de Bresser, Interim CAO
Encl. June 1, 2023 Aspelund Servicing Review – Water & Wastewater Volume Breakdown memo



7710 EDGAR INDUSTRIAL COURT
RED DEER, ALBERTA T4P 4E2
TEL: 1 403-342-7650 | FAX: 1 403-342-7691 | WWW.WSPGROUP.COM

CONSULTANT - SUB-CONSULTANT:

SEAL / PERMIT:

CLIENT:

ELKAY DEVELOPMENTS (BLACKFALDS) LTD.
SPIRE BLACKFALDS PROPERTY CORP.

CLIENT REF. # ---

PROJECT:

BLACKFALDS CROSSING
SERVICING STUDY
BLACKFALDS, ALBERTA

COPYRIGHT:

THIS DRAWING AND DESIGN IS COPYRIGHT PROTECTED WHICH SHALL NOT BE USED, REPRODUCED OR REVISED WITHOUT WRITTEN PERMISSION BY WSP CANADA INC.

DISCLAIMER:

THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND UTILITY LOCATIONS AND REPORT ALL ERRORS AND OMISSIONS PRIOR TO COMMENCING WORK.

THIS DRAWING IS NOT TO BE SCALED.

ISSUE / REVISION:		
3	2021-12-15	ISSUED FOR APPROVAL
2	2017-04-28	REVISED PER TOWN COMMENTS
1	2016-12-12	ISSUED FOR TOWN REVIEW
0	2016-06-22	ISSUED FOR CLIENT REVIEW

ISSREV: YYYY-MM-DD

DESCRIPTION

PROJECT NO:

151-02471-00

SCALE:

SEE SCALEBAR

DESIGNED BY:

D. OTTO

DRAWN BY:

D. OTTO

CHECKED BY:

C. SUCHY

PROJECT MANAGER:

C. SUCHY

DISCIPLINE:

INFRASTRUCTURE

TITLE:

SANITARY

DRAWING NO:

151-02471-00-C106

SHEET NO:

7 OF 11

ISSUE:

ISSUED FOR APPROVAL

DATE OF:

DECEMBER 15, 2021

ISSREV:

3

As of 12/15/2021 10:00 AM, the project is in the final stages of review. The drawing is for informational purposes only and should not be used for construction. The project is subject to change without notice.

Lacombe County and Opinion of Probable Costs (Updated June 21, 2023)
Town of Blackfalds

Opinion of Probable Cost (Updated June 21, 2023)

Item No.	Item of Work	Est. Quantity	Measure Unit	Unit Price	Amount
<u>Sanitary Trunk Through Blackfalds Crossing</u>					
Part 1:	General Requirements				
1.1	Mobilization/Demobilization	1	lump sum	\$150,000.00	\$150,000.00
1.2	Hydrovac	1	P.C.S.	\$10,000.00	\$10,000.00
	Subtotal Part 1:				\$160,000.00
Part 2:	Sanitary Mains				
2.1	Trench Excavation, Backfill, and Compaction				
	a) 3.0 - 4.0m Depth	611	lin. m	\$130.00	\$79,372.02
	b) 4.0 - 5.0m Depth	190	lin. m	\$170.00	\$32,311.90
	c) 5.0 - 6.0m Depth	92	lin. m	\$300.00	\$27,600.00
	d) 6.0 - 7.0m Depth	102	lin. m	\$500.00	\$51,045.00
	e) 7.0 - 8.0m Depth	47	lin. m	\$750.00	\$35,250.00
	g) Remove unsuitable material and replace with screened rock backfill material (provisional)	200	cu. m	\$60.00	\$12,000.00
2.2	PVC SDR 35 Sanitary Sewer Pipe				
	a) 200mm (Theortical w/o oversizing)	0	lin. m	\$75.00	\$0.00
	b) 525mm Diameter	689	lin. m	\$375.00	\$258,357.75
	c) 600mm Diameter	10	lin. m	\$500.00	\$5,000.00
	d) 675mm Diameter	343	lin. m	\$600.00	\$205,656.00
2.3	Manholes				
	a) 1200mm Manhole: Supply and Installation of , including precast barrels, slab top, grade rings, and base	56.5	vm	\$2,800.00	\$158,228.00
	b) Safety Platforms	each	2	\$3,000.00	\$0.00
2.4	Flush & Video Inspection	1,042	lin. m	\$15.00	\$15,625.71

Lacombe County and Town of Blackfalds
Opinion of Probable Costs (Updated June 21, 2023)

Item No.	Item of Work	Est. Quantity	Measure Unit	Unit Price	Amount
2.5	Canadian Pacific Railway Crossing				
	a) Case-Bore Auguring and Pipe	97	lin. m	\$6,000.00	\$582,000.00
	b) Site Prepararation (Excavation and Backfill of Pits)	1	LS	\$250,000.00	\$250,000.00
	c) Settlement Monitoring	1	LS	\$20,000.00	\$20,000.00
	Subtotal Part 2:				\$1,732,446.38
Part 3:	Roadway and Park Reconstruction				
3.1	Remove Asphalt	500	sq. m	\$10.00	\$5,000.00
3.2	Roadway Excavation (Gravel & Pitrun)	300	cu. m	\$20.00	\$6,000.00
3.3	Roadway Woven Geotextile	500	sq. m	\$3.00	\$1,500.00
3.4	75mm minus granular sub-base - 350mm	600	sq. m	\$22.00	\$13,200.00
3.5	20mm Granular Base - 200mm Depth	550	sq. m	\$14.00	\$7,700.00
3.6	Remove and Replace unsuitable subgrade with 75mm minus granular sub-base	50	cu. m	\$90.00	\$4,500.00
3.7	Hot-mix Asphalt				
	a) Bottom Lift - 70mm	500	sq. m	\$28.00	\$14,000.00
	b) Top Lift - 50mm (following year)	500	sq. m	\$20.00	\$10,000.00
3.8	Pavement Markings	1	LS	\$5,000.00	\$5,000.00
3.9	Remove and Replace Topsoil and Seed	100	sq. m	\$20.00	\$2,000.00
	Subtotal Part 3:				\$68,900.00
	Summary				
	Total Construction				\$1,961,346.38
	Professional Services and Contingency (35%)				\$686,471.23
	Total (Rounded)				\$2,650,000.00

MEETING DATE: June 27, 2023

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

PRESENTED BY: Preston Weran, Director of Infrastructure and Property Services

SUBJECT: **Blackfalds Transit Service On-Demand Contract Service Review**

BACKGROUND

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide public transit service between Red Deer, Blackfalds and Lacombe as well as add local bus service to Blackfalds and Lacombe. Since September 1, 2020, the Town of Blackfalds has been operating the new BOLT 2.0 service as an On-demand digital community commuter service as outlined in the resolution below:

RES. 136/20

Councilor Svab moved that Council authorize Administration to enter into contract negotiations with Prairie Bus Lines Ltd. for the provision of the transit operations and maintenance, Base Span 1, for a 2 year pilot period. Operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$186,368. The anticipated start date for the transit service is August 31, 2020, but this date is subject to change.

CARRIED UNANIMOUSLY

At the May 24, 2022, Council meeting Director Weran brought forward the Transit Service On Demand Pilot project to consider another one year pilot extension using the Base Service Span 1, and to implement two additional route stops as per the following motion.

154/22

Councillor Stendie moved That Council authorize Administration to extend the current contract with Prairie Bus Lines Ltd for the provision of the transit operations and maintenance - Base Service Span 1 for an additional 1 year pilot period, operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$203,170.55 until August 31, 2023, but this date is subject to change.

CARRIED UNANIMOUSLY

155/22

Deputy Mayor Appel moved that That Council authorize Administration to plan and work with these stop partners to implement two additional regional stops, one at the Eagle Builders Operational Facility and one at Red Deer Polytechnic.

CARRIED UNANIMOUSLY

As per our previous discussions, our current contract for On Demand Transit Services is provided by Prairie Bus Lines Ltd. They have been contracted to manage the application, the call centre, the van routes and maintaining our Town owned van since this service started just under 34 months ago. Prairie Bus Lines and their parent company, Pacific Western Transportation came highly recommended and are the main provider of On-Demand services in Canada. They collaborated with the Town of Cochrane to successfully launch and customize the first solely On-Demand passenger transit service in Canada and have since gone on to launch similar services in Okotoks and Calgary. They have also been awarded the On-Demand services contract for the City of Edmonton. Prairie Bus Lines runs out of downtown Red Deer and provides school bus and other transportation solution services for central Alberta. They have provided their professional support to Administration regarding this program's service levels daily and regarding future program planning throughout this contract.

Through discussions with Prairie Bus Lines, they have provided us 2024 and 2025 rate as per the tables below:

	Service Hours					
	Start	Finish	Per Day	Per Week	Per Month	Per year
Mon-Fri	6:00	20:00	14	67.50	283.50	3,389
Total				68	284	3,389

This is how it would look for 2023/24 for Year 1 of the extension

Annual Total Service Cost:	\$213,338
Town owned vehicle Cost per Service Hour (year 1):	\$62.95
Contractor owned vehicle Cost per Service Hour use (year 1):	\$85.84

And year 2

Annual Total Service Cost:	\$221,871
Town owned vehicle Cost per Service Hour (year 2):	\$65.47
Contractor owned vehicle Cost per Service Hour use (year 2):	\$89.27

DISCUSSION

Administration has had the last 33 months to review Prairie Bus Lines' service level and ability to operate and manage this service on behalf of the residents of Blackfalds. We substantiate that they have the facilities, equipment, and professional expertise to provide our local On-Demand Transit Service future needs for the Town. They have worked very closely with us to ensure that the program is working well and have mitigated concerns as they arise. They were very comfortable with change management that affected this service throughout the pandemic to date. They pride themselves on providing our riders and future riders with the confidence in customer service they need in a Municipal Transit Service.

We are happy to report that the service has completed over **12,026** individual rides! However, due to the Covid Pandemic and the slow economy, we have not realized the true growth we were hoping for pre-pandemic. Our arrangement with this service provider has been working very well, and Administration is confident that they would be the best option to continue this transit service past the pilot program deadline of August 31st, 2023 if Council so wishes.

Within the 2023 budget, we budgeted a full year of continued use of the Base Service Span 1 (our current hours of operation with a single van) in anticipation of this discussion. If this program continues, we suggest maintaining this level of service based on the timetable of On-demand Service below.

Base Service Span 1 (our current hours of operation with a single Van below for reference) operating on weekdays for a total of 3389 service hours

LOCAL SERVICE TIME SLOTS	SERVICE ARRIVES AT KINGSTON (SOUTHBOUND)	SERVICE ARRIVES AT RED DEER POLY	SERVICE DEPARTS KINGSTON (NORTHBOUND)
6:00 AM			6:00 AM
6:30 AM	6:30 AM		6:32 AM
7:00 AM	7:00 AM		7:02 AM
7:30 AM	7:35 AM	7:55 AM	
8:00 AM			8:10 AM
8:30 AM	8:41 AM		8:43 AM
9:00 AM			
9:30 AM			
10:00 AM			
10:30 AM			
11:00 AM			
11:30 AM	11:30 AM		
12:00 PM		11:50 AM	12:05 PM
12:30 PM			
1:00 PM	1:00 PM		1:02 PM
1:30 PM			
2:00 PM			
2:30 PM			
3:00 PM			
3:30 PM	3:30 PM	3:50 PM	
4:00 PM			4:05 PM
4:30 PM			
5:00 PM	5:00 PM		5:02 PM
5:30 PM			
6:00 PM			
6:30 PM			
7:00 PM	7:00 PM	7:20 PM	
7:30 PM			7:35 PM
8:00 PM	7:55 PM		

With Transit, local employers can draw on a larger pool of skilled labour forces to which they would not normally have access to. The Bolt service also supports our older and younger population to actively move around town without the need for a vehicle or license. The Economic Development Board supports this service under these ideas. Further, the Town's Environmental Stewardship Strategy supports this type of public transit, reducing air and water pollution. We have also heard from the Town's FCSS department, which recognizes the social support of having a transit service to assist our low-income and underprivileged society get to their appointments and other events happening in Red Deer.

Our Town continues to grow and develop at a good rate; with the new High School coming soon, there will be even more opportunities for riders to join the BOLT movement away from traditional transportation methods. Administration recognizes that with a longer-term commitment by Council to continue this one-of-a-kind service in Central Alberta, more riders will be able to depend on this service as their primary transportation. We have been honoured to be able to work within this service model to provide safe, accessible, affordable, reliable and convenient rides around Blackfalds and into Red Deer. With a two year service plan in place, we can say with confidence that we can support transit access to our local businesses, schools and regional services. By setting up a continued service for a period of 2 years, our current riders and future riders can start planning for the 2023 and 2024 school year to take the transit without worrying about the service shutting down in the following school year.

Recently, the Town of Blackfalds has been approached by the City of Lacombe to partner on a rural transit grant submission to study combining our two services, the Bolt and the Connects. This would allow for Connects type service to be offered to Blackfalds, additional fleet support and help with future funding and marketing programs. The City and their FCSS connection would benefit from the ability to use our contractor for booking in the app, maintenance, operations, and metric reporting.

Lacombe & District Family and Community Support Services (FCSS) manages the Connex service on behalf of the City of Lacombe. The Town of Blackfalds offers the Blackfalds On-Demand Local Transit (BOLT) service within their community with designated stops in Lacombe County and the City of Red Deer. There are potential benefits to combining the two services that Administration from both communities would like to explore further. The federal government offers funding support to rural communities looking to study the expansion of transit services.

Further, should the BOLT service continue, Administration plans to submit a grant application for an additional van to help with AM and PM capacity concerns. If we can get the majority of the capital purchase funded, we will be in a strong financial position to continue to grow this service.

FINANCIAL IMPLICATIONS

The existing contract rate is \$59.95 per hour using our van for service. The rate is \$81.75 per hour using their own supplied fleet unit. For the 2024 rates, they are proposing a 5% increase for the first year being \$62.95 per hour and a 4% increase for the second year being \$65.47 per hour. These increases are due to gas prices and planned wage/inflation increases. These rate increases will be covered under our 2023 transit budget with plans to revise the BOLT expenses in 2024 and 2025 full year during budget preparations. It is of note that to date, the annual average increase in CPI is 6.8%.

ADMINISTRATIVE RECOMMENDATION

1. That Council authorize Administration to extend the current contract with Prairie Bus Lines Ltd. for the provision of the transit operations and maintenance - Base Service Span 1, operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$213,338 for 2024 and \$221,871 for 2025.
2. That Council approves the Rural Transit Solutions Fund application to study the viability of expanded transit services in Lacombe and Blackfalds.

ALTERNATIVES

- a) That Council does not extend the current contract with Prairie Bus Lines Ltd for the provision of the transit operations and maintenance past August 31, 2023.
- b) That Council refer this item back to Administration for more information.

ATTACHMENTS

- *May 2023 bolt ridership stats*

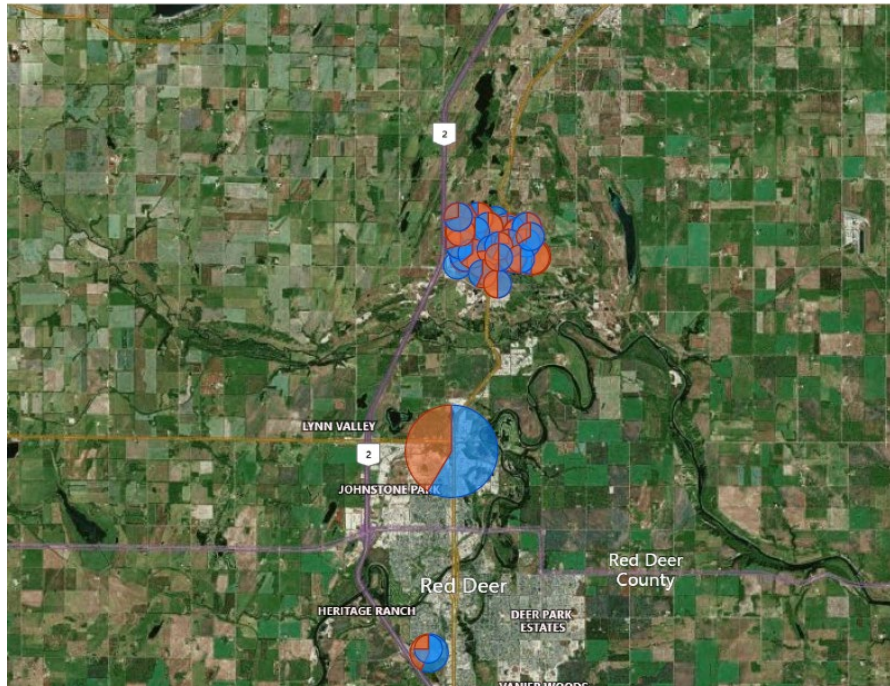
APPROVALS

Justin de Bresser, Interim Chief
Administrative Officer



Department Director/Author

Dropoff ● Pickup



Monthly KPI Metric Summaries Report

Blackfalds

Month	# Riders	# New Riders	# Repeat Riders	Avg. Rides Per Rider	# Passengers Completed	# Rides Completed	Shared Rides (%)	Avg. Shared Fare Occupancy	Avg. Daily User Conversion Rate (%)	Avg. Ride Rating	% Rides With 1-2 Star Ratings and Comments	# Abandoned Rides	Pickup Violations (%)	Dropoff Violations (%)	# Unique Users That Experienced Failed Search	Passengers Per Vehicle Hour (PVH)
2023-05	45	7	38	15.1	758	680	73%	2.9	85%	4.923	0%	2	1%	1%	30	2.5
2023-04	57	10	47	10.6	662	602	75%	2.7	83%	4.944	0%	0	2%	0%	37	2.5
2023-03	60	12	48	12.5	820	750	71%	2.9	83%	4.896	0%	3	3%	2%	43	2.5
2023-02	56	14	42	10.8	680	602	71%	2.8	85%	4.933	0%	1	4%	1%	45	2.5
2023-01	55	9	46	11.0	682	604	69%	2.6	80%	4.922	0%	1	3%	3%	42	2.2
2022-12	47	10	37	8.9	477	420	66%	2.7	79%	4.937	0%	7	5%	2%	42	1.6
2022-11	47	9	38	12.7	673	599	65%	2.7	80%	4.818	0%	0	7%	5%	52	2.2
2022-10	47	12	35	12.2	655	575	65%	2.6	85%	4.828	0%	0	2%	1%	39	2.3
2022-09	44	12	32	11.8	591	520	56%	2.4	77%	4.888	0%	0	4%	3%	44	2.1
2022-08	40	8	32	7.7	330	306	51%	2.2	74%	4.897	0%	0	3%	0%	8	1.0
2022-07	26	4	22	9.5	294	248	33%	2.3	74%	4.943	0%	0	2%	1%	4	1.0
2022-06	36	9	27	10.3	421	371	36%	2.4	83%	4.824	0%	0	2%	1%	12	1.3
2022-05	30	3	27	12.8	442	384	43%	2.3	84%	4.753	0%	0	1%	0%	4	1.5
2022-04	40	6	34	9.0	442	361	39%	2.3	84%	4.730	0%	0	3%	1%	6	1.6
2022-03	34	5	29	15.5	591	527	56%	2.4	92%	4.824	0%	1	6%	2%	16	1.8
2022-02	31	4	27	12.6	419	390	50%	2.6	86%	4.868	0%	0	1%	1%	8	1.6
2022-01	31	9	22	11.1	363	344	40%	2.3	83%	4.871	0%	0	2%	1%	3	1.2
2021-12	29	3	26	9.9	326	286	36%	2.3	74%	4.861	0%	0	2%	2%	4	1.0
2021-11	31	5	26	13.3	450	412	46%	2.5	84%	4.836	0%	0	1%	0%	3	1.5
2021-10	32	8	24	9.4	344	301	45%	2.5	82%	4.856	0%	2	1%	0%	2	1.2
2021-09	27	7	20	9.1	280	247	45%	2.4	74%	4.851	0%	0	1%	1%	2	1.0
2021-08	28	8	20	5.0	164	141	27%	2.1	71%	4.795	1%	0	2%	0%	1	0.6
2021-07	22	8	14	6.9	173	151	24%	2.1	67%	4.917	0%	0	0%	0%	0	0.6
2021-06	23	5	18	10.6	256	243	40%	2.2	78%	4.872	0%	0	1%	1%	1	0.8
2021-05	23	6	17	8.0	195	183	26%	2.2	84%	4.920	0%	0	1%	0%	1	0.7
2021-04	23	5	18	9.2	228	212	37%	2.2	83%	4.933	0%	0	1%	0%	3	0.8
2021-03	22	6	16	12.4	299	273	45%	2.1	82%	4.965	0%	0	2%	0%	1	1.0
2021-02	17	6	11	9.6	172	163	21%	2.1	83%	4.952	1%	0	1%	0%	0	0.7
2021-01	26	8	18	8.3	234	217	33%	2.2	86%	4.987	0%	2	0%	1%	0	0.9

Program

☒ Blackfalds

ServiceDay

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

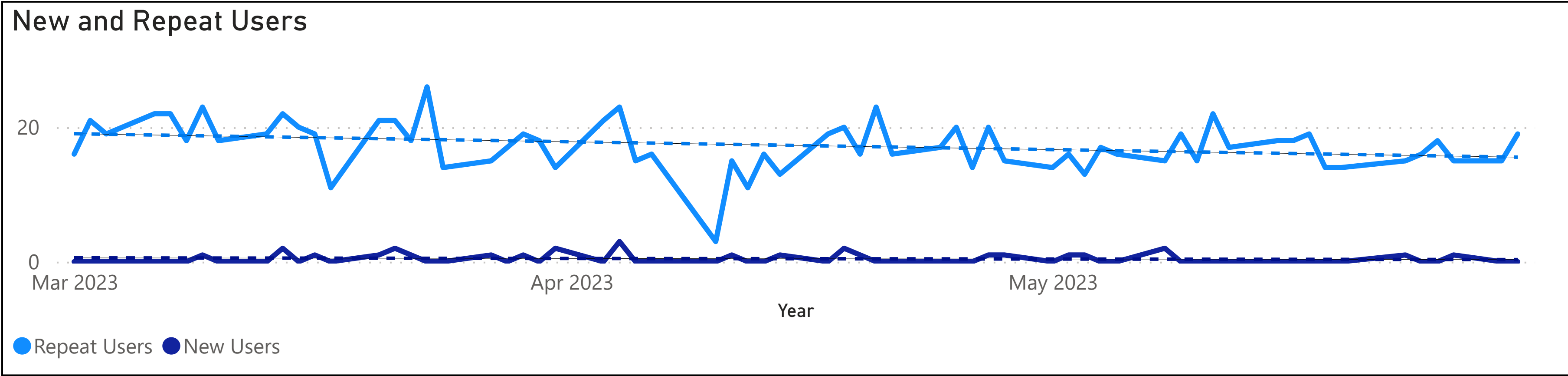
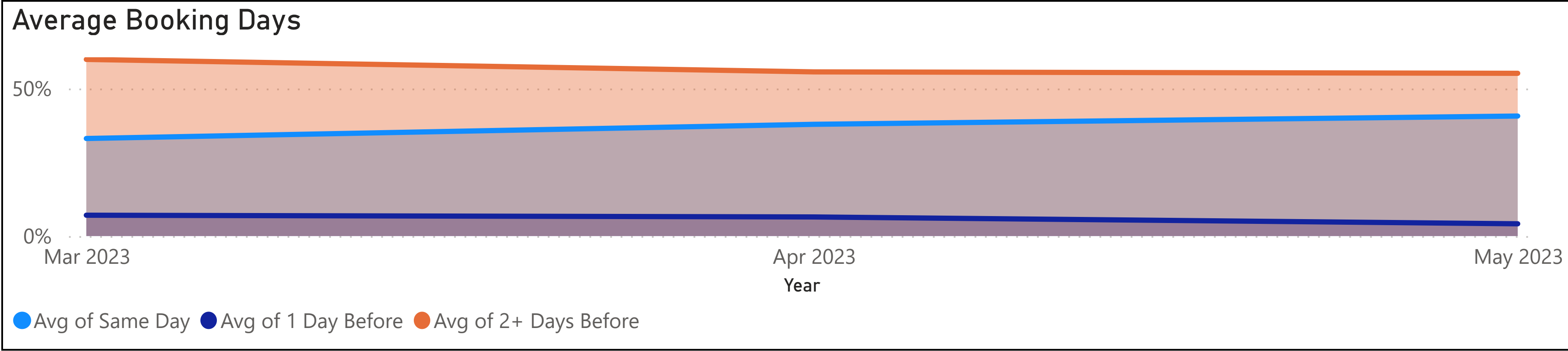
Date

01/03/2023

31/05/2023

12.41

Avg Actual Trip Duration (min)



Year	2023				
Month	May				
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users
Blackfalds	40.7%	4.2%	55.2%	6	345
Total	40.7%	4.2%	55.2%	6	345

Program

☒ Blackfalds

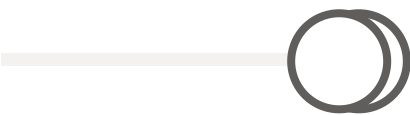
ServiceDay

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

Date

01/03/2023

31/05/2023



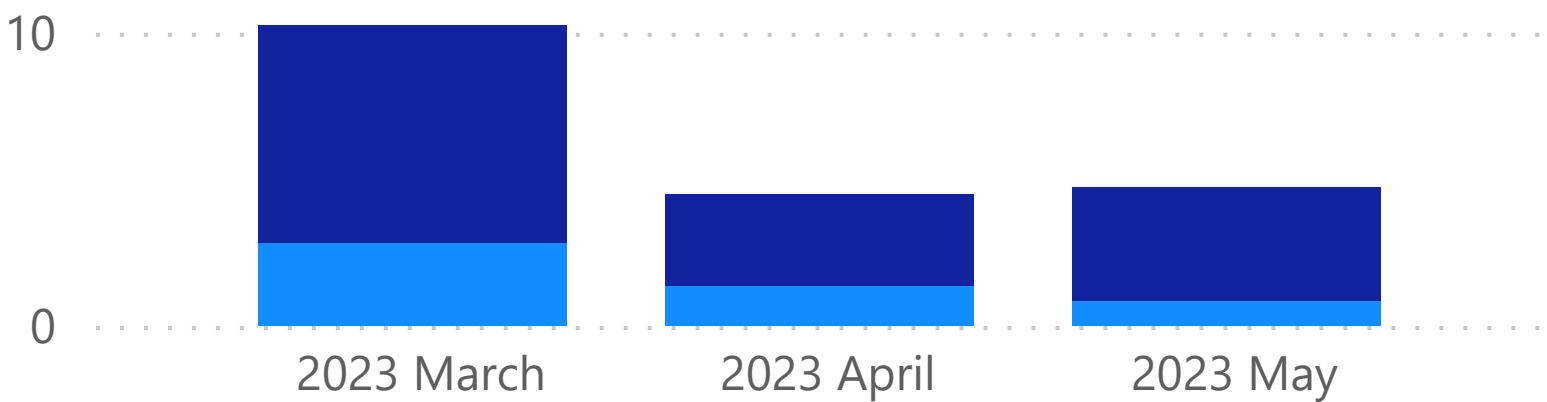
2001

Completed Rides

4.90

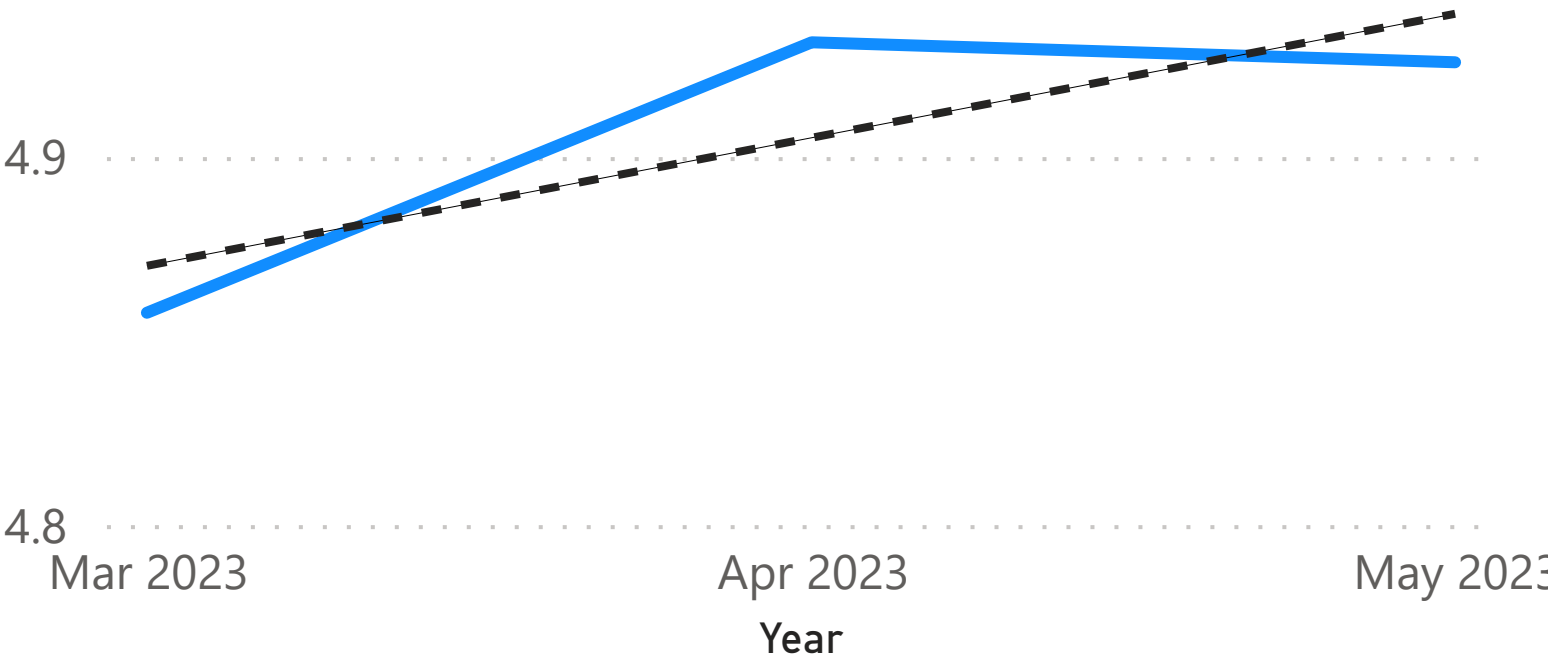
Avg Ride Rating

Avg Late Pickup and Drop Off

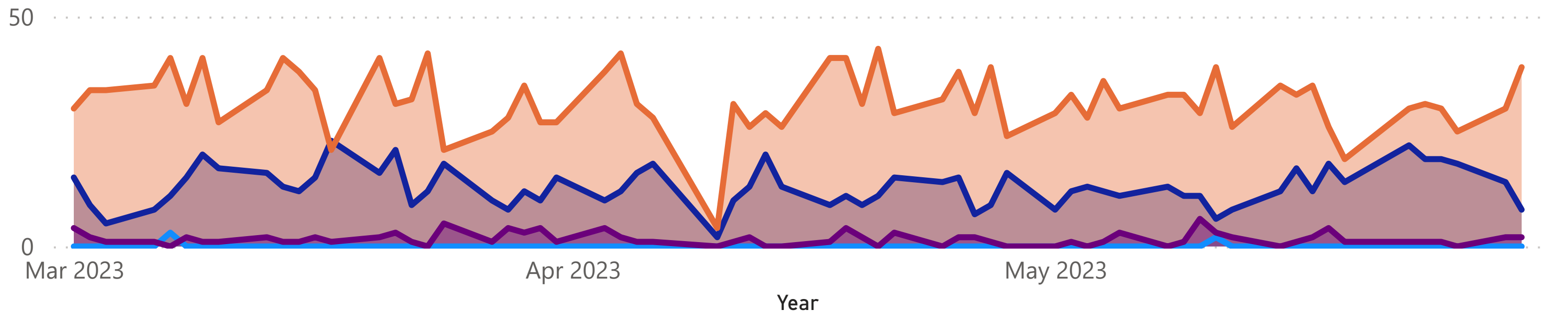


● Avg Drop Off Late ● Avg Pickup Late

Avg Ride Rating



Ride Status Types



● Abandoned Rides ● Cancelled Rides ● Completed Rides ● No Shows

Year	2023						
Month	May						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows
Blackfalds	0.86	3.86	4.93	2	278	649	32
Total	0.86	3.86	4.93	2	278	649	32

Program

☒ Blackfalds

ServiceDay

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Date

01/03/2023

31/05/2023

2206

Completed Passengers

2.48

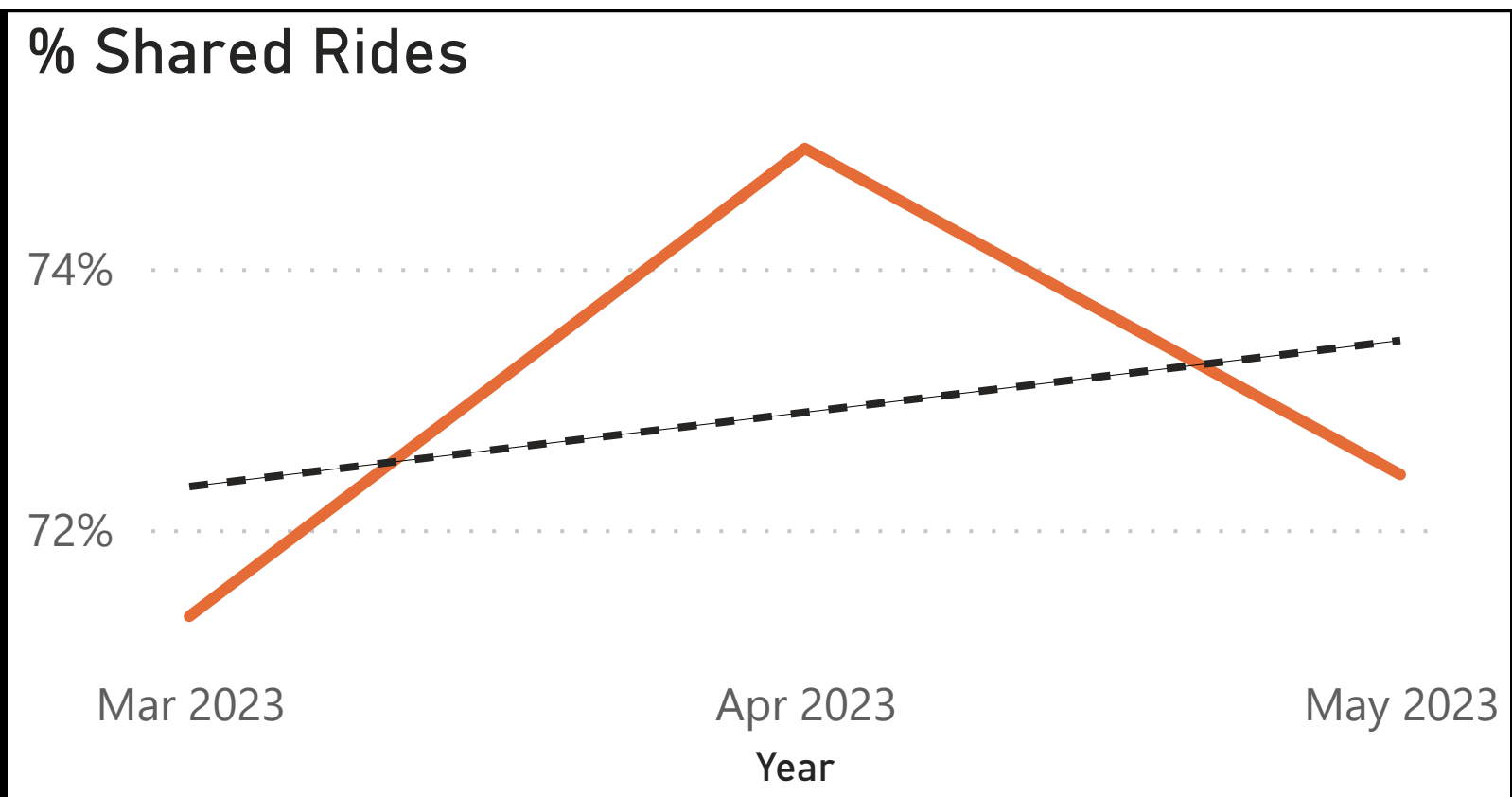
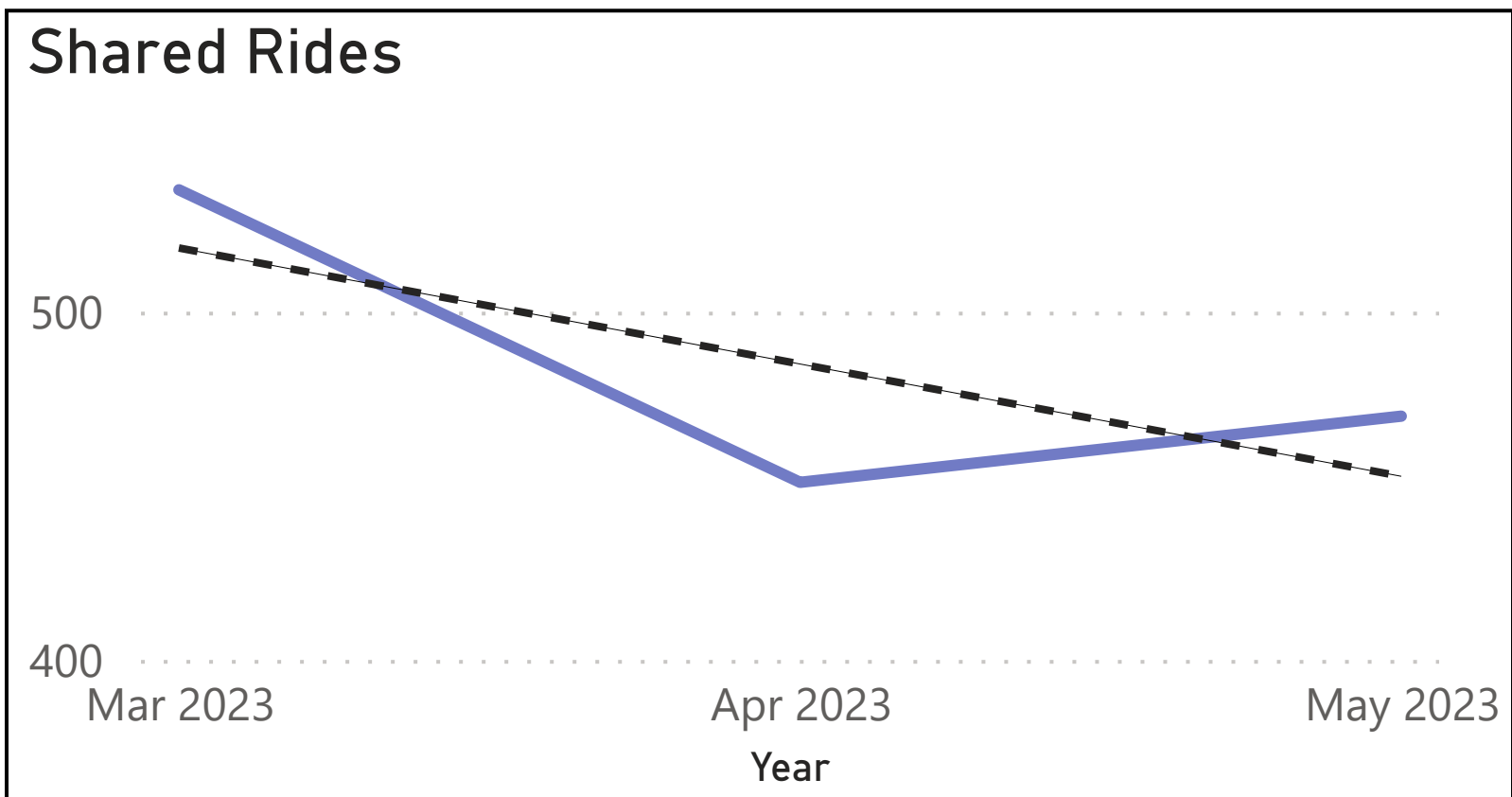
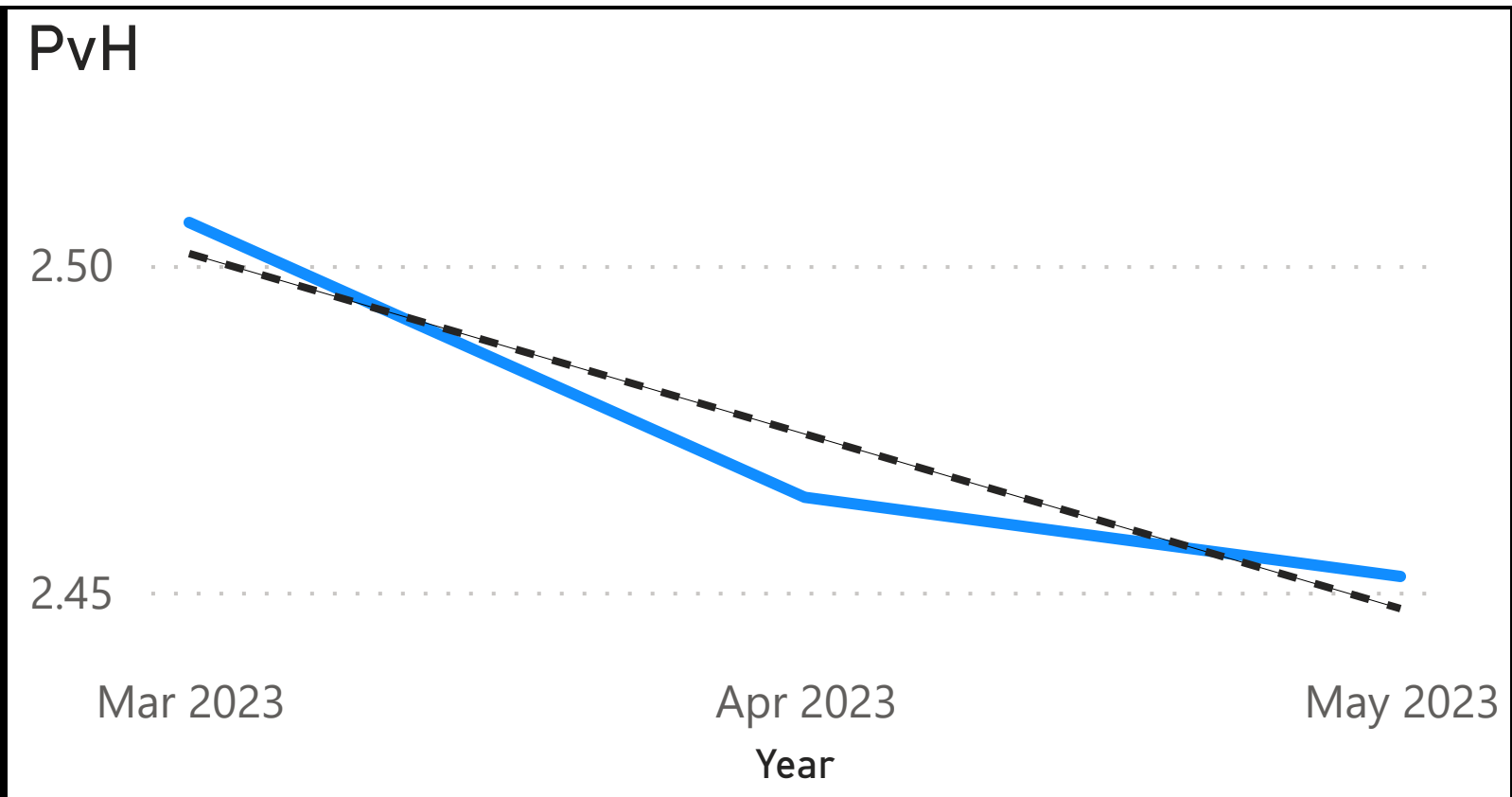
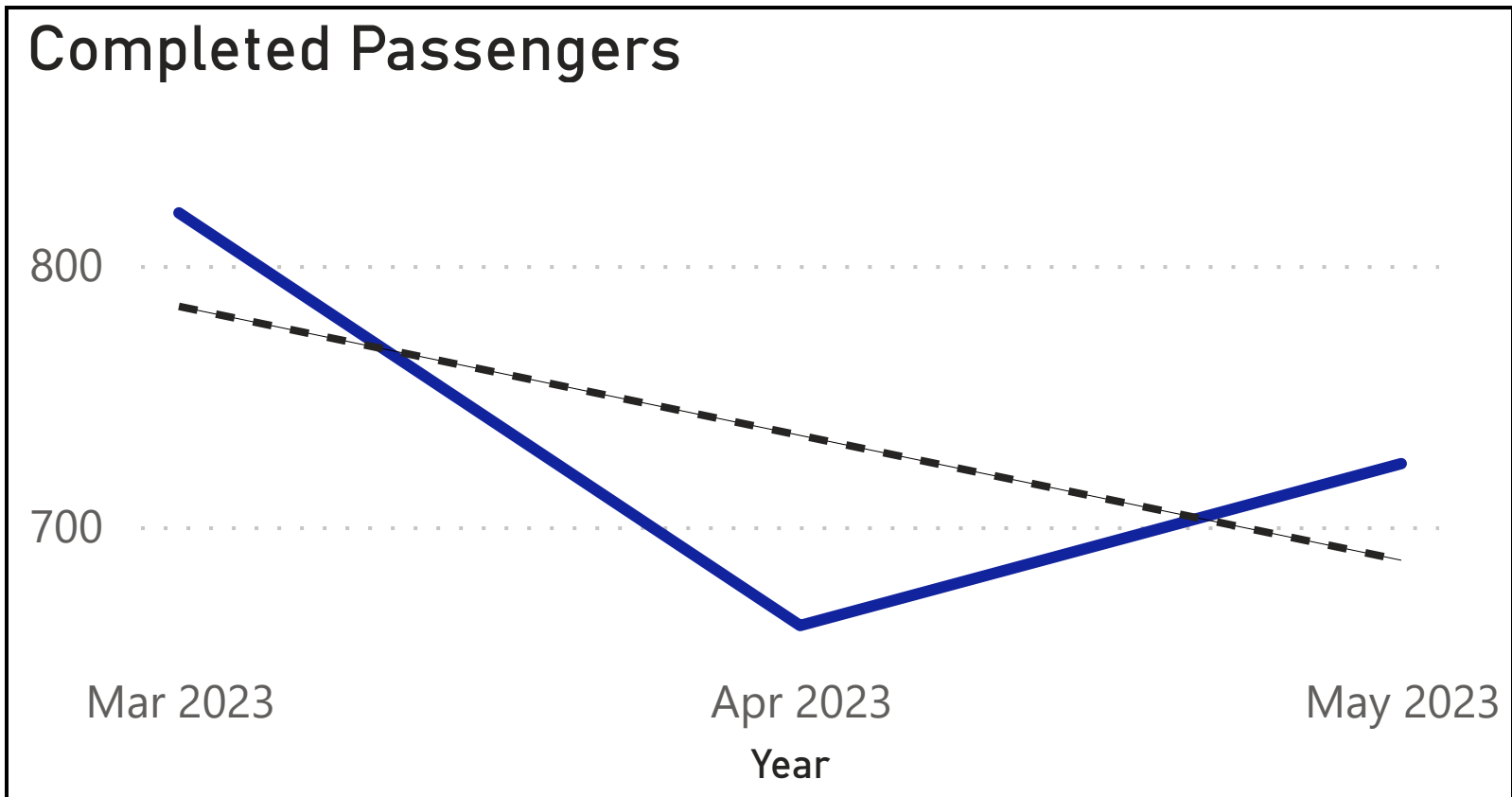
PvH

1456

Shared Rides

72.76%

% Shared Rides



Year	2023			
Month	May			
Program	Completed Rides	Shared Rides	% Shared	PvH
Blackfalds	649	470	72.42%	2.45
Total	649	470	72.42%	2.45

Program

☒ Blackfalds

ServiceDay

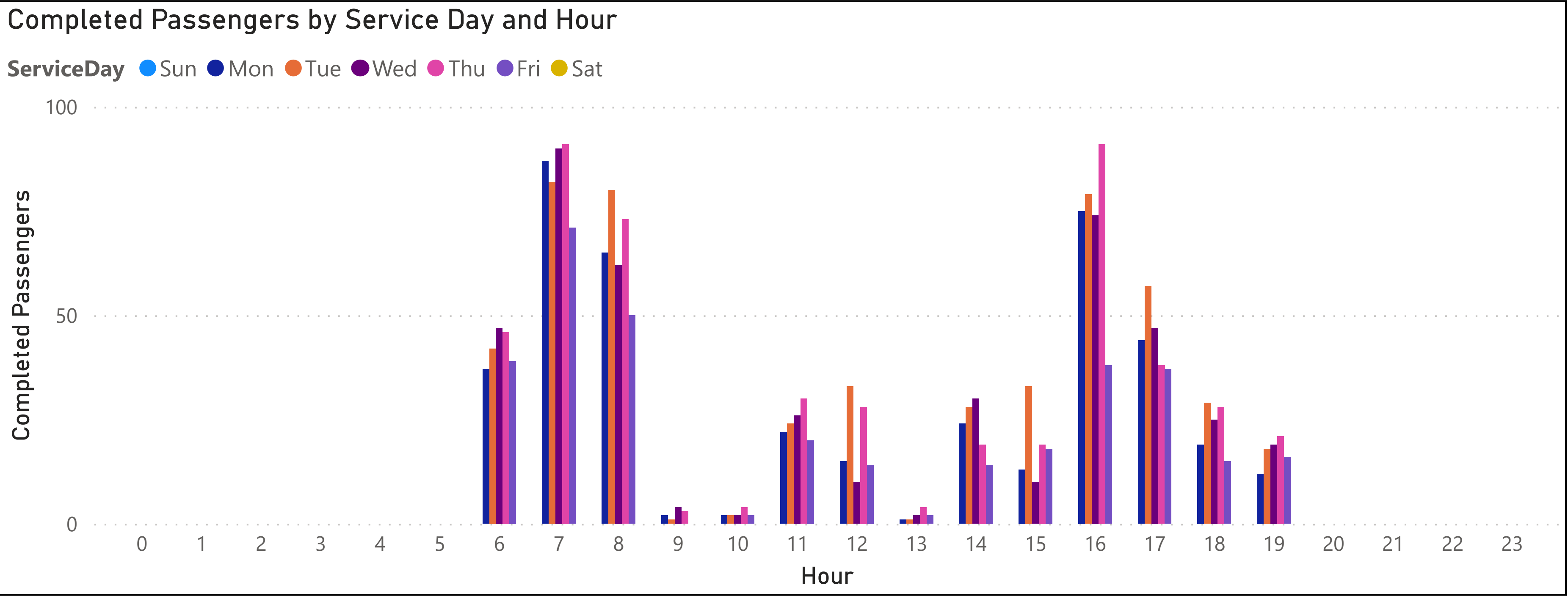
☐ Sun
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☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Date

01/03/2023

31/05/2023

ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	0	37	87	65	2	2	22	15	1	24	13	75	44	19	12	0	0	0	0	418
Tue	0	0	0	0	0	0	42	82	80	1	2	24	33	1	28	33	79	57	29	18	0	0	0	0	509
Wed	0	0	0	0	0	0	47	90	62	4	2	26	10	2	30	10	74	47	25	19	0	0	0	0	448
Thu	0	0	0	0	0	0	46	91	73	3	4	30	28	4	19	19	91	38	28	21	0	0	0	0	495
Fri	0	0	0	0	0	0	39	71	50	0	2	20	14	2	14	18	38	37	15	16	0	0	0	0	336
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	0	0	211	421	330	10	12	122	100	10	115	93	357	223	116	86	0	0	0	0	2206



Program

☒ Blackfalds

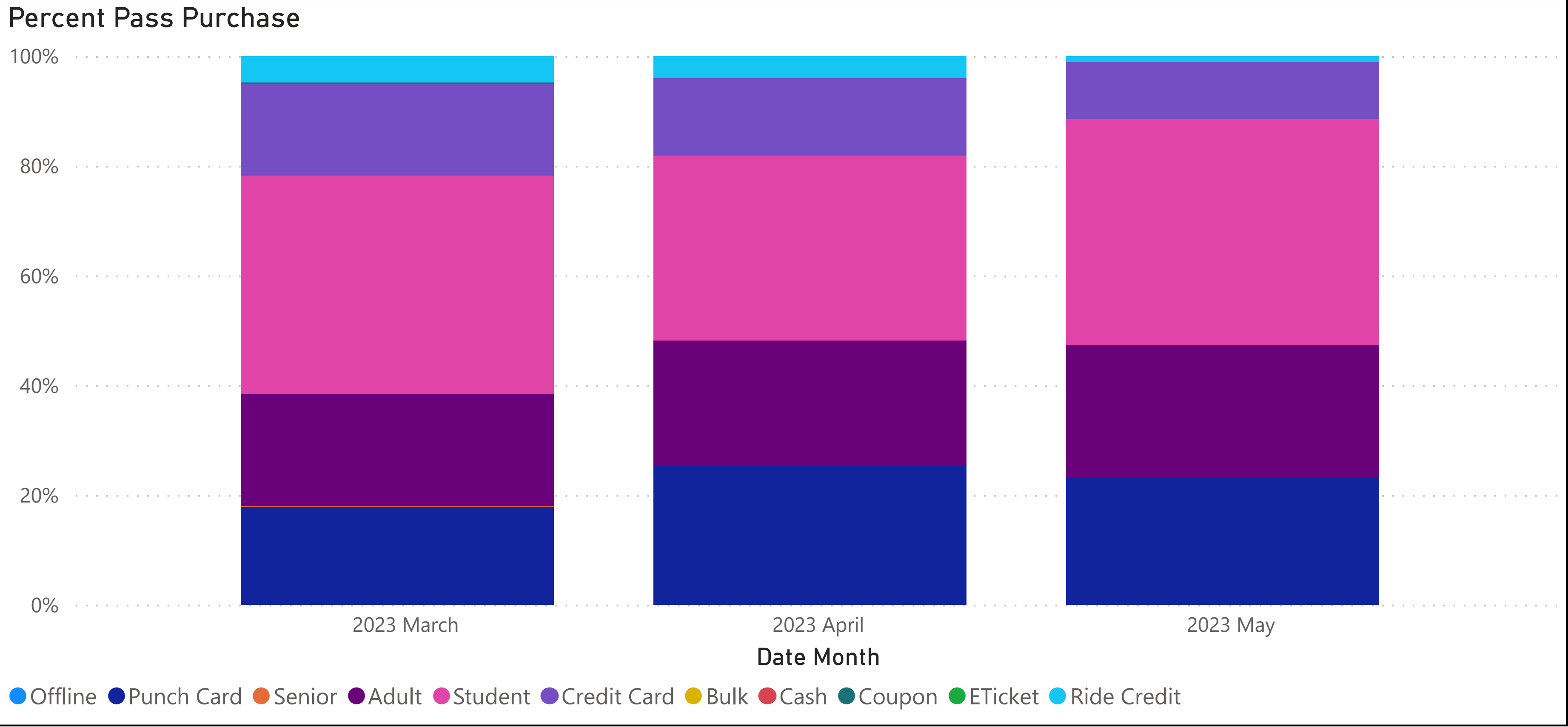
ServiceDay

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Date

01/03/2023

31/05/2023



Year	2023												
Month	May												
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket	
Blackfalds	0%	23%	0%	24%	41%	10%	0%	0%	0%	0%		1%	0%
Total	0%	23%	0%	24%	41%	10%	0%	0%	0%	0%		1%	0%

Program

☒ Blackfalds

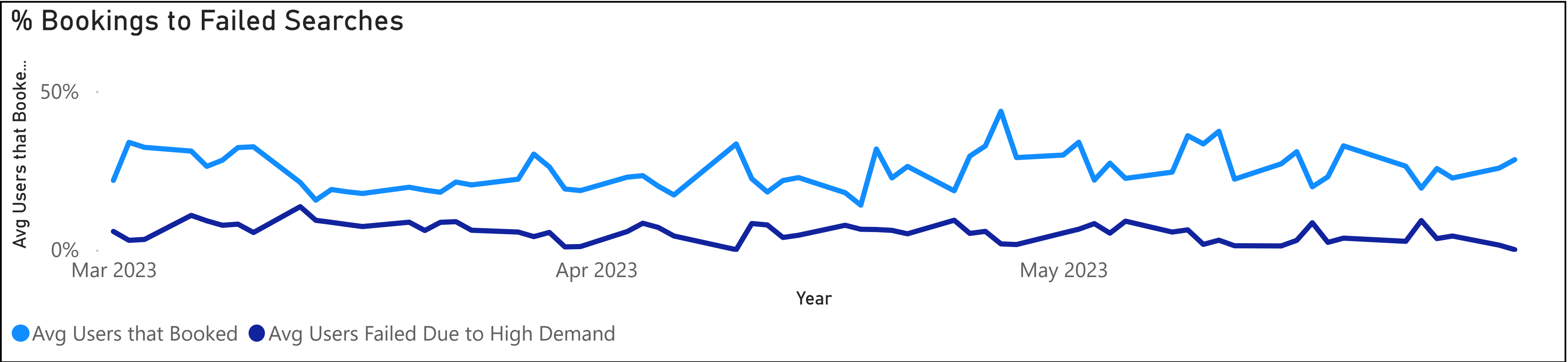
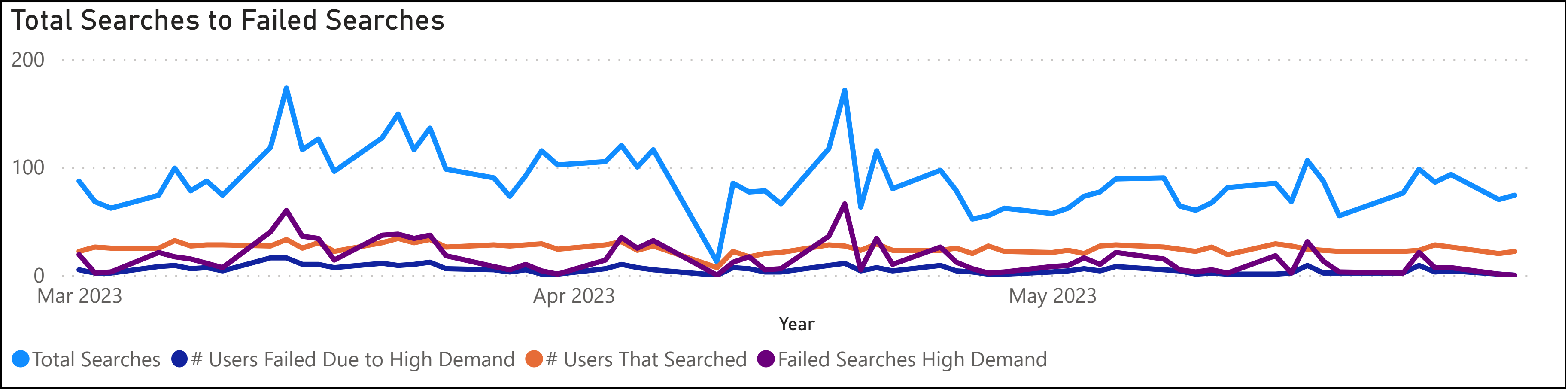
ServiceDay

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Date

01/03/2023

31/05/2023



Year	2023				
Month	May				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	1618	73	502	26%	5%
Total	1618	73	502	26%	5%

Program

☒ Blackfalds

ServiceDay

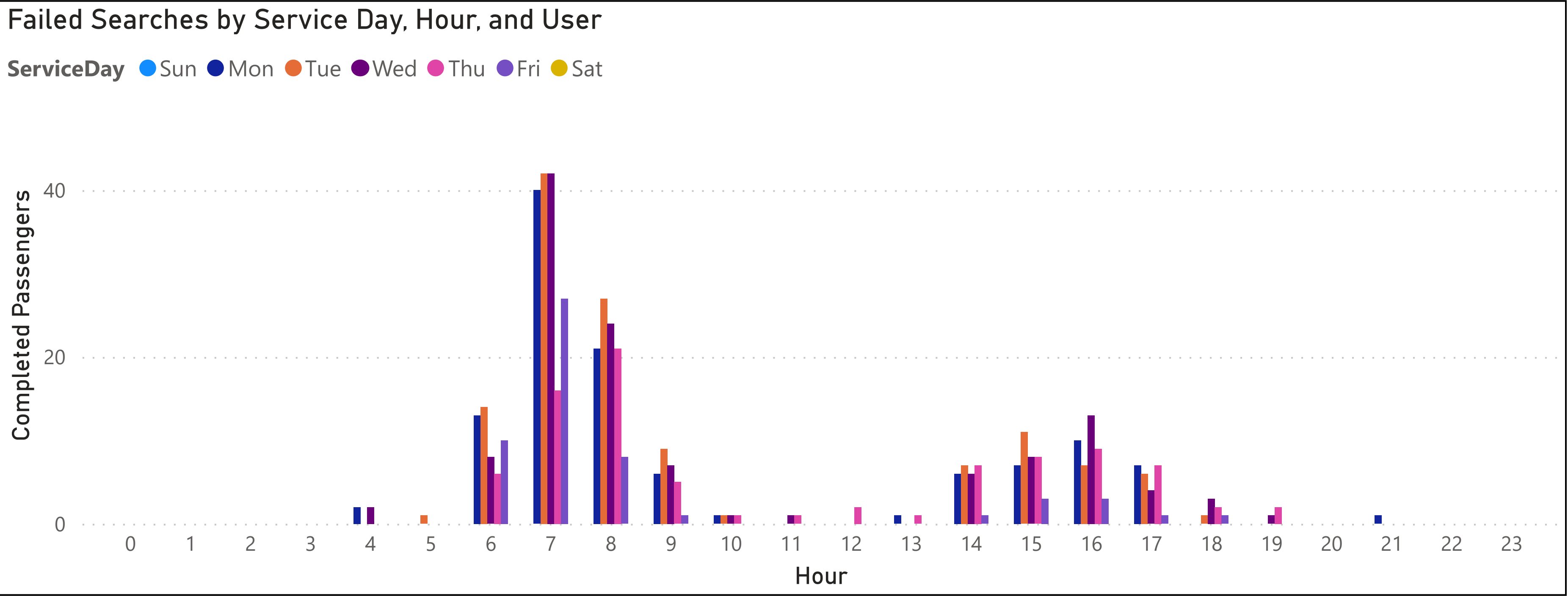
☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Date

01/03/2023

31/05/2023

ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	2	0	13	40	21	6	1	0	0	1	6	7	10	7	0	0	0	1	0	0	115
Tue	0	0	0	0	0	1	14	42	27	9	1	0	0	0	7	11	7	6	1	0	0	0	0	0	126
Wed	0	0	0	0	2	0	8	42	24	7	1	1	0	0	6	8	13	4	3	1	0	0	0	0	120
Thu	0	0	0	0	0	0	6	16	21	5	1	1	2	1	7	8	9	7	2	2	0	0	0	0	88
Fri	0	0	0	0	0	0	10	27	8	1	0	0	0	0	1	3	3	1	1	0	0	0	0	0	55
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	4	1	51	167	101	28	4	2	2	2	27	37	42	25	7	3	0	1	0	0	504



Program

☒ Blackfalds

ServiceDay

☐ Sun

☐ Mon

☐ Tue

☐ Wed

☐ Thu

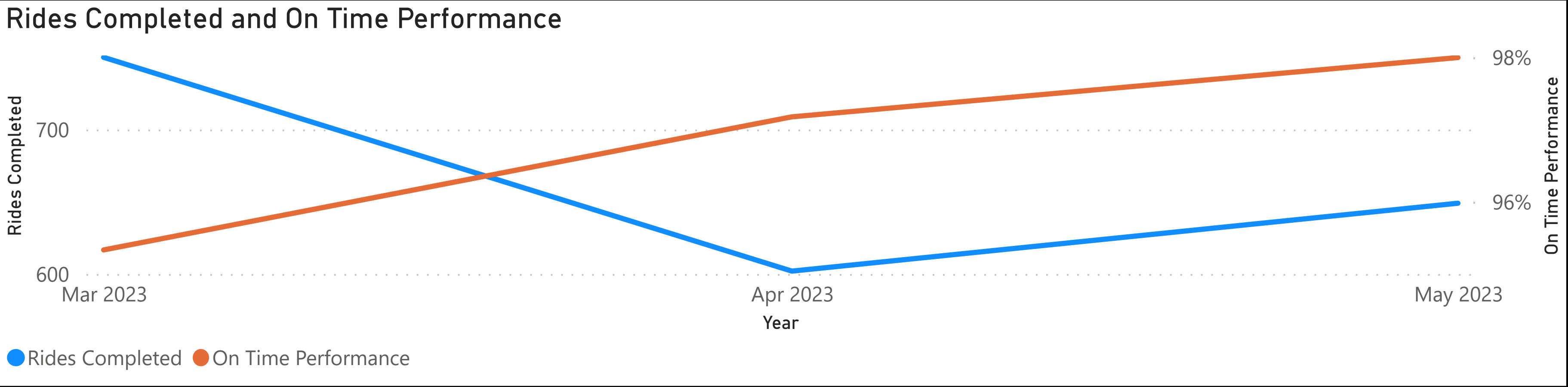
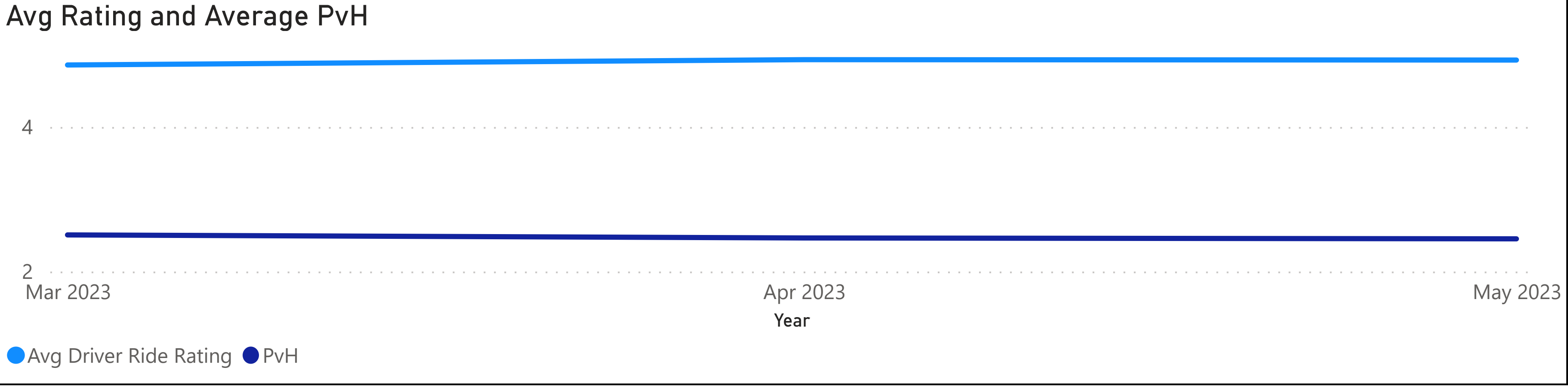
☐ Fri

☐ Sat

Date

01/03/2023

31/05/2023



96.75%

On Time Performance

Year	2023				
Month	May				
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	
▲ Blackfalds	649	4.93	2.45	98.00%	
Total	649	4.93	2.45	98.00%	

Program

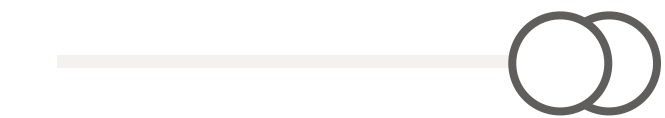
☒ Blackfalds

ServiceDay

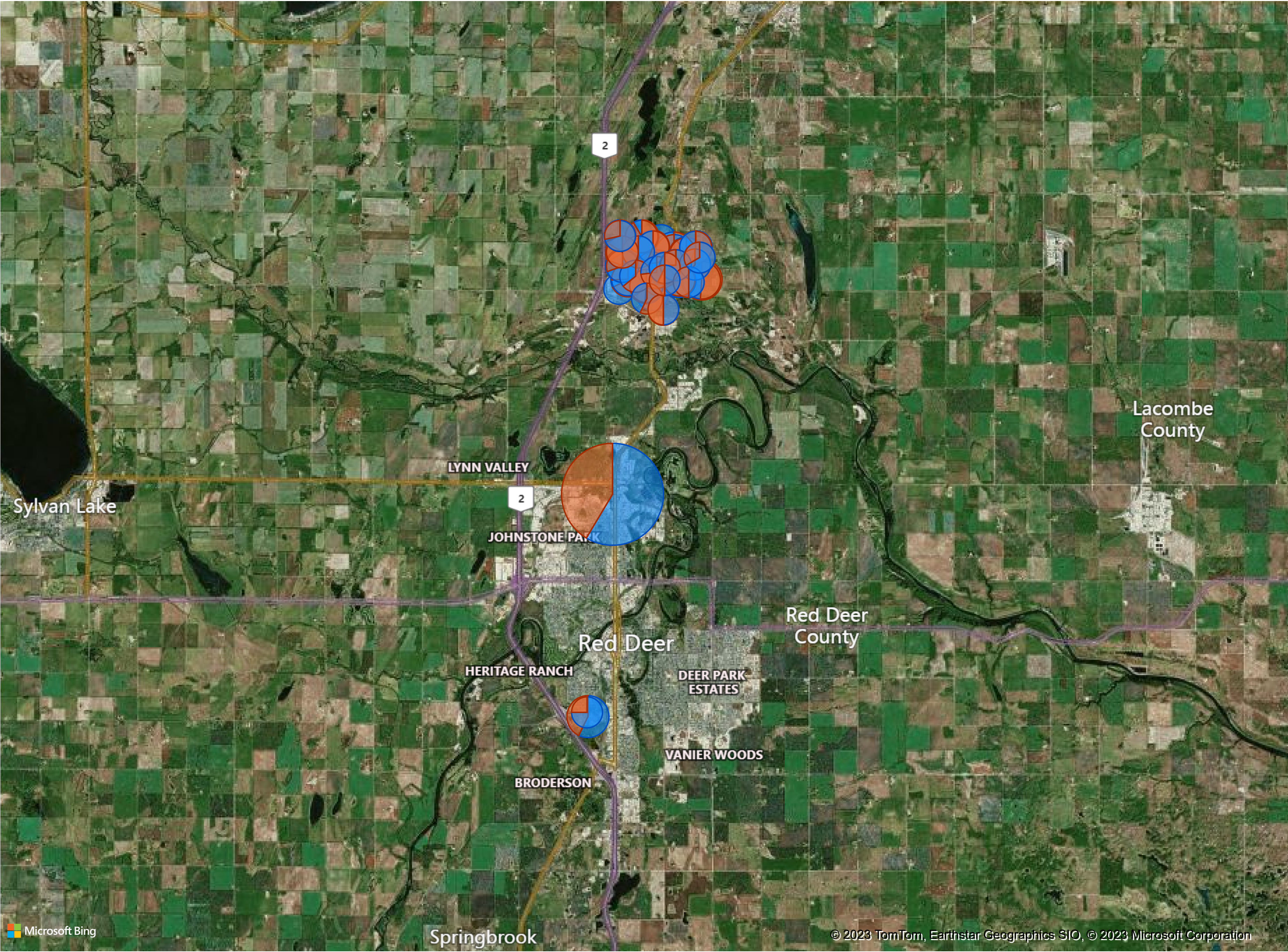
- ☒ Sun
- ☒ Mon
- ☒ Tue
- ☒ Wed
- ☒ Thu
- ☒ Fri
- ☒ Sat

Date

01/03/2023 30/05/2023



● Dropoff ● Pickup



Program

☒ Blackfalds

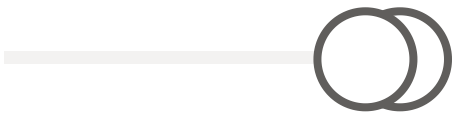
ServiceDay

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

Date

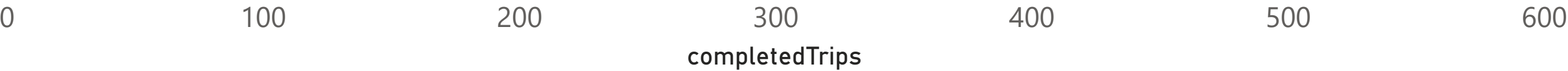
01/03/2023

30/05/2023



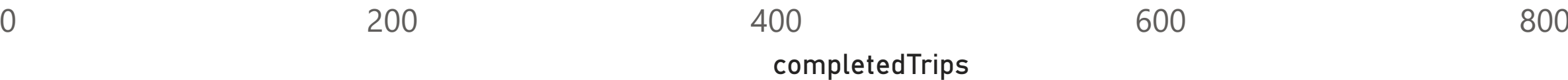
Top 5 Pickup Locations

- Stop 3 - Regional Hub in Red Deer
- Parkwood Rd at Cottonwood Dr - SB
- Eastpointe Dr at McKelvey CI - WB
- Stop 1 - Regional Hub West Blackfalds
- Red Deer Polytechnic Northbound



Top 5 Drop Off Locations

- Stop 3 - Regional Hub in Red Deer
- Red Deer Polytechnic Northbound
- Stop 1 - Regional Hub West Blackfalds
- Stop 23 - Local
- Stop 28 - Local



stopName	Dropoff	Pickup	Total
Stop 3 - Regional Hub in Red Deer	815	576	1391
Red Deer Polytechnic Northbound	127	95	222
Parkwood Rd at Cottonwood Dr - SB	54	162	216
Stop 1 - Regional Hub West Blackfalds	113	101	214
Eastpointe Dr at McKelvey CI - WB	50	153	203
Stop 28 - Local	68	71	139
Stop 23 - Local	105	29	134
Park St at Highway St - Housing Side	13	83	96
Westridge Dr at Standford Blvd - SR	58	30	88
Total	2001	2001	4002

Type stopName	Dropoff completedTrips	Pickup completedTrips	Total completedTrips
Stop 3 - Regional Hub in Red Deer	291	204	495
Stop 1 - Regional Hub West Blackfalds	56	51	107
Stop 23 - Local	50	16	66
Eastpointe Dr at McKelvey Cl - WB	8	50	58
Stop 28 - Local	19	34	53
Parkwood Rd at Cottonwood Dr - SB	5	46	51
Stop 18 - Local	5	42	47
Red Deer Polytechnic Northbound	32	10	42
Stop 13 - Local	19	18	37
Stop 22 - Local	1	25	26
Park St at Paramount Cr - EB	18	4	22
Leong Road at Duncan Ave - SB	3	18	21
Stop 8 - Local	19	2	21
Park St at Highway St - Housing Side	5	15	20
Stop 20 - Local	14	4	18
Stop 16 - Broadway Ave at Westbrooke Rd - NB	8	8	16
Stop 22 - Cottonwood Dr at Coachman Way - EB	12	4	16
Stop 16 - Local	7	8	15
Waghorn St - Southside	6	9	15
Stop 12 - Local	1	13	14
Westridge Dr at Standford Blvd - SB	13	1	14
Stop 5 - Local	3	10	13
Womacks Rd at Blackfalds Skateboard Park	10	3	13
Stop 29 - Local	1	11	12
Aspen Lakes at Ash Cl - Eastside	7	4	11
Stop 11 - Local	4	7	11
Stop 6 - Local	6	5	11
Stop 7 - Westbrook Rd at Valmont St	7	3	10
Stop 20 - Iron Ridge Intermediate Campus - SB	1	7	8
Stop 7 - Local	2	6	8
Stop 5 - Aspen Lakes at Bend - Eastbound	4	1	5
Stop 24 - Local	2	1	3
Stop 26 - Local		3	3
Stop 27 - Local	3		3
Cascade at Cooper St - Southside		2	2
Red Deer Polytechnic Southbound	2		2
Stop 21 - Local	1	1	2
Westwood Dr at Broadway Ave - NB		2	2
Prarie Ridge Ave - NB	1		1
Stop 17 - Local		1	1
Stop 2 - Regional Hub East Blackfalds	1		1
Stop 25 - Local	1		1
Stop 30 - Local	1		1
Total	649	649	1298



Mayor Jamie Hoover
Town of Blackfalds
Box 220
Blackfalds, Alberta
T0M 0J0

Dear Mayor Hoover,

RE: Bowden Daze Parade July 15, 2023

Yee Haw! On behalf of the Mayor and Council, we invite you to help The Town of Bowden celebrate its annual Bowden Daze Rodeo Weekend coming up July 14– 16, 2023. This year our theme is "Salute to RCMP 150th Anniversary". We encourage participants to incorporate the parade theme into their entry and attire.

The Town of Bowden permits the dispensing of wrapped candy along the parade route. You must provide your own candy.

The parade will marshal at Bowden Grandview School, 2238 – 21 Avenue between 9:30 – 10:30 am, and will start at 11:00 sharp.

To assist with our planning, please fill in the attached parade registration and return it to the Town of Bowden Office (2101 – 20 Avenue) in person, by email (info@bowden.ca) or by fax at 403-224-2244.

We look forward to having you join us!

Warm regards,
Bowden Daze Parade Coordinators
Town of Bowden
info@bowden.ca
PH-403-224-3395 FAX-403-224-2244



Bowden Daze Rodeo

2023 Parade Registration

"Salute to RCMP 150th Anniversary"

Saturday, July 15th, 2023

Name of Participant or Business _____

Contact Person _____

Phone _____

Email _____

Address _____

Entry Type (Please check all that apply)

- ☐ Business
- ☐ Antique
- ☐ Community
- ☐ Horse/Horse and buggy
- ☐ Kids
- ☐ Sports
- ☐ Other (Please Specify)

Brief description of entry: _____

If horses or other livestock are part of your entry, please advise parade directors if you need special placing. (Away from loud music, flags, etc.)

Marshalling will take place at Bowden Grandview School (2238 - 21 Avenue) between 9:30 am and 10:30 am. The parade starts at 11 am sharp!

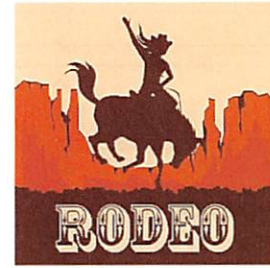
We encourage all participants to incorporate the parade theme into their entry through costume or decoration. Candy is allowed to be thrown from the floats.

Please complete this form and return it to the Town of Bowden office, 2101-20 Ave.

Phone: 403-224-3395 Fax: 403-224-2244 Email: info@bowden.ca

Salute to RCMP 150th Anniversary





June 12, 2023

Mayor Jamie Hoover
Town of Blackfalds
Box 220
Blackfalds AB T0M 0J0

Your Invited

Please Join us for our Annual Fair and Rodeo
August 10th to 13th, 2023

Parade Theme:

"Salute to the 60th Anniversary of the Bentley Fair and Rodeo Parade"

Dear Jamie

The Town of Bentley would be honored to have you and your guest(s) come and experience our annual Fair Days, which run August 10th to August 13th. The event kicks off with a community pancake breakfast on the morning of Thursday August 10th and our annual parade in the afternoon.

Please join us for a luncheon at the Bentley Municipal office at 11:30am with the parade to follow at 1:00pm. If you plan on attending, we ask you to please RSVP for the luncheon, on or before Wednesday July 26, 2023, to the Town Office at 403-748-4044, or by email to info@townofbentley.ca

If your municipality/organization has a float, we would love your participation as well. Even if you do not have a float, but still wish to participate in the parade, we can arrange for a vehicle to be available. Please remember to bring an identification sign, "if you have one," that can be placed on the exterior of a vehicle, to help identify you or the organization that you are representing. Judging of the floats will commence at 11:30 pm, with the parade to follow at 1:00pm.

Please note for safety purposes, we ask that no candy be thrown from a moving vehicle.

For further information regarding the day and the events planned, please refer to the Town of Bentley Facebook page or our website at www.townofbentley.ca

Yours Truly,
Mayor Greg Rathjen

Box 179, Bentley AB T0C 0J0 Ph.
403.748.4044 | Fx. 403.748.3213
info@TownofBentley.ca
www.TownofBentley.ca



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
IN PERSON
April 5, 2023**

A Blackfalds and District Recreation, Culture and Parks Board meeting for the Town of Blackfalds was held in person on Apr 5, 2023 at the Civic Centre – Tayles Boardroom at 6:30 pm.

MEMBERS PRESENT:

Laura Svab, Town of Blackfalds Councillor
Rebecca Stendie, Town of Blackfalds Councillor
Barb Shepard, Lacombe County Reeve
Kimberley Sommerville, Public at Large
Jill Bried, Public at Large
Kala Pandit, Public at Large
Kristy Lawrence, Public at Large

ATTENDING:

Rick Kreklewich, Director of Community Services
Carol Simpson, Abbey Centre General Manager
Alyssa Borix, Community Services Administration Assistant

REGRETS:

Trent Kroetsch, Public at Large

OTHERS PRESENT:

N/A

AGENDA

1. RECREATION, CULTURE AND PARKS BOARD MEETING

1.1 CALL TO ORDER – 6:30 PM – IN PERSON

- The regular meeting was called to order by Chair Sommerville at 6:32 PM.

2. LAND ACKNOWLEDGEMENT

- Chair Sommerville gave the acknowledgement.

3. INTRODUCTIONS

- **New member**
 - Welcome Kristy Lawrence

4. AGENDA APPROVAL

4.1 AGENDA FOR THE APRIL 5, 2023, RECREATION, CULTURE AND PARKS BOARD MEETING

RES. 26/23

Councillor Svab moved to approve the agenda for the April 5, 2023, meeting as presented.

MOTION CARRIED UNANIMOUSLY

**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
IN PERSON
April 5, 2023**

5. DELEGATION

N/A

6. BUSINESS ARISING FROM MINUTES

6.1 BORDER PAVING PLAZA WALL

- Director Kreklewich gave a background
 - Shared concept images
 - Vinyl decal image
 - \$50,000 less than the perforated screening wall which could cost around \$119,000
 - Unsure of the ODR and tobogganing and dog park images
 - Tried to get Monster Bash images but they are too dark
 - Suggested Agility Park, more colour, brighter colour
 - Suggested holiday train, but it is not our event
 - Suggested family day Winterfest or minor hockey
 - Possible change to the order of photos
 - BMHA and kids tobogganing, seniors walking club, pickleballers, one photo focusing on seniors

RES. 27/23

Member Shepherd moved that the Recreation, Culture and Parks Board recommend moving forward with the Border Paving Plaza mural concept as discussed.

MOTION CARRIED UNANIMOUSLY

7. BUSINESS

7.1 EAGLE BUILDERS CENTRE LEASE SPACE PROPOSAL

- Director Kreklewich gave a background
 - FM&H owner wanting to lease additional space for a café with a health food focus, to take home or order for delivery
 - Asked for clarification on “Month-to-month at \$15”, was not received at time of meeting
 - Lease space 2 has remained empty since EBC opened
 - Help ease the workload of current food services contractor as it provides additional options without being in direct competition with them
 - Portable gate will be available to direct attendees depending on which arena is in use
 - Water lines can easily be adjusted to provide water into the space
 - Some interest in the lease space generated by previous EDO, not actively being marketed
 - Ask if Lessee would be open to negotiations (486 sq ft) for lease space 1, (781 sq ft) for lease space 2.

**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
IN PERSON
April 5, 2023**

- Proposed cost over 5 years is \$10/yr 1, \$10/ yr 2, \$11/yr 3, \$12/yr 4 and \$13/yr 5

RES. 28/23

Member Pandit moved that the Recreation, Culture and Parks Board recommend moving forward with the Functional Pantry lease space proposal as discussed.

MOTION CARRIED UNANIMOUSLY

7.2 BLACKFALDS DAYS PARADE THEME

- Director Kreklewich gave a background
 - General consensus is that themes are not necessary
 - Board opted to not have a theme

RES. 29/23

Councillor Stendie moved that the Recreation, Culture and Parks Board recommend not having a theme for Blackfalds Days Parade.

MOTION CARRIED UNANIMOUSLY

8. ACTION CORRESPONDENCE

N/A

9. INFORMATION

9.1 WESTWOOD PARKING LOT

- Director Kreklewich gave a background
 - Shared concept drawings
 - Open house on Wednesday April 12th
 - Along with Urban Hens and Train Whistle Cessation
 - Purchased with the intent of being of a parking
 - Possible BOLT shuttle service from Community Centre to EBC
 - Traffic concerns at Broadway and Womacks, future plans for lights
 - Suggested traffic study at that intersection
 - Ways to promote parking in additional parking lots
 - Town also owns a small parcel north of the EBC, questions raised regarding whether people would be willing to walk the extra distance
 - Possible to reach out to Stantec to get a concept of other parcel for parking lot north of EBC, cost would be around \$8000 for concept
 - Tailgating party or mini-sticks/hot chocolate at the Community Centre instead of EBC to encourage parking at Community Centre

**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
IN PERSON
April 5, 2023**

- Possible to gravel the small parcel north of EBC and add signage to test if people would park there
- Development also meant to expand trail routes
- Possible to have the trail to cut through the trees
- Additional parking is needed
- Incentive for parking in other town facility parking lots
- Signage for overflow parking at Community Centre and Civic Centre to help ensure utilization

9.2 ABBEY CENTRE – UPDATE

- Manager Simpson gave a background.
 - New food services agreement
 - Childrens services half capacity for most of March, back up to full capacity
 - Seniors information session on April 11, to help navigate online registration
 - Central Alberta rowing on March 3 & 4
 - Badminton Alberta March 10 - 12
 - Spring market March 25 - 26
 - Summer job postings have been completed, interviews underway
 - 21 returning from last year
 - Aquatics Programmer starting April 11
 - Aquatics team starting April 17
 - All staff have completed Red Cross first aid opioid training
 - Abbey Centre Safety committee working on training through AMSHA
 - Registration for Camp Curious and swim lessons opens on May 1
 - Brochure for Camp Curious with MarComm
 - Camped day camps popular, full classes and waitlists
 - Naming sponsorships under review/up for renewal
 - Deadline of Oct 1 for confirmation of enrollment/renewal
 - Annual maintenance for Indoor Playspace on May 2, Playspace to be closed between 8am and 3pm that day
 - STATS – highest attendance for March since we've opened
 - IRJC – letter went out in the newsletter, vandalism still happening, lots of graffiti
 - Reminder that we are tapped for cameras
 - Possible to hire security if the issues continues, would have come forward as a budget item
 - Very difficult to control or monitor access for unpaid patrons due to the open concept of the Abbey
 - School Resource Officer is on school grounds as much as possible
 - Can we include the kids in the conversation? Teachers and admin struggling to maintain

8.2 EAGLE BUILDERS CENTRE – UPDATE

**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
IN PERSON
April 5, 2023**

- Director Kreklewich gave a background.
 - Bulldogs applied for Centennial Cup bid, results to announced by April 14
 - EBC very busy, some comments from community about parking and concession
 - Having a positive effect on our community
 - Glass breakage concerns, glass very expensive to replace, working on getting new glass
 - Keeping up with cleaning and maintenance
 - Some plant mechanical issues, working with ICom
 - Arena 2 ice has been removed
 - 3rd week of April is Bulldogs spring camp
 - Deficiencies to be repaired after the end of the season

8.3 PARKS AND FACILITIES – UPDATE

- Director Kreklewich gave a background.
 - Staff still working outside
 - Trail clearing nearly, applied salt and sand where needed
 - Light display currently being taken down, will begin prepping for spray park soon
 - ODR closed Mar 24
 - RFP's out for trail development, so far under budget
 - Bases for picnic tables at Abbey Centre will be poured soon
 - Shingles being redone on Support Services Centre, work done by Cooper Roofing
 - Community gardens questions, community garden plots available for early bird registration if they had purchased last year, possible lottery system next year
 - Cannot be limited online through PerfectMind
 - There are still available plots in Aspen and the Town is doing it's due diligence by providing garden plots
 - Concerns around workload for staff for a online/call-in system
 - Positive feedback regarding a lottery system
 - Possible to add more garden plots at Pine Crescent, but hard to justify when there are still plots available in Aspen
 - Revamp the way plots are sold next year
 - In comparison to other municipalities, community gardens are not near any residential
 - Concerns regarding accessibility
 - Additional plots at Community Centre
 - Blackfalds offers larger plots and it's nice not to have to bring your own water

10. APPROVAL OF INFORMATION ITEMS

RES. 30/23

Member Pandit moved that the Recreation Board accept the information items as presented.

BLACKFALDS
ALBERTA
TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
IN PERSON
April 5, 2023

MOTION CARRIED UNANIMOUSLY

11. APPROVAL OF MINUTES

RES. 31/23

Councillor Stendie moved that the Recreation Board accept the minutes as amended for March 1 meeting.

MOTION CARRIED UNANIMOUSLY

12. ADJOURN

- a. Chair Sommerville moved that the Recreation, Culture and Parks board meeting be adjourned.

RES. 32/23

Meeting adjourned at 8:17 PM.

MOTION CARRIED UNANIMOUSLY



KIMBERLEY SOMMERVILLE, CHAIR



RICK KREKLEWICH, DIRECTOR OF COMMUNITY SERVICES

Next meeting scheduled for May 3, 2023 @ 6:30pm

BLACKFALDS

A L B E R T A

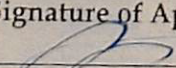
PERMIT FOR SPECIAL EVENTS

PERMIT NO. _____

1. The applicant should be aware of the requirements of the Special Event Permit and Traffic Bylaws which governs parades/processions, assemblies, etc. (copies are available through the Administrative Assistant at the Town Office).
2. Application to hold a special event must be made to the The Town not less than 4 weeks prior to the time desired to hold the event. Applications must be accompanied by the completed route map and Certificate of Insurance.
3. Event Categories:
Applicants will be invoiced for processing costs as follows:
 - A. Parades / Special Events held on major roadways as designated in the Special Event Approval Policy. The Public Works Department must have a minimum of 15 working days advance notice to arrange barricading and signage if roads are to be closed.
Cost: No processing fee.
 - B. Parades / Special Events held on all other roadways. The Public Works Department must have a minimum of 5 working days advance notice to arrange barricading and signage if roads are to be closed.
Cost: No processing fee.
 - C. Special Events held on all other city property, including parking lots, parks, trails, playgrounds, etc.
Cost: No processing fee.
4. The applicant shall contact the R.C.M.P. Town Detachment (phone 885-0020) a minimum of 2 weeks prior to the event with regard to any Police assistance required.
5. All applicants will be processed through the Director of Community Services, phone 885-6440. The Recreation, Parks & Culture Department will notify sponsoring groups when approved applications can be picked up.
6. A copy of this permit, signed by the appropriate Town official, must be kept at the special event location and be produced upon demand.

APPLICANT INFORMATION	Name of Sponsoring Group: <u>Little of This Market</u>
	Address: <u>Section 17(1)</u> Postal Code: <u>Section 17(1)</u>
	Name of Contact Person: <u>Section 17(4)(g)(i)</u>
	Address: _____ Postal Code: _____
	Phone (bus): <u>Section 17(1)</u> (res.): _____
	Fax: _____ E-mail: <u>littleofthismarket@gmail.com</u>

SPECIAL EVENT (✓ appropriate box)	Name of Event: <u>Little of This Fall Market</u>
	Description of Event: <u>Shopping Event</u>
<input type="checkbox"/> Entertainment	Date: <u>Sep 23/24</u> Time: From <u>11</u> (am) / pm To <u>4</u> am / (pm)
<input type="checkbox"/> Promotion	Staging Area: Start <u>Sep 23 - 8AM</u> Finish <u>Sep 24 - 5pm</u>
<input type="checkbox"/> Rally/Protest	Number of Participants: <u>6+ Food Trucks</u>
<input type="checkbox"/> Evangelizing	List of equipment, vehicles, material proposed on site by applicant (if applicable)
<input type="checkbox"/> Selling	<u>Barricades, Food Trucks, Tables & Chairs</u>
<input type="checkbox"/> Parade	
<input type="checkbox"/> Race/Walk	
<input type="checkbox"/> Procession	
<input type="checkbox"/> Other/Specify	

Date: <u>June 1 2023</u>	Signature of Applicant: 
--------------------------	---

WAIVER FORM

To be signed by Applicant	The applicant, on its own behalf and on behalf of its officers, agents and employees, waives the right to bring any claim against the Town of Blackfalds and its officers, agents and employees for any matter arising out of or in anyway connected with the Special Event, including claims based on the alleged negligence of the Town or its officers, agents or employees. The applicant further agrees to indemnify and save harmless The Town of Blackfalds, its officers, agents and employees from and against all claims of any nature, including negligence, arising out of or in any way connected with the Special Event.	
	Sponsoring Group <u>Little of This Market</u>	Date <u>June 1 2023</u>

Section 17(1)

PLEASE READ CAREFULLY

CONDITIONS OF APPROVAL	Approved (Subject to Conditions): _____ Conditions: _____
	Denied _____ Reason: _____
	1. Applicant to complete the attached map clearly outlining the route or location of the special event together with notation of the start and finish location, if applicable, and any other pertinent details. (E.g. requests for road closures, parking removal).
	2. Applicant to submit a valid certificate of insurance with the application. The certificate to show a minimum liability amount of <u>\$2,000,000.00</u> and to have the Town of Blackfalds as an Additional Named Insured for the date(s) of the event.
	3. The promoters shall comply with all applicable laws, including bylaws and regulations.
	4. Applicant to pay for the necessary advertising of road closures, signing, and barricading costs as identified by the Public Works Manager, and to ensure affected businesses and residences are made aware of such closures.
	5. Applicant to ensure adequate traffic control through consultation with R.C.M.P., Town Detachment.
	6. Applicant to ensure adequate first aid service is available.
	7. Applicant to ensure participants provide right-of-way to emergency vehicles.
	8. Applicant to be responsible for resulting clean-up of route or location at which the event occurs.
	9. Flag markers or removable signs only to be used for marking routes on trails/sidewalks/roads. ABSOLUTELY NO PAINT
11. Special Conditions:	
<p>SPECIAL CONDITIONS ACCEPTED BY APPLICANT</p> <p>PER: _____ (Signature)</p>	

FAILURE TO COMPLY WITH THE CONDITIONS HEREIN COULD RESULT IN THE APPROVAL BEING WITHDRAWN, FUTURE APPLICATIONS BEING DENIED, AND/OR PROSECUTION FOR BREACH OF TOWN BYLAWS.

TOWN APPROVAL

1. Signing Authority for Category A & B Events

Chief Administrative Officer _____

Date JUNE 21 2023

2. Signing Authority for Category C Events

Director of Community Services _____

Date _____



Food Trucks

Office of the Infrastructure Manager
Central Region

401, 4920-51 Street
Red Deer, Alberta
Canada T4N 6K8

Telephone 403/340-5166
Fax 403/340-4810

June 14, 2023

Mr. Justin de Bresser
Town of Blackfalds
PO Box 220
Blackfalds, AB T0M 0J0

Dear Mr. de Bresser:

Re: Strategic Transportation Infrastructure Program (STIP)
Local Municipal Initiatives

Thank you for your application for grant funding for the Highway 2A and South Street project under the Local Municipal Initiatives component of the Strategic Transportation Infrastructure Program (STIP).

As you can appreciate, a significant number of applications were received under the Local Municipal Initiatives. Unfortunately, program budgets limited the amount of approvals this year and this application did not rank high enough to receive an approval in 2023.

You may resubmit or update this application along with any other eligible projects for potential 2024 grant funding under the Local Municipal Initiatives prior to November 30, 2023.

If you have any questions or concerns please contact me at (403) 340-5069.

Sincerely,



Denette Leask
Infrastructure Technologist

Subject: Join MLC to discuss recommendations on intermunicipal collaboration
Attachments: Draft Recommendation on the Future of Intermunicipal Collaboration.pdf

From: Cathy Heron <president@abmunis.ca>
Sent: Tuesday, June 6, 2023 5:05 PM
To: info <info@blackfalds.ca>
Subject: Join MLC to discuss recommendations on intermunicipal collaboration

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.

Dear Mayors, Councillors and CAOs,

Join us at Summer [Municipal Leaders Caucus](#) (MLC) to provide feedback on the attached draft Recommendations for the Future of Intermunicipal Collaboration. [Register](#) today for a MLC which runs from 10:00am to about 3:00pm June 13 in Diamond Valley, June 14 in Delburne, June 20 in Wembley, June 21 in St. Paul and June 22 Spruce Grove (with a virtual option).

Findings of ABmunis [Future of Municipal Government](#) (FOMG) project so far point to the importance of collaboration to building thriving communities. At the end of March almost 300 representatives from municipalities large and small of all types from across Alberta discussed collaboration at our President's Summit on FOMG. The draft recommendations are informed by these discussions.

The recommendations focus on opportunities for:

- The province to enhance legislation, policy and funding supports for collaboration
- Municipal associations to model collaboration and provide guidance and capacity building support
- Municipalities to learn from successes and challenges to enhance their collaborations.

I hope you will join us for this important conversation along with interactive sessions on water, follow-up on the provincial election, locally selected topics and updates on priority work ABmunis is undertaking for you.

Thank you!

Cathy Heron | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples.

Recommendations on the Future of Intermunicipal Collaboration



 **Alberta
Municipalities**
Strength
In Members

DRAFT FOR FEEDBACK

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Executive Summary

Alberta Municipalities (ABmunis) has undertaken the [Future of Municipal Government](#) (FOMG) project to explore options for addressing critical municipal issues, such as municipal structure, climate adaptation, and leadership. One early outcome from the FOMG project is the reaffirmation that collaboration is an essential element of municipal governance. This report makes collaboration recommendations based on the common themes we heard from municipalities (ABmunis members and other municipalities) about their experience with Intermunicipal Collaboration Frameworks (ICFs).

The report outlines recommendations for improving intermunicipal collaboration in Alberta through:

- Changes to policy and legislation.
- Updates to funding programs and capacity-building tools.
- Best practices for collaboration.
- Topics requiring further consideration.

The report highlights the need for the provincial government to:

- Provide greater clarity and specific definitions in legislation.
- Improve the dispute resolution framework in legislation.
- Require accountability to ICFs.
- Support non-contiguous ICFs and exploring the possibility for non-contiguous amalgamations.
- Provide best-practice tools to support appropriate cost-sharing and joint economic development.

Many municipalities have a limited capacity for collaboration, meaning that the province needs to invest in:

- Funding collaborative initiatives, amalgamation exploration and implementation, and Growth Management Boards (GMBs).
- Supporting ABmunis and Rural Municipalities of Alberta (RMA) to update the ICF Workbook based on best practices.
- Collaborating with ABmunis and RMA to provide additional support for intermunicipal training, conflict resolution and facilitation, and shared resources.

Municipalities themselves can foster good intermunicipal collaborations by:

- Creating a culture of collaboration.
- Getting to know neighbouring municipalities and partners.
- Being strategic about collaborations.

During engagement, municipalities also identified topics for further consideration, including collaboration potential between ABmunis and RMA, broader collaboration with non-municipal partners, and perceived mediator and arbitrator bias.

The recommendations in this report will inform ABmunis' submission for the upcoming provincial review of ICFs in fall 2023. They will also guide our ongoing work with Municipal Affairs, RMA, and other municipal partners to support collaboration.

Purpose

Collaboration is essential for Alberta municipalities looking to tackle the challenges of municipal governance, including increasing service expectations from community members, downloading of responsibilities from the province, financial pressures, climate change and complex societal challenges. ABmunis has undertaken the FOMG project to explore options for addressing critical municipal issues.

Municipalities have shared their perspectives on how to improve current collaboration efforts, particularly ICFs. This report summarizes recommendations on how to optimize municipal collaboration and identifies actions for both the provincial and municipal levels of government, as well as the municipal associations.

The report is broken into four main recommendation sections:

1. Changes to policy and legislation.
2. Updates for funding programs and capacity building tools.
3. Best practices for intermunicipal collaboration.
4. Topics that require further consideration.

One early outcome from the FOMG project is the reaffirmation that collaboration is an essential element of municipal governance.

Future of Municipal Government Project

ABmunis launched the FOMG project in 2022 in response to the wide array of pressures that municipalities face. We partnered with the School of Public Policy at the University of Calgary to develop research papers that would serve as the foundation for dialogue on how to mitigate these pressures. The FOMG project is intended to explore and assess the options for municipal government structures that enable municipalities to build thriving communities into the future. One of the main project findings is the reaffirmation that intermunicipal collaboration is key to success. More information about the project is available on the [ABmunis FOMG webpage](#).

This report supports the FOMG project by making key recommendations to strengthen intermunicipal collaboration. These recommendations were developed using engagement feedback from the 2023 President's Summit on the Future of Municipal Government that included municipalities of all types and sizes from throughout Alberta, the 2023 Summer Municipal Leaders Caucus, and ongoing dialogue with municipal officials and administrators. The recommendations will inform ABmunis' submission for the upcoming provincial review of ICFs in fall 2023. They will also guide our ongoing work with Municipal Affairs, RMA, and other municipal partners to support collaboration.

Background

Municipalities currently face a variety of challenges:

- Community members within a municipality are constantly changing and often have increasing expectations for service provision, resulting in significant budget pressures.
- Municipalities are subject to the downloading of responsibilities from the provincial government without any accompanying increase in funding sources and revenue.
- Municipalities are at the epicentre of many complex societal challenges like homelessness, extreme weather (fires and floods), and economic recession.

Municipalities' collective experience confirms that collaboration is essential to overcome these challenges. The *Municipal Government Act* (MGA) was amended in 2017 to require collaboration between neighbouring municipalities, leading to the completion of 440 ICFs.

While collaboration is a long-standing tradition in Alberta, ICFs are relatively new, and the municipal experience has been widely varied.

Including collaboration as a municipal purpose in the MGA meant that collaboration became mandated rather than voluntary, with specific requirements outlined in the legislation. Broadly, ICFs require municipalities to:

- Assess whether collaboration would bring better effectiveness and efficiency to service provision at a regional scale.
- Determine how service delivery will be provided when collaborating.
- Negotiate various other ICF agreement details, including a dispute resolution framework.

When intermunicipal collaboration was mandated through ICFs, each municipality had three years to complete both their ICF and, where applicable, an Intermunicipal Development Plan. Some municipalities had only one ICF to complete. Others had many – some rural municipalities had to complete upwards of 15 to 20 ICFs. Also, the timelines and details of what was required in ICFs changed over time and was impacted by the COVID pandemic. In the end, this change to the MGA triggered a significant amount of work across the province in a short period of time, with mixed outcomes – some enthusiastically successful, some not at all successful, and everything in between. Some of the earliest ICFs led the charge and set the expectations for what an ICF should include. Other ICFs were completed at a very high level, with limited details, to comply with the legislated timeline. Municipalities are also required to review their ICFs within seven years from initial signing, or sooner if the parties agreed to a specific review timeline in their ICF. ABmunis anticipates municipalities benefiting from lessons learned and best practices identified through these reviews.

Just as Alberta is a widely diverse province, the municipal experience of ICFs was widely varied. Some municipalities found the experience strengthened already strong collaborative relationships. For others, the ICFs added strain to already tense relationships, or created strain where none had existed before. And in some cases, ICFs opened the door to collaboration in a way that hadn't been available previously. In listening to our municipalities, we learned that there is no single way to successfully collaborate.

Regardless of the outcome, negotiating ICFs has been a new experience for all Alberta municipalities and, like most significant undertakings, this process will benefit from continuous reflection and improvement. Based on our learning from the first round of negotiations, ABmunis is recommending changes to ICF legislation as well as enhanced support for municipalities to improve the ICF experience for the upcoming mandatory reviews.

Recommendations

ABmunis learned through engagement that the ICF legislation needs more clarity in several areas to avoid disagreement on collaboration parameters. Municipalities also need more supports and tools to enable them to develop appropriate partnerships.

The legislation does not need to add rigidity, but rather clarity on what needs to be addressed in ICFs and flexibility around how each municipal collaboration finds solutions.

Changes to Policy and Legislation

The success of ICFs depends on the legislative framework that regulates them. Based on our learnings from the first round of ICF negotiations, ABmunis recommends several key legislative changes to enhance the effectiveness of municipal collaborations into the future.

1. Definition Clarity

- **Basic ICF Services:** **ABmunis recommends that a clear list of required ICF services be articulated in the legislation.** This list should include basic municipal services such as transportation, water, wastewater, stormwater, waste management, emergency services, and recreation, while also allowing for other services to be addressed if necessary, such as libraries, cemeteries, school sites, FCSS. Like the MGA provisions for Intermunicipal Development Plans, if both municipalities agree that they do not need to address specific services in their ICF, it should not be mandatory to do so. Any municipality can revoke this agreement by giving written notice. ICFs can then be amended to include these specific services within one year.
- **GMB Municipalities:** For municipalities included in a GMB where any basic ICF service (as defined above) is not included in the GMB's agreements and plans, we recommend that the MGA require they be addressed. It is important that both the coordination and cost-sharing aspects of all basic ICF services be agreed to through either an ICF or alternate binding agreement.
- **Third-Party Services:** **There is significant confusion and inconsistency as to how third-party services are addressed in ICFs. ABmunis recommends providing clear guidance on what types of third-party services should be included and in what circumstances.** Our intent is to enable municipalities to explore collaboration on cost-sharing to support intermunicipal services rather than intervene in service delivery. Many services provided by third parties offer community members and businesses essential services for a complete community. Considering these services as part of the ICF process helps support a more regional approach to service delivery. The collaboration process in these cases could involve school boards, health boards, agricultural societies, major companies, and non-profit organizations. However, the nature of third-party service delivery is complex, so further review is required before a clear legislative definition is created.
- **Dispute Resolution Requirements:** ICFs must include a dispute resolution process, with sample options provided in the ICF Workbook. However, many municipalities prefer to have a clearly defined, minimum-standard approach included in the legislation so that they can focus on negotiating the content of the ICF rather than the negotiation process, especially when relationships are strained.

2. Accountability to the MGA

- **Order to Comply:** In instances where arbitration awards have been made, but are not being followed, ABmunis recommends that the MGA require a Ministerial order to ensure the municipalities in question comply with the arbitrator's award. Current practice shows that the Ministerial order is discretionary, so municipalities whose neighbours are non-compliant must resort to applying for an order from the Court of

King's Bench, which is time consuming. If a municipality applies for a judicial review of the arbitrator's award, we recommend that the municipality in question be required to comply with the award until the judicial review is complete.

3. Non-Contiguous Neighbour Collaborations and Amalgamations

ICFs are intended to support a more regional approach to service delivery. In some situations, having multiple municipalities party to an ICF, and even amalgamation, should be considered. The current legislation enables multi-party ICFs, but in practice few have been created.

- Awareness: Municipal Affairs, ABmunis, and RMA should continue to build awareness that ICFs can be used multi-laterally and there is no legislation limiting municipalities from collaborating with non-contiguous neighbours. Additional learnings from any existing multi-lateral ICFs should be developed and included in the ICF Workbook.
- Non-Contiguous Amalgamation: Based on the feedback, non-contiguous amalgamation should be explored, along with its inclusion in legislation. The application process for non-contiguous amalgamation may require different information to demonstrate benefits and mitigate risks. Ultimately, amalgamations are at the discretion of the Minister and no change to that authority is recommended. However, flexibility in the legislation would allow municipalities in unique situations to explore what could work best for their area.
- Interim Measures: **For municipalities interested in non-contiguous amalgamation, we would like to emphasize that non-contiguous ICFs are a good place to begin.** Amalgamations are labour-intensive, so starting to align systems (i.e., financial, IT, bylaws) and sharing resources can provide practical experience working together and be beneficial should amalgamation become possible.

4. Tools to Support Cost-Sharing

- Cost-Sharing Options: **Many municipalities would like to see a set of recommended cost-sharing methods and ABmunis members passed a [2022 resolution](#) calling for guidance on this topic. Having a set of recommended best practices supported by Municipal Affairs, RMA, and ABmunis would allow municipalities to identify the type of cost-sharing most appropriate to their situation.** We do not recommend instituting a cost-sharing formula that would apply to all municipalities because we know that one size does not fit all. Lessons from similar cost-sharing experiences, such as off-site levies, are pertinent. Municipalities must clearly define the service, its costs, and the benefitting areas (or catchment areas) for off-site levies. These cost-sharing options can also address what the benefit is – whether that is direct use, or the ability to use. For example, in some situations, benefit is defined by how much of a service each user consumes (i.e., water). In other situations, benefit is more about having the service available for use should it be needed (i.e., emergency or disaster services). An additional consideration is whether the service is considered necessary to attract economic development or essential workers (i.e., doctors) who typically expect high quality regional services and amenities. Providing a toolkit with background information on how cost-sharing techniques are used, and why and how benefit can be determined, would help municipal collaboration by providing a resource to begin conversations.
- Joint Development Initiatives: While ICFs and many municipal collaborations are about cost-sharing, there are also opportunities to include joint development best practices. **Many intermunicipal collaborations are about more than just sharing costs; they seek to enhance the region's economic and community development. This means that municipalities should consider how to work together to attract business to their region.** In these cases, joint development agreements may support both municipalities actively engaging in economic development because both will share in the financial benefits. RMA's October 2022 Municipal Structures Report suggests the use of Joint Development Areas in concert with Intermunicipal Development Plans to identify development areas and share in the costs and revenues the area generates. The report also suggests the use of Joint Economic Development agreements that are similar in terms of costs and revenue, but more regional in nature rather than specific to a single area. The development of best practices for such tools would be a good resource.

Changes to Funding Programs and Capacity-Building Supports

In addition to legislative changes, municipalities need financial, knowledge, and skill supports to build capacity and enable effective collaboration efforts.

1. Funding Programs

Successful collaboration requires significant time and energy to build relationships and develop mutual understanding. Collaboration grants have been available for many years, but an additional focus on grants and timing is critical to support ongoing efforts.

- **Additional Funding:** Municipalities need additional funds above what is currently available for the sole purpose of collaboration. It is not enough to have grants available for those times when parties are in conflict. **Municipalities require additional funds to coordinate and prepare for collaboration during their ICF negotiations, which will help prevent conflict.** While grants are available, they are not adequate nor accessible to all who need them.
- **Grant Criteria:** There are currently grants available for collaboration initiatives. However, successful collaboration should be rewarded by giving higher priority to all provincial grant applications submitted by more than one municipality. Grants should also be available for situations where one municipality's financial resources are significantly different from their neighbours. These grants can be used to support equitable participation.
- **Efficient Process:** The grant process should be streamlined and timelier. Municipalities need to know what funds are available, when applications are required, and how long it will take to access grant funds once an application has been submitted. Municipalities currently struggle with the grant process. **Collaborations are often time-sensitive processes that emerge quickly based on opportunities. Grants need to be available and accessible on an ongoing basis so they do not halt progress.**
- **Amalgamation Funds:** The costs associated with exploring amalgamation are high and municipalities need more financial support to adequately assess whether an amalgamation is feasible and appropriate.
- **GMB Funding:** **Like ICFs, the costs associated with coordinating and organizing collaboration for GMBs are high. Municipalities would like to see stable, predictable funding for GMBs.**



Stable and predictable funding is needed to build capacity for effective collaboration efforts.

2. Capacity-Building Supports

While funding supports are a primary need for municipalities, there is also a need to help municipalities expand their capacity for collaboration.

- Updated ICF Workbook: The ICF Workbook, prepared in partnership by Municipal Affairs, RMA, and ABmunis, was a useful tool for the first round of ICF negotiations. Now, the workbook needs to be updated to reflect the practical experiences of the last five years and focus on best practices. The workbook will also need to be promoted again to raise municipal awareness of the tool.
- Intermunicipal Collaboration Training: Elected officials often ask about whether training specific to collaboration can be offered. ABmunis currently partners with RMA to teach the Elected Officials Education Program's Regional Partnerships and Collaboration course, so greater awareness of this program could be fostered. Skill development is also a useful first step in intermunicipal collaborations and feedback from participants who take the course with their neighbouring municipalities has been positive. **Whichever way the training is delivered, broader intermunicipal collaboration training is frequently requested.**
- Conflict Resolution Option Awareness: **Destigmatizing mediation and arbitration will go a long way towards enabling municipalities to use these supports effectively.** Many municipalities suggested that having a neutral third-party facilitator lead the negotiation process is a key strategy in reaching a positive outcome. However, there seems to be a sense that municipalities have failed if they cannot collaborate without external help. We recommend Municipal Affairs continue to work with ABmunis and RMA to demonstrate the value these supports offer based on the real experiences of municipalities across Alberta.
- Facilitation Services: **Many municipalities have suggested collaborations would benefit greatly from a free facilitation service provided by the province, similar to community development facilitators.** Municipalities have had many positive experiences with community development facilitators, knowing that this service is readily available when needed and doesn't come with the burden of unknown costs.
- Shared Resources: Shared systems and data is the first step to better collaboration. There is a clear benefit to municipalities working together to determine what financial, IT, and asset management data systems are used, and then aligning these systems so that data comparisons are more useful. Having apple-to-apple comparisons of data can mean the difference between getting to an agreement or stalling out. Municipalities have suggested that ABmunis and RMA could provide joint support for identifying options for common systems.

Training, facilitation, shared resources, and destigmatizing mediation and arbitration are needed to expand municipality's capacity for collaboration.

Best Practices to Support Effective Collaboration

In addition to the recommendations above, municipalities have identified best practices that can be implemented in their everyday interactions to enhance collaboration. The following are some of the most frequently endorsed tips for municipalities to use today and into the future.

1. Create a Culture of Collaboration

- **Proactive Collaboration:** Municipalities should focus on the cultural aspects of collaboration. This means that relationships are built and fostered before any opportunities or challenges emerge. **Also, when new projects or opportunities do arise, partners should be brought to the table early so they participate in project ideation and key decisions impacting service delivery levels and funding options.**
- **Formal and/or Regular Arrangements:** One of the ways to foster ongoing relationships is to establish a cooperation protocol or a joint friendship committee that outlines the commitment to a relationship between two or more municipalities. These types of arrangements enable conversations that are far broader than those that focus only on ICF services and/or Intermunicipal Development Plans. Regular meetings between Councils, joint friendship committees, and/or Chief Administrative Officers (CAOs) provide an opportunity to better understand each municipality's unique circumstances.
- **Collaboration at All Levels:** Collaboration cannot and should not only take place between elected officials. **We should encourage collaboration between all levels of staff in municipalities, from the CAO to the grader operators.** We recommend enabling staff to develop joint recommendations for collaboration and then the elected officials only need to work out the most politically important components.
- **The Right Attitude and the Right People:** The right structure and commitments can get people part of the way down the road to collaboration, but the right attitude is the magic ingredient. Of course, there is no single "right" attitude, but what tends to work is leaving egos at the door by being a champion for regional benefits; staying positive and believing that collaboration is possible; and being solution-oriented when inevitable challenges arise. This sometimes means that the "right" people must be involved. **The right people aren't necessarily identified by their position; rather, they are the people that bring value to an initiative because they have the right set of skills for collaboration, as well as enough authority to make decisions and build momentum.**

2. Get to Know Each Other

- **Connect Socially:** Getting to know a neighbouring municipality's elected officials and staff goes a long way to supporting all types of community initiatives. If opportunities to connect socially are limited, at a minimum, municipalities can build social time into meetings and plan to have meals together. Ideally, municipalities should work on a diverse range of community initiatives together, including community boards and organizations. This will help build relationships that are robust, but also interconnected. Even when relationships are good, understanding what is challenging for neighbouring municipalities goes a long way towards supporting successful collaboration.
- **Learn About Your Neighbouring Municipality:** In addition to spending time together socially, elected officials and staff should take the time to learn more about the municipalities in their region. Do field trips and tours together as part of collaboration. Meet with community groups and companies doing business in the region. Talk about what's on each Council's agenda and strategic plan. **The more you understand about the opportunities and challenges your neighbour faces, the better you will be able to come up with joint solutions to regional issues.**

3. Be Strategic About Your Collaborations

For the most part, collaboration doesn't just happen. It takes vision, planning, and coordination to execute successfully. There are many recommendations in the ICF Workbook that have guided the current round of collaborations and negotiations, and based on the feedback of municipalities, a few themes stand out.

- Consider an ICF or a Potential Collaboration to be a Project: Develop a strategic plan for the collaboration by working together to set goals, parameters, decision-making authority, roles and responsibilities, communication protocols, and metrics for success.
- Plan for Data-Driven Decisions: Wherever possible, prepare the appropriate information and data that will be necessary to the conversation in advance. If municipalities do not have the same types of data, or need neutral technical advice, consider hiring an external third party to prepare data to be used by both parties in the negotiations. Alternatively, work towards having similar information systems in place so data comparison and analysis are easier. Make sure decision-makers have the information and data in advance of meetings so they can prepare and even meet with their Council to get feedback.
- External Expertise: Consider engaging appropriate expertise in facilitation, conflict management, and/or legal support for your situation. We have often heard that bringing in a neutral, third-party facilitator early on enabled a much more straightforward negotiation and supported team-oriented relationships. The facilitator can help you stay focused on your strategic objectives and create space for elected officials to focus on content rather than process. Legal support has also been highly recommended to ensure that agreements made through dialogue are supported by legal backing. It is critical to assess your municipality's needs and ensure that your legal support matches your circumstances – the wrong support can make the process much more challenging.
- Normalize Disagreements: Conflict is almost always going to arise. Intermunicipal collaboration involves complex topics with large impacts to community members and ratepayers. There can be big stakes involved. **Differences of opinion and perspective are part of the experience, but ultimately, it is how you address conflict that matters.** Having a dispute resolution process in place is important so that when disputes arise, there is an already-agreed-upon process to follow that is clear and known to all parties. **Then, focus on the issue, not the people involved.** Normalizing conflict can be done in many ways, but generally, it helps to assume that conflicts will arise, talk about how you will deal with conflict, stay calm, take breaks when needed, and stay committed to working through the hard discussions so that conflict isn't avoided, but managed.

Topics Requiring Further Consideration

During our engagement, we identified additional topics for discussion outside of the provincial and municipal roles in collaboration. We believe these topics should be further explored to determine how they can complement collaboration initiatives.

1. Associations to Model Collaboration

- Some municipal feedback highlighted a perception that the relationship between RMA and ABmunis is strained. Still, the two associations have demonstrated valuable strength when working together on common issues. Municipalities see this relationship as an opportunity for the associations to model collaboration to their members and show the benefits of collaboration at all levels. The associations can strengthen their relationship by jointly hosting events and intermunicipal conversations. We can also build on the success of the ICF Workbook by working together to update this important resource and coach municipalities on intermunicipal best practices.

2. Broader Collaborations

- Municipalities should consider expanding their collaboration efforts to other interested parties, such as school boards, community-based non-governmental organizations, and businesses. We acknowledge that we are missing the participation of our Indigenous neighbours in both formal and informal municipal collaboration. **We therefore recommend that municipalities implement the Truth and Reconciliation Commission's Calls To Action and start to build relationships with their Indigenous neighbours before expecting collaboration on regional issues.** ABmunis has developed a [Municipal Guide to the Truth and Reconciliation Commissions' Calls to Action](#) and regularly includes information on municipal-Indigenous relations at our events.

3. Amalgamation

- For many municipalities, changing the MGA to require collaboration has been viewed as a precursor to forced amalgamations. **Some municipalities fear what ICFs will ultimately lead to and agree that forced amalgamations would not be the right approach for most municipalities in Alberta.** While municipalities generally support intermunicipal collaboration, cases of more difficult and less successful ICF negotiations tend to be highlighted in the media. **Municipalities would benefit from hearing ICF success stories to bolster perceptions about how well intermunicipal collaboration can work.**
- We also recognize that for some municipalities, amalgamation has potential value. There are many expectations and assumptions about what amalgamation will offer to communities exploring this option. To help municipalities better understand the risks and benefits of amalgamation, the province could develop and share case studies specific to Alberta. For municipalities exploring amalgamation, additional support should be offered, with incentives for amalgamation should they decide to pursue this option.

4. Mediation and Arbitration Bias

- Municipalities generally support the use of mediation and dispute resolution options. However, some municipalities raised concerns that conflict resolution professionals may have an urban bias. Their perception is that because many conflict resolution professionals live in urban centres, they are biased in favour of urban municipalities.
- Professionally designated mediators (QMed or CMed) and arbitrators (QArb and CArb) are guided by professional ethical standards that are upheld by their regulatory board. These standards include being non-biased and having a neutral opinion of all parties involved in a dispute. Arbitrators make their awards based on the information presented to them and should not rely on their own body of knowledge, so awards should not reflect any inherent bias. Nonetheless, having a diverse range of conflict resolution professionals available to municipalities would be beneficial.

5. Viability

- Alberta is unique in having a viability review process that helps municipalities determine their ability to continue as a municipality or develop a plan that leads to viability. The process is intended to bring decision makers together and to enable communities to make decisions about their future based on an infrastructure study and viability review report. Municipal associations provided input on the development of the process and its evolution over the past decade. However, there is still opportunity for improvement.
- At their 2023 Convention, RMA members adopted a resolution to advocate for the Government of Alberta to enhance support for receiving municipalities in dissolutions resulting from the viability review process. Some ABmunis members have identified the need to greater support for those who decide to remain a municipality.
- The School of Public Policy is analyzing the process and outcomes of viability reviews and will release its findings in the fall, which provides the opportunity to discuss opportunities to enhance the process for all municipalities involved.

Summary

Collaboration is the preferred approach to address the challenges that municipalities currently face with respect to both service delivery and complex social, economic, and environmental issues.

The municipal experience with ICFs has highlighted the need for the provincial government to better support collaboration by providing clarity in legislation, adequate and streamlined funding programs, and capacity-building tools.

Municipalities should identify best practices for collaboration and take the time to invest in intermunicipal relationships. The recommendations and tips presented in this report aim to improve the experience of upcoming ICF renegotiations and promote enhanced collaborations between Alberta municipalities.





Alberta Municipalities Strength In Members

Connect

300, 8616 51 Avenue
Edmonton, AB T6E 6E6
780.433.4431 ■ 310.MUNI

abmunis.ca



Subject: Potential Meeting Opportunity (Municipal Affairs Minister) - 2023 Alberta Municipalities Fall Convention

From: MA Engagement Team <ma.engagement@gov.ab.ca>

Sent: Thursday, June 15, 2023 3:17:06 PM

Cc: Karen Pottruff <Karen.Pottruff@gov.ab.ca>

Subject: Potential Meeting Opportunity (Municipal Affairs Minister) - 2023 Alberta Municipalities Fall Convention

Dear Chief Administrative Officer:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2023 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre from September 27-29, 2023. These meetings will be in person at the convention centre.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email to ma.engagement@gov.ab.ca no later than **July 13, 2023**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- No more than three policy items or issues **directly relevant to the Minister of Municipal Affairs and the department will be given priority.**
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Engagement Team
Municipal Services Division
Municipal Affairs





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR111695

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers



City of Lacombe

COUNCIL HIGHLIGHTS

June 12, 2023

Regular Meeting of Council

2. Review of Agendas

2.3 Items Pulled from the Consent Agenda for Further Discussion

Council accepted the Echo Energy Letter of Credit Update as information.

Council approved the revised Affordable Housing Steering Committee terms of reference as presented.

Council approved the revised Downtown Area Redevelopment Plan Committee terms of reference as presented.

4. Presentations

4.1 Lacombe & District Chamber of Commerce Update (Verbal Update)

Lacombe and District Chamber of Commerce Executive Director Jeff Hanger provided Council with an update on the Chamber's past year.

5. Public Hearing

5.1 Bylaw 400.46 - Lutheran Church Site Exception

A public hearing was held for Bylaw 400.46 - Lutheran Church Site Exception: "Notice is hereby given that the Council of the City of Lacombe has given first reading to Bylaw 400.46 to amend Land Use Bylaw 400. If approved, the bylaw will allow as a Discretionary Use, a Place of Worship (church) at 8-4013 53 Avenue, legally described as Lot 12, Block 3, Plan 1720620, in the Light Industrial District (I1)."

6. Requests for Decision

6.1 Strategic Plan Update

Administration drafted an update to Council's 2022 - 2025 Strategic Plan, a little over one year after the Plan's original adoption. The amended document, when endorsed by Council, will be named the 2023 – 2026 Strategic Plan.

The Plan was presented to Council at the June 5th, 2023, Committee of a Whole Meeting for review and comments. The proposed Plan includes Council input from the previous 16 months and comments from the June

5th meeting, as well as administratively generated tactics that staff are, or will be, working on in support of Council's Strategic Objectives.

Council endorsed the 2023 - 2026 Strategic Plan as presented.

6.2 Bylaw 400.46 - Lutheran Church Site Exception - Second and Third Readings

An application has been submitted to allow, as a Discretionary Use, a Place of Worship (church) at 8-4013 53 Avenue, legally described as Lot 12, Block 3, Plan 1720620, in the Light Industrial District (I1). The purpose of the I1 District within the Land Use Bylaw (LUB) is "to provide an area for a wide variety of light and other service-related industrial activities that do not create a nuisance beyond the property boundary."

The subject site has one (1) existing building containing several uses/businesses. The church currently exists in one of the bays without the necessary zoning in place. The proposed bylaw amendment would limit the Place of Worship use to the subject site, anywhere on the property, if approved.

Council gave second and third reading to Bylaw 400.46 as presented.

6.3 Soft Sided Structures in Residential Areas

As spring has arrived and seasonal property clean-up begins, it came to the attention of Administration that there are several prohibited Temporary Buildings, also referred to as soft sided structures, within the community that require attention.

The Land Use Bylaw (LUB) prohibits soft-sided structures in residential areas while allowing them as Discretionary Uses in commercial and industrial districts. On a residential parcel, these structures usually serve the purpose of a temporary garage, workshop, or storage.

A public service announcement was released at the beginning of May to advise residents that these structures are prohibited in residential areas. The next step following the public service announcements would be direct notice to properties with these types of structures, and property-specific enforcement would occur. However, before sending the letters and beginning the formal enforcement process, Council is being asked for direction on possible options for enforcement or LUB amendments.

Council directed Administration to prepare, for Council's consideration, Land Use Bylaw amendments allowing soft-sided structures in residential Districts as part of the 2024 work plan.

A motion "THAT Council directs Administration to continue with enforcement as outlined in Option 1 in the June 12th, 2023, Temporary Buildings (soft-sided structures) in Lacombe report," was defeated.

6.4 50th Avenue On-Street Pedestrian Options

During the 2023 budget deliberations, Council requested options for a pedestrian/cyclist connection to Midway Center and allocated \$750,000 for the project.

A separate asphalt trail would cost between \$1.85 million - \$3.2 million due to the space constraints and steep embankments along 50th Avenue. A more economical alternative is repurposing one of the travel lanes on 50th Avenue as an on-street pedestrian trail.

Administration developed three potential on-street trail alignments, each with three different treatments between the trail and the adjacent driving lane:

1. Rigid Barriers (concrete barriers) – maintains current speed limits.
2. Flexible Posts – maximum speed limit of 60 km/hr.
3. Paint/Rumble Strips – maximum speed limit of 50 km/hr.

Council tabled this information for Administration to return with additional information for the July 10, 2023, Regular Council Meeting.

6.5 2022/2023 Snow Clearing Policy Annual Review

The City's Snow Clearing Policy directly affects snow clearing and sanding service levels for public roads, sidewalks, and trails. Administration invites Council's input on the service delivery in 2022-2023. New in this year's report are the various requests for service level changes that Administration received verbally and through public engagement events and the Request for Information (RFI) process.

The report was divided into four parts:

- Roads
- Sidewalks, walkways, and trails (Parks)
- Bylaw enforcement
- Snow clearing public communication

Council directed Administration to evaluate the budget implications of clearing snow on sidewalks across public lanes, expanding the snow removal program to evaluate the removal of windrows and providing snow clearing costs of all skating surfaces for all snow days for consideration during the 2024 budget deliberations.

6.6 City Hall Renovation Update

Three proposals were received for the City Hall Renovation project. All proposals were approximately 50% over budget.

Submitted accommodation strategies did meet the City's staff and public access objectives.

Administration recommends pausing the project, developing an accommodation strategy in-house, and reconsidering the project during the 2024 Budget Deliberations.

Council moved that the City not proceed with the City Hall Renovation Project at this time and directed Administration to develop an Accommodation Strategy, using internal staff, for presentation at the August 28th, 2023, Council Meeting.

6.7 Notice of Motion (Councillor Dallas – from May 23, 2023)

Councillor Dallas' motion:

"THAT Council direct Administration to develop a plan that provides public facing on site signage for Capital Budget projects (excluding equipment) over \$300,000, with a funding breakdown displayed,"

was amended to:

"THAT Council direct Administration to develop a plan that provides public facing on site signage for Capital Budget projects (excluding equipment) over \$500,000, with a funding breakdown displayed and playground development." This motion was passed by Council.

8. In Camera

8.2 Labour (FOIP Section 24)

The following motions were made concerning Committee appointments:

1. Council reappointed Joe Whitbread, Peter Bouwsema, Troy Corsiatto, Melissa Blunden and Myles Chykerda to the Downtown Area Redevelopment Plan Advisory Committee with a term starting June 28th, 2023, and ending June 27th, 2026.
2. Council appointed Tammy Derowin and Chris Farsky to the Downtown Area Redevelopment Plan Advisory Committee with a term starting June 28th, 2023, and ending June 27th, 2025.
3. Council appointed Kirsti Bell to the Lacombe Arts Endowment Committee with a term starting June 13, 2023, and ending December 31, 2025.
4. Council appointed Melissa Blunden to the Heritage Resources Committee as the Lacombe & District Historical Society representative with a term starting September 1, 2022, and ending August 31st, 2026.
5. Council appointed Graham Innes to the Municipal Library Board with a term starting October 25, 2022, and ending October 24, 2025.

8.3 Land (FOIP Section 16)

Council directed Administration to provide further information for the selected site.

8.4 Land (FOIP Section 16)

Council endorsed the land sale proposal in principle.

8.5 Legal (FOIP Section 24, 27)

Council endorsed the Code of Conduct plan as discussed in-camera for item 8.5.

****The next scheduled Council Meetings:***

- ***Monday, July 10, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall***
- ***Monday, August 14, 2023 – Committee of the Whole Meeting at 5:30 p.m. – City Hall***
- ***Monday, August 28, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall***



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JUNE 8, 2023

SOUTHEAST BENTLEY AREA STRUCTURE PLAN

To prepare for and attract future development, the Town of Bentley and Lacombe County have partnered and have successfully received an Alberta Community Partnership (ACP) Grant for the purpose of undertaking studies and plans related to the development of the lands southeast of Bentley. The main deliverable of this project is the Southeast Bentley Area Structure Plan which will outline a framework for future subdivision and development of NW and NE-23-40-01-W5M.

Council was provided with an overview of the Southeast Bentley Area Structure Plan, and it was received as information by resolution of Council. A public meeting will be held on June 29, 2023 at 6:30 p.m. at the Blindman Valley Ag Centre to seek public input and feedback regarding the project.

CENTRAL ALBERTA AGRITOURISM DEVELOPMENT STRATEGY

Council was provided with an overview of the recently published Central Alberta Agritourism Development Strategy. The Agritourism Development Strategy was created with the intent to offer strategic direction to advance Central Alberta toward its vision of becoming recognized as the premier agritourism destination in Alberta.

SYLVAN LAKE REGIONAL WATER/WASTEWATER COMMISSION – BYLAW 14 REVIEW

Lacombe County, as a member of the Sylvan Lake Regional Water/Wastewater Commission (SLRWWC), has been given the opportunity to comment on the proposed updates to Bylaw 14, the Commission's Operations and Services Bylaw. Council was provided with an overview of the proposed updates. A letter will be forwarded to the Sylvan Lake Regional Water/Wastewater Commission stating that Lacombe County has no comments or concerns regarding the proposed revisions to the bylaw.

RC (9) FUNDING REQUEST – CITY OF LACOMBE

The City of Lacombe Arts Endowment Fund has submitted a Policy RC(9) funding request to host a children's arts and craft event as part of Lacombe Days. The request is for County funding in the amount of \$2,150 to partially cover the cost of art and craft supplies, fees, advertising, wages, and an Arts Endowment Donation. Council approved \$2,055 in funding to the City of Lacombe Arts Endowment Fund to support the Creation Station event.

COUNCIL-TO-COUNCIL MEETING WITH THE VILLAGE OF ALIX

In response to an invitation from the Village of Alix to participate in a Council-to-Council meeting to discuss inter-municipal matters, a meeting has been scheduled for Tuesday, June 27, 2023. The draft agenda for the meeting was provided to Council for input.

LACOMBE LAKE WATER LEVEL – PRESENTATION BY ANITA ALEXANDER, ROBERT ALEXANDER, & ROBERT ENNS

Lacombe Lake property owners Anita Alexander, Robert Alexander, and Robert Enns provided a presentation on the Lacombe Lake water level, highlighting evidence of high water levels causing damage and disruption to lands around the lake. By resolution of Council, the presentation was received as information. Administration will consider this information as part of a report and recommendation for presentation at a future Council meeting.

Next Regular Council Meeting is
June 22, 2023 – 9:00 a.m.

Next Committee of the Whole Meeting is
October 3, 2023 – 9:00 a.m.

Lacombe County Administration Building

****For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (www.lacombecounty.com) after approval.**

TO		Members of Council		
FROM		Mayor Jamie Hoover		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary or key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: May 16 – Jun 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 18	x			RDRMUG meeting/Drumheller
May 23	x			RCM
May 24 - 29		x		FCM Conference and AGM/Toronto
May 30			x	BHPARC Rural health week appreciation basket deliveries
May 30	x			WCPS planning meeting
June 4			x	CAO candidate interviews
June 6			x	Governance workshop hosted in Lacombe County
June 8			x	BBBS AGM, greetings on behalf of Blackfalds
June 10			x	Stettler parade
June 12	x			BRWA AGM, Battle Lake facility and natural area tour
June 13	x			RCM
June 14			x	ABMunis Summer leaders caucus/Delburne
June 15		x		FMX motocross event

TO		Members of Council		
FROM		Deputy Mayor Brenda Dennis		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: May 16 to June 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 23	X			Regular Council Meeting
June 4	X			CAO Interviews
June 13	X			Regular Council Meeting

TO		Members of Council		
FROM		Councillor Jim Sands		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: May 15/ 23- June 15/ 23		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 15/ 23	X			Standing Committee Meeting
May 16/ 23			X	Roundtable report submission
May 23/ 23	X			Regular Council Meeting
May 24-29/ 23		X		Annual FCM Toronto
June 10/ 23		X		Eckville Parade
June 13/ 23	X			Regular Council Meeting

TO		Members of Council		
FROM		Councillor Edna Coulter		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: May 16, 2023 to June 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 18, 2023			X	PRLS in-person meeting – the PRLS does 2 in-person meetings and 2 virtual
May 23, 2023	X			Regular Council Meeting
June 4, 2023			X	CAO Interviews
June 6, 2023		X		Blackfalds Library meeting – this was the last full meeting before summer, but we will be meeting in August to do a pre-budget meeting
June 13, 2023	X			Regular Council Meeting

TO		Members of Council		
FROM		Councillor Rebecca Stendie		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: April 16, 2023, to June 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 3, 2023		x		Youth Recognition Event
May 5, 2023	x			CAO Recruitment Meeting
May 9, 2023	x			Regular Council meeting
May 15, 2023	x			Standing Committee
May 23, 2023	x			Regular Council meeting
June 4, 2023	x			CAO Interviews
June 7, 2023	x			Recreation, Culture and Parks Board Meeting
June 13, 2023	x			Regular Council Meeting

TO		Members of Council		
FROM		Councillor Marina Appel		
SUBJECT		<ul style="list-style-type: none">• Summary of meetings/events attended as a Council representative during this reporting period• Summary of key issues, decisions and/or comments for Council's information		
REPORT DATE		For the period: 16 May – 15 June 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 18	X			RhPAP Virtual Meeting with the CPSA (College of Physicians and Surgeons) regarding the medical care gap in Alberta.
May 23			X	Public Hearing – LUB
May 23	X			RCC Meeting
May 24 – 29		X		FCM in Toronto Events attended: <ul style="list-style-type: none">• Political Keynotes• Opening & Closing Ceremonies• AGM• Plenaries (Resolutions, A New Fiscal Framework, The Next Federal Election and the State of the Race)• Workshops (Intercommunity Transit: Closing The Rural and Regional Gap, Taking action against online harassment: ideas, innovations, allyship, Finding home: Canada's next generation of housing, Finding the Missing Middle—Low-Rise Housing in Toronto Study Tour)• Trade Show• Networking Events – Host City Events, Women in Local Government Event, Regional Caucus Meeting, Alberta Host Event, Metro Vancouver Event

May 30			X	Delivered Baskets to local Health Care professionals to promote Rural Health Week
May 31			X	2023 Provincial Election Review Webinar – hosted by AB Counsel
June 1	X			Blackfalds Chamber of Commerce Meeting – discussed postponing of the Lunch and Learn, Home Based-businesses edition to Sept 12 to accommodate more ticket sales
June 4	X			CAO Recruitment Interviews
June 13	X			RCC – in-camera sessions - Attended Virtually

TO		Members of Council		
FROM		Councillor Laura Svab		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary or key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: May 16 – June 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 23	x			Regular Council Meeting
June 2 and 3	x			Alberta Association of Police Governance (AAPG) Conference
June 4	x			James Davies CAO Recruitment Meeting #3 Interviews
June 13	x			Regular Council Meeting
June 14	x			Policing Committee

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on June 13, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Brenda Dennis
Councillor Jim Sands
Councillor Edna Coulter
Councillor Rebecca Stendie
Councillor Marina Appel (*virtual*)
Councillor Laura Svab

ATTENDING

Justin de Bresser, Interim Chief Administrative Officer
Preston Weran, Director of Infrastructure and Property Services
Rick Kreklewich, Director of Community Services
Laura Thevenaz, Manager of Infrastructure Services
Sue Bornn, Manager of FCSS
Marco Jadie, IT Tech
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

None

MEDIA

None

OTHERS PRESENT

Leanne Whiteley-Lagace, Stantec (*virtual*)
James Davies, DCG Executive Search Services Ltd. (*virtual*)

CALL TO ORDER:

Mayor Hoover called the Regular Council Meeting to order at 7:00 p.m.

Mayor Hoover indicated that Councillor Appel sends her regrets for the initial portion of the meeting but will be joining virtually later on in the meeting. In addition, Deputy Mayor Dennis will begin her term as Deputy Mayor for the next 10 months.

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

184/23 Councillor Sands moved That Council adopt the June 13, 2023 Agenda as presented.

CARRIED UNANIMOUSLY

DELEGATION

None

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

None

MINUTES**BUSINESS****Request for Decision – Pavement Management Study Final Report**

Manager Thevenaz presented to Council the final report for the 2022 Pavement Management Study, and Leanne Whiteley-Lagace from Stantec was in virtual attendance to answer any questions Council may have.

- 185/23** Councillor Stendie moved That Council accept the 2022 Pavement Management Report as presented.

CARRIED UNANIMOUSLY

Request for Decision – 2022 Social Needs Assessment

Manager Bornn presented and brought forward the FCSS Board recommendation for accepting the 2022 Social Needs Assessment.

- 186/23** Councillor Coulter moved That Council adopt the FCSS Board recommendation to accept the 2022 Social Needs Assessment as presented.

DEFEATED

In Favour: Mayor Hoover and Councillor Sands

- 187/23** Councillor Stendie moved That Council accept the 2022 Social Needs Assessment as information.

CARRIED

Opposed: Councillor Sands

Request for Decision – 2023 FCSS Funding Allocation Recommendation

Manager Bornn brought forward to Council the FCSS Board recommendation for allocating 2023 FCSS granting funding.

- 188/23** Councillor Sands moved That Council accept the FCSS Board recommendation to allocate FCSS grant funding in the amount of \$8,500 to Iron Ridge Elementary to help support their Social Worker position to a FTE and \$15,000 to Big Brothers Big Sisters to support their Blackfalds programs.

CARRIED UNANIMOUSLY

Request for Decision – Bylaw 1285.23, Public Notification Bylaw

Director Kreklewich presented Bylaw 1285.23, Public Notification Bylaw, for First Reading and, upon First Reading, proposed Council set a Public Hearing date for July 11, 2023.

- 189/23** Councillor Svab moved That Council give First Reading to Bylaw 1285.23, Public Notification Bylaw as presented.

CARRIED UNANIMOUSLY

- 190/23** Councillor Sands moved That Council, upon giving First Reading to Bylaw 1285.23, sets a Public Hearing date for July 11, 2023, at 7:00 pm in the Council Chambers.

CARRIED UNANIMOUSLY

Request for Decision – Cancellation of Standing Committee of Council - July 17 and August 14

Interim CAO de Bresser brought forward a request to cancel the Standing Committee of Council Meetings on July 17 and August 14, 2023.

- 191/23** Councillor Svab moved That Council moves to cancel the July 17 and August 14, 2023, Standing Committee of Council Meetings.

CARRIED UNANIMOUSLY

MINUTES

Request for Decision – Municipal Measurement Index

Interim CAO de Bresser presented the Measurement Index Report for 2021 for Council's acceptance.

- 192/23** Deputy Mayor Dennis moved That Council accept the Measurement Index Report - 2021 as presented.

CARRIED UNANIMOUSLY

ACTION CORRESPONDENCE

None

INFORMATION

Council deferred the Recreation, Culture and Parks Board Meeting Minutes - April 5, 2023 (*amended*) to a future Regular Council Meeting.

- Report for Council, Enforcement and Protective Services Monthly Report - May 2023
- Report for Council, Development & Building Monthly Report - May 2023
- Report for Council, BOLT KPI Monthly Report - May 2023
- Special Events Permit - Blackfalds Days Parade and Fireworks
- Special Events Permit - Block Party
- Parkland Regional Library System 2022 Audited Financial Statements
- Parkland Regional Library System Board Meeting Minutes (draft) - May 18, 2023
- Parkland Regional Library System Board Talk - May 18, 2023
- Letter from Minister Schulz Re: Intermunicipal Collaboration Framework Agreements
- County of Lacombe Highlights - May 23, 2023

- 193/23** Councillor Sands moved That Council accept the Information Items as information.

CARRIED UNANIMOUSLY

ROUND TABLE DISCUSSION

None

ADOPTION OF MINUTES

- 194/23** Councillor Coulter moved That Council accept the Regular Council Meeting Minutes from May 23, 2023, as presented.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

None

BUSINESS FOR THE GOOD OF COUNCIL

Councillor Stendie provided an overview of information items in accordance with Robert's Rules of Order.

RECESS

- 195/23** Councillor Sands moved That Council move for a five-minute recess at 7:48 p.m.

CARRIED UNANIMOUSLY

ARRIVAL

Councillor Appel entered the Regular Council Meeting virtually at 7:56 p.m.

MINUTES**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 7:59 p.m.

CONFIDENTIAL

- **FOIP Section 24 - Advice from Officials**

- 196/23** Councillor Svab moved That Council move to a closed session commencing at 7:59 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 Brenda Dennis, Councillor Edna Coulter, Councillor Jim Sands, Councillor Rebecca Stendie, Councillor Marina Appel (virtual), Councillor Laura Svab and Interim CAO Justin de Bresser.

- 197/23** Councillor Svab moved That Council move to come out of the closed session at 8:27 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:28 p.m.

Regular Council Meeting Attendance: Mayor Jamie Hoover, Deputy Mayor Brenda Dennis, Councillor Edna Coulter, Councillor Jim Sands, Councillor Rebecca Stendie, Marina Appel (virtual), Councillor Laura Svab and Interim CAO Justin de Bresser.

Mayor Hoover and Councillor Stendie abstained from the following vote as they were not involved in the initial discussions of this item.

- 198/23** Councillor Svab moved That Council direct Administration to proceed with negotiations with George Cuff and Associates with acceptable timelines.

CARRIED

Opposed: Councillor Coulter and Councillor Appel

CONFIDENTIAL

- **FOIP Section 19 - Confidential Evaluations**

- 199/23** Councillor Appel moved That Council move to a closed session commencing at 8:30 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 19 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

Closed Session Attendance: Mayor Jamie Hoover, Deputy Mayor Brenda Dennis, Councillor Edna Coulter, Councillor Jim Sands, Councillor Rebecca Stendie, Councillor Marina Appel (virtual), Councillor Laura Svab and James Davies (virtual).

- 200/23** Councillor Appel moved That Council move to come out of the closed session at 9:26 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 9:26 p.m.

MINUTES

Regular Council Meeting Attendance: *Mayor Jamie Hoover, Deputy Mayor Brenda Dennis, Councillor Edna Coulter, Councillor Jim Sands, Councillor Rebecca Stendie, Marina Appel (virtual) and Councillor Laura Svab.*

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 9:26 p.m.

Jamie Hoover, Mayor

Justin de Bresser, Interim CAO

MINUTES

A Standing Committee of Council Meeting for the Town of Blackfalds was held on June 19, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Brenda Dennis
Councillor Jim Sands
Councillor Marina Appel (*virtual*)
Councillor Edna Coulter
Councillor Rebecca Stendie (*virtual*)

ATTENDING

Justin de Bresser, Interim Chief Administrative Officer
Preston Weran, Director of Infrastructure and Property Services
Laura Thevenaz, Infrastructure Services Manager
Jolene Tejkl, Planning & Development Manager
Marco Jadie, IT Technician
Lorrie Logan, Municipal Clerk

REGRETS

Councillor Laura Svab
Rick Kreklewich, Director of Community Services

MEDIA

None

OTHERS PRESENT

None

CALL TO ORDER:

Deputy Mayor Dennis called the Standing Committee of Council 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 AGENDA

033/23

Mayor Hoover moved that Standing Committee of Council adopt the agenda for June 19, 2023, as presented.

CARRIED UNANIMOUSLY

DELEGATION

None

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

None

MINUTES

BUSINESS**Request for Direction, Public Participation Policy**

Interim CAO de Bresser presented the Public Participation Policy for Standing Committee of Council's review.

- 034/23** Mayor Hoover moved That Standing Committee of Council recommends rescinding Policy 133.18, Public Participation and Administration bring forward the newly developed Public Participation Policy CP-170.23 at a Regular Council Meeting for adoption.

CARRIED UNANIMOUSLY

Request for Direction, Varme Energy Delegation and Consideration of Letter of Intent

Manager Thevenaz brought forward the Varme Energy Delegation and Letter of Intent to Standing Committee of Council for discussion.

- 035/23** Councillor Stendie moved That Standing Committee of Council recommends referring this item back to Administration for more information.

CARRIED UNANIMOUSLY

Request for Direction, Bylaw 1284.23 – Subdivision Authority

Manager Tejkl presented Bylaw 1284.23, Subdivision Authority Bylaw for Standing Committee of Council's initial review and discussion.

- 036/23** Councillor Sands moved That Standing Committee of Council recommends to Council to adopt Bylaw 1284.23.

CARRIED UNANIMOUSLY

Request for Direction, Municipal Development Plan Review – Vision Check-in

Manager Tejkl brought forward the Municipal Development Plan Review – Vision Check-in for comment and discussion.

- 037/23** Councillor Stendie moved That Standing Committee of Council recommends updating the Municipal Development Plan Vision in the upcoming Municipal Development Plan Review.

CARRIED UNANIMOUSLY

Request for Direction, Consent Agenda

Interim CAO de Bresser presented to Standing Committee of Council a new addition to the Agenda the Consent Agenda for discussion.

- 038/23** Councillor Sands moved That Standing Committee of Council recommends Administration bring forward a new Council Procedural Bylaw to include a Consent Agenda and procedure.

CARRIED UNANIMOUSLY

INFORMATION

None

ROUND TABLE

None

MINUTES

ADOPTION OF MINUTES

None

BUSINESS FOR THE GOOD OF THE COMMITTEE

None

RECESS

039/23 Mayor Hoover moved That Standing Committee of Council move for a five-minute recess at 8:15 p.m.

CARRIED UNANIMOUSLY

STANDING COMMITTEE OF COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Dennis called the Standing Committee of Council Meeting back to order at 8:21 p.m.

CONFIDENTIAL – Closed Session

- **FOIP Section 24 – Advice from Officials**

040/23 Mayor Hoover moved That Standing Committee of Council move to a closed session commencing at 8:23 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24 of Alberta's *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

Closed Session Attendance: Deputy Mayor Brenda Dennis, Mayor Jamie Hoover, Councillor Jim Sands, Councillor Edna Coulter, Councillor Rebecca Stendie (virtual), Councillor Marina Appel (virtual), Interim CAO Justin de Bresser and Director of Infrastructure and Property Services Preston Weran.

041/23 Councillor Appel moved That Standing Committee of Council move to come out of the closed session at 8:49 p.m.

CARRIED UNANIMOUSLY

STANDING COMMITTEE OF COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Dennis called the Standing Committee of Council Meeting back to order at 8:58 p.m.

Standing Committee Meeting of Council Attendance: Deputy Mayor Brenda Dennis, Mayor Jamie Hoover, Councillor Jim Sands, Councillor Edna Coulter, Councillor Rebecca Stendie (virtual), Councillor Marina Appel (virtual), Interim CAO Justin de Bresser and Director of Infrastructure and Property Services Preston Weran.

ADJOURNMENT

Deputy Mayor Dennis adjourned the Standing Committee of Council Meeting at 8:58 p.m.

Brenda Dennis, Deputy Mayor

Justin de Bresser, Interim CAO

MEETING DATE: June 27, 2023

PRESENTED BY: Councillor Rebecca Stendie

SUBJECT: Notice of Motion to Rescind Motion – 187/23

BACKGROUND

I, Rebecca Stendie, would ask of Council the opportunity to grant me permission to rescind my motion made at the June 13, 2023, Regular Council Meeting:

187/23 Councillor Stendie moved That Council accept the 2022 Social Needs Assessment as information.

CARRIED
Opposed Councillor Sands

This motion was made by myself to accept the 2022 Social Needs Assessment as information. It was brought to my attention that there was confusion about the intention of the motion, and I have since been advised that Administration may use this motion to set a precedent and act on the recommendations in this report. This was not the intention of my motion. As such, I would like to rescind the motion made at the June 13, 2023, Regular Council Meeting.

The following motion will be brought forward to the July 11, 2023, Regular Council Meeting for discussion and debate:

That Council move to rescind motion 187/23 - "That Council move to accept the 2022 Social Needs Assessment as information".

Rebecca Stendie, Councillor

Your Name, Title