

-
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 April 25, 2023
 4. **Delegation**
 - 4.1 Provincial Fire Service Awards - Mike Elder and Chris MacDonald, *Mayor Hoover*
 - 4.2 2022 Audited Financial Statements - BDO, *Mitchell Kennedy and Tetiana Nabutovskyi*
 5. **Public Hearing**

None
 6. **Business Arising from Minutes**
 - 6.1 Request for Decision, Bylaw 1281.23, 2023 Property Tax Rate Bylaw (*Second and Third Reading*)
 7. **Business**
 - 7.1 CAO Report (*verbal*)
 - 7.2 Request for Decision, 2022 Audited Financial Statements
 - 7.3 Request for Decision, 2023 Spring Budget Adjustments
 - 7.4 Request for Decision, Quarterly Financial Reports for the Period Ending March 31, 2023
 - 7.5 Request for Decision, Bylaw 1275.23, Land Use Bylaw Housekeeping Amendments (*First Reading*)
 - 7.6 Request for Decision, Shared Micro-Mobility (E-scooter) - Neuron Mobility Proposal
 - 7.7 Request for Decision, Economic Development & Tourism Advisory Committee Member Resignation
 - 7.8 Request for Decision, Plaza Wall Structure & Mural
 - 7.9 Request for Decision, Arena Lease Space 1 – Functional Pantry
 - 7.10 Request for Decision, Directors' Quarterly Reports, 1st Quarter of 2023
 - 7.11 Request for Decision, National Youth Week Proclamation Request
 8. **Action Correspondence**
 - 8.1 Letter from Minister Schulz Re: Updates to the Alberta Edition of the Building Codes
 9. **Information**
 - 9.1 Report for Council, Day of Mourning – April 28, 2023
 - 9.2 Lacombe Foundation 2022 Audited Financial Statements
 - 9.3 Lacombe Foundation Board Meeting Minutes – January 30, 2023, and February 27, 2023
 - 9.4 Lacombe Foundation - Advocacy 2023
 - 9.5 Recreation, Culture and Parks Board Meeting Minutes - March 1, 2023
 - 9.6 Family & Community Support Services Board Meeting Minutes - March 9, 2023
 - 9.7 Letter to Minister Savage from Town of Tofield - Exemption of Newspaper from EPR Program Revisions
 - 9.8 Alberta Transportation and Economic Corridors- Highway 2A Construction
 - 9.9 City of Lacombe Highlights - April 11, 2023
 - 9.10 County of Lacombe Highlights - April 13, 2023
 10. **Round Table Discussion**
 - 10.1 Mayor Hoover
 - 10.2 Deputy Mayor Svab
 - 10.3 Councillor Dennis
 - 10.4 Councillor Sands
 - 10.5 Councillor Coulter
 - 10.6 Councillor Stendie
 - 10.7 Councillor Appel
 11. **Adoption of Minutes**
 - 11.1 Minutes from the Regular Council Meeting on April 11, 2023
 - 11.2 Minutes from the Standing Committee of Council on April 17, 2023
 - 11.3 Minutes from the Special Council Meeting on April 18, 2023
 12. **Notices of Motion**

None



TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
Civic Cultural Center – 5018 Waghorn Street
Tuesday, April 25, 2023 at 7:00 p.m.
AGENDA

13. **Business for the Good of Council**
None

14. **Confidential**
14.1 FOIP Section 24 – Advice from Officials

15. **Adjournment**

Future Meetings/Events:

- *Regular Meeting – May 9, 2023*
- *Standing Committee of Council Meeting – May 15, 2023*



Town of Blackfalds

Audit final report to the Members of
Council for the year ended 12/31/2022

START

The BDO logo is located in the bottom right corner of the slide. It consists of the letters "BDO" in a bold, white, sans-serif font, with a vertical line to the left of the letters.



To the Members of Council of Town of Blackfalds

We are pleased to provide you with the results of our audit of Town of Blackfalds (the "Organization") financial statements for the year ended 12/31/2022.

The enclosed final report includes our approach to your audit, including: significant risks identified and the nature, extent, and results of our audit work. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.

During the course of our audit, management made certain representations to us—in discussions and in writing. We documented these representations in the audit working papers.

The business environment has changed for us all during the time of COVID-19. Cash flow, strategy, operations: each has received a rethink. As your auditors, we have relied on our digital audit suite to stay connected—among ourselves, with management, and with you.

We look forward to discussing our audit conclusions with you. In the meantime, please feel free to contact us if you have any questions or concerns.

Yours truly,

BDO Canada LLP
April 25, 2023

For the year ended 12/31/2022



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For the year ended 12/31/2022



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Audit at a glance

Preliminary materiality was \$550,000. Final materiality increased to \$700,000 from our preliminary assessment.

We are not aware of any fraud affecting the Organization. If you have become aware of changes to processes or are aware of any instances of actual, suspected, or alleged fraud since our discussions held at planning, please let us know.

We have complied with relevant ethical requirements and are not aware of any relationships between Town of Blackfalds and our Firm that may reasonably be thought to bear on our independence.

LEAD
PARTNER
ON YOUR
AUDIT

Litster Alan

START
DATE

11/18/2022

END DATE

04/04/2023



Status of the audit

We have substantially completed our audit of the year ended 12/31/2022 financial statements, pending completion of the following items:

- ▶ Receipt of signed management representation letter
- ▶ Receipt of outstanding legal confirmations
- ▶ Approval of financial statements by the Members of Council

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the financial statements are free from material misstatement. See [Appendix A](#) for our draft independent auditor's report.

The scope of the work performed was substantially the same as that described in our Planning Report to the Members of Council dated .

For the year ended 12/31/2022





Audit findings

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the Organization's accounting practices, including accounting policies, accounting estimates and financial statements disclosures. We look forward to exploring these topics in depth and answering your questions. A summary of the key discussion points are below:

Financial statement areas	Risks noted	Audit findings
Management Override	Management is in a unique position to override or circumvent the controls in place.	Management has represented that the risk of fraud in the town is considered low, and that they are not aware of any fraud (actual, suspected or alleged) that may have occurred involving the town's financial statements or other operations during the year ended December 31, 2022 or to date.
Revenue Recognition	There is an inherent risk related to revenue recognition and ensuring it is recorded in the correct period.	During the year, the town reported revenue of \$31.9M; of which \$11.8M was property revenue, \$12.9M was user fee revenue, \$6.6M was from grants. The town represented that title to the goods have been passed to the customer or that services have been performed and that reasonable assurance exists regarding the measurement and collectability of the consideration received.

For the year ended 12/31/2022



BDO'S DIGITAL AUDIT SUITE

BDO Portal

We use BDO Portal to help you collaborate with your audit team in a seamless way—placing everything you need in one accessible, secure place.

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Internal control matters

- ▶ During the audit, we performed the following procedures regarding the Organization's internal control environment:
- ▶ Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.
- ▶ We considered the results of these procedures in determining the extent and nature of audit testing required.



We are required to report to you in writing about any significant deficiencies in internal control that we have identified during the audit.

A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that merits the attention of those charged with governance.

The audit expresses an opinion on the Organization's financial statements. As a result, it does not cover every aspect of internal controls—only those relevant to preparing the financial statements and designing appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

No control deficiencies were noted that, in our opinion, are of significant importance to discuss.



How we audit financial statements: Our audit process

IDENTIFY AND ASSESS RISK

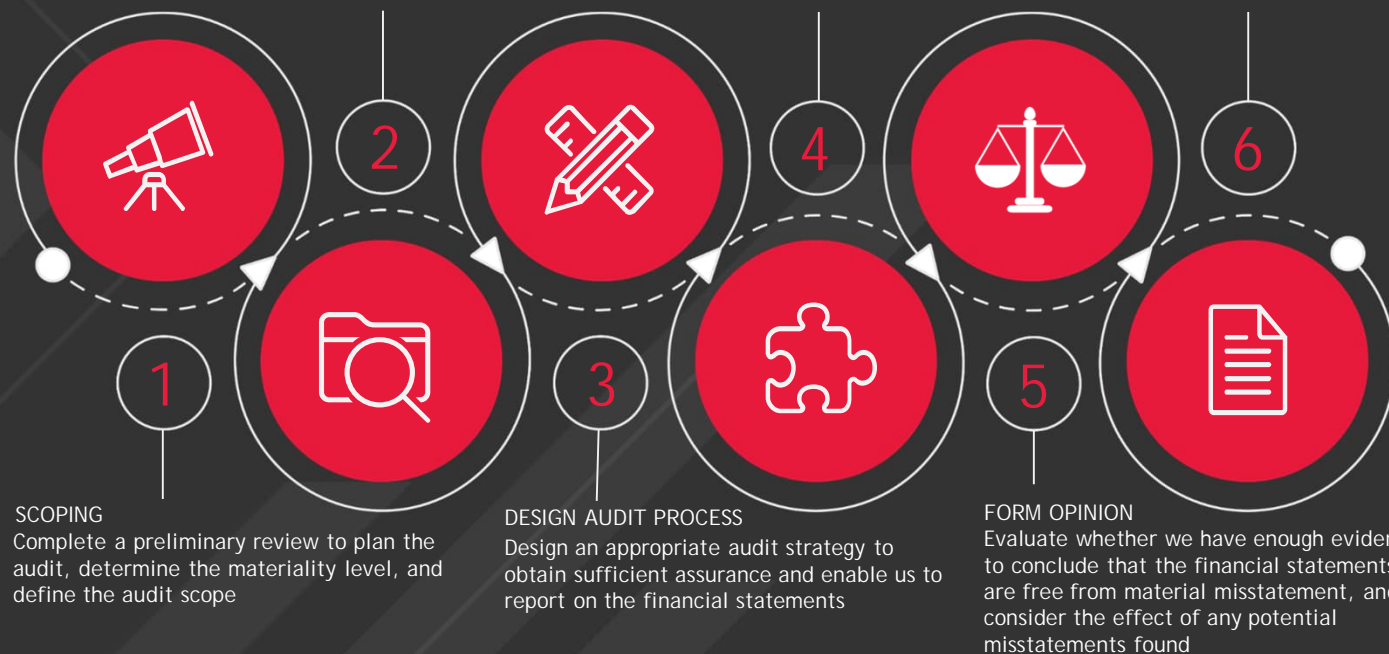
Focus on those areas of financial statements that contain potential material misstatements as a consequence of the risks you face

OBTAIN AUDIT EVIDENCE

Perform audit procedures while maintaining appropriate degree of professional skepticism, to conclude whether or not the financial statements are presented fairly

REPORT

Communicate our opinion and details of matters on which we are required to report



New Standard for Audit Quality



ISQM 1

The quality of an audit depends not only on the people conducting it—but also on the systems underpinning it. These new rules up the ante for your audit quality.

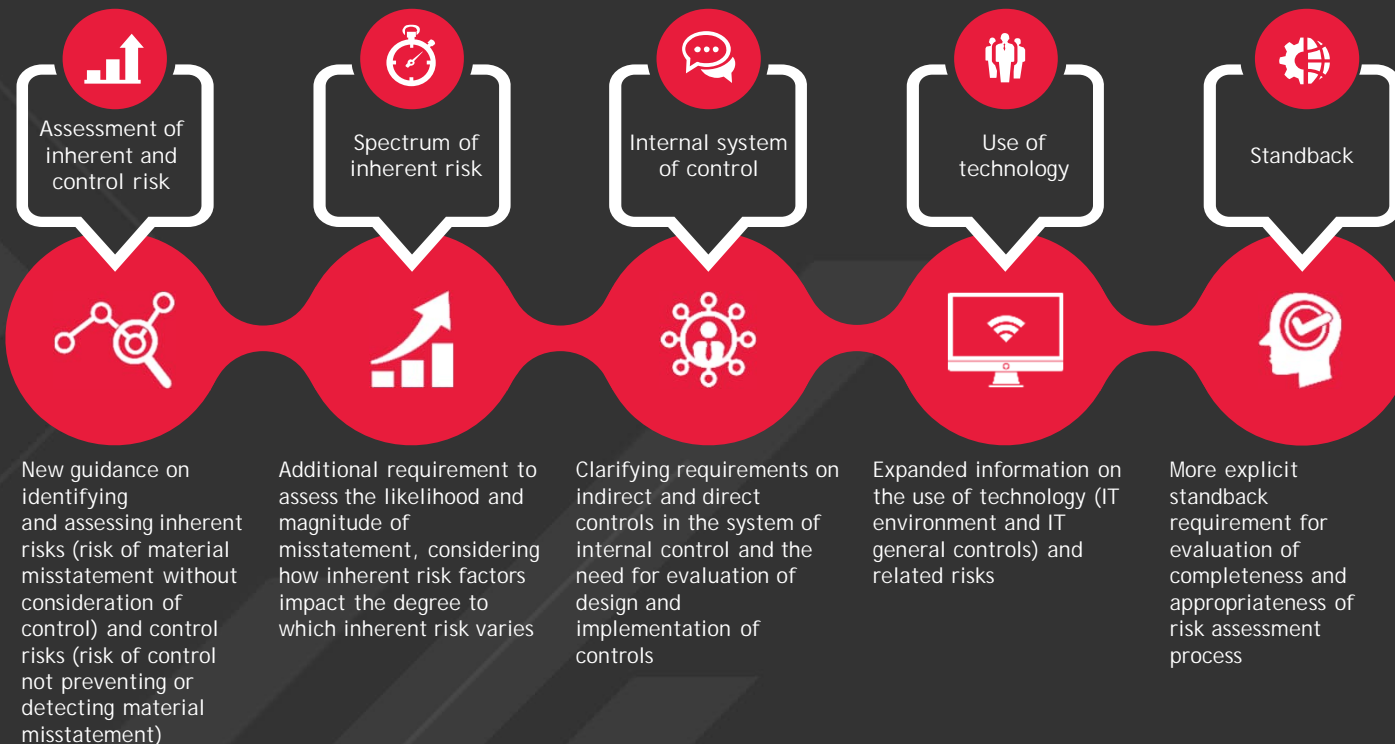
[SEE THE STANDARD](#)



Updates to our audit process

For the year ended
12/31/2022

- Canadian Auditing Standard 315, *Identifying and Assessing the Risks of Material Misstatement*, was significantly revised with a greater focus on more robust risk identification, assessment and response procedures. The standard is effective for periods beginning on or after December 15, 2021. Key enhancements include:



What's the impact to you?

More inquiry, observation, and inspection procedures, especially for risks related to the use of technology

No change to communicating significant risks

Audit procedures focused on addressing risks identified

More consistent and effective audits with improved responses to identified risks improving audit quality for all stakeholders



Our audit approach: Responsiveness in action

Our firm is deliberately structured to allow one partner to every six staff members. This means easy access to senior staff and the lead partner throughout your audit. It also helps our team gain a better understanding of your organization. Our audit process differs from the typical audit in our use of in-field reviews, subject to COVID-19 safety protocols. The benefit of these in-field reviews is that final decision-makers are on site ensuring issues are resolved and files closed quickly. We offer clients the full-service expertise of a national firm. Yet we maintain a local community focus. The comprehensive range of services we deliver is complemented by a deep industry knowledge gained from over 100 years of working within local communities.



CONSISTENCY

Drives consistency and quality in audit execution throughout BDO, enabling us to be responsive to your size and location needs

A DIGITAL APPROACH

We promote a paperless audit where we perform and document our audit and exchange information with you and your team using technology

EXCEPTIONAL DELIVERY

Using our highly trained teams, underpinned by an exceptionally intuitive audit methodology, to enable timely and efficient delivery of your audit

Discover how we're accelerating audit quality



Audit Quality Report

We collected our core beliefs around audit quality, the very practical steps we take to sustain it, and the progress we have made to accelerate its quest.

[Follow our progress](#)

BDO's digital audit suite

For the year ended
12/31/2022

Our digital audit suite of technologies enables our engagement teams to conduct consistent risk-based audits, both domestically and internationally, with maximum efficiency and minimal disruption to our clients' operations and people.



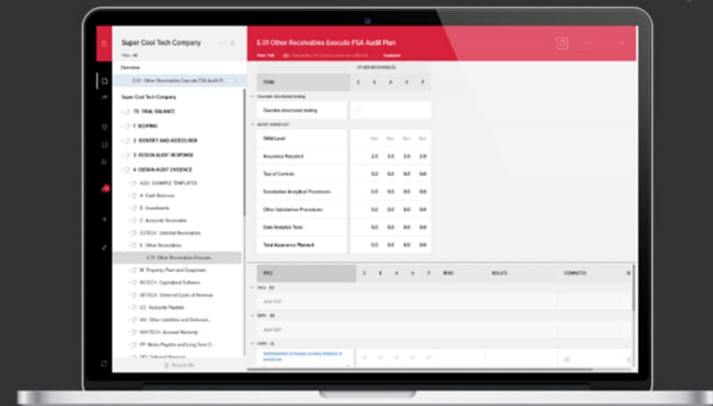
APT Next Gen

Our audit software and documentation tool, APT, is an integral part of our audit methodology. Our professionals engage APT to devise and perform appropriate, risk-based audit procedures and testing based on applicable Canadian Auditing Standards (CASS), as well as to factor in engagement and industry-specific objectives and circumstances.

APT enables us to deliver an audit that fits your organization—whether large or small; complex or basic.

This sophisticated tool also amplifies two key attributes of our audits: consistency and quality. The quality framework that we developed measures our audit performance with hard quality indicators and reflects our indispensable culture for quality. To see our audit quality and consistency in action, look no further than how our teams share best audit practices for continuous improvement.

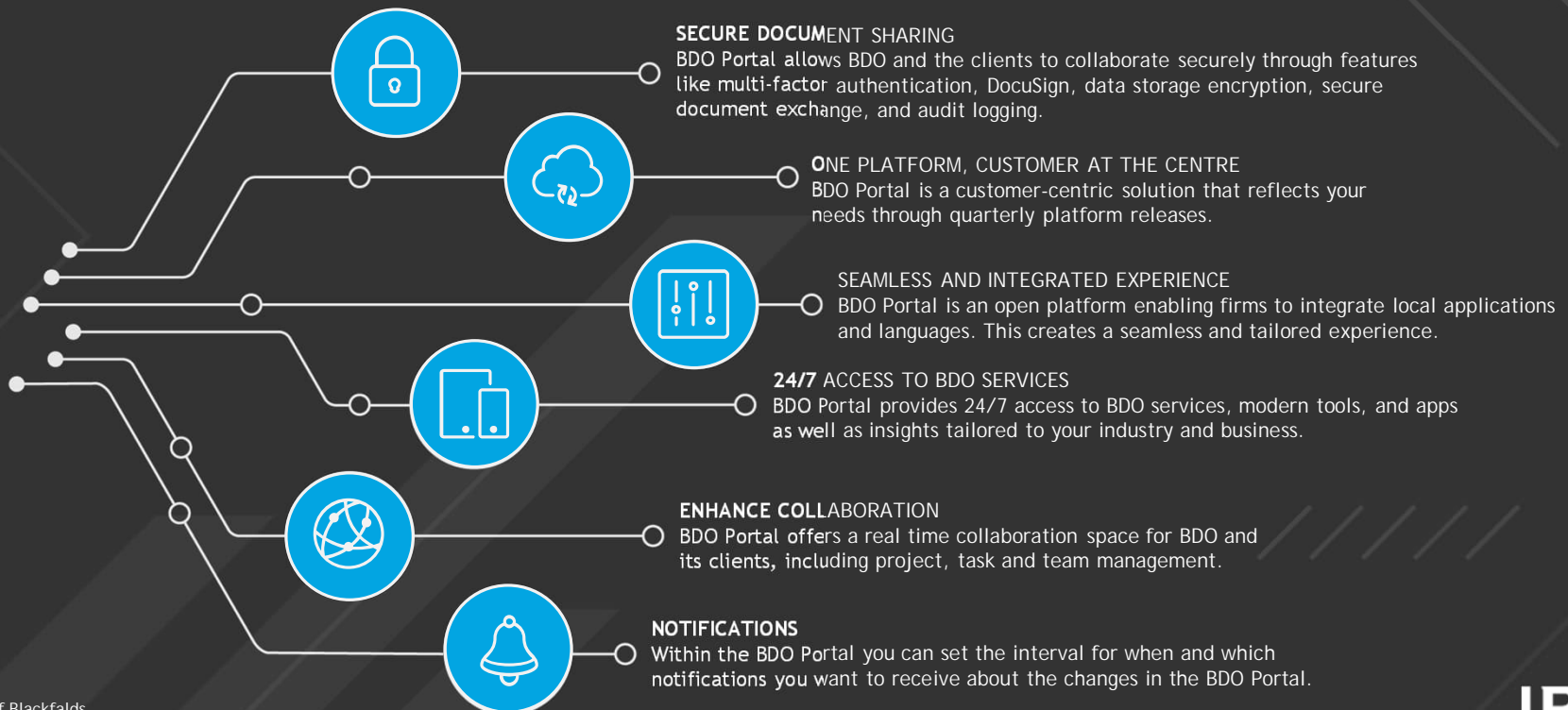
Through a strategic alliance with Microsoft and the introduction of new technology, this global, cloud-based application can now streamline and focus the audit process in even more ways for BDO professionals and their clients.





BDO Portal

BDO Portal transforms and enhances your digital experience with your BDO advisors. Available at any time, Portal enables you to access all services, tools, apps, and information and to collaborate with your advisors in a seamless way through a flexible, appealing, and secure environment.



Recommended resources

Key changes to financial reporting



When the rules of reporting change, you may need to fine-tune how to present financial statements and govern the organization.

[ACCESS OUR
KNOWLEDGE CENTRE](#)

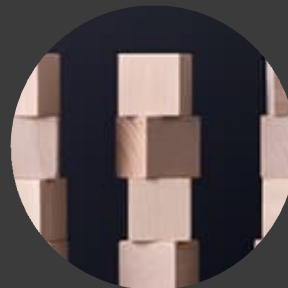
2023 Federal Budget



Understand the key elements of the 2023 Federal Budget and how it will impact you and your business

[STAY ON TOP OF TAXES](#)

7 powerful steps to financial audit readiness



Getting and staying prepared for an audit simplifies the process, cuts turnaround time, and improves your chances of overall success. Learn how you can be audit ready.

[7 STEPS](#)

Asset Retirement Obligations (ARO): A Practical Approach to Section PS 3280



This publication will walk through a practical approach to applying Section PS 3280 including: identification, recognition and measurement of an obligation, and the different options available to entities on transition.

[READ ARTICLE](#)

Spotlight on sustainability

Fast-moving world events are pushing sustainability up the agenda of Canadian organizations. Now organizational leaders, investors, and customers are responding on three fronts: environmental, social, and governance (ESG).

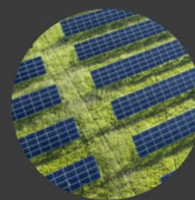
Regulators and issuers of standards are doing their part by supporting sustainability in the reporting ecosystem. Increasingly, organizations will need to go beyond the financials—and demonstrate sustainability with non-financial metrics.

5 reasons why businesses should care about ESG



[SEE 5 REASONS](#)

How climate change became a business issue worth reporting



[READ ARTICLE](#)

10 Questions about sustainability reporting



[EXPLORE QUESTIONS](#)

Accounting for going green



[LEARN MORE](#)

Why CFOs should make sustainability a part of their financial reporting today



[BUILD BACK SUSTAINABLY](#)

Rethinking sustainability: the ESG roadmap



[SEE ROADMAP](#)

April 25, 2023

Members of the Members of Council
Town of Blackfalds

Dear Members of Council Members:

We have been engaged to audit the financial statements of Town of Blackfalds (the "Town") for the year ended December 31, 2022.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the Town and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the appropriate provincial institute/order and applicable legislation, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since January 16, 2023, the date of our last letter.

We are not aware of any relationships between the Town and our Firm that, in our professional judgment may reasonably be thought to bear on independence that have occurred from January 16, 2023 to April 25, 2023.

We hereby confirm that we are independent with respect to the Town within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of Alberta as of April 25, 2023.

This letter is intended solely for the use of Members of Council, management and others within the Town and should not be used for any other purposes.

Yours truly,

Chartered Professional Accountants

**Town of Blackfalds
Consolidated Financial Statements
For the year ended December 31, 2022**

**Town of Blackfalds
Consolidated Financial Statements
For the year ended December 31, 2022**

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Independent Auditor's Report

To the Mayor and Council of the Town of Blackfalds

Opinion

We have audited the consolidated financial statements of Town of Blackfalds and its controlled or owned organizations (the Group), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statement of operations, consolidated statement of changes in net financial debt, and consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Group as at December 31, 2022 and its consolidated financial performance and its cash flows for the year then ended in accordance with Public Sector Accounting Standards.

Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

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

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

Independent Auditor's Report, continued

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

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

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

Chartered Professional Accountants,
Red Deer, Alberta
April 25, 2023

Town of Blackfalds
Consolidated Statement of Financial Position

December 31	2022	2021
Financial assets		
Cash and cash equivalents (Note 1)	\$ 18,666,855	\$ 21,640,784
Taxes receivable (Note 2)	481,483	603,859
Accounts receivable (Note 3)	4,101,734	5,098,059
Investments (Note 4)	10,669,046	8,502,424
	<u>33,919,118</u>	<u>35,845,126</u>
Liabilities		
Accounts payable and accrued liabilities	2,179,391	5,019,348
Employee benefit obligation (Note 5)	403,029	337,523
Deposit liabilities	474,744	602,510
Deferred revenue (Note 6)	3,320,367	4,228,101
Long-term debt (Note 7)	21,181,847	22,363,756
	<u>27,559,378</u>	<u>32,551,238</u>
Net financial assets	<u>6,359,740</u>	<u>3,293,888</u>
Non-financial assets		
Tangible capital assets (Note 8)	189,106,513	188,061,623
Inventory for consumption	261,550	266,029
Prepaid expenses	62,288	73,994
	<u>189,430,351</u>	<u>188,401,646</u>
Accumulated surplus (Note 10)	<u>\$ 195,790,091</u>	<u>\$ 191,695,534</u>
Debt limits (Note 12)		
Contingencies (Note 13)		
Commitments (Note 14)		

Town of Blackfalds
Consolidated Statement of Operations

For the year ended December 31	Budget 2022	2022	2021
Revenue			
Net municipal taxes (Note 15)	\$ 11,789,755	\$ 11,815,265	\$ 11,595,852
Government transfers for operating (Note 16)	1,048,000	920,013	1,025,184
Sales and user fees	9,200,795	9,192,471	8,460,089
Rental revenue	877,100	815,164	627,461
Franchises and concessions	1,897,618	2,066,776	1,825,292
Investment income	346,032	628,205	244,934
Penalties and costs on taxes	172,200	196,124	129,821
Fines and costs	145,000	142,118	66,041
Other	394,735	521,353	297,222
Gain on disposal of assets	-	-	5,597
	<u>25,871,235</u>	<u>26,297,489</u>	<u>24,277,493</u>
Expenditures (Note 17)			
Legislative	433,551	378,942	355,859
Administration	2,651,272	2,622,955	2,514,307
Family and community services	630,577	608,560	546,894
Protective services	3,073,590	3,529,199	3,000,292
Planning and development	876,929	817,947	696,969
Recreation and parks	7,735,678	7,816,060	5,649,261
Transportation	4,549,950	4,752,129	4,453,256
Loss on disposal of tangible capital assets	-	58,846	-
Waste management	1,461,549	1,560,343	1,507,294
Wastewater treatment and disposal	2,469,662	2,326,959	2,465,595
Water supply and distribution	3,492,184	3,455,764	3,105,708
	<u>27,374,942</u>	<u>27,927,704</u>	<u>24,295,435</u>
Deficiency of revenue over expenditures - before other	(1,503,707)	(1,630,215)	(17,942)
Other income			
Government transfers for capital (Note 16)	4,019,951	5,724,772	6,435,427
Excess (deficiency) of revenue over expenditures	<u>2,516,244</u>	<u>4,094,557</u>	<u>6,417,485</u>
Accumulated surplus, beginning of the year	191,695,534	191,695,534	185,278,049
Accumulated surplus, end of year	<u>\$ 194,211,778</u>	<u>\$ 195,790,091</u>	<u>\$ 191,695,534</u>

Town of Blackfalds
Consolidated Statement of Change in Net Financial Assets

For the year ended December 31	Budget 2022	2022	2021
Excess of revenue over expenditures	2,516,244	4,094,557	6,417,485
Acquisition of tangible capital assets	\$ (5,041,934)	\$ (7,250,471)	\$ (22,843,662)
Net (gain) loss on sale of tangible capital assets	-	58,846	(5,597)
Amortization of tangible capital assets	6,036,720	6,036,720	5,017,731
	3,511,030	2,939,652	(11,414,043)
Use/consumption of prepaid expenses and inventory of supplies	-	11,709	(48,402)
Purchase of inventory for consumption	-	4,479	(36,415)
Proceeds on disposal of tangible capital assets	-	110,012	345,000
Net change in net financial assets	3,511,030	3,065,852	(11,153,860)
Net financial assets, beginning of year,	3,293,888	3,293,888	14,447,748
Net financial assets, end of year	\$ 6,804,918	\$ 6,359,740	\$ 3,293,888

Town of Blackfalds
Consolidated Statement of Cash Flows

For the year ended December 31	2022	2021
Operating transactions		
Excess of revenue over expenditures	\$ 4,094,557	\$ 6,417,485
Items not involving cash		
Amortization	6,036,720	5,017,731
Net loss from prior year	-	-
Net (gain) loss on disposal of tangible capital assets	58,846	(5,597)
Changes in non-cash operating balances		
Taxes receivable	122,376	(25,574)
Accounts receivable	996,325	(1,354,911)
Prepaid expenses	11,706	(48,402)
Accounts payable and accrued liabilities	(2,839,957)	1,223,786
Inventory for consumption	4,479	(36,415)
Employee benefit obligation	65,506	40,161
Deposit liabilities	(127,766)	83,262
Deferred revenue	(907,734)	490,439
	<u>7,515,058</u>	<u>11,801,965</u>
Capital transactions		
Acquisition of tangible capital assets	(7,250,471)	(22,843,662)
Proceeds on sale of tangible capital assets	110,012	345,000
	<u>(7,140,459)</u>	<u>(22,498,662)</u>
Investing transactions		
Purchase of investments	<u>(2,166,620)</u>	<u>(95,263)</u>
Financing transactions		
Proceeds from issuance of long-term debt	-	9,709,000
Repayment of long-term debt	(1,181,908)	(1,156,294)
	<u>(1,181,908)</u>	<u>8,552,706</u>
Net change in cash and cash equivalents	(2,973,929)	(2,239,254)
Cash and cash equivalents, beginning of year	<u>21,640,784</u>	<u>23,880,038</u>
Cash and cash equivalents, end of year	<u>\$ 18,666,855</u>	<u>\$ 21,640,784</u>

Town of Blackfalds
Summary of Significant Accounting Policies

December 31, 2022

**Management's
Responsibility for the
Financial Statements**

The consolidated financial statements of the Town are the responsibility of management. They have been prepared in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants Canada.

Basis of Consolidation

The financial statement reflect the assets, liabilities, revenue and expenses of all municipal organizations, committees and Boards which are owned or controlled by the Town and are, therefore, accountable to the Town Council for the administration of their financial affairs and resources. Included with the municipality are the following:

Family and Community Support Services
Blackfalds Public Library

The schedule of taxes levied also includes operational requisitions for educational, health, social and other external organizations that are not part of the municipal reporting entity.

The statement excludes trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

**Cash and Cash
Equivalents**

Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.

Investments

Investments are recorded at cost unless there has been a decline in the market value which is other than temporary in nature in which case the investments are written down to market value.

Inventory of Supplies

Inventories of materials and supplies for consumption are valued at the lower of cost or replacement cost.

**Excess Collections and
Under-levies**

Excess collections arise from the difference between the actual levy made to cover each requisition and the actual amount requisitioned. If the actual levy exceeds the requisition, the excess collection is accrued as a liability and as a reduction in property tax revenue. Requisition tax rates in the subsequent year are adjusted for any excess collections.

Town of Blackfalds
Summary of Significant Accounting Policies

December 31, 2022

**Tangible Capital
Assets**

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Land improvements	15 to 70 years
Buildings	15 to 70 years
Engineered Structures	
Road system	15 to 60 years
Water system	40 to 60 years
Wastewater system	40 to 60 years
Storm system	40 to 60 years
Machinery, equipment and furnishings	5 to 40 years
Vehicles	5 to 20 years

Town of Blackfalds
Summary of Significant Accounting Policies

December 31, 2022

Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all the benefits and risks associated with ownership are recorded as the acquisition of a tangible capital asset and the incurrence of an obligation. The asset is amortized in a manner consistent with tangible capital assets owned by the Town, and the obligation, including interest thereon, is liquidated over the term of the lease. All other leases are accounted for as operating leases, and the rental costs are expensed as incurred.

Government Transfers

Government transfers are the transfers of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized and any eligibility criteria have been met except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Revenue Recognition

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. As taxes recorded are initially based on management's best estimate of the taxes that will be received, it is possible that changes in future conditions, such as reassessments due to audits, appeals and court decisions, could result in a change in the amount of tax revenue recognized. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts. Requisitions operate as a flow through and are excluded from municipal revenue.

Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Sales of service and other revenue is recognized on an accrual basis.

**Liability for
Contaminated Sites**

A contaminated site is a site at which substances occur in concentrations that exceed the maximum acceptable amounts under an environmental standard. Sites that are currently in productive use are only considered a contaminated site if an unexpected event results in contamination. A liability for remediation of contaminated sites is recognized when the organization is directly responsible or accepts responsibility; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability includes all costs directly attributable to the remediation activities including post remediation operations, maintenance and monitoring. The liability is recorded at net of any expected recoveries.

Town of Blackfalds
Summary of Significant Accounting Policies

December 31, 2022

Use of Estimates

The preparation of consolidated financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Estimates are used when accounting for items and matters such as valuation of accounts receivable, accrued liabilities, useful life of tangible capital assets, employee benefits, contributed assets and contingencies.

Town of Blackfalds
Notes to Consolidated Financial Statements

December 31, 2022

1. Cash and Cash Equivalents

	2022	2021
Cash	\$ 9,990,221	\$ 21,464,150
Short-term deposits with original maturities of three months or less (0.7% - 2.5%)	8,676,634	176,634
	\$ 18,666,855	\$ 21,640,784

The Town has a demand revolving loan to a maximum of \$1,000,000, bearing interest at prime minus 0.25% (effective rate of 6.45%). As at December 31, 2022 there was no amount drawn under this facility (2021 - nil).

Included in the above amounts are the following externally restricted amounts including amounts received from the Government of Canada and the Province of Alberta as conditional grants held exclusively for future projects.

	2022	2021
MSI capital	\$ 702,832	\$ -
Prepaid animal licences	2,790	-
Canada Community-Building Fund	476,643	-
Other	195,545	223,894
	\$ 1,377,810	\$ 223,894

Town of Blackfalds
Notes to Consolidated Financial Statements

December 31, 2022

2. Taxes Receivable

	2022	2021
Current taxes and grants in place	\$ 464,426	\$ 507,549
Non-current taxes and grants in place	17,057	96,310
	<u>\$ 481,483</u>	<u>\$ 603,859</u>

3. Accounts Receivable

	2022	2021
Trade receivables	\$ 3,767,213	\$ 4,666,615
Goods and service tax recoverable	104,870	286,986
Accrued interest receivable	229,651	144,458
	<u>\$ 4,101,734</u>	<u>\$ 5,098,059</u>

Included in Trade accounts receivable are receivables from various Government programs of \$1,865,695.

4. Investments

	2022	2021
CIBC Bonds	\$ 10,399,253	\$ 8,245,436
Servus Credit Union preferred shares	269,793	256,988
	<u>\$ 10,669,046</u>	<u>\$ 8,502,424</u>

CIBC Bonds are short-term, medium-term, and long-term Canadian bank paper noted, Principal protected notes yielding effective annual rates of 2.08% - 3.59% to maturity at cost. The market value of the Town's marketable securities was \$9,660,173 (2021 - 8,153,741).

December 31, 2022

5. Employee Benefit Obligation

	2022	2021
Accrued vacation pay	\$ 382,013	\$ 319,984
Accrued sick leave benefit	21,016	17,539
	<u>\$ 403,029</u>	<u>\$ 337,523</u>

The obligation is comprised of the vacation, overtime, and sick time that employees have earned or are entitled to within the next budgetary year.

Vacation and overtime are governed by various employment agreements and Alberta Labour Standards. Overtime can be banked or paid out. Certain employees are allowed to bank up to 40 hours of overtime a year.

Sick time is accrued at a rate of 1 day a month to a maximum of 480 hours. The accrual is reduced when sick time is taken by the employee. Employees are only allowed to accrue up to 12 days per year to use as sick time and the accrual does not vest with the employee.

Town of Blackfalds
Notes to Consolidated Financial Statements

December 31, 2022

6. Deferred Revenue

	Opening balance	Contributions received or receivable	Revenue recognized	Ending balance
Municipal Sustainability Initiative	1,637,650	1,134,742	(1,031,017)	1,741,375
Federal Small Communities Fund	-	1,927,450	(1,927,450)	-
Canada Community-Building Fund	2,366,557	636,734	(1,919,898)	1,083,393
Canada Community Revitalization Fund	-	500,951	(280,549)	220,402
Other Federal/Provincial Grants	-	849,923	(849,923)	-
Other	223,894	1,216,998	(1,165,695)	275,197
	<u>\$ 4,228,101</u>	<u>6,266,798</u>	<u>(7,174,532)</u>	<u>\$ 3,320,367</u>

Grants

Under various grant agreements with the Government of Canada and the Province of Alberta, the Town is required to account for grants provided and to complete the projects or program in accordance with standards detailed in the various agreements. If these requirements are not adhered to, grants provided will become repayable to the source government. Unexpended funds are repayable to the source government upon final accounting. Funds are deferred until related expenditures under the specific grant agreement have been incurred.

Lacombe County Cost Share Agreements

The Town shares a border with the Lacombe County and has various cost sharing agreements in place to service needs of the community.

Other Deferred Revenue

Deferred revenue represents amounts received which will be taken into revenue in the period in which they are earned and corresponding expenditures are incurred. The balance in other deferred revenue consists of items such as animal and business licences, donations, and recreational deferred items.

December 31, 2022

7. Long-Term Debt

Long-term debt reported on the statement of financial position is comprised of the following:

	2022	2021
Alberta Capital Finance Authority Debt	21,181,847	22,363,756

Debenture debt is repayable to the Alberta Capital Finance Authority and bears interest at rates ranging from 2.092% to 3.14% per annum, before Provincial subsidy, and matures in periods 2024 to 2045. Debenture debt is issued on credit and security of the Town at large.

Principal and interest payments relating to long term debt of \$21,181,847 outstanding are due as follows:

	Principal Repayments	Interest Payments	Total
2023	\$ 1,208,072	\$ 560,278	\$ 1,768,350
2024	1,234,817	533,534	1,768,351
2025	1,287,172	505,157	1,792,329
2026	1,057,763	473,540	1,531,303
2027	1,088,484	442,820	1,531,304
Thereafter	15,305,539	3,400,478	18,706,017
	<u>\$ 21,181,847</u>	<u>\$ 5,915,807</u>	<u>\$ 27,097,654</u>

Town of Blackfalds
Notes to Consolidated Financial Statements

December 31, 2022

8. Tangible Capital Assets

	2022							
	Land	Land Improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	Work in Progress	Total
Cost, beginning of year	\$ 5,780,234	\$ 7,468,557	\$ 75,380,509	\$140,394,676	\$ 10,149,914	\$ 3,139,177	\$ 14,460,680	\$256,773,747
Additions		46,886	1,572,622	-	457,533	247,319	4,926,111	7,250,471
Contributed assets		-	-	-	-	-	-	-
Change in work in progress	-	534,111	30,792	-	209,918	-	(774,821)	-
Disposals	-	-	-	-	(505,804)	(129,449)	(126,137)	(761,390)
Cost, end of year	\$ 5,780,234	\$ 8,049,554	\$ 76,983,923	\$140,394,676	\$ 10,311,561	\$ 3,257,047	\$ 18,485,833	\$263,262,828
Accumulated amortization, beginning of year	\$ -	\$ 2,611,966	\$ 10,128,143	\$ 48,805,468	\$ 5,355,534	\$ 1,811,013	\$ -	\$ 68,712,124
Amortization	-	592,837	423,138	1,397,588	3,244,787	378,370	-	6,036,720
Disposals	-	-	-	-	(463,080)	(129,449)	-	(592,529)
Accumulated amortization, end of year	\$ -	\$ 3,204,803	\$ 10,551,281	\$ 50,203,056	\$ 8,137,241	\$ 2,059,934	\$ -	\$ 74,156,315
Net carrying amount, end of year	\$ 5,780,234	\$ 4,844,751	\$ 66,432,642	\$ 90,191,620	\$ 2,174,320	\$ 1,197,113	\$ 18,485,833	\$189,106,513

Town of Blackfalds
Notes to Consolidated Financial Statements

December 31, 2022

8. **Tangible Capital Assets** (continued)

								2021
	Land	Land	Buildings	Engineered	Machinery	Vehicles	Work in	Total
	Improvements	Improvements		Structures	and		Progress	
					Equipment			
Cost, beginning of year	\$ 5,780,234	\$ 6,404,850	\$ 51,217,251	\$140,043,092	\$ 9,186,655	\$ 2,973,341	\$ 19,367,833	\$234,973,256
Additions		372,037	14,629,496	145,073	963,259	165,836	6,567,961	22,843,662
Change in work in progress		691,670	10,534,228	206,511	-	-	(11,432,409)	-
Write-downs & disposals	-	-	(1,000,466)	-	-	-	(42,705)	(1,043,171)
Cost, end of year	\$ 5,780,234	\$ 7,468,557	\$ 75,380,509	\$140,394,676	\$ 10,149,914	\$ 3,139,177	\$ 14,460,680	\$256,773,747
Accumulated amortization, beginning of year	\$ -	\$ 2,341,961	\$ 9,804,970	\$ 45,602,500	\$ 4,978,819	\$ 1,669,911	\$ -	\$ 64,398,161
Amortization		270,005	1,026,941	3,202,968	376,715	141,102	-	5,017,731
Write-downs & disposals		-	(703,768)	-	-	-	-	(703,768)
Accumulated amortization, end of year	\$ -	\$ 2,611,966	\$ 10,128,143	\$ 48,805,468	\$ 5,355,534	\$ 1,811,013	\$ -	\$ 68,712,124
Net carrying amount, end of year	\$ 5,780,234	\$ 4,856,591	\$ 65,252,366	\$ 91,589,208	\$ 4,794,380	\$ 1,328,164	\$ 14,460,680	\$188,061,623

Town of Blackfalds
Notes to Consolidated Financial Statements

December 31, 2022

9. Equity in Tangible Capital Assets

	2022	2021
Tangible capital assets	\$ 263,262,828	\$ 256,773,747
Accumulated amortization	(74,156,315)	(68,712,124)
Debenture debt	(21,181,847)	(22,363,756)
	<u>\$ 167,924,666</u>	<u>\$ 165,697,867</u>

10. Accumulated Surplus

	2022	2021
Equity in tangible capital assets	\$ 167,924,666	\$ 165,697,867
Unrestricted surplus	<u>3,774,764</u>	<u>4,291,026</u>
	<u>171,699,430</u>	<u>169,988,893</u>
Restricted surplus		
Inventory, Planning & Development, Information systems	1,986,887	2,451,921
Protection Services	930,568	925,768
Streets	608,148	662,021
Water, Wastewater, and Solid Waste	11,104,073	9,404,559
Environment	75,000	75,000
F.C.S.S	15,400	15,400
Cemetery	450	450
Economic Development	8,000	8,000
Library	316,066	316,066
Equipment	8,487,072	6,805,241
Parks and Recreation	558,997	1,042,215
	<u>24,090,661</u>	<u>21,706,641</u>
	<u>\$ 195,790,091</u>	<u>\$ 191,695,534</u>

Town of Blackfalds
Notes to Consolidated Financial Statements

December 31, 2022

11. Change in Accumulated Surplus

	Unrestricted surplus	Restricted surplus	Equity in tangible capital assets	2022	2021
Balance, beginning of year	\$ 4,291,026	\$ 21,706,641	\$ 165,697,867	\$ 191,695,534	\$ 185,278,049
Excess (deficiency) of revenue over expenses	4,094,557	-	-	4,094,557	6,417,485
Capital transfers to restricted surplus	(2,598,125)	2,598,125	-	-	-
Debenture principal payments	(1,181,908)	-	1,181,908	-	-
Net operating transfers from restricted surplus	214,105	(214,105)	-	-	-
Contributed assets	-	-	-	-	-
Acquisition of tangible capital assets	(7,250,471)	-	7,250,471	-	-
Proceeds on issuance of long term debt	-	-	-	-	-
Disposals and write-down of assets	168,860	-	(168,860)	-	-
Amortization	6,036,720	-	(6,036,720)	-	-
Change in accumulated surplus	\$ (516,262)	\$ 2,384,020	\$ 2,226,799	\$ 4,094,557	\$ 6,417,485
Balance, end of year	\$ 3,774,764	\$ 24,090,661	\$ 167,924,666	\$ 195,790,091	\$ 191,695,534

December 31, 2022

12. Debt Limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation for the Town be disclosed as follows:

	2022	2021
Total debt limit	\$40,153,708	\$ 36,416,240
Total debt	21,181,847	22,363,756
Total debt limit available	<u>18,971,861</u>	<u>14,052,484</u>
Debt servicing limit	6,692,285	6,069,373
Debt servicing	1,768,350	1,768,350
Total debt servicing limit available	<u>4,923,935</u>	<u>4,301,023</u>

The debt limit is calculated at 1.5 times revenue of the Town (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

13. Contingencies

The Town is a member of the North Red Deer Water Services Commission. Under the terms of membership, the Town is liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Town of Blackfalds is a member of the Genesis Reciprocal Insurance Exchange and MUNIX. Under the terms of the membership, the Town of Blackfalds could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses were determined.

December 31, 2022

14. Commitments

The Town of Blackfalds had an agreement for recycling and waste management. As of January 2022, the rates are fixed at \$29.43 per household per month, and \$42.43 per commercial bin per month. These rates increase annually by the Consumer Price Index as stated by Statistics Canada. The 2022 contract cost the Town \$707,856 (2021 - \$788,731).

The Town of Blackfalds has an agreement with the North Red Deer Regional Wastewater Services commission at a fixed rate of \$1.87 per cubic meter per month and variable charges for overstrength charges and minimum allocation. The 2022 contract cost the town \$1,283,269 (2021 - \$1,410,294).

The Town of Blackfalds has an agreement with Prairie Bus Lines Ltd. for transit services expiring on August 31, 2023. The commitment is annual total service cost of \$203,170.

The Town has agreements to obtain electricity and natural gas services at variable rates. The total commitments are based on usage and therefore are not determinable.

The Town of Blackfalds has an agreement with Blackfalds Municipal Library for utilizing the space at the Eagle Builders Centre expiring on December 31, 2025. Annual rent is \$227,600 based on the \$16.26 per square foot and 14,000 square feet of space. The Town will pay his rent on behalf of the Library as an annual facility operating grant.

15. Taxation - Net

	Budget 2022	2022	2021
Residential/Farmland	\$ 13,920,158	\$13,892,057	\$ 13,626,498
Non-Residential	1,568,438	1,580,777	1,565,669
Annexed Residential	18,123	18,619	18,124
Annexed Non-Residential	20,379	20,735	20,380
	15,527,098	15,512,188	15,230,671
Requisitions			
Alberta School Foundation	3,657,519	3,615,926	3,545,941
Lacombe Seniors Foundation	79,824	79,824	86,640
Designated Industrial Property	-	1,173	2,238
	3,737,343	3,696,923	3,634,819
Available for general municipal purposes	\$ 11,789,755	\$11,815,265	\$ 11,595,852

Town of Blackfalds
Notes to Consolidated Financial Statements

December 31, 2022

16. Government Transfers

	Budget 2022	2022	2021
Operating			
Provincial and local government	1,048,000	920,013	1,025,184
Capital			
Federal government	\$ 4,019,951	\$ 5,724,772	\$ 6,435,427
Total government transfers	\$ 5,067,951	\$ 6,644,785	\$ 7,460,611

17. Expenses by Object

	Budget 2022	2022	2021
Salaries and wages	\$ 10,273,645	\$ 9,769,643	\$ 8,751,775
Contracted and general services	3,547,610	4,393,668	3,550,325
Materials, goods and utilities	6,792,343	6,980,204	6,573,957
Transfer to individuals and organizations	67,015	53,259	50,855
Bank charges and short term interest	41,000	48,922	43,599
Interest on long-term debt	616,609	586,442	307,193
Amortization	6,036,720	6,036,720	5,017,731
Loss on disposals	-	58,846	-
	\$ 27,374,942	\$ 27,927,704	\$ 24,295,435

December 31, 2022

18. Municipal Employees Pension Plans

Local Authorities Pension Plan

Certain employees of the Town are eligible to be members of the Local Authorities Pension Plan (LAPP), a multi-employer pension plan which is covered by the Public Sector Pension Plans Act. The Plan serves about 275,000 people and over 420 employers. It is financed by employer and employee contributions and investment earnings of the LAPP Fund. The plan provides defined pension benefits to employees based on their length of service and rates of pay.

The Town contributes to the Plan at a rate of 8.45% of pensionable earnings up to the Canada Pension Plan Maximum Pensionable Earnings and 12.80% for the excess. Employees contribute to the Plan at a rate of 7.45% of pensionable earnings up to the Canada Pension Plan Maximum Pensionable Earnings and 11.80% for the excess.

Contributions for the year were:

	2022	2021
Employer contributions	\$ 565,167	\$ 595,094
Employee contributions	505,844	539,248
	<u>\$ 1,071,011</u>	<u>\$ 1,134,342</u>

As this is a multi-employer pension plan, these contributions are the Town's pension benefit expense. No pension liability for this type of plan is included in the Town's financial statements. The most recent valuation as at December 31, 2021 indicates a surplus of \$11.9 billion (2020 - \$5.0 billion) for basic pension benefits. The actuary does not attribute portions of the unfunded liability to individual employers.

December 31, 2022

19. Salary and Benefits Disclosure

Disclosure of salaries and benefits for municipal officials and designated officers as required by Alberta Regulation 313/2000 is as follows:

	Salary	Benefits & Allowances	Total 2022	Total 2021
Mayor Hoover	\$ 70,116	\$ 8,479	\$ 78,595	\$ 14,488
Mayor Poole	-	-	-	43,188
Councillor Appel	32,585	2,621	35,206	34,439
Councillor Dennis	32,555	3,627	36,182	7,096
Councillor Hoover	-	-	-	25,231
Councillor Sands	31,640	1,971	33,611	8,272
Councillor Coulter	30,491	2,125	32,616	21,983
Councillor Stendie	29,840	569	30,409	33,712
Councillor Olfert	-	-	-	25,705
Councillor Svab	31,925	1,902	33,827	33,641
Chief Administrative Officer	219,901	50,985	270,886	237,780

Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

Benefits and allowances includes the employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, group life insurance, accidental disability and dismemberment, dental coverage, vision coverage, and long and short term disability plans.

December 31, 2022

20. Budget

The budget adopted by Council on February 22, 2022, was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to fund current year operation and capital activities. In addition, the budget expensed all tangible capital asset expenditures rather than including amortization expense. As a result, the budget figures presented in the statements of operations and change in net financial assets represent the budget adopted by Council on February 22, 2022, with adjustments as follows:

	<u>2022</u>
Operating budget deficit	\$ (1,503,707)
Add:	
Net operating transfers to reserves and capital	<u>-</u>
Budgeted excess of revenue over expenditures before other	<u>\$ (1,503,707)</u>
Add:	
Capital expenditures	5,041,934
Transfers to reserves	3,031,860
Debenture principal payments	<u>1,140,661</u>
Capital budget surplus	\$ -
Less:	
Capital expenditures	(5,041,934)
Transfers from reserves	<u>(152,570)</u>
Budgeted combined excess of revenue over expenditures	<u><u>\$ 2,516,244</u></u>

December 31, 2022

21. Segmented Information

The Town is a diversified municipal government institution that provides a wide range of services to its citizens. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

Protective Services

Protective services is comprised of police, bylaw enforcement and fire protection. This service area is responsible for the overall safety of the public through various prevention and enforcement activities.

Transportation Services

Transportation services is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, the maintenance of park and open space, and street lighting.

Water and Wastewater Services

Water and wastewater provides drinking water to the Town's citizens and collects and treats wastewater. The Town processes and cleans sewage and ensures the water system meets all Provincial standards.

Waste Management Services

Waste management provides collection disposal and recycling programs.

Planning and Development

The planning department provides a number of services including town planning and enforcement of building and construction codes and review of all property development plans through its application process.

Recreation and Parks

This service area maintains recreation infrastructure such as parks, arenas, aquatic centres and community centres as well as provides recreational programs and cultural programs at those locations.

Public Health and Welfare

This service area provides and administers community support programs.

General Government

This service area includes legislative and administrative support to all other service areas and also relates to the revenues and expenses that relate to the operations of the Town itself and cannot be directly attributed to a specific segment.

December 31, 2022

22. Segmented Information continued

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. In measuring and reporting segment revenue from transactions with other segments, inter-segment transfers have been eliminated. The revenues and expenses that are directly attributable to a particular segment are allocated to that segment. Taxation revenue has been allocated to general government except where specific tax revenues can be directly allocated to a service area.

Town of Blackfalds
Notes to Consolidated Financial Statements

December 31, 2022

21. Segmented Information (continued)

For the year ended December 31	Protective Services	Transportation Services	Water and Wastewater	Waste Management	Planning and Development	Recreation and Parks	Public Health and Welfare	General Government	2022 Total
Revenue									
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11,815,265	\$ 11,815,265
Government transfers for operating	472,067	-	-	-	-	621,055	179,527	80,579	1,353,228
Government transfers for capital	-	2,720,457	1,927,450	-	-	188,839	-	454,810	5,291,556
Sales and user fees	148,197	79,528	5,982,417	1,630,193	448,997	1,203,193	54,348	152,888	9,699,761
Franchises and concessions	-	-	-	-	-	-	-	2,066,776	2,066,776
Investment income	-	-	-	-	-	-	-	628,205	628,205
Fines and costs	146,778	-	69,901	-	-	-	-	121,562	338,241
Rental revenue	471,358	-	-	-	-	343,808	-	-	815,166
Other	-	-	511	-	-	13,552	-	-	14,063
	1,238,400	2,799,985	7,980,279	1,630,193	448,997	2,370,447	233,875	15,320,085	32,022,261
Expenses									
Salaries and wages	1,203,525	819,773	909,520	201,346	519,755	3,364,344	418,791	2,332,589	9,769,643
Contracted and general services	1,783,609	187,749	196,312	875,869	15,857	1,008,909	69,697	255,666	4,393,668
Materials, goods and utilities	265,855	1,081,770	3,406,115	481,262	248,494	1,158,672	96,189	241,847	6,980,204
Transfers to individuals and organizations	11,015	-	-	-	-	18,744	23,500	-	53,259
Bank charges and short- term interests	-	-	-	-	2,041	16,785	-	30,096	48,922
Interest on long-term debt	18,054	16,536	-	-	-	551,852	-	-	586,442
Amortization	247,143	2,646,301	1,270,776	1,857	31,799	1,696,754	383	141,707	6,036,720
Loss on sale of capital assets	-	-	-	-	-	-	-	58,846	58,846
	3,529,201	4,752,129	5,782,723	1,560,334	817,946	7,816,060	608,560	3,060,751	27,927,704
Net surplus (deficit)	\$ (2,290,801)	\$ (1,952,144)	\$ 2,197,556	\$ 69,859	\$ (368,949)	\$ (5,445,613)	\$ (374,685)	\$ 12,259,334	\$ 4,094,557

Town of Blackfalds
Notes to Consolidated Financial Statements

December 31, 2022

21. Segmented Information (continued)

For the year ended December 31	Protective Services	Transportation Services	Water and Wastewater	Waste Management	Planning and Development	Recreation and Parks	Public Health and Welfare	General Government	2021 Total
Revenue									
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,595,852	\$ 11,595,852
Government transfers for operating	319,400	-	-	-	-	334,520	274,635	139,629	1,068,184
Government transfers for capital	-	3,344,585	-	-	-	-	-	3,047,842	6,392,427
Sales and user fees	116,826	58,180	5,999,333	1,577,114	176,908	609,549	52,949	135,452	8,726,311
Franchises and concessions	-	-	-	-	-	-	-	1,825,292	1,825,292
Investment income	-	-	-	-	-	-	-	244,934	244,934
Fines and costs	67,696	-	95,662	-	-	-	-	32,504	195,862
Rental revenue	421,543	-	-	-	4,663	103,655	-	97,600	627,461
Other	-	-	-	-	-	31,000	-	-	31,000
Gain on disposal of assets	-	-	-	-	-	-	-	5,597	5,597
	925,465	3,402,765	6,094,995	1,577,114	181,571	1,078,724	327,584	17,124,702	30,712,920
Expenses									
Salaries and wages	1,090,104	798,825	884,737	197,194	493,501	2,627,075	429,323	2,231,016	8,751,775
Contracted and general services	1,394,093	110,553	162,679	793,054	17,530	800,254	17,715	254,447	3,550,325
Materials, goods and utilities	259,181	900,210	3,511,996	515,189	129,804	968,155	75,973	213,449	6,573,957
Transfers to individuals and organizations	10,100	-	-	-	-	17,255	23,500	-	50,855
Bank charges and short- term interest	-	-	-	-	2,364	9,708	-	31,527	43,599
Interest on long-term debt	24,368	17,273	-	-	-	265,552	-	-	307,193
Amortization	222,446	2,626,395	1,011,891	1,857	53,770	961,262	383	139,727	5,017,731
Other	-	-	-	-	-	-	-	-	-
	3,000,292	4,453,256	5,571,303	1,507,294	696,969	5,649,261	546,894	2,870,166	24,295,435
Net surplus (deficit)	\$ (2,074,827)	\$ (1,050,491)	\$ 523,692	\$ 69,820	\$ (515,398)	\$ (4,570,537)	\$ (219,310)	\$ 14,254,536	\$ 6,417,485

December 31, 2022

22. Comparative Figures

Wherever necessary, comparative figures have been reclassified to conform with current year financial statement presentation.

23. Approval of Financial Statements

Council and Management approved these financial statements.

DRAFT

MEETING DATE: April 25, 2023

PREPARED BY: Darolee Bouteiller, Finance Manager

PRESENTED BY: Justin de Bresser, Interim Chief Administrative Officer

SUBJECT: **Bylaw 1281.23, 2023 Property Tax Rate Bylaw**

BACKGROUND

The *Municipal Government Act* (MGA) requires that municipalities set property tax rates on an annual basis. The determination of tax rates is based on the funds required to balance the budget. There are several items that impact the budget such as the cost of living set during the budget review, new assessments and requisitions received from Alberta Education and the Lacombe Seniors Foundation.

A budget was approved in December prior to the commencement of the fiscal year. Many factors are included in the development of the budget and assessment estimates are utilized at that time. Final assessments are submitted by February and the budgets are amended to reflect the new assessments. Once this is complete, the tax rates can be finalized.

On April 11, 2023, Interim CAO de Bresser brought forward Bylaw 1281.23, 2023 Property Tax Rate Bylaw for the First Reading. First Reading of Bylaw 1281.23, 2023 Property Tax Rate Bylaw was carried unanimously.

DISCUSSION

Key Decisions & Information

This document outlines the changes to the assessment for 2023 and the calculation of the 2023 property taxes, school requisition and seniors requisition. There are several key decision areas for Council to consider:

1. Tax increases are normally based on the CPI. December 2022 year-over-year CPI [was at 6.0%](#). Administration has prepared the 2023 Property Tax Rate Bylaw as directed by Council at the Operating Budget Workshop with a 4.7% tax increase.
2. 2023 Educational Property tax rates have not been set by the Provincial Government. Education Property taxes are based on the Town's equalized assessment. The 2023 Mill Rates have been calculated using the Town's live assessment base along with the recovery of the under/over levies from prior years based on the Notice of Intent from the Province.

Assessment Base Changes (Table 2)

The 2023 assessments (based on July 2022) show changes in two major areas. There is a high inflation factor with residential base. The residential tax base increased \$109 Million or 9.39% due to increasing property values. Whereas, non-residential property values only increased \$11.1M or 7.09%.

The inflationary/deflationary have been taken into consideration when the property tax rate was calculated. This is commonly known as a floating. Residential properties that have increased 9.39% will only see a 4.7% increase on the municipal portion. However, residential properties that have increased over the 9.39% will see more than a 4.7% increase on the municipal portion. Overall the Town, on average, will collect 4.7% more municipal taxes than it did in 2022.

New Assessment

The new assessment comes in the form of construction of houses, lots and new commercial development. The new assessment provides new tax revenue for the Town and as a result, the Residential assessment grew by 1.46% and Non-Residential grew by 0.32%. This assessment provides \$141,875 in new revenue.

Tax Rates/Mill Rates

The current Mill Rates are listed below.

Tax Rates	2022	2023	Change
Residential	8.3050	7.9568	-0.3482
Non-Residential	10.7993	10.5646	-0.2347

The historical tax levies, residential and non-residential tax/Mill Rates are listed below.

Year	Taxable Levy	Residential Tax Rate	% Change	Non-Residential Tax Rate	Split
2017	1,276,840,180	7.5670	3.58%	9.3470	1.78
2018	1,324,710,890	7.6448	1.03%	9.4248	1.78
2019	1,291,678,420	8.1435	6.52%	9.9235	1.78
2020	1,305,318,910	8.1852	0.01%	9.9652	1.78
2021	1,260,843,380	8.6045	6.06%	10.7613	2.17
2022	1,318,333,560	8.3050	-3.48%	10.7993	2.49
2023	1,455,582,810	7.9568	-4.19	10.5646	2.61

Section 358(1) of the revised MGA identifies that the split now cannot be greater than 5:1. There are some municipalities, particularly Counties that have large splits between residential and non-residential.

Designated Industrial Property and Linear Assessment

Another change in the assessment is due to the introduction of designated industrial properties (DIP) in 2018 by the Provincial Government. The assessment function for these properties and linear has been transferred to the Provincial Government and there are several changes and reclassifications required in the assessments to accommodate these changes.

There is now a DIP property tax requisition that is provided by Municipal Affairs. The assessment for 2022 is \$15,940,580 and based on the rate of 0.0746 a balance of \$1,189 is due to the province.

Assessments

Final assessment changes are shown below.

Class	2022 Assessment	2022 Inflation / Deflation	2022 New Assessment	2023 Totals
Residential	1,153,885,800	108,930,570	17,246,100	1,280,062,470
Non-Residential	152,693,490	10,843,800	500,000	164,037,290
Annexed Residential	7,546,540	139,590	(243,100)	7,443,030
Annexed Non-Residential	3,795,460	244,560	-	4,040,020
Total	1,317,921,290	120,158,520	17,503,000	1,455,582,810
Percentage Change		9.12%	1.33%	

Overall assessment values have increased by \$120 million and in 2022 new assessment increased to \$17.5 million.

Property Taxes

The total tax to be collected is \$11.96 million.

Municipal Purposes	Assessment	Mill Rate	Total Collected
Residential/Farmland	1,280,062,470	7.9568	10,185,201
Non-Residential	164,037,290	10.5646	1,732,988
Annexed Residential	7,443,030	2.5950	19,315
Annexed Non-Residential	4,040,020	5.6130	22,677
Total Municipal Purposes	1,455,582,810		11,960,181

Alberta School Fund (ASFF) Requisitions

The table below lists the assessment and Mill Rates for the required school education tax requisition. The assessment base differs from the municipal assessment due to machinery and equipment. Machinery and equipment are exempt from the education requisition.

ASFF Requisition	Live Assessment	Mill Rate	Total Collected
Residential / Farmland	1,287,505,500	2.2677	2,919,676
Non-Residential	160,618,020	4.3609	700,439
Total Requisition	1,448,123,520		3,620,115

Lacombe Foundation Requisition

At the Regular Council Meeting on April 11th, 2023, a question was asked regarding the drivers of the increases to the requisition for the Town. Upon reviewing the 2022 Lacombe Foundation Financials, *(which are attached under information on this agenda)* page 19 shows the statement of operations for the Blackfalds Affordable Housing showed increases in interest on callable debt, property taxes, wages and benefits. It's assumed that inflationary factors have expanded into 2023 resulting in the need to increase the required requisition.

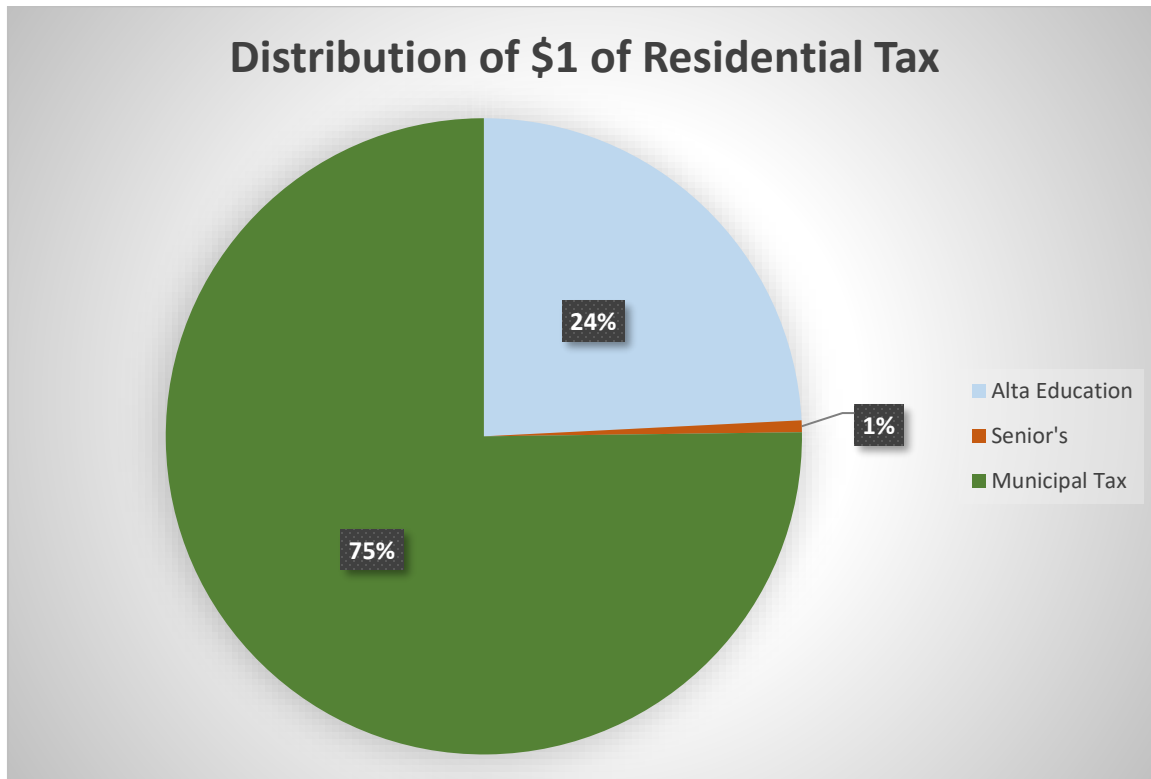
Average Assessments

The table below lists the average assessment changes from 2022 to 2023. Assessments are based on the market value as of July 1st, 2022, and physical condition as of December 31st, 2022.

A house valued at \$316,373 will have a \$116 increase in the municipal portion for 2023. The Provincial School Requisition will decrease by \$48 due to the of School Education Requisitions and the under/over levy collected last year. The Senior's Requisition will also see a slight increase of \$5.

Average Home - 2022					Average Home - 2023			
	Assessment	Mill Rate	Total Bill		Assessment	Mill Rate	Total Bill	Increase/ Decrease
Property Taxes	\$289,083	8.3050	\$2,401		\$316,373	7.9568	\$2,517	\$116
School Requisition		2.6464	\$765			2.2677	\$717	\$(48)
Seniors Requisition		0.06050	\$17			0.0690	\$22	\$5
Total	\$289,083		\$3,183		\$316,373		\$3,256	\$73

The chart below lists where and how your tax dollars are spent. It's important to note that the Municipality receives approximately 75% of the total income. Whereas the province and seniors housing receive approximately 25%.



The impact of the tax increase on properties will **vary** depending on the assessment value change. All figures that have been provided are on average bases and individual properties will experience variances +/-.

The rates for annexed properties have not been provided by Lacombe County. Administration will likely have budgeted Mill Rates before Second and Third and Final Reading. The Town's goal is to have Blackfalds property tax notices sent out as close to May 1st as possible. While 60 days' notice is not a firm requirement, Section 309(1) of the MGA provides 60 days for an assessment complaint to be filed. The tax notices are a combined tax and assessment notice, so providing as close to 60 days as possible, allows resolution of any assessment inquiries.

Tax Rate Bylaw Totals

The 2023 Property Tax Rate Bylaw is attached and contains the information as required by the MGA. The tables included in the Bylaw outline the assessment for each major area, the Mill Rate, and the total taxes that will be collected.

Advertising and Property Tax Notices

Property Tax notices are due to be sent out the first week of May. Administration will also include the [2023 Alberta School Requisition](#) facts and information insert. A link to this document will also be included on the tax notice also.

This year we will be holding a Property Assessment Q & A Event. This event will give citizens an opportunity to discuss concerns and questions regarding the assessment value of their property. The Town Property Assessor, Frank Watson with Bow Valley Property Valuers will be scheduling 15-minute appointments between 1 and 7 pm on June 5, 2023. Appointments will be held in the Council

Chambers at the Civic Centre. Notice of the Property Assessment Q & A Event will be provided on the monthly utility bills and will be advertised on social media, and the Town of Blackfalds Website.

FINANCIAL IMPLICATIONS

The 2023 Property Tax Rate Bylaw is prepared based on the approved 2023 Operating Budget and includes a 4.7% tax increase however, the reduction of education school taxes has reduced the overall tax increases. Amounts will vary depending on the assessed value of the property.

ADMINISTRATIVE RECOMMENDATION

1. That Council move to give Second Reading to Bylaw 1281.23, 2023 Property Tax Rate Bylaw for the Town of Blackfalds, as presented.
2. That Council move to give Third and Final Reading to Bylaw 1281.23, 2023 Property Tax Rate Bylaw for the Town of Blackfalds, as presented.

ALTERNATIVES

- a) Council directs Administration to revise the current tax rate increase.
- b) That Council refer this item back to Administration for further consideration.

ATTACHMENTS

- *Bylaw 1281.23, 2023 Property Tax Bylaw*
- *2023 Property Tax Calculations*
- *2023 Alberta School Education Property Fact and Information*

APPROVALS
Justin de Bresser, Interim Chief
Administrative Officer
Department Director/Author

BEING A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BLACKFALDS FOR THE 2023 TAXATION YEAR.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Section 353 Chapter M-26 RSA 2000 and amendments thereto, for the purpose of imposing an annual property tax in respect of property in the municipality to raise revenue to be used toward the payment of expenditures and transfers set out in the budget of the municipality, and the requisitions.

WHEREAS the Town of Blackfalds has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council Meeting held December 13, 2022.

AND WHEREAS the estimated municipal expenditures and transfers set out in the budget for the Town of Blackfalds for 2023 totalling \$31,313,264.

AND WHEREAS the estimated municipal revenues and transfers from all sources other than taxation are estimated at:

\$	31,313,264	Operating Budget
\$	15,048,638	(-) Minus Funding from Other Sources
\$	3,742,174	(-) Minus Requisition (Budget) Funding
\$	534,000	(-) Minus Expected Joint Economic Taxes
\$	26,401	(-) Minus Expected Supplemental Taxes
<hr/>		
\$	11,962,051	Municipal Property Taxes

AND WHEREAS the Town of Blackfalds, as per the annexation agreement, shall be authorized to levy taxation rates against the annexed lands as per the Lacombe County taxation rates of 2022.

AND WHEREAS the Council is authorized to classify assessed property and to assess rates of taxation as per the Lacombe County hereby covered under the annexation approval conditions

AND WHEREAS the requisitions are:

\$ 3,030,849	School Requisition - Residential	\$ 100,440	Residential & Non-Res.
\$ 570,256	School Requisition - Non-Residential		
<hr/>		<hr/>	
\$ 3,601,105	Total School Requisition	\$ 100,440	Lacombe Foundation

AND WHEREAS the Council of the Town of Blackfalds is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; and

AND WHEREAS the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

AND WHEREAS Section 369 of the Act authorizes the Town of Blackfalds to impose a supplementary tax against properties listed on the supplementary tax roll and that the supplementary tax rates be the same as imposed in this bylaw.

AND WHEREAS the assessed values of all taxable property in the Town of Blackfalds as shown on the assessment roll is \$1,455,582,810.

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

PART 1 – TITLE

1. That this Bylaw shall be cited as the “**2023 Property Tax Bylaw**”.

PART 2 – PURPOSE AND APPLICATION

2. The Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Blackfalds.

Municipal Purposes	Assessment	Mill rate	Total Collected
Residential/Farmland	1,280,062,470	7.9568	10,185,201
Non-Residential	164,037,290	10.5646	1,732,988
Annexed Residential	7,443,030	2.5950	19,315
Annexed Non-Residential	4,040,020	5.6130	22,677
Total Municipal Purposes	1,455,582,810		11,960,181
Alberta School Foundation	Assessment	Mill rate	Total Collected
Residential/Farmland	1,287,505,500	2.2677	2,919,676
Non-Residential	160,618,020	4.3609	700,439
Total Educational Purposes	1,448,123,520		3,620,115
Note - Excludes M&E and Linear			
Lacombe Seniors Foundation	1,455,582,810	0.0690	100,435
DIP Property	15,940,580	0.0746	1,189
Total Tax Levy			15,681,920

PART 3 - DATE OF FORCE

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

READ for the first time this _____ day of _____, A.D. 2023.

(RES. _____)

MAYOR JAMIE HOOVER

INTERIM CAO JUSTIN DE BRESSER

READ for the second time this _____ day of _____, A.D. 2023.

(RES. _____)

MAYOR JAMIE HOOVER

INTERIM CAO JUSTIN DE BRESSER

READ for the third and final time this _____ day of _____, A.D. 2023.

(RES. _____)

MAYOR JAMIE HOOVER

INTERIM CAO JUSTIN DE BRESSER

Town of Blackfalds
2023 Property Tax Calculation

Worksheets

As of
April 11, 2023



Table 1
Town of Blackfalds
Number of Assessment Records

	2021	2022	Increase	% Change
Residential	3737	3779	42	1.1%
Residential Vacant	325	281	-44	-13.5%
Mobile Homes	175	177	2	1.1%
Farm Land	14	14	0	0.0%
Annexed Residential	10	9	-1	-10.0%
Annexed Acreages	6	6	0	0.0%
Annexed Farm Land	7	7	0	0.0%
Annexed Farm Improvements	7	7	0	0.0%
Annexed Farm Additions	1	1	0	0.0%
Annexed Farm land	14	14	0	0.0%
Machinery & Equipment	2	2	0	0.0%
Commercial	48	46	-2	-4.2%
Vacant Commercial	14	14	0	0.0%
Industrial	84	84	0	0.0%
Vacant Industrial	18	18	0	0.0%
Power & Pipeline	18	18	0	0.0%
DIP - Land & Building	4	4	0	0.0%
DIP - Machinery & Equipment	5	5	0	0.0%
Annexed Land & Improvements	4	4	0	0.0%
Annexed Machinery & Equipment	2	2	0	0.0%
Exempt	211	213	2	0.9%
Seniors Complex	2	2	0	0.0%
Totals	4708	4707	-1	-0.02%

Table 2

2023 Tax Year - 2022 Assessment Analysis
Area by Property Type Analysis (Including Linear)

Type	Code	Description	Growth & Policy					
			Previous	New assessment	Change	Inflation	Growth	Inflation
	1000	Residential	1,107,011,310	1,235,714,850	20,235,000	108,468,540	1.83%	9.80%
	4000	Residential Vacant	38,929,010	35,440,110	(3,488,900)	-	-8.96%	0.00%
	1100	Mobile Homes	7,862,470	8,824,500	500,000	462,030	6.36%	5.88%
	5000	Farm Land	83,010	83,010	-	-	0.00%	0.00%
Total Residential			\$1,153,885,800	\$1,280,062,470	\$17,246,100	\$108,930,570		9.44%
	120	Annexed Residential	3,949,560	3,706,460	(243,100)	-	-6.16%	0.00%
	122	Annexed Acreages	17,490	17,490	-	-	0.00%	0.00%
	140	Annexed Farm Land	1,341,280	1,341,280	-	-	0.00%	0.00%
	141	Annexed Farm Improvements	1,722,600	1,844,000	-	121,400	0.00%	7.05%
	142	Annexed Farm Additions	250,520	268,710	-	18,190	0.00%	7.26%
	101	Annexed Farm land	265,090	265,090	-	-	0.00%	0.00%
Total Annexed Residential			\$7,546,540	\$7,443,030	(\$243,100)	\$139,590		1.85%
	1001	Machinery & Equipment	6,315,790	6,728,740	-	412,950	0.00%	6.54%
	2000	Commercial	61,727,350	69,639,310	500,000	7,411,960	0.81%	12.01%
	2001	Vacant Commercial	6,437,480	6,687,550	-	250,070	0.00%	3.88%
	3000	Industrial	52,271,950	54,392,810	-	2,120,860	0.00%	4.06%
	3001	Vacant Industrial	10,648,300	10,648,300	-	-	0.00%	0.00%
	6000	Power & Pipeline	14,915,150	15,556,820	-	641,670	0.00%	4.30%
	8000	DIP - Land & Building	147,700	148,700	-	1,000	0.00%	0.68%
	8001	DIP - Machinery & Equipment	229,770	235,060	-	5,290	0.00%	2.30%
Total Non Residential			\$152,693,490	\$164,037,290	\$500,000	\$10,843,800		7.10%
				\$160,618,020				
	220	Annexed Land & Improvements	3,330,370	3,544,530	-	214,160	0.00%	6.43%
	251	Annexed Machinery & Equipment	465,090	495,490	-	30,400	0.00%	6.54%
Total Annexed Non Residential			\$3,795,460	\$4,040,020	\$0	\$244,560		6.44%
	7000	Exempt	153,703,770	189,212,120				
	9000	Seniors Complex	361,850	384,690				
Exempt			\$154,065,620	\$189,596,810				
Blackfalds Total			\$1,471,986,910	\$1,645,179,620	\$17,503,000	\$120,158,520	1.33%	9.12%

Table 3
Town of Blackfalds
Taxation Revenue Analysis

2022 Actual				
General Area		Annexation Area		Total
Residential	Non-Residential	Residential	Non-Residential	

Assessment -

2021 Assessment (Updated)		\$1,153,885,800	\$152,693,490	\$7,546,540	\$3,795,460	\$1,317,921,290
Add:						
Overall Market Appreciation	9.44%	\$ 108,930,570				\$ 108,930,570
Overall Market Appreciation	7.10%		10,843,800			10,843,800
Overall Market Appreciation	1.85%			139,590		139,590
Overall Market Appreciation	6.44%				244,560	244,560
Subtotal		\$1,262,816,370	\$ 163,537,290	\$ 7,686,130	\$ 4,040,020	\$ 120,158,520
New Assessable Properties	1.49%	17,246,100		(243,100)		17,003,000
New Assessable Properties	0.33%		500,000		-	500,000
Subtotal		\$ 17,246,100	\$ 500,000	\$ (243,100)	\$ -	\$ 17,503,000
2022 Assessment		\$1,280,062,470	\$ 164,037,290	\$ 7,443,030	\$ 4,040,020	\$ 1,455,582,810

Taxable

Residential Growth	1.46%
Non-Residential Growth	0.32%
Average Growth (Weighted)	1.33%
Residential Market Value Increase	9.39%
Non-Residential Market Value Increase	7.09%
Average Market Value (Weighted)	9.12%

Tax Rates

2023 Actual				
Residential	7.9568			
Residential - County		2.5950		
Non-Residential - County			5.6130	
Non-Residential		10.5646		

Municipal Tax Revenues

2023 Forecasted Municipal Tax Levy

2023 Levy						
2022 Levy (includes supplementary)		\$ 9,596,699	\$ 1,650,154	\$ 19,297	\$ 20,735	11,286,885
% Increase	4.70%	451,045	77,557			528,602
Subtotal		\$ 10,047,924	\$ 1,727,711	\$ 19,946	\$ 22,677	\$ 11,818,257
Assessment Growth		137,224	5,282	(631)	-	141,875
Non - Res Split Premium						-
Total Revenue (excludes 2022 Supplementary)		\$ 10,185,148	\$ 1,732,994	\$ 19,315	\$ 22,677	\$ 11,960,132
% Split		85.46%	14.54%			
Total Additional 2022 Revenue from budget*						-\$1,919
2023 Average Tax Rate Increase (includes influence of Lacombe County Tax Rate changes)						4.68%

Table 4
Town of Blackfalds
2023 Education Tax Calculation

	2022	2023	% Change
Equalized Assessment			
<u>Residential</u>			
Alberta School Foundation	\$ 1,109,735,500	\$ 1,153,908,258	3.98%
Separate School	<u>30,017,086</u>	<u>\$ 30,017,086</u>	0.00%
Total Residential	\$ 1,139,752,586	\$ 1,183,925,344	3.88%
<u>Non-Residential</u>			
Alberta School Foundation	\$ 150,414,620	\$ 149,365,318	-0.70%
Separate School	<u>2,298,600</u>	<u>\$ 2,298,600</u>	0.00%
Total Non-residential	152,713,220	151,663,918	-0.69%
Total	<u>\$ 1,292,465,806</u>	<u>\$ 1,335,589,262</u>	3.34%
Education Tax Levy (Total)			
<u>Provincial Mill Rate on Equalized</u>			
Residential	2.6500	2.5600	-3.40%
Non-Residential	3.9000	3.7600	-3.59%
<u>Total Requisition</u>			
<u>Alberta School Foundation (ASFF)</u>			
Residential	\$ 2,940,799.08	\$ 2,954,005.14	0.45%
Non-Residential	<u>\$ 586,617.02</u>	<u>\$ 561,613.60</u>	-4.26%
Subtotal	\$ 3,527,416.09	\$ 3,515,618.74	-0.33%
<u>Red Deer CRD</u>			
Residential	\$ 79,545.28	\$ 76,843.74	-3.40%
Non-Residential	<u>\$ 8,964.54</u>	<u>\$ 8,642.74</u>	-3.59%
Subtotal	\$ 88,509.82	\$ 85,486.48	-3.42%
<u>Total</u>			
Residential	\$ 3,020,344.35	\$ 3,030,848.88	0.35%
Non-Residential	<u>\$ 595,581.56</u>	<u>\$ 570,256.33</u>	-4.25%
Subtotal	\$ 3,615,925.91	\$ 3,601,105.21	-0.41%
<u>Recovery of prior year overlevy</u>			
<u>Alberta School Foundation (ASFF)</u>			
Residential	\$ 53,510.02	\$ (111,138.71)	
Non-Residential	<u>(64,669.57)</u>	<u>130,186.05</u>	
Subtotal	\$ (11,159.55)	\$ 19,047.34	
<u>Red Deer CRD</u>			
Residential			
Non-Residential			
Subtotal	\$ -	\$ -	
<u>Total</u>			
Residential	\$ 53,510.02	\$ (111,138.71)	
Non-Residential	<u>(64,669.57)</u>	<u>130,186.05</u>	
Total	\$ (11,159.55)	\$ 19,047.34	
Live Assessment available for Education Tax Levy			
<u>Alberta School Foundation (ASFF)</u>			
Residential	\$ 1,131,245,245	\$ 1,257,220,935	11.14%
Non-Residential	147,197,516	158,022,436	7.35%
Mach & Equip	-	-	0.00%
Total Assessment	<u>\$ 1,278,442,761</u>	<u>\$ 1,415,243,371</u>	10.70%
<u>Separate School</u>			
Residential	\$30,284,565	\$30,284,565	0.00%
Non-Residential	\$2,595,584	\$2,595,584	0.00%
Mach & Equip	-	-	0.00%
Total Assessment	<u>\$ 32,880,149</u>	<u>\$ 32,880,149</u>	0.00%
<u>Total</u>			
Residential	\$ 1,161,529,810	\$ 1,287,505,500	10.85%
Non-Residential	149,793,100	160,618,020	7.23%
Mach & Equip	-	-	0.00%

Table 4
Town of Blackfalds
2023 Education Tax Calculation

	2022	2023	% Change
Total Assessment	\$ 1,311,322,910	\$ 1,448,123,520	10.43%
Live Mill Rate			
<u>Alberta School Foundation (ASFF)</u>			
Residential	2.6464	2.2677	-14.31%
Non-Residential	3.5443	4.3609	23.04%
Mach & Equip	0.000	0.000	0.00%
<u>Separate School</u>			
Residential	2.6003	2.2677	-12.79%
Non-Residential	3.5443	4.3609	23.04%
Mach & Equip	0.000	0.000	0.00%
Education Taxes Collected - Estimated - Excluding Supp			
<u>Alberta School Foundation (ASFF)</u>			
Residential	\$ 2,993,727.42	\$ 2,850,999.91	-4.77%
Non-Residential	521,712.16	689,120.04	32.09%
Mach & Equip	-	-	0.00%
Subtotal	\$ 3,515,439.58	\$ 3,540,119.95	0.70%
<u>Separate School</u>			
Residential	\$ 78,748.95	\$ 68,676.31	-12.79%
Non-Residential	9,199.53	11,319.08	23.04%
Mach & Equip	-	-	0.00%
Subtotal	\$ 87,948.48	\$ 79,995.39	-9.04%
<u>Total</u>			
Residential	\$ 3,072,476.37	\$ 2,919,676.22	-4.97%
Non-Residential	530,911.69	700,439.12	31.93%
Mach & Equip	-	-	0.00%
Total Education Taxes Collected	\$ 3,603,388.06	\$ 3,620,115.34	0.46%
Under (Over) Levy - Actual			
<u>Alberta School Foundation (ASFF)</u>			
Residential	581.68	(8,133.48)	
Non-Residential	235.29	2,679.61	
Mach & Equip	-	-	
Subtotal	816.96	(5,453.87)	
<u>Total</u>			
Residential	1,378.00	33.95	
Non-Residential	0.30	3.26	
Mach & Equip	-	-	
Total	1,378.30	37.21	

Table 5
Town of Blackfalds
2023 Lacombe Foundation Tax Calculation

	2023		
	Equalized Assessment	Percent	Requisition
Requisition Amount \$775,000			
City of Lacombe	1,875,215,197	18.11%	\$140,322
Lacombe County	6,744,211,338	65.12%	\$504,672
Town of Bentley	105,413,472	1.02%	\$7,890
Town of Blackfalds	1,342,599,912	12.96%	\$100,440
Town of Eckville	110,959,615	1.07%	\$8,308
Village of Alix	101,834,509	0.98%	\$7,625
Village of Clive	76,655,892	0.74%	\$5,743
	10,356,889,935	100.00%	\$775,000

	2023
<u>Requisition Payable</u>	\$ 100,440.00
Over (Under) Levy from previous years	
	<u>\$ 100,440.00</u>
Live Assessment	\$ 1,455,582,810
Live Mill Rate	0.0690
<u>Foundation Tax Collected</u>	<u>\$ 100,435.21</u>

Alberta Seniors Benefit:

This program provides monthly cash benefits for eligible seniors with low income. It provides support in addition to the federal benefits received including Old Age Security and Guaranteed Income Supplement.

Learn more about this program and find out if you are eligible at: <https://www.alberta.ca/alberta-seniors-benefit.aspx> or call the Alberta Supports Contact Centre at 1-877-644-9992.

Can I direct my education property tax to a private school?

No. By provincial law, money collected through the education property tax can only be used to fund the public education system, which includes public and separate schools. Private school funding comes from three sources: provincial general revenues, tuition or instruction fees paid by parents, and private fundraising.

Why are property owners asked to declare their faith?

In Alberta, the Constitution guarantees Roman Catholic citizens' minority rights to a separate education system. In communities with separate school jurisdictions, property owners can declare they are of the Roman Catholic faith so their education property tax dollars can be directed to those separate school jurisdictions.

For more information

Contact your municipality regarding:

- the assessed value of your property;
- market value assessment;
- declaration of school board support; or
- monthly tax installment plans.

Seniors - Contact Alberta Supports Contact Centre:

toll-free at 1-877-644-9992, or visit the website at <https://www.alberta.ca/seniors-and-housing.aspx> for more information on:

- the Seniors Property Tax Deferral Program;
- the Alberta Seniors Benefit; or
- other provincial programs and services for seniors.

Contact the Government of Alberta education property tax line:

780-422-7125 (toll-free in Alberta by first dialing 310-0000)

Education funding information:

Details of the Alberta School Foundation Fund are published in the Alberta Education Annual Report, available online at: <https://www.alberta.ca/government-and-ministry-annual-reports.aspx>

Overall education funding information can be found online at: <https://www.alberta.ca/k-to-12-education-funding-model.aspx>

Education property tax

Facts and information

Facts

An accessible, quality education system is a priority for this government, and for all Albertans. Funding to the K-12 education system incorporates two revenue sources – general provincial revenues and education property taxes. Using two revenue streams provides stability for education funding.

In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

F.A.Q.s

What does the education property tax pay for?

The education property tax supports all public and separate school students. The education property tax helps pay for instructional costs including teacher salaries, textbooks, and other classroom resources.

How is my share of the education property tax calculated?

Your share is based on the assessment value of your property and the local education property tax rate.

A decrease in the local education property tax rate can help lessen the impact of assessment value increases on your individual tax bill.

Where does the education property tax go?

The money collected from the education property tax goes to fund Albertans' priorities in education. The education property tax is pooled into the ASFF and then distributed among Alberta's public and separate school boards on an equal per-student basis.

All separate school boards in the province have opted-out of the ASFF, which means they requisition and collect property tax money from the municipalities directly. Any difference between what an opted-out board collects and what they are entitled to receive is adjusted for so there is no financial gain to a school jurisdiction that opts out of the ASFF.

How does the province collect the education property tax?

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system.

Municipalities collect the education property tax from ratepayers and then forward it to the province for deposit into the ASFF.

Why is education partially funded through property tax?

The education property tax provides Alberta's education system with a stable and sustainable source of revenue. Pooling the education property tax in the ASFF ensures that students receive a quality education regardless of their municipality's assessment wealth.

Does everyone pay the education property tax?

All property owners pay the education property tax (with some exceptions, such as some non-profit organizations and seniors' lodge facilities). People who rent or lease property may also contribute indirectly through their monthly rent or lease payments. As the education system benefits all Albertans, people without children in school also pay the education property tax.

Every Albertan benefits from a quality education system. The education property tax supports an education system that is producing the workforce of tomorrow.

Do seniors have to pay the education property tax?

The education tax is a tax on property assessment; therefore, seniors who own property must pay the education property tax. The Government of Alberta has implemented programs to assist seniors.

Seniors Property Tax Deferral Program

The Seniors Property Tax Deferral Program allows eligible senior homeowners to defer all or part of their property taxes through a low- interest home equity loan with the Alberta government. The government then pays the property taxes on behalf of the eligible homeowner. The loan does not have to be repaid until the property is sold or sooner if they so choose. For more information, please visit www.alberta.ca/seniors-property-tax-deferral-program.aspx

MEETING DATE: April 25, 2023

PREPARED BY: Darolee Bouteiller, Finance Manager

PRESENTED BY: Darolee Bouteiller, Finance Manager

SUBJECT: **2022 Audited Financial Statements**

BACKGROUND

The annual financial statements for the Town of Blackfalds have now been audited as per the requirement of the *Municipal Government Act*.

Annual Financial Statements and Auditor's Report

Annual financial statements

Section 276(1) Each municipality must prepare annual financial statements of the Municipality for the immediately preceding year in accordance with

- (a) Canadian generally accepted accounting principles for Municipal Governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional Accountants of Canada, as amended from time to time, and
- (b) any modification of the principles or any supplementary accounting standards or principles established by the Minister by regulation.

(2) The municipality's financial statements must include

- (a) the municipality's debt limit, and
- (b) the amount of the municipality's debt as defined in the regulations under section 271.

(3) Each municipality must make its financial statements, or a summary of them, and the auditor's report of the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared.

2000 cM-26.1 s276

The Town of Blackfalds audited financial statements for the year ending 2022 along with the Financial Information Return (FIR) and the Statistical Information Return (SIR) are complete and will be submitted to Municipal Affairs before the deadline of May 1, 2023.

DISCUSSION

Annual financial statements are prepared each year following an audit process undertaken by chartered professional accountants secured through a contractual agreement with the Town of Blackfalds. The audit is an independent review of the organization's financial systems and processes and includes site visits and interviews.

The BDO Audit team together with the Town of Blackfalds Finance Manager and Financial Analyst established the audit timelines and processes to conduct the full audit. BDO commenced the interim work in late 2022 to review and document internal processes, and preliminary testing of procedures.

The Audit team was on-site at the beginning of March 2023 for testing randomly selected data from all accounting modules. BDO conducted the audit and prepared the audited statements, FIR return, SIR return, and the 2022 Report to the Board. BDO representatives Alan Lister, Partner, Mitchell Kennedy, Manager, and Tetiana Nabutovskyi, Senior Accountant, are attending the council meeting and will provide an overview of the statements and findings. Any recommendations arising from the 2022 audit will be used to improve the current Town of Blackfalds financial systems and processes.

Administration would like to take this opportunity to thank the staff from BDO Canada for the excellent work they have provided.

ADMINISTRATIVE RECOMMENDATION

1. That Council move to approve the 2022 Consolidated Financial Statements, as presented.

ALTERNATIVES

- a) That Council refers the 2022 Consolidated Financial Statements to Administration for further information.

ATTACHMENTS

- 2022 Auditors Report
- 2022 Audited Financial Statements

APPROVALS
Justin de Bresser, Interim Chief
Administrative Officer
Department Director/Author

MEETING DATE: April 25, 2023

PREPARED BY: Darolee Bouteiller, Finance Manager

PRESENTED BY: Darolee Bouteiller, Finance Manager

SUBJECT: **2023 Spring Budget Adjustments**

BACKGROUND

With the ever-changing environment and economic conditions that affect the Town of Blackfalds operations and responsibilities, adjustments to the approved budget are necessary. Administration has reviewed the 2023 approved Operating Budget for necessary adjustments to better reflect the current state of the Town Operations.

DISCUSSION

2023 Operating Budget

Several changes have been identified in the 2023 Operating Budget for adjustments. Administration is adjusting revenue for an increase of \$157,000. The MSI Operating Grant provided by the Provincial Government was increased by \$76,379. Interest income was increased by \$50,000 to better reflect higher interest rates of return. New sponsorship revenue was received for the Bike Skills Park for \$5,000. Other revenue adjustments were made for smaller amounts in; reserve transfers for the recreation skateboard park, new growth estimations for tax revenue, and adjustments in requisitions for Lacombe Foundation.

Additionally, there were adjustments in operating expenses. The most significant cost increase was for employee benefits effective April 1, 2023, the estimated amount of \$171,538. Insurance premiums for the Town increased higher than estimated by \$8,967. Wages and salaries were reduced related to the vacant CAO position and the associated consultant expense netted to \$26,395 in savings, Mechanic positions \$32,633 in savings for not being immediately filled, and expenses related to the Economic Development Officer position were reduced by \$9,750. Various other expenses were increased; contracted services, repairs & maintenance, software, engineering, gas & oil in the amount of \$45,000. There were also several reallocations between departments for more accurate reporting but no overall effect on the bottom line. The change in the operating budget is net zero. The detail of each change is outlined in Appendix A.

2023 Capital Budget

Administration is also recommending a slight change to Capital projects. The approved project budget for a Vehicle Hoist, associated equipment, and installation was \$20,000. The installation of the Vehicle hoist and associated electrical work has expended the allocated \$20,000. Administration is requesting \$20,000 in additional funds for the needed diagnostic equipment needed for the mechanic to complete duties. The extra funds will not be spent until that position is filled.

At the Regular Council Meeting on March 14, 2023, Council made the motion to opt for money in lieu for the Municipal Reserve contribution for the subdivided land at 4405 South Street. We have acknowledged this transfer in the working papers for Spring Adjustments.

FINANCIAL IMPLICATIONS

With these final budget adjustments, the 2023 Approved budget will increase from \$31,313,264 to \$31,470,566.

ADMINISTRATIVE RECOMMENDATION

1. That Council move to accept the 2023 Operating Budget Adjustments, as presented.
2. That Council move to accept the 2023 Capital Adjustment, as presented.

ALTERNATIVES

- a) Council does not accept the recommendation of Administration.
- b) That Council refer this item back to Administration for further consideration.

ATTACHMENTS

- *Appendix A 2023 Spring Adjustments*

APPROVALS

Justin de Bresser, Interim Chief
Administrative Officer



Department Director/Author

2023 Operating Budget Adjustments

Appendix A

Department		GL	Description	Item	Revenue	Expenses
Various	Various	2-130	Employer Contributions	Benefits Increase		\$ 171,538
Various	Various	2-274	Insurance	Reduce based on 2023 Premiums		\$ 8,967
12-00	Administration	2-110 / 2-130	Salaries / Benefits	Savings on CAO salary during replacement		-\$ 44,895
11-00	Legislative	2-230	Professional Service	Consultant Costing		\$ 18,500
00-00	General	1-550	Interest Revenue	Increased interest rates on bank balance	\$ 50,000	
00-00	General	1-840	Prov Conditional Grant	MSI Operating	\$ 76,379	
12-09	Information Systems	2-253	Major System Maintenance	Antivirus/Antimalware (Move GL)		-\$ 5,000
12-09	Information Systems	2-520	Software	Antivirus/Antimalware		\$ 5,000
12-90	Support Services	2-511	Custodial Supplies	Custodial Supplies (Move GL)		\$ 750
12-90	Support Services	2-510	General Goods & Supplies	Custodial Supplies		-\$ 750
12-90	Support Services	2-510	General Goods & Supplies	General Supplies		\$ 300
72-04	Parks	1-950	Transfer from reserve	18-7211 Skateboard park remaining budget	\$ 3,329	
72-04	Parks	2-530	One time repairs to skate park	18-7211 Skateboard park remaining budget		\$ 3,329
12-09	Information Systems	2-250	Contracted General Services	Allocate printing costs out to cost centres		-\$ 30,000
12-06	Corporate Services	2-226	Printing / Printer Maintenance	Allocate printing costs from IT		\$ 5,000
23-00	Fire	2-226	Printing / Printer Maintenance	Allocate printing costs from IT		\$ 5,000
32-90	Operation Centre	2-226	Printing / Printer Maintenance	Allocate printing costs from IT		\$ 5,000
51-00	FCSS	2-226	Printing / Printer Maintenance	Allocate printing costs from IT		\$ 5,000
61-00	Planning & Development	2-226	Printing / Printer Maintenance	Allocate printing costs from IT		\$ 5,000
72-10	Abbey Centre	2-226	Printing / Printer Maintenance	Allocate printing costs from IT		\$ 5,000
72-04	Parks	1-590	Other Revenue	Sponsorship of Bike Skills Park	\$ 5,000	
00-00	General	1-100	New Growth Expectation	Changes based on Tax Rate Bylaw	-\$ 1,919	
00-00	General	1-181	Lacombe Foundation	Increase to actual req. amount	\$ 19,513	
00-00	General	2-851	Lacombe Foundation	Increase to actual req. amount		\$ 20,616
69-00	Econ. Development	2-211	Travel/Subsistence/Conferences	ICSC Regional Conference - Whistler - exhibitor		-\$ 3,000
69-00	Econ. Development	2-211	Travel/Subsistence/Conferences	Red Deer Home Show - exhibitor		-\$ 1,300
69-00	Econ. Development	2-211	Travel/Subsistence/Conferences	Calgary Outdoor Adventure Show - exhibitor		-\$ 2,000
69-00	Econ. Development	2-211	Travel/Subsistence/Conferences	EDA Experience		-\$ 1,200
69-00	Econ. Development	2-211	Travel/Subsistence/Conferences	EDAC Annual Conference		-\$ 2,750
69-00	Econ. Development	2-212	Memberships	Tourism Red Deer		-\$ 4,500
69-00	Econ. Development	1-590	Other Revenue	CATA Membership Rebate Grant	\$ 5,000	
26-00	Bylaw	2-281	Animal Control Contact	Increase contract to \$45k as rates have increased		\$ 7,350
61-00	P&D	2-212	Memberships	Regional SDAB membership		\$ 480
42-00	Sewer	2-211	Travel/Subsistence/Conferences	AWWOA conference		\$ 1,000
42-00	Sewer	2-250	Contracted General Services	Stanley Lift Station suction line repair - March 2023		\$ 3,000
42-00	Sewer	2-530	Repairs & Maintenance	Briarwood Lift Station rotating assemblies		\$ 12,000
42-00	Sewer	2-521	Other Contracted Services	Update to reflect 2022 actuals		\$ 2,580
42-00	Sewer	2-520	Software	ESRI subscription inflation		\$ 500
42-00	Sewer	2-960	Transfer to Capital Reserve	Decrease in transfer to reserve		-\$ 19,080
41-00	Water	2-211	Overtime	Training Operator Level 3 AEP STANDARDS		\$ 1,500
41-00	Water	2-215	Freight	Freight - variable frequency drive repair		\$ 500
41-00	Water	2-233	Engineering	Increasing Scada support needs, finish flushing plans		\$ 2,000
41-00	Water	2-248	Lab Tests	Certification of lab equipment, sample testing.		\$ 800
41-00	Water	2-521	Other Contracted Services	Reflect 2022 actuals		\$ 2,000
41-00	Water	2-520	Software	ESRI subscription inflation		\$ 500
41-00	Water	2-960	Transfer to Capital Reserve	Decrease in transfer to reserve		-\$ 7,300
32-00	Streets	2-288	Line Painting	Increased due to increased costs of paint		\$ 3,500
32-00	Streets	2-521	Gas & Oil	Increased due to increased cost of fuel		\$ 10,000
37-00	Storm	2-250	Contracted General Services	Spring drain thawing and animal/beaver control		\$ 5,000
32-00	Streets	2-116/2-130	Hourly Wages	Mechanic position prorated to 8 months		-\$ 32,633
	Reserve Transfers	5-931	General Capital	Motion 066/23 from March 14, 2023 RCM	\$ 410,575	
	Reserve Transfers	6-657	L&B Reserve	Motion 066/23 from March 14, 2023 RCM		\$ 410,575
					<u>\$ 567,877</u>	<u>\$ 567,877</u>

Town Of Blackfalds 2023 Capital Budget Adjustments

23-3222	Streets	Vehicle Hoist and associated equipment	Remainder of Hoist Installation	\$20,000
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MEETING DATE: April 25, 2023

PREPARED BY: Darolee Bouteiller, Finance Manager

PRESENTED BY: Darolee Bouteiller, Finance Manager

SUBJECT: **Quarterly Financial Reports for the Period Ending March 31, 2023**

BACKGROUND

The Quarterly Financial Reports for the period ending March 31, 2023, are attached. Together these reports represent the financial activities of the municipality during the period year to date. Quarterly reporting gives a consistent comparison of operating and capital activities as they occur throughout the year.

The Operating Statement of Revenue & Expenditures (Appendix A) gives a high-level view of Revenues and expenditures incurred to date, the variance between the Annual Budget and the actual as a % of the Budget. These main indicators will identify areas of concern or anomalies.

The Divisional Statement and Variance Analysis (Appendix B) display revenue and expenses in each department and gives a brief explanation for significant variances.

Capital Projects are reported for the year-to-date activity for the period ending March 31, 2023 (Appendix C). The report displays the prior years' approvals, approved budget from the capital plan, additional funding approvals, Expenditures to date and a brief update on the status of the projects.

Included in the financial reporting is the Council Expenditure report (Appendix D). This report displays the budget, Year-to-date expenses, variance and % of the budget by councillor.

DISCUSSION

The Operating Revenues for the period ending March 31, 2023, are at \$5.5 M which is 23.87% of the budgeted revenues and are on track for the first quarter. The Operating Expenditures are \$5.0 M which is 23.81% of the annual budgeted expenditures, this is slightly below the quarterly budgeted amount for the period. Overall, the Town is currently operating in a surplus position. The surplus from operations to date is \$506,048. Due to the seasonal nature of the operations, most of the surplus will be absorbed in the future as seasonal activities occur.

Environmental Services revenue for the first quarter is \$1.8M or 23.61% of the annual budget. Expenses are \$1.4M or 20.28% of the budgeted amount, creating a surplus of \$450,643 in the first quarter. The surplus at the end of the year is transferred into the Utility reserves for supporting utility maintenance projects. Environmental Services activity is considered reasonable for this time of the year. Usage tends to increase in the summer months and results will be closer to the budget in future reporting periods.

Appendix B provides a review of department variance analysis. Many of the Town departments are impacted by seasonal activities. FCSS, Recreation, Parks and Streets will have more activities during the summer months and throughout the rest of the year than in the first quarter.

Revenues:

- Administration Revenue is low this quarter. There is no revenue generated from the Support Service Centre or program guide advertising in this quarter. Business license revenue is approximately 2.5% lower than the annual budget at this point in time.
- Recreation Revenue is below the quarterly average, this is typical for this time of the year. Seasonal activities include general admission, day camp, swimming lessons, special events and camping revenue. More activities will get underway throughout the summer and revenues will increase.
- Environmental Services Revenue is slightly below the quarterly average budget. This revenue is based on consumption volume that will increase in future periods; therefore, overall Environmental services are on track.

Expenses:

- Administration expenses are higher than the quarterly average, due to Habitat for Humanity Grant that was approved by Council. Additional impacts on Administration expenses are annual payments for memberships and software made at the beginning of the year.
- Seasonal activities have not yet commenced in FCSS programs, Recreation, Parks, Infrastructure Services, Planning Services, and costs are lower than the quarterly budget amounts. The expectation is that these costs will increase next quarter when seasonal activities begin.
- Environmental Services expenses are slightly below the quarterly average, which is typical for the first quarter. The surplus will be transferred to the Environmental services reserves at the end of the fiscal year. The surplus is sitting higher in the first quarter but is considered to be on track for the year.

Currently, the Town of Blackfalds operations are on track for 2023. Administration will continue to closely monitor and assess financial results as they arise.

Capital Projects:

Capital Budget consists of items that provide the Town with long-term benefit and/or service and ties directly into the long-term capital plan. The Capital Budget includes projects that are continuing from prior years that are in progress and not yet completed, plus new funding for the purchase of capital assets in 2023.

The 2023 Capital plan was taken to Council on November 22, 2022. At Council's request, modifications were made to remove two capital items for further consideration in the amount of \$248,500. Subsequently, an approval was made to add back \$68,600 for Municipal Enforcement EV on December 13, 2022, followed by an additional approval to add \$112,000 for Skid Steer Machine on Jan 10, 2023. These items together make up the New Funding for the 2023 Capital budget amounts to \$4,943,235.

As of March 31, 2023, the total spent on capital projects is \$322,154. Projects that were carried over from prior years include Freightliner Pumper Truck, Womack Rd. & Gregg Street Realignment, Pavement Quality Study, Border Paving Plaza, McKay Ranch Lift Station, and North West Storm System. New projects that have commenced this quarter include; Fire Department Sign, Washing Machines, Vehicle Hoist & equipment, Skid Steer, Light Trucks, Hot tub tiling and Pool Equipment at the Abbey.

Appendix C - Capital Projects, provides details of each capital project including; prior year approvals, and funds remaining, additional approved budget amounts for 2023, the amount spent to date, the amount of funds remaining, along with a simple update on the project status.

Overall, the Town Capital Budget is on track for the first quarter of the year, and there are no concerns. Administration will continue to monitor the progress of capital projects throughout the year.

Council Expenditure:

The report on Council expenditures is included in Appendix D. This report shows the year-to-date actual expenses, the annual budget, and the variance as a dollar amount spent to date as a percentage of the budget. Being the first quarter of the fiscal year, the expectation would be for the expenses to be no more than 25% of the annual budget. All elected officials are on track for this reporting period.

These reports have been brought forward to Council as information and are intended to provide an overview of the progress year to date.

ADMINISTRATIVE RECOMMENDATION

1. That Council accepts the Operating Statement and Variance report for the three-month period ending March 31, 2023.
2. That Council accepts the Capital Project Report for the period ending March 31, 2023.
3. That Council accepts the Council Expenditure report for the period ending March 31, 2023.

ALTERNATIVES

- a) That Council does not accept the Operating Statement and Variance report. That Council does not accept the Capital Project Report.
- b) That Council refers the report back to Administration for review.

ATTACHMENTS

- *Appendix A – March 31, 2023, Operating Statement of Revenue & Expenditure*
- *Appendix B – March 31, 2023, Division Statement & Variance Analysis*
- *Appendix C – March 31, 2023, Capital Project Report*
- *Appendix D – March 31, 2023, Council Expenditure Report*

APPROVALS

Justin de Bresser, Interim
Chief Administrative Officer



Department Director/Author

BUDGET



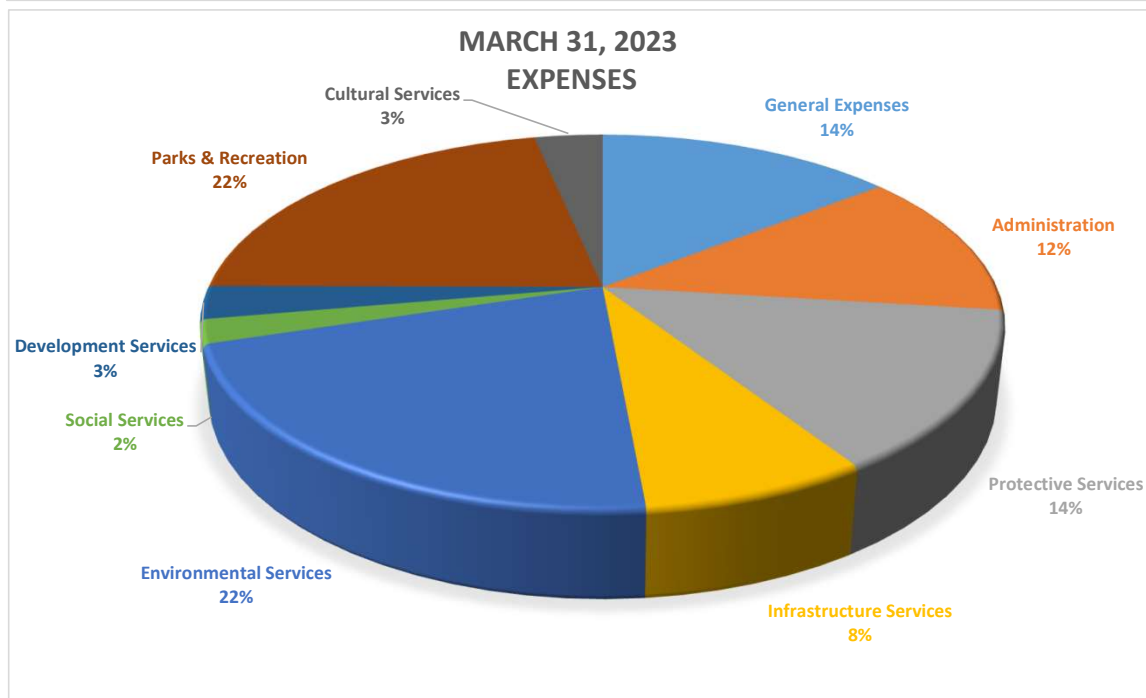
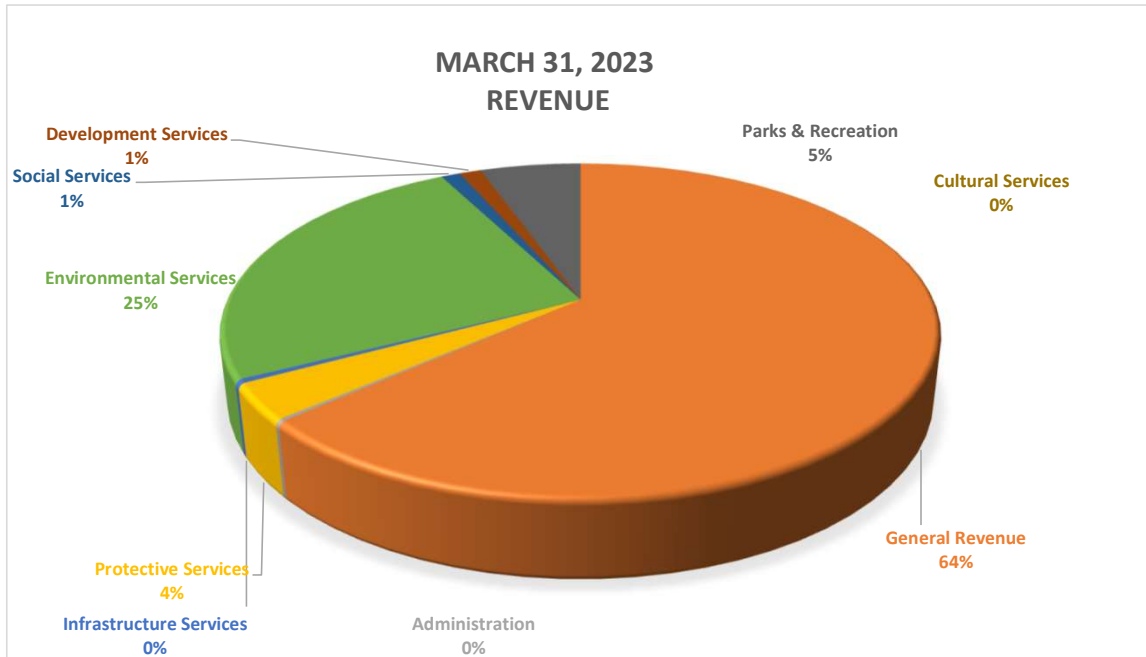
Town of Blackfalds Operating Statements of Revenue & Expenditure For the Period Ending March 31, 2023

	2023 Actual	2023 Budget	Variance	% of Budget
Revenues				
Property Taxes	3,130,613	12,522,452	9,391,839	25.00%
Requisition (Education, Seniors Foundation)	935,544	3,742,174	2,806,631	25.00%
Total Taxation	4,066,157	16,264,626	12,198,470	25.00%
General Revenue	661,587	3,083,522	2,421,935	21.46%
Administration	15,688	120,000	104,312	13.07%
Protective Services	260,027	1,051,935	791,908	24.72%
Infrastructure Services	28,235	120,634	92,399	23.41%
Social Services	76,143	274,391	198,248	27.75%
Development Services	87,438	348,697	261,259	25.08%
Parks & Recreation	403,815	2,179,995	1,776,180	18.52%
Cultural Services	0	15,000	15,000	0.00%
Total Other Revenue	1,532,933	7,194,174	5,661,241	21.31%
Total Revenue	5,599,089	23,458,800	17,859,711	23.87%
Expenditures				
General Expenses	933,450	3,742,174	2,808,724	24.94%
Administration	818,882	3,117,152	2,298,270	26.27%
Protective Services	900,552	3,638,811	2,738,259	24.75%
Infrastructure Services	502,096	2,144,828	1,642,732	23.41%
Social Services	133,602	544,050	410,448	24.56%
Development Services	185,957	861,261	675,304	21.59%
Parks & Recreation	1,404,397	6,468,387	5,063,990	21.71%
Cultural Services	214,104	875,026	660,922	24.47%
Total Expenditures	5,093,041	21,391,689	16,298,648	23.81%
Net Surplus/(Deficit) To Date	506,048	2,067,111		
Environmental Services				
(Self Supported Utilities*)				
Water	792,062	3,382,920	2,590,858	23.41%
Wastewater	661,381	2,867,400	2,206,019	23.07%
Solid Waste	401,242	1,604,144	1,202,902	25.01%
Environmental Services Revenue	1,854,685	7,854,464	5,999,779	23.61%
Water	603,179	2,989,845	2,386,666	20.17%
Wastewater	495,261	2,390,531	1,895,270	20.72%
Solid Waste	305,602	1,544,491	1,238,889	19.79%
Environmental Services Expenditures	1,404,041	6,924,867	5,520,826	20.28%
Net Surplus/(Deficit) To Date	450,643	929,597		

BUDGET

BLACKFALDS
ALBERTA

Town of Blackfalds
Operating Statements of Revenue & Expenditure
For the Period Ending March 31, 2023





BUDGET

Town of Blackfalds Divisional Statement & Variance Analysis For the Period Ending March 31, 2023

	2022 Actual	2022 Budget	Variance	% of Budget	Explanation
General					
Taxation	4,066,157	16,264,626	12,198,470	25.00%	Represents 25% of tax revenue YTD. Property Taxes are invoiced in the second quarter but earned evenly throughout the year.
General Revenue	661,587	3,083,522	2,421,935	21.46%	Slightly lower than quarterly average but reasonable for the first quarter.
Total General Revenue	4,727,744	19,348,148	14,620,404	24.44%	
General Expenses	933,450	3,742,174	2,808,724	24.94%	On track
Net General	3,794,294	15,605,974	11,811,680	24.31%	
Legislation & Administration					
Revenue	15,688	120,000	104,312	13.07%	Revenue is low due to no revenue generated from Support Services Centre rent and Business Licence Revenue is lower than budgeted. Also there is no advertising revenue generated from program guides in the first quarter.
Expenses	818,882	3,117,152	2,298,270	26.27%	Included in this amount is a payment of \$20k to Habitat for Humanity, and annual payments for membership dues, fees and software renewals are made in the first quarter.
Net Legislation & Admin	-803,195	-2,997,152	-2,193,957	26.80%	
Protective Services					
Revenue	260,027	1,051,935	791,908	24.72%	Mostly on track. Fine revenue for policing is higher than expected while revenue relating to Fire calls is lower than budget, and animal licenses are slightly lower than budgeted.
Expenses	900,552	3,638,811	2,738,259	24.75%	On track
Net Protective Services	-225,030	-2,586,876	-1,946,352	17.73%	
Infrastructure - Services					
Revenue	28,235	120,634	92,399	23.41%	Less than budget due to shortfall of bus pass fee revenue.
Expenses	502,096	2,144,828	1,642,732	23.41%	Less than budget as many projects have not yet started such as sidewalk repairs, line painting, etc.
Net Operations - Infrastructure Services	-473,862	-2,024,194	-1,550,332	23.41%	
Social Services					
Revenue	76,143	274,391	198,248	27.75%	Slightly above budget due to timing of donations being received (not equal throughout the year). Overall on track with expected.
Expenses	133,602	544,050	410,448	24.56%	On track
Net Social Services	-57,459	-269,659	-212,200	21.31%	



BUDGET

Town of Blackfalds Divisional Statement & Variance Analysis For the Period Ending March 31, 2023

	2022 Actual	2022 Budget	Variance	% of Budget	Explanation
Development Services					
Revenue	87,438	348,697	261,259	25.08%	On track
Expenses	185,957	861,261	675,304	21.59%	Slightly below budget mainly due to minimal building / electrical inspection costs for Q1 and other contracted services. Expenses will be on track by summer and fall months.
Net Planning & Development	-98,519	-512,564	-414,045	19.22%	
Parks & Recreation					
Revenue	403,815	2,179,995	1,776,180	18.52%	Total revenues below budgeted due to Jan-Mar being a slow time for Abbey General Admissions, Day Camp, and Swimming lesson revenues, special events / camping revenue, banquet room and facility rental. Main revenue for this quarter remains ice rental.
Expenses	1,404,397	6,468,387	5,063,990	21.71%	Expenses are lower than budget because seasonal staff are not hired for Abbey Centre or Parks and seasonal activities have not started in the first quarter.
Net Parks & Recreation	-1,000,582	-4,288,392	-3,287,810	23.33%	
Cultural Services					
Revenue	0	15,000	15,000	0.00%	Sponsorship from Servus Credit Union not yet received for 2023.
Expenses	214,104	875,026	660,922	24.47%	On Track
Net Library	-214,104	-860,026	-645,922	24.90%	
Total Operation					
Revenue	5,599,089	23,458,800	17,859,711	23.87%	
Expenses	5,093,041	21,391,689	16,298,648	23.81%	
Surplus/(Deficit) before Transfers - YTD	506,048	2,067,111	1,561,063		
Environmental Services					
Revenue	1,854,685	7,854,464	5,999,779	23.61%	On Track for this period to date. Invoicing is based on usage, which is typically lower in the first quarter.
Expenses	1,404,041	6,924,867	5,520,826	20.28%	On Track for this period to date, reserve transfers from the surpluses are made at the end of the year.
Net Environmental Services	450,643	929,597	478,954		

BUDGET



Town of Blackfalds Capital Projects - Current and Carry forwards as at March 31, 2023

Project #	Project Description	Prior Years Approval	Roll Over Reserve/ Funds available from PY	Grants	2023 Capital Budget Approved	2023 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
Administration & Protective Services										
22-1205	Council Chambers - IT Upgrades	50,000	10,193				10,193	18,273	- 8,080	Complete
23-1208	Photocopier Replacement	-	-		12,000		12,000	-	12,000	In Progress
23-1290	Shingle replacement (Support Services Centre)				20,000		20,000		20,000	In Progress
22-2306	Freightliner Pumper	800,000	647,333		-		647,333	-	647,333	In Progress
23-2307	Fire Department Sign				15,000		15,000	13,200	1,800	Delivered and Installed
23-2308	Washing Machine				12,500		12,500	12,590	- 90	Complete
23-2309	Jaws of Life				55,000		55,000		55,000	In Progress
23-2601	Municipal Enforcement Vehicle				68,860		68,860		68,860	On order
Total Administration & Protective Services		850,000	657,526	-	183,360	-	840,886	44,063	796,823	
Infrastructure										
17-3201	Womack Road & Gregg Street Realignment /Centre Plaza (CP Rail Crossing)/ Hwy 2 intersection	6,810,970	357,709	-			357,709	78,491	279,218	In Progress
21-3209	One ton 4x4 PW Truck (replacement)	90,000	90,000				90,000	-	90,000	On hold
21-3210	Duncan Ave & Leunge Road Phase I	2,014,504					-		-	Project is completed except for seasonal deficiencies
21-3212	Asset Management Software	49,700	-				-		-	
22-3215	Pavement Quality Study	110,000	44,849			-	44,849	7,547	37,302	In progress
22-3217	1 ton DUMP (PW)	100,000	100,000		-	4,437	104,437		104,437	Tender Awarded
22-3220	All Star Park Parking Lot - Duncan Ave	250,000	60,169				60,169		60,169	Project is complete aside from seasonal deficiencies
23-3221	Annual Pavement Improvements				300,000		300,000	780	299,220	In progress
23-3222	Vehicle Hoist & Associated Equipment				20,000		20,000	22,343	- 2,343	In progress
23-3223	Pedestrian Upgrades				14,000		14,000		14,000	Not started yet
23-3225	Skid Steer				112,000		112,000	112,000	-	Complete
23-3224	Air Photos				40,000		40,000		40,000	Not started yet
Total Infrastructure		9,425,174	652,727		486,000	4,437	1,143,164	221,160	922,004	
Recreation										
18-7207	2018 Wayfinding Signage	293,400	107,346				107,346	-	107,346	Working on getting more funding to finish off this project.
19-7221	Emergency Generator - Community Hall	80,000	62,173				62,173	-	62,173	On hold
22-7229	Toro 4010-D	85,000	85,000		15,000		100,000		100,000	Not started yet
22-7231	Hot Tub Tiling/Pool Equipment	30,000	12,769				12,769	10,309	2,460	In progress

BUDGET



Town of Blackfalds Capital Projects - Current and Carry forwards as at March 31, 2023

Project #	Project Description	Prior Years Approval	Roll Over Reserve/ Funds available from PY	Grants	2023 Capital Budget Approved	2023 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
22-7203	Border Paving Plaza	723,258	429,093				429,093		429,093	In progress
23-5601	Additional Columbarium				80,000		80,000		80,000	Not started yet
23-7237	Annual Trail Development				50,000		50,000		50,000	Not started yet
23-7239	Light Truck(s)				40,000		40,000	37,139	2,861	Two 2012 Ford F150's purchased
23-7238	Prairie Ridge Playground				65,000		65,000		65,000	Not started yet
23-7240	Abbey Capital Projects				42,500		42,500	5,768	36,732	Washer/Dryer and H-Vac completed. Remaining still in progress
23-7241	Lifting of Pool Deck				100,000		100,000		100,000	Not started yet
Total Recreation		1,211,658	696,381	-	392,500	-	1,088,881	53,216	1,035,665	
Total Capital Projects & Funding		11,486,832	2,006,634		1,061,860	4,437	3,072,931	318,439	2,754,492	
Utilities/ Development										
13-4200	PW-STM-01 East Area Storm System and Wetlands	7,325,384					-	3,715	3,715	Project is completed except for landscaping, grading, seasonal deficiencies and final surface agreement negotiations
14-4203	Lift Station - McKay Ranch	2,710,747	2,383,278		1,781,375		4,164,653		4,164,653	Design is completed, tendering again in 2023 for 2023/2024, construction pending agreement with developer.
17-3702	North West Storm System	2,485,458	1,865,496		2,000,000		3,865,496		3,865,496	Pre-design is completed, awaiting Environmental Appeal Board Decision. Then design and tendering in 2023 for 2023/2024 construction, pending decision
23-4101	Water/Wastewater Asset Management Plan				100,000		100,000		100,000	
Total Utilities / Development Projects		12,521,589	4,248,774		3,881,375	-	8,130,149	3,715	8,126,434	
Total Capital Projects		24,008,421	6,255,408		4,943,235	4,437	11,203,080	322,154	10,880,926	

Town of Blackfalds

Council Expenditures For the Period Ending March 31, 2023

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Mayor - Hoover				
Honorarium	60,358	15,089	(45,269)	25.00%
Per Diem	10,965	1,995	(8,970)	18.19%
Salaries & Benefits	71,323	17,084	(54,239)	23.95%
Conference & Travel	9,850	1,697	(8,153)	17.23%
TOTAL EXPENSES	81,173	18,782	(62,391)	23.14%
Councillor - Appel				
Honorarium	28,712	7,178	(21,534)	25.00%
Per Diem	7,522	1,215	(6,307)	16.15%
Salaries & Benefits	36,234	8,393	(27,841)	23.16%
Conference & Travel	5,200	1,726	(3,474)	33.19%
TOTAL EXPENSES	41,434	10,119	(31,315)	24.42%
Councillor - Coulter				
Honorarium	28,712	7,178	(21,534)	25.00%
Per Diem	7,522	405	(7,117)	5.38%
Salaries & Benefits	36,234	7,583	(28,651)	20.93%
Conference & Travel	5,200	-	(5,200)	0.00%
TOTAL EXPENSES	41,434	7,583	(33,851)	18.30%
Councillor - Dennis				
Honorarium	28,712	7,178	(21,534)	25.00%
Per Diem	7,522	405	(7,117)	5.38%
Salaries & Benefits	36,234	7,583	(28,651)	20.93%
Conference & Travel	5,200	-	(5,200)	0.00%
TOTAL EXPENSES	41,434	7,583	(33,851)	18.30%
Councillor - Sands				
Honorarium	28,712	7,178	(21,534)	25.00%
Per Diem	7,522	675	(6,847)	8.97%
Salaries & Benefits	36,234	7,853	(28,381)	21.67%
Conference & Travel	5,200	547	(4,653)	10.52%
TOTAL EXPENSES	41,434	8,400	(33,034)	20.27%
Councillor - Stendie				
Honorarium	28,712	7,178	(21,534)	25.00%
Per Diem	7,522	675	(6,847)	8.97%
Salaries & Benefits	36,234	7,853	(28,381)	21.67%
Conference & Travel	5,200	-	(5,200)	0.00%
TOTAL EXPENSES	41,434	7,853	(33,581)	18.95%
Councillor - Svab				
Honorarium	28,712	7,178	(21,534)	25.00%
Per Diem	7,522	405	(7,117)	5.38%
Salaries & Benefits	36,234	7,583	(28,651)	20.93%
Conference & Travel	5,200	-	(5,200)	0.00%
TOTAL EXPENSES	41,434	7,583	(33,851)	18.30%

MEETING DATE: April 25, 2023

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1275.23, Land Use Bylaw Housekeeping Amendments**

BACKGROUND

Land Use Bylaws (LUB) provide the blueprint for all development that occurs within the Town's municipal jurisdiction so it is important to ensure that it is up-to-date, provides clear development requirements, and reflects the planning and development needs of our community. When the Town's new LUB was adopted last April, Council was advised that housekeeping amendments would likely be coming forward as staff work with the new LUB and identify areas that require clarification. In addition, there have been some changes to provincial legislation pertaining to subdivision and development. All of this has necessitated amendments to the LUB, being proposed under Bylaw 1275.23.

DISCUSSION

The following subheadings correspond to the amendment numbers provided in the proposed Bylaw 1275.23 attached to this report. A track changes version of the LUB clearly identifying where the proposed amendments will be located along with the corresponding amendments numbers in the Bylaw for ease of reference is also attached to this report.

Amendment Numbers 2.1, 2.4, 2.7, and 2.10 – 2.17

Many of the proposed amendments result from changes to provincial regulations pertaining to subdivision and development. The name of the regulations has changed to "Matters Related to Subdivision and Development Regulation" (previously named the "Subdivision and Development Regulation") and these regulations no longer restrict "food establishments" from the working area or disposal area of a landfill (operating or not), a waste management facility (operating or not), or of an operating storage site. The amending bylaw proposes to update the name of the regulations and remove the "food storage" restriction.

A significant change to the Regulations is allowing variances to the prescribed subdivision and development setbacks from the working area or disposal area of a landfill (operating or not), a waste management facility (operating or not), or an operating storage site to be signed off by a professional engineer insofar as they prepare a report in accordance with the Guide for Setback Reviews. Under the previous regulations, variances to these prescribed setbacks required written consent from the Deputy Minister. Amendments 2.11 and 2.17 reflect this update.

Amendment Numbers 2.2, 2.23, and 2.25 – 2.27

The new LUB missed "Retail Liquor" as a use, as such these amendments are proposing to reintroduce the use into the LUB with a definition and including it in the same land use districts as in the previous LUB.

Amendment Number 2.3

As currently written, the LUB requires every application for a sign, including temporary signs and fascia signs, to be considered by the Municipal Planning Commission (MPC) which is very onerous. This amendment proposes to allow the Development Officer to make decisions on sign applications but still enables them to refer the application to the MPC.

Amendment Numbers 2.5 and 2.6

These proposed amendments to the Development Permit Application Requirements are needed now that some electronic Development Permit Applications are being accepted. Other municipalities have shared their experiences with electronic permitting and strongly advised on making the LUB clear on when a permit is deemed “received” as this matter has been the subject of several appeals.

Amendment Number 2.8

This amendment is proposed to clarify that there is a specific section pertaining to sign variances that have different variance thresholds for Development Authorities.

Amendment Number 2.9

This amendment proposes to remove the section specifically regarding Compliance Certificates as Council has recently approved a Certificate of Compliance Policy and Procedures that is much more robust and more suited to be addressed outside of the LUB.

Amendment Number 2.18

The new LUB missed an important element of driveway length that was in our previous LUB, which this amendment is proposed to bring back in. The intention behind this amendment is to avoid vehicles overhanging into a lane by having a rear driveway long enough to fully enable a vehicle to park on the driveway (at least 6 m in length) or requiring the length to be too short that it is not possible to park a vehicle on it (1 m in length).

Amendment Numbers 2.19 and 2.20

Barrier free parking requirements are prescribed by the *Alberta Building Code*, not municipal LUB's. There have been recent updates to the barrier free parking stall number and size requirements, which necessitated an amendment to our LUB as we carried the requirements forward into it. Because *Alberta Building Code* requirements are updated relatively frequently, these amendments propose to state that the size and number must be in accordance the Code as opposed to having to amend the LUB every time a change to the Code is made.

Amendment Number 2.21

The current wording in the section pertaining to sign permits indicates that the Development is obligated to issue a sign permit if the application complies with the LUB. However, signs are listed discretionary use in the districts and subject to internal and external referrals; depending on the results of the referrals, the Development Authority may need to refuse an application. This proposed amendment removes that obligation from the Development Authority.

Amendment Number 2.22

This amendment proposes to update the wording to reflect the newly adopted Election Sign Bylaw.

Amendment Number 2.24

This amendment pertains specifically to a site exception in the Commercial Central District (C-1) that allowed Granden Auto to be a use in the C-1 District. The new LUB changed the district of the parcel Granden Auto is located on to Industrial Light District (I-1), therefore this site exception is no longer required to accommodate the development.

Amendment Number 2.28

Farmers Market is currently listed as both a Permitted and a Discretionary Use, which is confusing for staff and anyone wanting to apply for a Farmers Market. This amendment proposes to remove Farmers Market from the list of Discretionary Uses and keep it as a Permitted Use, as it was in the previous LUB.

Bylaw 1275.23 was presented before the Standing Committee of Council at their April 17, 2023 meeting where the following recommendations were carried unanimously:

023/23 Councillor Sands moved That Standing Committee of Council recommend to Council to give First Reading to Bylaw 1275.23.

CARRIED UNANIMOUSLY

024/23 Councillor Stendie moved That Standing Committee of Council recommend to Council, upon giving First Reading to Bylaw 1275.23, to set a Public Hearing for May 23, 2023 at 7:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

1. That Council give First Reading to Bylaw 1275.23, Land Use Bylaw Housekeeping Amendments, as presented.
2. That Council, upon giving First Reading to Bylaw 1275.23, set a Public Hearing date for May 23, 2023, at 7:00 p.m. in Council Chambers.

ALTERNATIVES

- a) That Council give First Reading to Bylaw 1275.23, Land Use Bylaw Housekeeping Amendments, as amended.
- b) That Council refers this item back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1275.23, Land Use Bylaw Housekeeping Amendments*
- *Land Use Bylaw No. 1268.22 Schedule 'A' (Track Changes Version)*

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 LAND USE BYLAW 1268.22 SCHEDULE 'A'

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Land Use Bylaw No.1268.22 to reflect changes to provincial legislation pertaining to subdivision and development; clarification of sign variances; clarification of driveway lengths when the driveway access is through a lane; changing barrier-free parking requirements to be in accordance with the Alberta Building Code; the addition of Retail, Liquor as a use in the Commercial Central District (C-1), Commercial Highway District (C-2), Commercial Local District (C-3), and Commercial Mixed Use District (CMU); deleting Farmers Market as a Discretionary Use in the Public Facility District (PF); and removal of a site exception that is no longer required in the Commercial Central District (C-1).

WHEREAS, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on May 11, 2023 and May 18, 2023, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto,

WHEREAS, a Public Hearing was held on May 23, 2023 to allow the general public to provide input into the proposed Bylaw amendments;

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the "**Land Use Bylaw Housekeeping Amendments**".

PART 2 – AMENDMENTS

- 2.1 That Section 1.14 Definitions be amended by deleting the definition for **SUBDIVISION AND DEVELOPMENT REGULATIONS** and replacing it with:

MATTERS RELATED TO SUBDIVISION AND DEVELOPMENT REGULATION means the *Matters Related to Subdivision and Development Regulation (AR 84/2022)*, as amended.

- 2.2 That Section 1.14 Definition be amended to include the following definition of **RETAIL LIQUOR**:

RETAIL LIQUOR means a Building or part of a Building for the sale of alcohol, including wine and cold beers, but not for consumption on site.

- 2.3 That Section 2.2 Development Authority and Decisions on Development Permit Applications, subsection a) be amended to include a new subsection x) that states "may, with respect to a Development Permit application for any Sign:

1. Approve the application with or without conditions;
2. Refuse the application with reasons stated; or
3. Refer the application to the Municipal Planning Commission".

- 2.4 That Section 2.2 Development Authority and Decisions on Development Permit Applications, subsection a) xiv be amended to delete "*Subdivision and Development Regulation*" and replace it with "*Matters Related to Subdivision and Development Regulation*".

- 2.5 That Section 2.10 Development Permit Application Requirements be amended to include a new subsection c) that states "An application for a Development Permit is not received until the Town has accepted an application for Development Permit and the applicant has paid the appropriate fee(s) in accordance with the *Development Fees & Fines Bylaw*, as amended." And renumber the following subsection accordingly.

- 2.6 That Section 2.10 Development Permit Application Requirements, current subsection c) be amended to include "...is received and...".

- 2.7 That Section 2.16 Variances, subsection b) ii) be amended by deleting "*Subdivision*

and Development Regulation” and replace it with “*Matters Related to Subdivision and Development Regulation*”.

- 2.8 That the last sentence under 2.16 Variances, subsection b) be amended to include “...unless the variance request is for a Sign, where section 5.4.3 shall apply.”
- 2.9 That Section 3.6 Compliance Certificates and Fees is deleted in its entirety.
- 2.10 That Section 3.11.2 Development Setbacks from Wastewater Treatment Plants, subsections b), c), and d) be amended to remove references to “food establishment”.
- 2.11 That Section 3.11.2 Development Setbacks from Wastewater Treatment Plants, subsection e) be amended to remove “...with the written consent of the Deputy Minister of Alberta Environment and Parks” and replace it with “...if the applicant submits a report from a professional engineer, as defined in the *Engineering and Geoscience Professions Act*, that addresses the criteria for a variance stipulated in the Guide for Setback Reviews published by the Department of Environment and Parks, as amended from time to time.”
- 2.12 That Section 3.11.3 Development Setbacks from Landfills and Solid Waste Sites subsection a) be amended to remove “*Subdivision and Development Regulations*” and replace it with “*Matters Related to Subdivision and Development Regulation*”.
- 2.13 That Section 3.11.3 Development Setbacks from Landfills and Solid Waste Sites, subsection a) i) be amended to remove references to “food establishment”.
- 2.14 That Section 3.11.3 Development Setbacks from Landfills and Solid Waste Sites, subsection a) i) be amended to remove “*Subdivision and Development Regulations*” and replace it with “*Matters Related to Subdivision and Development Regulation*”.
- 2.15 That Section 3.11.3 Development Setbacks from Landfills and Solid Waste Sites, subsection a) ii) be amended to remove reference to “food establishments” and add “or” before “residence”.
- 2.16 That Section 3.11.3 Development Setbacks from Landfills and Solid Waste Sites, subsection a) ii) be amended to delete “*Subdivision and Development Regulations*” and replace it with “*Matters Related to Subdivision and Development Regulation*”.
- 2.17 That the last sentence in Section 3.11.3 Development Setbacks from Landfills and Solid Waste Sites be amended to remove “...Development is approved in writing by the Deputy Minister of Alberta Environment and Parks.” and replace it with “...applicant submits a report from a professional engineer, as defined in the *Engineering and Geoscience Professions Act*, that addresses the criteria for a variance stipulated in the Guide for Setback Reviews published by the Department of Environment and Parks in May, 2022, as amended from time to time.”
- 2.18 That Section 3.20.6 Driveways, subsection a) be amended to include “...be either at least 6.0 m (19.69 ft) from the Property Line or...” and remove “...maintain a minimum of...”
- 2.19 That Section 3.20.11 Barrier Free Parking Stalls, last sentence under subsection d) be deleted and replaced with “The symbol and minimum size of each barrier free parking stall shall be in accordance with the *Alberta Building Code*.”
- 2.20 That Section 3.20.11 Barrier Free Parking Stalls, subsection g) be deleted in its entirety and replaced with “The number of barrier free parking stalls provided shall be in accordance with the *Alberta Building Code*.”
- 2.21 That Section 5.4.1 Development Permits Requirements for Signs, subsection e) be amended to remove “...shall issue...” and replace it with “...may issue a decision on...”
- 2.22 That Section 5.5.5 Signs Exempt from a Development Permit, subsection xii) be amended to remove “...Elections Bylaw...” and replace it with “...Election Sign Bylaw...”.
- 2.23 That Section 6.9.2 Permitted and Discretionary Uses be amended to include “Retail,

Liquor” as a Permitted Use.

2.24 That Section 6.9.3 District Regulations, subsection d) be deleted in its entirety.

2.25 That Section 6.10.2 Permitted and Discretionary Uses be amended to include “Retail, Liquor” as a Permitted Use.

2.26 That Section 6.11.2 Permitted and Discretionary Uses be amended to include “Retail, Liquor” as a Permitted Use.

2.27 That Section 6.13.2 Permitted and Discretionary Uses be amended to include “Retail, Liquor” as a Discretionary Use.

2.28 That Section 6.16.2 Permitted and Discretionary Uses be amended to delete “Farmers Market” as a Discretionary Use.

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

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PART 1.0 INTERPRETATION OF THIS BYLAW

1.1 Title

- a) That this Bylaw shall be cited as the 'Land Use Bylaw' for the Town of Blackfalds.

1.2 Bylaw Content

- a) This Land Use Bylaw consists of all of the Parts outlined, including all Schedules and Maps.

1.3 Repeal of This Bylaw

- a) Land Use Bylaw 1198/16, the Land Use District Maps, and any amendments thereto, are hereby repealed and shall cease to have effect on the day that this Bylaw comes into force.
- b) The effective date that this Bylaw shall come into force upon the date of its third reading.

1.4 Transitional Provision

- a) An application for subdivision or Development Permit which is deemed complete on or after the effective date of the Bylaw shall be evaluated under the provisions of this Bylaw.
- b) An application for subdivision or Development Permit which is deemed complete, pursuant to sections 2.20 and 2.11 respectively, prior to the coming into force of this Bylaw shall be evaluated under the provision of the Town of Blackfalds Land Use Bylaw 1198/16 as amended; or under this Bylaw at the discretion of the applicant, the Development Authority, or the Subdivision Authority.
- c) An application to amend the Town of Blackfalds Land Use Bylaw 1198/16 that has not been given third reading by Council prior to the coming into force of this Bylaw shall be considered by Council pursuant to this Bylaw and any other relevant planning consideration.

1.5 Reference to Other Legislation

- a) Any reference in this Bylaw to other legislation or documents shall be a reference to the Bylaw or legislation then in effect and shall include all amendments and any successor legislation.

1.6 Purpose

- a) Pursuant to section 640 of the *Municipal Government Act*, the purpose of this Bylaw is to regulate and control the use and Development of land and Buildings within the boundaries of the Town of Blackfalds, to ensure the orderly Development of land and to:
 - i) divide the Town into Land Use Districts;
 - ii) prescribe and regulate Permitted and Discretionary Uses for each Land Use District;
 - iii) establish Development standards and specific Land Use regulations;
 - iv) provide the method of making decisions on applications for Development Permits, issuing Development Permits, along with how and who notice of the issuances of a Development Permit is given; and
 - v) provide information on the process of appealing Development decisions.

1.7 Compliance with Other Legislation

- a) The requirements of this Land Use Bylaw does not exempt any person from compliance with any federal, provincial, or municipal legislation, regulation, code or statute.

1.8 Language and Interpretation

- a) In this Bylaw:
 - i) words in singular include the plural and words in the plural include the singular, where the context requires;
 - ii) words used in the present tense include the other tenses and derivative forms;
 - iii) words using masculine gender include feminine gender and, words using feminine gender include masculine gender;
 - iv) words in either gender include corporations;
 - v) 'shall', 'must' and 'required' are to be construed as a compulsory obligation; subject to the variance provisions of this Bylaw pursuant to the *MGA*;
 - vi) 'may' is to be interpreted as permissive and empowering;
 - vii) 'should' is an operative word which means that, in order to achieve municipal goals and objectives, it is strongly advised that the action be taken. Exceptions may be made only under extenuating circumstances;
 - viii) words, phrases, and terms not defined in this Bylaw may be given their definition in the *MGA*. Other words shall be given their usual and customary meaning;
 - ix) a 'person' includes an individual, partnership, association, corporation, firm, trustee, executor, administrator, and legal representative of a person; and
 - x) an 'individual' does not include a corporate or other type of persons who are not human beings.

1.9 Illustrations and Measurements

- a) Drawings and graphic illustrations are provided to assist in interpreting and understanding the Bylaw. Where a conflict or inconsistency exists between a drawing and the remainder of the Bylaw, the text shall prevail.
- b) Measurements:
 - i) whenever metric measurements are presented in the Bylaw, metric values are used and shall take precedence. Imperial equivalents provided, in parenthesis, are approximate and intended for information only.
 - ii) where a measurement or an amount is calculated based on a rate or ratio, the required measurement or amount may be rounded to the nearest whole number. Where a requirement states a specific measurement with a decimal place, the requirement found in this Bylaw stands and shall not be rounded.

1.10 Purpose Statements

- a) The purpose statements in each Land Use District are included to describe the intent of the Land Use District. The use and Development activity with each Land Use District should reflect its purpose.

1.11 Severability

- a) If any portion of the Bylaw is held to be invalid by a decision of a court of the competent jurisdiction, that decision does not affect the validity of the remaining portions of this Bylaw.

1.12 Establishment of Supplementary Regulations

- a) General Regulations as set forth in Part 3, and Specific Use Regulations as set forth in Part 4, are hereby adopted by reference to be part of this Bylaw, and to be amended in the same manner as any other part of this Bylaw.

1.13 Establishment of Land Use Districts

- a) For the purpose of this Land Use Bylaw the Town is divided into the following Land Use Districts:
 - Residential Single Dwelling Large Lot District (R-1L)
 - Residential Single Dwelling Medium Lot District (R-1M)
 - Residential Single Dwelling Small Lot District (R-1S)
 - Residential Manufactured Home Park District (R-MHP)

- Residential Multi Dwelling District (R-2)
- Residential Medium Density District (R-3)
- Residential High Density District (R-4)
- Residential Multi Unit District (R-5)
- Commercial Central District (C-1)
- Commercial Highway District (C-2)
- Commercial Local District (C-3)
- Business Park District (C-4)
- Commercial Mixed Use District (CMU)
- Direct Control District (DC)
- Direct Control District #2 (DC-1)
- Direct Control District #2 (DC-2)
- Direct Control District #3 (DC-3)
- Industrial Light District (I-1)
- Industrial Heavy District (I-2)
- Public Facility District (PF)
- Parks and Recreation District (PR)
- Environmental Open Space District (EOS)
- Urban Reserve District (UR)
- Agricultural District (AG)
- Alderwood Close Overlay District

- b) Land Use District boundaries are as delineated in Part 9 of this Bylaw, on the Land Use District Maps. All Roads, watercourses and lakes are excluded from the Land Use Districts.
- c) Where the location of Land Use District boundaries on the Land Use District Maps is not clearly understood, the following rules shall apply:
- i) a boundary shown as approximately following a Parcel boundary shall be deemed to follow the Parcel boundary;
 - ii) a boundary which does not follow a Parcel boundary shall be located by measurement of the Land Use District Maps; and
 - iii) a boundary location which cannot be satisfactorily resolved shall be referred to Council for an official interpretation.

1.14 Definitions

- a) Where a specific use applied for generally conforms to the wording of 2 or more defined uses, the Development Officer shall determine the appropriate use type based on the character and purpose of the proposed Development.
- b) Definitions specifically relating to Signs are listed in Part 5 of this Bylaw.
- c) The following words and terms and phrases, occurring in this Bylaw have the following meanings:

ACCESSORY BUILDING means a detached Building naturally or normally incidental, subordinate to the Principal Building on the same Lot or site. Accessory Buildings are not intended to support any occupancy. Typical Accessory Buildings include detached Garages, sheds, gazebos, and garden sheds or Greenhouse, Minor. An Accessory Building does not include a tarp or Canvas Covered Structure.

ACCESSORY SUITE means a Development consisting of a Dwelling located within, and accessory to, a Structure in which the Principal Use is a Detached Dwelling. An Accessory Suite has a Kitchen, sleeping and sanitary facilities which are physically separate from those of the Principal Dwelling within the Structure. An Accessory Suite also has an entrance separate from the entrance to the Principal Dwelling either from a common indoor landing or directly from the side or rear of the Structure. This use includes the Development or conversion of Basement space or above Grade space to a separate Dwelling or the addition of new floor space for an Accessory Suite to an existing Detached Dwelling. The use does not include an Apartment, Duplex, Group Home, Boarding or Lodging House, Row Housing or included within a Multiple Housing Development.

ACCESSORY USE means a use naturally or normally incidental, subordinate and exclusively devoted to the Principal Use and located on the same Lot or Parcel.

ADJACENT LAND means land that is contiguous to a Parcel of Land that is being subdivided or redesignated and includes land that would be contiguous if not for a Highway, Road, river or stream and any other land identified in a Land Use Bylaw as Adjacent Land for the purpose of notification, in accordance with the MGA.

ADULT ENTERTAINMENT means a live or recorded performance for an audience that shows or displays nudity or partial nudity of any person in a sexually explicit or suggestive manner which are performed or shown as a Principal Use or an Accessory Use to some other business activity.

AGENT means the person who is not the Owner but may be allowed to apply for a Development Permit on the Owner's behalf.

AGRICULTURAL BUILDING means a Structure associated with and generally essential to an agricultural operation. Such Structures may include the following: machine sheds, storage sheds, grain bins, silos, animal housing and/or feeding facilities, corrals, pens, and other accessory farm Structures.

AGRICULTURE means the raising crops or rearing of livestock, either separately or in conjunction with one another. This may include apiculture, aquaculture and vermiculture. An agricultural operation does not include, intensive or not, livestock operations as defined under *Alberta Agricultural Operation Practices Act, 2000*, as amended, or cultivation, growing, production and/or distribution of Cannabis.

ALTERNATIVE ENERGY COLLECTING AND STORING DEVICES means infrastructure designed to convert or store electrical or thermal energy. Where Structures are required to support the infrastructure, the Structures may require a Permit.

AMENITY SPACE means a space designed for active or passive recreational use that is provided for the use of occupants of a Development.

ANIMAL BOARDING OR BREEDING FACILITY means a Development where domestic animals, not generally owned by the occupant or operator of the premises, are kept for the grooming, overnight, housing, exercising, or training. Additional uses may also include breeding, purchase, or sale of domestic animals and the accessory retail sale of goods associated with domestic animal care. An Animal Boarding or Breeding Facility does not include a Residential Kennel.

APARTMENT means a residential Building with shared outside entrance(s), consisting of at least 3 Dwellings. An Apartment does not include Row Housing, a Duplex or Stacked Row Housing.

APPEAL BODY means the Subdivision and Development Appeal Board or the Land and Property Rights Tribunal, in accordance with the MGA.

ASSISTED LIVING FACILITY means a Building, or a portion of a Building, operated for the purpose of providing live-in accommodation for 6 or more persons with chronic or declining conditions requiring professional care or supervision or ongoing medical care, nursing, or homemaking services or for persons generally requiring specialized care.

AREA STRUCTURE PLAN means a Statutory Plan adopted by Council to provide long range land use planning for areas of undeveloped land within the Town, in accordance with the MGA.

AUCTION FACILITY, NO LIVESTOCK means a Development for the temporary storage of goods, which are to be sold on the premises by public auction.

AUCTION FACILITY, LIVESTOCK means the Development for the purpose of an auction facility that stores and auctions livestock.

AUTOBODY REPAIR AND PAINT SHOP means a Development where motor vehicles undergo body repair and painting.

AUTOMOBILE SALES AND RENTAL means a Development used for the sale and rental of motor vehicles but does not include Recreational Vehicle Sales, Rental and Service or an Autobody Repair and Paint Shop.

AUTOMOTIVE SERVICE means a Development for the service and maintenance of motor vehicles, where general automotive repairs, the incidental replacement of parts, maintenance, lubricating oils, and other automotive fluids are provided. This use does not include an Automobile Sales and Rental, Autobody Repair and Paint Shop, Gas Bar or Car Wash. This use may include an Open Storage Yard where an outdoor storage yard is listed as a use.

BASEMENT means that portion of a Building or Structure which is wholly or partially below Grade, the ceiling of which does not extend more than 1.8 m (5.9 ft) above finished Grade.

BED & BREAKFAST means an Accessory Use that forms a business in a single Detached Dwelling where short-term overnight accommodations and meals are provided. This Use does not include a Boarding or Lodging Facility, Hotel or Motel.

BOARDING OR LODGING HOUSE means a Building, or portion of a Building without individual suites operated for the purpose of providing live-in accommodation (either room for rent or room and board), not exceeding more than 5 residents. This does not include Hotels, Motels, or a Bed & Breakfast establishment.

BODY OF WATER means a permanent and natural occurring water body or a naturally occurring river, stream, watercourse, or lake.

BREW PUB means an establishment where food is served and where beer, wine and/or alcoholic spirits are produced on-site for consumption within the premises and for retail sale and where the small-scale production and production and packaging of alcoholic and non-alcoholic beverages takes place and includes distribution, retail, or wholesale, on or off the premises. A Brewpub requires provincial authorization to produce, package and distribute alcohol.

BUILDING includes anything constructed or placed on, in, over or under land, but does not include a Highway or Road or a bridge that forms part of a Highway or Road.

BUILDING HEIGHT means the vertical distance at the final Grade measured from the average of a minimum 4 points located at the edge of the foundation, as determined by the Development Authority, to the highest point of the Building.

BUILDING SUPPLY AND LUMBER OUTLET means a Building or Structure in which building, or construction and home improvement materials are offered or kept for retail sale and may include the fabrication of certain materials related to home improvement. A Building Supply and Lumber Outlet may contain an Outdoor Display Area of lumber products.

BULK FUELING DEPOT means Development for the bulk storage and distribution of petroleum.

BUS DEPOT means a use providing for the departure and arrival of passengers and freight carried by bus.

BUSINESS SUPPORT SERVICE means a Development used to provide any of the following services: printing, duplicating, binding or photographic processing, office maintenance or custodial services, administrative services, security services, sales, service or rental of business equipment, cellular phones and fax machines and advertising.

CAMPGROUND means a Development which has been planned and improved for seasonal accommodation in tents and/or Recreational Vehicles. A Campground includes related Accessory Buildings, administrative Offices, washrooms and shower facilities, playgrounds, laundry facilities, firewood storage, water supply, sewage disposal facilities, waste collection facilities, recycling facilities and may also include day use areas.

CANNABIS means Cannabis as defined in the *Cannabis Act (Canada)* and its regulations, as amended.

CANNABIS PRODUCTION AND DISTRIBUTION means a Development where Cannabis is produced, as defined in the *Cannabis Act (Canada)*, for commercial purposes, and includes any storage or distribution of Cannabis for commercial purposes.

CANTILEVER means the portion of a Building which projects to provide additional livable interior space, and which has no foundation or supports below. This does not include a balcony.

CANVAS COVERED STRUCTURE means a temporary Structure which the roof and/or 1 or more of the walls is made of canvas, fabric or tarp covered membrane.

CAR WASH means a containing facility for a self-service Car Wash or washing light duty motor vehicles by production line methods which may include a conveyor system or similar mechanical devices.

CARPORT means a roofed Structure either free standing or attached to a Building, which is not enclosed on the front and at least 1 side, to shelter parked vehicles.

CEMETERY means a Parcel that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried.

COMMERCIAL SCHOOL means a privately funded Development for the training, instruction, and certification in a specific trade, skill, or service for the financial gain of the person owning the School.

COMMERCIAL SERVICE FACILITY means a Development in which commercial services related to the day-to-day needs of customers are provided and which may include the sale of associated products and an Office incidental to the Principal Use.

COMMUNICATION FACILITY or COMMUNICATION TOWERS means any facility or tower used to provide a broad range of communication services through the transmitting, receiving, or relaying of voice and data signals such as radio, cellular, broadcast, and wireless data.

COMMUNITY FACILITY means a Development for use by the public or public/private groups for cultural or community activities.

CONCRETE PLANT, MAJOR means a permanent Development that is used for the processing, manufacturing, recycling, and sale of concrete, and includes facilities for the administration or management of the Development, the stockpile of bulk materials used in the production process or of finished products manufactured on-site and the storage and maintenance of required equipment.

CONCRETE PLANT, MINOR means a portable Structure that is used for the processing, manufacturing, recycling, and sale of concrete, and includes facilities for the administration or management of the Structure, limited stockpile of bulk materials used in the production process or of finished products manufactured on-site and the storage and maintenance of required equipment.

CONSERVATION means prevention of wasteful use of a resource or the care and protection of resources.

CONTRACTOR OPERATION, MAJOR means a Development used for commercial and industrial service support and construction which require on-site storage space for materials, mobile equipment, or vehicles normally associated with the contractor service. Any sales, display, Office, or technical support service areas shall be Accessory to the Principal general contractor use.

CONTRACTOR OPERATION, MINOR means a Development used for the provision of contractor services provided primarily to individual households. Accessory sale of goods normally associated with the contractor services are kept within an enclosed Building. There are no accessory manufacturing activities or fleet storage of more than 4 vehicles.

CORNER LOT means a Lot located at the intersection of 2 Roads, other than a Lane.

COUNCIL means the Council of the Town.

DANGEROUS GOODS means dangerous good as defined in the *Alberta Fire Code*.

DAYCARE, MAJOR means a commercial use intended to provide care or supervision and may include learning services for more than 6 persons during the day or evening which is authorized by the Province of Alberta.

DAYCARE, MINOR means an Accessory Use intended to provide care or supervision and may include learning services for less than 6 persons during the day or evening.

DECK means an uncovered horizontal Structure with a surface height greater than 0.6 m (1.97 ft) above Grade at any point and intended for use as a private outdoor Amenity Space.

DENSITY means the maximum allowable number of Dwellings and Live Work Units on a site, expressed as Dwellings per hectare, but does not include Accessory Suites.

DESIGNATED OFFICER means a Designated Officer in accordance with the *MGA*.

DETACHED DWELLING means a self-contained Building or a portion of a Building consisting of 1 or more rooms operated or intended to be operated as a residence for a household and contains a Kitchen, living, sleeping and sanitary facilities and has an independent entrance from the outside of the Building.

DEVELOPMENT means:

- a) an excavation or stockpile and the creation of either of them,
- b) a Building or an addition to or replacement or repair of a Building and the construction or placing of any of them on, in, over, or under land.
- c) a change of Use of land or Building or an act done in relation to land or a Building that results in or is likely to result in a change in the Use of the land or Building, or
- d) a change in the intensity of Use of land or a Building or an act done in relation to land or Building that results in or is likely to result in a change in the intensity of Use of the land or Building

DEVELOPMENT AUTHORITY means:

- a) A person appointed as a Development Officer under this Bylaw; and/or
- b) The Municipal Planning Commission; and/or
- c) Council.

DEVELOPMENT OFFICER means a person appointed as a Development Officer pursuant to this Bylaw

DEVELOPMENT PERMIT means a document that is issued under a Land Use Bylaw and authorizes a Development.

DISCRETIONARY USE means those uses of land or Buildings for which a Development Permit may be issued only at the discretion of the Development Authority.

DISTRIBUTION FACILITY means a Development where the Principal Use is for temporary storage and the receiving and redistribution of goods.

DOWNTOWN REVITALIZATION PLAN means a redevelopment plan for the Town's Downtown, that was adopted by Council in accordance with the *MGA*.

DRINKING ESTABLISHMENT means a Development where the primary purpose of which is the sale of alcoholic beverages for consumption on the premises and the secondary purposes of which may include entertainment, dancing, the preparation, and sale of food for consumption on the premises, takeout food services, and the sale of alcoholic beverages for consumption away from the premises. A Drinking Establishment includes any establishment in respect of which a "Class A" liquor license, has been issued and where minors are prohibited at any time. This use does not include Adult Entertainment.

DRIVEWAY means the connection from an on-site parking area to an access and does not include the area used as a Walkway.

DRIVE-THROUGH BUSINESS means a Development which services customers who remain in their vehicle while business is conducted.

DUPLEX means a Building that contains 2 Dwellings separated either by a common party wall extending from foundation to roof and/or by a common ceiling/floor assembly, with each Dwelling having its own separate entrance to the exterior. A Duplex Dwelling does not include an Accessory Suite.

DWELLING means a self-contained Building or a portion of a Building consisting of 1 or more rooms operated or intended to be operated as a residence for a household and contains a Kitchen, living, sleeping and sanitary facilities only for that unit.

EASEMENT means an Easement, interest, or right held by a municipality for the purpose of locating the system or works of a municipal Public Utility.

ELECTRIC VEHICLE CHARGING STATION means infrastructure that supplies energy for the recharging of plug-in electric vehicles.

FACADE means the exterior wall of a Building exposed to public view or a wall viewed by persons not within the Building.

FARM EQUIPMENT SALES AND SERVICE OUTLET means a Development used for the sale, rental, service or repair of machinery and equipment typically used in agricultural operations. Such a Development may contain an Office, Accessory Buildings, and outdoor storage and display of machinery and equipment.

FARMER'S MARKET means the business of conducting a public market at which various vendors lease a stall or space which is situated at a location approved by the Town.

FLANKING SIDE PROPERTY LINE means, in the case of a Corner Lot, the longest Property Line that abuts a Street.

FLANKING SIDE YARD means a Side Yard abutting the Street on a Corner Lot. The Flanking Side Yard is determined by the horizontal dimension measured from a Flanking Side Property Line at a right angle to the nearest point of a wall or any Building or Structure on the Lot.

FLOOR AREA means the total area of all floors in a Building, measured between the interior faces of the exterior walls of the Building at each floor level.

FLOOR AREA RATIO means the numerical value of the gross Floor Area on all levels of all Buildings on a Lot, divided by the area of the Lot.

FOOD PROCESSING & MANUFACTURING FACILITY means a commercial Development in which food or beverage products, or both are manufactured, produced, or otherwise prepared for human consumption but not consumed on the Parcel. This may include an Office and retail component; however, this retail component shall be Accessory to the Principal Use. This does not include Food Service, Restaurant.

FOOD SERVICE, RESTAURANT means a Development where the primary purpose is the preparation and sale of food for consumption on the Parcel, and the secondary purposes may include the sale of alcoholic or non-alcoholic beverages incidental to the meal, takeout food or Drive-Through services and catering. A Restaurant does not include a Drinking Establishment but

does include any premises in respect of which a "Class A" liquor license has been issued and where minors are not prohibited by the terms of the license.

FRONT PROPERTY LINE means:

- a) in the case of an Interior Lot, a Lot Line separating the Lot from the Road;
- b) in the case of a Corner Lot, a Lot Line separating the narrowest Road Frontage of the Lot from the Road not including a corner rounding or corner cut;
- c) in the case of a double fronting Lot, the front Lot Line shall be determined by the Development Officer based on the location of the access and the orientation of other Development on the block.

FRONTAGE means the linear length of the Front Property Line measured at the Front Yard Setback. If there is no approved Building on the Lot, the Frontage is measured at the minimum Front Yard Setback.

FRONT YARD means the portion of a Lot or site abutting the Front Property Line extending across the full width of the Lot or site, situated between the Front Property Line and the nearest wall of the Principal Building, not including Projections. Where there is no Principal Building, the Front Yard shall be determined at the minimum Front Yard prescribed in the Land Use District the Parcel is located on.

FUNERAL HOME WITH CREMATORIUM means a use which provides for the arrangement of funerals, the holding of funeral services, and the preparation of the dead for burial or cremation and includes 1 or more cremation chambers used to reduce human bodies to ashes by heat.

FUNERAL HOME WITHOUT CREMATORIUM means a Use which provides for the arrangement of funerals, the holding of funeral services, and the preparation of the dead for burial or cremation but does not include a Crematorium or cremation chamber.

GARAGE means an Accessory Building or part of a Principal Building designed and used primarily for the storage of motor vehicles.

GAS BAR means a Parcel or portion thereof used for the sale of petroleum products and incidental auto accessories.

GRADE means the ground elevation established by the Building Grade certificate and/or Site Grading plan.

GREENHOUSE, MAJOR means a commercial use of the Development primarily for the raising, storage and sale of produce, bedding, household, ornamental plants, and related material such as tools, soil, and fertilizers. The main part of the Building must be plant-related, and any aggregate

sales shall be a minor Accessory component only. This does not include a Cannabis Production & Distribution Facility.

GREENHOUSE, MINOR means a use of an Accessory Building for the raising and storage of produce, bedding, household, or ornamental plants.

GROUP HOME means a Building or part of a Building used for residents who may require daily or frequent professional care or supervision. The character of the use is that the occupants live together as a single house keeping group and use a common Kitchen. This Use does not include Boarding or Lodging Houses.

HARD SURFACE means a durable ground surface constructed of cast-in-place concrete, brick, concrete unit pavers, stone, asphalt, or similar materials.

HEALTH SERVICES means a Development for which Principal Use is for the provision of physical and mental Health Services on an outpatient basis. Services may be of a preventative, diagnostic, treatment therapeutic, rehabilitative, or counselling nature.

HEIGHT, see BUILDING HEIGHT

HEAVY EQUIPMENT ASSEMBLY, SALES AND SERVICE means a Development used for the assembly, sales, service, cleaning or repair of heavy vehicles, machinery, or mechanical equipment.

HEAVY MANUFACTURING AND PROCESSING means the manufacture of products, the process of which generates fumes, gases, smokes, vapours, vibrations, noise or glare, or similar Nuisance factors which have a high probability of occurring.

HEAVY VEHICLE AND EQUIPMENT WASH FACILITY means a commercial facility for cleaning the interior and exterior of commercial trucks. In the case of oilfield tanker trucks, washing the interior of the tank requires adherence to the *Code of Practice for Tanker Truck Washing Facilities (EPEA)*.

HIGHWAY means a provincial Highway under the *Highways Development and Protection Act*.

HOME BASED BUSINESS means the Accessory Use to a Principal Dwelling or (where applicable, Accessory Building or site or combinations thereof) by at least 1 resident of the Dwelling for a business activity that results in a product or service.

HOME BASED BUSINESS 1 means the Accessory Use of a Principal Dwelling by a resident of the Dwelling to conduct an occupation, profession or craft which shall not generate additional traffic and is not detectable from the outside of the Dwelling. A Home Based Business 1 shall not require any Signs, a Home Based Business Vehicle, or a non-resident employee.

HOME BASED BUSINESS 2 means the Accessory Use of a Principal Dwelling by a resident of the Dwelling to conduct an occupation, profession or craft which may generate more than 1 business associated visit per day and not employ a non-resident employee. A Home Based Business 2 may require 1 Home Based Business Vehicle.

HOME BASED BUSINESS 3 means the Accessory Use of a Principal Dwelling and an Accessory Building or site, or combinations thereof, by at least 1 resident of the Dwelling to conduct an occupation, profession or craft which may generate more than 1 business associated visit per day. A Home Based Business 3 may require a Home Based Business Vehicle, Heavy and may employ a maximum of 1 non-resident employee.

HOME BASED BUSINESS VEHICLE means any vehicle less than 5,500 kg or trailer that is used in the operation of the home business that is normally maintained, parked, or stored on the Lot of the home business. Items or equipment transported to and from the site of the Home Based Business in the box of a truck or on a trailer are not considered to be a Home Based Business Vehicle.

HOME BASED BUSINESS VEHICLE, HEAVY means any vehicle 5,500 kg or heavier that is used in the operation of the home business that is normally maintained, parked, or stored on the Lot of the home business. Items or equipment transported to and from the site of the home business in the box of a truck or on a trailer are not considered to be a Home Based Business Vehicle, Heavy.

HOME EDUCATION PROGRAM means a Home Education Program in accordance with the *Education Act (2012)*, as amended.

HOTEL means the provision of rooms or suites in a commercial Development for temporary sleeping accommodation where the rooms have access from a common interior corridor and may be equipped with individual Kitchen facilities. This may include an Accessory Food Service, Drinking Establishment, meeting room, and/or Commercial Service Facility.

INDUSTRIAL BUSINESS SERVICE means a Development for supplying goods, materials, and/or services that support agricultural uses, whether retail, wholesale, or in bulk. This may include such goods and services as sale and storage of seeds, feeds, fertilizers, chemical products, fuels, lubricants, parts or the rental, sale, repair and servicing of farm machinery and equipment but does not include the buying or selling of farm produce or animals.

INDUSTRIAL TRAINING SCHOOL means a privately funded Development for the training, instruction, and certification in a specific industrial trade.

INFORMATION CENTRE means a Building where the Principal Use involves informing the public about the services and programs provided by the centre and educating individuals or groups on the natural, historical, and cultural features of the area.

INTERIOR LOT means a Lot other than a Corner Lot.

KITCHEN means facilities for the preparation or cooking of food.

LAND USE BYLAW means a Land Use Bylaw adopted by Council in accordance with the *MGA*.

LAND USE DISTRICT means a Land Use District established under this Bylaw.

LANDSCAPING means the preservation or modification of the natural features of a Parcel through the placement or addition of any or a combination of trees, shrubs, plants, lawns, ornamental plantings, bricks, pavers, shale, and/or crushed rock. This does not include monolithic concrete and asphalt (i.e., Patios, Walkways, and paths) and architectural elements (i.e., decorative fencing, walls, or sculptures).

LANDSCAPING SALES means the use of a Parcel, Building or Structure or part thereof, for the purpose of selling Landscaping materials. Landscaping Sales may also include the indoor storage and sale of small tools and lawn and garden equipment as an Accessory Use.

LANDSCAPING SALES AND SERVICE means the use of a Parcel, Building or Structure, or part thereof, for the purpose of selling Landscaping materials. This does not include a Greenhouse, or a business engaged in the sale of lawn and garden equipment.

LANE means a public thoroughfare which provides a secondary means of access to a Parcel or Parcels, and which is registered in a land titles office.

LIGHT EQUIPMENT SALES, SERVICE AND RENTAL SHOP means a Development where small industrial, commercial, and residential equipment is kept for rental to the public.

LIVE WORK UNIT means a Building containing a Dwelling in combination with a commercial unit which is utilized by the resident(s) and up to 3 non-resident employees. This may include separate entrances for the commercial and residential portion of the Building with an internal passage between. The Dwelling shall be considered above, to the side or rear of a commercial component. The commercial Use shall not detract from the residential character or appearance of the Dwelling and shall not create a Nuisance. This does not include Health Service, Pawnshop, Food Service, Restaurant, Retail, Cannabis, a Home Based Business 1, a Home Based Business 2, or a Home Based Business 3.

LOADING SPACE means an on-site parking space reserved for temporary parking for the purpose of loading or unloading goods and materials.

LOT means a Lot in accordance with the *MGA*.

LOT AREA means the total area within the Lot Lines.

LOT LINE means the legally defined boundary of any Lot.

LOT WIDTH means the distance between the midpoints of the side Lot Lines. In the case of an irregularly shaped Lot such as a pie Lot, the Width shall be the distance between the Side Lot Lines at 9.0 m (29.53 ft) from the Front Lot Line; or where Lot Width cannot be reasonably calculated by these methods, the Development Officer shall determine the Lot Width having regard to the access, shape and buildable area of the Lot, and Adjacent Lots.

MANUFACTURED HOME means a prefabricated Dwelling that meets *Canadian Standards Association (CSA)* standards and is transportable and may be towed in 1 or more sections to be joined into 1 Dwelling on the Parcel. Where there is an undercarriage, it shall be skirted. A Manufactured Home does not include a Modular Home or a Moved-in Dwelling. A Manufactured Home cannot accommodate an Accessory Suite.

MANUFACTURED HOME PARK means a Development for Manufactured Homes not having a registered plan of subdivision of individual Lots for rent.

MANUFACTURED AND MODULAR HOME SALES AND SERVICE means a Development providing for the sale, rental, lease, or service of Manufactured or Modular Homes.

MATTERS RELATED TO SUBDIVISION AND DEVELOPMENT REGULAION means the *Matters Related to Subdivision and Development Regulation (AR 84/2022)*, as amended.

Commented [JT1]: Amendment #2.1

MGA means *The Municipal Government Act*, being Chapter M-26, of the *Revised Statutes of Alberta 2000*, as amended.

MIXED USE DEVELOPMENT means a multi storey Building designed for more than 1 type of land Use on the same Parcel. In these Developments, residential Uses shall not be on the same floor as commercial Uses and shall not be on the ground floor.

MODULAR HOME means finished section(s) of a complete and unoccupied Dwelling, built at an off-site manufacturing facility for transport to a Lot for installation on a Permanent Foundation and which conforms to the *Alberta Building Code*. "Finished" means fully enclosed on the exterior and interior but may not include interior painting, taping, installation of cabinets, floor covering, fixture or heating system. This does not include a Manufactured Home, Building, Moved-in Dwelling, or a Recreational Vehicle.

MOTEL means a Development for which the Principal Use is to provide temporary sleeping accommodation in rooms or suites, where the rooms each have direct access to the exterior of the

Building and convenient access to on-site parking. A Motel may include additional services such as restaurants, meetings rooms and recreational facilities.

MOVED-IN BUILDING means a Building that has been assembled and/or utilized off-site and which is to be moved to another site. This use does not include Moved-in Dwelling.

MOVED-IN DWELLING means a previously existing, established, and occupied Dwelling, which is removed from 1 Parcel and then transported and re-established on another Parcel. A Moved-in Dwelling does not include a Manufactured Home, Modular Home, Recreational Vehicle, and any similar vehicles that are neither intended for permanent residential habitation nor subject to the current provincial building requirements.

MOVING STORAGE PODS means a movable container placed on a Parcel for no longer than 7 days for the purpose of storing or moving residential goods.

MULTIPLE HOUSING DEVELOPMENT means 2 or more Buildings containing Dwellings, located on a Parcel of Land, where all the Buildings, recreation areas, vehicular areas, Landscaping, and all other features have been planned as an integrated Development. Multiple Housing Developments cannot accommodate Accessory Suites.

MUNICIPAL SHOP AND STORAGE FACILITY means the facility used by the Town for the storage of materials used in fulfilling its various functions and the housing and repair of its equipment.

MUNICIPAL TAG means a form of ticket prescribed by the Town for a Bylaw offense providing a person with the opportunity to pay an amount to the Town in lieu of prosecution.

MUNICIPAL USES means the use of a Parcel or Building which is owned or leased by the Town.

NATURAL AREA means natural, sensitive, or scenic lands set aside for the conversion of natural features or areas of cultural or scenic value, which are intended to be kept in a natural state with limited Development.

NUISANCE means anything that, in the opinion of the Development Authority, may cause adverse effects to the amenities of the neighbourhood or interfere with the normal enjoyment of Adjacent Land or Building. This could include that which creates or is liable to create noise, vibration, smoke, dust, odour, heat, electrical interference, glare, light, fumes, fire, explosion, or any other hazard to health or safety, and unsightly or unsafe storage of goods, salvage, junk, waste, or other materials.

OFF HIGHWAY VEHICLE means Off-Highway vehicle as defined in the *Traffic Safety Act*, being *Chapter T-6*, of the *Revised Statutes of Alberta 2000*, as amended.

OFFICE means a Development primarily for the provision of professional, management, administrative, consulting, or financial services, in a non-residential setting.

OFF-STREET PARKING means parking required on the lands where the Use of Building is situated.

OPEN SPACE means public lands that provide social and environmental benefit and may include outdoor infrastructure that provides an identity or sense of place for the community. Open space may include landscaped areas, Natural Areas, active and passive recreational areas, and outdoor community gathering spaces.

OPEN STORAGE YARD means the Principal Use of land for the storage of products, goods, or equipment.

OUTDOOR DISPLAY AREA means use for the outdoor display of goods, products, materials, or equipment intended and allowed to be sold or rented on a site.

OUTDOOR FABRICATION UNIT means an Accessory Use that involves small Structures, not on Permanent Foundations for use by mobile tradespersons for the assembly, manufacturing, or fabrication of equipment.

OUTLINE PLAN means a detailed planning document that guides the Development and conceptual layout for a specific area. An Outline Plan focuses on a smaller area within an approved Area Structure Plan.

OWNER means the person listed as the registered Owner on the certificate of title.

PARCEL COVERAGE means the area covered by Buildings including the Principal Building and any addition to it and any Accessory Buildings on the Parcel.

PARCEL OF LAND or PARCEL(S) means the aggregate of the 1 or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a land titles office.

PARK means a Use where public land is specifically designed or reserved for the public for active or passive recreation, or for educational, cultural, or aesthetic purposes, and includes Natural Areas and Landscaped areas.

PARKING FACILITY means the public use of land for the purposes of vehicular parking.

PARKING PAD shall include the area used as a Driveway to an attached front Garage and an area that will include the extension of the sidewalk to the front door to a maximum of 1.0 m (3.28 ft) from the wall of the Garage adjacent to the sidewalk leading to the front door. It will also include

the area from the edge of the Driveway to the Side Property Line on the opposite side of the sidewalk to the front door (Part 8, Schedule A4). A Parking Pad shall be Hard Surfaced and used for parking vehicles or Recreational Vehicles in the Front Yard area.

PATIO means a Structure less than 0.6 m (1.97 ft) in Height above finished Grade and without a roof or walls.

PAWNSHOP means a Development used to provide secure loans in exchange for goods offered as collateral, including the sale of such goods. This Use does not include Retail, General.

PERMANENT FOUNDATION means:

- a) an engineered approved wood foundation, or;
- b) a poured reinforced concrete Basement, or;
- c) a concrete block Basement, or
- d) a foundation meeting CSA Z240.10.1 standard.

PERMITTED USE means those Uses of land or Buildings for which a Development Permit must be issued by the Development Officer if the Development meets all applicable regulations.

PRINCIPAL BUILDING means a Building which is considered the Principal Use of the Parcel on which it is erected.

PRINCIPAL USE means the primary or main Use on a Parcel.

PROJECTION means any portion of a Building or Structure as outlined in section 3.23.2 which extends into a required Setback.

PUBLIC UTILITY means Public Utility in accordance with the MGA.

REAR PROPERTY LINE means the Property Line opposite the Front Property Line.

REAR YARD means the portion of a Lot or site abutting the Rear Property Line extending across the full width of the Lot or site, situated between the Rear Property Line and the nearest wall of the Principal Building, not including Projections. Where there is no Principal Building, the Rear Yard shall be determined at the minimum Rear Yard prescribed in the Land Use District the Parcel is located on.

RECREATION FACILITY, INDOOR means a Development intended to provide sports or recreational activities within an enclosed Building and the related Accessory Buildings for the users of the facility.

RECREATION FACILITY, OUTDOOR means a Development providing an area for sports or leisure activities, including the related accessory Developments for the users of the facility.

RECREATIONAL VEHICLE means a vehicle or trailer that is designed, constructed, and equipped, either temporarily or permanently, as a temporary accommodation for travel or vacation purposes or a vehicle used for recreation purposes.

RECREATIONAL VEHICLE SALES, RENTAL AND SERVICE means a Development for the sale, rental, lease, or service of a Recreational Vehicle.

RECREATIONAL VEHICLE STORAGE means a Principal or Accessory Use where Recreational Vehicles are stored on a Parcel when they are not in use.

RECYCLE DEPOT means a Development for collecting, sorting, and temporarily storing recyclable materials where all storage is contained within an enclosed Building.

RELIGIOUS ASSEMBLY means a Building where people assemble for worship and related religious, charitable, or social activities that is maintained and controlled for public worship.

RESIDENTIAL KENNEL means the owning or harbouring of more than 3 dogs over the age of 3 months or 3 cats over the age of 3 months by the Owner or occupier of a Dwelling in a residential Land Use District.

RESIDENTIAL SALES CENTRE means a Building used for a limited time for the purpose of marketing residential land or Buildings.

RESIDENTIAL SECURITY/OPERATOR UNIT means an Accessory Use to provide on-site accommodation by the employer for persons employed on the property. No more than 1 Residential Security/Operator Unit is allowed on a Parcel and shall form part of the Development.

RESTAURANT, see FOOD SERVICE, RESTAURANT

RETAIL, ADULT means a Development for the rental or sale of an object which is designed or intended to be used in, or is a depiction of, a sexual act.

RETAIL, CANNABIS means a retail Development, licensed by the Province of Alberta, where Cannabis and Cannabis Accessories are sold to individuals who attend the premises.

RETAIL, LIQUOR means a Building or part of a Building for the sale of alcohol, including wine and cold beers, but not for consumption on site.

Commented [JT2]: Amendment #2.2

RETAIL, SHOPPING CENTRE means 1 or more Buildings containing more than 6 retail stores and other businesses exceeding 2,500 m² (26,909.78 ft²) of gross Floor Area, which share common services, parking, and other facilities on 1 or more Lots.

RETAIL, GENERAL means a Development for the indoor retail sale of a wide range of consumer goods and includes supplementary services such as postal service and the repair of anything sold or rented by the retail store. This use does not include Warehouse Sales, Pawnshop, Retail, Cannabis, Retail, Adult, a retail store requiring outdoor storage or an alcohol retail store.

ROAD means a Road in accordance with the MGA.

ROW HOUSING means a residential Building containing 3 or more Dwellings separated by common walls and is located either on a single Lot or each Dwelling is on its own individual Lot. Each Dwelling shall have a separate, direct entrance from the exterior. This definition applies to forms of housing that include townhouses, triplexes, or 4-plexes.

SCHOOL means a School as defined in the *Education Act, 2012* but excludes Home Education Program for the purposes of this definition. A School does not include a Commercial School or Industrial Training School.

SENIOR CITIZEN HOUSING means a Building or portion of a Building operating as a business which provides temporary or permanent accommodation for elderly persons, where each resident shall have a private bedroom or living unit. Senior Citizen Housing shall have common facilities for the preparation and consumption of food and may provide common lounges, recreation facilities and medical care facilities for the residents.

SETBACK means the minimum distance a Building or Structure can be located from a property boundary, Road, natural environmental feature, or any other feature, as outlined in this Bylaw.

SHIPPING CONTAINER means any container that is or was used for transport of goods by means of rail, truck or by sea. These are generally referred to as a C-container, sea cargo container, sea can or cargo container. Such containers are typically rectangular in shape and are generally made of metal. For the purposes of this Bylaw, when such a container is used for any purpose other than transporting freight, it will be considered as a Structure and an Accessory Use.

SIDE PROPERTY LINE means the Property Line that connects the Front Property Line and the Rear Property Line.

SIDE YARD means that portion of a Lot or site abutting a Side Property Line extending from the Front Yard to the Rear Yard. The Side Yard is situated between the Side Lot Line and the nearest wall of the Principal Building, not including Projections. Where there is no Principal Building, the

Side Yard shall be determined at the minimum Side Yard prescribed in the Land Use District the Parcel is located in.

SIGHT TRIANGLE means an area at the intersection of Roads, Lanes, or Roads and railways in which all Buildings, fences, vegetation, and finished ground elevations shall be less than 1.0 m (3.28 ft) in Height above the average elevation of the carriageways/rails, in order that vehicle operators may see approaching vehicles in time to avoid collision.

SITE GRADING means any work, operation or activity resulting in a disturbance of the earth. This includes the removal of topsoil or borrow pit, the stock piling, excavating, trenching, backfilling, filling, land levelling and re-contouring other than for the purpose of an approved Development. This does not include the installation or removal of any Landscaping required by this Bylaw.

SOLID WASTE TRANSFER STATION means a Development for the collection and temporary holding of solid waste in a storage container.

SPECIAL EVENT means an event, the duration of which is temporary and is limited to a sporting event, community event, Farmers Market, an exhibition, a fair or carnival, a festival, recreational competition or other similar event or activity.

STACKED ROW HOUSING means a Building containing 3 or more Dwellings arranged 2 deep, either vertically, so that Dwellings are placed over others, or horizontally, so that Dwellings are attached at the rear as well as at the side. Each Dwelling shall have separate and individual access, not necessarily directly to Grade, provided that no more than 2 Dwellings may share access to Grade. This Use does not include a Duplex, Row Housing, or an Apartment.

STATUTORY PLAN means a Statutory Plan in accordance with the MGA.

STREET means any category of registered Street or Road except a Lane.

STRUCTURE means a Development whether fixed to, supported by, or sunk into land or water including towers, flag poles, swimming pools, Signs, storage tanks and excludes areas of Hard Surfacing.

STRUCTURAL ALTERATION means any change or addition to the supporting members of a Structure, including the foundations, bearing walls, rafters, columns, beams and/or girders.

SUBDIVISION AUTHORITY means Council, as established by the Subdivision Authority Bylaw 867/00

~~**SUBDIVISION AND DEVELOPMENT REGULATION** means the Subdivision and Development Regulation (AR 43/2002), as amended.~~

Commented [JT3]: Amendment #2.1

SUBDIVISION AND DEVELOPMENT APPEAL BOARD means the Subdivision and Development Appeal Board in accordance with the *MGA*.

TANDEM PARKING means 2 parking spaces, 1 behind the other, with a common or shared point of access to the maneuvering aisle.

TEMPORARY CARE FACILITY means a facility providing temporary living accommodation and includes such facilities as overnight shelters, halfway houses, short term medical rehabilitation centres, detoxification centers, hospices, and other similar uses.

TEMPORARY DEVELOPMENT means Development for which a Development Permit has been issued for a limited time.

TOWN means the Town of Blackfalds.

TREE CLEARING means the cutting down and/or removal of trees. It does not include Site Grading, or the removal of any Landscaping required by this Bylaw.

VETERINARY CLINIC means a Development for the medical care and treatment of animals and includes provision for their overnight accommodation but does not include kennels, outdoor storage, or outdoor pens, runs or enclosures.

VETERINARY HOSPITAL means a Development for the medical care and treatment of animals and includes provision for their accommodation and confinement in outdoor pens, runs and enclosures.

VIOLATION TICKET means the ticket issued by the Town to a person who has committed an offence under this Bylaw.

WALKWAY means a path for pedestrian circulation that cannot be used for vehicular parking.

WAREHOUSE SALES means a Development used for the wholesale or retail sale of bulk goods from within an enclosed Building.

WAREHOUSE AND STORAGE means the use of a Building that may include outdoor accessory storage primarily for the keeping of goods and merchandise. This does not include the storage of Dangerous Goods, inoperable vehicles (or parts thereof), or any waste material and may contain an Office as an Accessory Use.

WRECKING AND SALVAGE YARD means any land or Development used for the collection, demolition, dismantling, storage, salvage, recycling, or sale of scrap metal, vehicles not in operable condition or used parts of motor vehicles, machinery, and other discarded materials.

PART 2.0 OPERATIONS AND ADMINISTRATIVE PROCEDURES

2.1 Establishment of Forms

- a) For the purpose of administering this Land Use Bylaw the Development Officer shall prepare such forms and notices as may be necessary.
- b) Any such forms or notices are deemed to have the full force and effect of this Land Use Bylaw in the execution of the purpose for which they were designed, authorized, and issued.

2.2 Development Authority and Decisions on Development Permit Applications

- a) The Development Officer:
 - i) is hereby established as a Development Authority for the Town.
 - ii) shall exercise the Development power and duties on behalf of the Town as specified in this Bylaw and the MGA, including:
 - i. receive and process all applications for amendments to this Bylaw;
 - ii. receive all applications submitted to the Town for a Development Permit;
 - iii. determine if an application for a Development Permit is complete and advise the applicant if the application is not complete and what additional information is required in accordance with section 2.10;
 - iv. shall review each application to determine the use(s) being applied for
 - v. refer an application to any Town department, an adjacent municipality, or municipal, provincial, federal, or inter-jurisdictional department or any other agency, body or person that, in the Development Officer's opinion, may provide relevant comments or advice respecting the application;
 - vi. for Discretionary Use applications and Permitted Use applications where a variance is requested, shall notify registered Owners of Adjacent Land of the Parcel subject to an application that the application has been received and request their comments;
 - 1. the Development Officer may, at their sole discretion, notify registered Owners of land beyond those that are Adjacent Land
 - vii. shall not accept a Development Permit application for a proposed Development that:
 - 1. is for a use that is neither a Permitted Use nor a Discretionary Use in the applicable Land Use District;
 - 2. is for a use that has been prohibited in this Bylaw;
 - viii. shall approve an application for a Permitted Use which complies with this Bylaw:
 - 1. without conditions; or
 - 2. with conditions necessary to ensure compliance.

ix. may, with respect to a Development Permit application for any Discretionary Use in a residential Land Use District, except for a Home Based Business 3:

1. Approve the application with or without conditions;
2. Refuse the application with reasons stated; or
3. Refer the application to the Municipal Planning Commission

x. may, with respect to a Development Permit application for any Sign:

1. Approve the application with or without conditions;
2. Refuse the application with reasons stated; or
3. Refer the application to the Municipal Planning Commission

Commented [JT4]: Amendment #2.3

~~x~~xi. shall refer, with recommendations, to the Municipal Planning Commission applications for Home Based Business 3, and Discretionary Use applications for all other Land Use Districts

~~x~~xii. may approve, with or without conditions, variances in accordance with section 2.16

~~x~~iii. shall refer to the Municipal Planning Commission variance requests in accordance with section 2.16

~~x~~iv. shall refer to the Municipal Planning Commission or Council all applications requiring the specific approval of the Municipal Planning Commission or Council under this Bylaw

~~x~~v. shall either refer to the Municipal Planning Commission or refuse any application that a Development Authority is precluded from approving under the Matters Related to Subdivision and Development Regulation Subdivision and Development Regulation or the Municipal Government Act.

Commented [JT5]: Amendment #2.4

~~x~~vi. may refer, with recommendations, to the Municipal Planning Commission any application for a Development Permit that, in the opinion of the Development Officer, should be decided by the Municipal Planning Commission.

~~x~~vii. sign and issue all valid Development Permits, Certificates of Compliance, Notices of Decision, and other Notices as required.

~~x~~viii. may approve the renewal of any Development Permit that was originally approved by the Municipal Planning Commission, provided there are no changes.

~~x~~ix. create the necessary forms or notices required under the MGA.

iii) The Development Officer may, after giving notice to the Owner or occupant of a property in accordance with the MGA, enter a property to conduct an inspection to determine compliance with this Bylaw, the MGA, or any applicable Development Permit.

iv) The Development Officer, upon receiving a Development Permit application, may refer any other planning or Development matter to the Municipal Planning Commission for its review, support and/or advice.

b) The Municipal Planning Commission:

i) is established as a Development Authority for matters prescribed in this Bylaw and the Municipal Planning Commission Bylaw.

- ii) shall approve any application for a Permitted Use referred to it from the Development Officer which requires no variance with or without conditions
 - iii) may, in respect of an application for a Discretionary Use:
 - i. approve the application with or without conditions; or
 - ii. refuse the application with reasons for refusal
 - iv) may approve an application for a Permitted Use or a Discretionary Use, with or without conditions, where the proposed Development does not comply with the applicable regulations of this Bylaw if, in the opinion of the Municipal Planning Commission:
 - i. the proposed Development would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment, or value of the neighbouring Parcels Of Land; and
 - ii. the proposed Development conforms with the Use prescribed by this Bylaw for the land or Building.
 - v) shall consider and where required, state terms and conditions on any other planning or Development matter referred by the Development Officer and may direct the Development Authority administration to review, research or make recommendation on any other planning and Development matter.
 - vi) makes recommendations on planning and Development matters to Council and in respect of a Direct Control District, unless otherwise delegated by Council to either the Development Officer or the Municipal Planning Commission.
- c) For a Discretionary Use in any Land Use District, the Development Authority:
- i) may approve, with or without conditions, an application for Development Permit, based on the merits of the proposed Development including its relationship to any approved Statutory Plan or approved policy affecting the Parcel
 - ii) shall have regard to the circumstances and merits of the application, including:
 - i. the impact on properties in the vicinity;
 - ii. the design, character, and appearance of the proposed Development and whether it is compatible with complementary to the surrounding properties,
 - iii. the servicing requirement for the proposed Development,
 - iv. conformance with the purpose and intent of any Statutory Plan adopted by the Town, and
 - v. conformance to the purpose and intent of any non-Statutory Plan and pertinent policy adopted by the Town.

2.3 Land Use Amendment Applications

- a) An application to amend this Bylaw may be made by any person by submitting the following to the Development Authority:
 - i) the prescribed application form signed by the landowner or authorized Agent, with proof of such authorization;
 - ii) applicable fee in accordance with the *Development Fees and Fines Bylaw*, as amended;

- iii) a certificate of title for the lands subject to an application, searched and dated not more than 30 days prior to the application date;
 - iv) a written statement of the applicant's reason for the application;
 - v) In the case of a re-districting amendment, in addition to the forgoing, a plan showing the location and dimensions of the lands. The Development Authority may also require:
 - i. an Area Structure Plan, or amended Area Structure Plan, for the area to be re-designated, to the level of detail specified by the Development Officer; and
 - ii. payment of a fee equal to the costs incurred by the Town to review the proposed re-designation and/or related Area Structure Plan or amended Area Structure Plan.
 - vi) any additional report, drawing or study that may be required in preparation or evaluate and make a recommendation on the amendment. This may include, but not be limited to, an analysis by a qualified professional of the potential effect on the land, traffic, the environment, underground and above ground utilities and other municipal services and facilities
- b) The Development Officer shall not accept an application for an amendment which is identical or similar to an application which was refused by Council, for a period of 6 months after the date of the refusal unless Council directs that Development Officer accept the application and place the application before Council in accordance with this Part.
- c) If the subdivision or Development for which land was re-designated does not occur within 1 year of the date of final passage of the re-designation Bylaw, Council may initiate a Bylaw to re-designate the land back to its former Land Use District and may adopt the re-designation Bylaw.

2.4 Amendment to Create a Direct Control District

- a) A Direct Control District shall only be used for the purpose of providing for Developments that require specific regulation unavailable in other Land Use Districts:
- i) due to the unique characteristics or unusual site constraints of a proposed Development; or
 - ii) due to the scale, character, and complexity of a proposed Development.
- b) A Direct Control District shall not be used:
- i) in substitution of any other Land Use District in this Bylaw that could be used to achieve the same result either with or without relaxation of this Bylaw; or
 - ii) to regulate matters that may be addressed by subdivision or Development Permit approval conditions.
- c) In addition to the application information required in section 2.3, an application to create a Direct Control District shall include the following:
- i) a written statement indicating why, the opinion of the applicant, a Direct Control District is necessary;
 - ii) a laid-out format outlining the purpose of the Direct Control District (i.e. residential, commercial, industrial, etc.);
 - iii) the proposed use(s) for the site; and
 - iv) at the discretion of the Development Officer, may require a site plan, landscape plan, and/or elevation plan.

2.5 Direct Control Bylaws

- a) Direct Control Bylaws passed under previous Land Use Bylaws, in Part 7, are denoted on the Land Use District Maps and are hereby incorporated into forming part of this Bylaw.
- b) For those Direct Control Districts included in Part 7, that were approved under the provisions of a previous Land Use Bylaw, as amended; terms of the Bylaw shall be interpreted using the definitions and context of that Bylaw that was in force at the time the Bylaw was enacted.

2.6 Conditions of Issuing a Development Permit

- a) The Development Authority may impose conditions of approval limiting the duration of the validity of a Development approval for a Discretionary Use, or a use or Structure that is intended to be temporary or that is inherently temporary.
- b) As a condition of approving a Development Permit for a Permitted Use that meets all applicable regulations of this Bylaw, the Development Officer may:
 - i) Require the applicant to make arrangements for the supply of water, electric power, sewer service, vehicular and pedestrian access, and circulation, or any of them as determined by the Development Authority, including payment of the costs of installation or construction of any such utility or facility by the applicant.
 - ii) Require the applicant to:
 - i. submit information, such as an environmental site assessment or risk assessment, to confirm the site is suited for the full range of uses contemplated in the application.
 - ii. provide phasing of the Development.
 - iii. consolidate Parcels subject to a Development proposal.
 - iv. Provide site design measures to mitigate the environmental hazards or risks inherent to or affecting the site.
 - v. Repair or reinstate, or to pay for the repair or reinstatement, to original condition, any public property, Street furniture, curbing, boulevard Landscaping and tree planting or any other property owned by the Town which is damaged, destroyed or otherwise harmed by Development or construction upon the site.
 - vi. Where the application is for a Structure that encroaches on Town property, mitigate the impact of the encroachment, including compensation, indemnities, insurance, and a duty to remove the encroaching Structure on receipt of notice.
- c) As a condition of approving a Development Permit for a Permitted Use that does not meet all of the applicable regulations of this Bylaw, the Development Authority may:
 - i) impose any of the conditions listed in sections 2.6(a) and 2.6(b); and
 - ii) require that the use conform to any or all of the applicable regulations.

- d) As a condition of issuing a Development Permit for a Permitted Use where a variance has been granted, the Development Authority may:
 - i) impose any of the conditions listed in sections 2.6(a) – (c); and
 - ii) require the applicant to conform to a higher standard than required by the applicable regulations, if in the opinion of the Development Authority, conformance to a higher standard will off-set the impact of any variance which has been granted
- e) The Development Authority may, as a condition of issuing a Development Permit for a Discretionary Use, impose conditions in respect of the following:
 - i) any of the conditions listed in sections 2.6(a) – (d);
 - ii) the construction or maintenance of the proposed Development in accordance with approved plans;
 - iii) the appropriate performance of a use;
 - iv) the time or times a use may be carried out;
 - v) limits imposed on the Development; and
 - vi) the furtherance of sound planning principles
- f) As a condition of issuing a Development Permit for a Development or use in a Direct Control District, the Development Authority may impose such conditions as are deemed advisable, having regard to the regulations of the Land Use District and the provisions of any Statutory Plan
- g) The Development Authority may, as a condition of issuing any Development Permit, require the applicant to enter into an agreement with the Town to do any or all of the following:
 - i) to construct or pay for the construction of a Road required to give access to the Development;
 - ii) to construct or pay for the construction of:
 - i. a pedestrian Walkway system to serve the Development; and/or
 - ii. pedestrian Walkways to connect the pedestrian Walkway system serving the Development with a pedestrian Walkway system that serves or is proposed to serve an adjacent Development
 - iii) to install or pay for the installation of Utilities, on or off the Parcel of Land, that are necessary to serve the Development;
 - iv) to construct or pay for the construction of:
 - i. off-Street or other Parking Facilities;
 - ii. loading and unloading facilities;
 - v) to pay an off-site levy or redevelopment levy imposed by Bylaw;
 - vi) to give security to ensure that the terms of the agreement under this section are carried out
- h) The Development Authority may impose a condition of Development Permit approval that requires an applicant to provide an irrevocable letter of credit, up to the value equal to the estimated costs of the proposed Landscaping and/or proposed paving, to ensure that the

required Landscaping and/or paving is carried out with reasonable diligence. Landscaping and/or paving securities shall be collected in accordance with sections 2.7, 3.15(b), and 3.20.1

- i) To ensure compliance with a Development agreement; the Town may register a caveat pursuant to the provisions of the Land Titles Act and the MGA against the Certificate of Title for the property being developed. This caveat shall be discharged once the agreement has been complied with.
- j) The developer shall be responsible for all costs associated with the preparation of a Development agreement, as well as the costs associated with registering the caveat at Land Titles and discharging the caveat when all conditions have been met.

2.7 Development Securities

- a) The Development Authority may require, at the time of subdivision or as a condition of a Development Permit that the Owner provide a letter of credit or other form of security equal to 100% of the estimated Landscaping and/or paving costs to ensure that Landscaping and/or paving is provided in accordance with this Bylaw and approved plans.
- b) Landscaping securities collected under this section and section 3.15 shall have the following conditions:
 - i) if the Landscaping is not completed in accordance with the provisions of this Bylaw and the approved Landscape plan within 1 growing season after the completion of the Development, then the amount specified in the irrevocable letter of credit shall be paid to the Town on demand for its use.
 - ii) the Town shall not release the irrevocable letter of credit until an inspection of the Parcel of Land has demonstrated that the Landscaping has been well maintained, is in a healthy condition 2 growing seasons after completion of the Landscaping, and no deficiencies exist. This inspection will be performed at the discretion of the Development Authority within 4 weeks from the date of receiving a written request from the applicant to perform said inspection.
- c) Landscaping securities collected under this section and 3.15(b) will be refunded to a maximum of 50% upon implementation of the Landscaping plan as approved. The balance will be retained by the Town for maintenance period of 1 year or 1 full growing season and will be returned where no deficiencies exist.
- d) Paving securities collected under this section and 3.2(d) and (e), and/or 3.20.1 shall have the following conditions:
 - i) if the paving is not completed in accordance with the provisions of this Bylaw and the approved plans once Development is completed, then the amount specified in the irrevocable letter of credit shall be paid to the Town on demand for its use.
 - ii) the Town shall not release the irrevocable letter of credit until an inspection of the Parcel of Land has demonstrated that the access paving has been done to the Town's satisfaction and no deficiencies exist. This inspection will be performed at the

discretion of the Development Authority within 4 weeks from the date of receiving a written request from the applicant to perform said inspection.

- e) In circumstances where the Development Authority has identified that a Development or characteristics have not been completed to the satisfaction of the Development Authority and the Owner/applicant refuses to address any deficiencies identified to the satisfaction of the Development Authority, the Development Authority may:
 - i) draw on the securities collected, and the amount shall be paid to the Town for its use in completing the deficiencies as determined by the Development Authority;
 - ii) notwithstanding the lists identified in sections 3.2(d) and (e), 3.15(b) and 3.20.1, the Development Authority may use securities to complete any identified deficiencies of the Development relating to site functionality and safety issues and over all completion of the Development;
 - iii) in the event the Owner/applicant does not complete the required conditions of the Development Permit and the proceeds from the securities collected are insufficient for the Town to complete the required work, the Town may take any enforcement action deemed appropriate in accordance with the *MGA*.
- f) In accordance with sections 3.2(d) and (e), 3.15(b) and 3.20.1, and at the request of the Owner/applicant, securities collected shall be released by the Development Authority when the Development Authority is satisfied that the required Landscaping has been implemented and maintained and/or the paving is completed to the Town's satisfaction.

2.8 Development Control

- a) all Developments within the Town shall require a Development Permit, unless otherwise exempt under section 2.9
- b) Land, Buildings, Structures or Signs in the Town may only be developed or used in conformity with the uses in its Land Use District and all the regulations in this Bylaw except for legal non-conforming buildings or uses (as per *MGA*), or as approved by the Development Authority, or the Appeal Body.
- c) No person shall commence, cause, or allow to be commenced, or carry on, or cause to allow to be carried on, any Development unless a Development Permit has been issued under the provisions of this Bylaw, unless the Development is exempt from the regulations of this section, pursuant to section 2.8 (a) of this Bylaw.
- d) No Development or portion thereof shall be located on or over municipal lands, Road rights-of-way or municipal Easements without the prior written consent of the Town, which consent the Town is not obligated to provide.

- e) A person is responsible for complying with the requirements of other Town Bylaws, policies, Easements, covenants, Conservation agreements, Development agreements, or provincial or federal statutes or regulations.

2.9 Development Not Requiring a Development Permit

- a) The following Developments are exempt from the requirement of obtaining a Development Permit provided that the proposed Development complies with all other regulations of this Bylaw:
- i) those uses or Development exempted by provincial or federal legislation
 - ii) any Development carried out by or on behalf of the Crown
 - iii) any Development carried out by or on behalf of the Town provided that such Development complies with all applicable provisions of this Land Use Bylaw
 - iv) the completion of a Building which was lawfully under construction at the date of the adoption of this Bylaw, provided the Building is completed in accordance with the terms and conditions of any permit granted
 - v) the carrying out of works of improvement, maintenance, or renovation to any Building, provided that such works do not include Structural Alterations or additions, a Deck that is unenclosed and not higher than 0.6 m (1.97 ft.) from the approved Grade level
 - vi) a retaining wall not higher than 0.6 m (1.97 ft) from the approved Grade level
 - vii) the use of any such Development as is referred to in section 2.9(a)(iv) for the purpose of which Development was commenced
 - viii) the erection or construction of gates, fences or other means of enclosure less than 1.0 m (3.28 ft) in Height in Front Yards and less than 2.0 m (6.56 ft) in Side and/or Rear Yards, and the maintenance, improvement and other alterations of any gates, fences or other means of enclosure
 - ix) the carrying out of any Landscaping provided that the approved Grade of the site is not altered
 - x) Tree Clearing in residential, commercial, industrial, PF and PR Districts
 - xi) the maintenance and repair of existing utilities and the installation of utility system extensions which are necessary to serve Developments that have been approved by the Development Authority
 - xii) in a residential Land Use District, the construction of 1 Accessory Building used as a garden or tool shed, and may include play Structures and pergolas provided such Building does not to exceed 10.0 m² (107.64 sq²) in Floor Area and 2.5 m (8.20 ft) in Height;
 - xiii) the temporary placement of Moving Storage Pods
 - xiv) the temporary placement of campaign Signs in connection with federal, provincial, or municipal election or referendum, subject to their removal no later than 48 hours after the election
 - xv) the routine Maintenance and repair, changing the copy or reduction of the Copy Area of a legal existing Sign
 - xvi) the use of a Building as a temporary polling station, an election candidate's campaign Office or any other official temporary use in connection with a federal, provincial, or municipal election or referendum

- xvii) 1 satellite dish antennae less than 0.75 m (2.46 ft) in diameter subject to the provisions of section 4.10
- xviii) solar energy and geothermal energy infrastructure, provided it meets all requirements in section 4.3
- xix) demolition of a Building less than 10.0 m² (107.64 ft²)

2.10 Development Permit Application Requirements

- a) The Development Authority shall determine the number of paper or electronic copies or both for a complete submission for an application for Development Permit.
- b) An application for a Development Permit shall be made on the prescribed application form and be accompanied by the following information in writing and/or by electronic format when requested, to the satisfaction of the Development Officer:
 - i) Owner consent or, where applicable, the Agent authorized by the Owner. Should Owner consent be withdrawn, the application terminates.
 - ii) a copy of the Certificate of Title for the subject lands dated from within 30 days of the application date, copies of any caveats or restrictive covenants registered by the Town, and any other documents satisfaction to the Development Officer verifying that the applicant has legal interest in the lands.
 - iii) applicable fee in accordance with the *Development Fees and Fines Bylaw*, as amended.
 - iv) for a Principal Building, a detailed site plan prepared by an Alberta Land Surveyor, for an Accessory Building, a detailed site plan to an appropriate scale. A site plan shall include:
 - i. legal description of the subject property;
 - ii. identification of all abutting Roads, Highways and Road rights-of- way, and any existing or future access to the proposed Development;
 - iii. identification of all Body of Water, water courses, drainage courses and flood hazard areas on or abutting the Lot or site including arrows indicating the direction of water flow;
 - iv. identification and location of all Easements and rights-of-way on-site or abutting the Lot or site;
 - v. location and dimensions of existing and proposed Development including front, rear, and side Setbacks;
 - vi. location of existing and proposed utilities;
 - vii. proposed on-site parking and loading facilities including location and dimensions of all aisles, the dimensions and number of all parking spaces, curbing, and location of any lighting;
 - viii. a Landscaping plan which shall include the following:
 - 1. the location of all existing and proposed Landscaping including trees, shrubs, and grass;
 - 2. any existing trees that are proposed to be removed; and
 - 3. the quantity, size, and species along with common names of all proposed trees and shrubs.
 - ix. location and access to garbage enclosures;

- x. location and material of sidewalks, Patios, steps, porches, Decks, playgrounds, Amenity and Open Space areas, and other similar features;
 - xi. location of any abandoned, suspended, or active oil or gas wells;
 - xii. north arrow, scale, and date of drawing; and
 - xiii. schedule showing the area of the Lot or site, Building area, Density, number of units, parking and Loading Spaces, existing and proposed site Grades, and a calculation of site coverage, Height and number of storeys and Floor Area Ratio.
- v) in the case of a Manufactured Home Park or multiple unit residential project, a detailed plan showing the proposed unit locations and Amenity Spaces within the overall Development area.
- vi) in the case of a Development of a Lot or site with multiple uses, a master site plan and preliminary engineering plan for the entire site to the satisfaction of the Development Officer.
- vii) scaled floor plans showing all occupancies and uses, cross section, foundation plan, elevations, perspective of the proposed Development including a description of the exterior finishing materials.
- viii) in the case of the Development of an Apartment, a report, or plan or both demonstrating how the Building design incorporates the Towns waste management practices.
- ix) information from the *Alberta Energy Regulator* indicating that an abandoned oil and gas well site search was conducted for any proposed Dwelling or Building greater than 47.0 m² (505.90 ft.²).
- x) any additional information as may be required by the Development Authority to assess or evaluate the proposed Development. The Development Authority may require any or all the following to be prepared by a qualified professional:
 - i. geotechnical report;
 - ii. parking assessment;
 - iii. groundwater report;
 - iv. flood hazard mapping study;
 - v. noise attenuation study;
 - vi. reclamation plan;
 - vii. wetland conservation plan;
 - viii. tree preservation plan;
 - ix. landscape plan;
 - x. topographical survey;
 - xi. Site Grading or drainage plan;
 - xii. site servicing plan;
 - xiii. risk assessment report;
 - xiv. erosion or sediment control plan;
 - xv. a traffic impact analysis stamped by a professional engineer or a registered professional; and
 - xvi. any other report, study plan or information
- xi) the Development Authority may require the submission of an impact statement as part of the Development Permit application for any proposed non-residential use that is in proximity, as determined by the Development Authority, to 1 or more residential Land Use Districts. The impact statement shall outline the measures proposed to be taken to

mitigate all confirmed or potential impacts (which may include noise, visual impacts, or other) so that the proposed use will not negatively affect the said residential Land Use District(s).

- xii) to ensure that confirmed or potential impacts on adjacent Parcels are mitigated, the Development Authority may require additional measures be taken including additional requirements for Landscaping, buffer zones, berming, fencing, Building orientation and appearance, or any combination thereof.
- xiii) the Development Authority shall require the following outdoor lighting information be included with a Development Permit application for a new commercial, multiple unit residential, industrial, or institutional use:
 - i. parking lot and Walkway light poles;
 - ii. the location of all other outdoor lighting not mounted on a pole, both proposed and existing, including Walkway and Building lighting;
 - iii. descriptions of each style of lighting fixture that show that such fixture is either a full cut-off or directionally shielded lighting fixture. This may include, but not be limited to, catalogue cuts and illustrations by manufacturers (including sections where required), lamp types, photometric data showing angle of cut off of light emissions, wattages, and initial lumen outputs; and
 - iv. the Development Authority may require an applicant to submit a site lighting plan, which details site lighting conditions at the Property Lines, measured in LUX.

c) An application for a Development Permit is not received until the Town has accepted an application for Development Permit and the applicant has paid the appropriate fee(s) in accordance with the *Development Fees & Fines Bylaw*, as amended.

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e)d) _____ An application for a Development Permit is complete if the application is received and contains the documents and information required by this section to the satisfaction of the Development Authority. Despite the forgoing, if an application does not contain all of the documents and information required by this section, the Development Authority may determine such application to be complete if in the opinion of the Development Authority that missing document or information is not necessary to review the application.

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2.11 Notification of Complete or Incomplete Development Permit Applications

- a) The Development Officer, upon receipt of a Development Permit application, shall within 20 days, unless a longer time period has been agreed to in writing with the applicant:
 - i) Issue a notice to the applicant advising the Development Permit application is complete; or
 - ii) Issue a notice to the applicant advising that the Development Permit application is incomplete. This notice shall outline the information required for the Development Permit application to be considered complete by the Development Officer and a date the information referred to must be submitted by. A later date may be agreed upon between the Development Officer and the applicant, should the applicant request

additional time in order to provide the information necessary for an application to be considered complete.

- b) Notwithstanding section 2.11(a), if no notice is given by the Development Officer within the 20 days or an agreed upon time period, the application shall be considered complete.
- c) If the requested information in section 2.11(a)(ii) is not provided by the date indicated in the notice, or the later agreed upon date, the Development Officer shall issue a notice to the applicant deeming the Development Permit application refused and the reasons for the refusal.
- d) The Development Officer shall base a completed application decision on the information required to be submitted for Development Permits as outlined in section 2.10.
- e) In the opinion of the Development Officer, the quality of the information or materials submitted is inadequate to properly evaluate the proposed Development, the application shall be deemed incomplete until all required details have been submitted.
- f) the Development Officer may deal with an application and make a decision without all of the required information listed in section 2.10 if, in the opinion of the Development Officer, that a decision on the application can be properly made without such information.
- g) Despite that the Development Officer has issued a written acknowledgement of a completed application pursuant to this section, the Development Authority may request additional information or documentation from the applicant that the Development Authority considers necessary to review the application.
- h) Any written acknowledgment or notice issued pursuant to this section may be sent by electronic mail or regular mail to the applicant or hand delivered to the applicant.

2.12 Deemed Refusal of a Development Permit

- a) If the Development Authority does not make a decision on an application for a Development Permit within 40 days after the receipt of a completed application, pursuant to section 2.11, or within such extended time period as agreed to in writing between the applicant and the Development Authority, the application is deemed to be refused.

2.13 Notification of Decision

- a) A decision of the Development Authority on an application for a Development Permit must be in writing and shall be:
 - i) sent by regular mail, hand delivered, or emailed to the applicant, whichever the applicant advises is their preferred method of communication on the Development Permit application form, a written notice stating the Development Authority's decision.

- ii) if the Development Authority has refused an application for a Development Permit, the notice shall state the reasons for the refusal and rights of appeal.
 - iii) if the Owner is not the applicant, sent to the Owner by regular mail a copy of the written notice given to the applicant.
 - iv) post a notice for public viewing in Town Civic Administration Building and on the Town's website, stating the Development Authority's decision and the date of the decision.
- b) In addition to the requirements in section 2.13(a), if the Development Authority issued a Development Permit for a Discretionary Use or a Permitted Use with a variance, the Development Authority shall:
 - i) post a notice for public viewing in the Town Civic Administration Building.
 - ii) post a notice for public viewing on the Town's website.
 - iii) send by regular mail to Owners of Adjacent Land, as identified on the Town's assessment roll, a written notice stating the Development Authority's decision, the right of appeal therefrom, the date of the decision, and the nature and location of the Development.
- c) Where, in the opinion of the Development Authority, additional Lots may be affected by a Discretionary Use or by granting a variance, additional landowners, individual or groups may be notified.
- d) No notice is required to be given for a decision to approve an application for a Permitted Use for which no variance was granted.
- e) No Development Permit shall be issued while a decision of the Development Authority or any appeal from it is pending or until the time for filing an appeal of the decision of Development Authority has expired.

2.14 Validity, Expiry, Cancellation, and Resubmission of Development Permits

2.14.1 Validity of a Development Permit

- a) When a Development Permit has been approved by the Development Authority it shall not be issued unless and until:
 - i) any conditions of approval, except those of a continuing nature, have been fulfilled; and
 - ii) the time for filing a notice of appeal has passed.
- b) When a Development Permit has been upheld or approved by the Appeal Body, it shall not be valid until any conditions of approval, except those of a continuing nature, have been fulfilled.
- c) Upon receipt of a filed notice of appeal to the Town from the Appeal Body shall result in the immediate suspension of the Development Permit and will remain suspended until the Appeal Body renders a decision, or the appeal is otherwise resolved.

- d) The date of approval of a Development Permit shall be:
 - i) the date upon which the Development Officer issues the Development Permit
 - ii) in the case of an appeal, the date upon which the Appeal Body renders a written decision approving the Development Permit

2.14.2 Expiry of a Development Permit

- a) Once a Development Permit has been issued, it remains in effect until:
 - i) it expires, in cases where the Development Permit was issued for a limited period of time
 - ii) it expires, because of failure to commence Development in accordance with sections 2.14.2(b) and (c); or
 - iii) it is cancelled or suspended in accordance with section 2.14.3
- b) Where a Development Permit is for a change of use, or a change of intensity of use, and no significant construction or reconstruction is necessary:
 - i) Development must commence within 1 calendar year of the date of approval of the Development Permit
 - ii) Development commences when the use that was approved by the Development Permit is established or begins operation
- c) Where a Development Permit is for construction, construction combined with a change of use, or construction combined with a change of intensity of use, Development must commence within 1 calendar year of the date of approval.

2.14.3 Cancellation, Revocation, or Suspension of a Development Permit

- a) The Development Officer may cancel a Development Permit following its approval if:
 - i) any person undertakes Development, or causes or allows any Development to take place on a property contrary to the Development Permit
 - ii) the application for the Development Permit contained a material misrepresentation
 - iii) material facts were not disclosed during the application for the Development Permit
 - iv) the Development Permit was issued as a result of a material error; or
 - v) the landowner requests, by way of written notice to the Development Officer, the cancellation of the Development Permit
- b) Notwithstanding sections 2.14.3 (a)(i)–(v), the Development Officer shall not cancel a Development Permit that has been appealed to the in accordance with section 2.17, or until a decision is rendered or the appeal is otherwise resolved.
- c) Notice of the Development Officer’s decision to cancel the Development Permit shall be provided in writing by ordinary mail to the property Owner, and to the applicant of the Development Permit. Such notice shall state the reasons for the cancellation of the Development Permit.

- d) Any person who undertakes Development or causes or allows any Development after a Development Permit has been cancelled, shall discontinue such Development forthwith and shall not resume such Development until a new Development Permit has been approved by the Development Officer and is valid pursuant to section 2.14 of this Bylaw.
- e) All Development continuing after the Development Permit has been cancelled shall be deemed to be Development without a Development Permit.

2.14.4 Failure to Complete Development

- a) Upon initiation in relation to an approved Development Permit, the permit remains valid until the work is completed.
- b) Should a Development not be completed to a standard acceptable to the Development Officer within 2 years from the date of issuance of the permit, or any extension thereof, the Development Officer may direct that the site be returned to its original condition or state acceptable to the Development Officer and/or issue a stop order in accordance with section 645 of the MGA.

2.14.5 Resubmission Interval

- a) A Development Permit application for the same or similar use shall not be accepted by the Development Officer from the same or any other applicant for the same Parcel:
 - i) within 6 months of the date of a refusal by the Development Officer;
 - i. this 6 month resubmission interval may be waived at the discretion of the Development Officer, if it is the opinion of the Development Officer the reasons for refusal have been adequately addressed or the circumstances of the application have changed significantly.
 - ii) within 6 months of the date of a written decision of the Appeal Body on a previous application, if the previous application was appealed to, and subsequently refused by, the Appeal Body;
 - iii) within 6 months of the date of a written decision of the Alberta Court of Appeal or the Supreme Court of Canada on the previous application, if the application has been appealed to the Alberta Court of Appeal or the Supreme Court of Canada; or
 - iv) prior to the written decision of the Appeal Board, the Alberta Court of Appeal, or the Supreme Court of Canada, if the application has been appealed to the Subdivision and Development Appeal Board, the Alberta Court of Appeal, or the Supreme Court of Canada.
- b) Section 2.14.5 shall not apply in the case of an application for a Development Permit for a Permitted Use, or a use listed in a Direct Control Provision if the application complies with all the regulations of this Bylaw.

- c) If upon review of any application for a Development Permit, the Development Officer determines that section 2.9 applies, then the application shall be returned to the applicant, along with any fees that have been submitted. The application shall not be considered as having been refused but shall be deemed to have not been submitted.

2.15 Temporary Approvals

- a) The Development Authority may consider any Discretionary Use, within a Land Use District on a temporary basis.
- b) Where the Development Authority has approved a Development for a limited period, the use shall terminate, and removal of a Temporary Development shall occur at the expiration of the time period.
- c) When a Development Permit for a temporary use expires, a new application shall be required. There shall be no obligation to approve a new application on the basis that a previous permit had been issued.

2.16 Variances

- a) A variance shall be considered only in cases of unnecessary hardship or practical difficulties peculiar to the use, character or situation of land or a Building which are not generally common to other land in the same Land Use District, if, in the opinion of the Development Authority:
 - i) the proposed Development will not:
 - i. unduly interfere with the amenities of the neighbourhood; or
 - ii. materially interfere with or affect the use, enjoyment, or value of neighbouring Parcels Of Land.
 - ii) the proposed Development conforms with the Use prescribed for that Parcel or Building in this Bylaw.
- b) The Development Authority, upon the review of a variance request, shall:
 - i) take into consideration the purpose and intent of the Land Use District and the proposed Development to other land and uses in the Land Use District;
 - ii) not grant a relaxation if in doing so would result in a Development that does not comply with the requirements of the MGA, *Matters Related to Subdivision and Development Regulation* ~~Subdivision and Development Regulation~~ or any applicable Statutory Plan or Outline Plan.

Where the test set out in section 2.16 (a) and (b) is met, the Development Officer may approve, with or without conditions, a variance of up to a total of 17% related to any development standard, unless the variance request is for a Sign, where section 5.4.3 shall apply.
- c) Where the considerations set out in section 2.16 (a) and (b) are satisfactorily met, the Development Officer may approve, with or without conditions, a variance to residential Kennel

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regulations in the R1-L, R-1M, R-1S, R-MHC, and R-2 Districts, not exceeding a total of any combination of dogs or cats.

- d) The Development Officer shall refer to the Municipal Planning Commission, variance requests in excess of the total combined variance request of 17% of the regulations listed in section 2.16 (b) and residential Kennel variances in excess of section 2.16 (c).
- e) the Municipal Planning Commission may approve, with or without conditions, a variance of any regulation prescribed in this Bylaw

2.17 Appeals

- a) An appeal may be made if the Development Authority:
 - i) fails to make a decision within 40 days of a complete application or within any extension
 - ii) refuses to issue a Development Permit
 - iii) issues a Development Permit subject to conditions
 - iv) issues a stop order

in accordance with the *MGA*, the person applying for the permit or affected by the stop order may appeal to the decision or order, to the Appeal Body, within 21 days after the date on which the stop order or decision on a permit is made.

- b) With the exception of (c) below, any person claiming to be affected by a decision of the Development Authority may appeal to the Appeal Body identified in the notice of decision, pursuant to section 2.13.
- c) No appeal lies in respect of the issuance of a Development Permit for a Permitted Use unless the provision of this Bylaw were relaxed, varied, or misinterpreted.
- d) An appeal by any person affected by a stop order, decision, or Development Permit made or issued by the Development Authority is commenced by filing a notice of appeal, containing reasons, with the Appeal Body, within 21 days after the date on which the notice of the issuance of the Development Permit was given in accordance with this Bylaw.
- e) Where a decision on a Development application within a Direct Control District is rendered by Council, there is no appeal to the Subdivision and Development Appeal Board except where the Development Authority fails to follow the direction of Council.
 - i) If the Subdivision and Development Appeal Board finds that the Development Authority fails to follow the direction of Council, it may, in accordance with Council's direction, substitute its decision for the Development Authority's decision.
- f) An appeal to the Subdivision and Development Appeal Board is considered completed when the appeal is filed pursuant to this Part and accompanied by the appeal fee, as established by resolution of Council, as amended.

2.18 Contravention and Enforcement

- a) Pursuant to the *MGA* and the provisions of this Bylaw, enforcement may be conducted by a Designated Officer through the issuance of a stop order, injunction or other such means authorized.
- b) A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- c) A person commits an offence if they contravene or cause, allow or permit a contravention of this Bylaw.
- d) The Development Authority may, by written notice, order the Owner, the person in possession of the land, Building or Structure, or the person responsible for the contravention, or any or all of them, to:
 - i) stop the Development or use of the land, Building, or Structure in whole or in part as directed by the notice
 - ii) demolish, remove, or replace the Development or Structure, or
 - iii) carry out other actions required by the notice so that the Development or use of the land, Building, or Structure complies with this Bylaw, Part 17 of the *MGA*, the Regulations, a Development Permit, or subdivision approvalwithin the time set out in the notice.
- e) If a person fails to comply with the notice issued in accordance with section 2.18 (d), the Town may take steps to enforce the notice in accordance with *MGA*.
- f) A person who violates the provision of this Bylaw or permits a contravention of this Bylaw, is guilty of an offence and is liable to a fine for a first offence and for each subsequent offense as specified in the *Development Fees and Fines Bylaw*, as amended.
- g) Where a Municipal Tag has been issued, the person to whom the Municipal Tag has been issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the Municipal Tag.
- h) A Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act* to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- i) If a Municipal Tag has been issued and the penalty specified on the Municipal Tag has not been paid within the prescribed time, a Peace Officer may issue a Violation Ticket to the person to whom the Municipal Tag was issued.

- j) Notwithstanding the above, a Peace Officer may immediately issue a Violation Ticket to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- k) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
 - i) specify the fine amount established by this Bylaw for the offence; or
 - ii) require the person to appear in court without the alternative of making a voluntary payment.
- l) A person who commits an offence may, make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Tickets, the specified penalty set out on the Violation Ticket:
 - i) if a Violation Ticket is issued in respect of the offence; and
 - ii) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence.

2.18.1 Right of Entry

- a) A Designated Officer is authorized, for the purposes of entering and inspecting of land, Buildings or Structures, pursuant to the *MGA*.

2.19 Subdivision Applications

- a) Unless extended by an agreement in writing between the applicant and the Subdivision Authority, within 20 days after the receipt of an application for subdivision approval the Subdivision Authority shall:
 - i) issue a written acknowledgement to the applicant advising that the application is complete; or
 - ii) issue a written notice to the applicant advising that the application is incomplete, listing the outstanding documents and information, and setting a date by which the outstanding documents and information must be submitted for the application to be complete.
- b) If the outstanding documents and information are provided by the date set in the notice issued pursuant to section 2.19 (a)(i), the Subdivision Authority shall issue a written acknowledgement to the applicant advising that the application is complete.
- c) If the outstanding documents and information are not provided by the date set in the notice issued pursuant to section 2.19 (a)(i), the Subdivision Authority shall issue a written notice to the applicant that the application has been refused and the reason for the refusal.

- d) Despite that the Subdivision Authority has issued a written acknowledgement pursuant to this section, the Subdivision Authority may request additional information or documentation from the applicant that the Subdivision Authority considers necessary to review the application.
- e) Any written acknowledgement or notice issued pursuant to this section shall include:
 - i) the date of issuance of the notice of acknowledgement
 - ii) contact information for the Subdivision Authority
 - iii) the Subdivision Authority file number for the application, and
 - iv) any other information at the discretion of the Subdivision Authority, and
 - v) be sent by electronic mail or regular mail to the applicant, or hand delivered to the applicant.

PART 3.0 GENERAL REGULATIONS

3.1 Applicability

- a) The general regulations shall apply to all Development within the Town. Where there appears to be a conflict between this Part and regulations of a specific Land Use District or Development of this Bylaw, the regulations in the specific Land Use District will prevail.

3.2 Access Requirements

- a) The Development Authority shall not approve a Development Permit unless provision for access is included with the application for Development Permit.
- b) All access shall be to the approval of the Development Authority with respect to location, design, and construction standards.
- c) Where a site abuts 2 Roads, either existing or proposed, access to the site shall be to the Road of lesser traffic volume, unless otherwise approved by the Development Authority.
- d) The applicant may be required, as a condition of Development Permit approval, to provide an irrevocable letter of credit to the Town equal to 100% of the estimated paving costs of the access requirements, in accordance with section 2.7.
- e) Where security is required under section 2.7 and subsection d) above, site plans shall be accompanied by a quote from a certified professional indicating the estimated cost of the access paving.

3.3 Amenity Space

- a) Amenity Space shall be a minimum of 3.5 m² (37.67 ft²) per Dwellings for Apartments.
- b) Amenity Space shall consist of both common Amenity Space and private Amenity Space.
 - i) common Amenity Space shall:
 - i. consist of a minimum of 1 contiguous area;
 - ii. contain seating and may contain other amenities such as play Structures, gazebos, barbeques, swimming pools, or basketball or tennis courts; and
 - iii. if located outside, shall be provided in a general landscape area in accordance with section 3.15
 - iv. in a location accessible and highly visible from the Principal Building.
 - ii) private Amenity Space shall be a minimum of 1.5 m² (16.15 ft²) per Dwellings for Apartments.

- c) Amenity Space provided at ground level within 4.0 m (13.12 ft) of a Road, Lane, on-site parking area or adjacent Parcel shall be screened to the satisfaction of the Development Authority. When considering the amount and type of screening required, the Development Authority shall consider the type of amenity provided (e.g., play area), and any safety issues and adverse effects arising from the amenity and its location.

3.4 Buildings Per Parcel

- a) A Development Permit shall not be issued for more than 1 main Building on an un-subdivided residential Parcel, except where it is proposed to develop more than 1 Principal Building to form a single, unified group of Buildings.

3.5 Building Orientation and Design

- a) The design, character and appearance of any Building, or series of Buildings, Structure or Sign proposed to be erected or located in any Land Use District must be acceptable to the Development Authority having due regard to:
 - i) amenities such as daylight, sunlight, and privacy
 - ii) the character of existing Development in the Land Use District
 - iii) its affect on adjacent Parcels.

3.6 Compliance Certificates and Fees

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- ~~a) An applicant for a Compliance Certificate shall include a Real Property Report for the site prepared by a registered Alberta Land Surveyor~~
- ~~b) The applicant shall pay all costs associated with the preparation of the Real Property Report.~~
- ~~c) In determining whether a Compliance Certificate can be issued for a property, the Development Officer shall rely on the Real Property Report provided by the applicant. The Development Officer shall not undertake independent property inspections.~~
- ~~d) The Development Officer may issue a Compliance Certificate when, in their opinion, the Building(s) and Structure(s) located on a property, and shown on the Real Property Report, are located on the property in accordance with the Setback regulations of this Bylaw, and the Setbacks specified in any Development Permit which may have been issued for the property. The Compliance Certificate shall only cover those Buildings and Structures, or parts thereof, subject to a Development Permit and as shown on the Real Property Report submitted by the applicant.~~
- ~~e) The Development Officer may refuse to issue a Compliance Certificate when, in their opinion, they do not have sufficient information from the applicant to determine if Building(s) and Structure(s) located on a site are located in accordance with the Setback regulations of this Bylaw, or the Setbacks specified in any Development Permit which has been issued for the site.~~

- ~~f) The Development Officer shall not be liable for any damages arising from the use of a Compliance Certificate containing errors where the errors are the result of incorrect or incomplete information on the Real Property Report.~~
- ~~g) The fee for the provision of a Compliance Certificate shall be as determined by the Development Fees and Fines Bylaw, as amended.~~

3.7 Dangerous Goods and Assessment of Risk

- a) Prior to making any decision on a Development application which involves Dangerous Goods or Development on Adjacent Land or in close proximity to any Dangerous Goods, the Development Officer shall refer the Development proposal to the appropriate regulatory authority for comments.
- b) When a Development Permit application is for an activity involving the use, manufacturing, or storage of Dangerous Goods, the Development Officer may require the applicant to submit a risk assessment prepared by a qualified environmental professional such as an engineer, biologist, planner, geologist, or hydrogeologist. The Development Officer may impose any conditions necessary to mitigate the risks associated with the use, manufacturing or storage of hazardous substances identified in the assessment.
- c) The risk assessment shall:
 - i) identify hazardous substances and their quantities
 - ii) estimate the expected frequency of the occurrence of a hazardous event
 - iii) assess the possible consequences of such an event
 - iv) determine annual individual risk
 - v) identify and recommend risk-based separation distances and other measures to reduce risk
 - vi) demonstrate how the proposed facility and operations shall contribute to the following risk management objectives:
 - i. risk reduction at source (siting of facilities, modifications to processes, conformity to legislation e.g. The Safety Codes Act, the Dangerous Goods Act, monitoring, technical changes, training, etc.);
 - ii. risk reduction through land use planning around industrial sites, pipelines, and Dangerous Goods corridors;
 - iii. emergency preparedness;
 - iv. emergency response; and
 - v. risk communication and public participation.

3.8 Decks

- a) All Decks and covered Decks that are more than 0.6 m (1.97 ft) or greater in Height from the approved Grade require a Development Permit, unless they are indicated on the original site plan of the Development

- b) All Decks and covered Decks must comply with section 3.23
- c) When a Deck becomes covered or enclosed, it shall be considered an addition to and part of, the Principal Building and is required to meet all Land Use District requirements.

3.9 Design Standards

3.9.1 General Standards

- a) For all Developments, the design and use of exterior finish materials shall be to the satisfaction of the Development Authority who shall ensure, as practical, that the materials be durable and the same as, better than Development on the subject and Adjacent Land.
- b) Any side of a Building visible from a Road or other public space shall be architecturally designed and finished as a principal Facade.
- c) Development is encouraged to be designated to consider the *Crime Prevention Through Environmental Design* principles, where appropriate.

3.9.2 Residential Standards, Commercial or Institutional Development

- a) A residential site shall be designed having regard for sensitivity to all adjacent Development to ensure new Development is complementary
- b) A site shall be designed and consider the privacy of adjacent residential Development
- c) Residential Development shall have Building Facades and rooflines articulated and varied to minimize Buildings mass and elongated or one-dimensional large Buildings, avoiding blank walls.
- d) All residential Buildings, where possible shall be oriented and designed to:
 - i) take advantage of solar opportunities
 - ii) minimum noise affects from arterial and/or collector Roads
 - iii) have regard to and minimize the impact on other Buildings, such things as daylight, sunlight, visual privacy, views, and ventilation
 - iv) to reduce massing in relation to Development, all Buildings should provide a transition in Building Height
- e) Building entrances shall be designed to connect to direct and clearly marked Walkways, aligned at a Grade that meets safety and accessibility requirements.
- f) All utility enclosures are to be located away from Street facing Facades and screened from public view.

- g) Where covered parking is utilized, the character shall be consistent with the overall Building design.
- h) Where lighting is required to provide security and visual interest, it shall be complementary to the design, character of the Building, and satisfy section 3.19.
- i) The Development Authority may require additional decorative light fixtures, foundation, sculptures, benches planters, retaining walls, Walkways and bicycle paths, bicycle parking Structures, trash receptables or enclosures, and fences.

3.9.3 Industrial Standards Development

- a) Any use or activity in an industrial Land Use District or a Land Use District of similar intent should have regard for the following appearance standards:
 - i) all loading, service, garbage facilities and accessory storage areas, and parking areas, where possible, shall be located to the rear or sides of the Principal Building, and be screened from view from any Road other than a Lane, and from adjacent sites, by Building walls, landscape materials, berms, fences, or a combination of these, to the satisfaction of the Development Officer
 - ii) the Development Authority may require that exposed Projections outside the Building such as mechanical and electrical equipment, transformer ducts, cooling towers and materials handling equipment be screened from view from any Road other than a Lane, and from adjacent sites if such Projections are inconsistent with the character and appearance of surrounding Development or the intended visual qualities of the Land Use District
 - iii) Building construction and finish is to be with durable materials designed to maintain the initial appearance of the Development throughout the life of the project. The Development Authority may require that the appearance of metal, or concrete block walls exposed to public view from beyond the site be improved where such walls are inconsistent with the finishing materials or appearance characteristic of adjacent Development
 - iv) where allowed, Outdoor Display Areas may be located to the side or front of the Principal Building, provided that such displays are limited to equipment or material related to the industry or business located on the site.

3.10 Demolition

- a) An application to demolish a Building shall not be approved without submitting a statement or plan to the satisfaction of the Development Authority, indicating:
 - i) how the operation will be carried out to create a minimum of dust and other Nuisances
 - ii) a traffic control plan approved by the Director of Infrastructure and Property Services
 - iii) proof of disconnection of all utilities
 - iv) an environmental assessment of the Building performed by a qualified consultant
 - v) the destination of debris materials
 - vi) a work schedule of the demolition and site cleanup

- vii) the final reclamation of the Parcel
- viii) A Letter of Credit may be required for the work being carried out

3.11 Development Setbacks

3.11.1 Development in Proximity to Oil and Gas Wells

- a) A subdivision application or a Development Permit application shall not be approved if it would result in a Dwelling, Public Facility, or unrestricted county residential Development, as defined by the Alberta Energy Regulator, being located within 100.0 m (328.08 ft) of a gas or oil well or within a lesser distance approved in writing by the Alberta Energy Regulator.
- b) For the purposes of this section, distances are measured from the well head to the Building or proposed Building site.
- c) In this section, "gas or oil well" does not include an abandoned well.
- d) An approval of the Alberta Energy Regulator under section 3.11.1 (a) may refer to applications for subdivision or Development generally or to a specific application.

3.11.2 Development Setbacks from Wastewater Treatment Plants

- a) In this section, "working area" means those areas of a Parcel of Land that are currently being used or will be used for the processing of wastewater.
- b) Subject to section 3.11.3, the Subdivision Authority shall not approve a subdivision application for a School, hospital, ~~food establishment~~ or residential use unless each proposed Lot includes a suitable Building site for a School, hospital, ~~food establishment~~ or residential use that is 300.0 m (984.25 ft) or more from the working area of an operating wastewater treatment plant.
- c) Subject to section 3.11.3, the Development Authority shall not issue a Development Permit for a School, hospital, ~~food establishment~~ or residence within 300.0 m (984.25 ft) of the working area of an operating wastewater treatment plant nor may a School, hospital, ~~food establishment~~ or residence be constructed if the Building site is within 300.0 m (984.25 ft) of the working area of an operating wastewater treatment plant.
- d) Subject to section 3.11.3, the Subdivision Authority shall not approve an application for subdivision for the purposes of developing a wastewater treatment plant and a Development Authority may not issue a permit for the purposes of developing a wastewater treatment plant unless the working area of the wastewater treatment plant is situated at least 300.0 m (984.25 ft) from any School, hospital, ~~food establishment~~ or residence or Building site for a proposed School, hospital, ~~food establishment~~ or residence.
- e) The requirements contained in sections 3.11.2 (a)-(d) above may be varied by the Subdivision Authority or the Development Authority if the applicant submits a report from a professional

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engineer, as defined in the *Engineering and Geoscience Professions Act*, that addresses the criteria for a variance stipulated in the Guide for Setback Reviews published by the Department of Environment and Parks in May, 2022, as amended from time to time with the written consent of the Deputy Minister of Alberta Environment and Parks.

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- f) A consent under section 3.11.3 may refer to applications for subdivision or Development Permits generally or to a specific application.

3.11.3 Development Setbacks from Landfills and Solid Waste Sites

- a) In accordance with the *Matters Related to Subdivision and Development Regulation Subdivision and Development Regulations*:
- i) a School, hospital, ~~food establishment~~ or residence must not be approved, and a residence must not be constructed if the Building site is within the distances from a sanitary landfill, modified landfill, hazardous waste management facility, dry waste site, solid waste processing site, waste storage site, waste sorting station or waste transfer station specified in the *Matters Related to Subdivision and Development Regulation Subdivision and Development Regulations*; and
 - ii) a sanitary landfill, modified landfill, hazardous waste management facility, dry waste site, solid waste processing site, waste storage site, waste sorting station or waste transfer station must not be approved within the distances from the property boundary of a School, hospital, ~~or residence, or food establishment~~ specified in the *Matters Related to Subdivision and Development Regulation Subdivision and Development Regulations*
- unless the applicant submits a report from a professional engineer, as defined in the *Engineering and Geoscience Professions Act*, that addresses the criteria for a variance stipulated in the Guideline for Setback Reviews published by the Department of Environment and Parks in May, 2022, as amended from time to time Development is approved in writing by the Deputy Minister of Alberta Environment and Parks.

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3.11.4 Development Setback from Water Bodies and Slopes

- a) No Development shall be allowed in the 1:100 year flood plain of a water body or area otherwise prone to flooding or subsidence.
- b) A minimum Building Setback of 30.0 m (98.43 ft) is required from the high-water mark of a water body or as determined by the Development Authority.
- c) No trees or vegetations shall be cleared within 30.0 m (98.43 ft) of any water body, water course or the crest of a slope greater than 15% where the removal could have a negative impact on the water body, water course or slope stability.
- d) Environmental reserve of not less than 30.0 m (98.43 ft) in width from the high water mark or waterbodies and/or the top of bank of watercourses to the lot line shall be required. A trail system link may be required in this Setback.

3.11.5 Development Setbacks from Easements or Rights-of-Ways

- a) Notwithstanding section 3.23.2, no Building or part thereof shall encroach into a registered Easement, Right-of-Way or any existing or proposed servicing infrastructure, on any property.
- b) No Building or Structure shall be closer than 0.5 m (1.64 ft) to a registered Easement or Right of Way on any property except:
 - i) where ATCO Gas requires an Easement to the Building foundation for multi-family units where a bank of meters is required to be placed adjacent to or near the Building wall. A 0.5 m (1.64 ft) Setback does not apply in this case.
- c) To minimize risk for Development adjacent to the railway rights-of-way all Development shall follow the *Guidelines for New Development in Proximity to Railway Operations, 2013*.

3.12 Environmental Features

- a) A minimum Setback of 30.0 m (98.43 ft) is required from the top of high-water mark of any Body of Water unless the Development Authority is provided with an environmental and geotechnical assessment prepared by a qualified professional that verifies that a lesser Setback is warranted. The Development Authority shall require an increased Setback where determined by the assessment.
- b) The minimum geotechnical assessment referenced in section 3.12 (a) may be reduced or excluded where the Development Authority determines the proposed Structure or Building is required for the operation of a utility service and the Development Authority is satisfied that there will be no risk or adverse effect on Development or the riparian area.
- c) No trees shall be cleared or removed from lands which lies near a watercourse or water body unless the Development Authority receives written confirmation from a qualified professional stating that removal is necessary in order to provide access to the watercourse or water body.
- d) Despite any other regulation in this Bylaw, the Development Authority may increase Setbacks in any Land Use District where written confirmation from a qualified professional is received that a Development may be detrimental to the Conservation of sensitive lands or affect by being in a flood hazard area.
- e) No permit shall be issued for the construction of any Building within a flood hazard area.

3.13 Fences, Walls, Gates, and Privacy Screening in Residential Districts

3.13.1 Fences, Walls, and Gates

- a) The regulations contained within this section apply to the Height of a material utilized in fence construction of a wall or gate such as boards, panels, masonry, ornamental, metal, and chain link, plus any additional elements used for screening such as lattice.

- b) The regulations for fences, walls and gates contained within this section do not apply to the Height of the posts or other supporting material used to anchor the fence, wall, or gate.
- c) The fence Height, in all Land Use Districts, is measured from approved Grade level of the Parcel to the top of the fence.
- d) Any fence constructed on top of a retaining wall or berm shall be subject to approval by the Development Authority. As part of the approval of a Development Permit for a fence atop a retaining wall or berm, the Development Authority shall specify the Height for the fence.
- e) Gates, fences, walls, and other means of enclosing a yard shall:
 - i) in all residential Districts, be less than 1.0 m (3.28 ft) in Height in Front Yards and less than 2.0 m (6.56 ft) in Side or Rear Yards
 - ii) be compatible with and complementary to the surrounding area in terms of design, character, and appearance
 - iii) in other Land Use Districts, be in accordance with the requirements of the Development Authority.
- f) Where construction of a vinyl fence is required, the fence shall be solid in nature to the satisfaction of the Development Authority.
- g) Where the construction of chain link fence is allowed, the use of decorative corrugated plastic inserts shall not be added for screening or privacy showing landscape or any other decorative feature or visual aide unless approved by the Development Authority.
- h) Notwithstanding section 3.13.1 (g), decorative corrugated plastic inserts may be utilized for added screening or privacy, in the Industrial Light (I-1) and Industrial Heavy (I-2) Land Use Districts except those properties abutting Queen Elizabeth II and Highway 597 and Roads.
- i) Except for Parcels located in the AG – Agricultural District, the use of barbed or razor wire on any fence in all other Land Use Districts shall require a Development Permit application.

3.13.2 Privacy Screening in Residential Districts

- a) The regulations contained within this section apply to the Height of the material used in the construction of privacy screening including lattice, wooden or masonry walks, parapet walls or translucent glass.
- b) The regulations for fences, walls and gates contained within this section do not apply to the Height of the posts or other supporting material used to anchor the fence, wall, or gate.
- c) Privacy screening, excluding vegetative screening, within a Front Yard at Grade shall not exceed 1.0 m (3.28 ft) in Height.

- d) Privacy screening, excluding vegetative screening within a Rear Yard, at Grade, shall not exceed 2.0 m (6.56 ft) in Height.
- e) The Development Officer may vary the Height of a privacy screening to a maximum of 15% of the maximum Height allowed, to prevent visual intrusion and provide additional screening from Adjacent Land.

3.14 Height

- a) To the extent practical, the proposed Building Grade shall retain the natural contour of the land and minimize the necessity to use retaining walls and ensure positive drainage to appropriate receiving drainage courses or watercourses.

3.15 Landscaping General Requirements

- a) The general purpose of the Landscaping regulations is to have Development contribute to a reasonable standard of livability and appearance, having regard for low impact design features and the use of drought tolerant species, to provide a positive overall image for the Town through good environmental stewardship.
- b) The applicant may be required, as a condition of Development Permit approval, to provide an irrevocable letter of credit to the Town equal to 100% of the estimated Landscape costs, in accordance with section 2.7.
- c) Where security is required under section 2.7 and section 3.15 (b) above, Landscaping plans shall be accompanied by a quote from a certified landscape professional indicating the estimated cost of the Landscaping.

Land Use District	Landscaping Required	Areas to be Landscaped	Minimum Tree Ratio
Residential R-1S R-1M R-1L	25% of the site Landscaping for all Front Yards visible from a Road.	See "All Districts" for REQUIREMENTS.	1 tree planted in Front Yards.
Residential R-2 R-3 R-4 R-5		See "All Districts" for REQUIREMENTS.	<ul style="list-style-type: none"> a) 1 tree and 2 shrubs are required for each 25.0 m² (269.10 ft²) of gross landscape area. b) The proportion of deciduous trees and coniferous trees shall be approximately 2:3. c) 1 tree for each 20.0 m² (215.28 ft²) and 1 shrub for each 10.0 m² (107.64 ft²) of parking area islands, with a minimum of 1 tree per parking area island.

Land Use District	Landscaping Required	Areas to be Landscaped	Minimum Tree Ratio
Residential R-MHP		See "All Land Use Districts" for REQUIREMENTS.	<ul style="list-style-type: none"> a) 1 tree and 2 shrubs are required for each 25.0 m² (269.10 ft²) of gross landscape area. b) The proportion of deciduous trees and coniferous trees shall be approximately 2:3.
Commercial C-1	At the discretion of the Development Authority.	See "All Land Use Districts" or REQUIREMENTS.	
Commercial C-2 C-3	Minimum 15% of gross site area with a minimum of 40% of the total Landscaping required being placed within the Front Yard of the property.	<ul style="list-style-type: none"> a) Shall include a 3.0 m (9.84 ft) strip of landscaped area adjacent to a Property Line that abuts a Road. b) See "All Land Use Districts" for REQUIREMENTS 	<ul style="list-style-type: none"> a) 1 tree and 2 shrubs per 30.0 m² (322.92 ft²) of gross landscaped area. b) 1 tree and 2 shrubs for each 20.0 m² (215.28 ft²) of parking area islands, with a minimum of 1 tree per parking area island. c) Shall ensure that Off-Street Loading Spaces in any commercial Land Use District adjoining or fronting onto any residential property in a residential Land Use District area screened on each side by a wall, fence, berm, or hedge not less than 1.8 m (5.91 ft) in Height to the satisfaction of the Development Authority. d) Shall screen all outdoor storage areas from view of any adjacent arterial Road through the use of fencing, Landscaping masonry wall berm or combinations thereof, in addition to any other applicable regulations in this Part, to the satisfaction of the Development Authority.

Land Use District	Landscaping Required	Areas to be Landscaped	Minimum Tree Ratio
Commercial C-4	Minimum 15% of gross site area with a minimum of 40% of the total Landscaping required being placed within the Front Yard of the property.	a) Shall include a 3.0 m (9.84 ft) strip of landscaped area adjacent to a Property Line that abuts a Road. b) See "All Land Use Districts" for REQUIREMENTS	a) 1 tree and 2 shrubs per 30.0 m ² (322.92 ft ²) of gross landscaped area. b) 1 tree and 2 shrubs for each 20.0 m ² (215.28 ft ²) of parking area islands, with a minimum of 1 tree per parking area island. c) Shall ensure that Off-Street Loading Spaces in any commercial Land Use District adjoining or fronting onto any residential property in a residential Land Use District area screened on each side by a wall, fence, berm or hedge not less than 1.8 m (5.91 ft) in Height to the satisfaction of the Development Authority. d) Shall screen all outdoor storage areas from view of any adjacent arterial Road through the use of fencing, Landscaping masonry wall berm or combinations thereof, in addition to any other applicable regulations in this Part, to the satisfaction of the Development Authority.
Commercial CMU	Minimum 15% of gross site area with a minimum 40% of the total Landscaping required being placed within the Front Yard of the property.	a) Shall include a 3.0 m (9.84 ft) strip of landscaped area adjacent to a Property Line that abuts a Road. b) See "All Land Use Districts" for REQUIREMENTS	a) 1 tree and 2 shrubs per 30.0 m ² 322.92 ft ²) of gross landscaped area. b) 1 tree and 2 shrubs for each 20.0 m ² (215.28 ft ²) of parking area islands, with a minimum of 1 tree per parking area island. c) Shall ensure that Off-Street Loading Spaces in any commercial Land Use District adjoining or fronting onto any residential property in a residential Land Use District area screened on each side by a wall, fence, berm, or hedge not less than 1.8 m (5.91 ft) in Height to the satisfaction of the Development Authority. d) Shall screen all outdoor storage areas from view of any adjacent arterial Road through the use of fencing, Landscaping masonry wall berm or combinations thereof, in addition to any other applicable regulations in this Part, to the satisfaction of the Development Authority.

Land Use District	Landscaping Required	Areas to be Landscaped	Minimum Tree Ratio
Industrial I-1 I-2	Minimum 15% of gross site area.	a) Minimum 5.0 m (16.40 ft) landscape buffer adjacent to the Property Line that abuts or is adjacent to a residential Land Use District or otherwise determined by the Development Authority. b) A minimum 5.0 m (16.40 ft) landscape buffer adjacent to the Property Line that abuts Broadway Avenue, South Street, Vista Trail, Queen Elizabeth II Highway, Highway 2A and Highway 597. c) A minimum 3.0 m (9.84 ft) landscape buffer adjacent to the Property Line that abuts any other Collector or Arterial Road. d) See "All Land Use Districts" for REQUIREMENTS.	a) 1 tree and 2 shrubs per 45.0 m ² (484.38 ft ²) of gross landscaped area. b) Shall screen all outdoor storage areas from view of any adjacent arterial Road through the use of fencing, Landscaping masonry wall berm or combinations thereof, in addition to any other applicable regulations in this Part, to the satisfaction of the Development Authority.
Lands included in the Downtown Revitalization Plan and all Other Land Use Districts Urban Reserve, Public Facility, Municipal Reserve, Agricultural	At the discretion of the Development Authority.	See "All Land Use Districts" or REQUIREMENTS.	

3.15.1 Landscaping for all Land Use Districts

- a) A minimum of 300.0 mm (11.81 in) of topsoil to facilitate growth in the Landscaped areas shall be required.
- b) The following features shall apply:
 - i) deciduous trees must be at least 50% of trees provided with a minimum 60.0 mm (2.36 in) caliper;
 - ii) deciduous shrubs shall be a minimum 2.0 gallon;
 - iii) coniferous trees shall be a minimum 2.5 m (8.20 ft) in Height; and
 - iv) coniferous shrubs shall be a minimum 5.0 gallon.
 - v) ratio of deciduous/coniferous tree count shall represent between 25-75% of the required tree count as determined to be appropriate by the Development Authority.
 - vi) shrubs may be substituted for any 1 tree at the discretion of the Development Authority.

- c) All landscaped areas shall be designed to facilitate effective surface drainage consistent with a Lot grading plan.
- d) The developer is responsible for Landscaping boulevards and Road berms adjacent to the Lot of a Development site.
- e) Landscaping shall be completed by the end of the first full growing season following completion of construction or commencement of the use.
- f) Higher standard of Landscaping is required where properties are adjacent to Roads or Provincial Highways.
- g) Landscaping along the fence line should be positioned to the outside (Roadside) when the fence line is adjacent to a Road or Provincial Highway.
- h) Where practical, existing Landscaping or natural vegetation should be conserved which shall include water conversation methods and/or strategies, in accordance with the landscape plan and used to meet the requirements of this Bylaw unless, in the opinion of the Development Officer, it is necessary to effectively accommodate the Development. The retention of existing Landscaping, or natural vegetation where approved, shall count toward the total requirement of Landscaping required under this section.
- i) Landscaping shall be provided on all Lots in all Land Use Districts unless otherwise stated and may be required, if the opinion of the Development Authority, a property has been substantially enlarged to, an intensity of or change in use of the property has occurred.
- j) Where planned phased Development is proposed, an overall concept plan for Landscaping shall be approved prior to the first phase approval. Landscaping of the undeveloped areas of the Development may be required, if in the opinion of the Development Authority Landscaping is required and shall be landscaped with an approved ground cover.
- k) All Landscaping shall be maintained to the minimum standards of the Bylaw on an ongoing basis. Any tree or shrub required to meet the minimum standards of this Bylaw that does not survive shall be replaced within 1 year.
- l) Tree planting shall be in groupings or mulched beds to encourage improved growth, survivability, and aesthetics.
- m) Parking or storing of vehicles is not allowed on landscaped areas unless approved as a display area on approved Development Permit drawings.
- n) Lot coverage shall not be so extensive in any Land Use District as to prohibit the minimum Landscaping requirements of this Bylaw. Where existing site conditions may make it difficult to

achieve full compliance as otherwise required by the Bylaw, the Development Authority may allow a variance.

- o) Despite section 3.15.1 (k), if the Development Authority allows a variance from the requirements set out in this Part, the Development Authority may impose, as a condition of Development approval where feasible and practical, a Landscaping alternative that focus on the enhancement of streetscape and environmental performance by the addition of Landscaping between the Building and the adjacent Road, and in the parking areas adjacent to the Road.
- p) The Development Authority may require other types of screening at the discretion of the Development Authority to reduce visual impact between residential and non-residential Land Use Districts.
- q) Notwithstanding the Landscaping requirements set forth in this section, those lands in the C-1 and C-2 Land Use Districts included within the Downtown Revitalization Plan, Landscaping shall be determined by the Development Authority.
- r) When calculating the number of plantings required, the requirements shall be based on the amount of landscaped area required for the site. Where the calculation required results in a fractional number, the requirements shall be rounded up to the nearest whole number.
- s) Unless otherwise accepted by the Development Authority, trees or shrubs which are found at the time of an inspection that are identified as diseased or in a state of decline must be replaced within the next growing season.
- t) A xeriscaping plan, including drought tolerant and local plant species, prepared to the satisfaction of the Development Authority.
- u) To mitigate the impact of Development on stormwater run-off the developer, where practical, shall implement a plan for the incorporation of bioretention and bioswales prepared by a qualified professional and to the satisfaction of the Development Authority.

3.15.2 Parking and Screening Landscape Requirements

- a) All outdoor storage areas, Parking Facilities and loading areas must be appropriately screened from adjacent Buildings and Roads to the satisfaction of the Development Authority. All outdoor storage located along Queen Elizabeth II Highway, Highway 2A or Highway 597 must be screened by a 2.0 m (6.56 ft) solid white vinyl fence. Other forms of screening may include the use of a fence, berming, Landscaping or a combination of all 3.
- b) Where Off-Street Parking for 20 or more vehicles is required and is being provided at Grade, dispersed landscaped areas may be required within the interior of the parking area(s) for the purpose of providing visual relief and to break up large areas of parking into smaller cells, to the satisfaction of the Development Authority.

- c) Landscape islands and landscape peninsulas shall:
- i) be dispersed evenly throughout the parking area after 10 consecutive parking stalls in a row. This does not apply where a landscape strip has been provided between a row of parking stalls;
 - ii) be provided at the ends of each row to separate drive aisles from the end parking stall;
 - iii) contain any combination of trees provided the location of the trees in the landscape island or peninsula do not interfere with sight lines for pedestrian or vehicular traffic;
 - iv) be a minimum of 2.0 m (6.56 ft) on at least 1 side with a minimum 2.0 m (6.56 ft) island or peninsula Width;
 - v) include a concrete curb utilizing low impact design techniques; and
 - vi) allow for water infiltration.
- d) Where deemed appropriate and in any Land Use District, the Development Authority may require the planting of trees and shrubs, may require the construction of berms, the planting of a solid hedge, other vegetative screening, fencing or any combination of to adequately buffer an adjacent site from a Nuisance or any adverse effect.
- e) Any garbage collection area, open storage area, outdoor service area including any loading and vehicular service area, visible from an adjacent site in a residential Land Use District or from a Road other than a Lane, shall be fenced or have a screen planting or both as approved by the Development Authority to a maximum ground Height not exceeding 2.0 m (6.56 ft).
- f) For uses including auto wrecking, lumber yards, outdoor storage areas and such similar uses, where because of height of materials stored, a screen planting that would not be sufficient, a fence, earth berm or combination of both creating a height to substantially block the view, shall be substituted for the requirements outlined in this Part.
- g) Where conditions are not beneficial to horticultural practices, and a screen planting cannot survive, the Development Authority may require a wood fence, earth berm, masonry wall or combinations thereof, to be substituted to meet the requirements of this Part.

3.15.3 Review and Approval of Landscape Plans

- a) The Development Officer shall review the landscape plan to verify its compliance with the provisions of this Part. Provided that the purposes of this Part are achieved, written requests for alternative Landscaping schemes may be submitted to the Development Officer and may be considered when the following conditions apply:
- i) site conditions, topography or soil are such that full compliance is impossible or impractical
 - ii) safety considerations are involved, and no other alternative exists alternative exist to reduced potential hazards
- b) A landscape plan shall, to the satisfaction of the Development Officer, include the following:

- i) name of the project and/or applicant;
- ii) name and/or endorsement stamp of the landscape professional;
- iii) north arrow, plan scale and legal and civic address;
- iv) implement a temporary erosion and sediment control plan that includes how erosion and sediment control measures will be utilized until Landscaping is successfully vegetated;
- v) a color rendering, as viewed from adjacent Street at full maturity of plant life;
- vi) location of existing plant materials and indication as to whether they are to be removed or retained;
- vii) new plant materials shall be accurately scaled to mature size;
- viii) location of planting beds and identification of bedding material;
- ix) minimum number of trees and shrubs, in the required coniferous/deciduous ratio, required to be provided pursuant to the requirements of this section;
- x) total number of trees and shrubs proposed to be provided, and the proposed coniferous/deciduous ratio;
- xi) a list of any proposed variances;
- xii) identification of proposed surfacing of parking and storage areas;
- xiii) plant material list identifying the species/type of trees and shrubs and their planted size, as well as their typical mature size;
- xiv) a table indicating the required quantities of plan material as required by this Bylaw;
- xv) if Landscaping is being proposed within a utility right-of-way the plan must be endorsed by all utility companies that have access to the right-of-way, indicating their approval of the proposed Landscaping;
- xvi) all other physical features, existing or proposed; including berms, walls, fences, outdoor furniture, and decorative paving; and
- xvii) a site plan indicating Lot boundaries and Lot dimensions and the location of proposed Landscaping and features in relation to all existing and proposed Buildings, Signs, outdoor storage areas, parking areas, display areas, approaches, Driveways, fences, and utility rights-of-way.

- c) The Development Officer may authorize minor changes to an approved landscape plan without requiring a separate Development Permit application.

3.16 Drainage

- a) All roof drainage from a Building shall be directed onto the Parcel upon which the Building is located satisfactory to the Development Officer.
- b) Any Landscaping and/or recontouring shall be done so that the finished Grade does not direct surface drainage or cause an accumulation of drainage onto the adjoining site unless otherwise approved by the Development Authority.
- c) Maintenance and/or drainage and utility Easement(s) may be required between abutting Buildings and/or through private yards of 1 or more Dwellings to ensure adequate access for property, drainage, and utility maintenance.

- d) To improve urban environmental quality through the reduction of storm water, the Development Authority may consider the implementation of a low impact design measure for eco roof design prepared by a qualified professional and to the satisfaction of the Development Authority.

3.17 Manufactured Homes, Ready to Move and Modular Homes

- a) For Manufactured Homes placed in a residential Land Use District other than in Residential Manufactured Home Park District (R-MHP), in addition to any other requirements in this Bylaw, the size, form and external appearance of a Manufactured Home shall be acceptable to the Development Authority having regard to compatibility with other Buildings in the vicinity; and a Manufactured Home shall:
- i) be of new construction, such that it is being transported directly from the factory or sales dealership to the residential site
 - ii) maintain a minimum roof pitch of 4:12
 - iii) possess a roof surface of asphalt shingles, clay or concrete tiles, slate, or wood shakes
 - iv) have a minimum roof overhang or eaves of 0.4 m (1.31 ft) from each external wall
 - v) maintain a minimum Width of 6.1 m (20.01 ft)
 - vi) maintain a maximum length to Width ratio of 3:1
 - vii) be placed on a Permanent Foundation consisting of a Basement, slab on Grade
 - viii) ensure that all 4-sides of the Building be skirted or have the undercarriage fully concealed with false walls
 - ix) a minimum Floor Area as required in the applicable Land Use District
 - x) the Manufactured Home cannot be removed from the residential site unless approval and a Development Permit is granted by the Development Authority

3.18 Objects Prohibited or Restricted in Yards

- a) No Owner, or person in lawful possession and control, of a Parcel in a residential Land Use District, shall allow:
- i) any vehicles or equipment of any kind that is in a state of disrepair, partially dismantled, inoperable, or dilapidated to remain on the Parcel;
 - ii) any temporary Structure or Canvas Covered Structure used for storage purposes are prohibited in all Land Use Districts, except those listed below:
 - i. temporary Structures or Canvas Covered Structures may be considered in the I-1 Industrial Light District, I-2 Heavy Industrial District and PF – Public Facility District subject to the provisions of section 4.1, Accessory Development.
 - iii) any excavation, storage or piling up of materials required during construction unless all necessary safety measures are taken, and they ensure that construction is completed as soon as practicable;
 - iv) a motor vehicle, boat, utility trailer/cargo trailer, Off Highway Vehicle or Recreational Vehicle to be parked or to remain on any part of any Landscaped area of any Front Yard or Side Yard of the Parcel in a residential Land Use District;

- v) a commercial vehicle, loaded or unloaded with the following characteristics, to be parked or to remain on any part of the Parcel in a residential Land Use District, except when it is parked for the purpose of, and is in the process of, loading or unloading:
 - i. having a gross vehicle weight exceeding 7,500 kg; or
 - ii. having more than 1 rear axle; or
 - iii. being more than 6.65 m (21.82 ft) in length
- vi) A Recreational Vehicle (including a holiday trailer, camper, motor home,) to be parked or to remain on the:
 - i. Front Yard of any Parcel, unless it is on a Parking Pad (Part 8, Schedule A4) and perpendicular to the Road in front and does not, within 0.25 m (0.82 ft), overhang the sidewalk or curb, Lane, or Road, or in any manner that protrudes, poses a traffic or safety hazard, or is otherwise not entirely within the property boundaries of the Parcel; or,
 - ii. Side Yard of any Parcel when that Side Yard is adjacent to a paved Road unless it is on an approved Parking Pad.
- vii) Notwithstanding section 3.18 (vi) above, a Recreational Vehicle, boat or utility trailer in any manner that reduces the number of available Off-Street Parking stalls that are required for the uses of the Parcel listed in Part 6 and in accordance with section 3.20.
- viii) In a residential Land Use District, no person shall allow a Recreational Vehicle to be used for living or sleeping accommodations.
- ix) In all other non-residential Land Use Districts, a Recreational Vehicle may only be used for living and sleeping accommodation when parking in an approved Campground.

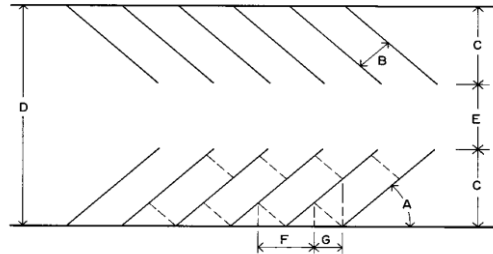
3.19 Outdoor Lighting

- a) With the exception of Street lighting, outdoor lighting provided for security, display or attraction purposed for any Development shall be arranged so that no direct rays of light are directed at any adjoining site or interfere with the effectiveness of adjacent traffic signals.
- b) All Development, including the repair and replacement of fixtures, shall incorporate 'dark sky friendly' lighting practices that minimize light pollution, glare, and adverse illumination on adjacent Parcels, while maintaining nighttime, on-site safety and security while allowing for illumination of Buildings, Landscaping, and outdoor displays.
- c) All outdoor lighting fixtures shall be located, aimed, and shielded in a manner that does not directly illuminate a Road or an adjacent residential area.
- d) As a condition of the Development Permit approval, the Development Authority may require a site lighting plan, prepared by a qualified professional.

3.20 Parking and Loading Standards

3.20.1 General Parking and Loading Provisions

- a) The applicant may be required, as a condition of Development Permit, to provide an irrevocable letter of credit to the Town equal to 100% of the estimated paving costs associated with parking and loading, in accordance with section 2.7.
- b) Where security is required under section 2.7 and subsection a) above, site plans shall be accompanied by a quote from a certified professional indicating the estimated cost of the parking and loading paving.
- c) Any calculation of the number of parking stalls which produces a requirement for part of a stall shall be rounded up to the next highest whole number.
- d) Where an Electric Vehicle Charging Station is provided, the Development Authority shall determine what proportion of the Electric Vehicle Charging Station may contribute towards the minimum parking requirement.
- e) For uses not listed in this section, the number of stalls shall be determined by the Development Authority having regard to similar uses listed and the estimated traffic generation and attraction of the proposed use.
- f) The Development Authority may refuse a Development Permit if the application does not meet the parking and/or loading requirements.
- g) All Off-Street Parking areas, where entered onto by a paved Road, shall be Hard Surfaced as defined in this Bylaw.
- h) When a Building is enlarged or the use of a Parcel or Building is changed or increased in intensity, the additional parking stalls to be provided shall be limited to the difference between the requirement of the original Building or use and that of the enlarged Building or changed to intensified use.
- i) The parking stall requirement on a Parcel which has or is proposed to have more than 1 use shall be the sum of the requirements for each of those uses.
- j) Each parking stall shall have dimensions of not less than 2.75 m (9.02 ft) by 6.0 m (19.69 ft).
- k) The dimensions of parking areas shall be as set out in the following diagram and table below:



A Parking Angle	B Stall Width	C Stall Depth	D Overall Depth	E Manoeuvring Space	F Curb Length	G Row End Length
0	2.75 m (9.02 ft)	2.75 m (9.02 ft)	9.0 m (29.53 ft)	3.5 m (11.48 ft)	6.7 m (21.98 ft)	0 m
30	2.75 m (9.02 ft)	5.0 m (16.4 ft)	13.5 m (44.29 ft)	3.5 m (11.48 ft)	5.45 m (17.89 ft)	0.85 m (2.79 ft)
45	2.75 m (9.02 ft)	5.7 m (18.7 ft)	15.4 m (50.52 ft)	4.0 m (13.12 ft)	3.85 m (12.63 ft)	2.05 m (6.75 ft)
60	2.75 m (9.02 ft)	6.0 m (19.69 ft)	17.5 m (57.41 ft)	5.5 m (18.04 ft)	3.2 m (10.49 ft)	2.0 m (6.56 ft)
90	2.75 m (9.02 ft)	6.0 m (19.69 ft)	18.0 m (59.06 ft)	7.0 m (22.97 ft)	2.75 m (9.02 ft)	0 m

- l) The following minimum number of parking stalls shall be provided and maintained upon the use of a Parcel or a Building in any Land Use District as Part 6 of this Bylaw. Any calculation of the number of parking stalls which produces a requirement for part of a stall shall be rounded up to the next highest integer.

COMMERCIAL	MINIMUM PARKING REQUIREMENT
Any use not listed separately within this table with a gross Floor Area (GFA) of:	
1. Less than 4,500 m ²	2.5 / 100 m ² of GFA
2. 4,500 m ² to 9,000 m ²	3 / 100 m ² of GFA
3. 9,000 m ² to 28,000 m ²	3.5 / 100 m ² of GFA
4. Greater than 28,000 m ²	4 / 100 m ² of GFA
Animal Boarding/ Breeding Facility	2 / 100 m ² of GFA
Veterinary Clinic, Hospital	
Commercial School	1 / 8 students or 22 / 100 m ² of GFA, whichever is greater
Commercial Service Facility	1 / 100 m ²
Daycare	1 / 50 m ² of GFA + 1 stall / employee
Drinking Establishment	1 / 4 seats or 1 / 3 m ² of GFA whichever is greater
Drive-Through Business	2.5 / 100.0 m ² , minimum 5

Food Service, Restaurant	1 / 4 seats or 2.2 stalls / 100.0 m ² of GFA, whichever is greater. (The Development Authority may vary to accommodate more intensive uses)
Funeral Homes	1 / 5 seats (Based on Occupancy)
Gas Bar	2.5 stalls / 100.0 m ² GFA +1 per pump island
Greenhouse, Major	2 / 100.0 m ² GFA of Retail Sales + 1 / 100.0 m ² GFA of yard and/or warehouse
Health Services Office/Medical, Dental	5 / 100.0 m ²
Live Work Unit	1 additional parking stall / unit
Motels/Hotels	1 / guest room and 2 / 100.0 m ² Office space
Office/Business Support Service	3.5 / 100.0 m ²
Personal Services	2.5 / 100.0 m ²
Recreation and Entertainment Facilities	1 / 4 seats
Automotive Services	2.5 / 100.0 m ²
Retail, Adult, Alcohol, Cannabis,	2 stalls / 100.0 m ² GFA
Retail, General	4 stalls / 100.0 m ² GFA
Retail, Shopping Centre	5 stalls / 100.0 m ² GFA
Truck/Manufactured Home Sales/Rental	2.5 / 100.0 m ²
Vehicle Repair	2 / service bay
Vehicle Sales/Rental	2.5 / 100.0 m ² GFA
Warehouse Sales	5 / 100.0 m ² GFA

INDUSTRIAL	MINIMUM PARKING REQUIREMENT
Any industrial use not listed separately in this schedule	3 / establishment or 1 / 100.0 m ² GFA or as determined by the Development Authority, minimum 6 / tenant + 2.0 / 100.0 m ² GFA Office
Autobody Repair, Paint	2 / service bay
Contractor, Minor	3 / establishment or 1 per 100.0 m ² GFA, whichever is greater
Contractor, Major	
Greenhouse, Major	2 / 100.0 m ² GFA of retail sales Structure plus 1 per 100.0 m ² GFA of yard and/or warehouse
Office for Industrial Uses Listed	2 / 100.0 m ²
Industrial, General	3 / establishment or 1 / 100.0 m ² GFA, whichever is greater
Industrial, Heavy	(The Development Authority may vary this regulation to accommodate more labour-intensive uses)
Industrial, Manufacturing	
Warehousing, Storage Buildings and Yards	1 / 100.0 m ² . Minimum 4 / tenant or business

PUBLIC FACILITY	MINIMUM PARKING REQUIREMENT
Cemetery	10 / hectare
Community Facility	3.5 / 100.0 m ² GFA
Emergency Services	2 / 100.0 m ² GFA, excluding parking Garages
Municipal Uses	2 / 100.0 m ² GFA
Religious Assembly	1 / 3 fixed seating spaces; or 20 / 100.0 m ² of Floor Area used for assembly, recreation, or other Accessory Uses
School	
1. Elementary or Junior High School	1 / classroom or 1 / 10 students, whichever is greater
2. Senior High School	5 / classroom or 1 / 5 students, whichever is greater

PUBLIC/RECREATIONAL	MINIMUM PARKING REQUIREMENT
Campground	1 / camping space
Hospitals	1 / 4 beds and 1 / 2 employees

PUBLIC FACILITY	MINIMUM PARKING REQUIREMENT
Public Assembly Buildings	1 / 4 seats
Recreation, Community	11 / 100.0 m ² GFA plus an additional 10 / 100.0 m ² for area used for assembly to a maximum of 50% of which may be provided on an immediately abutting School site
Recreation, Indoor parking is as follows for:	1 / 3.5 seats or 31 / 100.0 m ² GFA used by patrons
	3 / Lane
Bowling Alley	3 / sheet
Curling Rink	1 / 100.0 m ² GFA
Health & Fitness centres	1 / 3.5 seats or 1 / 5 m ² of playing/water surface
Hockey rink and pools	2 / court
Racquet and other sport facilities	
Recreation, Outdoor	1 / 3.5 seats or 31 / 100.0 m ² GFA used by patrons.

RESIDENTIAL	MINIMUM PARKING REQUIREMENT
Accessory Suite	2 / Suite
Apartment	1 / 1 Bedroom Unit; 2 / 2 Bedroom Unit; 2 / 3 Bedroom Unit; Plus 1.5 / every 5 units as designated guest parking
Detached Dwelling, Manufactured, Modular or Moved-in	2 / Dwelling
Duplex	
Row Housing	2 / Unit plus 1 / stall for every 5 units for designated guest parking
Stacked Row Housing	
Multiple Housing Development	
Assisted Living Facility	0.5 / unit to provide for residents; 1 / 7 units for visitor & day staff with a minimum of 3 stalls
Bed & Breakfast	1 / guest room
Boarding & Lodging House	1 stall / 2 persons being accommodated
Manufactured Home Park	2 / Dwelling plus 1 / 4 Dwellings as designated guest parking
Residential Sales Centre	2 / sales centre
Residential Security/Operator Unit	1 / unit
Temporary Care Facility	0.4 / unit to provide for residents; visitor & day staff, minimum of 3 stalls

m) A minimum standard of 24.7 m² (265. 87 ft²) per parking stall shall be used for general calculations for the areas of Parking Facilities or the number of parking spaces in a Parking Facility.

n) For Development in Commercial Central District (C-1), where in the opinion of the Development Authority, it is impractical because of Lot shape, proposed Building configuration, orientation of adjacent Buildings, or economic viability to provide any or all of the required parking stalls, the Development Authority may:

- i) reduce the number of parking stalls required; or
- ii) waive the provisions of any parking stalls.

o) Parking stalls shall be located on the same Parcel as the use for which they are being provided.

3.20.2 Alternate, Shared and Tandem Parking

- a) For non-residential uses, a minimum of 75% of the parking required by this Part shall be located on the same Parcel as the use for which they are being provided unless otherwise determined by the Development Authority
- b) Notwithstanding section 3.20.2 (a) above, the alternate parking spaces shall be located within 200.0 m (656.17 ft) of the proposed Development
- c) A caveat, ensuring the use of the Parcel for the required number of parking spaces is registered onto the Certificate of Title for that Parcel.

3.20.3 Shared Parking

- a) Shared use of the same on-site parking spaces to meet the requirements of 2 or more Developments may be allowed at the discretion of the Development Authority, provided:
 - i) The normal business hours of each Development do not overlap.
 - ii) The total quantity of spaces is at least equal to the required spaces for the Development in operation at any given time.

3.20.4 Tandem Parking

- a) Detached Dwelling, Duplex, Manufactured Home, 2 parking stalls per Dwelling may be in tandem and may include 1 in a Garage space. Where possible, Tandem Parking accessed by way of the rear Lane shall be avoided.
- b) Stacked Row Housing and Row Housing may provide for Tandem Parking for Developments where individual Driveways are provided.
- c) Tandem Parking, at the discretion of the Development Authority, may be considered for a Home Based Business 3.

3.20.5 Bicycle Parking Requirements

- a) To encourage alternate forms of transportation, in addition to the required vehicular parking, bicycle parking shall be provided as follows:
 - i) a residential site of 20 or more Dwellings and all non-residential uses the Development Authority deems necessary shall provide bicycle parking equal to a minimum of 5% of the number of vehicular parking spaces required for the use
 - ii) educational and recreational facilities shall provide a minimum of 10% of the required number of vehicular parking spaces
- b) Required bicycle parking spaces shall be wholly provided on the same site as the Development.

- c) Required bicycle parking spaces shall be located on designated Hard Surfaced areas, not interfering with pedestrian traffic, and shall be illuminated.

3.20.6 Driveways

- a) Any Building into which a vehicle may enter shall have a Driveway on the Parcel at least 6.0 m (19.69 ft) in length.
 - a. ~~except where a Driveway enters from a Lane where access shall be either at least 6.0 m (19.69 ft) from the Property Line or maintain a minimum of 1.0 m (3.28 ft) from the Property Line; or~~
 - a-b. ~~except in those cases where an Easement has been placed along the Rear Property Line, in which case the Building Setback shall be either 6.0 (19.69 ft) or the width of the Easement plus 0.5 m (1.64 ft) from the Lane.~~
- b) Where no access by way of the Lane is provided to a Building, the Driveway shall meet the minimum requirements for a parking stall as listed in this section
- c) Where the Driveway services not more than 4 Dwellings, all at Street intersection Driveways shall be Setback a minimum of 6.0 m (19.69 ft) except where existing or planned traffic volumes indicate that a greater distance is required to improve or maintain traffic safety and efficiency.
- d) The minimum width of a Driveway shall be 3.0 m (9.84 ft) and where possible shall be grouped together in pairs to maximize the space available for on Street parking.
- e) To ensure that the movement of traffic is both safe and efficient, the Development Authority will prohibit Driveways onto Highways/Expressways and arterial Roads as defined in the Town of Blackfalds Transportation Master Plan and amendments thereto, and where, in the opinion of the Development Authority, the Driveway would be liable to create a hazardous traffic situation.
- f) Where access is gained directly from a paved Road, Driveways and parking areas shall be Hard Surfaced.

Commented [JT19]: Amendment #2.18 - the additional changes identified are formatting

3.20.7 Loading Space Requirement

- a) For new Development, change in use of existing Development, or enlargement of existing Development, on site Loading Space shall be provided and maintained in accordance with the requirements of this Bylaw.
- b) Loading Spaces shall be provided within the property boundaries of the Development and is subject to all Setbacks and yard requirements specified in this Bylaw.
- c) Access to any Loading Space shall be provided, where possible, internally to the Development or from a Lane adjacent to the Development.

- d) Access arranged such that no backing or turning movement of vehicles to and from causes undue interference with traffic on adjoining or abutting Roads or Lanes.
- e) Loading Spaces shall be required for all non-residential Development and Apartments.
- f) Loading Spaces shall be designed and located so that all vehicles using those spaces can be parked and manoeuvred entirely within the bounds of the Parcel before moving onto a Road.
- g) Loading Spaces shall be located in Rear and Side Yards only.
- h) A Loading Space shall be at least 3.5 m x 8.0 m (11.48 ft X 26.25 ft), with an overhead clearance of at least 4.6 m (15.09 ft).
- i) Hard surfacing of the Loading Space shall be required where a Loading Space enters a paved Road; otherwise, the Development Authority may allow all weather surfacing.

DEVELOPMENT TYPE	MINIMUM LOADING SPACE REQUIREMENT
Residential and residential related uses	n/a
Commercial and industrial uses, except those uses listed specifically	1 / 1,900.0 m ² (20,451 ft ²)
Hotel	1 / 2,800.0 m ² (30,139 ft ²)
Motel	
Food Service, Restaurant	
Drinking Establishment	
Institutional and service uses	1 / 2,800.0 m ² (30,139 ft ²)
Community, recreational and cultural uses	
School, senior high	1.5 / 100 students, minimum 5 plus minimum 5 bus Loading Spaces

3.20.8 Residential Parking Requirements

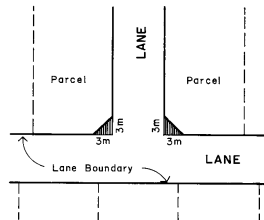
- a) All parking areas required for a 4-plex, Multiple Housing Development, Row Housing, Stacked Row Housing, and Apartments, shall be Hard Surfaced.
- b) All parking areas required for Detached Dwellings and a Duplex shall contain all weather surfaces (gravel) where access is via a Lane.

3.20.9 Sight Lines

- a) No person shall erect, place, or allow any Building, fence, vehicle or trailer, screening material or object, and no person shall plan or be allowed to grow any hedges, trees or vegetation which exceeded 1.0 m (3.28 ft) in Height on a portion of a corner site.

b) In the Front Yard of a site in a residential Land Use District, no fence or hedge more than 1.0 m (3.28 ft) in Height shall be allowed within 6.0 m (19.69 ft) of the intersection of a Driveway or land and a Road.

c) In the case of a site which is at the intersection of a Lane, within a triangular area 2 sides of which shall be a minimum of 3.0 m (9.84 ft) long, measured from the corner of the corner site along the boundaries of the Lot which meet at the said intersection, and the third side by drawing a line to connect points so determined on each such boundary (for illustrative purposes).



3.20.10 Vehicle Access Parking Space Standards

- a) In locating a Building for which vehicle access is intended:
 - i) any private Garage shall not be erected or placed on the Rear Yard of a site closer to the side where the vehicle entrance to the Garage or Carport faces a Lane, the Building Setback shall be either 6.0 m (19.69 ft) or 1.0 m (3.28 ft) from the Lane, except in those cases where an Easement has been placed along the Rear Property Line, in which case the Building Setback shall be either 6.0 m (19.69 ft) or the width of the Easement plus 0.5 m (1.64 ft) from the Lane.
 - ii) where the vehicle entrance door to a Garage faces a side boundary of the site which abuts an adjacent Lot, the Building shall not be less than 6.0 m (19.69 ft) from that side boundary.
 - iii) any other Building into which a vehicle may enter shall be placed so that a 6.0 m (19.69 ft) minimum Driveway exists between the Property Line, Road or Lane and the vehicle entrance door.
 - iv) All accesses to any Garage, Carport or Parking Pad must be Hard Surfaced if entering from a hard-surfaced Road or Street.

3.20.11 Barrier Free Parking Stalls

- a) Barrier free parking stalls shall be located as close as possible to ramps, Walkways and Building entrances.
- b) Parking shall be arranged in such a way that creates a barrier free path of travel.
- c) For conditions requiring more than 2 barrier free parking stalls, no more than 2 stalls shall be placed adjacent to each other. If there are several accessible Building entrances, a stall shall be located near each entrance.
- d) Each parking stall shall be clearly identified by painting the international symbol of accessibility. ~~The symbol shall be in white on a blue background and have a minimum size of 0.9 m X 0.9 m.~~

(2.95 ft X 2.95 ft) The symbol and minimum size of each barrier free parking stall shall be in accordance with the *Alberta Building Code*.

Commented [JT20]: Amendment #2.19

- e) The international symbol of access shall be painted on the pavement of all Off-Street barrier free parking stalls with a nonslip paint and displayed with a vertically mounted Sign conforming to the Height requirement set forth in accordance with the *Alberta Building Code*.
- f) The access aisle shall lead to a curb cut to the adjacent sidewalk connecting to a Building entrance.

- g) ~~The number of barrier free parking stalls shall be as follows:~~ The number of barrier free parking stalls provided shall be in accordance with the *Alberta Building Code*.

Commented [JT21]: Amendment #2.20

NUMBER OF STANDARD VEHICLE PARKING STALLS	NUMBER OF BARRIER FREE VEHICLE PARKING STALLS
1 to 25	1
26 to 50	2
51 to 100	3
>100	3 plus 1 / 100

3.21 Relocation of Buildings

- a) No person shall, unless a Development Permit has been issued by the Development Authority:
 - i) place on a Parcel, a Building which has been previously erected or placed on a different Parcel, or
 - ii) alter on a Parcel, the location of a Building which has already been constructed on that Parcel;
- b) A Development Permit is required when a Building is moved to a new location, either within a site, or from 1 site to another. The relocated Building must comply with the regulations of the Land Use District into which it is being relocated.
- c) A Development Permit for the removal of a Building from a site requires proof of service disconnection for all applicable utilities.
- d) Any Building receiving approval to be relocated shall be brought up to all existing Federal, Provincial and Municipal standards, codes, regulations, and Bylaws.
- e) In addition to the requirements of section 2.10, the applicant must submit the following information:
 - i) recent colour photographs showing all sides of the Building;
 - ii) a statement on the age, size, and condition of the Building;
 - iii) a statement prepared and signed by a qualified person on the structural condition of a Building; and
 - iv) a statement of proposed improvements to the Building.

- f) The Development Authority may inspect the Building, which is proposed to be relocated or, at the applicant's expense, may request an inspection by a professional who will provide a written certification of the Buildings structural condition as well as any deficiencies relating to Building codes or regulations.
- g) Where a Development Permit has been granted for the relocation of a Building either on the same Parcel or from another Parcel, the Development Authority shall require a letter of credit or form of securities satisfactory to the Development Authority, of not less than \$20,000, to ensure completion of any renovations set out as a condition of approval of a permit.
 - i) The Development Authority may, at their sole discretion, allow for a letter of credit or form of security less than \$20,000 if the Development Permit granted for the relocation of a Building is an Accessory Building
- h) The Development Authority may issue a Development Permit for the proposed Building with or without conditions or subject to such additional condition(s) as deemed necessary to ensure that the Building is renovated to a satisfactory standard.
- i) All structural and exterior renovations shall be completed within 1 year of the issuance of a Development Permit, unless otherwise approved by the Development Authority.

3.22 Site Grading and Tree Clearing

3.22.1 Site Grading

- a) A Development Permit shall be required for any Site Grading, excavations, stripping and/or grading of land with appropriate plans, including placement of any material, as required by the Development Authority prior to commencement.
- b) A temporary fence shall be erected around all excavations which in the opinion of the Development Authority may be hazardous to the public.
- c) Where finished ground elevations are established, all grading shall comply with approved plans.
- d) All topsoil shall be retained on the Parcel, except where it must be removed for Building purposes.
- e) A Letter of Credit and Development Agreement may be required if the Site Grading area is in excess of 1,000.0 m² (10,763.91 ft²) or as determined by the Development Authority.
- f) Notwithstanding sections 3.22.1 (a)-(e), a Development Permit is not required for manual ground disturbances subject to the preliminary identification of buried infrastructure affecting the Parcel.

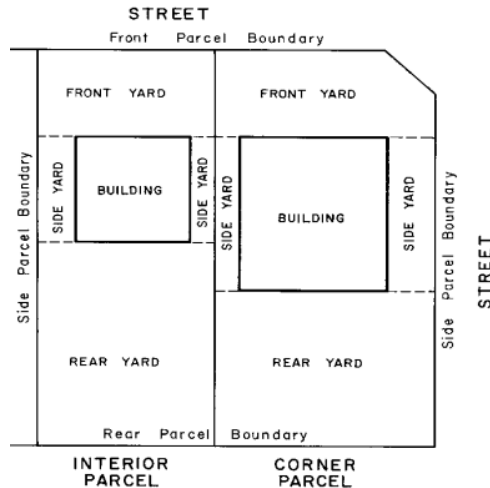
3.22.2 Tree Clearing

- a) Unless otherwise exempt from requiring a Development Permit pursuant to section 2.9 of this Bylaw, a Development Permit application shall be required for Tree Clearing.
- b) The Development Permit application for Tree Clearing shall require the following information:
 - i) purpose of proposed Tree Clearing;
 - ii) detailed description of vegetation to be cleared;
 - iii) proposed schedule for Tree Clearing;
 - iv) proposed access and haul route(s); and
 - v) reclamation plan.
- c) When considering a proposal for Tree Clearing, the Development Authority shall review:
 - i) any potential for the trees to be incorporated into future Development to meet the Landscaping provisions of section 3.15;
 - ii) the Municipal Development Plan and any other relevant Statutory Plans;
 - iii) the protection of Environmentally Sensitive Lands and watercourses;
 - iv) possibility of any environmental reserve designation;
 - v) potential Nuisance and safety effect on any Adjacent Lands;
 - vi) habitat maintenance during wildlife nesting; and
 - vii) the health and size of the native trees.

3.23 Yards and Projections

3.23.1 Front Yard

- a) Where lands affected by a Corner Lot, the Front Yard shall be the narrower of the 2 Frontages. If equal, the Front Yard shall be at the discretion of the Development Officer.
- b) The Development Officer may require a corner site to provide a greater Setback from the front Lot Line than is required within the Land Use District having regard for the orientation and access of the Development and the adjacent properties.



3.23.2 Projections

- a) The following features may project into a required Setback as provided for below, provided there is no encroachment onto an Easement or utility right-of-way:
 - i) in residential Districts, Structures such as fire pits and/or outdoor fireplaces, eaves, bay or bow windows, unenclosed decks and steps, canopies and balconies may project into a minimum Yard provided that the projection does not exceed:
 - i. 1.5 m (4.92 ft) into the minimum Front Yard;
 - ii. one half of the minimum Side Yard required for the Building;
 - iii. 3 m (9.84 ft) into the minimum Rear Yard; and
 - iv. no part of or attachment to a Principal Building, including unenclosed decks more than 1.6 m (5.25 ft) above grade, shall project into a Front Yard or Rear Yard any closer to the side property boundary than the distance in section 3.23.2 (ii) above
 - ii) in all other Districts, the parts of and attachments to a Principal Building or an Accessory Building which may project over or on a minimum Yard are:
 - i. any projection not exceeding 1.5 m (4.92 ft) into a Front Yard or Rear Yard;
 - ii. any projection not exceeding 0.6 m (1.97 ft) into a Side Yard; and
 - iii. exterior fire escapes not exceeding 1.2 m (3.94 ft) in width.
- b) Except as otherwise provided in this Part, Projections to foundation walls and footings, or on piles, are deemed to be part of the Building and shall not be considered a Projection over a yard.
- c) No portion of a Building other than eaves, Signs or canopies shall project into a public or private right-of-way.

- d) Notwithstanding this section, accessibility ramps may project without limits into a required Setback provided:
- i) the ramp provides access to the main floor or lower level of the Building
 - ii) in a residential Land Use District:
 - i. the area of any landing is less than 3.6 m² (38.75 ft²)
 - ii. the maximum ramp width is 1.2 m (3.94 ft)

3.24 Other Uses

- a) All uses which are not covered by specific regulations in this Bylaw shall, in accordance with the following guidelines, be:
- i) separated from adjacent uses by such a distance as to ensure that there will be no adverse impact upon or by those adjacent uses
 - ii) at a Density which is consistent with that prevailing in the area, unless otherwise provided for in a Statutory Plan
 - iii) set back from any Parcel boundary abutting a Road a sufficient distance to ensure that the Development will not be visually intrusive, having regard to any possible changes in surrounding uses
 - iv) of a Height which will be consistent with that prevailing in the area
 - v) developed in such a manner that there will be no adverse impact upon or by traffic on adjacent Roads
 - vi) developed in conformance with any applicable Statutory Plan designed, constructed and the exterior finished to the satisfaction of the Development Authority, who shall ensure, as far as practical, that materials will be used which are appropriate and compatible with the standard of surrounding Developments.

PART 4.0 SPECIFIC USE REGULATIONS

4.1 Accessory Development and Accessory Buildings

4.1.1 Accessory Development

- a) Any Accessory Building that exceeds 10.0 m² (107.64 ft²) shall require a Development Permit.
- b) An Accessory Building, Structure or Accessory Use shall be considered a Permitted Use when accessory to a Permitted Principal Use and a Discretionary Use when accessory to a Discretionary Principal Use.
- c) No Accessory Building may be constructed, erected, or moved on to any site in any Land Use District prior to the time of construction of the Principal Building to which it is accessory to.
- d) Unless otherwise provided in this Bylaw, all Accessory Buildings shall conform to the site regulations for the Land Use District in which they are located.
- e) Where a Building is attached to the Principal Building on a site by a roof, an open or enclosed Structure, a floor, or a foundation, it is to be considered a part of the Principal Building and not as an Accessory Building.
- f) An Accessory Building or Structure shall not be constructed over an Easement or right of way.
- g) An Accessory Building, or any portion thereof, shall not be used as a Dwelling.
- h) No Accessory Building or any portion thereof shall be erected or placed within the Front Yard of a Parcel.
- i) The size of an Accessory Building may not exceed the size of the Principal Building.
- j) An Accessory Building shall consider the Principal Building appearance to ensure compatibility and incorporate similar exterior colours and materials.

4.1.2 Accessory Buildings in Residential Land Use Districts

- a) For the purposes of this section, sheds and detached Garages are classified as Accessory Buildings.
- b) There shall be no more than 2 Accessory Buildings per residential Lot.
- c) An Accessory Building shall:
 - i) be situated so that the exterior wall is a minimum of 1.0 m (3.28 ft) from the side and rear boundaries of the Parcel, except Buildings having vehicle access, which are regulated by section 3.20

- ii) not be situated closer to the other side Parcel boundary or the rear Parcel boundary, and where Sight Triangles are required at the intersection of Roads, it shall comply with subsection 3.20.9
- d) An Accessory Building shall not be more than 5.0 m (16.40 ft) in Height and shall not exceed the Height of the Principal Building
- e) An Accessory Building that is a shared Garage may be developed on the common Lot Line. The minimum Side Yard for the opposite side Lot Line shall be as required within the Land Use District provisions and,
 - i) a caveat, for any shared wall shall be registered onto the Certificate of Title for the affected Parcels.
- f) An Accessory Building or Structure on a double fronting Lot shall be sited as if a Front Yard is required on both Lot Lines abutting Roads unless it is a residential Lot with its access from 1 Street consistent with Lots on the same block
- g) The Setback for an Accessory Building or Structure shall not be less than the Side Yard required for the Principal Building on the side Lot Line abutting a flanking Road
- h) An Accessory Building to which a vehicle may enter shall conform to section 3.20

4.1.3 Other Land Use Districts

- a) For an Accessory Building or Use visible from a Highway and/or major Road, the Development Authority shall also take into consideration the Building appearance, orientation and design and may add any conditions necessary to ensure such Building is suitable to the character of the existing Development in the Land Use District as well as its effect on adjacent Land Use Districts.
- b) The Development Authority may require a higher level of Landscaping and buffering to ensure that the Building is appropriately screened.

4.2 Accessory Suites

- a) An Accessory Suite shall be a Discretionary Use within a Dwelling located in the R-1M Residential Single Dwelling Medium Lot District and the R-1L Residential Single Dwelling Large Lot District
- b) An Accessory Suite includes the Development or conversion of Basement space or above Grade space to a separate Dwelling or the addition of new floor space for an Accessory Suite to an existing Detached Dwelling, and
 - i) is a self-contained unit with a separate Kitchen, sleeping and sanitary facilities which are physically separate from those of the Principal Dwelling within the Structure
 - ii) has an entrance separate from the entrance to the Principal Dwelling either from a common indoor landing or directly from the side or rear of the Structure
 - iii) shall contain a maximum of 2 bedrooms

- c) The maximum number of Accessory Suites per Detached Dwelling is limited to 1.
- d) An Accessory Suite shall provide 2 additional Off-Street Parking stall in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
- e) The number of Dwellings allowed to have Accessory Suites within a neighbourhood area shall not exceed 10% of the total units in that subdivision, neighbourhood and the Accessory Suites are to have a distance of 10 Dwellings and/or Lots between Accessory Suites as per final approval by the Municipal Planning Commission.
- f) A Home Based Business 2 and Home Based Business 3 shall not be allowed within an approved Accessory Suite.

4.3 Alternative Energy Collecting and Storing Devices

4.3.1 Solar Energy Devices

- a) Solar energy devices and all components associated with the devices shall meet the Setback and Height coverage requirements of the Land Use District in which they are placed.
- b) Solar energy devices attached to a Principal or Accessory Building should be integrated with the roof or wall/Structure. The mounted panel:
 - i) should not project more than 0.15 m (0.49 ft) from the surface of the Building
 - ii) should not project vertically more than 1.0 m (3.28 ft) above the roof line in residential Land Use Districts, and not more than 1.8 m (5.91 ft) above the roof line in all other Land Use Districts, where located on Buildings with flat roofs
 - iii) should not extend beyond the outermost edge of the roof or wall to which it is mounted.
- c) Solar energy devices not attached to a Building shall:
 - i) be located in a Side or Rear Yard only
 - ii) not exceed 2.5 m (8.20 ft) in Height above the ground
 - iii) be screened from adjacent properties with a fence, Landscaping, or other means of screening, to the satisfaction of the Development Authority.

4.3.2 Geothermal Energy Devices

- a) Geothermal energy devices shall ensure the underground components meet the required Setbacks for accessory and accessory residential Buildings in the Land Use District
- b) In the case of above ground components, the geothermal energy devices shall:
 - i) in a residential Land Use District, be subject to the Land Use District requirements for an Accessory residential Building on the Parcel where the device is located

- ii) in all other Land Use Districts, be subject to the Land Use District requirements for a Principal Building on the Parcel where the device is located.
- c) Geothermal energy devices do not require a Development Permit, subject to meeting the requirements of the Land Use District in which they are located.

4.4 Bed & Breakfast Establishments

- a) Bed & Breakfast establishments are allowed in the Town if they are secondary to the residential use of the Dwelling. Such accommodation shall be compatible with and not interfere with the use and enjoyment of the neighbourhood in residential areas. The planning, operation, and appearance of a Bed & Breakfast shall be compatible with and sensitive to the general residential character of its immediate surroundings, in terms of atmosphere, privacy, enjoyment, Landscaping, architecture, scale, activity and retaining the appearance of a Detached Dwelling. In this regard, Bed & Breakfast establishments shall comply with the following standards:
 - i) alterations to the residence shall be limited so that a home can be easily converted back to a residence. Any alterations are to be approved by the Municipal Planning Commission
 - ii) there shall be a maximum of 2 rooms available for guests at a Bed & Breakfast establishment
 - iii) the property Owner host of the Bed & Breakfast shall occupy the subject Detached Dwelling as the primary residence
 - iv) the maximum length of stay for a guest at a Bed & Breakfast shall be 14 nights in any 30-day period
 - v) guest rooms shall not be self-contained Dwellings, and not contain a Kitchen for the guest rooms for the use of guests to prepare meals
 - vi) 1 Sign only shall be allowed to identify, rather than advertise the establishment. The Sign must not exceed 0.33 m x 0.45 m (1.08 ft X 1.48 ft) in size
 - vii) Off-Street Parking shall be provided as follows:
 - i. 2 parking spaces for the Principal Dwelling plus 1 space per guest room
 - ii. no other services or retail sales may be offered at or from the same premises other than the of a Bed & Breakfast
 - iii. no home occupation is allowed on the premises of a Bed & Breakfast
 - viii) where a Bed & Breakfast is approved, there shall be no Accessory Suite on the premises of a Detached Dwelling.
- b) A Home Based Business 2 and Home Based Business 3 shall not be allowed within an approved Bed & Breakfast.

4.5 Cannabis Retail Sales

- a) Retail, Cannabis sales use shall not be located within 100.0 m (328.08 ft) from any other Retail, Cannabis sales or a School, excluding those classified as a Home Education Program. For the purposes of this section only:

- i) the minimum separation distance between a proposed Retail, Cannabis sales use and a School site shall be determined by measuring a straight line between the 2 closest Lot Lines of each Lot. The separation distance shall not be measured from the Land Use District boundaries or walls of the Buildings
 - ii) Notwithstanding section 2.16, the Municipal Planning Commission may only reduce the 100.0 m (328.08 ft) separation distance by granting a maximum of 15% variance.
- b) The Development Authority may require lighting, Signs or screening measures that ensure the proposed Development is compatible with adjacent or nearby residential, commercial, or industrial uses.

4.6 Communication Facilities

- a) Notwithstanding any of the municipal requirements or obligations outlined within the Land Use Bylaw, all proponents for Communication Towers must comply with the following Federal legislation and/or regulations, where applicable
- b) Communication Facilities and in accordance with section 2.10 and the Town's Communication Facility Protocol, shall require a Development Permit
- c) Communication Facilities are encouraged to be located in specific areas of the Town such as:
 - i) agricultural
 - ii) industrial
 - iii) non-residential areas where tower height is unlikely to be an issue.
- d) Where possible, visually unobtrusive antennas are encouraged to be located on existing infrastructure such as Signs located on private property, light standards, water towers or other utility infrastructure
- e) Where appropriate, new facilities should be built to a standard to accommodate multiple devices. Any exclusivity agreement which limits access to other applications is strongly discouraged
- f) If co-location is determined to be unfeasible, the clustering of communication facilities is preferred
- g) The design or appearance of all communications facilities including antennas, antenna mounts, equipment shelters, and cable runs, should minimize the visibility of facilities through the use of colour, consistent architectural styles, and aesthetic design
- h) The Town recommends that Signs only be placed on a Communication Facility to:
 - i) identify the facility
 - ii) identify the Owner
 - iii) warn of any safety issues
- i) Communication Facility sites should be established with Setbacks to both Alberta Infrastructure and Transportation and Town Road network standards.

4.7 Home Based Business

4.7.1 General Provisions

- a) In determining if a particular business can be carried on as a Home Based Business the Development Authority may refuse to consider a particular business as a Home Based Business or refuse to approve a proposed Home Based Business if, in the opinion of the Development Authority, the proposed business use would be more appropriately located in a commercial or industrial Land Use District having regard for the overall compatibility of the business use with the residential character of the area.
- b) No person shall operate or permit or allow the operation of a Home Based Business without a Development Permit and a current business license.
- c) A Development Permit for a Home Based Business shall only be valid for the address identified in the Permit.
- d) A maximum of 1 Home Based Business may be operated per Dwelling unless otherwise approved by the Development Authority.
- e) Notwithstanding section 4.7.1 (d) above, 1 additional Home Based Business 1, may be approved at the discretion of the Development Officer in recognition that there are no on-site visitors or additional parking stalls required for the proposed use.
- f) A Home Based Business 2 and Home Based Business 3 shall not be operated within a Detached Dwelling with an approved Accessory Suite or Bed & Breakfast establishment.

4.7.2 Application for Home Based Business

- a) An application for a Development Permit for a Home Based Business shall be made to the Development Officer in writing on the form prescribed in accordance with section 2.10 and shall describe:
 - i) the nature of the business
 - ii) the hours of operation
 - iii) the materials, equipment and/or vehicles that will be used and where they will be stored
 - iv) the number of resident and non-resident employees
 - v) the number of business visits per day expected to the property
 - vi) the number of parking spaces on the property
- b) If the applicant is not the registered Owner of the property, a letter from the Owner is required granting the applicant permission to use the property for the proposed business.

4.7.3 Regulations for a Home Based Business 1

- a) The Home Based Business 1 shall:
 - i) be operated from within the Dwelling and not use any Accessory Building or any outdoor part of the Parcel
 - ii) be no outside business activity, or storage of materials or equipment associated with the business allowed on the site
 - iii) no mechanical or electrical equipment shall be used which creates unreasonable noise, or visible and audible interference with home electronics equipment in adjacent Dwellings. The operation of such business shall not create any Nuisance by way of noise, dust, odour or smoke or anything of an offensive or objectionable nature
 - iv) not use any Dangerous Goods which would not be used in association with the residential use of the Dwelling
 - v) not employ any person on site other than a resident of the Dwelling. Not more than 2 adult residents of the home are authorized to work in the business. No off-site employees shall be authorized
 - vi) no additional parking stalls are required
 - vii) not use any vehicle in the operation of the Home Based Business which would not reasonably be used in conjunction with the residential use of the Dwelling
 - viii) not create any site visits to the property
 - ix) have no exterior Signs, display or Advertisement required for the Home Based Business
 - x) not operate without a valid Development Permit and Business Licence issued by the Town.

4.7.4 Regulations for Home Based Business 2

- a) The Home Based Business 2 shall:
 - i) be operated from within the Dwelling and not use any Accessory Building or any outdoor part of the Parcel
 - ii) be no outside business activity, or storage of materials or equipment associated with the business allowed on the site.
 - iii) no mechanical or electrical equipment shall be used which creates unreasonable noise, or visible and audible interference with home electronics equipment in adjacent Dwellings. The operation of such business shall not create any Nuisance by way of noise, dust, odour or smoke or anything of an offensive or objectionable nature
 - iv) not use any Dangerous Goods which would not be used in association with the residential use of the Dwelling
 - v) not employ any person on site other than a resident of the Dwelling. Not more than 2 adult residents of the home are authorized to work in the business. No off-site employees shall be authorized
 - vi) in addition to the parking spaces required pursuant to section 3.20, 1 additional Off-Street Parking stall shall be provided
 - vii) tandem Parking may be considered for a Home Based Business 2 where appropriate
 - viii) not use any vehicle or trailer in the operation of the Home Based Business which would not reasonably be used in conjunction with the residential use of the Dwelling

- ix) there shall be no exterior display or Advertisement other than a business identification plaque or Sign 0.33 m x 0.45 m (1.08 ft X 1.48 ft) in size located on or in the Dwelling
- x) the business shall not, in the opinion of the Development Authority, generate pedestrian or vehicular traffic or parking in excess that would be detrimental to the amenities and safety of the residents in the vicinity of the Parcel
- xi) there shall be no outside business activity, or outdoor storage of materials or equipment associated with the business on the site. Indoor storage related to the business activity will be allowed within the Dwelling or an Accessory Building provided that such materials or equipment are not, in the opinion of the Municipal Planning Commission, likely to result in a hazard
- xii) no physical changes to the external appearance of the Dwelling or any Accessory Building shall be allowed as a result of the establishment of the Home Based Business
- xiii) not operate without a valid Development Permit or Business Licence issued by the Town
- xiv) shall not be operated within an approved Accessory Suite or Bed & Breakfast establishment.

4.7.5 Regulations for a Home Based Business 3

- a) The Home Based Business 3 shall:
 - i) be operated from within the Dwelling or an Accessory Building
 - ii) not employ more than 1 non-resident of the Dwelling and be authorized to work in the business
 - iii) there shall be no exterior display or Advertisement other than a business identification plaque or Sign 0.33 m x 0.45 m (1.08 ft X 1.48 ft) in size located on or in the Dwelling
 - iv) be no outside business activity, or storage of materials or equipment associated with the business allowed on the site. Indoor storage shall only be allowed inside the Dwelling or Accessory Building
 - v) no mechanical or electrical equipment shall be used which creates unreasonable noise, or visible and audible interference with home electronics equipment in adjacent Dwellings. The operation of such business shall not create any Nuisance by way of noise, dust, odour or smoke or anything of an offensive or objectionable nature
 - vi) not use any Dangerous Goods which would not be used in association with the residential use of the Dwelling
 - vii) no physical changes to the external appearance of the Dwelling or any Accessory Building shall be allowed as a result of the establishment of the Home Based Business
 - viii) the business shall not, in the opinion of the Municipal Planning Commission, generate pedestrian or vehicular traffic or parking in excess that would be detrimental to the amenities and safety of the residents in the vicinity of the Parcel
 - ix) not operate without a valid Development Permit or Business Licence issued by the Town.

- b) In addition to the parking spaces required pursuant to section 3.20:
 - i) 1 Off-Street Parking stall for visitors

- ii) 1 Off-Street Parking stall for the non-resident employee
- c) Pursuant to section 3.20.4, Tandem Parking may be considered for a Home Based Business 3 where appropriate.
- d) Vehicles associated with the Major Home Based Business 3 including a trailer or truck shall be parked in the Rear Yard where permissible.
 - i) notwithstanding section 4.7.5 (d) above, the maximum vehicle allowed in a residential Land Use District, the commercial vehicle shall be restricted to a maximum gross vehicle weight of 7,500.0 kg
- e) A Home Based Business 3 shall have a time limit of 3 years. Upon expiration of the original permit, the Development Authority may consider granting an approval with no time limit if the Home Based Business meets the regulations of this Bylaw
- f) Shall not be operated within an approved Accessory Suite or Bed & Breakfast establishment.

4.8 Recreational Vehicle Storage

- a) No more than 1 Recreational Vehicle may be stored in a residential Land Use District
- b) Recreational Vehicle Storage in the Front Yard is allowed on an approved Parking Pad
- c) Recreational Vehicle parking which enters onto a paved Road shall be Hard Surfaced and be located and constructed in accordance with the Town's standards and to the satisfaction of the Development Authority

4.9 Residential Sales Service

- a) The Development Authority may issue a Temporary Development Permit for a Residential Sales Centre provided:
 - i) there are minimal effects, such as noise, lighting, traffic congestion on Roads and adjacent residents
 - ii) there is sufficient on-site and off-site parking
 - iii) it complements the scale and character of the neighbourhood in which it is located, with regard to:
 - i. the size of the Building; and
 - ii. the colour, material, and design of the exterior finish.
 - iv) lighting shall be designed so it is not directed onto adjacent Lots. All lighting (except motion activated security lights) shall be off when the Residential Sales Centre is closed
 - v) the number of other Residential Sales Centres in the area, the proximity to arterial or collector Roads, the effect on other Dwellings, the length of time the centre will be

operating, and the location and proximity of properties being marketed is to the satisfaction of the Development Officer.

4.10 Satellite Dish and Amateur Radio Antennae

- a) A satellite dish and amateur radio antenna are Accessory Uses which require a Development Permit. An exception to this is if a satellite antenna has a dish diameter of less than 1.0 m (3.28 ft) and conforms to the requirements outlined in section 2.9 (a)(xvii)
- b) In a residential Land Use District, a satellite dish and amateur radio antenna shall only be located in a Rear Yard, or a Side Yard which does not abut a Street
- c) On an interior Parcel, a satellite dish and amateur radio antenna shall be situated so that no part of it is closer than 1.0 m (3.28 ft) from the side or rear boundaries of the Parcel
- d) On a corner Parcel, a satellite dish and amateur radio antenna shall be situated so that no part of it is closer to the Street than the Principal Building, or closer 1.0 m (3.28 ft) from the other side Parcel boundary or the rear Parcel boundary
- e) The location of satellite dish and amateur radio antennae in all other Land Use Districts other than the residential Land Use District shall be determined by the Municipal Planning Commission
- f) Where any part of a satellite dish antenna is more than 4.0 m (13.12 ft) above Grade level, or when it is located other than described above, it shall be both screened and located to the satisfaction of the Development Authority
- g) The maximum Height of an amateur radio antenna in a residential area shall be 12.5 m (41.01 ft) unless a greater Height is required by the amateur radio license
- h) An application for a Development Permit for an amateur radio antenna must be accompanied by a valid amateur radio operator's license
- i) No advertising other than that manufacturer's name/logo shall be allowed on a satellite dish antenna and amateur radio antenna
- j) The illumination of satellite dish antenna and amateur radio antenna is prohibited unless required by Transport Canada regulations

4.11 Shipping Containers

- a) A Shipping Container, allowed under this section, shall:
 - i) be used for storage purposes and are accessory to the Principal Use of the site
 - ii) are temporary to a maximum of 2 years, unless it is a Permitted Use
 - iii) require a Development Permit

- b) A Shipping Container shall:
- i) not exceed the following dimensions: 13.8 m (L) x 2.5 m (W) x 2.9 m (H) [45.28 ft (L) X 8.20 ft (W) X 9.52 ft (H)]
 - ii) be placed on the ground or on skids, and shall not be stacked upon one another or on any other Structure
 - iii) be standalone so that they are not connected to one another or to any Structures on the property (e.g. through the Development of a roof Structure, or other means)
 - iv) be unmarked (e.g. no brand names of the Shipping Container, business or Third Party Advertising shall be on the Shipping Container)
 - v) be screened when visible from a Road, using either solid fencing measuring 1.8 m (5.91 ft) in Building Height on site or coniferous trees, planted at a minimum Height of 2.5 m (8.20 ft) and spaced to provide a wall of fencing.
- c) Where the Rear or Side Yard is adjacent to a residential Land Use District, or a public Street or Highway, additional Landscaping, and screening exceeding that of the minimum requirements found in section 3.15 shall be provided to screen the Shipping Containers, to the satisfaction of the Development Authority
- d) Notwithstanding section 4.11 (a)(iv) above, Shipping Containers may be temporarily placed on a site in any Land Use District in accordance with the following:
- i) during active construction on a site when the Shipping Container is solely for the storage of supplies and equipment that are used for the site, provided that a valid Building permit has been issued for the construction. The Shipping Container must be removed from the site upon completion of construction
 - ii) the purposes of loading and unloading of items associated with the Principal Use for a period of not more than 14 days in any 6-month period
 - iii) a Shipping Container for the purposes of a Moving Storage Pod shall have a maximum Height of 3.0 m (9.84 ft) and a maximum length of 6.0 m (19.69 ft) and be placed on a Driveway, for a period not exceeding 14 days and only for the purpose of loading and unloading during the process of moving or renovating
 - iv) A container shall:
 - i. be located so as to not create a safety hazard
 - ii. not be located within 1.2 m (3.94 ft) of a Side Yard property boundary
 - iii. be located in the Rear Yard where possible

4.12 Swimming Pools and Outdoor Hot Tubs

- a) All permanent in ground pools and in ground hot tubs shall require a Development Permit
- b) Every private swimming pool and/or hot tub shall be secured against entry according to the current *Alberta Building Code*.

4.13 Temporary Buildings

- a) The construction of a temporary Building is to allow them in circumstances where a permanent Building is planned but not yet constructed or for Special Events requiring a short term or seasonal use
- b) No temporary Building may be erected without the permission of the Development Authority and may be restricted by the following non-exhaustive list of items:
 - i) in any Land Use District other than a residential Land Use District, subject to the Owner agreeing to remove the Building in accordance with Development Permit conditions and shall include:
 - i. the size, Height, and location of the Building
 - ii. appearance of the Building
 - iii. duration of time required for the Building to a maximum of 12 months
 - ii) payment of a security deposit may be required and provided to the Town as a Letter of Credit or other form acceptable by the Town, in an amount equivalent to the cost of removing the Building to ensure its removal within 14 days upon expiration of the Development Permit
 - iii) the maximum number of temporary Buildings per site shall not exceed 1
 - iv) a temporary Buildings' footprint shall be included in the site coverage calculation

PART 5.0 SIGNS

5.1 General Purpose

- a) The general purpose of this Part is to regulate the number, size, type, form, appearance, and location of Signs in order to:
 - i) balance the need for Signs with safety and aesthetics
 - ii) provide adequate and flexible means of identification for commercial and industrial uses
 - iii) minimize the potential adverse effect of signs on private and public property

5.2 Sign Definitions

For the purposes of interpretation of Part 5, the following definitions are applied:

ABANDONMENT as it pertains to Signs means a Sign located on a property which becomes vacant and unoccupied or, any Sign which pertains to a time, event, or purpose for which it no longer applies.

ADVERTISEMENT means any device or representation visible to the public that is for the purpose of directly or indirectly promoting sales or drawing attention to the event.

A-FRAME means a Sign with 2 angled sides, to which copy can be applied, that meet at the top to form the shape of a triangle, or an inverted "V", when resting directly on the ground.

AWNING means a light detachable system of fabric, sheet metal, or other similar material, which is entirely supported from a Building by a fixed or retractable frame.

AWNING SIGN means a non-Illuminated Sign that is painted on or affixed flat to the exterior surface of an Awning.

BANNER means a Temporary Sign made of lightweight, flexible fabric or material that is affixed to the exterior Facade of a Building to which copy is painted, stamped, stenciled, perforated, stitched, or otherwise applied directly onto its surface.

BILLBOARD means a Permanent Sign, not attached to a Building or Structure, where content is allowed for periodic replacement. Billboard Signs may include Third Party Advertising.

BUILDING SIGN means a device, notice or medium including its support system and its components comprised of any material, composed of lettered, pictorial material which is located on the exterior of a Building or window and may include illumination. A Building Sign does not include any component of an Electronic Message Feature or Video Display.

BUILDING FACE means a portion of any exterior elevation of a Building exposed to public view, extending from the Grade to the eaves or the top of the parapet wall and the entire length of the Building elevation, including all areas divided by firewalls.

CANOPY means an architectural feature or structural protective element affixed to the exterior wall of a Building over a door, entrance, outdoor service area or similar type of entrance way.

CANOPY SIGN means a Sign that is painted on or affixed to the exterior surface of a Canopy.

CHANGEABLE COPY, MANUAL means copy on a Sign that changes manually using attachable letters, numbers, or pictorial panels. A Changeable Copy, Manual Sign does not include any Electronic Message Features or Third Party Advertising.

CHANNEL LETTER SIGN means a Fascia Sign that is a single solid Structure resembling a letter, number, or other symbols that, when affixed horizontally parallel to the exterior Façade of a Building, displays a message.

CLEARANCE means the unobstructed vertical distance between the ground or finished floor and the underside of a Sign or Structure.

CONSTRUCTION SIGN means a Sign used to identify a construction project, and may include the Owner, general Contractor, sub-trades, architect, engineers, and others associated with the design, planning and/or Development of the project under construction.

CONTRACTOR as it pertains to Signs, means a company or business that is contracted to complete a project related to the construction, renovation, or alteration of a Structure, Building or any other Development.

COPY AREA means a percentage of the maximum Sign Area, or a specified numerical figure as noted within this Bylaw.

CUSTOM PRINTED INSERTS means personalized corrugated plastic inserts added to chain link fencing, utilized for screening or privacy, showing landscape, or as a visual aide in advertising or displaying the business logo, name, or general information about the business.

DIRECTIONAL SIGN means a Sign that is located on-site and provides information and directions necessary for persons entering, traveling through, or exiting a site.

ELECTRONIC MESSAGE FEATURE means that portion of a Sign that is comprised of a device which displays text, or characters, through electronically controlled single colour changing lights or digital programming.

ELECTRONIC MESSAGE, CHANGEABLE COPY means an area on a Sign that displays a programmable electronic, non-motion pictorial, text information within the display area. An Electronic Message, Changeable Copy Sign, or portion thereof, does not include Third Party Advertising.

FASCIA SIGN means a Sign that runs parallel to the face of a Building on which it is displayed or attached but does not include a Painted Wall Sign or Window Sign.

FLAG SIGN means a Temporary Sign that is made of lightweight flexible fabric or material with 1 or 2 sides to which copy can be applied and, which is attached to a freestanding pole, placed in or on the ground.

FREESTANDING MONUMENT SIGN means a Freestanding Sign that is a single solid Structure placed in or on the ground which is wholly independent of any other object for support and includes a Copy Area with 1 or 2 sides to which copy can be applied. This may include an Electronic Message, Changeable Copy. A Freestanding Monument Sign does not include Third Party Advertising.

FREESTANDING PYLON SIGN means a Freestanding Sign that has independent supports and consists of a base, is placed on the ground, and has a flat Copy Area with 1 or 2 sides to which copy can be applied. A Freestanding Pylon Sign does not include Third Party Advertising.

FREESTANDING SIGN means a Sign that has independent supports placed in the ground and that is not part of a Building, Structure, or Development.

FUTURE DEVELOPMENT SIGN means a Temporary Sign used to identify a future Development area and the developers(s) or Builder(s) associated with the project.

HEIGHT as it pertains to Signs, means the maximum vertical distance between the average Grade at the base of the Sign and the highest point on the Sign. Any earth berms and elevated foundations supporting the Sign shall be included in the Height of the Sign.

HOME BASED BUSINESS SIGN means a Sign installed, erected, or displayed to identify a business located on a Lot within a residential Land Use District and contains only the name of the business on site.

ILLUMINATED SIGN means a Sign that is characterized by the use of artificial light reflecting off the surface of a Sign by the following means:

- a) externally illuminated meaning projecting through the surface of a Sign;
- b) internally illuminated; or
- c) projecting from behind the surface of a Sign (e.g. backlit).

INFLATABLE SIGN means the temporary use of a three-dimensional Sign, inflated with air or other gases or fluids, to which copy can be applied, and which is anchored or affixed to the ground or to the roof of a Building.

INTEGRATED ROOF SIGN means a Sign erected or constructed as an integral or essential part of a normal roof Structure.

MAINTENANCE means the cleaning, painting, repair, or replacement of any defective parts of a Sign in a manner that does not alter the basic design or Structure of the Sign and does not change the Sign Area.

MENU BOARD SIGN means a Sign associated with a Drive-Through Business and that is used to display a menu and associated prices.

MURAL means an artistic rendering or drawing that is painted or otherwise applied to the exterior wall or other integral parts of a Building which is intended for public display but does not include any advertising. A Mural is not considered a Sign.

NEIGHBOURHOOD IDENTIFICATION SIGN means a Permanent Sign erected by a developer at the entrances to a subdivision indicating the name of a subdivision or community.

OPEN HOUSE SIGN means an A-Frame Sign advertising a public viewing of a Dwelling or Dwellings that is for sale or rent.

PAINTED WALL SIGN means a Sign that is painted, inscribed, or marked directly on any exterior wall or other integral part of a Building but does not include a Fascia Sign or Mural.

PERMANENT SIGN means a Sign that cannot be readily relocated because of its attachment to the site. It does not include a Banner Sign, Inflatable Sign, or a Flag Sign, but includes Signs painted on or attached to a motor vehicle if the vehicle is parked on a regular basis to act as a Sign.

PORTABLE SIGN means a Sign that has independent supports and is easily moveable, with a flat Copy Area of 1 or 2 sides to which copy can be applied and is designed to allow for a message or advertising to be changed frequently and easily.

POST SIGN means a Sign consisting of a base of 1 or more upright supports placed in or on the ground and which has a flat Copy Area with 1 or 2 sides to which copy can be applied.

PRIMARY BUILDING FACE means 1 side of a Building that fronts onto a public Road, internal Road, or an internal Parking Facility and that is the main focus of external advertising. This side of the Building generally includes the main public access into the Building or business as well as the address of the Building.

PROJECTING SIGN means a single solid Structure affixed upright and perpendicular against the exterior Facade of a Building that supports a Copy Area with 1 or 2 sides to which copy can be applied. A Projecting Sign does not contain illumination.

PUBLIC NOTICE means a message of interest or warning to the public and is required by or erected pursuant to the provisions of federal, provincial, or municipal government legislation, regulation, Bylaw, or policy.

REAL ESTATE SIGN means an A-Frame or Post Sign that advertises property for sale, lease or rent.

SECONDARY BUILDING FACE means any side of a Building that is not intended to be the main focus of external advertising. This side of a Building generally does not include public access.

SHOW HOME SIGN means a Sign, either 1 sided or 2 sided, that advertises or directs attention to a Residential Sales Centre located on the property for which is being advertised. A Show Home Sign may be an A-Frame, Banner, or Window Sign.

SIGN means a device, notice or medium, including its support system and other components, that is used or is intended or capable of being used, to attract attention for advertising, identification or for information purposes.

SIGN AREA means the areas of a Sign that are available for copy (excluding the main support Structure).

SPECIAL EVENT SIGN means a Temporary Sign erected for a specified period of time advertising a Special Event.

TEMPORARY SIGN means a Sign that is not intended to be Permanent Sign and is allowed for a limited time period by the applicable development standards.

THIRD PARTY ADVERTISING means a Sign that refers to goods, activities, or services offered for sale or for free but are not obtained at the premises nor on the Parcel on which the Sign is located or displayed.

UNDER CANOPY SIGN means a Sign that is affixed to the exterior surface of a Canopy and may contain 1 or 2 sides.

VIDEO DISPLAY or VIDEO DISPLAY SIGNS means Signs or portions thereof which change its message or background in a manner or method of full color display characterized by motion or pictorial imagery, which may or may not include text and depicts action or a special effect to imitate movement or give the illusion of motion.

WINDOW SIGN means a Sign, picture, symbol, or combination thereof that is painted, pasted, inscribed, or otherwise placed on a window for viewing from the outside of the Building and does not include merchandise located in a window for display purposes.

5.3 Applicability

- a) The requirements contained in this Part shall apply to all Signs on lands within the Town except for:
 - i) any Sign located within a Building or Structure not intended to be displayed to the outside public
 - ii) any Sign required to be displayed under the provisions of federal, provincial, and municipal legislation
- b) Notwithstanding the regulations of this Part, the land and Buildings included within the Plan Area of the Downtown Revitalization Plan are subject to the Downtown Architectural Guidelines.

5.4 Administration

5.4.1 Development Permit Requirements for Signs

- a) Unless specifically exempted from the requirements to obtain a Development Permit, all Signs, including relocation, enlargement, or modification to a Sign, requires a Development Permit.
- b) A Development Permit for a Sign shall be made in writing on the appropriate application form and submitted together with the appropriate fees as approved in the *Development Fees and Fines Bylaw*, as amended, and shall include:
 - i) the signature of the registered Owner(s) of the land (or their representatives or Agent)
 - ii) the civic address of the Building, Structure or Lot on which the Sign is to be erected, altered, or replaced
 - iii) drawings to scale, giving dimensions, materials, finishes, colour schemes, letter fonts and sizes, graphics, logos, and type of illumination
 - iv) drawings illustrating the position of the Sign and method of attachment
 - v) a site plan showing the location of any existing or proposed Signs, whether on a Building or on a Parcel of Land
 - vi) proposed purpose or message on the Sign
 - vii) Sign value
 - viii) a drawing signed and sealed by a professional engineer illustrating the details of attachment and assembly, at the discretion of the Development Authority
 - ix) any additional information as the Development Authority deems necessary
- c) An application for a Sign permit shall not be considered complete and final and received for processing by the Town until the Development Authority determines that all requirements of section 5.4.1 (b) have been completed and notification of a complete application has been provided to the applicant, in accordance with section 2.11
- d) The Development Authority may consider the following when it reviews an application for a Sign permit:
 - i) the scale and design of the area
 - ii) Statutory Plan requirements
 - iii) streetscape improvements
 - iv) Downtown Revitalization Plan
 - v) Downtown Architectural Guidelines
 - vi) scale, form, and massing
 - vii) infrastructure and safety
 - viii) proximity to a residential area
- e) The Development Officer ~~shall issue~~ may issue a decision on a Sign permit if the application complies with the provisions of this Bylaw; and may:
 - i) refer any application for a Permitted or Discretionary Use to the Municipal Planning Commission for its consideration; or

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- ii) refer, with recommendations, to the Municipal Planning Commission any application for a Development Permit that, in the opinion of the Development Officer, should be decided by the Municipal Planning Commission.

5.4.2 Conditions of Development Approvals for Signs

- a) In addition to section 2.6, and in deciding on the issuing of a Development Permit for a Sign, the Development Authority may impose conditions it considers appropriate, either on a permanent basis or for a limited time period on a Development Permit application and may:
 - i) require the removal of existing Sign(s) on a site
 - ii) restrict the location, number, and type of new and existing Signs on a site
 - iii) reduce light levels or hours of operation of Illuminated Signs
 - iv) require other upgrades or changes to existing Signs on site
 - v) consider all safety and construction matters

5.4.3 Variances

- a) The Development Authority may vary the following:
 - i) Sign Height
 - ii) Sign width
 - iii) allowed number of Signs on a site, except for Electronic Message Signs which shall not be varied
 - iv) the minimum separation distance between a Freestanding Sign
 - v) total Sign Area
 - vi) minimum Clearance above Grade for Freestanding Signs
 - vii) Setbacks
- b) The Development Authority, in determining if a variance is justified, may consider:
 - i) any approval to be temporary
 - ii) the size and location of the site
 - iii) the design or construction of a Building or a Sign
 - iv) Street context
 - v) topography and configuration of the site
 - vi) all applicable policies, guidelines, and applicable Statutory Plans
 - vii) whether the proposed variance would unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment, or value of neighbouring sites
- c) Any variance approved by the Development Authority may be temporarily approved and may be subject to conditions deemed appropriate.
- d) Despite any other provision in this Bylaw, if necessary or for safety reasons, the Development Authority may require greater distance separations between Signs or increased Clearances of any Sign

- e) Despite section 5.4.3 (a), where an application for a Sign permit does not comply with the standards established in this Bylaw, the following tolerances shall not exceed:
 - i) 10% as approved by the Development Officer
 - ii) 10.1% and not exceeding 15% as approved by the Municipal Planning Commission
 - iii) 15.01% and over are prohibited

5.5 General Regulations

- a) Despite any other provision in this Bylaw, a Permanent Sign shall be considered Accessory to an approved Use within a Land Use District
- b) Where a Development Permit has been issued for a residential, commercial, or industrial Development that includes more than 1 Parcel, Signs may be erected or installed on the land as if the Development were located on a single Parcel
- c) Where allowed under this Bylaw, any Sign adjacent to a Provincial Highway in undeveloped areas shall maintain a minimum of 300.0 m (984.25 ft) from the centreline of the Highway, except under the following circumstances:
 - i) 1 Sign advertising the sale of the subject property
 - ii) Signs for municipal purposes
 - iii) any Sign containing any part thereof with an Electronic Message Feature or Video Display feature shall not be allowed
- d) Unless provided elsewhere within this Part, Signs and their Structures shall be located a minimum of:
 - i) 1.0 m (3.28 ft) back from an existing or future curb line
 - ii) 0.03 m (0.09 ft) from the inside edge of any sidewalk
 - iii) 3.0 m (9.84 ft) from any Road access
 - iv) 1.0 m (3.28 ft) from a Property Line, when located on private property
- e) Signs shall not be located within an intersection corner visibility triangle
- f) Signs shall not be placed in or on a required parking space or Loading Space and shall not be placed to reduce the number of required parking stalls or Loading Spaces, pursuant to this Bylaw or an approved Development Permit
- g) Trees and shrubs shall not be removed or damaged to construct a Sign, to make a Sign more visible, to maintain a Sign, or to change copy on a Sign
- h) A Permanent Sign shall not be constructed within, or encroach onto, a registered right of way within a Parcel of Land.

5.5.1 Copy Area Sign Calculation

- a) For a double-faced Sign, the Development Officer shall only use 1 face for the purposes of determining Sign Area and Copy Area
- b) Where this Bylaw has a provision for maximum allowable Sign Area that is a percentage of the area of Building Face within a multiple tenant Development, the Development Authority shall determine the maximum Sign Area allowed by considering the Height of the Building and the width of the tenant's leased premises
- c) The Development Officer shall determine the maximum Copy Area of a Sign:
 - i) as a percentage of the maximum Sign Area, as noted within this Bylaw; or
 - ii) a specified numerical figure, as noted within this Bylaw.

5.5.2 Enforcement

- a) in addition to section 2.18, the following regulations also apply to Sign enforcement:
 - i) where any portion of a Sign is placed on public property and contravenes any provisions of this Bylaw, a Designated Officer may remove the Sign or request the Sign be removed at the expense of the Sign Owner
 - ii) a Sign that is removed pursuant to this Bylaw shall be stored by the Town for a maximum 30 days, during which time the Sign Owner may claim and retrieve the Sign upon payment to the Town of the impoundment and storage fee, in accordance with the *Development Fees and Fines Bylaw*, as amended
 - iii) if a Sign is not claimed or retrieved by the Sign Owner after 30 days of its removal, a Designated Officer is authorized to destroy or otherwise dispose of the any Sign without any further notice or compensation to the Sign Owner
 - iv) despite sections 5.5.2 (a)(ii) and 5.5.2 (a)(iii), where a Sign constructed of poster board, foam core board, corrugated plastic or coroplast, illustration board or any other similar material is removed pursuant to this Bylaw, it may be disposed of within 24 hours without any notice or consideration to the Sign Owner
 - v) the costs incurred by the Town in removing the Sign, restoring a site, or destroying stored Sign, include the cost of any immediate measures taken to terminate an immediate danger are debts due to the Town that may be recovered in court action
 - vi) the Owner of a Sign or any person responsible for the placement of any Sign or Sign Structure or both shall be liable and responsible for such Sign or Sign Structure
 - vii) the Town shall not be liable for any damage to or loss of a Sign that was erected in contravention of the provisions of this Bylaw and removed by a Designated Officer.
 - viii) the Town shall not be liable for any loss of revenue resulting from the removal of a Sign pursuant to the provisions of this Bylaw

5.5.3 Illumination

- a) Electrical power supply to a Sign shall be located underground except when a Sign is powered by solar energy. The solar power device may be located above ground provided it is attached to the Sign and no wires, cords, or other components of the power supply device are located on the ground further than 0.3 m from the Sign Structure. All wiring and conduits shall be concealed from view
- b) A Sign with illumination or an electronic message Sign shall not be allowed in residential Land Use Districts
- c) All Signs that are illuminated shall have the capacity to be dimmed to the satisfaction of the Development Authority. Signs that are illuminated shall not:
 - i) shine or reflect light directly onto neighbouring properties, or, in the direction of oncoming traffic
 - ii) create a hazard for pedestrians or motorists
 - iii) be on an intensity or brightness that would interfere with the general welfare of residential or occupants of adjacent property, or with vehicular traffic
- d) Externally Illuminated Signs shall:
 - i) use full cut-off or shielded and screened external light sources
 - ii) be positioned in a manner that directs the light directly onto the Sign and minimizes glare
- e) Where allowed, internally Illuminated Signs shall have the light source completely shielded from direct view

5.5.4 Maintenance

- a) Every Owner shall maintain all Signs in good repair, in safe condition and free of visible deterioration by:
 - i) ensuring all exposed Signs and Sign Structure surfaces are covered with an all-weather protective finish
 - ii) repainting or refinishing as often as necessary to prevent peeling, flaking of paint, corrosion or fading from light exposure
 - iii) keeping Signs intact and operative and preventing them from deteriorating, peeling, breaking, or cracking
- b) All Sign copy shall be fastened securely to the Sign Structure. Where a portion of copy has been removed, it shall be replaced within a reasonable timeframe, either with a new copy or filled in with material consistent with the Sign, as determined by the Development Authority.

5.5.5 Signs Exempt from a Development Permit

- a) In addition to section 2.9, the following Signs shall not require a Development Permit provided they comply with the regulations of this Bylaw and any other applicable policy or legislation:
- i) Sign, notice, placard, or bullet required to be displayed by or on behalf of the federal, provincial, or municipal government
 - ii) Sign related to the function or work of the Town or other public authority
 - iii) Sign displaying community event information
 - iv) an Advertisement that is an integral part of a transit system, bus shelter or bench or on garbage or recycling bins located on Streets under an Agreement with the Town
 - v) Signs located in or on taxi cabs and as authorized under Taxi Bylaw, as amended
 - vi) flag, emblem, or insignia that does not exceed 10.0 m (32.8 ft) in Height or the maximum Height of a Principal Building, which ever is less
 - vii) an A-Frame Sign within all non-residential Land Use Districts, provided the Sign is located adjacent to the business that is being advertised
 - viii) Open House Sign
 - ix) Garage sale Sign
 - x) Real Estate Sign
 - xi) Construction Sign
 - xii) election Signs provided they are placed in accordance with the [Elections Bylaw](#) [Election Sign Bylaw](#) as amended
 - xiii) Changeable Copy, Manual Sign in a which complies with the requirement and approval of a Special Event permit
 - xiv) Directional Sign as part of a commercial or industrial Development that is noted within an approved Development Permit
 - xv) Fascia Sign within a Sign Area not greater than 0.2 m² (2.15 ft²) in a residential Land Use District or 0.5 m² (5.38 ft²) in a non-residential Land Use District
 - xvi) Show Home Sign and a Flag Sign on a site with an Approved Residential Sales Centre
 - xvii) copy inserts being changed in existing Signs. This applies to existing Freestanding or Fascia Signs where no structural components are being modified or added, including illumination and the size and location of the Sign remains the same.

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5.5.6 Sign Prohibitions

- a) Unless otherwise listed in this Bylaw, Third Party Advertising is not authorized
- b) The Development Authority shall not permit a Sign or portion thereof that:
- i) includes Video Display, laser light projection, motion picture or an audible component
 - ii) a Billboard Sign
 - iii) is attached to, or makes up any portion of a fence, retaining wall, or other similar Structure unless the Sign is authorized under this Bylaw to identify a community or neighbourhood or is integrated into a Structure or fence to identify a commercial site

- iv) is attached to or constructed on or over a roof of a Building extending above the parapet portion of the Building, except for:
 - i. an Integrated Roof Sign
 - ii. a Sign on a mansard roof
 - iii. an Inflatable Sign located on a roof
- v) is attached, affixed, or displayed on any parked vehicle or trailer not normally used in the daily activity of the Sign subject
- vi) is attached, affixed, or displayed on a Shipping Container
- vii) any Sign that moves or assumes any motion constituting a non-stationary or non-fixed condition, unless expressly allowed within this Bylaw
- viii) has 1 of the following objects attached to it:
 - i. balloons
 - ii. flags
 - iii. Banners or streamers
 - iv. ribbons
 - v. spinners
 - vi. other similar devices
- ix) Obstructs the view of, or may be confused with, an official traffic control device
- x) displays lights resembling flashing, intermittent, or scintillating motion usually associated with danger or those used by police, fire, ambulance, and other emergency vehicles
- xi) uses chasing borders or movement of any kind
- xii) is unsafe or persons or property in the opinion of the Development Authority
- xiii) is an overall state of dilapidation, disrepair, or Abandonment
- xiv) identifies a business, Development or service not authorized through the provisions of this Bylaw to operate within the Town

5.5.7 Signs on Public Property

- a) Unless specifically allowed by this Bylaw or by agreement with the Town, a Sign shall not be placed:
 - i) on or over any curb, sidewalk, post, traffic control device, Public Utility pole, hydrant, boulevard, median, bridge, fence, tree, or other surface
 - ii) across any Road or public thoroughfare
 - iii) within any municipal owned or occupied facility, or on or within any site upon which a municipal owned facility is located
 - iv) project across a property boundary into a Road or public property.
- b) The Development Authority may require as a condition of approval from the Sign Owner:
 - i) execution of an agreement provided by the Town to indemnify against, and to save harmless from any and all liability resulting from injury to a person or damage to a property, which may result from the presence, collapse, or failure, of the Sign
 - ii) a certified copy of a liability insurance policy (and subsequent renewals thereof), naming the Town as a co-insured, covering bodily injury and property damage for claims arising out of the ownership of such Sign in an amount specified by the Town.

An endorsement in a form satisfactory to the Town may form part of the insurance policy.

- c) In the event there is the failure to maintain the required insurance policies specified within section 5.5.7 (b) above, the approval shall be revoked, and the Sign Owner shall be required to immediately remove the Sign.
- d) Temporary Signs, where authorized under this Bylaw and placed within a municipal Road right-of-way shall:
 - i) not be placed on a sidewalk, a centre median of a Road, any Lane or, within a roundabout/traffic circle area
 - ii) not be located to obstruct or interfere with Road maintenance, impede the use of utilities or bus stops, vehicular and pedestrian traffic, or otherwise create a hazard
 - iii) maintain the following minimum Setbacks:
 - i. 1.0 m (3.28 ft) back from an existing or future curb line
 - ii. 0.3 m (0.98 ft) from the inside edge of any sidewalk, path, or private property
 - iii. 10.0 m (32.81 ft) from the centreline of an intersection
 - iv. 10.0 m (32.81 ft) from any crosswalk
 - v. 5.0 m (16.40 ft) from a fire hydrant
 - iv) not be located within a corner visibility triangle
 - v) not be illuminated

5.6 Building Sign Development Standards

- a) The following Permanent Signs may be allowed on any Building in commercial and industrial Land Use Districts:
 - i) Awning Sign
 - ii) Canopy Sign
 - iii) Channel Letter Sign
 - iv) Fascia Sign
 - v) Integrated Roof Sign
 - vi) Painted Wall Sign
 - vii) Projecting Sign
 - viii) Under Canopy Sign
 - ix) Window Sign

5.6.1 Awning, Canopy or Under Canopy Sign

- a) Subject to section 5.5.7 (b), an Awning or Canopy, that includes Signs integrated into the design and construction of a Canopy or Awning Structure, shall not extend:
 - i) more than 1.0 m (3.28 ft) from the Building if it is attached to an Awning Structure
 - ii) more than 2.4 m (7.87 ft) from the Building if it is attached to a Canopy Structure
- b) A Canopy Sign or Awning Sign shall:

- i) be considered part of the Building Face, and any copy attached to it shall contribute to the maximum cumulative Copy Area of the Building Face
 - ii) be a maximum of 1.5 m (4.92 ft) in Height measured from the lowest point of the Canopy or Awning to the highest point of the Canopy or Awning
 - iii) have a maximum total Copy Area of 50% of the front face of the Canopy or Awning Structure including under and above Canopy Sign or Awning Sign
 - iv) have a minimum separation distance of 2.0 m (6.56 ft) from another Canopy Sign or Awning Sign
 - v) be compatible with the Building on which it is located in terms of materials, colors, size, and location on the Building
- c) An Under Canopy Sign or Awning Sign is attached to the top side of a Canopy or Awning Structure and is fastened to the bottom of a Canopy or Awning Structure and shall:
- i) not extend horizontally beyond the Canopy or Awning Structure on which it is located
 - ii) have a maximum Height of 0.3 m (0.98 ft), measured from the lowest point of the Canopy Sign to the highest point of the Canopy Sign
 - iii) have a maximum Sign Area of 1.5 m² (16.15 ft²)
 - iv) be limited to 1 Sign per business or Building
 - v) be spaced a minimum 4.5 m (14.76 ft) from another Under Canopy Sign
 - vi) count towards the maximum allowable Copy Area for the Canopy or Awning on which it is attached
 - vii) have a minimum Clearance of 2.4 m (7.87 ft).

5.6.2 Fascia Sign

- a) A Fascia Sign shall be used to identify the name of the use, business, or occupant of a Building on which it is located.
- b) A Fascia Sign may consist of individual letters, symbols or logos that are attached directly to the Building.
- c) The materials and colour schemes of Fascia Signs shall be chosen to compliment with the architecture and colour scheme of the Building Facade.
- d) Fascia Signs shall not obscure architectural elements of a Building including windows, doorways, sills, moldings, and cornices.
- e) For the purposes of this part, Fascia Signs may be allowed in any commercial, industrial, and Direct Control Land Use Districts and shall:
 - i) not exceed a maximum 25% of the total area of the Primary Building Face; and 15% of a Secondary Building Face, and at the rear entrance of a business be a maximum of 0.3 m²
 - ii) have a minimum Clearance of 2.4 m (7.87 ft) when measured from Grade to the bottom of the Sign Structure

- iii) be separated a minimum of 1.0 m (3.28 ft) from adjacent Fascia Signs
 - iv) where located above any portion of a Street or project over public property, not extend or project more than 0.3 m (0.98 ft) beyond the Building Face to which it is attached
 - v) not extend above the roof line of a flat roofed Building or, if there is a parapet or mansard roof, 0.5 m (1.64 ft) above the eave line but not higher than the upper edge of the parapet or mansard roof and the eave line in all other cases
 - vi) not contain any Advertisement except to identify the name of a business or occupant of a tenant space, where such Sign is located above the first floor of a Building to which it is attached
 - vii) not be illuminated when directly abutting a residential Parcel or, where it could have an adverse impact on a residential Parcel
 - viii) shall not include Third Party Advertising
 - ix) does not include any Changeable Copy, Manual, Electronic Message Feature or Electronic Message, Changeable Copy or Video Display.
- f) A Fascia Sign may contain Changeable Copy, Manual feature, or Electronic Message feature provided that they comply with section 5.7 and the following:
- i) a maximum of 20% of the Sign is used for Changeable Copy, Manual or Electronic Message Feature
 - ii) not more than 1 Sign per Lot, site or Parcel that contains Changeable Copy, Manual or Electronic Message Feature shall be allowed
 - iii) the messages on the Changeable Copy, Manual or Electronic Message Feature shall relate to:
 - i. the use, business, or occupant of the site where the Fascia Sign is located
 - ii. the services of a use, business, or occupant of the site where the Fascia Sign is located
 - iii. information that may otherwise be included on a Sign relating to the lease or sale of the property
 - iv. a Special Event for a non-profit organization
 - v. not contain Third Party Advertising
- g) A tenant occupying a premises within a Building may place a Fascia Sign on a Secondary Building Face, regardless of its physical location within the Building itself.

5.6.3 Integrated Roof Sign

- a) No part of an Integrated Roof Sign shall extend above the highest portion of the roof
- b) No part of an Integrated Roof Sign shall be separated from the rest of the roof by a space of more than 15.24 cm (6.00 in)

5.6.4 Painted Wall Sign and Murals

- a) Subject to the provisions of this Part, Painted Wall Signs are Discretionary on all properties containing approved commercial and industrial Land Use Districts.

- b) The size and location of a Mural is subject to the approval of Council.
- c) A Painted Wall Sign shall conform to the following guidelines:
 - i) any text, picture, illustration, or similar graphic that advertises the name of a business or, is a logo or symbol of a business that occupies the Building or Structure on which the Painted Wall Sign is located may:
 - i. cover up to 30% of the front of the Building
 - ii. cover up to 60% of a secondary Building Façade
 - iii. not include more than 70%, for any text that advertises the name of the business or, a logo associated with the business.
- d) The Development Authority shall have regard to the content and imagery of the Sign ensuring it enhances the area and is suitable for the location proposed.
- e) The Development Authority may require that the Painted Wall Sign be periodically repainted.
- f) The Development Authority may ensure the Painted Wall Sign be removed and the wall refinished, to be consistent with the rest of the Building, if the business to which the Sign relates ceases to be located in the Building upon which the Sign is located.
- g) A Mural that includes any copy that is considered by the Development Authority to be advertising shall be considered a Painted Wall Sign and are subject to the regulations of this section.

5.6.5 Projecting Sign

- a) Subject to section 5.5.7 (2), a Projecting Sign shall:
 - i) only be located on the Primary Building Face
 - ii) not have a separation of more than 0.6 m (1.97 ft) between the Sign and the Primary Building Face to which it is attached
 - iii) not project more than 2.0 m (6.56 ft) from the Building Face to which it is attached or, 0.3 m (0.98 ft) from the Road edge of the sidewalk, whichever is less
 - iv) have a maximum Copy Area of 2.23 m² (24.00 ft²) per side
 - v) have a minimum Clearance of 2.5 m (8.20 ft) when measured from Grade to the bottom of the Sign's Structure
 - vi) not project over public property unless written approval is provided by the Town
 - vii) not project more than 0.3 m (0.98 ft) above the roof line or, the maximum allowable Height of the Building, whichever is less

5.6.6 Window Sign

- a) For the purposes of this Part, 'window area' includes all contiguous panels of glass, including panes of glass that would be contiguous if not separated by mullions.

- b) Within a residential Land Use District, a Window Sign shall only be allowed in conjunction with an approved Home Based Business and shall comply with section 4.7.
- c) Within a commercial Land Use District, a Window Sign shall be limited to the first and second story of a Building, and not exceed 50% of the window area of a Primary Building Face and 25% of a Secondary Building Face.

5.7 Electronic Message Sign Regulations

- a) General Development standards for Electronic Message Signs may be allowed on a Freestanding Pylon Sign, a Freestanding Monument Sign and Fascia Sign and shall comply with sections 5.7 and 5.8.
- b) Unless otherwise provided for in this Part, an Electronic Message Feature Sign shall not exceed 40% of the Sign face, whichever is less; and
 - i) must relate to a use, business, or occupant of the site where the Sign is located
 - ii) or in the case of a Special Event being advertised, where a Special Event Permit has been issued
 - iii) not include Third Party Advertising
- c) Any Sign with an Electronic Message Feature shall:
 - i) maintain a minimum of 300.0 m (984.25 ft) from any other sign with an Electronic Message Feature
 - ii) display messages for a minimum time period of 20 seconds
 - iii) ensure that message transitions are instantaneous
 - iv) must not include effects like motion, dissolving, blinking, flashing or intermittent lights, video, or the illusion of such effects
- d) Must contain a default design that will freeze the Sign panel message in 1 position if a malfunction occurs.
- e) The Sign panel shall be equipped with a control system that automatically adjusts light emission level to ambient light conditions so as not to cause glare or excessive brightness.
- f) The Development Authority shall have the ongoing discretion to require the brightness, frequency, colors, or other qualities of the Sign panel be adjusted in order to address safety concerns.

5.7.1 Electronic Message, Changeable Copy Sign

- a) Subject to the provisions of this Part, an Electronic Message, Changeable Copy Sign shall be considered a Discretionary Use.

5.8 Freestanding Sign Regulations

- a) For the purposes of this Part, Freestanding Signs may be allowed in any commercial, industrial, DC-3 District or Public Land Use Districts.
- b) A Freestanding Sign may include the following types of Signs:
 - i) Community Event Information Sign
 - ii) Monument Sign
 - iii) Pylon Sign
 - iv) Neighbourhood Identification Sign
 - v) Post Sign
- c) Despite section 5.8 (a):
 - i) Freestanding Signs within C-2 and I-1 Land Use Districts, identified in the Downtown Revitalization Plan, are a Discretionary Use
 - ii) Freestanding Signs, Monument Signs, and Pylon Signs shall not be allowed within the C-1 District.
- d) A Freestanding Sign with Changeable Copy, Manual or electronic message sign shall not be allowed within any Land Use District adjacent to the Queen Elizabeth II (QEII) Highway and Highway 597
- e) A Freestanding Monument Sign or Freestanding Pylon Sign shall be landscaped a minimum of 2.0 m (6.56 ft) extending around the centre base of the sign to the satisfaction of the Development Officer who shall consider access for Maintenance. This Part shall not exempt any Landscaping requirements within this Bylaw.

5.8.1 Monument or Pylon Sign

- a) Unless otherwise specified within this Bylaw, a Freestanding Monument or Freestanding Pylon Sign shall:
 - i) not have a Copy Area great than 85% of the Sign Area
 - ii) a maximum Height of 9.0 m (29.53 ft)
 - iii) have a maximum Sign Area of 25.0 m² (269.10 ft²).
- b) The maximum number of Freestanding Pylon Signs or Freestanding Monument Signs located on a Parcel in a non-residential Land Use District shall be:
 - i) 1 Sign per Parcel on a site of 50.0 m (164.04 ft) Frontage or less
 - ii) 2 Signs per Parcel on a site of more than 50.0 m (164.04 ft) Frontage but not greater than 100 m (328.08 ft)
 - iii) a maximum of 2 Signs per Parcel on a site greater than 100.0 m (328.08 ft) in Frontage.

- c) Despite section 5.8.1 (b)(iii), where a Parcel has Frontage on more than 1 Road, 1 additional Sign may be allowed, not exceeding 60% of the maximum Height allowed, provided the distance between each Freestanding Pylon Sign or Freestanding Monument Sign is 50.0 m (164.04 ft).
- d) The following Setbacks shall apply for Freestanding Monument and Freestanding Pylon Signs:
- i) be separated a minimum of 50.0 m (164.04 ft) from any other Freestanding Sign
 - ii) maintain a minimum 15 m (49.21 ft) from a Property Line shared with another site
 - iii) maintain a minimum 1.0 m (3.28 ft) from a Property Line adjacent to a Road
- e) A Freestanding Monument Sign and Freestanding Pylon Sign shall maintain a minimum Clearance of 3.0 m (9.84 ft) when measured from the ground to the bottom of the Sign Structure, except where it is a Freestanding Monument Sign; and:
- i) does not interfere with traffic circulation or vehicle parking
 - ii) has electrical power supply supplied underground
 - iii) shall not be constructed within a parking area or such that it results in a reduction of the number of parking spaces
- f) A Freestanding Monument Sign or Freestanding Pylon Sign may:
- i) be internally or externally illuminated
 - ii) contain Changeable Copy provided the Changeable Copy, Manual, Electronic Message Feature or Electronic Message, Changeable Copy does not exceed more than 25% of the Sign Area.
- g) A Freestanding Monument Sign or Freestanding Pylon Sign located on a Parcel within the C-1, C-2, C-3, and I-1 Land Use Districts included within the Downtown Revitalization Plan, where approved, shall:
- i) not exceed a maximum Sign Area of 5.0 m² (53.82ft²)
 - ii) not exceed a maximum Height of 8.5 m (27.89 ft)
 - iii) not have a rotating element
 - iv) not have a changeable copy or an Electronic Message Feature; except:
 - i. where a Gas Bar has been approved, in which case the changeable copy or an Electronic Message Feature shall be limited to fuel price display
 - v) be limited to 1 Sign per Parcel
 - vi) maintain a minimum Clearance of 2.44 m (8.00 ft) when measured from the ground to the bottom of the Sign Structure, except where it is a Freestanding Monument Sign.
- h) A Freestanding Monument or Freestanding Pylon Sign located on a non-residential Parcel adjacent to QEII or Highway 597 shall:
- i) not incorporate a rotating element
 - ii) shall be limited to 1 Freestanding Monument Sign or 1 Freestanding Pylon Sign per Parcel where the Sign Area is over 22.0 m² (236.81 ft²)
 - iii) maintain a maximum Height of 9.0 m (29.53 ft)
 - iv) not exceed a maximum Height of 9.0 m (29.53 ft)
 - v) may have a maximum Sign Area of 12.0 m² (12.179 ft²)

- vi) not incorporate Changeable Copy, Manual component or Electronic Message Feature or Video Display feature
- i) Freestanding Monument Signs within the R-3, R-4, R-5, R-MHC and R-MHP Land Use Districts, shall be used to identify the site and shall:
 - i) be limited to 1 Sign per Lot, site, or Parcel
 - ii) not contain any illumination
 - iii) have a maximum Height of 3.0 m (9.84 ft)
 - iv) have a maximum Sign Area of 5.0 m² (53.82 ft²)
 - v) not have a rotating element, Changeable Copy, Manual or an Electronic Message Feature
 - vi) be limited to:
 - i. 1 Sign per Parcel on a site of 30 m (98.43 ft) Frontage or less
 - ii. 2 Signs per Parcel on a site of more than 30 m (98.43 ft) Frontage but not greater than 60 m (196.85 ft)
 - iii. a maximum of 3 Signs per Parcel on a site of more than a Frontage greater than 60 m (196.85 ft)

5.8.2 Neighbourhood Identification Sign

- a) The Neighbourhood Identification Sign, pursuant to the Development Agreement entered into at the time of subdivision, shall:
 - i) be for neighbourhood identification purposes only and contain no advertising
 - ii) be constructed of Maintenance free material wherever possible
 - iii) not be internally illuminated or contain any Electronic Message Feature or Video Display
 - iv) not encroach upon any utility right of way
 - v) not affect traffic safety.

5.8.3 Post Sign

- a) A Post Sign located on private property shall:
 - i) have a maximum Height of 1.2 m (3.94 ft)
 - ii) have a maximum Sign Area of 1.1 m² (11.84 ft²)
 - iii) be separated a minimum of 5 m (16.40 ft) from all other Signs
 - iv) not block any sidewalks or interfere with pedestrian or vehicular traffic
 - v) be separated a minimum of 5 m (16.40 ft) from other Signs located on-site or off-site
- b) A Post Sign used as a Real Estate Sign shall have a maximum Height of 1.8 m (5.91 ft) and maximum Sign Area of 1.5 m² (16.15 ft²) within all residential Land Use Districts.
- c) A Post Sign used as a Real Estate Sign shall have a maximum Height of 4.0 m (13.12 ft) and a maximum Sign Area of 6.0 m² (64.58 ft²) within non-residential Land Use Districts.

5.9 Other Sign Regulations

- a) For the purposes of this Part, the following types of Signs may be allowed in any commercial, industrial, Direct Control or Public Land Use Districts:
- i) A-Frame Sign
 - ii) Bed & Breakfast Sign
 - iii) Custom Printed Insert Sign
 - iv) Directional Sign
 - v) Election Sign
 - vi) Flag Sign
 - vii) Home Based Business Sign
 - viii) Menu Board Sign

5.9.1 A-Frame Sign

- a) An A-Frame Sign shall:
- i) be limited to 1 Sign per business
 - ii) have a maximum Height of 0.9 m (2.95 ft)
 - iii) have a maximum Sign Area of 0.55 m² (5.92 ft²)
 - iv) not obstruct sidewalks or interfere with pedestrian or vehicular traffic
 - v) be displayed only during the business operating hours
 - vi) be separated a minimum of 5.0 m (16.40 ft) from other Signs located on or off-site
 - vii) be located on private property in front of the Building or premises to which the Sign pertains
 - viii) be of a painted finish, be neat and clean and be maintained at all times
 - ix) be constructed of materials that will collapse, cave in, give way upon impact (such as paper, cardboard, or other light weight material)
 - x) not use fluorescent, 'day-glow', luminous, or reflective lettering or backgrounds.
- b) For businesses with zero front Setbacks, 1 Sign may be placed on Town property adjacent to the front property boundary provided that the Sign is:
- i) located as close as possible to the front of the Building
 - ii) the Sign is placed wholly within 1.0 m (3.28 ft) of the curb, placed as close as practical to any Street tree, garbage receptacle, or other pieces of Street furniture where available in front of the business in order to maintain a minimum 2.0 m (6.56 ft) width for pedestrian passage.
- c) An A-Frame Sign used as an Open House Sign shall:
- i) only include a directional arrow, the phrase 'open house' and the name and/or the logo of the real estate company hosting the open house
 - ii) not be located in a median of a Road, on a sidewalk, or within a traffic circle area
 - iii) have a maximum Height of 0.9 m (2.95 ft)
 - iv) have a maximum Sign Area of 0.55 m² (5.92 ft²)
 - v) be separated a minimum of 5.0 m (16.40 ft) from other Signs located on site or off-site

- vi) be erected or placed no more than 3 hours prior to an open house and no later than 3 hours after an open house, except on weekends. Signs erected on a weekend may not be placed before 6:00 p.m. Friday or after 6:00 am on a Monday, except when a Friday or Monday is a statutory holiday, the display dates shall adjust to be displayed during the statutory holiday.

- d) An A-Frame Sign may not be located within a Road right-of-way.

5.9.2 Bed & Breakfast Sign

- a) Bed & Breakfast Signs shall:
 - i) require a permit
 - ii) be located entirely on private property
 - iii) be limited to a maximum of 2 Signs per approved Bed & Breakfast subject to the following:
 - i. authorized Sign types include, Post, Projecting and Window
 - ii. no 2 Signs on a single site may be the same type
 - iii. Signs allowed shall confirm to section 5.8.3, 5.6.5, and 5.6.6
 - iv. not be internally lit
 - v. not contain any Changeable Copy, Manual, or Electronic Message Feature.

5.9.3 Custom Printed Insert Sign

- a) Custom Printed Inserts are personalized corrugated plastic inserts which contain advertising or the display of the business logo or name and added to chain link fencing.
- b) Where chain link fencing is approved, Custom Printed Inserts may be considered in industrial Land Use Districts only; except:
 - i) any portion of a fence sharing a common property boundary with and adjacent to, the Queen Elizabeth II Highway and Highway 597
- c) The maximum Sign Copy Area containing advertising, the display of the business logo or name shall be limited to 25% per side of a perimeter chain link fence to a maximum of 2 sides.

5.9.4 Directional Sign

- a) A Directional Sign may contain a logo or name of business and may be illuminated
- b) A Directional Sign within R-3, R-5, and R-MHP Land Use Districts shall:
 - i) have a maximum Height of 0.9 m (2.46 ft)
 - ii) have a maximum Sign Area of 0.4 m² (4.31 ft²)
 - iii) be limited to 2 Directional Signs per site or Parcel
 - iv) the Development Authority may approve a greater number of Directional Signs where the need for the requested additional Signs has been demonstrated by the applicant.

5.9.5 Flag Sign

- a) Flag Signs shall:
 - i) be limited to 1 Sign per business
 - ii) be limited to a maximum of 3 Signs per Parcel
 - iii) be considered in all commercial and industrial Land Use Districts, except within the C-1 Commercial Central District and I-1 Industrial Light District as identified in the Downtown Revitalization Plan
 - iv) not exceed a maximum Height of 4.0 m (13.12 ft)
 - v) not block sidewalks or interfere with pedestrian or vehicular traffic
 - vi) be located within the property boundaries
 - vii) be separated a minimum of 5.0 m (16.40 ft) from another Flag Banner Sign and any other Signs located on or off-site
 - viii) be located in front of the Building or premises to which the Sign pertains
 - ix) be displayed for a period of up to 30 consecutive days to a maximum of 3 times per calendar year.
- b) The maximum number of Flag Signs placed on a site within a non-residential Land Use District shall be:
 - i) 1 Sign on a Lot with a Frontage of 30 m (98.43 ft) or less
 - ii) a maximum of 3 Signs on a Lot with a Frontage greater than 30 m (98.43 ft).
- c) A Flag Sign used with a Residential Sales Centre shall be decorative in its design, be Freestanding and not attached to any other Sign or Structure.

5.9.6 Home Based Business Sign

- a) A Home Based Business Sign shall:
 - i) not display any Signs unless a valid Development Permit and Business License have been issued by the Town
 - ii) not display any Sign other than 1 non-illuminated Window Sign, not exceeding 25% of the area of the window
 - iii) not display an A-Frame Sign no larger than 0.3 m² (3.23 ft²) advertising the Home Based Business operating from the Parcel and shall:
 - i. be located entirely within the boundaries of the property.

5.9.7 Menu Board Sign

- a) A Menu Board Sign shall be located on a Parcel within a commercial Land Use District and shall:
 - i) have a maximum Height of 3.0 m (9.84 ft)
 - ii) have a maximum Sign Area of 3.0 m² (32.29 ft²)
 - iii) be limited to a maximum of 2 Menu Board Signs per business on a site
 - iv) incorporate Landscaping where required by the Development Authority

- v) not create any off-site Nuisance with regards to noise or illumination to the satisfaction of the Development Authority

5.10 Special Event Sign Regulations

- a) A Special Event Sign used for the purposes of advertising a Special Event or for providing Public Notices shall not require a Development Permit provided:
 - i) a Sign shall not contain advertising copy other than information specific to the Special Event
 - ii) when located in a Road right-of-way shall:
 - i. be limited to an A-Frame Sign or a Post Sign
 - ii. have a maximum Sign Area of 0.55 m² (5.92 ft²)
 - iii. have a maximum Height of 0.9 m (2.95 ft)
 - iv. be located 5.0 m (16.40 ft) from all other Signs within the right of way
 - v. be placed no more than 5 days prior to the event, if it is a singular occurring event
 - vi. be placed no more than 2 days prior to the event if it is a regularly scheduled event (i.e. Farmers Market)
 - vii. be allowed to remain within the right of way throughout the duration of the event
 - viii. be removed within 24 hours following the conclusion of the event
 - iii) shall not contain any illumination or use any flashing or electronic device
 - iv) not be attached to any light standard, pole or any other Sign or Structure
 - v) be anchored and stabilized at all times
- b) A Special Event Sign shall maintain the following Setbacks:
 - i) 1.5 m (4.92 ft) from the Front Property Line
 - ii) 10.0 m (32.81 ft) from any intersection whether controlled or uncontrolled
 - iii) 5.0 m (16.40 ft) from a hydrant
 - iv) 10.0 m (32.81 ft) from the Lot Line that abuts another Lot other than a residential Lot
 - v) 3.0 m (9.84 ft) from any access to or from a Lot or site
 - vi) 25 m (82.02 ft) from a Freestanding Sign.

5.11 Temporary Sign Regulations

- a) A Temporary Sign may include the following types of Signs:
 - i) Banner Sign
 - ii) Changeable Copy, Manual Sign
 - iii) Construction Sign
 - iv) Flag Sign
 - v) Future Development Sign
 - vi) Inflatable Sign
 - vii) Portable Sign
 - viii) Show Home Sign
 - ix) Open House and Real Estate Signs

5.11.1 Banner Sign

- a) A Banner Sign shall:
 - i) have a maximum of 1 Sign per Building or individual commercial or industrial unit within a Building or Parcel
 - ii) only be located on a Parcel within C-2, C-3, C-4, CMU, I-1, I-2, and Direct Control Land Use Districts
 - iii) a Banner Sign shall not be allowed within the I-1 Land Use District identified in the Downtown Revitalization Plan
 - iv) have a maximum of 25% of the area of the wall of the premises to which it is attached
 - v) be displayed for a period of up to 30 consecutive days to a maximum of 90 days in a calendar year.

5.11.2 Changeable Copy Sign, Manual and Portable Signs

- a) A Changeable Copy, Manual feature is the copy on a Sign that changes manually through the use of attachable letters, numbers or pictorial panels and may be contained within, or form part of a, Freestanding Monument Sign, Freestanding Pylon Sign, a Fascia Sign, or a Portable Sign and does not include Third Party Advertising or any Electronic Message Feature.
- b) A Changeable Copy Sign feature contained within a Freestanding Monument Sign, a Freestanding Pylon Sign or a Fascia Sign shall comply with sections 5.6.2 or 5.8; and
 - i) may contain a maximum of 30% of the Sign Area.
- c) A Changeable Copy, Manual feature on a Portable Sign is intended for temporary on-site advertising relating to the activities of the landowner or its occupants.
- d) A Changeable Copy, Manual feature on a Portable Sign with manual feature as part of the overall Sign, is allowed in all commercial and industrial Land Use Districts with the exception of:
 - i) C-1 and C-3 Land Use Districts; and may:
 - i. have a maximum Height of 2.0 m (6.56 ft)
 - ii. have a maximum Sign Area of 3.0 m² (32.29 ft²)
 - iii. have a maximum width of 2.5 m (8.20 ft)
 - iv. be illuminated or non-illuminated
 - v. contain no audio feature.
- e) A Changeable Copy, Manual on a Portable Sign shall maintain the following Setbacks:
 - i) 30.0 m (98.43 ft) from any other Freestanding Sign
 - ii) 50.0 m (164.04 ft) from any other Portable Sign
 - iii) 6.0 m (19.69 ft) from any access
 - iv) 15.0 m (49.21 ft) from any Property Line shared with another Parcel or site
 - v) 5.0 m (16.40 ft) from a hydrant
 - vi) 1.5 m (4.92 ft) from the Front Property Line
 - vii) 10.0 m (32.81 ft) from any intersection whether controlled or uncontrolled

- viii) 10.0 m (32.81 ft) m from the Lot Line that abuts another Lot other than a residential Lot.
- f) A Changeable Copy, Manual, Portable Sign shall be limited to:
 - i) 1 Changeable Copy Sign per site where the total Frontage is 50.0 m (164.04 ft) or less
 - ii) a maximum of 2 Changeable Copy Signs per site where the total Frontage is greater than 100.0 m (328.08 ft).
- g) The maximum length of a permit for a Portable Sign shall:
 - i) be 60 days with the maximum duration of display per business for each Portable Sign being 60 days, 3 times per year
 - ii) not remain at 1 location for more than 60 consecutive days at 1 time
 - iii) not be applied for more than 30 days in advance of the date of placement
 - iv) upon expiry, the Development Authority shall require a new application for the Portable Sign. There shall be no obligation for the Development Authority to approve a permit on the basis that a previous permit had been issued
- h) a Portable Sign located within a Road right-of-way or any other public property shall be used only for Public Notice as required by municipal, provincial, or federal legislation and shall:
 - i) comply with the requirements of this Bylaw
 - ii) be placed no more than 7 days prior to an activity or event
 - iii) be allowed to remain in the right of way throughout the duration of the event
 - iv) be removed within 24 hours following the conclusion of the event or activity.
- i) A Portable Sign shall not be allowed on:
 - i) a vacant or undeveloped Parcel
 - ii) a Parcel that contains, and has been approved for, Changeable Copy, Manual or Electronic Message Features.
- j) A Portable Sign or Changeable Copy Sign shall not interfere with site lines, any traffic control device; or impede on traffic or pedestrian movements at any time.

5.11.3 Construction Sign

- a) A Constuction Sign shall not require a Sign permit, but shall comply with the following regulations.
- b) A Construction Sign may be placed on site no sooner than 14 days prior to commencement of construction.
- c) A Construction Sign shall:
 - i) be limited to 4 Signs per Parcel
 - ii) be removed within 7 days following construction completion.
- d) A Construction Sign for new construction, for a site with Frontage of 30.0 m (98.43 ft) or less, shall:

- i) have a maximum Height of 3.0 m (9.84 ft)
 - ii) have a maximum area of 2.8 m² (30.14 ft²)
- e) A Construction Sign for new construction, for a site with Frontage greater than 30.0 m (98.43 ft), shall:
 - i) have a maximum Height of 4.0 m (13.12 ft)
 - ii) have a maximum area of 6.0 m² (64.58 ft²)

5.11.4 Future Development Sign

- a) A Future Development Sign is a Temporary Sign and may be placed on a site where a permit has been approved for Development or where a Development Agreement has been signed by the Town.
- b) A Future Development Sign relating to new construction, for a site with a Frontage of 30.0 m (98.43 ft) or less, a maximum of 1 Sign shall be allowed and shall:
 - i) have a maximum Height of 3.0 m (9.84 ft)
 - ii) have a maximum Sign Area of 2.8 m² (30.14 ft²)
 - iii) maintain Setback distances of 6.0 m (19.69 ft) from any Property Line or intersection
- c) A Future Development Sign related to new construction, for a site with a Frontage greater than 30.0 m (98.43 ft), a maximum of 2 Signs shall be allowed and shall:
 - i) have a maximum Height of 4.0 m (13.12 ft)
 - ii) have a maximum Sign Area of 6.0 m² (64.58 ft²)
 - iii) maintain Setback distances of 6.0 m (19.69 ft) from any Property Line or intersection
- d) A Future Development Sign shall be located at the entrance to a Lot or site and shall:
 - i) have a maximum Height of 3.0 m (9.84 ft)
 - ii) have a maximum Sign Area of 5.0 m² (53.82 ft²)
 - iii) have a maximum width of 3.0 m (9.84 ft)
 - iv) have a maximum Copy Area of 75%
 - v) not include an Electronic Message Feature or changeable display feature
 - vi) be secured or anchored at all times
 - vii) not be located on a vacant or undeveloped Lot or site
 - viii) incorporate Landscaping where required by the Development Authority
 - ix) not interfere with any traffic movements or sight lines.
- e) A Future Development Sign shall not exceed a maximum of:
 - i) 2 Signs per Lot or site with a Frontage of 90.0 m (295.28 ft) or less
 - ii) 3 Signs per Lot or site with a Frontage greater than 90.0 m (295.28 ft)
- f) Any permit issued for a Future Development Sign is valid for 2 years from the date of approval.

5.11.5 Garage Sale Signs

- a) A Garage Sale Sign shall not require a Sign permit but shall comply with the following regulations. Garage Sale Signs shall:
 - i) not be more than 3 Signs per garage sale event
 - ii) be self-supporting
 - iii) not be placed on municipal poles, mailboxes, or any other freestanding Structure
 - iv) not exceed 0.37 m² (3.98 ft²)
 - v) contain the address of where the sale is taking place and the dates of the sale only
 - vi) be removed no later than 24 hours following the garage sale event.

5.11.6 Inflatable Sign

- a) An Inflatable Sign shall only be located on a Parcel that is within the C-2, C-3, C-4, CMU, DC-3, I-1 and I-2 Land Use Districts.
- b) Despite section 5.11.6 (a), an Inflatable Sign shall not be located on a Parcel adjacent to Queen Elizabeth II and Highway 597; and shall:
 - i) maintain a minimum Setback of 100.0 m (328.08 ft) measured from the base of the Inflatable Sign to the boundary of any Parcel within residential Land Use Districts
 - ii) maintain a minimum separation of 5.0 m (16.40 ft) from any other Sign on-site
 - iii) not be located within any required Parcel Setback
 - iv) be securely attached or anchored and must touch the surface to which it is anchored
 - v) not interfere or obstruct access or sight lines to or from a site
 - vi) not exceed the maximum Height allowed within the Land Use District, to a maximum of 14.0 m (45.93 ft)
 - vii) be limited to a maximum of 1 Inflatable Sign per site.
- c) An Inflatable Sign may be placed on a site and shall follow these additional guidelines:
 - i) placement shall be for 60 days with the maximum duration of display per business for each Inflatable Sign being 60 days 3 times per year
 - ii) must not remain at 1 location for more than 60 consecutive days at 1 time
 - iii) no permit may be applied for more than 30 days in advance of the date of placement
 - iv) upon expiry, the Development Authority shall require a new application for the Inflatable Sign. There shall be no obligation for the Development Authority to approve a permit on the basis that a previous permit had been issued.

5.11.7 Show Home Sign

- a) A Show Home Sign shall only be placed on a site with an approved Residential Sales Centre. For the purposes of this Part, a Residential Sales Centre, on the Parcel, may be a self contained temporary portable Building or a Dwelling in a residential Land Use District.
- b) There shall be a maximum of:

- i) 2 Show Home Signs on a Parcel less than 0.25 ha
 - ii) 4 Show Home Signs on a Parcel greater than 0.25 ha.
- c) The maximum combined Sign Area for all Show Home Signs shall be:
- i) 3.0 m² (32.29 ft²) for a site less than 0.25 ha
 - ii) 12.0 m² (129.17 ft²) for a site greater than 0.25 ha but less than 1.0 ha
 - iii) 24.0 m² (258.33 ft²) for a site greater than 1.0 ha, however the maximum Sign Area for 1 Sign shall not exceed 6.0 m² (64.58 ft²)
- d) The minimum Setback from a Lot Line for a Show Home Sign shall be:
- i) 3.0 m (9.84 ft) for a site less than 0.25 ha
 - ii) 6.0 m (19.69 ft) for a site greater than 0.25 ha
 - iii) a Show Home Sign required for a Dwelling shall maintain a minimum of 1.0 m (3.28 ft) from any Property Line
- e) The maximum Height for a Show Home Sign shall be:
- i) 3.0 m (9.84 ft) for a site less than 0.25 ha
 - ii) 6.0 m (19.69 ft) for a site greater than 0.25 ha
- f) A Show Home Sign shall be removed upon the earlier of:
- i) the completion of the subdivision for which it is advertising
 - ii) the removal of a temporary sales Office for which it is advertising
 - iii) the residential occupancy of the show home for which it is advertising
 - iv) or within 2 years from the date of approval of the Development Permit for a Residential Sales Centre
- g) Flag Signs used for show home purposes shall not be included in the maximum number of Show Home Signs allowed for a site but are subject to the regulations of section 5.9.5.
- h) Show Home Signs on public or Road rights-of-way shall not be allowed.

PART 6.0 LAND USE DISTRICTS

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6.1 Residential Single Dwelling Large District (R-1L)

6.1.1 Purpose

To provide an area to accommodate low Density residential Development on large Lots and uses herein listed which are compatible and are connected to municipal services.

6.1.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"> • Accessory Building • Detached Dwelling • Home Based Business 1 • Home Based Business 2 	<ul style="list-style-type: none"> • Accessory Suite • Accessory Use • Assisted Living Facility • Bed & Breakfast • Boarding or Lodging House • Daycare, Minor • Group Home • Home Based Business 3 • Modular Home • Moved-in Dwelling • Residential Kennel • Residential Sales Centre • Signs • Temporary Care Facility

6.1.3 District Regulations

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following Land Use District regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m
Minimum Side Yard	1.5 m (4.9 ft) except: <ul style="list-style-type: none"> • adjacent to a collector Road, where it shall be 4.5 m (14.76 ft) • adjacent to a Road, but not including a Lane, where it shall be 3.0 m (9.84 ft) or as required by Alberta Building Code, whichever is greater

	<ul style="list-style-type: none"> In a laneless subdivision, section 3.23 shall also apply, or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	<ul style="list-style-type: none"> 7.5 m (24.61 ft) with an attached Garage 10.0 m (32.81 ft) without an attached Garage 12.5 m (41.01 ft) where it abuts a major Collector
Minimum Parcel Area	<ul style="list-style-type: none"> Interior Parcels – 550.0 m² (5,920.15 ft²) Corner Parcels – 600.0 m² (6,458.35 ft²)
Minimum Parcel Width	<ul style="list-style-type: none"> Interior Parcels – 15.0 m (49.21 ft) Corner Parcels – 16.5 m (54.13 ft)
Maximum Parcel Coverage	40% (excludes Driveways and Grade level open Decks)
Maximum Building Height	2 Storeys with a maximum overall Height of 10.0 m (32.81 ft)
Laneless Parcels	<p>Where no Lane exists, 1 Side Yard shall not be less than:</p> <ul style="list-style-type: none"> 1.5 m (4.92 ft) in the case of a Detached Dwelling with an attached Garage 3.0 m (9.84 ft) in the case of a Detached Dwelling without an attached Garage.

6.2 Residential Single Dwelling Medium Lot District (R-1M)

6.2.1 Purpose

To provide an area to accommodate low Density residential Development on medium Lots and other uses herein listed, which are compatible and connected to municipal services.

6.2.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"> • Accessory Building • Detached Dwelling • Home Based Business 1 • Home Based Business 2 	<ul style="list-style-type: none"> • Accessory Suite • Accessory Use • Assisted Living Facility • Bed & Breakfast • Boarding or Lodging House • Daycare, Minor • Group Home • Home Based Business 3 • Modular Home • Moved-in Dwelling • Residential Kennel • Residential Sales Centre • Signs • Temporary Care Facility

6.2.3 District Regulations

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following Land Use District regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.61 ft)
Minimum Side Yard	1.5 m (4.92 ft) except: <ul style="list-style-type: none"> • adjacent to a collector Road, where it shall be 4.5 m (14.76 ft) • adjacent to a Road, but not including a Lane, where it shall be 3.0 m (9.84 ft) or as required by Alberta Building Code, whichever is greater

	<ul style="list-style-type: none"> In a laneless subdivision, section 3.23 shall also apply, or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	<ul style="list-style-type: none"> 7.5 m (24.61 ft) with an attached Garage 10.0 m (32.81 ft) without an attached Garage 12.5 m (41.01 ft) where it abuts a major collector Road
Minimum Parcel Area	<ul style="list-style-type: none"> Interior Parcels – 460.0 m² (4,951.40 ft²) Corner Parcels – 510.0 m² (5489.59 ft²)
Minimum Parcel Width	<ul style="list-style-type: none"> Interior Parcels – 12.5 m (41.01 ft) Corner Parcels – 14.0 m (45.93 ft)
Maximum Parcel Coverage	40% (excludes Driveways and Grade level open Decks)
Maximum Building Height	2 Storeys with a maximum overall Height of 10.0 m (32.81 ft)
Laneless Parcels	<p>Where no Lane exists, 1 Side Yard shall not be less than:</p> <ul style="list-style-type: none"> 1.5 m (4.92 ft) in the case of a Detached Dwelling with an attached Garage 3.0 m (9.84 ft) in the case of a Detached Dwelling without an attached Garage.

6.3 Residential Single Dwelling Small Lot District (R-1S)

6.3.1 Purpose

To provide an area to accommodate low Density residential Development on small Lots and other uses herein listed which are compatible and all of which are connected to municipal services.

6.3.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"> • Accessory Building • Detached Dwelling • Home Based Business 1 • Home Based Business 2 	<ul style="list-style-type: none"> • Accessory Suite • Accessory Use • Assisted Living Facility • Bed & Breakfast • Boarding or Lodging House • Daycare, Minor • Group Home • Home Based Business 3 • Modular Home • Moved-in Dwelling • Residential Kennel • Residential Sales Centre • Signs • Temporary Care Facility

6.3.3 District Regulations

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following Land Use District regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.61 ft)
Minimum Side Yard	1.5 m (4.92 ft) except: <ul style="list-style-type: none"> • adjacent to a collector Road, where it shall be 4.5 m (14.76 ft) • adjacent to a Road, but not including a Lane, where it shall be 3.0 m (9.84 ft) or as required by Alberta Building Code, whichever is greater

	<ul style="list-style-type: none"> In a laneless subdivision, section 3.23 shall also apply, or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	<ul style="list-style-type: none"> 7.5 m (24.61 ft) with an attached Garage 10.0 m (32.81 ft) without an attached Garage 12.5 m (41.01 ft) where it abuts a major collector Road
Minimum Parcel Area	<ul style="list-style-type: none"> Interior Parcels – 360.0 m² (3,875.00 ft²) Corner Parcels – 410.0 m² (4413.2 ft²)
Minimum Parcel Width	<ul style="list-style-type: none"> Interior Parcels – 10.5 m (34.45 ft) Corner Parcels – 11.5 m (37.73 ft)
Maximum Parcel Coverage	50% (excludes Driveways and Grade level open Decks)
Maximum Building Height	2 Storeys with a maximum overall Height of 10.0 m (32.81 ft)
Laneless Parcels	<p>Where no Lane exists, 1 Side Yard shall not be less than:</p> <ul style="list-style-type: none"> 1.5 m (4.92 ft) in the case of a Detached Dwelling with an attached Garage 3.0 m (9.84 ft) in the case of a Detached Dwelling without an attached Garage.

6.4 Residential Manufactured Home Park District (R-MHP)

6.4.1 Purpose

To provide an area for Manufactured Homes and other uses herein listed in a comprehensively designed park wherein sites are rented or owned as part of a registered condominium plan, connected to municipal services.

6.4.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Manufactured Home• Home Based Business 1	<ul style="list-style-type: none">• Accessory Use• Home Based Business 2• Residential Kennel• Residential Sales Centre• Signs

6.4.3 District Regulations

- A Development Permit application shall be provided for each Manufactured Home or Manufactured Home addition within a Manufactured Home Park
- Any additions or expansions to a Manufactured Home within a Manufactured Home Park shall have a foundation, Structure, and appearance the same as, or consistent with the Manufactured Home
- For the purposes of this Land Use District, "Lot" means the total area of land reserved for the placement of a Manufactured Home and for the exclusive use of its occupants.

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Maximum Gross Density	17 Manufactured Homes/ha (7 ac)
Maximum Park Area	2.0 ha
	The following Setbacks shall be maintained: <ul style="list-style-type: none">• 4.5 m (14.76 ft) from park boundary• 3.0 m (9.84 ft) from internal access Road or common parking area• 6.0 m (19.69 ft) from front Lot Line

Minimum Setback Requirements	<ul style="list-style-type: none"> • 1.5 m (4.92 ft) from side Lot Line • 3.0 m (9.84 ft) from rear Lot Line • 4.88 m (16.01 ft) models shall provide 1 Side Yard of a minimum of 4.5 m (14.76 ft) • Models larger than 4.88 m (16.01 ft) shall provide a minimum Rear Yard of 6.0 m (19.69 ft) • All attached Structures shall maintain a minimum 1.5 m (4.92 ft) from any Lot Line.
Maximum Lot Area	As determined by the Development Authority meeting all requirements of this Land Use District.
Minimum Parcel Width	<ul style="list-style-type: none"> • Interior Parcels – 10.5 m (34.45 ft) • Corner Parcels – 11.5 m (37.73 ft)
Maximum Parcel Coverage	50% (excludes Driveways and Grade level open Decks)
Maximum Building Height	5.5 m (18.04 ft)
Minimum Manufactured Home Width	3.5 m (11.48 ft)
Minimum Manufactured Home Floor Area	80 m ² (861.11 ft ²)

Building Design and Character:

Skirting or any attached Structure shall be fabricated to complement the exterior finish of the Manufactured Home and be of durable all-weather construction and designed in a manner that will enhance the appearance of the Manufactured Home. Each Manufactured Home shall be levelled, blocked, and skirted, within 30 days of being placed on a Lot so that the entire undercarriage, hitch, and support Structures are concealed from view.

Amenity / Recreation Area:

For the enjoyment of all residents of the Development, an amenity/recreation space shall be provided and designed in accordance with a recreation site plan and located in a suitable area approved by the Development Authority. This plan may include outdoor, indoor or a combination of both and shall be a minimum of 10% of the total area of a Manufactured Home Park.

Landscaped Area:

Any area not developed or occupied by park Roads, Walkways, Driveways, Buildings or other developed Buildings or facilities shall be landscaped.

Perimeter Landscaping of an area not less than 3.0 m (9.84 ft) in width between any Manufactured Home Lot and park boundary line shall be required. Fencing or screening may be required at the discretion of the Development Authority within the 3.0 m (9.84 ft) perimeter. All Height, materials and location shall be at the discretion of the Development Authority.

Walkways:

Internal Walkways or paths shall be to the satisfaction of the Development Authority.

Access and Roadways:

Manufactured Home Parks greater than 50 units shall have 2 separate means of access within the Development area. All internal Roads shall meet the minimum standards of the Town.

Storage Areas:

All storage areas, separate from the Manufactured Home Lot, shall be provided for storage of seasonal recreational equipment. Such storage areas shall be adequately screened with all storage areas having an area of not less than 20.0 m² (215.28 ft²) per Manufactured Home Lot.

6.5 Residential Multi-Dwelling District (R-2)

6.5.1 Purpose

To provide an area to accommodate medium Density residential Development typically comprised of 2 to 4 attached Dwellings and uses herein listed which are compatible and connected to municipal services.

6.5.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Duplex• Home Based Business 1• Row Housing	<ul style="list-style-type: none">• Accessory Use• Assisted Living Facility• Bed & Breakfast, in Detached Dwelling only• Daycare, Minor• Detached Dwelling• Group Home• Home Based Business 2• Home Based Business 3• Mixed Use Development only on the following Parcels:<ul style="list-style-type: none">◦ Lots 1 through 8 (inclusive), Block 6, Plan 5629HW; and◦ Lots 25 through 40 (inclusive), Block 6, Plan RN17A• Multiple Housing Development• Residential Sales Centre• Signs• Temporary Care Facility

6.5.3 District Regulations

- a) Development Plans illustrating the Development of the site, the architectural treatment of all Buildings, Landscaping, lighting, parking, and access shall be prepared to the satisfaction of the Development Authority.
- b) The Development Authority may require satisfactory screening to reduce any impact a use in this Land Use District may have on adjacent properties. Screening may include fencing, Building placement, Landscaping, or a combination of these items
- c) Maximum Height shall be determined by the Development Authority having regard for the site, appearance, and massing of adjacent residential properties
- d) For Mixed Use Developments:

- i) Dwellings shall be located only on a second floor and shall have a separate entrance from non-residential elements of the site
- ii) all outside loading, unloading, and parking spaces shall be located at the side or rear of the Building and be visually screened from view from any adjacent Streets or adjacent residential areas to the satisfaction of the Development Authority
- iii) commercial Uses shall be considered Discretionary Uses and are restricted to Commercial Services Facility; Food Service, Restaurant; Retail, General; and Office uses

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.61 ft)
Minimum Side Yard	1.5 m (4.9 ft) except: <ul style="list-style-type: none"> • adjacent to a collector Road, where it shall be 4.5 m (14.76 ft) • adjacent to a Road, but not including a Lane, where it shall be 3.0 m (9.84 ft) or as required by Alberta Building Code, whichever is greater • In a laneless subdivision, section 3.23 shall also apply, or as required in the Alberta Building Code, whichever is greater
Minimum Rear Yard	7.5 m (24.61 ft) except when adjacent to a collector Road, where it shall be 10.0 m (32.81 ft).
Minimum Parcel Area	<p><u>Duplex</u></p> <ul style="list-style-type: none"> • Interior Parcels – 280.0 m² (3,013.89ft²) • Corner Parcels – 330.0 m² (3,552.09 ft²) <p><u>Row Housing</u></p> <ul style="list-style-type: none"> • Interior Parcels – 185.0 m² (1,991.32 ft²) • Corner Parcels – 220.0 m² (2,368.06 ft²) <p><u>Row Housing (4-plex)</u></p> <ul style="list-style-type: none"> • Interior Parcels – 200.0 m² (2,152.78 ft²) • Corner Parcels – 275.0 m² (2,960.08ft²) <p><u>Temporary Care Facility</u></p> <ul style="list-style-type: none"> • Interior Parcels – 280.0 m² (3,013.89 ft²) • Corner Parcels – 330.0 m² (3,552.09 ft²)
Maximum Parcel Coverage	55% (excludes Driveways and Grade level open Decks)

Maximum Building Height	Row Housing and Multiple Housing Development <ul style="list-style-type: none"> • Flat Roof: 10.0 m (32.81 ft) • Sloped Roof: 12.5 m (41.01 ft) • Maximum 3 Storeys above Grade
Laneless Parcels	Where no Lane exists, and for Detached Dwelling, Duplex and Row Housing, both Side Yards shall not be less than: <ul style="list-style-type: none"> • 1.5 m (4.92 ft) in the case with an attached Garage • 3.0 m (9.84 ft) in the case of without an attached Garage.

6.6 Residential Medium Density District (R-3)

6.6.1 Purpose

To provide an area to accommodate medium-high Density residential Development with shared Amenity Spaces and other uses herein listed which are compatible and connected to municipal services.

6.6.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Apartment• Home Based Business 1• Multiple Housing Development	<ul style="list-style-type: none">• Accessory Use• Assisted Living Facility• Group Home• Home Based Business 2• Residential Sales Centre• Signs• Temporary Care Facility

6.6.3 District Regulations

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following Land Use District regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	<u>Temporary Care Facility</u> <ul style="list-style-type: none">• 6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.61 ft) <u>Apartment</u> <ul style="list-style-type: none">• 7.5 m (24.61 ft)
Minimum Side Yard	3.0 m (9.84 ft) except: <ul style="list-style-type: none">• adjacent to a collector Road, where it shall be 4.5 m (14.76 ft)• as required by Alberta Building Code, whichever is greater.
Minimum Rear Yard	7.5 m (24.61 ft) except when adjacent to a collector Road, where it shall be 10.0 m (32.81 ft).
Minimum Parcel Area	3,035.14 m ² (0.30 ha)
Maximum Parcel Area	4.32 ac (1.75 ha)
Dwelling Density	45 units / hectare or 18 units per acre

Maximum Parcel Coverage	<u>Temporary Care Facility</u> <ul style="list-style-type: none"> • 55% (excludes Driveways) <u>Apartment</u> <ul style="list-style-type: none"> • 75% (excludes Driveways)
Maximum Building Height	<u>Temporary Care Facility</u> <ul style="list-style-type: none"> • 10.0 m (32.81 ft) <u>Apartment</u> <ul style="list-style-type: none"> • 12.0 m (39.37 ft) • 4 storeys
Minimum Landscaped Area	30% (Apartment, Multiple Housing Development, Assisted Living Facility, and Temporary Care Facility).
Amenity Space	<p>Amenity Spaces may consist of a single area or be divided into multiple areas. The Amenity Space shall include outdoor Open Space that provides an area for unstructured passive or active recreation to the satisfaction of the Development Officer and includes 2 or more of the following:</p> <ul style="list-style-type: none"> • Playground equipment • Benches, picnic tables, or other form of seating • Gazebo or other shelter • Patio • Courtyards • Gardens • Other recreational or amenity uses that would satisfy the needs of the residents for the Development. <p>Each Apartment unit shall provide a private outdoor Amenity Space of not less than 4.5 m² (48.44 ft²) in area.</p>

6.7 Residential High Density District (R-4)

6.7.1 Purpose

To provide an area for high Density residential Development with shared Amenity Spaces and other uses herein listed which are compatible and connected to municipal services.

6.7.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Apartment• Home Based Business 1• Multiple Housing Development	<ul style="list-style-type: none">• Assisted Living Facility• Boarding or Lodging House• Group Home• Home Based Business 2• Mixed Use Development• Residential Sales Centre• Signs• Temporary Care Facility

6.7.3 District Regulations

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following Land Use District regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.61 ft)
Minimum Side Yard	<p><u><i>Apartments</i></u></p> <ul style="list-style-type: none">• 3.0 m (9.84 ft) except where it abuts a Road other than a Lane, it shall be 3.5 m (11.48 ft) or as required in the Alberta Building Code, whichever is greater. <p><u><i>Row Housing: Multiple Housing Development (End Units)</i></u></p> <ul style="list-style-type: none">• 1.5 m (4.92 ft) except where it abuts a Road other than a Lane, it shall be 2.75 m (9.02 ft).
Minimum Rear Yard	7.5 m (24.61 ft) except when adjacent to a collector Road, where it shall be 10.0 m (32.81 ft).
Minimum Parcel Area	5,000.00 m ² (0.50 ha)
Landscaping Area	A minimum of 30% of the site shall be landscaped.
Dwelling Density	80 units / ha

Maximum Parcel Coverage	75%
Maximum Building Height	The lessor of 4 storeys or 17 m (55.77 ft)

Amenity / Recreation Area:

An Amenity Space for the enjoyment of residents of the Development including hard and soft landscaped areas and recreational areas in a suitable location shall be incorporated into the plans.

Building Design and Character:

Row Housing and Multiple Housing Developments may provide for front attached Garages and unique front Facades that are aesthetically appealing.

Parking Areas:

To mitigate the dominance of front parking areas, no part of a Front Yard of a site developed with a Row Housing or Multiple Housing Development shall be utilized for vehicle parking.

6.8 Residential Multi-Unit District (R-5)

6.8.1 Purpose

To provide an area for multi-unit residential Developments at a higher Density and any other uses, herein listed, all of which are connected to municipal services.

6.8.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Apartment• Home Based Business 1	<ul style="list-style-type: none">• Accessory Building• Accessory Use• Assisted Living Facility• Home Based Business 2• Mixed Use Development• Residential Sales Centre• Signs• Temporary Care Facility

6.8.3 District Regulations

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

- To mitigate the dominance of front parking areas, no part of a Front Yard of a site developed with an Apartments, Row Housing or Multiple Housing Development shall be utilized for vehicle parking.

Minimum Front Yard	6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.61 ft)
Minimum Side Yard	3.0 m (9.84 ft) except where it abuts a Road other than a Lane it shall be 3.65 m (11.98 ft), or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	7.5 m (24.61 ft) except when adjacent to a collector Road, where it shall be 10.0 m (32.81 ft).
Minimum Parcel Area	3,035.14 m ² (0.30 ha)
Maximum Parcel Area	0.75 ha

Landscaping Area	Minimum 30%
Dwelling Density	150 units/ha or 60 units/ac
Maximum Parcel Coverage	75%
Maximum Building Height	The lessor of 4 storeys or 17.0 m (55.77 ft)
Amenity Space	<p>An Amenity Space for the enjoyment of residents of the Development including hard and soft landscaped areas and recreational areas in a suitable location shall be incorporated into the plans.</p> <p>Amenity Spaces may consist of a single area or be divided into multiple areas. The Amenity Space shall include outdoor Open Space that provides an area for unstructured passive or active recreation to the satisfaction of the Development Authority and includes 2 or more of the following:</p> <ul style="list-style-type: none"> • Playground equipment • Benches, picnic tables, or other form of seating • Gazebo or other shelter • Patio • Courtyards • Gardens <p>Other recreational or amenity uses that would satisfy the needs of the residents for the Development.</p> <p>Each Apartment unit shall provide a private outdoor Amenity Space of not less than 4.5 m² (48.44 ft²) in area.</p>

6.9 Commercial Central District (C-1)

6.9.1 Purpose

To provide an area for a variety of smaller commercial opportunities, which will create an attractive pedestrian friendly environment while promote organized redevelopment of the area in alignment with the Downtown Revitalization Plan.

6.9.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Business Support Service• Commercial Service Facility• Daycare, Minor• Drinking Establishment• Farmers Market• Food Service, Restaurant• Funeral Home without Crematorium• Health Services• Hotel• Mixed Use Development• Motel• Office• Pawnshop• Retail, General• <u>Retail, Liquor</u>	<ul style="list-style-type: none">• Accessory Use• Automotive Service• Brewpub• Bus Depot• Commercial School• Daycare, Major• Light Equipment Sales, Service and Rental• Moved-in Building• Parking Facility• Patio• Religious Assembly• Retail, Adult• Retail, Cannabis• Signs• Similar Use

Commented [JT24]: Amendment #2.23

6.9.3 District Regulations

- a) notwithstanding the provisions of Part 5.0, all Signs in the Land Use District shall be in accordance with the Downtown Revitalization Plan
- b) Structural Alterations and additions to existing Buildings shall be developed in accordance with the Downtown Revitalization Plan where possible and this Bylaw to the satisfaction of the Development Authority
- c) Home Based Business uses shall be allowed as an interim use within Buildings used for residential purposes until redevelopment takes place; and are subject to meeting the requirements as outlined in this Land Use Bylaw

d) ~~Automotive Service: The Development Authority shall limit this use to Lot 1, Block 1 Plan 802 1468, if in the opinion the proposed use will not negatively impact the Downtown area and will not result in a negative impact on adjacent properties.~~

Commented [JT25]: Amendment #2.24

e)d) _____ Screening: In this Land Use District, the Development Authority may require additional screening to reduce any impact a use may have on adjacent properties or from Roads. Screening, in accordance with section 3.15, may include, but not be limited to fencing, Building placement, Landscaping, or any combination thereof.

f)e) Shipping Containers: The Development Authority shall prohibit the use of Shipping Containers as Accessory Buildings or Accessory Uses in this Land Use District.

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	Nil
Minimum Side Yard	Nil, or as required by the Alberta Building Code, whichever is greater.
Minimum Rear Yard	Shall provide for parking and Loading Spaces in accordance with section 3.20
Maximum Parcel Coverage	100%, provided that parking and Loading Spaces are provided as required in section 3.20
Maximum Building Height	17.0 m (55.77 ft)
Dwellings Entrance	Dwellings above the ground floor shall have an entrance separate from the entrance to any commercial component of the Building.
Building Design	<ul style="list-style-type: none"> All mechanical equipment on a roof shall be screened from view of adjoining Roads and residential Land Use Districts First storey windows or doors abutting a sidewalk shall be covered by an Awning or Canopy which is at least 2.0 m (6.56 ft) above the sidewalk, where there are residential units above.
Laneless Parcels	On a laneless Parcel in a commercial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.37 ft)

6.10 Commercial Highway District (C-2)

6.10.1 Purpose

To provide an area for commercial uses and other uses, herein listed, which are compatible with the area, adjacent to a major thoroughfare, which may require large open areas for parking by clientele, for display of merchandise, or both which will create an attractive environment primarily accessible to motor vehicles.

6.10.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Automotive Service• Automobile Sales and Rental• Business Support Service• Car Wash• Commercial Service Facility• Daycare, Minor• Daycare, Major• Drive-Through Business• Food Service, Restaurant• Funeral Home without Crematorium• Gas Bar• Health Services• Hotel• Light Equipment Sales, Service and Rental Shop• Motel• Manufactured and Modular Homes Sales and Service• Office• Pawnshop• Retail, General• Retail, Liquor• Recreation Facility, Indoor• Recreational Vehicle Sales, Rental and Service• Veterinary Clinic	<ul style="list-style-type: none">• Accessory Use• Adult Entertainment• Brewpub• Bus Depot• Building Supply and Lumber Outlet• Commercial School• Community Facility• Drinking Establishment• Funeral Home with Crematorium• Farm Equipment Sales and Service Outlet• Farmers Market• Mixed Use Development• Parking Facility• Religious Assembly• Retail, Adult• Retail, Cannabis• Signs• Similar Use

Commented [JT26]: Amendment #2.25

6.10.3 District Regulations (C-2)

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	9.0 m (29.53 ft)
Minimum Side Yard	3.0 m (9.84 ft) or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	6.0 m (19.69 ft)
Minimum Parcel Width	15.0 m (49.21 ft) adjacent to a service or local Road.
Maximum Parcel Coverage	80%
Maximum Building Height	17.0 m (55.77 ft)
Building Design	All mechanical equipment on a roof shall be screened from view of a Highway, arterial Road, and residential Land Use Districts.
laneless Parcels	On a laneless Parcel in a commercial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.37 ft).

6.11 Commercial Local District (C-3)

6.11.1 Purpose

To facilitate the Development of local convenience trade centres to serve adjacent to residential neighbourhoods or non-commercial areas only.

6.11.2 Permitted and Discretionary Uses (C-3)

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Commercial Service Facility• Daycare, Minor• Food Service, Restaurant• Gas Bar• Retail, General• <u>Retail, Liquor</u>• Office	<ul style="list-style-type: none">• Accessory Use• Car Wash• Daycare, Major• Live Work Unit• Recreation Facility, Indoor• Public Facility• Signs• Similar Use

Commented [JT27]: Amendment #2.26

6.11.3 District Regulations (C-3)

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	6.0 m (19.69 ft)
Minimum Side Yard	1.5 m (4.92 ft) except adjacent to a residential Parcel, where it shall be 3.0 m (9.8 ft).
Minimum Rear Yard	3.0 m (9.84 ft)
Minimum Parcel Area	2,000.00 m ² (0.2 ha)
Maximum Parcel Coverage	80%
Maximum Building Height	8.5 m (27.89 ft)
Building Design	All mechanical equipment on a roof shall be screened from view of a Highway, arterial Road, and residential Land Use Districts.

Laneless Parcels	On a laneless Parcel in a commercial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.37 ft).
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6.12 Business Park District (C-4)

6.12.1 Purpose

To provide a broad range of commercial uses in a Business Park that create a diverse and walkable Business Park, comprehensively designed on a single site that are complementary of each other.

6.12.2 Permitted and Discretionary Uses (C-4)

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Business Support Service• Commercial School• Commercial Service Facility• Daycare, Minor• Food Service, Restaurant• Health Services• Office• Retail, General• Veterinary Clinic• Veterinary Hospital	<ul style="list-style-type: none">• Accessory Use• Brewpub• Daycare, Major• Drinking Establishment• Patio• Public Utility Building• Retail, Adult• Retail, Cannabis• Signs• Similar Use

6.12.3 District Regulations (C-4)

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	At the discretion of the Development Authority
Minimum Side Yard	At the discretion of the Development Authority
Minimum Rear Yard	At the discretion of the Development Authority
Minimum Parcel Width	15.0 m (49.21 ft)
Maximum Parcel Coverage	70%
Maximum Building Height	<u>Flat Roof Buildings</u> <ul style="list-style-type: none">• 9.5 m (31.17 ft) <u>Pitched Roof Buildings</u> <ul style="list-style-type: none">• 12.0 m (39.37 ft)

Building Design	All mechanical equipment on a roof shall be screened from view from any Road and Adjacent Land uses.
Laneless Parcels	On a laneless Parcel in a commercial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.37 ft).
Landscaping	At the discretion of the Development Authority
Outdoor Storage	None allowed

6.13 Commercial Mixed Use District (CMU)

6.13.1 Purpose

To provide a site that is comprehensively designed to encourage a mixture of commercial and residential and other uses herein listed that are complimentary of each other.

6.13.2 Permitted and Discretionary Uses (CMU)

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Business Support Service• Commercial Service Facility• Home Based Business 1• Daycare, Minor• Food Service, Restaurant• Health Services• Mixed Use Development• Office• Recreation Facility, Indoor• Retail, General	<ul style="list-style-type: none">• Accessory Building• Accessory Use• Car Wash• Apartment• Daycare, Major• Gas Bar• Public Utility Building• Retail, Liquor• Signs• Similar Use

Commented [JT28]: Amendment #2.27

6.13.3 District Regulations (CMU)

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	nil or at the discretion of the Development Authority, taking into consideration the amenities of adjacent properties.
Minimum Side Yard	At the discretion of the Development Authority.
Minimum Rear Yard	At the discretion of the Development Authority.
Floor Area Ratio	At the discretion of the Development Authority.
Maximum Building Height	At the discretion of the Development Authority.
Density	

	For residential portion of the Development the Density shall not exceed 30 units/ha based on the total Parcel area.
Outdoor Storage	none allowed
Laneless Parcels	On a laneless Parcel in a commercial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.37 ft).
Amenity Space	<p>Amenity Space for Mixed Use Development and Apartments and may consist of a single area or be divided into multiple areas. The Amenity Space shall include outdoor Open Space that provides an area for unstructured passive or active recreation to the satisfaction of the Development Authority and includes 2 or more of the following:</p> <ul style="list-style-type: none"> • Playground equipment • Benches, picnic tables, or other form of seating • Gazebo or other shelter • Patio • Courtyards • Gardens • Other recreational or amenity uses that would satisfy the needs of the residents for the Development. <p>Each Apartment and Dwelling within a Mixed Use Development shall provide a private outdoor Amenity Space or not less than 4.5 m² (48.44 ft²) in area</p>

6.14 Industrial Light District (I-1)

6.14.1 Purpose

To provide an area for light industrial uses and other uses herein listed, compatible with the area which do not cause any objectionable or dangerous conditions beyond the Parcel boundary.

6.14.2 Permitted and Discretionary Uses (I-1)

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Automotive Service• Business Support Service• Car Wash• Contractor Operation, Minor• Commercial School• Funeral Home without Crematorium• Gas Bar• Greenhouse, Minor• Light Equipment Sales, Service and Rental Shop• Manufactured and Modular Home Sales and Service• Office, for Accessory Uses listed herein• Recreational Vehicle Sales, Rental and Service• Recycle Depot• Retail, General (as Accessory Use)• Shipping Container• Veterinary Clinic• Veterinary Hospital• Warehouse Sales• Warehouse and Storage	<ul style="list-style-type: none">• Accessory Building• Animal Boarding or Breeding Facility• Auction Facility, No Livestock• Autobody Repair and Paint Shop• Automobile Sales and Rental• Brewpub• Building Supply and Lumber Outlet• Bulk Fueling Depot• Cannabis Production and Distribution• Canvas Covered Structure• Communication Facility/Communication Tower• Contractor Operation, Major• Distribution Facility• Farm Equipment Sales and Service Outlet• Funeral Home with Crematorium• Greenhouse, Major• Heavy Equipment Assembly, Sales, and Service• Heavy Vehicle and Equipment Wash Facility• Industrial Business Service• Industrial Training School• Landscaping Sales and Service• Moved-in Building• Municipal Shop and Storage Facility• Open Storage Yard• Outdoor Fabrication Units• Patio• Parking Facility for uses listed herein• Public Utility Building• Residential Security/Operator Unit• Signs• Similar Use

6.14.3 District Regulations (I-1)

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	Minimum Front Yard
Minimum Side Yard	3.0 m (9.84 ft)
Minimum Rear Yard	6.0 m (19.69 ft)
Minimum Parcel Width	15.0 m (49.21 ft)
Maximum Building Height	<u><i>Flat Roof Buildings</i></u> <ul style="list-style-type: none">• 9.5 m (31.17 ft) <u><i>Pitched Roof Buildings</i></u> <ul style="list-style-type: none">• 12.0 m (39.37 ft)
Density	For residential portion of the Development the Density shall not exceed 30 units/ha based on the total Parcel area.
Outdoor Storage	Shall be to a maximum of 30% of the site and shall be screened to the satisfaction of the Development Authority.
Laneless Parcels	On a laneless Parcel in an industrial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.41 ft).

6.15 Industrial Heavy District (I-2)

6.15.1 Purpose

To provide an area for service, repair and manufacturing and processing and other heavy industrial uses, herein listed that are compatible with the area and which may cause objectionable conditions beyond the Parcel boundary.

6.15.2 Permitted and Discretionary Uses (I-2)

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Animal Boarding or Breeding Facility• Concrete Plant, Minor• Contractor Operation, Major• Farm Equipment, Sales & Service Outlet• Food Processing Facility• Funeral Home with Crematorium• Funeral Home without Crematorium• Greenhouse, Major• Heavy Equipment Assembly, Sales and Service• Industrial Business Service• Industrial Training Facility• Landscaping Sales and Service• Public Utility Building• Shipping Container	<ul style="list-style-type: none">• Accessory Building• Auction Facility, with Livestock• Bulk Fueling Depot• Cannabis Production and Distribution• Canvas Covered Structure• Communication Facility/Communication Tower• Concrete Plant, Major• Heavy Manufacturing and Processing• Heavy Vehicle and Equipment Wash Facility• Industrial Training School• Moved-in Building• Municipal Shop and Storage Facility• Open Storage Yard• Outdoor Fabrication Units• Recycling Depot• Residential Security/Operator Unit• Signs• Similar Use• Solid Waste Transfer Station• Wrecking and Salvage Yard

6.15.3 District Regulations (I-2)

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	9.0 m (29.53 ft)
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Minimum Side Yard	3.0 m (9.84 ft)
Minimum Rear Yard	6.0 m (19.69 ft)
Minimum Parcel Width	15.0 m (49.21 ft)
Maximum Building Height	12.0 m (39.37 ft)
Maximum Parcel Coverage	80%, except adjacent to Highways 2 and 2A, Highway 597, or a residential Land Use District, in which case it shall be 70%.
Outdoor Storage	Shall be screened by white vinyl fencing 1.83 m (6.00 ft) in Height, and / or to the satisfaction of the Development Authority.
Laneless Parcels	On a laneless Parcel in an industrial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.41 ft).

6.16 Public Facility District (PF)

6.16.1 Purpose

To provide an area for the Development of public land for multi-use facilities and other uses herein listed, for the benefit and enjoyment of the public.

6.16.2 Permitted and Discretionary Uses (PF)

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Buildings• Accessory Uses• Campground• Cemetery• Community Facility• Daycare, Minor as Accessory Use• Farmers Market• Information Centre• Municipal Uses• Parks• Parking Facility• Recreation Facility, Indoor• Recreation Facility, Outdoor• Religious Assembly• School	<ul style="list-style-type: none">• Assisted Living Facility• Canvas Covered Structure• Daycare, Major as Accessory Use• Farmers Market• Group Home• Moved-in Building• Municipal Shop and Storage Facility• Office as Accessory Use• Recycle Depot• Senior Citizen Housing• Shipping Container• Signs• Similar Use• Temporary Care Facility• Solid Waste Transfer Site

Commented [JT29]: Amendment #2.28

6.16.3 Development Regulations (PF)

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	9.0 m (29.53 ft)
Minimum Side Yard	3.0 m (9.84 ft) or as required by the Alberta Building Code, whichever is greater.
Minimum Rear Yard	6.0 m (19.69 ft) except where a Rear Yard abuts a railway where no Rear Yard Setback is required.
Minimum Parcel Width	

	15.0 m (49.21 ft)
Maximum Building Height	<u>Flat Roof Buildings</u> <ul style="list-style-type: none"> • 11.5 m (37.73 ft) <u>Pitched Roof Buildings</u> <ul style="list-style-type: none"> • 14.0 m (45.93 ft)
Maximum Parcel Coverage	70%
Outdoor Storage	Shall be screened by white vinyl fencing 1.83 m (6.00 ft) in Height and / or to the satisfaction of the Development Authority.
Minimum Landscaping Requirement	As determined by the Development Authority

6.17 Parks and Recreation District (PR)

6.17.1 Purpose

To provide land for Parks and recreation areas and facilities for the use and enjoyment of the public.

6.17.2 Permitted and Discretionary Uses (PR)

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Park• Trails	<ul style="list-style-type: none">• Accessory Building• Accessory Use• Community Garden• Farmers Market• Off-leash Dog Park• Parking Facility• Public Utility Building• Recreation Facility, Outdoor• Signs

6.17.3 Development Regulations (PR)

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	9.0 m (29.53 ft)
Minimum Side Yard	3.0 m (9.84 ft) or as required by the Alberta Building Code, whichever is greater.
Minimum Rear Yard	6.0 m (19.69 ft) except where a Rear Yard abuts a railway where no Rear Yard Setback is required.
Minimum Parcel Width	15.0 m (49.21 ft)
Maximum Building Height	<u>Flat Roof Buildings</u> <ul style="list-style-type: none">• 11.5 m (37.73 ft) <u>Pitched Roof Buildings</u> <ul style="list-style-type: none">• 14.0 m (45.93 ft)

Maximum Parcel Coverage	70%
Minimum Landscaping Requirement	As determined by the Development Authority

6.18 Environmental Open Space District (EOS)

6.18.1 Purpose

To provide an area for either the preservation of public land in its natural state, or for its Development for benefit and enjoyment of the public.

6.18.2 Permitted and Discretionary Uses (EOS)

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Campground• Community Facility• Farmers Market• Information Centre• Park• Public Utility Building• Recreation Facility, Outdoor	<ul style="list-style-type: none">• Accessory Use• Patio• Signs• Tree Clearing

6.18.3 Development Regulations (EOS)

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Front Yard	9.0 m (29.53 ft)
Minimum Side Yard	3.0 m (9.84 ft) or as required by the Alberta Building Code, whichever is greater.
Minimum Rear Yard	6.0 m (19.69 ft) except where a Rear Yard abuts a railway where no Rear Yard Setback is required.
Minimum Parcel Width	15.0 m (49.21 ft)
Maximum Building Height	<u>Flat Roof Buildings</u> <ul style="list-style-type: none">• 9.5 m (31.17 ft) <u>Pitched Roof Buildings</u> <ul style="list-style-type: none">• 12.0 m (39.37 ft)
Maximum Parcel Coverage	70%

Outdoor Storage	Shall be screened by white vinyl fencing 1.83 m (6.00 ft) in Height and/ or to the satisfaction of the Development Authority.
Minimum Landscaping Requirement	As determined by the Development Authority

6.19 Urban Reserve District (UR)

6.19.1 Purpose

To allow existing uses to continue until such time as the land is required for urban Development.

6.19.2 Permitted and Discretionary Uses (UR)

PERMITTED USES	DISCRETIONARY USES
	<ul style="list-style-type: none">• Accessory Buildings to support existing Uses• Accessory Uses to support existing Uses• Existing Uses• Signs• Tree Clearing

6.19.3 Development Regulations (UR)

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Parcel Area	All the land contained in the existing Certificate of Title, unless otherwise approved by the Municipal Planning Commission, having regard to future use of the Parcel and the form of future subdivision and Development.
Outdoor Storage	Shall be screened with solid fencing, 1.83 m (6.00 ft) in Height to the satisfaction of the Development Authority.

6.20 Agricultural District (AG)

6.20.1 Purpose

To allow existing uses to continue and to support a variety of agricultural operations and reserve land for future subdivision and Development. Uses should not negatively impact or impede future urban subdivision and/or Development.

6.20.2 Permitted and Discretionary Uses (AG)

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Agricultural Building• Agriculture• Home Based Business 1• Home Based Business 2	<ul style="list-style-type: none">• Accessory Use• Accessory Suite• Animal Boarding or Breeding Facility• Auction Facility, Livestock• Bed & Breakfast• Campground• Canvas Covered Structure• Detached Dwelling• Farmer's Market• Food Processing & Manufacturing Facility• Greenhouse, Minor• Greenhouse, Major• Home Based Business 3• Industrial Business Service• Landscaping Sales• Manufactured Home• Moved-in Building• Moved-in Dwelling• Public Utility• Public Utility Building• Residential Kennel• Shipping Container• Signs• Tree Clearing

6.20.3 Development Regulations (AG)

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

Minimum Parcel Area	All the land contained in the existing Certificate of Title area, unless otherwise approved by the Subdivision Authority.
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Setbacks	<ul style="list-style-type: none"> • Setbacks from rights-of-way shall be in accordance with this Bylaw • Setback from any Property Line adjoining a Lot located in any other Land Use District in this Bylaw shall be a minimum of 22.86 m (75.00 ft) • Setback from the property boundary in the Agricultural District shall be 7.62 m (25.00 ft) • Where a Lot adjoins a lake or river, no Building shall be placed in the area outside the Lot Property Lines as shown on the registered plan of subdivision or the original land survey, or on lands claimed by the Crown.
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Objects Prohibited or Restricted in Yards

- a) No person shall keep in their yards:
- any unlicensed, dismantled, wrecked, or dilapidated vehicle, unless it is suitably housed or screened from view to the satisfaction of the Development Officer
 - any object or chattel which, in the opinion of the Development Officer, is unsightly or tends to adversely affect the amenities of the area
 - more than 2 Recreational Vehicles on a regular basis, unless otherwise approved by the Development Authority
 - a Recreational Vehicle that is used as permanent residence. However, a Recreational Vehicle may be used for living and sleeping accommodation by visitors on a temporary, short-term basis, no longer than 2 weeks, or as temporary accommodation by the landowner(s) or their building contractor for a period not exceeding 1 year following the issue of a Development Permit for the construction of a Dwelling on the property and where arrangements, satisfactory to the Development Officer, have been made for the disposal of wastewater effluent.

6.21 Alderwood Close Overlay District

6.21.1 Purpose

The purpose of this overlay District is to allow for a Rear Yard setback relaxation on Alderwood Close within the R-1M District.

6.21.2 Application

- a) The regulations in this overlay District apply to the lands legally and municipally described in Table 1:

Table 1: Alderwood Close Overlay District Application			
Lot	Block	Plan	Civic Address
1	7	082 4628	1 Alderwood Close
2	7	082 4628	5 Alderwood Close
3	7	082 4628	9 Alderwood Close
4	7	082 4628	13 Alderwood Close
5	7	082 4628	17 Alderwood Close
6	7	082 4628	21 Alderwood Close
7	7	082 4628	25 Alderwood Close
8	7	082 4628	29 Alderwood Close
9	7	082 4628	33 Alderwood Close
10	7	082 4628	37 Alderwood Close
11	7	082 4628	41 Alderwood Close

Legend

- Affected Properties
- Rear Yard Setback 7.5m

6.21.3 Alderwood Close Overlay Development Regulations

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations, Part 5.0 | Signs, and the R-1M District, the minimum Rear Yard Setbacks in the underlying R-1M District are modified as follows:

Minimum Rear Yard	7.5 m (24.61 ft) where it abuts a major collector Road as designated in the Municipal Development Plan
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PART 7.0 DIRECT CONTROL DISTRICTS

7.1 Purpose

This Land Use District will be for specific uses and regulations as decided by Council to accommodate specific designs for specific Parcels of lands as approved by Council where control by other Land Use Districts would be inadequate. In the creation of a Direct Control District, regard to the surrounding Development, existing or future, and to the interest of the applicant and public are to be considered.

7.2 Application

- a) The following criteria shall apply, if in the opinion of Council that:
 - i) the proposed Development, having regard for the policies and objectives of the Municipal Development Plan and other applicable statutory the proposed Development, is considered appropriate for the site
 - ii) using any other Land Use District of the Bylaw would result in a conflict with the character and scale of existing or future surrounding Development when the full Development potential of such a Land Use District would be utilized
 - iii) the complexity, scale and character would require comprehensive planning and implementation; is unique or not contemplated or regulated reasonably by any other Land Use District.
- b) In addition to the requirements of section 2.4, the applicant shall provide supporting rationale explaining why a Direct Control District is appropriate for the site having regard for the conditions of application set out in section 7.2 (a) above and any additional information that may be required by Council.

7.3 Uses

- a) Where a Direct Control District is applied, all uses in the Direct Control District shall be specified by Council.

7.4 Regulations

- a) Regulations of this Bylaw, as amended, shall apply to all Development within Direct Control sites, unless such regulations are specifically excluded or revised by the Direct Control District.

7.5 Interpretation

- a) Direct Control Districts shall be included in DC Schedule "A" of this Bylaw.

SCHEDULE "A"

Schedule	Direct Control District	Affected Lands	Referencing Bylaw
Part 8 A1	DC-1	Blocks 1 - 24 (Inclusive), Plan 092 3733 (Formerly Lot 97, Block 14, Plan 072 4357)	Bylaw 1072/08
Part 8 A2	DC-2	Lot 1A, Block 1, Plan 162 2461	Bylaw 1070/08
Part 8 A3	DC-3	Lot 2, Block 1, Plan 122 4194	Bylaw 1177/14

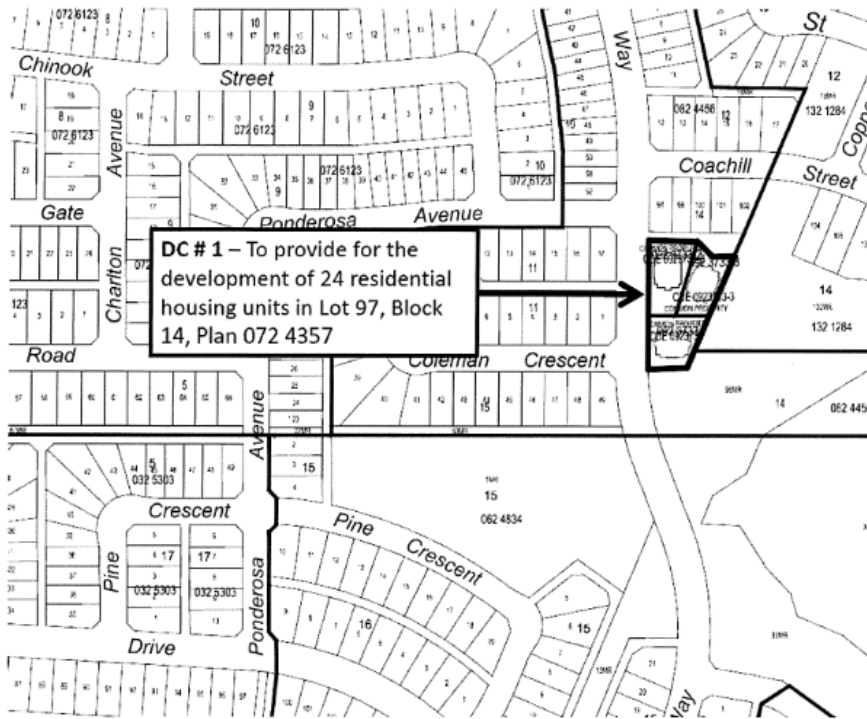
Direct Control District #3 (DC-3)

- a) All Signs to be applied for under separate Development applications and Council hereby authorizes the Development Officer as the approving authority for the Signs.
- b) All construction to be in accordance with all provincial regulations including the *Safety Codes of Alberta*.
- c) In accordance with sections 2.7 and 3.15 of this Bylaw that a Letter of Credit be submitted to cover 100% of the cost of Landscaping and paving until such time as the work is completed.
- d) That the storm water, sewer, water, and grading plan be followed as per approvals given by the Director of Infrastructure and Property Services.

PART 8.0 SCHEDULES

Schedule A1 – Direct Control District #1 (DC-1)

DIRECT CONTROL DISTRICT #1 (DC-1) MAP



Schedule A2 – Direct Control District #2 (DC-2)

Purpose

To provide for the Development of a 35-unit Apartment Building on a Lot known as *Lot 1A, Block 1, Plan 162 2461* located east of the Parkwood Road and west of the Highway 2A Storm Pond.

Permitted Uses

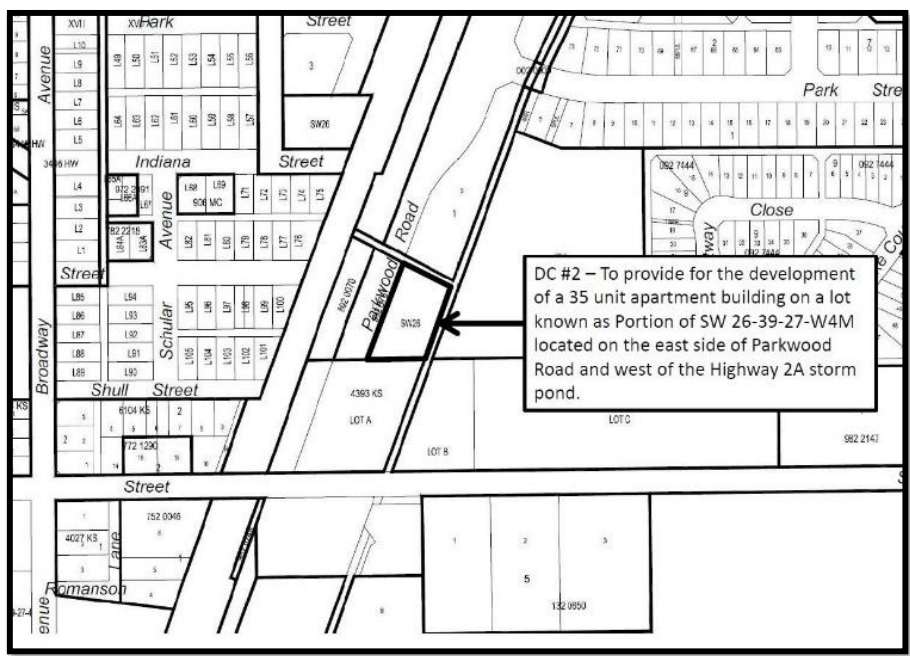
- Accessory Uses
- Apartment
- Public Utility Buildings
- Any use that, in the opinion of Council, is similar or complementary to the Use listed above.

Development Criteria

- a) The land and Buildings in this Land Use District shall be developed to the satisfaction of Council and shall be developed in a manner that is sensitive to the surrounding neighbourhood taking into account the potential impacts on the neighbourhood, including visual impact, sight lines, sunlight, parking, and privacy.

Development Standards

- a) Yard fronting Parkwood Road shall be a minimum of 3.0 m (9.84 ft) landscaped area with parking after.
- b) All yards shall be landscaped except for Walkways, Driveways, and parking areas.
- c) Density shall be 35 units for the project. Parking shall be 1.5 stalls per unit or 53 stalls and additionally a minimum of 7 stalls for visitor parking be provided and that the Building shall not exceed 4 storeys in Height.



Schedule A3 – Direct Control District #3 (DC-3)

Purpose

To provide for the Development of a commercial Building on a Lot known as *Lot 2, Block 1, Plan 122 4194* located south of Womacks Road and west of Leung Road – South of the Abbey Centre north of the Iron Ridge Junior Campus.

Permitted Uses

- Accessory Uses
- Offices
- Personal Service Uses
- Public and Quasi Public Uses
- Retail, General
- Food Service, Restaurant
- Signs
- Any use that, in the opinion of the Development Officer (as authorized by Council) is similar or complementary to the use listed above.

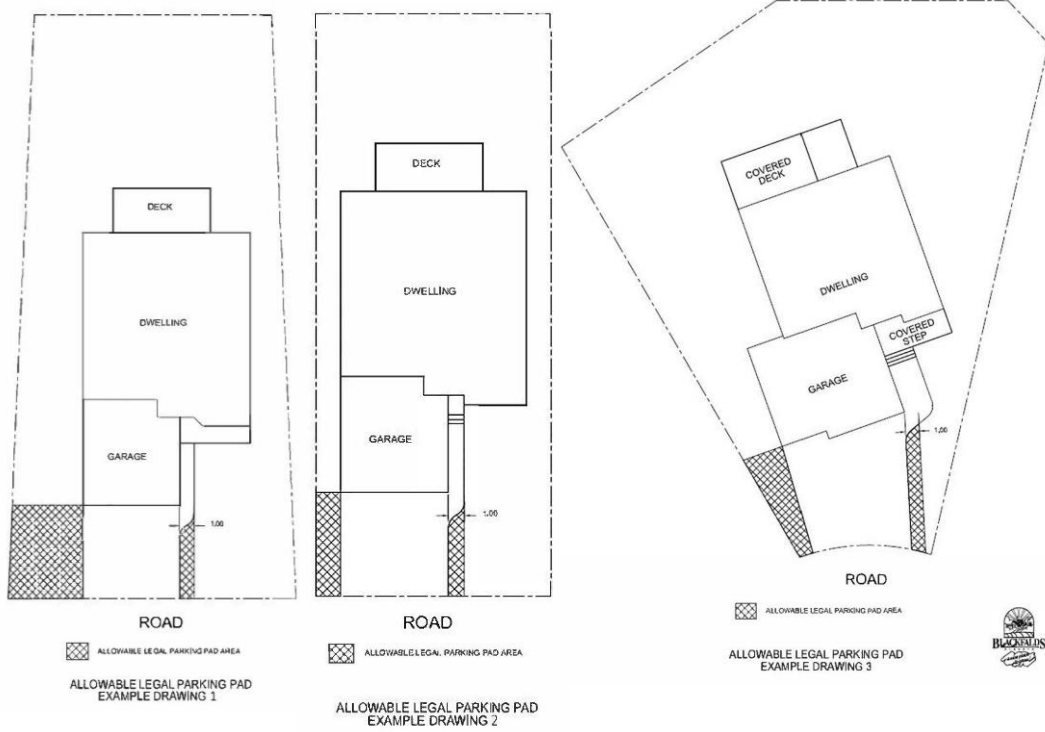
Development Criteria

- a) The land and Buildings within this Land Use District shall be developed in accordance with the plans attached forming part of this Direct Control District.

Development Standards

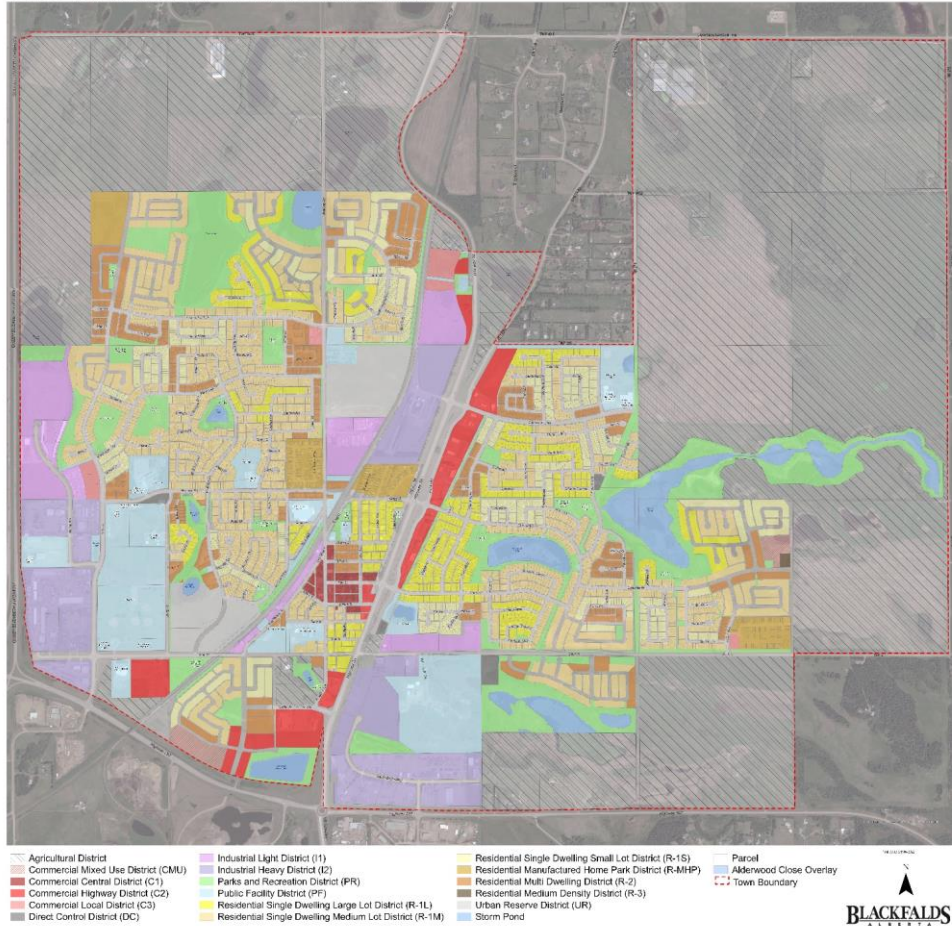
- a) All Landscaping to be as per the plans submitted.
- b) No access is to be allowed off Leung Road.
- c) Future Development area for Phase 2 is to be landscaped until such time as it is constructed.

Schedule A4 – Parking Pads



PART 9.0 LAND USE DISTRICT MAP

Town of Blackfalds: LAND USE DISTRICT MAP



MEETING DATE: April 25, 2023

PREPARED BY: Jason Baranec, Economic Development Officer

PRESENTED BY: Jason Baranec, Economic Development Officer

SUBJECT: **Shared Micro-Mobility (E-scooter) - Neuron Mobility Proposal**

BACKGROUND

Neuron Mobility (Canada) Limited – “Neuron” has submitted a proposal to act as the Operator for the shared micro-mobility e-scooter program in the Town of Blackfalds. The only municipal resources required to launch the program are Council’s endorsement and some marketing and promotions support. The agreement will commence on May 1, 2023 – or up to 30 days after the execution of the agreement. The agreement is proposed to expire on October 31, 2024.

DISCUSSION

Proposal

- “Neuron” submitted their shared micro-mobility Operator proposal to Administration on April 14, 2023.
- The proposal commits to the following:
 - An 18 month operator agreement.
 - It is entirely funded by the proponent.
 - A maximum speed of 20km/h.
 - Scooters are allowed to operate in Public Spaces as identified by Administration (paved trails, empty sidewalks, and roadways with a speed limit of 50 km/h or lower).
 - Not permitted on highways.
 - Must be 16 years or older to operate.
- It is an app-based program, where users scan a QR code to gain access to a scooter. Users can then drive anywhere within the designated service area and subsequently park the scooter anywhere within that same area.
- “Neuron” will endeavour to ensure each E-scooter is equipped with a helmet.
- Geo-fence perimeters are stored in the scooter itself and include:
 - Slow-speed zones;
 - No park/no-ride zones;
 - No park zones; and
 - No-ride zones.
- A patrol team relocates improperly parked scooters.
- “Neuron” promotes local business by sharing advertisements, offers, and promotions.

- Service area will be restricted to within corporate limits at this time. Administration is still working with “Neuron” on the Geofencing areas of concern. Some of these areas include:
 - Bike Skills Park; and
 - Skate Park, and
 - All Star Park.
- Once the service area is completed with “Neuron”, the map will be updated.

Implementation

- Administration will monitor the program routes and standards (and make changes should operational issues arise).
- Administration will regulate micro-mobility use in line with current enforcement levels.
- Additionally, based on interest, “Neuron” will work with Lacombe County and Red Deer County to provide through access via the Trans Canada Trail north to the City of Lacombe and South to the City of Red Deer.
- Administration recommends that scooters be restricted along Highway 2A, except for walking them across pedestrian walkways.
- If approved, “Neuron” estimates the launch of the program on May 15, 2023.

Legislative Implications

- As “Neuron” has launched in several other municipalities, they have established best practices that will allow for a smooth launch and ongoing operation of their product/program. The guidelines they recommend are in line with the combined feedback and experience of those participating communities including but not limited to, Red Deer, Calgary, Airdrie, and Lethbridge.
- During the course of the Operator Agreement, Administration will identify recommended amendments to the Traffic Bylaw 1232/19. Administration has currently reviewed the bylaw with no concerns.
- “Neuron” will be required to maintain a current Business License with the Town of Blackfalds during the pilot period.

Education & Enforcement

- Marketing and Communications along with “Neuron” will develop a set of etiquette guidelines for distribution through social media and Community Safety Events.
- “Neuron” actively monitors and enforces parking and unsafe use through GPS and the Neuron app, however, Bylaw Enforcement Officers will be briefed on the rules of use and will help to monitor, enforce, and make recommendations to the program.

- Underage riding will also be monitored by Bylaw Enforcement Officers with an emphasis on educating riders and parents on the dangers of such use.

FINANCIAL IMPLICATIONS

The costs of launching and implementing the shared micro-mobility program are borne solely by "Neuron", excepting any optional promotional Town support.

ADMINISTRATIVE RECOMMENDATION

1. That Council approves Neuron Mobility (Canada) Limited Shared Micro-Mobility Program as presented.

ALTERNATIVES

- a) That Council declines Neuron Mobility (Canada) Limited. Shared Micro-Mobility Program as presented.
- b) That Council provides alternative direction regarding the Neuron Mobility (Canada) Limited. Shared Micro-Mobility Program.

ATTACHMENTS

- *Neuron Program Deck for Blackfalds*

APPROVALS

Justin de Bresser, Interim Chief
Administrative Officer



Department Director/Author

Blackfalds

April 19, 2023



About us

Neuron's mission is to connect people and places in a safe, convenient and fun way.

Neuron operates more than 15,000 e-scooters and e-bikes across Canada, Australia, New Zealand, and United Kingdom.

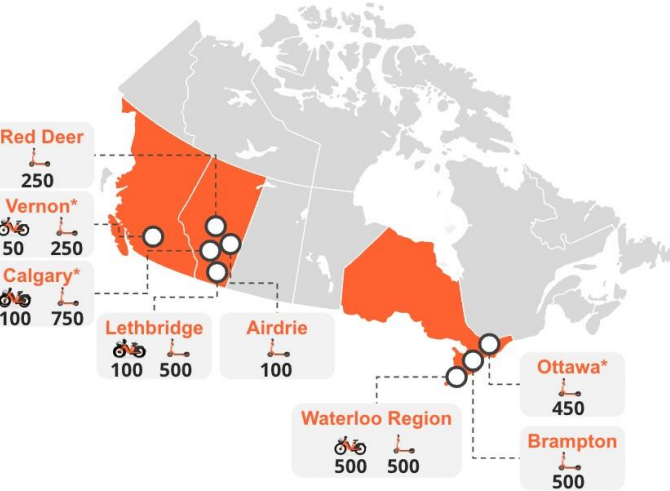
Neuron shares insights on how Neuron e-scooters are used to help cities become better connected, economically prosperous and more liveable.

Innovate hand-in-hand with our local partners, particularly when it comes to safety. The world's first *Helmet Lock*, *Topple Detection*, and geofencing all resulted from genuine collaborations with city councils.



Neuron Experience in Canada

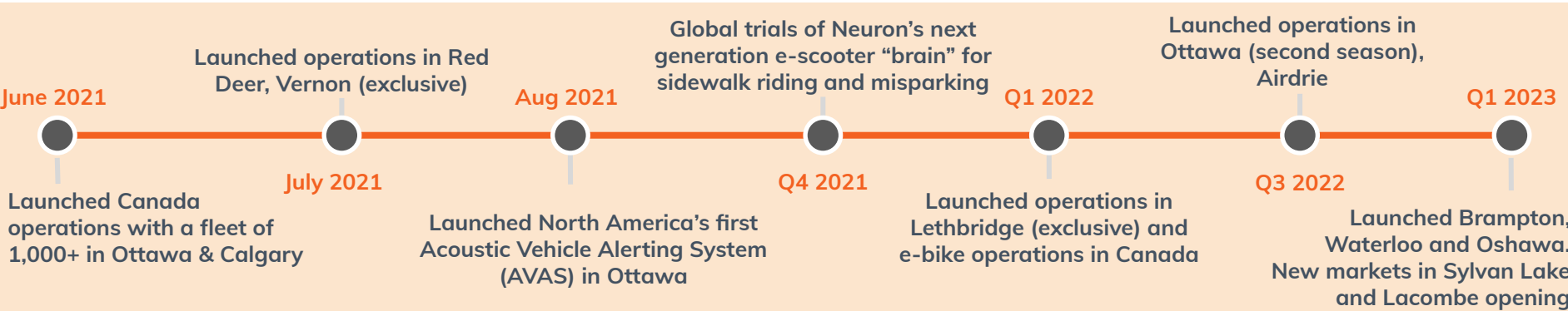
Neuron has licenses to operate more than **4,000 devices in Canada**, spanning ten cities.



An asterisk (*) indicates that our original operating permit has been renewed on at least one occasion.



98% of users believe Neuron has created a positive in their cities



Why Neuron?



Safety

Safety is at the heart of our company, it drives everything we do. We design and manufacture our own e-scooters specifically for safety and sharing. We have developed a whole raft of safety features including the world's first app-controlled *Helmet Lock* which secures a helmet to e-scooters between trips.



Innovation

Designing our own e-scooters, and the system that manages them, means we can continually innovate to drive the industry forward. Whether it's pushing the boundaries of geolocation or sharing information on what works and what doesn't, we are focused on improving the experience for councils and riders.



Sustainability

Neuron's global operations are Certified Carbon Neutral and our e-scooters and e-bikes produce zero carbon emissions, making our rides better for the environment than many other forms of transport. Our e-scooters are an energy-efficient, inexpensive option that help reduce city congestion.

Neuron N3 E-scooter

Scan to Report using QR-code

Features pioneered by Neuron that allows the public to scan N3's QR code to quickly lodge a report (no app required)

Always-On LED Lights & 360° Reflectors

All-round reflectors and always-on front and rear LED lights enhance visibility. Rear light flashes during braking

World's First Helmet Lock

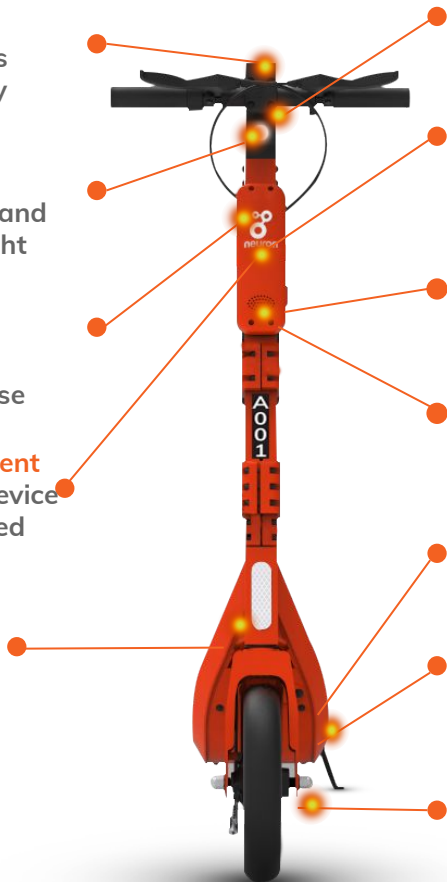
All N3s come with an integrated helmet locking mechanism to maximize helmet use

Topple Alert & Upright Parking Enforcement

Alert our operations team of a toppled device and ensures device is upright when parked

Safety Orange

The N3 is coated with Safety Orange, the colour of traffic cones to ensure conspicuousness on the road



Raised Lettering Stickers

Assists individuals with impaired vision in contacting our customer support team

IoT Box

Houses Neuron's industry-leading technologies such as the 10cm accuracy locational technology (HALT) and the <1s rapid geofence detection (RGD)

Scooter Speaker

Used for customised voice guidance and to emit continuous sounds for the Acoustic Vehicle Alert System (AVAS)

Multilingual Voice Guidance System

Provides 'Just-in-Time' safety instructions to the rider via an on-board speaker in multiple languages.

High-Grip 8.3" Footboard & 11" Wheels

Enhance stability and accommodate side-by-side foot positioning for improved safety

Swappable Battery

Allows a depleted battery to be changed within seconds

3-independent Brakes

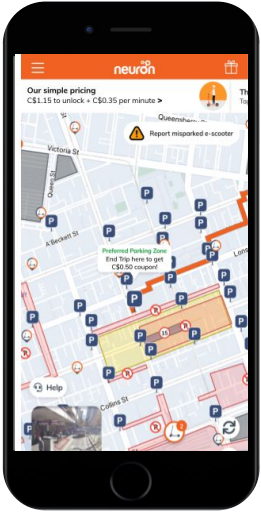
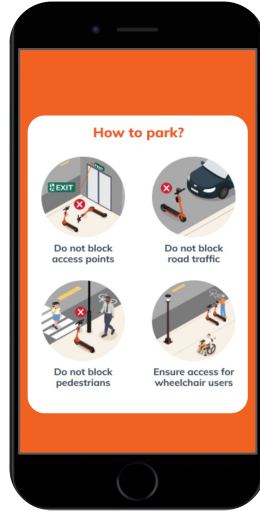
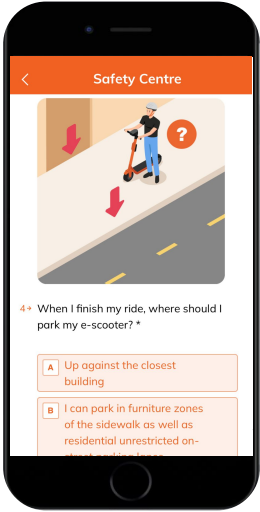
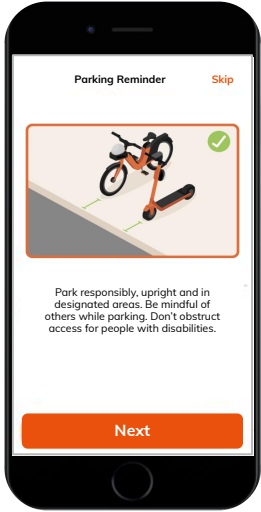
Independent mechanical brakes in the front and rear wheel hubs paired with a regenerative brake in the motor hub which is automatically applied to avoid excessive downhill speed

Getting Ready to Ride

User sees device

User starts trip

User ends trip



Hang tag

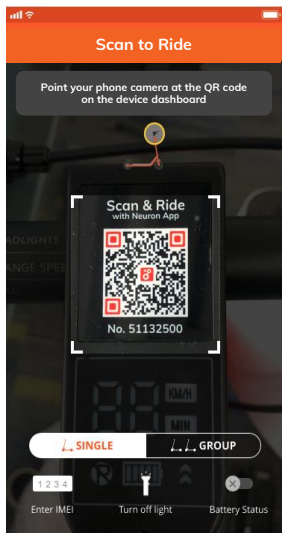
On-boarding video -
how to park

In app
reminders

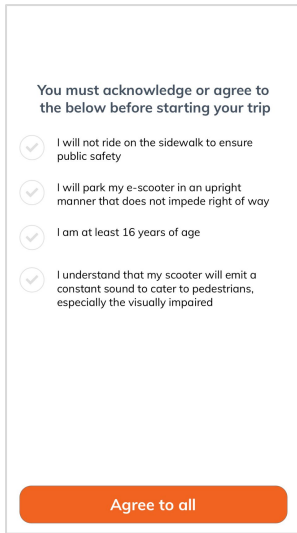
Quizzes

End trip parking guide & User
Incentivisation

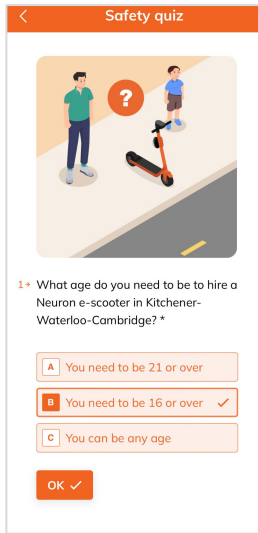
Renting a Neuron device



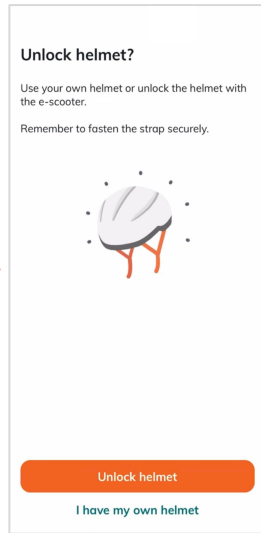
Users scan a device to start riding



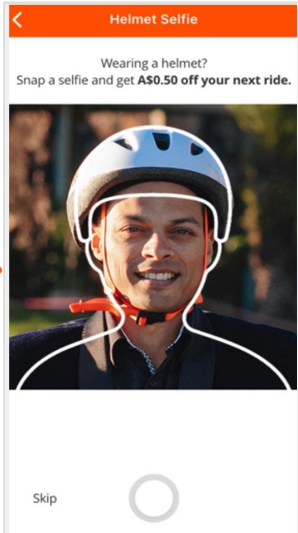
Users must acknowledge and agree to abide by the local riding rules



Users must complete pre-ride pop quiz

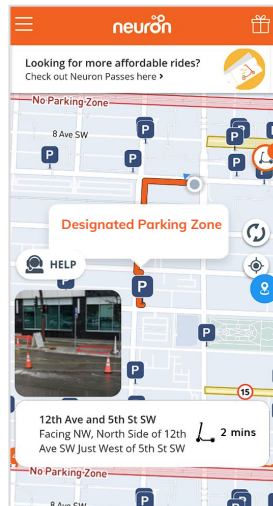


Prompt for helmet unlock

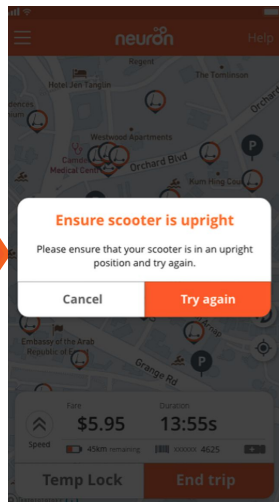


Incentivized Helmet Selfie

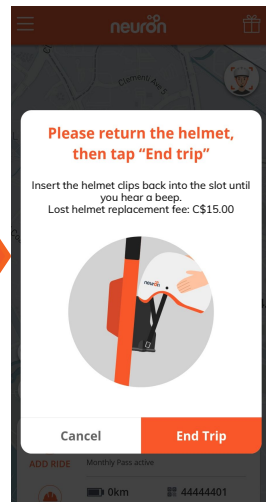
Ending a trip



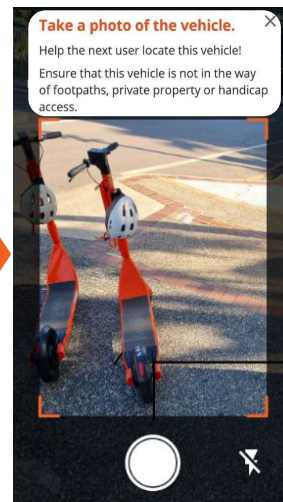
In-app navigation routing user to the closest parking station



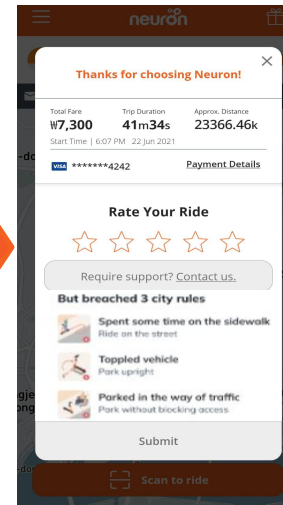
Upright parking enforcement ensures scooter is upright while parking



Users are prompted to return the helmet at the end of the trip in order to ensure helmet availability at all times



Request for End Trip photo

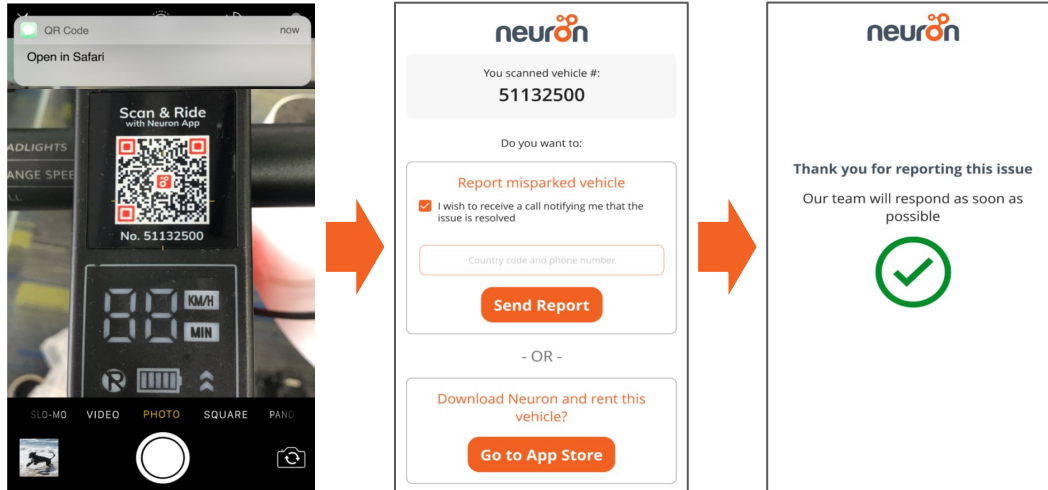


End of Trip Summary and Report

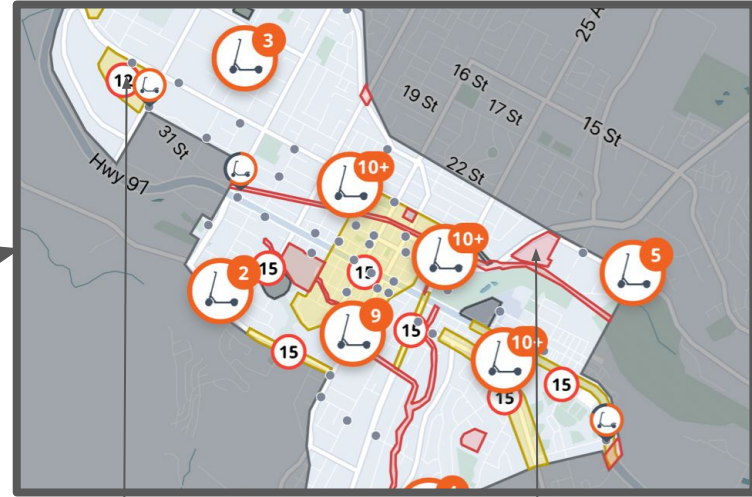
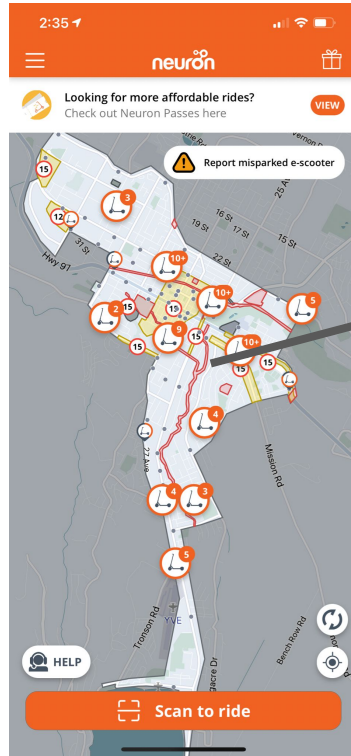
North America's first accessible QR code reporting for the general public

A scannable QR code prominently and consistently placed on the device, and marked using high contrast lettering

Neuron's Scan to Report for General Public



Utilizing geofence technology to control speed, parking and riding areas



Slow riding zone

No parking & No riding zone

Sidewalk detection



- Neuron's High Accuracy Location Technology (HALT) can detect an e-scooter's location to within centimetres, making it at least 50 times more accurate than the average GPS-based location system currently available
- Rapid Geofence Detection (RGD) triggers the e-scooter to respond to a geofence almost immediately

9 Key Figures



12% of trips would not have happened if a Neuron e-scooter was unavailable

70% of trips result in a direct purchase from a local business

\$27 spent at local businesses by Neuron riders per e-scooter trip

\$11,300 spent at local businesses each year by Neuron riders per e-scooter deployed

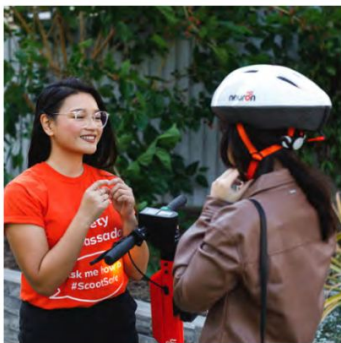
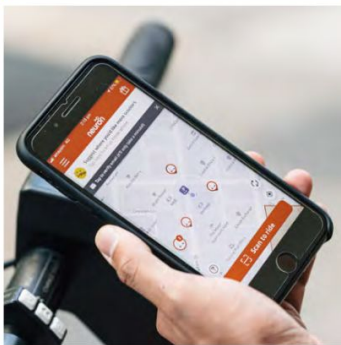
\$26 M spent at local businesses each year by Neuron riders in our six Canadian cities

\$13 M spent at local businesses each year by Neuron riders in Calgary

24% of trips support the night-time economy (10pm to 6am)

45% of trips replace a car journey

98% of users believe Neuron has created a positive impact on their city



Accelerating the local economy

Bringing consumers back to main streets and downtowns

Even before the pandemic, main streets were struggling with increasing consumer adoption of e-commerce and rising real estate prices and rents. These trends were worsened or accelerated by further changes to consumer behaviour as a result of COVID-19.

Activity levels in the downtown areas of major Canadian cities have also not recovered to pre-pandemic levels despite the easing of COVID-19 restrictions. A study by researchers from the University of California, Berkeley measured the levels of human traffic in the downtown areas of 10 Canadian cities from March to May 2022 and concluded that they were still significantly lower (30%-60%) than 2019 levels.

The increasing popularity of e-scooters offers a helping hand to embattled businesses in downtown areas and main streets by making it easier for residents, visitors and workers alike to get to and from these activity centres.

According to our rider survey:

70%

of e-scooter trips resulted in a direct purchase from a local business

12%

of trips wouldn't have happened at all if an e-scooter hadn't been an option

57%

of riders spent more than \$10 during their most recent trip

Where our riders spend their money*:



31%

General shopping



33%

Restaurants, bars and cafes



18%

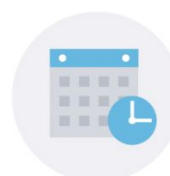
Entertainment and recreational venues

Why our riders use our e-scooters*:



35%

Commuting to work or study



15%

Connecting to public transport



26%

Running errands such as shopping



81%

Leisure and recreation

* Respondents could select more than one option

Red Deer Revitalization

E-scooters a boost for downtown Red Deer businesses

[SEAN MCINTOSH](#) / Oct. 24, 2021 9:30 a.m. / [LOCAL NEWS](#) / [NEWS](#)



Electronic scooters were a big boost for downtown Red Deer businesses this summer.

“The e-scooters had a positive impact immediately,” said Brandon Bouchard, Tribe restaurant manager.

“The day after they arrived, we saw an increase in revenue and people exploring the downtown.”

E-scooters are bringing more Red Deerians downtown, say business owners

Restaurants have seen a boost in business

[LANA MICHELIN](#) / Jul. 29, 2021 4:20 p.m. / [LOCAL NEWS](#) / [NEWS](#)

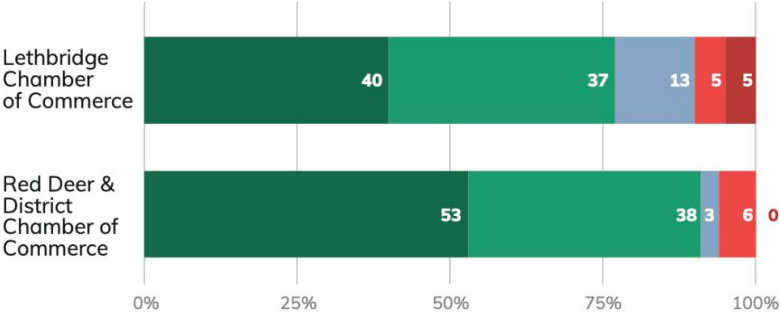


E-Scooters have been an “incredible” boost for Red Deer’s downtown, say local business owners.

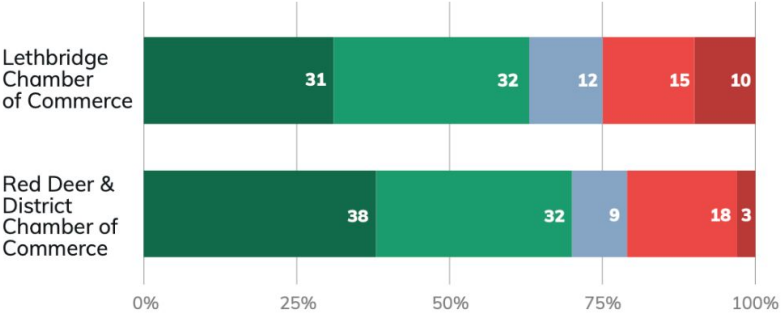
“The effect on the foot traffic and businesses downtown has been astounding,” said Brandon Bouchard, Tribe restaurant manager and operator of Red Deer Adventure walking tours.

According to feedback from local chambers of commerce:

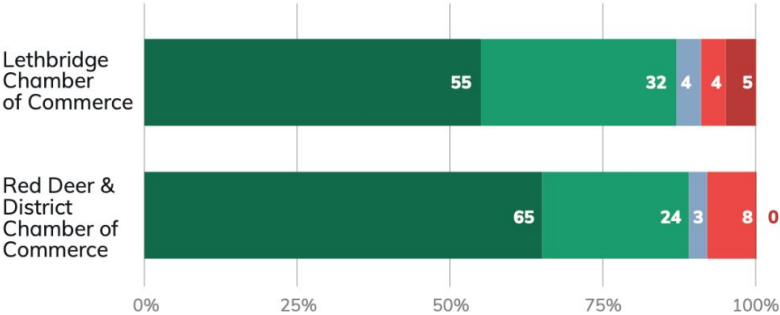
E-scooter programs have had a positive impact on the local economy



Rental e-scooters are making cities more attractive for tourists to visit



Rental e-scooters make it easier for locals and visitors to visit local businesses and activities



Shared Rides, Shared Wealth Report

City	Average Spend Per Trip	Spend per e-scooter	Total spend at business
Calgary	\$27	\$17,400	\$13 million
Vernon	\$30	\$12,900	\$4.5 million
Lethbridge	\$22	\$6,300	\$3.2 million
Red Deer	\$29	\$9,800	\$2.5 million
Ottawa	\$32	\$5,600	\$2 million



Daniel Rodrigo
Regional Manager (Central Canada)
daniel.rodrido@neuron.sg



MEETING DATE: April 25, 2023

PREPARED BY: Jason Baranec, Economic Development Officer

PRESENTED BY: Jason Baranec, Economic Development Officer

SUBJECT: **Economic Development & Tourism Advisory Committee (EDTAC) - Member Resignation**

BACKGROUND

At the March 6th, 2023, EDTAC Meeting, an email was presented from Joshua McQueen resigning as a member-at-large effective immediately. The Terms of Reference state that the Committee is to be comprised of a minimum of eight (8) members from the public at large, in addition to the required two (2) members of Council, appointed annually at the Organizational Meeting. These members at large require experience in, or a passion for business, innovation, or economic development.

RES 07/23

Member MacLeod moved to accept Member McQueen's resignation, with regrets.

CARRIED UNANIMOUSLY

DISCUSSION

With this resignation, there is one member-at-large vacancy on EDTAC. As volunteer applications are received throughout the year, this position will remain open until such time as a volunteer candidate comes forward.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

1. That Council moves to formally accept the resignation of Joshua McQueen from the Economic Development & Tourism Advisory Committee effective immediately, with regrets.

ALTERNATIVES

- a) That Council does not accept the resignation of Joshua McQueen from the Economic Development & Tourism Advisory Committee.

ATTACHMENTS

- *Resignation Email – Joshua McQueen*
- *EDTAC Terms of Reference*

APPROVALS



Justin de Bresser, Interim Chief
Administrative Officers.



Department Director/Author

Subject: EDTAC meetings/membership

From: Joshua McQueen **FOIP SECTION 17**
Sent: Friday, February 24, 2023 2:59 PM
To: Jason Baranec <JBaranec@blackfalds.ca>
Subject: Re: EDTAC meetings/membership

Hey Jason, apparently there was some miscommunication in my leave of the community of Blackfalds. As such I will need to resign my position on this board.

Thank you for your understanding and cooperation,

J. McQueen



On Thu, Jan 12, 2023 at 11:29 Jason Baranec <JBaranec@blackfalds.ca> wrote:

Hello Joshua,

I hope all is well for you. I understand your 2 year term will expire in October of this year. In reviewing previous meeting minutes, it would appear that you have been absent from three consecutive meetings. While the Terms of Reference (attached) stipulate that this may be cause to have your position declared vacant, I wanted to check in with you on behalf of the Committee in regards to your ongoing participation and membership. We understand that there may be extenuating circumstances that might make your attendance not possible from time to time, or perhaps you no longer have the capacity or availability to participate.

Please let us know as we would be happy to have you join our next meeting scheduled for March 6th at 7pm, and future meetings going forward, if you are able and interested.

Thanks so much,

Jason

Jason Baranec, B. Mgt
Economic Development Officer

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

T: 403.885.6246
C: 403.308.3078
F: 403.600.0045

1. Purpose

The purpose of the Economic Development & Tourism Advisory Committee (EDTAC) is to provide guidance and advice to the Economic Development Officer and to assist Administration in the implementation of the strategies outlined in the Economic Development and Tourism Strategy that serves to enhance economic development and tourism in the Town of Blackfalds.

2. Scope

The tasks of the Economic Development & Tourism Advisory Committee include:

- Provide input, feedback, and advice on the strategies in the Economic Development and Tourism Strategy (EDTS);
- Provide advice and comment on recommendations that the Economic Development Officer (EDO) may take forward to Council;
- Recommend additional strategies, ideas, and solutions related to economic development and tourism in the Town of Blackfalds and area;
- Bring forward and support projects that support the Town's economic development and tourism goals;
- Serve as a conduit or collaboration channel to the public, business community, or investors in support of development and prosperity of the business and tourism communities;
- Monitor progress of the EDTS Action Plan and assist with revision to the EDTS, as required.

3. Membership and Selection

The Economic Development & Tourism Advisory Committee is comprised of a minimum of eleven members that are appointed by Council. Members serve a two (2) year term and may reapply for their positions, but reappointment is not guaranteed. Membership includes:

- A maximum of two (2) Town Councillors;
- A minimum of eight (8) members from the public at large. Persons require experience in or a passion for business, innovation, or economic development. Backgrounds in, but not limited to the following, are beneficial:
 - Blackfalds area business owner and operator;
 - Blackfalds & District Chamber of Commerce executive member;
 - Entrepreneur;
 - Investor / financier;
 - Commercial realty;
 - Land development;
 - Tourism operator.
- EDO &/or Chief Administrative Officer (both are non-voting);
- The Mayor may serve as an ex-officio voting member.

The majority of members must maintain residence within the Town of Blackfalds. Those without residence must have a vested interest in the community and economic development region by means of, but not limited to land or business ownership or investment.

Council will select and appoint all EDTAC members on the basis of a demonstrated appreciation of and participation in community economic development matters outlined in the letter of interest that is required along with the Volunteer Application Form. Academic qualification, availability, work experience, community involvement, knowledge, and professional expertise will also be taken into consideration.

4. Member Roles and Responsibilities

Members of the EDTAC are expected to:

- RSVP to all meeting requests sent out by or on behalf of the EDO, at the request of the Chair;
- Attend all regularly scheduled meetings;
- Remain impartial and objective;
- Fully participate in discussions and decisions, listen actively, share insights and experiences, communicate regularly, and provide constructive input;
- Chair any project sub-committees, as required by the EDTAC;
- Actively participate in the project sub-committees of interest.

EDTAC members may resign by providing written notice. If a member is absent for three consecutive meetings, the position may be declared vacant.

The EDTAC will select and appoint a Chair and Vice Chair to serve a 1-year term at the November meeting.

The Chair will work with the EDO to determine the agenda and preside over the EDTAC meetings. Members are also encouraged to provide agenda items to the EDO a minimum of one week prior to the meeting.

5. Meeting Format, Voting, and Schedules

EDTAC meetings are intended to be informal and structured to encourage maximum flexibility and open, honest debate. Format expectations include:

- Consensus/ majority driven decision-making, with voting done, when required, taken by show of hands;
- EDTAC members will speak with one voice once a decision has been made;
- Quorum will be considered as a minimum of 50% of active voting members;
- If votes are equal for and against, the motion is defeated.

Any decision of the EDTAC is not binding on the Town of Blackfalds until it is approved by Council. Where administration's recommendation varies from that of the committee both will be brought forward.

Meetings will typically take place starting at 7:00 pm on the first or second Monday of September, November, January, March, and May. The Chair may call additional meetings as required.

Committee and/or sub-committee meetings may take place in person, virtually, or a hybrid of both, and quorum will be counted from all in attendance whether in person or virtually.

The EDTAC may establish project subcommittees as required. These sub-committees may include non-EDTAC members. Project sub-committees will report back to the EDTAC through the sub-committee Chair.

6. Role and Responsibility of Administration

The Town of Blackfalds will:

- Provide meeting space and refreshments/snacks;
- Distribute meeting agendas and related files to the members no later than the Friday prior to the meeting;
- Assume minute taking and information distribution services and may appoint an employee of the town as a non-member for this purpose;
- Provide analytical and other expertise required by EDTAC. This may include consulting services, as required.

The EDO will orient new members with the EDTAC Terms of Reference and deliver ongoing progress reports to Council on behalf of the Economic Development & Tourism Advisory Committee.

MEETING DATE: April 25, 2023

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: Plaza Wall Structure & Mural

BACKGROUND

At the June 14th, 2022 Regular Council Meeting, a motion was passed by Council to provide a metal perforated screening wall for the Border Paving Plaza. Upon further discussions with the supplier, Administration found that the metal perforated screening wall limited the types of images we could display at the Plaza as it greatly affected the detail of images. Administration discussed this with the Recreation, Culture and Parks Board at the November 2nd, 2022, December 5th, 2022 and January 4th, 2023 Board Meetings where it was determined to look into other options for the Plaza wall structure. Direction was provided by Council at the March 20th, 2023 Standing Committee Meeting. A Request for Proposal (RFP) was advertised on March 24th, 2023 and closed on April 18th, 2023.

DISCUSSION

Administration received one proposal from Behrends Group in the amount of \$89,249.60. All work will be completed to the specifications indicated in the RFP. Materials are readily available to start the project. Design and engineering will require 3 weeks. They intend to meet the completion date of July 14th, 2023. The Plaza structure and artwork are attached.

FINANCIAL IMPLICATIONS

The previous budget for this project was \$119,125.00. The new project proposal is now budgeted at \$89,249.60, a reduction of \$29,875.40 from the original cost.

ADMINISTRATIVE RECOMMENDATION

1. That Council award the Plaza Wall Structure & Mural to Behrends Group in the amount of \$89,249.60.

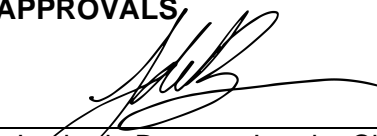
ALTERNATIVES

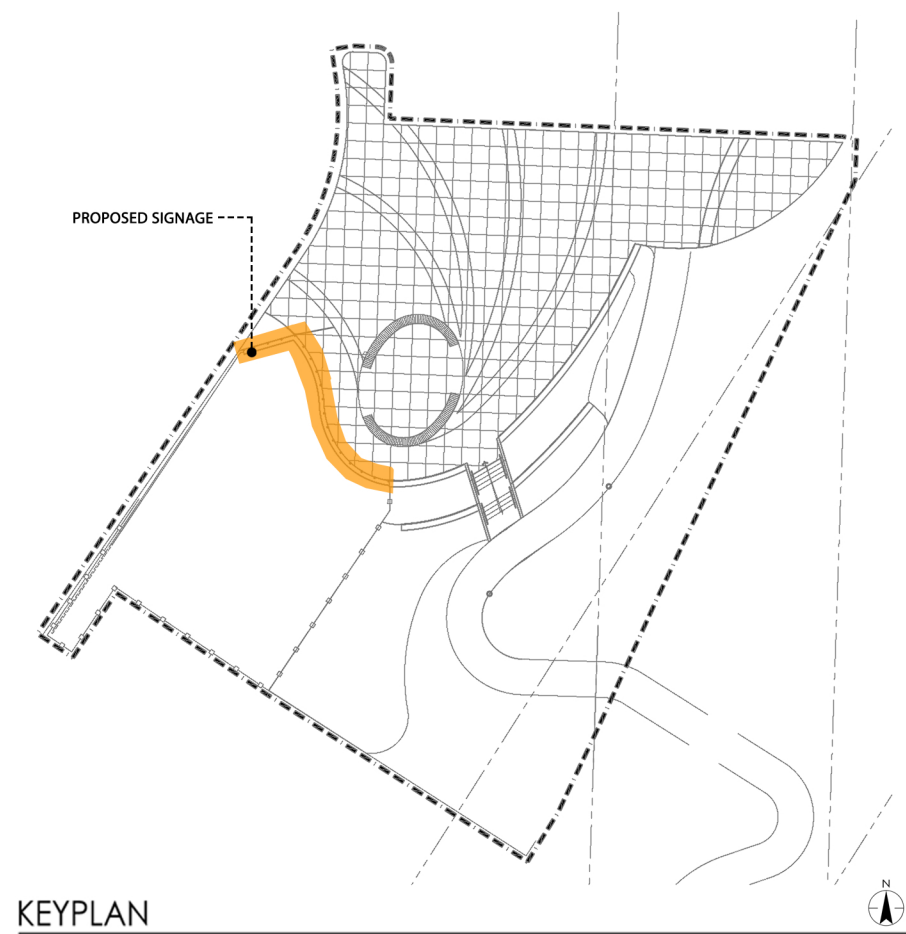
- a) That Council refer this item back to Administration.

ATTACHMENTS

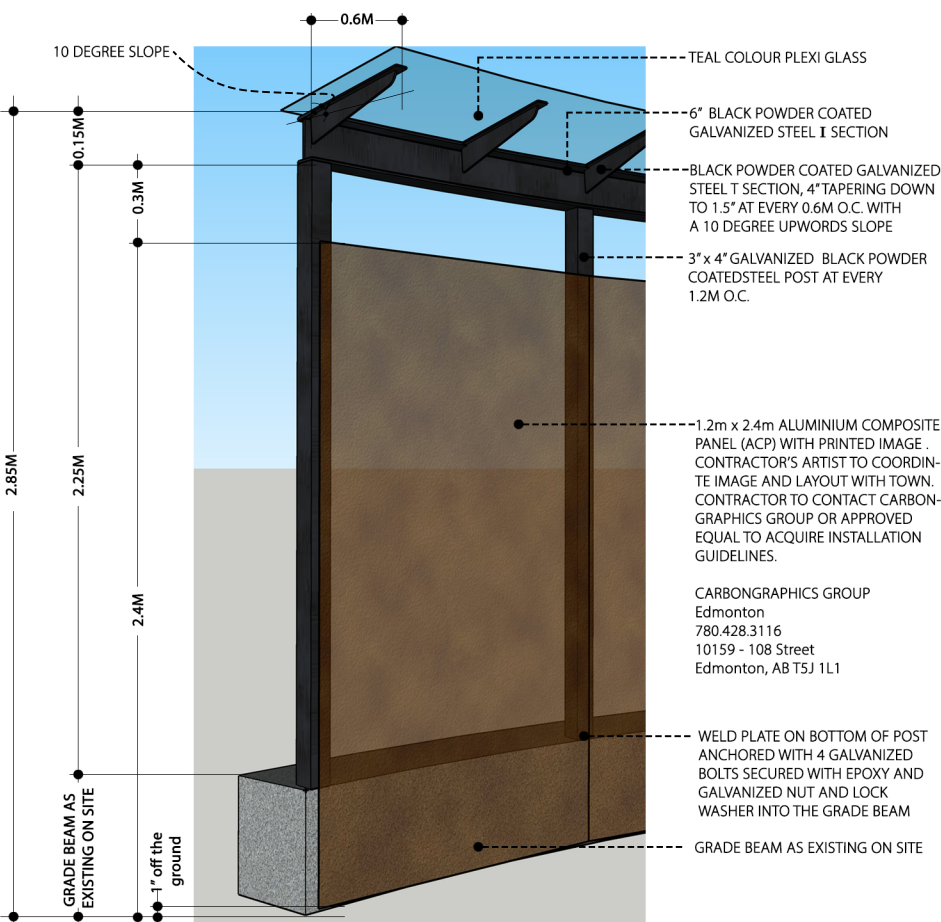
- *Border Paving Plaza – Signage Wall Concept*
- *Image Concept*

APPROVALS


Justin de Bresser, Interim Chief
Administrative Officer
Department Director/Author

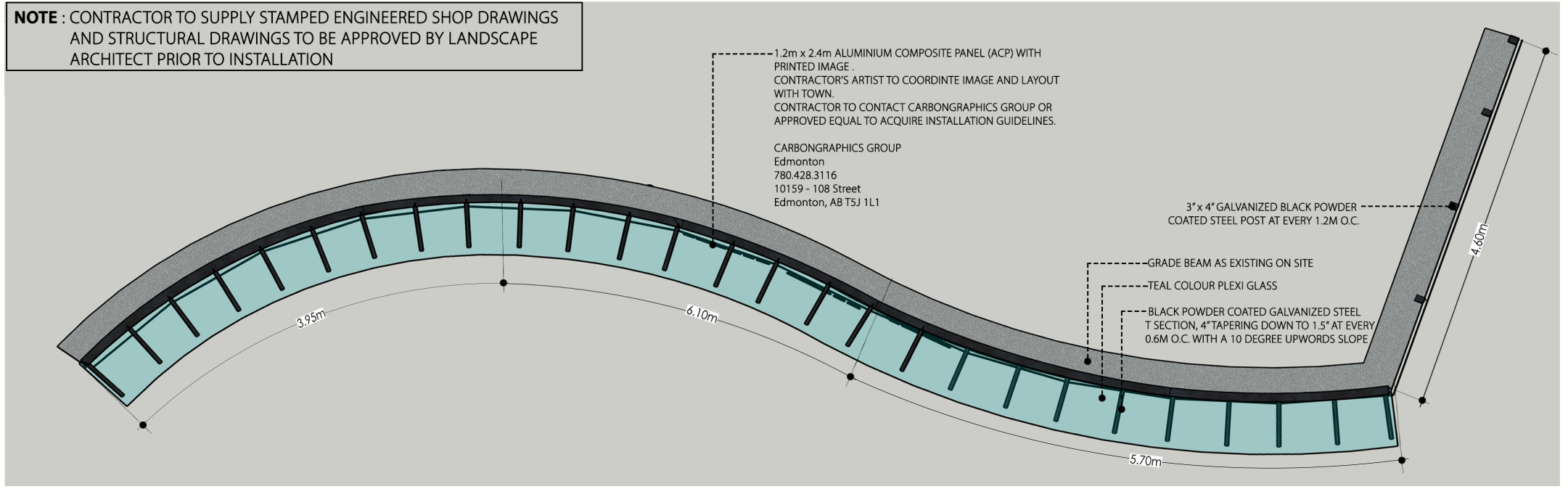


KEYPLAN



DETAIL OF SIGNAGE BOARD

NOTE : CONTRACTOR TO SUPPLY STAMPED ENGINEERED SHOP DRAWINGS AND STRUCTURAL DRAWINGS TO BE APPROVED BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION



PROPOSED SIGNAGE BOARD PLAN - CONCEPT

SCALE: NTS



PROPOSED SIGNAGE BOARD ELEVATION - CONCEPT

SCALE: NTS



PROPOSED SIGNAGE BOARD VIEWS - CONCEPT

SCALE: NTS

BORDER PAVING PLAZA - SIGNAGE BOARD CONCEPT



BORDER PAVING PLAZA

Thank you to our sponsors





MEETING DATE: April 25, 2023

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Arena Lease Space 1 – Functional Pantry**

BACKGROUND

In February of 2021, a Request for Proposals was issued for lease spaces in the Eagle Builders Centre. In October 2021, a proposal was received from the business owner of Functional Mobility & Health to rent Arena Lease Space 2.

Administration received a proposal from that same business owner to rent Arena Lease Space 1 (as *shown in attachments*), referring to this business as the Functional Pantry. They are interested in providing a healthy food option in the arena for patrons in the facility as well as take-home/delivery. The intention is to operate heavily at different times from our current vendor, targeting the library/homeschooling, after-school and practice crowds. They expressed in their proposal that they do not want to compete with the current food vendor, though they hope to ease the pressure of the current constraints of demand. This item was presented at the April 5th, 2023 Recreation, Culture, and Parks Board (RCP Board) Meeting for discussion.

DISCUSSION

The RCP Board was in favour of the proposal but wanted to see an increase in the lease amount, similar to what Functional Mobility & Health is currently paying for Arena Lease Space 2. In the end, the Board recommended that Administration approach the business owner to reconsider adjusting the rates to make them comparable to their other lease. Administration met with the business owner and negotiated the rates to match what they had offered for Arena Lease Space 2 over a five (5) year term.

FINANCIAL IMPLICATIONS

The use of Arena Lease Space 1 at the Eagle Builders Centre will generate more foot traffic and revenue for the arena. The business owner will be responsible for lease space improvements, complying with all standards and licensing for this type of business.

ADMINISTRATIVE RECOMMENDATION

1. That Council directs Administration to enter into a Lease Agreement with Functional Pantry for Arena Lease Space 1 in the Eagle Builders Centre for a period of five (5) years.

ALTERNATIVES

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

ATTACHMENTS

- *Arena Lease Space 1 Location and Size*

APPROVALS

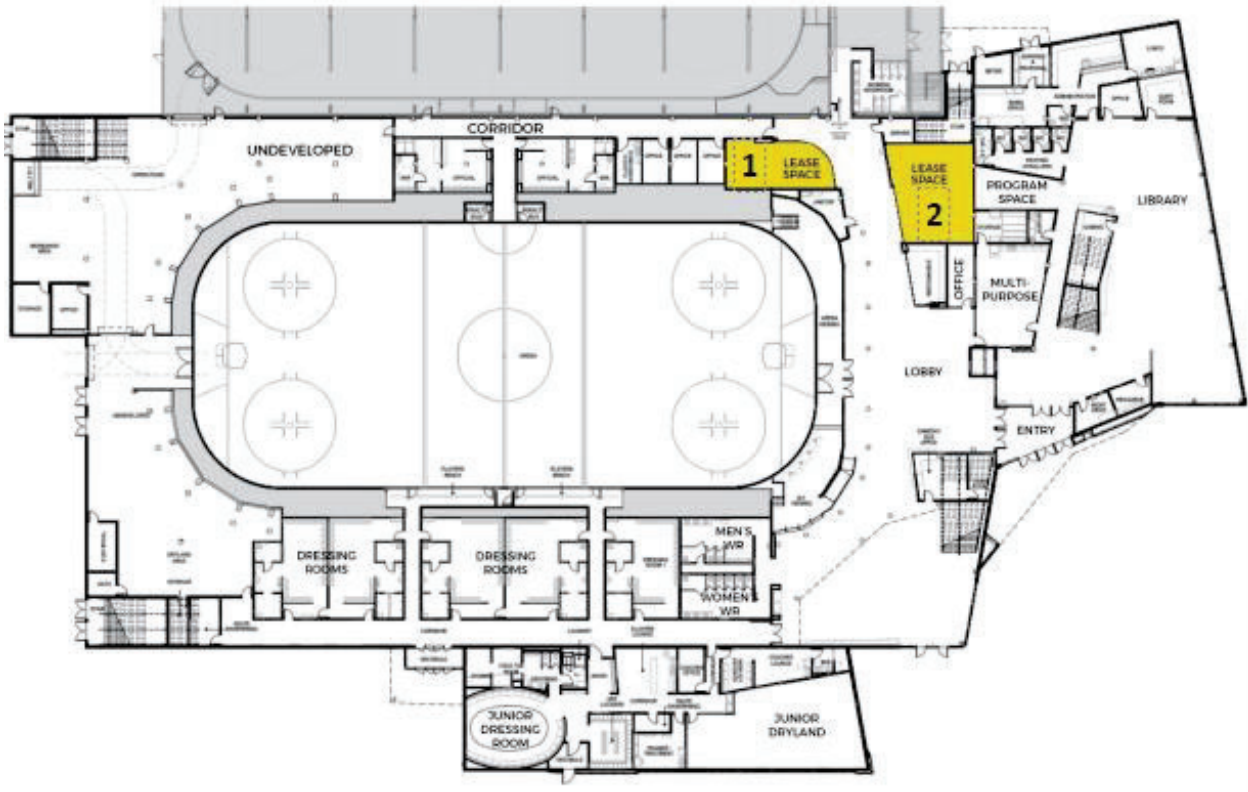


Justin de Bresser, Interim Chief
Administrative Officer

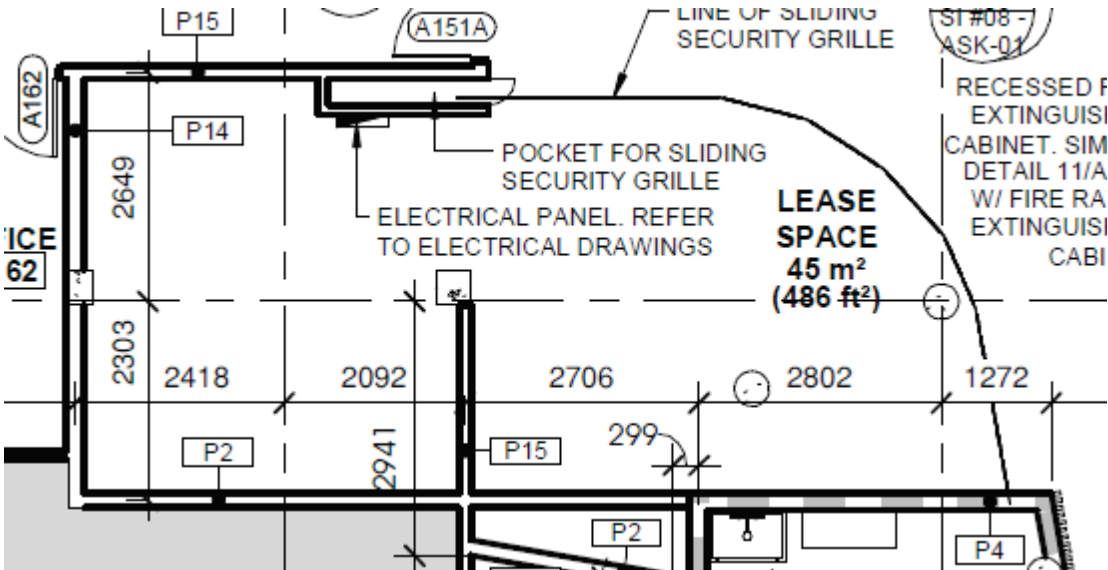


Department Director/Author

Arena Lease Space 1 Location and Size



Arena Lease Space 1 – Size (486 ft²)



MEETING DATE: April 25, 2023

PREPARED BY: Justin de Bresser, Interim Chief Administrative Officer

PRESENTED BY: Justin de Bresser, Interim Chief Administrative Officer

SUBJECT: **Directors' Quarterly Reports, 1st Quarter of 2023**

BACKGROUND

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

DISCUSSION

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

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATION

1. That Council accept the Directors' First Quarter Reports for 2023 as information.

ALTERNATIVES

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

ATTACHMENTS

- *Corporate Services Director's Quarterly Report, 1st Quarter of 2023*
- *Community Services Director's Quarterly Report, 1st Quarter of 2023*
- *Infrastructure and Property Services Director's Quarterly Report, 1st Quarter of 2023*

APPROVALS



Justin de Bresser, Interim Chief
Administrative Officer

Department Director/Author

MEETING DATE: April 25, 2023

PREPARED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Corporate Services Director's Quarterly Report, 1st Quarter of 2023**

ADMINISTRATION

- Assisted with CAO duties while the current CAO was on vacation. This included the January 24th Regular Council meeting and ICF/IDP preparation and attending the meeting.
- Various Performance reviews were completed.
- Started the Procurement procedures efficiency project.
- Assisted with preparation for the Open House for the Westwood Parking Lot Proposal, Urban Hens Pilot Program, and Train Whistle Cessation within municipal boundaries.
- Attended a Webinar on Electronic Bylaw Ticketing.
- Working on various land issues to accommodate growth and new school sites.

FINANCE

- Municipal Sustainability Initiative and Canada Community Building Fund grant reporting.
- Main activity this month is preparing the year-end working paper file for the Auditors. This requires a review of the working papers and sub-ledger reconciliations provided by the Corporate Services Team; Taxes receivable, Utilities receivable, Account receivable, Accounts Payable, Capital Projects and Capital Assets additions and Work in progress, and Payroll & Benefits payable. In addition, reviewing or preparing account reconciliations for all Investments, GST, Inventory, accrued receivables, unearned revenue, Prepaid Expenses, accrued payables, holdbacks, long term debt. Including a variance analysis for surpluses and deficits of the Town operations for 2022. The year-end working file has been sent to the audit team, they will begin to review it and may request additional support information as they see it necessary. The Audit team is expected to be on-site to complete the audit fieldwork the first week of March.
- We have started working with a new Mastercard provider called Wex. This is a hands-on card management system, giving us more control over the Administration of card activity in real time. We are currently in the test stage rolling out activity to only a few cardholders, while we establish new procedures and controls for the new system. Once all the controls, policies for use, and procedures are established we will roll out to the rest of the staff and Council that currently have MasterCards issued.
- We have begun to review with Sensus Analytics an option for utility account holders to log on and review their usage. This will help account holders have faster alerts of excessive usage, etc.
- Prepared the 2024 Budget preparation timeline for Council's approval.
- BDO Audit team was on site, for the year-end audit fieldwork. The Corporate Services Team was able to provide the requested information and documentation. The Audit team will provide Draft Financial Statements for our review prior to going to council at the second Regular Council Meeting in April. This will conclude the 2022 Audit cycle.
- WEX Mastercard system has been rolled out to the test user group. We are refining the processes and program setup and developing a process to upload the MasterCard data into Diamond.

- Review and update personal expense policy.
- Working through Spring Adjustments for 2023 that are necessary to balance the changes; this will come to Council at the Regular Council Meeting on April 25, 2023.
- BDO Audit has been completed, and drafted audited statements will be presented to Council at the Regular Council Meeting on April 25, 2023, by BDO.
- The 2023 Property Tax Rate Bylaw was prepared and went to Council on April 11 for the First reading; Second and Third Reading will be presented at the Regular Council Meeting on April 25.

INFORMATION TECHNOLOGY & RECORDS MANAGEMENT

- Completed the GP 2018 Diamond upgrade.
- Worked with support to upgrade and complete the configurations for SOPHOS MDR Advanced services.
- IT & Records Coordinator have been busy preparing for the Zasio/Versatile implementation of our file indexing and retention platform.
- Council Chambers upgrade has been completed with a few minor adjustments required as we continue with our Council live stream.
- The Town TELUS Mobility Plans have been adjusted to reduce costs and provide IT with management IQ access to all mobility plans.
- Updated the fob inventory and fob cleanup.
- IT is providing staff with quick tips and tricks to help support staff.
- FCSS old building server room cabling cleanup, and hardware removal.
- Started the 3-week trial for the Agilicus secure access to the Town's SCADA system.
- IT is working with SOPHOS support to configure our email spam security.
- Town Guest WI-FI has been configured and is ready to roll out for Town visitors for meetings.
* Signage for all meeting spaces needs to be created and posted.
- FOIP and Records Coordinator has completed the ICS-100 virtual training.
- IT and Records Management are configuring the summer staff profiles in preparation for Summer Staff Orientation
- A new MFP has been purchased for the Civic Cultural Centre and will be installed on Thursday, April 20th. The current MFP will be repurposed to the Fire Hall and the old MFP sent away for disposal.

MARKETING & COMMUNICATIONS

Swag

- MarCom has been working with Economic Development to determine what items for swag would best represent the Blackfalds Community. We received positive feedback from those who received swag at the 2023 RD Home Show.

Spring and Summer Program and Activity Guide

- 1,500 copies of the Spring/Summer Program and Activity Guide have been printed and distributed.

Wayfinding

- MarCom has finalized updates to the vehicular wayfinding and is in the last steps of completing the pedestrian wayfinding. This includes updating trail and park maps, roads, street names, etc. Economic Development was successful in receiving grant monies to help reduce some of the costs.

Bike Skills Park Sign

- MarCom has created a final design for the Bike Skills Park permanent signage and will work with Lacombe SignMasters to have it installed by the summer.

Food Bank Sign

- Lacombe SignMasters will be replacing the sign in front of the current Food Bank building to reflect the change of facility use – including removing the seniors centre, library, etc. as well as the old logo.

LED Advertising

- The Electronic Sign Advertising policy was approved by Council and has been advertised to the public. So far, we have one advertised on the list.
- We are partnering with the Lacombe Chamber to create a discounted rate for advertising on our 2A sign, and their Highway 12 sign.

Photo/Video

- MarCom will be auditing programming/classes to collect photos and videos to use for future advertisements to replace stock photos.

Requests

- Assisting various departments with design/communication requests including facility signage, event promotions, Volunteer Award assets, etc.

Corporate Apparel

- Meeting with corporate apparel providers to create the Spring Catalogue.



Department Director/Author

MEETING DATE: April 25, 2023

PREPARED BY: Rick Kreklewich, Director of Community Services

SUBJECT: Community Services Director's Quarterly Report, 1st Quarter of 2023

OVERVIEW

Let's go Bulldogs! It has been great seeing the turnout at the Eagle Builders Centre for the playoffs. The excitement from people of all ages in our community has translated into a great atmosphere at the rink and we look forward to seeing more hockey at the EBC.

Speaking of events at the EBC, we held another successful Winterfest on Family Day in 2023. The Light Up display extended to Family Day and clean up for spring is nearly complete. On March 29th, the ice in Arena 2 was removed with ball hockey and lacrosse set to begin in early April.

The Abbey Centre was very busy throughout the school break weeks with the gymnasium full of students who were off school. The admission rate adjustment was implemented at the Abbey Centre on January 1st. New categories Senior Plus (75+) saw 420 and Toddler (1-2) saw 1629. In the first quarter of 2023, the Abbey saw a total of 11,205 daily admissions and 24,660 member visits.

FCSS improved the marketing of their programs and services by launching its Facebook page on January 16th, with a total of 354 followers as of April 5th, 2023. The Community Volunteer Income Tax Program assisted 24 residents in March with e-filing their taxes.

The Plaza construction has been on hold for the last few months due to weather restrictions, however, we have received an extension for the required completion. Blackfalds Days planning is underway and the Blackfalds Bulldogs are moving on to the second round of the playoffs.

PARKS AND FACILITIES OPERATIONS

JANUARY – MARCH 2023

- Parks staff worked on trail/sidewalk snow clearing and continually monitored icy sections and applied sand as necessary. They also maintained the outdoor rinks daily.
- Facilities staff continue working on building maintenance, arena operations, and preventative maintenance.
- Light-Up Blackfalds Christmas light display (lights only) was extended to Family Day. The display is almost cleaned up for spring. There are still some posts remaining as we wait for the frost to come out.
- Our Parks crew is preparing for spring planting and projects. Planters and hanging baskets have been taken to the greenhouse for preparation.
- Parks staff are also getting all equipment tuned up and ready for spring and restocking supplies.
- Summer Staff positions were posted, and interviews started.
- The outdoor rinks and skating ponds were closed on March 24.
- Request for Proposal packages were closed and awarded for two capital projects:
 - #23-7239, Annual Trail Development/Improvement was awarded to Border Paving.

- #23-1290, Support Services Centre Shingle Replacement was awarded to Cooper Roofing.
- Ice in Arena 2 was removed on March 29th and the floor was cleaned for upcoming dry floor rentals for ball hockey and lacrosse activities.

ABBEY CENTRE OPERATIONS

JANUARY – MARCH 2023

- January 1st saw the start of our adjusted admission rates as well as the change to only paid access in the Field House. New categories Senior Plus (75+) saw 420 uses and Toddler (1-2) was 1629.
- Thrifty Thursdays have continued the first Thursday of the month with the program proving particularly popular for membership savings.
- Wellness classes were offered for the first time and as there was such strong interest in this type of programming, we are working on finding instructors for future offerings.
- As of January 1st, Red Cross no longer offers swim lessons and all pools nationwide are running National Lifesaving courses. Public education for this transition is robust and ongoing.
- The Love Locks public art piece moved to supply purchase and fabrication. Due to the go-ahead date on this project, the Lacombe Composite Welding and Fabrication classwork will now span two school years.
- With the addition of Leslie Ruddick as a full-time Guest Services Representative we now have a full and equally represented Abbey Centre Health & Safety Committee.
- Our third and final Fitness Programmer position was filled in mid-January by Amber Levitt who has a breadth of municipal knowledge and fitness certifications in personal training, spin and TRX to name a few.
- We received a \$1500 sponsorship from the Blackfalds District Ag Society for a field trip to Kraay Family Farm for Camp Curious this summer.
- A Fitness Survey was completed from Feb 7th to 24th and collected overall feedback regarding usage and experiences while using the facility.
- Sponsorship has been secured for the installation of two picnic tables at the Abbey Centre grounds this spring. One by the Blackfalds District Ag Society and the other by 28 individuals who together sponsored a table. A third will be installed as part of the Blackfalds Field House Society Rock Fundraiser capital project.
- Eagle Builders has graciously agreed to be the title sponsor for SuperKids for 2023 which is returning after a three-year hiatus.
- Capital project for the commercial washer and dryer was completed in March.
- Summer job postings for Aquatics Programmer, Aquatic Shift Supervisors, Lifeguard/Instructors and Day Camp Leaders have been completed with interviews currently in process.
- Due to staff leaves, Children's Services operated at a reduced capacity in March.
- The Abbey Centre was the host facility for Rope Skipping Alberta from January 27th to 29th, Archery Alberta Feb 17th to 19th, Central Alberta Rowing from March 3rd to 4th, Badminton Alberta Mar 10th to 12th, Little of This Market spring market March 25th to 26th.
- We attracted 11,205 daily admissions and 24,660 member visits in this quarter. Membership revenues for this quarter were \$145,138, facility/program room rental fees were \$21,469 and day admission sales were \$53,164. As of March 31st, we had 471 annual members, 675 monthly members and 1895 punch pass holders.

FCSS OPERATIONS**JANUARY****Seniors Programming:**

- Seniors Active Programming:
 - Drop-In **50+ Walking Club**: FCSS staff facilitates the 50+ Walking Club on Tuesdays and Thursdays at the Abbey Centre. During the month of January, 50 people participated (16% were Lacombe County residents), 7 dates offered, and 148 track admissions were purchased. Participants tracked their distance walked and as a group, they walked 9860 laps in January.
 - 50+ Yoga, 50+ Chair Yoga, 50+ Fit & Functional classes and Drop-In Skating: Volunteer Programmer continues to work with the Fitness and Aquatics Coordinator/Recreation and Culture Programmer to monitor registration numbers.
- It's **More Than a Movie** monthly event screening of Pride & Prejudice – 21 attended.

Board/Committee Appointments: Resignations to the Municipal Library Board, Recreation, Culture & Parks Board and Family & Community Support Services Board were presented at the January Council meeting.

Final Reporting for Christmas Bureau Program:

- 417 residents (258 children, 159 adults) benefited from the Christmas Bureau Program
- 100 families received hampers.
- 22 senior/singles received hampers.

Launched Blackfalds FCSS Facebook page – January 16th.

Community Volunteer Income Tax Program:

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

Interagency Meeting - 17 people from 12 Unique Organizations

Province of Alberta Affordability Action Plan

- Webinar Training
- 2 Community members assisted (\$600 per resident)

Blackfalds Youth Crew

Offered Mondays from 3:45 – 5:45 pm for youth grades 4 - 6 and Tuesdays from 5:00 – 7:00 pm for youth grades 7 - 12.

- January 9th & 10th saw 21 youths in attendance.
- January 16th program cancelled due to staff illness, January 17th saw 6 youth in attendance.
- January 23rd program cancelled due to staff family illness, January 24th saw 7 youth in attendance.
- January 30th & 31st saw 22 youths in attendance.

Youth participated in a game's day of their choice, popcorn & movie night, a day of self-care (learning about self-care and its importance), and DIY Tie Dye night.

Child Safe Canada Home Alone Safety was offered on January 19th with 7 youths in attendance. The class continues to be offered on a nearly monthly basis throughout the school year for youth grades 4 – 6.

Youth Field House Drop-in is a registered program offered barrier-free for youth grades 4-12. The program itself is unstructured to allow youth the opportunity to try new sports/activities. The first of three sessions were held on January 11 and saw 3 youth in attendance. Activities chosen included basketball, dodgeball, keep the balloon in the air, and frisbee.

Cooking Club is an Alberta Health Services program aimed to teach youth about healthy eating according to Canada's Food Guide. Youths learn how to cook/bake while staying safe in the kitchen. This 8-week program started Jan 25th and saw 9 youths in attendance.

Self-Esteem/Coping Skills Group is a group created by SGTG School Wellness Worker. FCSS Youth Programmer has partnered with the School Wellness Worker to deliver a group focused on developing self-esteem and positive coping skills. The group began on January 26th and will meet Thursday afternoons for 8 sessions in total.

FEBRUARY

Seniors Programming:

- Seniors Active Programming:
 - **Drop-In 50+ Walking Club:** FCSS staff facilitates the 50+ Walking Club on Tuesdays and Thursdays at the Abbey Centre. During the month of February, 50 people participated (18% were Lacombe County residents), 8 dates were offered, 149 track admissions were purchased, and the Seniors Plus (75+) admission was utilized 46 times. Participants tracked their distance walked and as a group, they walked 9451 laps in February.
- **It's More Than a Movie** monthly event screening of The Proposal – 23 people attended.

Board/Committee Appointments: Member at Large was appointed to Blackfalds & District Recreation, Culture & Parks Board at the February Council meeting.

Volunteer Recognition: Nominations were accepted:

- Carol Simpson Volunteer of the Year Award – 7 nominees
- Gloria House Mentor Award – 1 nominee
- Outstanding Group Award (Adult category) – 1 nominee
- Dylan Stork Youth Ambassador Award – 1 nominee
- Leaders of Tomorrow (Elementary category) – 7 nominees
- Leaders of Tomorrow (Junior High category) – 26 nominees
- Leaders of Tomorrow (High School category) – 11 nominees

Town of Blackfalds volunteers were utilized at Winterfest ON Feb. 20th (14 volunteers, totalling 35.5 volunteer hours)

Blackfalds FCSS Facebook Page

- 314 followers at the end of February

Community Volunteer Income Tax Program:

- CRA Training and Volunteer Training

Family Easter Event:

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

Province of Alberta Affordability Action Plan

9 Community members assisted (\$600 per resident)

Blackfalds Youth Crew

Offered Mondays from 3:45 – 5:45 pm for youth grades 4 -6 and Tuesdays from 5:00 – 7:00 pm for youth grades 7 - 12.

- February 6th & 7th saw 22 youths in attendance.
- February 13th & 14th saw 24 youths in attendance.
- February 27th & 28th saw 26 youths in attendance.

Youth participated in chocolate-covered strawberry & pretzel making, Valentine's Day crafts & ice cream floats, and trivia night.

Child Safe Canada Home Alone Safety was offered on February 23rd with 14 youths in attendance. The class continues to be offered on a nearly monthly basis throughout the school year for youth grades 4 – 6. The next course is scheduled for March 23rd.

Youth Field House Drop-in

The second of three sessions were held on February 9th and saw 6 youth in attendance. Activities chosen included basketball, dodgeball, frisbee, volleyball, and badminton.

Blackfalds Youth Crew Winterfest Family Bingo is a Town of Blackfalds event facilitated by the Youth Programmer and youth volunteers. This drop-in style bingo game was offered on Family Day to create and maintain a sense of community. 6 BYC participants volunteered their time while working alongside the youth programmer to ensure a smooth bingo game. The bingo event saw an estimated 150 participants throughout the 3 hours.

MARCH**Seniors Programming:**

- Seniors Active Programming:
 - Drop-In **50+ Walking Club**: FCSS staff facilitates the 50+ Walking Club on Tuesdays and Thursdays at the Abbey Centre. During the month of March, 56 people participated (including 18% were Lacombe County residents), 9 dates were offered, 171 track admissions were purchased, and the Seniors Plus (75+) admission was utilized 72 times. Participants tracked their distance walked and as a group, they walked 12386 laps in March.
 - It's **More Than a Movie** monthly event screening of 3:10 to Yuma – 26 people attended. FCSS staff are exploring grant opportunities to help ensure the sustainability of these great social events.

Board/Committee Appointments: Council accepted the resignation of Policing Committee & EDTAC members at the March Council meeting.

- There are vacancies on FCSS Board, Municipal Library Board, Policing Committee and EDTAC.
- Volunteer Programmer reached out to Career Counsellor & Off-Campus Coordinator at the Lacombe Composite High School to see if there is a student from Blackfalds interested in Law Enforcement or Forensic Investigation looking to gain experience and knowledge, earn volunteer hours and enhance their resume while volunteering on the Blackfalds Policing Committee.

Blackfalds FCSS Facebook Page

- 336 followers at end of March

Community Volunteer Income Tax Program:

- Actively filing tax returns for local eligible residents
 - **24 returns E-filed in March**
 - 16 seniors
 - 4 AISH recipients
 - 4 Low-income residents

Interagency Meeting - 16 people from 13 Unique Organizations

Family Easter Event:

- Coordination and facilitation of the event including prizes, donors, volunteers, activities, BBQ, promotion, and decorations.

Province of Alberta Affordability Action Plan

- 2 Community members assisted (\$600 per resident)

Blackfalds Youth Crew

Offered Mondays from 3:45 - 5:45 p.m. for youth grades 4 - 6 and Tuesdays from 5:00 - 7:00 p.m. for youth grades 7 - 12.

- March 6th & 7th saw 26 youths in attendance,
- March 13th & 14th saw 19 youths in attendance,
- March 20th & 21st had 31 youth in attendance and
- There was no program on March 27th & 28th due to Wolf Creek Public School spring break.

Youth participated in a movie and popcorn night, field house games at the Abbey Centre and donut making.

Child Safe Canada Home Alone Safety was offered on March 23rd with 15 youths in attendance. The class continues to be offered on a nearly monthly basis throughout the school year for youth grades 4 – 6.

Youth Field House Drop-in

The third of three sessions was held on March 23rd and saw 1 youth in attendance. Activities chosen included basketball, dodgeball, frisbee, and volleyball. The youth Programmer called 10

minutes into the program to remind the participant's parents, who informed her they had cancelled last minute due to family commitments.

Ongoing Initiatives

- **Friendly Caller Program** – working on a partnership with the Golden Circle
- **Intergenerational Pen Pal Program**
- **The FCSS Volunteer Newsletter**
 - In January the newsletter was emailed to 245 contacts with the 'Open Rate' of 49%
 - In February the newsletter was emailed to 245 contacts with the 'Open Rate' of 41%
 - In March the newsletter was emailed to 247 contacts with the 'Open Rate' of 49%
- **Vibrant Living 50+ Newsletter**
 - In January the newsletter was emailed to 146 contacts with the 'Open Rate' of 70% and mailed to 31 residents.
 - In February the newsletter was emailed to 155 contacts with the 'Open Rate' of 73% and mailed to 31 residents.
 - In March the newsletter was emailed to 160 contacts with the 'Open Rate' of 68% and mailed to 32 residents.
- **Snow Angel Program** (41 volunteers supported 22 locations, 5 locations were on the waitlist)
- Volunteer Programmer continues to work closely with the **Blackfalds Senior Citizens Cheemo Club** to ensure their space requirements have been met.
- Professional development for the quarter included:
 - ProServe Certification

Relationship with Beyond Food Community Hub – Support with milk coupons, social media support, Lunchbox program, connecting residents with the food bank, sending weekly Lunch Box sign-up emails.

Positive Peers is working on creating a safe, open space for youth to learn healthy friendship navigation skills. The group has begun to discuss small conflicts the participants are or might be experiencing. The conflicts are becoming more specific because of increased trust.

Queer Straight Alliance is a gender-diverse support group offered to students at Iron Ridge Junior Campus. Attendance varies as it is drop-in based. Youth Programmer is beginning to become a trusted adult to participants. IRJC School Social Worker rescheduled the program to each Tuesday over lunchtime.

Rainbow Readers is a gender-diverse support group offered to youth ages 12-17. This youth-led drop-in program is held at the library on the last Monday of each month, providing an opportunity for **LGBTQ2S+ or allied** youth to feel a sense of belonging. Due to a lack of engagement, the group will be considering rescheduling the program date/time to the last Sunday of each month from 1:30-3:00 p.m.

Youth Action Coalition & Youth Engagement Subcommittee – meets bi-monthly.

Continued participation with the:

1. Blackfalds Healthcare Professionals Attraction & Retention Committee
2. Dow/MEGlobal Community Advisory Panel
3. Central Alberta Rural Communities Coalition
4. West Central Regional FCSS Gathering

5. Emergency Social Services Network of Alberta

PROJECTS, EVENTS & EAGLE BUILDERS CENTRE OPERATIONS

JANUARY – MARCH 2023

Projects

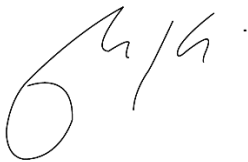
- The Plaza has been on hold for the last 3 months due to winter weather but the Federal Government has given us an extension to the end of August instead of the end of March.
- We are in the concept design phase for the Westwood parking lot expansion at the EBC which will allow for an extra 104 parking stalls to alleviate the parking congestion around the facility. The plan also consists of a trail connection from the EBC to All Star Park.
- Working with Delnor and Current Lighting to change out the main bowl lighting with better lights so yellowing doesn't occur on some areas of the ice surface. This is part of the warranty work and will take place from April 24 to 28th.
- The Food Bank is finally 100% completed its renovation and is now fully operational.

Events

- Winterfest was a huge success on Family Day (February 20th) as we saw around 600 to 700 people in our community enjoy the festivities such as bingo, public skating, fire department BBQ, ice sculptures, and library programs.
- CSD has had 2 meetings on Blackfalds Days. Staff are putting together the itinerary for events which should result for another successful annual festival.
- Working with the Junior A Bulldogs on the Centennial Cup bid and should be hearing back from Hockey Canada on April 14th.
- Also working with Slo-pitch Nationals executive to secure the 2025 Nations Slo-Pitch Championship at All-Star Park. Hopefully, it will be announced at the end of April.

Eagle Builders Centre

- The past three months, the EBC has been extremely busy with local associations taking advantage of the availability at the arena with games, tournaments and playoffs. The facility continues to be well used and the bookings were full every week, each month.
- The Junior A Bulldogs are in the AJHL playoffs and have made it to the South final against the number 1 team in the country, Brooks Bandits. The attendance has been great with sellouts throughout their playoff run. Awesome to see the community getting together to watch the games and have a good time supporting the team.



Department Director/Author

MEETING DATE: April 25, 2023

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

SUBJECT: **Infrastructure And Property Services Director's Quarterly Report, 1st Quarter of 2023**

OVERVIEW

1. Spring adjustments for the 2023 operational areas have been completed for the department.
2. The Department suffered some HR limitations due to limited resources and unplanned leaves. However, the department has seen the return of one full-time operator, Jesse Moerike, from modified duties at the office. We thank him for his efforts in the office and welcome him back to Public Works in time for spring work. Our new mechanic position has been reposted and we are looking for qualified applicants to apply. Public Works has successfully managed to fill the three (3) vacant summer student positions, which are all scheduled to start on May 1st.
3. The 2023 budget process is complete, and we have been working with the new 2023 budget to get projects finalized and tendered. Existing major capital projects are planned to start up again soon. Newly approved capital projects and programs are being designed, tendered and scheduled for the 2023 construction season.
4. The Director has closed Broadway Avenue's north gravel section again this year and will continue to monitor and maintain this roadway to the best of our abilities with the frost still coming out of the ground. When reopened, in the middle of May, this roadway will again be limited to 30km/h and no heavy vehicles allowed.
5. The Land Use Bylaw amendments are coming forward in April with plans for First Reading at the first Council meeting in May. A Public Hearing will also be set and completed prior to the anticipated passing of Second and Third Reading shortly thereafter.
6. Planning & Development is gearing up for the scheduled Municipal Development Plan review this year, meeting with senior administration to define the project scope, public engagement, and timeframes.
7. OffSite Levies Bylaw continues to be worked on. The report came to Standing Committee of Council on April 17 for discussion.

OPERATIONS

8. Snow removal was conducted per the Snow Removal and Ice Control Policy, focusing on Priority 1, 2 & 3 routes. We were able to do the 4 and 5's and 6's this year as well.
9. The department is actively identifying and creating internal policies and procedures to ensure municipal best practices are being implemented, along with transparency and consistency in our practices.

10. At the end of Q1 2023, Planning & Development had processed 37 Development Permits at a total permit value of \$3,721,627.00. In comparison, by the end of Q1 2022, the department had processed 58 Development Permits with a total permit value of \$5,036,138. In summary, both permit activity and values are down.
11. Work is wrapping up on the Soper annexation withdrawal report that ultimately needs to be submitted to the Land & Property Rights Tribunal. The report will be presented for a senior review and then to both Town and County Councils for their review and authorization prior to submitting the report to the Tribunal, local authorities and agencies, and posting it on the Town's website for public information. The submission of this report to the Tribunal and making it publicly available will be the final obligation the Town has with respect to the annexation application.
12. Various Area Structure Plans (ASPs) have been discussed over the last few quarters:
 - a. An application to amend the McKay Ridge ASP (to be renamed as part of this application to McKay Ranch ASP) has been submitted, however, it is not currently being reviewed by internal departments as we are waiting on more information from the developer and their consultant. Upon receipt of the required information, the amendment process will commence and an amending Bylaw will be presented to Council for consideration.
 - b. Work continues on the amendments to the Aspen Lakes West ASP, which is necessary to accommodate the new Catholic elementary school. Internal reviews of the updated concept plan have been completed and some additional amendments are needed before the amending Bylaw will be ready for the formal approval process.
 - c. The Rolling Hills developer and their consultants advised a year ago that updated plans will be forthcoming for the remainder of the development. To date, these updated plans have not been received.
13. General street sweeping works on Priority 1 routes without signage started the second week of April this year through major thoroughfares. We are using our sweeper for this work. Once signing and sweeping of subdivisions start, weather dependent, we will have contracted services to help with this work. We plan to communicate media information on sweeping areas as per our communication plans.
14. The department continues to review various utility work permits, and building and development permits as received.
15. The Stanley Street Lift Station required emergency repair works recently, which is now completed. Our Operators noted that the lines from the lift station to the well were corroded and not holding suction, resulting in the pumps losing prime, and increased emergency call-outs.
16. The department has been working closely with Stantec to update the Town's hydrant flushing program. Beginning in May, summer students and PW operators will conduct hydrant inspections, and flush all Town owned hydrants this year in accordance with the plans developed by Stantec.

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17. Public Works has been working closely with the IT department to trial a new SCADA program for monitoring the Town's water system.

CAPITAL UPDATE

18. The Gregg Street and Womacks project seasonal deficiencies will be starting soon. These deficient outstanding items include the painting of crosswalks, some signage installations, removal and relocation of one crosswalk pushbutton and minor grading/concrete works around the asphalt areas. We are investigating the possibility of additional streetlights being installed along the roadway and widening the southern walkway between Lawton and Highway 2A.
19. The McKay Ranch Lift Station was not awarded in 2022, due to a lack of development and excessive cost overruns. The project is anticipated to be retendered in the summer once final confirmation of land and service availability is received from the developer through a signed development agreement.
20. The NW stormwater Project is still awaiting the Alberta Environmental Appeal Board decision. One formal update has been received that they are working on it, however, the information on when the board will be completing the report to the minister is still unknown.
21. Following up on the 2022 Pavement Management Study Capital Project, the final Pavement Management Study report has been issued. This detailed report identifies pavement treatment types, locations and budget scenarios for the existing road network condition. Overall, results from the field data collection program conducted in 2022 revealed that the Town has a high average pavement quality index (PQI) score of 77. The results from this report will be used to guide future operations and capital budgeting and maintenance programs for the department.
22. As part of the approved 2023 Capital Program, the department is in the process of soliciting quotes for a qualified company to fly aerial imagery and provide orthoimagery for the Town. It is expected this work will take place between May and June.
23. The Lorne Avenue Rehabilitation Project is underway with engineering complete, and the Tender posted to APC. Construction will occur during the summer break period to minimize impacts to residents, and the adjacent IREC school.

PROGRESS ON PROJECTS/PROGRAMS

24. Utility Bylaw rates were reviewed, discussed, and updated as per the 2023 budget plans, with the bylaw approved in January. The 2023 rates have been used for recent utility billings with minimal complaints.
25. A Request for Proposal to conduct the annual monitoring program for 3 years, with an optional 2-year extension, closed on March 30th. In total, 11 proposals were received, with only 5 being in compliance with the specifications. A Request for Decision was brought forward to the Regular Council Meeting on April 11th to award the program to ParklandGeo.

26. Asset Management

- a. On December 9, 2022, the department submitted an expression of interest to participate in a natural asset management development project sponsored by FCM. The department is pleased to report that it was approved to participate in the Natural Asset Management Roadmap Project hosted through Municipal Natural Assets Initiatives. This is a cohort program paired with other municipalities across Canada to increase awareness and asset management practices related to natural assets.
 - b. Over the past 6 months, the Asset Management/GIS Coordinator has worked towards updating the Town's field mapbook. This required an extensive review of existing data and the collection of new infrastructure data incorporated into the Town's assets since the last mapbook iteration in 2019. This mapbook is used extensively by Public Works staff to locate, and maintain, water and wastewater infrastructure. Thank you to Jamie Hobbs for his efforts on this important mapbook.
27. The Dangerous Goods Bylaw and Traffic Bylaw have not been worked on recently due to other priorities, but this will be a focus for the second and third quarter of 2023 to conform with new regulations and the Transportation Master Plan.
28. As part of the department's commitment to safety, the public works department continues to make progress with reviewing and creating new formal hazard assessments and safe operating guidelines for the various tasks it undertakes. This has especially been a priority with the anticipated onboarding of a new mechanic in the near future.



Department Director/Author

MEETING DATE: April 25, 2023
PREPARED BY: Sue Bornn, FCSS Manager
PRESENTED BY: Rick Kreklewich, Community Services Director
SUBJECT: **National Youth Week Proclamation Request**

BACKGROUND

National Youth Week, May 1 - 7 2023, is a celebration of youth held annually during the first week of May. It is a week of fun-filled interaction and a celebration intended to build a strong connection between youth and their communities. This weeklong event is an opportunity to profile the issues, accomplishments, and diversity of youth. National Youth Week is an exciting initiative to build and promote partnerships with youth, adults, businesses, government, schools, and the media. It is a celebration of youth.

DISCUSSION

Youth often go unrecognized for the valuable contributions they make to communities and the social, economic, and civic landscape. Meaningful youth engagement emphasizes access, equality and social justice and leads to positive youth development. National Youth Week reminds us of the valuable contributions that youth can make to community development. National Youth Week provides a focal point within the year for increasing awareness of the benefits of positive youth development. It is an opportunity for people to learn about, and from, the youth of our community.

2023 is the fifth year that the Town of Blackfalds will celebrate National Youth Week. Whether it is recreation, drama, sport, dance, civic engagement, art, volunteerism or leadership, everyday young people are involved in meaningful activities during their discretionary time. National Youth Week is a time to honour their involvement.

FINANCIAL IMPLICATIONS

The total budgeted amount for the 2023 Blackfalds Youth Week is \$1,000.

ADMINISTRATIVE RECOMMENDATION

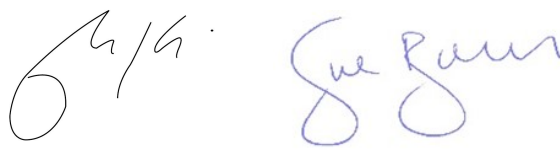
1. That Council move to proclaim May 1 - 7, 2023, as National Youth Week in the Town of Blackfalds.

ATTACHMENTS

- 2023 National Youth Week Proclamation
- 2023 Blackfalds Youth Week Schedule of Events

APPROVALS


Justin de Bresser,
Interim Chief Administrative Officer


Department Director/Author

BLACKFALDS YOUTH WEEK

MAY 1 - 7, 2023

2023 MAYORAL PROCLAMATION

- WHEREAS:** Youth in the Town of Blackfalds are valued citizens in our community; and
- WHEREAS:** Through their energy, involvement and enthusiasm youth are a resource contributing to the well being of community; and
- WHEREAS:** The promotion of youth engagement supported by various segments of the community will encourage a greater understanding and acceptance of youth issues, accomplishments, and diversity across the municipality
- WHEREAS:** Celebration of youth in the Town of Blackfalds, other municipalities and across Canada during Youth Week will encourage youth participation in positive activities to build a strong connection between youth and their communities;

NOW THEREFORE I, Jamie Hoover, Mayor of the Town of Blackfalds

Do hereby proclaim the week of

May 1 - 7, 2023 as “YOUTH WEEK”

in the Town of Blackfalds.

Signed on the day of _____, 2023

Mayor Jamie Hoover

Blackfalds FCSS • 5018 Waghorn Street • Blackfalds, AB T0M 0J0
403.600.9066 • www.blackfalds.ca/fcss • fcss@blackfalds.ca

BLACKFALDS

YOUTH WEEK



MAY 1 - 7, 2023

A WEEK FULL OF EVENTS! HERE'S THE SCOOP...

SUNDAY, MAY 1

FAMILY RESOURCE NETWORK ESCAPE ROOM

Work together to find clues, solve puzzles, and escape the room before time runs out.

Ages 13+ | 6:30 - 9:00pm

Blackfalds Community Centre

Register online through the
Family Resource Network.

WEDNESDAY, MAY 4

DROP-IN GAMES NIGHT

Join us for a free night of games in Field House 3! Participants must come prepared with active emergency contact information to ensure safety.

4:00 - 6:00pm

Abbey Centre | Field House 3

No registration required.

SUNDAY, MAY 1

DROP-IN MOVIE NIGHT

Bring your friends, enjoy snacks, and watch a movie with us. There'll be 3 different movie options for the group to choose from. Come on time to make sure you get a vote!

6:00 - 8:15pm

Blackfalds Community Centre

No registration required.

WEDNESDAY, MAY 4

TIE-DYE FUN & GAMES WITH BIG BROTHERS BIG SISTERS

Get creative with us by creating a customized tie-dye t-shirt (sent home with shirt in Ziplock ready to wash out). And finish off the night by playing GIANT Jenga and GIANT Kerplunk. Snacks provided.

Ages 8 - 12 | 6:00 - 8:00 pm

Blackfalds Community Centre

Call 403-782-7870 or email

lacombe@bigbrothersbigsisters.ca to sign up!

MONDAY, MAY 2

TIE-DYING DROP-IN

Try your hand at Tie Dye. Bring your own piece of white clothing and get creative with the dye.

4:15 - 5:15pm

Blackfalds Community Centre

No registration required.

THURSDAY, MAY 5

COMIC CREATION

Learn how to create your own comic strip with Art Psychologist Tammy Auten-Dye!

Ages 9+ | 6:00 - 8:00pm

Blackfalds Community Centre

Register online at www.blackfalds.ca/register





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

AR111330

April 6, 2023

Dear Chief Elected Officials:

Keeping Albertans safe is always a priority for the Government of Alberta. To that end, the province is updating its building construction codes in a way that makes sense for Alberta. These updates enhance public safety while supporting housing affordability and fostering economic growth.

We worked closely with industry, municipal associations, and technical experts across the province to determine if Alberta needed to modify the latest national codes published by the National Research Council in March 2022. As a result of that review, I am pleased to highlight two important features that will be included in the Alberta editions of the building construction codes.

- Farm buildings will continue to be exempt from Alberta editions of the building and fire safety codes.
- Alberta is adopting tier 1 as the minimum provincewide standard for building energy efficiency, which will lead to greener building construction in Alberta and lower heating costs, while still prioritizing housing affordability.

The updated editions of Alberta's new building construction codes are expected to be published in fall 2023 and come into force and apply to construction activities for spring 2024. Municipal Affairs understands that municipalities and industry require time and flexibility to appropriately manage the transition period for the administration of new code requirements. This transition period will provide time to prepare for the new code changes and allow construction in progress, with a valid permit, to continue under the previous code edition.

In the coming months, Municipal Affairs will provide notifications, as well as information related to the codes to ensure municipalities, industry, safety codes officers, and code users are well prepared to transition to the new codes in advance of their coming into force.

Sincerely,

Rebecca Schulz
Minister

Attachment: Notice – Upcoming new Alberta code editions

Notice

Upcoming new Alberta codes editions

National Building Code – 2022 Alberta Edition (NBC(AE))

National Fire Code – 2022 Alberta Edition (NFC(AE))

National Energy Code for Buildings (NECB) 2020

The province is updating its construction codes based on the 2020 National Building Code, National Fire Code and National Energy Code for Buildings, which were published by the National Research Council in March 2022.

Alberta has jurisdiction over safety codes, as do all Canadian provinces and territories. The Alberta government worked closely with industry, municipal associations and technical experts across the province to determine if Alberta needed to modify anything from the 2020 national code publications. The government also works with Alberta's Safety Codes Council to review safety codes and standards proposed for adoption and receives input and advice from the Council to help ensure the codes are appropriate for Alberta.

While Alberta is a signatory to the Construction Codes Reconciliation Agreement to reduce barriers to trade and support harmonized codes across Canada, the provincially focused review ensured that the upcoming changes to Alberta code editions best support the needs of Albertans.

Key changes to the Alberta editions of the building, fire and energy codes

- Farm buildings will continue to be exempt from Alberta's editions of the building, energy efficiency and fire codes.
- Alberta is adopting tier 1 as the minimum province-wide standard for building energy efficiency for housing and small buildings under Part 9 of the Alberta edition of the National Building Code and tier 1 for energy efficiency for other buildings in the National Energy Code for Buildings. These codes allow provinces and territories to choose from 5 tiers or levels for energy efficiency performance at a pace best suited for their jurisdiction and in recognition of their specific sources of energy.

Alberta's process for adopting safety codes

Alberta regulations enable 'timely code adoption' which brings national or international code changes into force for one year after their publication. This provides predictability so that industry, municipalities and other sectors (such as educational institutions) can confidently plan and prepare for new code changes. The Minister by order may also bring codes into force earlier or later than the 12-month period. The coming into force date will be advanced for the codes because of the two-year delay in the publication of the 2020 national code editions.

The upcoming Alberta editions of the National Building Code and National Fire Code and the National Energy Code for Buildings will come into force on the same date in the spring 2024. Municipal Affairs will provide additional notifications and information on the exact date along with other information related to the updated codes over the coming months to ensure municipalities, industry, safety codes officers and code users are prepared in advance of the coming into force date.

<https://www.alberta.ca/building-codes-and-standards.aspx>

<https://www.alberta.ca/fire-codes-and-standards.aspx>

As with the 2019 publications, the Alberta editions of the National Building Code, National Fire Code and the National Energy Code for Buildings will be available online and in downloadable form for free from the National Research Council. Paper copies are also available for order at a reduced price.

Transition Period

Municipal Affairs recognizes that municipalities require flexibility to appropriately manage the transition period for the administration of new code requirements. Industry also benefits from additional time to become familiar with the new code changes. There is a transition period to allow municipalities and other authorities having jurisdiction the time to prepare for the new code changes and allow construction in progress with a valid permit to continue under the previous code edition. More detail on the transition period will be made available in upcoming notices from Municipal Affairs.

For further information contact Municipal Affairs.

Email: safety.services@gov.ab.ca

Call: toll-free at 1-866-421-6929

<https://www.alberta.ca/building-codes-and-standards.aspx>

<https://www.alberta.ca/fire-codes-and-standards.aspx>

MEETING DATE: April 25, 2023

PREPARED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Day of Mourning – April 28, 2023**

BACKGROUND

Every year on April 28th, the Town of Blackfalds honours those who have lost their lives, been injured or became ill from their job by flying our flags at municipal sites and facilities at half-mast as per the Flag Policy.

DISCUSSION

On Friday, April 28th, 2023, the Town of Blackfalds will be lowering flags on municipal sites and facilities to half-mast. By doing so, the Town of Blackfalds commits to improving health and safety within the organization to further protect and prevent further workplace tragedies. According to the Workers' Compensation Board of Alberta, we lost 161 people in Alberta to workplace injury or illness in 2022.

Also, according to the Parkland Regional Safety Committee Facebook page, the PRSC will also be hosting a Day of Mourning Ceremony at the Bower Ponds Stage in Red Deer on April 28th at 11 am. The 2023 Steps for Life Walk will be taking place on Saturday, May 13th at the Bower Ponds Stage in Red Deer with registration starting at 9:30 am and speeches at 11 am.

ATTACHMENTS

- *Flag Policy 159.22.*
- *WCB Email regarding Day of Mourning- April 28, 2023*

APPROVALS



Justin de Bresser, Interim Chief
Administrative Officer



Department Director/Author

Policy No.: 159.22 Policy Title: Flag Policy Department: Administration Effective Date: Revised: Supersedes Policy/Bylaw: Flag Policy (2007) Review Date:	Resolution No. Date:
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Policy Statement

This Policy is to ensure that all Flags at municipal facilities are flown and displayed in a consistent and appropriate manner in accordance with accepted national and provincial Flag protocols and guidelines. Flags will be flown on a permanent, as well as on a temporary basis, to raise awareness of significant causes or events that benefit, enrich, or honour the community, province or country.

1. Reason for Policy

- 1.1 To ensure all Flags at municipal sites and facilities are displayed in a respectful, consistent and appropriate manner.

2. Definitions

- 2.1 **“Municipal Sites”** means the facilities, properties, buildings and parks managed or owned by the Town of Blackfalds.
- 2.2 **“Flag”** means a piece of cloth (usually rectangular) of distinctive colour, design, emblem or symbol to represent nations, provinces, states or municipalities. “Flag” is also used to describe a banner: which looks like a Flag, bearing a symbol, logo, slogan or other message to represent charitable or non-profit organizations but does not have Flag status.
- 2.3 **“Half-mast”** means the position of a Flag, approximately halfway up the mast or pole. Flying Flags at half-mast is a symbol of respect or mourning.

3. Responsibilities

- 3.1 Municipal staff to:
 - 3.1.1 Ensure Flags are in good condition.
 - 3.1.2 Ensure the Flagpoles and equipment at municipal sites are in good operating condition.
 - 3.1.3 Implement this policy at municipal sites.



3.2 Chief Administrative Officer to:

- 3.2.1 Review and determine the eligibility of lowering Flags to half-mast and the raising of community Flags;
- 3.2.2 Implement this policy and approve procedures.
- 3.2.3 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

3.3 Municipal Council to:

- 3.3.1 Approve by resolution this policy, procedure and any amendments.

4. End of Policy



PROCEDURE

Policy No.: 159.22 Policy Title: Flag Policy Department: Administration	
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1. Preamble

- 1.1 All Flags, including the national Flag of Canada, the Flag of Alberta, the municipal Flag, the Treaty Six Flag, are symbols of honour and pride, and will be treated with respect and dignity.

2. General

- 2.1 The following Flags must be flown from flagpoles in the order of precedence, which is as follows:

- i. Canada
- ii. Alberta
- iii. Blackfalds
- iv. Treaty Six

- 2.2 The Town, at all Town sites, will follow the order of precedence established by Canadian Heritage.

- 2.3 The Town of Blackfalds Flag takes precedence over all charitable and non-profit organization Flags unless otherwise established by Canadian Heritage.

- 2.4 Displaying the Flag:

- i. Flags shall be flown on separate poles.
- ii. Flags shall be flown at the same height.
- iii. Flags flown in a group shall all be the same size.
- iv. Flags may be flown at night.

3. Flags of Organizations, Sports Teams, and Dignitaries

- 3.1 The Town may fly the Flag of a charitable or non-profit organization, sports team, or visiting dignitary to celebrate a special occasion or achievement in Blackfalds.

- i. It is the responsibility of the requesting organization or sports team to submit a written or phone request for the Office of the CAO for a Flag to be flown, as well as supplying the Flag to represent the organization or event.
- ii. If a Flag raising is requested as part of a larger ceremony, applicants must make appropriate arrangements with Administration.

4. Flags at Half-mast

- 4.1 The lowering of Flags at half-mast is at the directive of the:

- i. Prime Minister's office acting through Canadian Heritage;
- ii. Premier's Office acting through the Alberta Protocol Office; or

- iii. Mayor's Office acting through the CAO's Office.

4.2 Flags will be Lowered at Half-mast for:

- i. All occasions prescribed by Canadian Heritage or Alberta Protocol Office; or,
- ii. A solemn occasion for the community, applicable only to the lowering of the municipal Flag or the Treaty Six Flag.

5. Special Days

5.1 The Flag will be flown at half-mast at all municipal sites from sunrise to sunset on the following days:

- i. Workers' Mourning Day (April 28)
- ii. Remembrance Day (November 11)
- iii. Police and Peace Officers' National Memorial Day (Last Sunday in September)
- iv. National Day of Remembrance and Action on Violence Against Women (December 6)
- v. Orange Shirt Day (September 30)

6. Dignitaries (Death)

6.1 Flags will be flown at half-mast at all Town sites from the time of notification of death until sunset the day of the funeral or the memorial service for the following individuals:

- i. The Sovereign,
- ii. Member of the immediate Royal Family,
- iii. Current or former Governor General of Canada,
- iv. Current or former Prime Minister of Canada,
- v. Current or former Lieutenant Governor of Alberta,
- vi. Current or former Premier of Alberta, or
- vii. Current Mayor and Councillors.

6.2 Flags will be flown at half-mast at Town sites on the day of the funeral or the memorial service for the following individuals:

- i. Federal Cabinet Minister from the constituency currently encompassing the Town of Blackfalds,
- ii. Member of Parliament from the constituency encompassing the Town of Blackfalds,
- iii. Member of the Legislative Assembly from the constituency encompassing the Town of Blackfalds
- iv. Current Treaty Six Chief, or
- v. Former Mayors and Councillors.

7. Solemn Occasions

7.1 Solemn occasions may arise not covered within this Council policy. In those cases, Protocol will liaise with the Mayor's Office, CAO's Office, Alberta Protocol, and Canadian Heritage as required. Protocol will recommend whether a half-mast or

another form of recognition is appropriate.

8. Requests to Display Flags or Lower Flags to Half-mast

- 8.1 All requests to temporarily display a Flag or lower the Flags at half-mast for circumstances outside those prescribed by Canadian Heritage or the Alberta Protocol Office must be sent to the CAO's Office via email or by phone.
- 8.2 The CAO or designate will review and approve requests to lower Flags at half-mast and for displaying community Flags on Town sites.
- 8.3 When possible, all requests should be submitted two weeks in advance of the proposed date or event.

9. When a Flag is To Be Lowered

- 9.1 The Flag shall never touch the ground;
- 9.2 The Flag shall be folded in accordance with the standard prescribed by Canadian Heritage.

10. Care and Disposal of Flags

- 10.1 When a Flag becomes worn, noticeably faded or unfit for service it must be disposed of in a respectful manner as prescribed by Canadian Heritage.

11. End of Procedure

[View this email in your browser](#)



Day of Mourning resources now available

Every year on April 28, Canadians pause to honour those who have lost their lives, been injured or suffered illness at work.

WCB honours those lost and encourages organizations to reflect on the devastating impacts of workplace fatalities and the importance of workplace safety.

Commemorate the day and share its importance within your organization by downloading and using our digital and print-friendly materials that are [now available on our website](#).

Together we will commit to protecting workers and preventing further workplace tragedies.

Community Day of Mourning events: Friday, April 28

Edmonton and District Labour Council

Grant Notley Park, 116 Street and 100 Avenue at 11 a.m. For more information visit the [Edmonton and District Labour Council's website](#).

Calgary Regional Safety Committee

Fish Creek Park – Glennfield, Area A, 14428 Bannister Road at 12 p.m. For more information email calgarydayofmourning@gmail.com.

[Unsubscribe from this list](#)

LACOMBE FOUNDATION

Financial Statements

FOR THE YEAR ENDED DECEMBER 31, 2022

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the Lacombe Foundation

Opinion

We have audited the financial statements of the Lacombe Foundation (the "Foundation"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2022, and the results of its operations and the changes in its net assets and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditor's Responsibility for the Audit of the Financial Statements

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

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

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

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

METRIX GROUP LLP

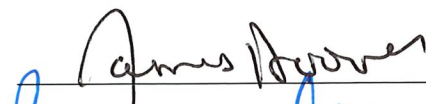
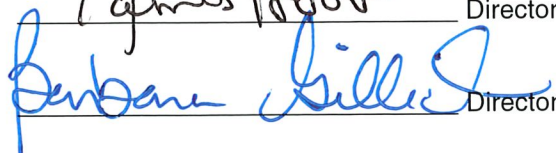
Chartered Professional Accountants

Edmonton, Alberta
March 27, 2023

**LACOMBE FOUNDATION
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022**

	<u>2022</u>	<u>2021</u>
ASSETS		
CURRENT		
Cash and cash equivalents (Note 2)	\$ 1,047,189	\$ 576,902
Guaranteed investment certificates (Note 3)	3,300,000	3,300,000
Accounts receivable (Note 4)	164,078	157,327
Prepaid expenses and deposits	<u>73,596</u>	<u>69,801</u>
	4,584,863	4,104,030
TANGIBLE CAPITAL ASSETS (Note 5)	<u>6,940,813</u>	<u>7,457,736</u>
	<u>\$ 11,525,676</u>	<u>\$ 11,561,766</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities (Note 7)	\$ 276,908	\$ 423,036
Deferred contributions (Note 8)	82,121	80,400
Unearned income and deposits	55,851	56,163
Current portion of callable debt (Note 9)	<u>21,552</u>	<u>56,486</u>
	436,432	616,085
Callable debt (Note 9)	<u>1,416,350</u>	<u>1,424,144</u>
	1,852,782	2,040,229
DEFERRED CONTRIBUTIONS - TANGIBLE CAPITAL ASSETS (Note 10)	<u>2,729,544</u>	<u>3,101,674</u>
	<u>4,582,326</u>	<u>5,141,903</u>
NET ASSETS		
Unrestricted net assets	1,883,895	1,271,466
Internally restricted net assets (Note 12)	2,286,089	2,272,966
Invested in tangible capital assets	<u>2,773,366</u>	<u>2,875,431</u>
	6,943,350	6,419,863
	<u>\$ 11,525,676</u>	<u>\$ 11,561,766</u>

APPROVED ON BEHALF OF THE BOARD:

 Director
 Director

LACOMBE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>2022</u> <u>Budget</u>	<u>2022</u> <u>Actual</u>	<u>2021</u> <u>Actual</u>
REVENUE			
Accommodation	\$ 2,822,700	\$ 2,643,181	\$ 2,632,319
Government assistance (Note 13)	158,250	593,310	789,043
Lodge assistance program grant	381,400	463,574	463,580
Alberta Health Services	351,930	370,023	350,959
Recoveries	157,200	133,701	119,203
Interest and miscellaneous	10,000	63,752	27,154
Other grant revenue	-	14,057	79,617
Purchase rebate	-	13,123	14,141
Donations	-	6,262	16,086
	<u>3,881,480</u>	<u>4,300,983</u>	<u>4,492,102</u>
EXPENSES			
Wages and benefits	2,912,770	2,777,371	3,103,567
Food and kitchen supplies	416,750	414,838	394,171
Utilities	404,600	371,059	380,067
Administrative management	185,970	189,050	190,042
Building and ground maintenance	140,000	131,902	121,322
Property taxes	88,900	86,754	86,315
Interest on callable debt	106,200	74,230	44,865
Insurance	54,700	55,608	54,008
Laundry and linen supplies	51,500	49,563	48,042
General administration	70,610	45,452	47,468
Equipment and appliances	34,700	33,992	40,522
Professional fees	13,670	15,396	13,490
Resident life enhancement	7,700	12,964	16,169
Non-recurring maintenance	-	-	77,500
Bad debts	1,000	(876)	719
	<u>4,489,070</u>	<u>4,257,303</u>	<u>4,618,267</u>
EXCESS (DEFICIENCY) BEFORE OTHER ITEMS	<u>(607,590)</u>	<u>43,680</u>	<u>(126,165)</u>
OTHER ITEMS			
Municipal requisitions (Note 14)	624,600	624,600	624,600
Amortization of deferred capital contributions	-	372,130	372,126
Amortization of tangible capital assets	-	(516,923)	(525,063)
	<u>624,600</u>	<u>479,807</u>	<u>471,663</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 17,010</u>	<u>\$ 523,487</u>	<u>\$ 345,498</u>

LACOMBE FOUNDATION
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Unrestricted Net Assets	Invested in Tangible Capital Assets	Internally Restricted Net Assets (Note 12)	<u>2022</u>	<u>2021</u>
NET ASSETS - BEGINNING OF YEAR	\$ 1,271,466	\$ 2,875,431	\$ 2,272,966	\$ 6,419,863	\$ 6,074,365
Excess of revenue over expenses	523,487	-	-	523,487	345,498
Amortization of tangible capital assets	516,923	(516,923)	-	-	-
Amortization of deferred contributions	(372,130)	372,130	-	-	-
Repayment of callable debt	(42,728)	42,728	-	-	-
Transfer to internally restricted net assets	<u>(13,123)</u>	<u>-</u>	<u>13,123</u>	<u>-</u>	<u>-</u>
NET ASSETS - END OF YEAR	<u>\$ 1,883,895</u>	<u>\$ 2,773,366</u>	<u>\$ 2,286,089</u>	<u>\$ 6,943,350</u>	<u>\$ 6,419,863</u>

**LACOMBE FOUNDATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022**

	<u>2022</u>	<u>2021</u>
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 523,487	\$ 345,498
Items not affecting cash:		
Amortization of tangible capital assets	516,923	525,063
Amortization of deferred contributions	<u>(372,130)</u>	<u>(372,126)</u>
	<u>668,280</u>	<u>498,435</u>
Change in non-cash working capital		
Accounts receivable	(6,751)	43,681
Prepaid expense and deposits	(3,795)	(1,595)
Accounts payable and accrued liabilities	(146,128)	(61,051)
Deferred contributions	1,721	-
Unearned income and deposits	<u>(312)</u>	<u>(3,502)</u>
	<u>(155,265)</u>	<u>(22,467)</u>
Cash flow from (used by) operating activities	<u>513,015</u>	<u>475,968</u>
INVESTING ACTIVITIES		
Purchase of tangible capital assets	-	(155,288)
Increase (decrease) in guaranteed investment certificates	<u>-</u>	<u>(600,000)</u>
Cash flow from (used by) investing activities	<u>-</u>	<u>(755,288)</u>
FINANCING ACTIVITIES		
Repayment of advances from related party	-	(3,146)
Repayment of callable debt	(42,728)	(61,615)
Capital contributions	<u>-</u>	<u>24,381</u>
Cash flow from (used by) financing activities	<u>(42,728)</u>	<u>(40,380)</u>
INCREASE (DECREASE) IN CASH FLOW	470,287	(319,700)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>576,902</u>	<u>896,602</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 1,047,189</u>	<u>\$ 576,902</u>

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

NATURE OF OPERATIONS

Lacombe Foundation was established by Ministerial Order, pursuant to the Alberta Housing Act. It is responsible for the operation and administration of Lacombe Senior Citizens' Lodge, Eckville Manor House, Terrace Heights Affordable Housing in Lacombe, Alberta and Blackfalds Affordable Housing in Blackfalds, Alberta. The Foundation qualifies as a not-for-profit organization as defined in the Income Tax Act and is exempt from income taxes.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Presentation

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

(b) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand and balances with banks. All amounts are readily converted into known amounts of cash and are subject to an insignificant change in value.

(c) Tangible Capital Assets

Tangible capital assets are stated at cost less accumulated amortization. Contributed capital assets are recorded at fair value at the date of contribution. When fair value cannot be reasonably determined, the capital asset is recorded at a nominal value. Tangible capital assets are amortized over their estimated useful lives at the following rates and methods:

Buildings	20 to 25 years, Straight-line method
Equipment	4 to 10 years, Straight-line method

Work in progress is not amortized until the assets are available for use.

(d) Long-lived assets

Long-lived assets consist of tangible capital assets. Long-lived assets held for use are measured and amortized as described in the applicable accounting policies.

The Foundation writes down long-lived assets held for use when conditions indicate that the asset no longer contributes to the Foundation's ability to provide goods and services. The assets are also written-down when the value of future economic benefits or service potential associated with the asset is less than its net carrying amount. When the Foundation determines that a long-lived asset is impaired, its carrying amount is written down to the asset's fair value.

(e) Revenue Recognition

The Foundation follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions for tangible capital assets are recorded as deferred contributions until spent. Once spent, they are transferred to unamortized capital allocations which are amortized to revenue on the same basis as the tangible capital assets acquired by the contribution.

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

(f) Revenue Recognition (cont'd)

Rent and recoveries are recognized as revenue in the year the service is provided.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

(g) Internally restricted net assets

The Foundation's Board of Directors hold internally restricted net assets in reserves to be used for specific purposes (see details in Note 12). These internally restricted amounts are not available for general purposes without approval by the Board of Directors.

(h) Contributed materials and services

Contributions of materials and services are recognized in the financial statements at fair value at the date of contribution, but only when a fair value can be reasonably estimated and when the materials and services are used in the normal course of operations, and would otherwise have been purchased.

(i) Measurement uncertainty

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenue and expenses during the reporting period. Significant areas requiring the use of management's estimates include the useful lives of tangible capital assets, the corresponding rates of amortization and the amount of accrued liabilities. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known.

(j) Financial Instruments

Measurement of financial instruments

The Foundation initially measures its financial assets and financial liabilities at fair value, and subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and cash equivalents, guaranteed investment certificates and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and callable debt.

The Foundation has no financial assets measured at fair value.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

**LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

2. CASH AND CASH EQUIVALENTS

	<u>2022</u>	<u>2021</u>
Operating accounts	\$ 1,011,285	\$ 541,915
Security deposits	35,004	34,087
Petty cash	<u>900</u>	<u>900</u>
	<u>\$ 1,047,189</u>	<u>\$ 576,902</u>

3. GUARANTEED INVESTMENT CERTIFICATE

ATB Financial guaranteed investment certificates bear interest at rates between 0.75% and 3.25% (2021 - 0.35% to 0.50%) and matures from January to August 2023.

The Board has internally restricted \$2,286,089 (2021 - \$2,272,966) of cash reserves for the future major maintenance repairs and upgrades to the lodges and affordable housing facilities, as indicated in Note 12.

4. ACCOUNTS RECEIVABLE

	<u>2022</u>	<u>2021</u>
Government assistance	\$ 78,353	\$ 123,814
Resident and tenant receivables	43,032	15,137
Interest receivable	34,142	7,032
GST recoverable	8,551	10,260
Employee receivable	<u>-</u>	<u>1,084</u>
	<u>\$ 164,078</u>	<u>\$ 157,327</u>

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

5. TANGIBLE CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			<u>2022</u>	<u>2021</u>
Land	\$ 1,980,648	\$ -	\$ 1,980,648	\$ 1,980,648
Buildings	12,645,200	8,208,606	4,436,594	4,830,723
Equipment	1,058,503	654,673	403,830	526,624
Work in progress	<u>119,741</u>	<u>-</u>	<u>119,741</u>	<u>119,741</u>
	<u>\$ 15,804,092</u>	<u>\$ 8,863,279</u>	<u>\$ 6,940,813</u>	<u>\$ 7,457,736</u>

Work in progress relates to the preliminary concept drawings for the redevelopment of the new Lacombe Lodge. No amortization of this asset has been recorded during the current year because it is currently under development.

6. BANK INDEBTEDNESS

The Foundation has an operating line of credit with an authorized limit of \$175,000 (2021 - \$175,000) which bears interest at prime plus 1%. In addition, the Foundation has a Mastercard facility available with a limit of \$15,000 (2021 - \$15,000) which bears interest at prime plus 2%. As at December 31, 2022 a total of \$0 (2021 - \$0) has been drawn on the line of credit and a total of \$0 (2021 - \$0) has been drawn on the Mastercard. The line of credit and Mastercard are secured by the same security as disclosed in Note 9 for callable debt.

7. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2022</u>	<u>2021</u>
Employee future benefits payable	\$ 153,246	\$ 170,467
Government funding payable	43,684	70,249
Accrued liabilities	34,808	9,947
Accounts payable	33,065	57,686
Due to Bethany Nursing Home of Camrose, Alberta	5,036	1,502
Workers Compensation Board of Alberta	4,986	5,106
Wages payable	2,083	79,451
Payroll remittances payable to CRA	<u>-</u>	<u>28,628</u>
	<u>\$ 276,908</u>	<u>\$ 423,036</u>

Employee future benefits consist of vacation, statutory holidays and overtime accruals.

8. DEFERRED CONTRIBUTIONS

Deferred contributions in the amount of \$82,121 (2021 - \$80,400) relates to donations made for designated purposes, and are recorded as revenue when expended.

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

9. CALLABLE DEBT

	<u>2022</u>	<u>2021</u>
ATB Financial demand loan bearing interest at prime plus 0.95%, repayable in monthly blended payments of \$4,313.	\$ 584,551	\$ 603,930
ATB Financial demand loan bearing interest at prime plus 0.95%, repayable in monthly blended payments of \$6,290.	<u>853,351</u>	<u>876,700</u>
	1,437,902	1,480,630
Amounts payable within one year	<u>(21,552)</u>	<u>(56,486)</u>
	<u>\$ 1,416,350</u>	<u>\$ 1,424,144</u>

Although the bank loans are of a demand nature, the Foundation does not believe that the demand feature will be exercised. Accordingly, the scheduled principal repayments on the callable debt for the next five years are as follows:

2023	\$ 21,552
2024	23,203
2025	24,979
2026	26,891
2027	28,950
Thereafter	<u>1,312,327</u>
	<u>\$ 1,437,902</u>

The collateral security pledged by the Foundation to support the callable debt is a first charge over land and building with a carrying value of \$6,348,722 (2021 - \$6,737,832) and an assignment of rents.

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

10. DEFERRED CONTRIBUTIONS - TANGIBLE CAPITAL ASSETS

Deferred contributions related to capital assets represent restricted contributions from government and donations with which some of the capital assets were purchased. The changes in the deferred contributions balance over the year are as follows:

	<u>2022</u>	<u>2021</u>
DEFERRED BALANCE, BEGINNING OF YEAR	\$ 3,101,674	\$ 3,449,419
Add: Contributions spent during the year	-	24,381
Less: Amounts recognized as revenue	<u>(372,130)</u>	<u>(372,126)</u>
BALANCE, END OF YEAR	<u><u>\$ 2,729,544</u></u>	<u><u>\$ 3,101,674</u></u>

11. RELATED PARTY TRANSACTIONS

The Bethany Nursing Home of Camrose, Alberta acts as a Chief Administrative Officer (CAO), providing management, administrative, and operational support for the Foundation.

The Foundation paid management fees of \$171,866 plus \$8,190 for network and administrative support to Bethany Nursing Home of Camrose, Alberta for the year ended December 31, 2022 (2021 - \$171,866 plus \$8,087 for network and administration support).

As at December 31, 2022, the amount payable to Bethany Nursing Home of Camrose, Alberta is \$5,036 (2021 - \$1,502) and the amount receivable is \$36,696 (2021 - \$14,162).

These transactions were in the normal course of operations and were recorded at the exchange amount, which is the amount agreed upon by the related parties.

12. INTERNALLY RESTRICTED NET ASSETS

	<u>2022</u>	<u>2021</u>
Lodge Operations Fund Reserve	\$ 2,224,504	\$ 2,215,828
Affordable Housing Fund Reserve	<u>61,585</u>	<u>57,138</u>
	<u><u>\$ 2,286,089</u></u>	<u><u>\$ 2,272,966</u></u>

The Foundation's Board of Directors has established reserve funds to fund future major maintenance repairs and upgrades to the lodges and affordable housing facilities.

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

13. GOVERNMENT ASSISTANCE

In response to the negative economic impact of COVID-19, the Government of Alberta and Alberta Health Services announced that they would cover the incremental costs of COVID-19 related expenditures or costs of Seniors Lodges and Designated Supportive Living. The eligible costs included wages, supplies and occupancy changes related to COVID-19.

The Foundation has determined that it has qualified for the assistance in the year totaling \$593,310 (2021 - \$789,043) related to the incremental COVID-19 funding which has been reflected in revenue.

14. MUNICIPAL REQUISITIONS

	<u>2022</u>	<u>2021</u>
Lacombe County	\$ 406,740	\$ 407,925
City of Lacombe	113,802	111,804
Town of Blackfalds	79,824	80,761
Town of Eckville	6,870	6,870
Town of Bentley	6,558	6,496
Village of Alix	6,059	6,184
Village of Clive	<u>4,747</u>	<u>4,560</u>
	<u>\$ 624,600</u>	<u>\$ 624,600</u>

LACOMBE FOUNDATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022

15. FINANCIAL INSTRUMENTS

The Foundation maintains a risk management framework to monitor, evaluate, and manage the principal risks assumed with financial instruments. The risks that arise from financial instruments include liquidity and market risk; market risk arises from changes in interest rates and other price risks.

Market risk

The Foundation's financial instruments expose it to market risk, in particular interest rate risk on temporary investments. There has been no significant change in risk from the prior year. The guaranteed investment certificates bear interest at a fixed rate and the origination is therefore exposed to the risk of changes in fair value resulting from interest rate fluctuations. The Foundation's callable debt consists of loans that are subject to fluctuations in interest rates. The Foundation does not use derivative financial instruments to alter the effects of this risk.

Liquidity risk

Liquidity risk is the risk the Foundation may encounter difficulty in meeting its obligations associated with its financial liabilities as they become due. The Foundation's exposure to liquidity risk is dependent on the receipt of funds from a variety of sources, whether in the form of revenue or advances. There has been no significant change in risk from the prior year.

Credit risk

The Foundation is exposed to credit risk in connection with its receivables. The Foundation does not obtain collateral or other security to support the receivables subject to credit risk, and does not anticipate significant loss beyond what is already provided for as an allowance for doubtful accounts. There has been no significant change in risk from the prior year.

**LACOMBE FOUNDATION
STATEMENT OF OPERATIONS - LACOMBE LODGE
DECEMBER 31, 2022**

Schedule 1

	<u>2022 Budget</u>	<u>2022 Actual</u>	<u>2021 Actual</u>
REVENUE			
Accommodation	1,545,000	\$ 1,417,652	\$ 1,450,309
Government assistance	84,000	333,570	379,628
Lodge assistance program grant	280,000	328,366	328,369
Recoveries	117,700	87,029	82,861
Interest and miscellaneous	5,000	44,990	14,784
Other grant revenue	-	10,557	2,117
Purchase rebate	-	8,676	9,508
Donations	-	4,192	7,000
	<u>2,031,700</u>	<u>2,235,032</u>	<u>2,274,576</u>
EXPENSES			
Wages and benefits	1,489,120	1,433,495	1,560,137
Food and kitchen supplies	273,250	272,425	263,797
Utilities	235,500	205,866	216,030
Administrative management	107,300	106,891	107,386
Building and ground maintenance	70,500	54,228	63,542
General administration	32,750	24,467	26,750
Laundry and linen supplies	23,500	23,061	22,072
Insurance	18,700	17,864	17,413
Equipment and appliances	12,600	15,262	16,899
Resident life enhancement	5,200	7,428	12,397
Professional fees	6,350	7,098	6,325
	<u>2,274,770</u>	<u>2,168,085</u>	<u>2,312,748</u>
EXCESS (DEFICIENCY) BEFORE OTHER ITEMS	<u>(243,070)</u>	<u>66,947</u>	<u>(38,172)</u>
OTHER ITEMS			
Municipal requisitions	243,070	243,070	199,000
Amortization of deferred capital contributions	-	150,811	150,811
Amortization of tangible capital assets	-	(184,413)	(189,387)
	<u>243,070</u>	<u>209,468</u>	<u>160,424</u>
EXCESS OF REVENUE OVER EXPENSES	<u>\$ -</u>	<u>\$ 276,415</u>	<u>\$ 122,252</u>

LACOMBE FOUNDATION
STATEMENT OF OPERATIONS - ECKVILLE MANOR HOUSE
DECEMBER 31, 2022

Schedule 2

	<u>2022</u> <u>Budget</u>	<u>2022</u> <u>Actual</u>	<u>2021</u> <u>Actual</u>
REVENUE			
Accommodation	\$ 833,800	\$ 756,663	\$ 729,730
Alberta Health Services	351,930	370,023	350,959
Government assistance	74,250	259,740	409,415
Lodge assistance program grant	101,400	135,208	135,211
Recoveries	23,000	31,071	22,099
Interest and miscellaneous	5,000	12,003	9,548
Purchase rebate	-	4,447	4,633
Other grant revenue	-	3,500	77,500
Donations	-	2,070	9,086
	<u>1,389,380</u>	<u>1,574,725</u>	<u>1,748,181</u>
EXPENSES			
Wages and benefits	1,395,150	1,308,127	1,516,869
Food and kitchen supplies	143,500	142,413	130,373
Utilities	110,500	114,818	109,556
Administrative management	55,770	59,263	59,760
Building and ground maintenance	29,500	41,746	31,617
Laundry and linen supplies	24,000	21,487	23,026
General administration	28,280	14,597	15,293
Equipment and appliances	14,100	10,075	17,433
Professional fees	6,400	7,098	6,325
Insurance	4,000	6,736	6,151
Resident life enhancement	2,500	5,536	3,772
Bad debts	-	-	1,496
Non-recurring maintenance	-	-	77,500
	<u>1,813,700</u>	<u>1,731,896</u>	<u>1,999,171</u>
DEFICIENCY BEFORE OTHER ITEMS	<u>(424,320)</u>	<u>(157,171)</u>	<u>(250,990)</u>
OTHER ITEMS			
Municipal requisitions	381,530	381,530	425,600
Amortization of deferred capital contributions	-	13,244	13,240
Amortization of tangible capital assets	-	(20,937)	(24,103)
	<u>381,530</u>	<u>373,837</u>	<u>414,737</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ (42,790)</u>	<u>\$ 216,666</u>	<u>\$ 163,747</u>

LACOMBE FOUNDATION
STATEMENT OF OPERATIONS - TERRACE HEIGHTS LODGE
DECEMBER 31, 2022

Schedule 3

	<u>2022</u> <u>Budget</u>	<u>2022</u> <u>Actual</u>	<u>2021</u> <u>Actual</u>
REVENUE			
Accommodation	\$ 202,000	\$ 257,936	\$ 252,435
Recoveries	3,000	13,260	12,198
Interest and miscellaneous	<u>-</u>	<u>4,507</u>	<u>1,826</u>
	<u>205,000</u>	<u>275,703</u>	<u>266,459</u>
 EXPENSES			
Utilities	6,600	46,724	49,700
Property taxes	55,500	31,639	32,445
Interest on callable debt	62,700	30,199	18,337
Wages and benefits	11,500	20,224	15,494
Building and ground maintenance	17,000	19,339	7,099
Insurance	17,000	14,581	14,232
Administrative management	9,540	13,356	13,356
Equipment and appliances	3,000	4,858	3,895
General administration	3,890	3,680	3,141
Laundry and linen supplies	3,000	2,461	284
Professional fees	420	600	420
Bad debts	<u>1,000</u>	<u>(759)</u>	<u>-</u>
	<u>191,150</u>	<u>186,902</u>	<u>158,403</u>
 EXCESS BEFORE OTHER ITEMS	<u>13,850</u>	<u>88,801</u>	<u>108,056</u>
 OTHER ITEMS			
Amortization of deferred capital contributions	-	135,854	135,854
Amortization of tangible capital assets	<u>-</u>	<u>(184,837)</u>	<u>(184,837)</u>
	<u>-</u>	<u>(48,983)</u>	<u>(48,983)</u>
 EXCESS OF REVENUE OVER EXPENSES	<u>\$ 13,850</u>	<u>\$ 39,818</u>	<u>\$ 59,073</u>

LACOMBE FOUNDATION
STATEMENT OF OPERATIONS - BLACKFALDS AFFORDABLE HOUSING
DECEMBER 31, 2022

Schedule 4

	<u>2022</u> <u>Budget</u>	<u>2022</u> <u>Actual</u>	<u>2021</u> <u>Actual</u>
REVENUE			
Accommodation	\$ 241,900	\$ 210,930	\$ 199,845
Recoveries	13,500	2,341	2,045
Interest and miscellaneous	<u>-</u>	<u>2,252</u>	<u>996</u>
	<u>255,400</u>	<u>215,523</u>	<u>202,886</u>
 EXPENSES			
Property taxes	33,400	55,115	53,871
Interest on callable debt	43,500	44,031	26,527
Building and ground maintenance	23,000	16,589	19,064
Insurance	15,000	16,427	16,212
Wages and benefits	17,000	15,525	11,067
Administrative management	13,360	9,540	9,540
Equipment and appliances	5,000	3,797	2,296
Utilities	52,000	3,651	4,781
General administration	5,690	2,708	2,284
Laundry and linen supplies	1,000	2,554	2,661
Professional fees	500	600	420
Bad debts	<u>-</u>	<u>(117)</u>	<u>(777)</u>
	<u>209,450</u>	<u>170,420</u>	<u>147,946</u>
 EXCESS BEFORE OTHER ITEMS	<u>45,950</u>	<u>45,103</u>	<u>54,940</u>
 OTHER ITEMS			
Amortization of deferred capital contributions	-	72,221	72,221
Amortization of tangible capital assets	<u>-</u>	<u>(126,736)</u>	<u>(126,736)</u>
	<u>-</u>	<u>(54,515)</u>	<u>(54,515)</u>
 EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	 <u>\$ 45,950</u>	 <u>\$ (9,412)</u>	 <u>\$ 425</u>

LACOMBE FOUNDATION

c/o The Bethany Group
4612 - 53 Street
Camrose, Alberta
T4V 1Y6

March 27, 2023

Metrix Group LLP
Chartered Professional Accountants
12840 St. Albert Trail
Edmonton, Alberta
T5L 4H6

Dear Sirs:

In connection with your audit of the financial statements of the Lacombe Foundation for the year ended December 31, 2022, we hereby confirm that to the best of our knowledge and belief:

1. We are responsible for the fair presentation of the financial statements of the Foundation prepared in accordance with Canadian accounting standards for not-for-profit organizations.
2. We understand that your audit was made in accordance with Canadian generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as you considered necessary in the circumstances for the purpose of expressing an opinion on the financial statements. We also understand that such an audit would not necessarily disclose irregularities, should there be any.
3. We have made available to you all:
 - financial records and related data;
 - minutes of all meetings of the Board of Directors.
4. The financial statements of the Foundation:
 - (a) present on a fair and consistent basis all assets and all known liabilities of the Foundation at the year end;
 - (b) fairly reflect and summarize on a consistent basis the results of all transactions entered into by the Foundation during the year;
 - (c) segregate, where required, all transactions between and all balances due to and from the Foundation and its related parties. There have been no exchanges of goods or services with any related party for which appropriate accounting recognition and financial statement disclosure has not been given.
 - (d) record only those assets to which the Foundation has title and reflect only those transactions properly related to the activities of the Foundation.
5. All assets, wherever located, to which the Foundation had satisfactory title at the year end have been fairly stated and recorded in the financial statements on a basis consistent with prior years.
6. Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you. There are no pledges or assignments of Foundation assets as security for liabilities.

7. Accounts receivable represent bona fide claims against residents for fees and other charges arising on or before the year end.

The total of accounts receivable written off during the period is hereby approved and, in our opinion, the allowance for doubtful accounts is adequate to cover all known or anticipated losses from uncollectible accounts and those accounts not paid within normal credit terms.

8. Appropriate provisions have been made for idle or obsolete assets or where site restoration costs will be necessary.
9. There are no direct or contingent liabilities, unusual contractual obligations nor any substantial commitments, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the Foundation, except as disclosed in the financial statements.
10. We are not aware of any illegal or possibly illegal acts for which we have not disclosed to you all the facts related thereto.
11. We are generally aware of the environmental laws and regulations that impact our Foundation. There are no known environmental liabilities that have not been accrued for or disclosed in the financial statements.
12. There are no outstanding legal actions or possible claims which have not been provided for or disclosed in the financial statements.
13. The minute books include the complete record of all Board of Directors meetings and resolutions throughout the year and to the present date.
14. We are not aware of any irregularities involving management or employees who have significant roles in the system of internal control.
15. There have been no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
16. No events or transactions other than those disclosed in the financial statements have occurred subsequent to the balance sheet date that would require adjustment to, or disclosure in, the financial statements.
17. We acknowledge that management is responsible for the implementation and operation of internal controls that are designed to prevent fraud and error.
18. We have disclosed to you our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
19. We have disclosed to you our knowledge of fraud or suspected fraud affecting the Foundation involving:
- (a) management;
 - (b) employees who have significant roles in internal control; or
 - (c) others, where the fraud could have a non-trivial effect on the financial statements.
20. We have disclosed to you our knowledge of any allegations of fraud or suspected fraud affecting the Foundation's financial statements communicated by employees, former employees, or others.

21. We confirm that we have reviewed and approved all adjusting entries made during the audit and we understand that no significant uncorrected financial statement misstatements have been brought forward as a result of the audit.

Yours sincerely,

LACOMBE FOUNDATION

Per:



Carla Beck, Chief Executive Officer
The Bethany Group



Ann Hultink, Financial Coordinator
Lacombe Foundation

March 27, 2023

Lacombe Foundation
c/o The Bethany Group
4612 - 53 Street
Camrose, Alberta
T4V 1Y6

Attention: Board of Directors

Dear Board Members:

RE: 2022 AUDIT

The purpose of this communication is to summarize certain matters arising from the audit that we believe would be of interest to the Board. This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of the Board and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

SIGNIFICANT FINDINGS FROM THE AUDIT

The objective of our audit was to obtain reasonable assurance that the financial statements are free of material misstatement. Our audit procedures were performed in order to form an opinion on the financial statements and although they might bring possible fraudulent or illegal activities to our attention, our audit procedures were not designed to detect fraudulent or illegal activities.

The audit findings contained in this letter did not have a material effect on the Foundation's financial statements, and as such, our audit report is without reservation.

Internal Controls

Our audit procedures did not reveal any significant deficiencies in internal control.

Accounting Policies

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the Foundation. The application of those policies often involves significant estimates and judgments by management.

We are of the opinion that the significant accounting policies, estimates and judgments made by management, and financial disclosures do not materially misstate the financial statements taken as a whole.

Uncorrected Misstatements

There were no uncorrected misstatements aggregated by our Firm, for the year ended December 31, 2022.

After considering both quantitative and qualitative factors with respect to the uncorrected misstatements above, we agree with management that the financial statements are not materially misstated.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties during our audit that should be brought to the attention of the Board.

AUDITOR INDEPENDENCE

We believe it is important to communicate, at least annually, with you regarding all relationships between the Foundation and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by CPA Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We are not aware of any relationships between the Foundation and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2022 to March 27, 2023.

We wish to thank the management and staff for their assistance during the audit. We appreciate the opportunity to work with the Foundation.

Yours very truly,

METRIX GROUP LLP



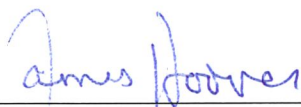
Curtis Friesen CPA, CA
Partner

MINUTES

In Attendance:	Colleen Ebdon	Town of Eckville
	Lenore Eastman	Town of Bentley
	Barb Gilliat	Village of Alix
	Barb Shepherd	Lacombe County
	Tracy Hallman	Village of Clive
	Reuben Konnik	City of Lacombe (regrets)
	Jamie Hoover	Town of Blackfalds
	The Bethany Group	Carla Beck (regrets), Shannon Holtz, Melodie Stol (recorder)

1.	Call to Order The meeting was called to order at 1:00 pm by Board Chair Jamie Hoover.
2.	Approval of Agenda <i>B. Gilliat moved to accept the Agenda with the addition of 6b. Meeting with Deputy Minister.</i> CARRIED
3.	Approval of Minutes <i>C. Ebdon moved to approve the Organization and Regular Meeting Minutes of December 5, 2022 as presented.</i> CARRIED
4.	Correspondence
	a. Seniors Income Amounts January – March 2023
	b. ASCHA Conference – If interested please let Melodie know ASAP to organize registration. Budget for one board member available. B Shepherd willing to use her council funding if needed to allow for another to attend.
	c. Metrix Audit Planning
	<i>T. Hallman moved to accept the Correspondence as information.</i> CARRIED
5.	Reports
	a. CAO Report – Verbal Auditors will be on site Feb 23-24. The commercial dryer at Eckville Manor is currently down and research for replacement underway, with estimates at \$12,000.

	<i>B. Shepherd moved to accept the CAO Report as information.</i>	<i>CARRIED</i>
6.	New Business	
	a.	<p>Board Skills Matrix</p> <p>The skills matrix was reviewed by the board. Members who were absent will be contacted. The final document will be shared back to the board, and submitted by the CAO for the June 2023 deadline.</p>
	b.	<p>Meeting with Deputy Minister</p> <p>B. Shepherd was given opportunity to speak with Ministry officials as a result of her questions raised at the last RMA convention. Chair Hoover attended as well. Was told that the current proposal was not in the queue, and were directed to some grant information. Concerns that there seems to be a gap the project does not conform to current grant offerings. Concerns around soft costs like paying to update costing. The board requested a special meeting to discuss strategy and gain clarity on the next steps. Deputy Minister Williams has indicated he was willing to meet with board representatives again if requested.</p> <p><i>B. Shepherd moved to arrange a special meeting at the end of February to discuss the Lacombe Lodge redevelopment.</i></p> <p><i>CARRIED</i></p>
7.	Next Meeting Date <p>Monday March 27, 2023 at 1:00 pm, in person, location to be determined. Blackfalds and County of Lacombe offered a meeting space, if needed.</p>	
8.	Adjournment <p>The January 30, 2023 Lacombe Foundation meeting was declared adjourned at 2:00 pm.</p>	



Jamie Hoover, Board Chair
Lacombe Foundation



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

March 27, 2023

Date

March 27, 2023

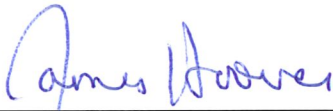
Date

MINUTES

In Attendance:	Colleen Ebdon	Town of Eckville
	Lenore Eastman (Regrets)	Town of Bentley
	Barb Gilliat	Village of Alix
	Barb Shepherd	Lacombe County
	Tracy Hallman	Village of Clive
	Reuben Konnik	City of Lacombe
	Jamie Hoover	Town of Blackfalds
	The Bethany Group	Carla Beck, Shannon Holtz, Melodie Stol (recorder)

1.	Call to Order The meeting was called to order at 1:05 pm by Board Chair Jamie Hoover.
2.	Approval of Agenda <i>B. Shepherd moved to accept the Agenda as presented.</i> CARRIED
3.	New Business
a.	<p>Discussion – Lacombe Lodge Redevelopment</p> <p>A summary of the current state of the Lacombe Lodge redevelopment submission was presented.</p> <p>B. Shepherd and J. Hoover attended a meeting with Ministry officials on January 13, 2023, where some grant options were discussed.</p> <p>Rapid housing Initiative webinar recording available, next grant intake deadline is March 15, 2023</p> <p>City of Lacombe met with the local MLA Ron Orr on February 16, 2023 where the Alberta Housing Partnership Program was discussed</p> <p>Administration has had a preliminary discussion with a consultant from Housing Strategies. The Bethany Group is also researching using a consultant for a development project in Camrose and this may be offer opportunities in bundling the work.</p> <p>The board is frustrated to hear the project does not have the attention of government and wants to take steps to move the project forward.</p> <p>ACTION ITEMS</p> <ol style="list-style-type: none"> Administration to review Rapid Housing Initiative for the March 15 intake deadline. Engagement of a housing grants specialist to lead the application process , with a

		<p>focus in the March 15 deadline if able.</p> <ol style="list-style-type: none"> Set up a meeting with administration and the Ministry to review project status and to review process. Discussion on land titles, building ownership, risks and implications. Development of advocacy messaging for the March 27 board meeting, to be used during the spring election campaign. This will include the project summary, that will be shared with all Lacombe Foundation municipalities CAOs/Mayor/Council. <p><i>B. Gilliat moved to engage with a housing grants/project specialist to support the Lacombe Lodge redevelopment project for up to \$30,000 with the funds to come from retained earnings.</i></p> <p style="text-align: right;">CARRIED</p>
4.	Next Meeting Date	<p>Monday March 27, 2023 at 1:00 pm, Lacombe Foundation Office Boardroom.</p>
5.	Adjournment	<p>The February 27, 2023 Lacombe Foundation meeting was declared adjourned at 2:05 pm.</p>



Jamie Hoover, Board Chair
Lacombe Foundation



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

March 27, 2023

Date

March 27, 2023

Date

Lacombe Foundation – Advocacy 2023

- Operates Lacombe Seniors Lodge (97 lodge rooms), Eckville Manor House (35 lodge rooms, 15 DSL 3 rooms).
- Owns 48 Affordable housing units for families in Blackfalds and Lacombe.
- Employs 69 people with competitive wages and benefits.

Key issues:

- The need to replace the aging Lacombe Lodge is critical. The current lodge is no longer meeting the needs of residents. A full feasibility study was completed in 2019. The current lodge has over 3.3 million dollars of deferred maintenance needs including the need to replace HVAC systems, boilers, windows and building envelopment replacement. Living spaces are small, corridors narrow and bathrooms are small and still have tubs.
- A new building in Lacombe is needed to meet growing demand in the service area and allow for opportunities to address different care needs such the needs of couples and opportunities to “age in place”.
- The Foundation has committed to hiring a project manager in 2023 to advance the project.
- There is a gap in current grants offerings and the levels of funding in those grants are inadequate to cover the costs fairly. This gap in grants would see an unsustainable level of local requisition.
- Lacombe Foundation seeks equitable funding similar to the funding provided to Parkland Foundation for their Autumn Grove project.
- Lacombe Foundation is still awaiting a response to a July 2022 application to provide adult day support programing at the Lacombe Lodge and is waiting for the opportunity to apply to provide home care services for congregate living sites.
- Lacombe Foundation is supportive of the planned 2023 Lodge Program Review and is eager to participate in this important conversation to ensure that the seniors lodges in our community continue to serve all seniors who need safe, reliable and affordable accommodations and services.



March, 2023

Thank you for your request for an update on the Lacombe Lodge redevelopment proposal.

The Feasibility Study (Part 1 and Part 2) is available on the Lacombe Foundation website at <https://www.lacombefoundation.ca/lodge-replacement-project>

The project request was originally submitted to the Ministry of Seniors and Housing (Housing and Lodges are now with the Ministry of Seniors, Community and Social Services) through the annual business planning process in June 2019. The request was confirmed and updated in the 2021 Business Plan submission to the Ministry.

1. A detailed cost estimate was obtained in 2019. With large inflationary pressures in the construction industry, a range between 7.5% to 30% cost increases is provided below. The original cost estimate is located in the Feasibility Study – Part 2, Table 9.1.

	Original 2019 Costing Altus	2021 Estimate 7.5% increase over 2019	2023 Estimate 30% increase over 2019
Phase 1 54-unit apartment	11,964,000	12,893,550	15,553,200
Phase 2 Demolition	535,000	575,175	695,500
Phase 3 87 lodge spaces	21,285,000	23,461,875	27,670,500
Phase 4 Demolition	815,000	876,125	1,138,962
Phase 5 47 new units lodge and/or supportive living	10,604,000	11,399,300	13,85,200
Total	\$ 45,233,000	\$ 49,205,975	\$ 58,802,900

2. Lacombe Foundation currently has \$2,272,966 in Restricted Reserves for the redevelopment project. Additional funds are added to the reserve when possible.
3. Capital Maintenance: As of June 2021, the estimated value of deferred maintenance for Lacombe Lodge is \$3,328,125, all of which has been assessed as critical need. This includes HVAC systems, boilers, windows and building envelope. (Appendix D of Business Plan submission).



4. Units created (Feasibility Study – Part 2 Section 7.5 phasing diagram);
Phase one – 54 independent living apartments (40 SSC, 14 affordable). This would net an increase of 14 units.
Phase 2 - Demolition of the current 40-unit apartment building and one wing of 10 lodge rooms.
Phase 3 –Construction of 87 lodge spaces.
Phase 4 – Demolition of old lodge.
Phase 5 – Construction of 47 units of supportive living (this could be lodge units or other model, dependent on community need).
After completion of all 5 phases, this would result in an increase of 14 independent living apartments and 37 supportive living units for the community.
One of the strengths of the current plan is that residents would not be displaced during construction and can transition from the existing space to new space.
5. Location is at the existing lodge site. Site concept and design are located under Feasibility Study – part 2. Please refer to section 7.
6. Construction timeline – at the time of the 2019 study, all phases were predicted to be able to be completed over 60 months (section 9.2).
7. Current state:
This project requires a coordinated effort with the Ministry as it involves assets owned by the Alberta Social Housing Corporation. In the most recent discussions, the project does not appear to be in the current queue. While we have been investigating grant opportunities, there seems to be a gap with the eligibility of lodge replacement in the current grant offerings, and ability to apply for assets not owned by Lacombe Foundation.

Should you have any additional questions, please feel free to ask.

Sincerely,

A handwritten signature in black ink, appearing to read "Carla Beck".

Carla Beck
CEO, The Bethany Group
CAO, Lacombe Foundation



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
IN PERSON
March 1, 2023**

A Blackfalds and District Recreation, Culture and Parks Board meeting for the Town of Blackfalds was held in person on Mar 1, 2023 at the Civic Centre – Tayles Boardroom at 6:30 pm.

MEMBERS PRESENT:

Public at Large:	Kimberley Sommerville, Trent Kroetsch, Jill Bried, Kala Pandit
Lacombe County Council Appointee:	Barb Shepherd
Town of Blackfalds Council Appointee:	Councillor Laura Svab, Councillor Rebecca Stendie
Regrets:	

ATTENDING:

Rick Kreklewich	Director of Community Services
Carol Simpson	Abbey Centre General Manager
Jeff Heindel	Parks & Facilities Manager
Alyssa Borix	Community Services Administration Assistant

PUBLIC ATTENDING:

N/A

ABSENT:

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. AGENDA APPROVAL

3.1 AGENDA FOR THE MARCH 1, 2023, RECREATION, CULTURE AND PARKS BOARD MEETING

RES. 17/23

Councillor Stendie moved to approve the agenda for the March 1, 2023, meeting as presented.

MOTION CARRIED UNANIMOUSLY

**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
IN PERSON
March 1, 2023**

4. DELEGATION

N/A

5. BUSINESS ARISING FROM MINUTES

5.1 EAGLE BUILDERS CENTRE DEFICIENCIES

- Director Kreklewich gave a background.
 - Brought to council yesterday, requested to report monthly.
 - List was compiled, some items waiting on parts, most waiting for the hockey season to wrap up.
 - Majority of items are covered under warranty.
 - Member Bried brought concerns forward regarding vent direction in library, vents will be adjusted once the lights are changed in the library
 - Some financial implications regarding deficiency list, depending on what items are covered by warranty.
 - Varying reasons why Delnor is having issues completing the tasks such as difficulties with accessible trades.

RES. 18/23

Councillor Svab moved that the Recreation, Culture and Parks Board accept item as information.

MOTION CARRIED UNANIMOUSLY

5.2 BLACKFALDS DAYS BUDGET

- Director Kreklewich gave a background.
 - Fresh Air Cinema has been removed
 - Still offer one in September
 - Community Initiatives Grant still available for community organizations
 - Town is not able to access CIG money

RES. 19/23

Member Kroetsch moved that the Recreation, Culture and Parks Board accept item as information.

MOTION CARRIED UNANIMOUSLY

5.3 SPRING INFO EXPO

- Director Kreklewich gave a background.
 - Discussed hosting a tradeshow instead of info expo
 - Tradeshow event idea brought to EDO and CAO
 - Being considered for 2024 budget

**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
IN PERSON
March 1, 2023**

RES. 20/23

Councillor Svab moved that the Recreation, Culture and Parks Board accept item as information.

MOTION CARRIED UNANIMOUSLY

5.4 ABBEY CENTRE VANDALISM

- Director Kreklewich gave a background.
 - Discussed with IRJC Principal
 - Principal suggested the town draft the letter and the school would help distribute and to all youth/schools in town.
 - Director Kreklewich read the draft letter.
 - Suggested that IRJC not be named, however, administration intends to only send it IRJC for distribution.
 - Suggested that there be a more generic version be shared on social media and website.
 - Suggested that we include the grounds around Abbey Centre as well.
 - Camera budget has been maxed out, unable to capture all areas around Abbey Centre.

RES. 21/23

Councillor Stendie moved that the Recreation, Culture and Parks Board for administration to adjust the letter and send it out as discussed.

MOTION CARRIED UNANIMOUSLY

6. BUSINESS

6.1 COMMUNITY INITIATIVES GRANT SUBMISSION

- Director Kreklewich gave a background.
 - Cheemo club looking for \$2000.00.
 - Director Kreklewich noticed an additional deficit of \$140.45.
 - Club looking for funding for exercise instructor, musical entertainment and outdoor games.
 - Cookie and coffee monies reported as revenue.

RES. 22/23

Member Shepherd moved that the Recreation, Culture and Parks Board recommend that Council approve the Cheemo Club application for the Community Initiatives Grant in the amount of \$2,140.45.

MOTION CARRIED UNANIMOUSLY

**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
IN PERSON
March 1, 2023**

7. ACTION CORRESPONDENCE

N/A

8. INFORMATION

8.1 ABBEY CENTRE – UPDATE

- Manager Simpson gave a background.
 - Fitness survey wrapped on February 28.
 - Wellness class instructor had to cancel.
 - Keen interest in wellness classes
 - Registration for Spring and Summer programs opens on March 15.
 - Aquatics Programmer position has been posted, closing this Friday, successful applicant starting on April 11, 2023
 - Shift Supervisor and Lifeguard positions were posted today, several successful applicants will start in April.
 - RFP completed for pool deck lifting.
 - 3 pumps needed have been received, restore operations purple waterslide and bring leisure pool and hot tub to full operational capacity.
 - Registration for Aquatics and Camp Curious opens May 1.
 - Grant application for Love Locks project unsuccessful.
 - Eagle Builders graciously agreed to be title sponsor for SuperKids event.
 - South Hill Window and Awning completed electronic locking system for handicap washroom.
 - Staff completed ICS and Basic Emergency training.
 - Transition from Red cross to lifesaving society training underway.
 - Review of emergency procedures by the Abbey Centre Health and Safety Committee
 - Youth Leader training will be completed by Children Services staff member, will have more capacity to offer Red Cross Babysitters course.
 - Planning senior registration workshop for those who want to learn how to register online, to be offered after walking club.
 - Forms will be offered by fitness instructors for seniors as well.

8.2 EAGLE BUILDERS CENTRE – UPDATE

- Director Kreklewich gave a background.
 - Bulldogs in second place, heading into the playoffs.
 - Discussion with concession, opened banquet room and added pizza from Piccolos.
 - Minor Hockey Tournament, U7 & U9, lots of people through EBC.
 - Winterfest on Feb 20, successful event
 - Working on mural drawings with Stantec, they are developing some concept drawings for us to use in RFP, hoping to get a more economical wall.

**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
IN PERSON
March 1, 2023**

- Stantec working on parking lot concept for Westwood Drive.
- Goalie memorial signage looks great where it has been installed, family very happy with result.
- Options for murals to be drawn, painted, photographed.

8.3 PARKS AND FACILITIES – UPDATE

- Manager Heindel gave a background.
 - Vegetable planters will be at the EBC, through a grant that FCSS applies for.
 - ODR season is coming to an end soon.
 - Staff will focus on maintaining the rinks.
 - Staff taking down lights in Tayles Spray Park.
 - Staff are keeping busy.
 - Director Kreklewich added the lights were turned off the day after Family Day.
 - Vesta energy is sponsoring Bike Skills Park.
 - Marcom applied for a grant within the wayfinding signage to include Vesta Energy signage.
 - Sponsorship money could be used for signage or be added to the overall budget, depending on the success of the grant application.
 - Planters outside the previous FCSS building to be used for vegetable gardens as well.
 - Community Garden registration to be in person at the Civic Centre. Administration to investigate different registration options for next year.

9. APPROVAL OF INFORMATION ITEMS

RES. 23/23

Councillor Svab moved that the Recreation Board accept the information items as presented.

MOTION CARRIED UNANIMOUSLY

10. APPROVAL OF MINUTES

RES. 24/23

Member Kroetsch moved that the Recreation Board accept the minutes as presented for February 1 meeting.

MOTION CARRIED UNANIMOUSLY

BLACKFALDS
ALBERTA
TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
IN PERSON
March 1, 2023

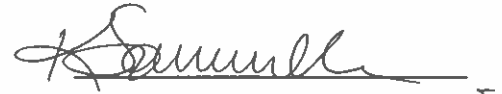
11. ADJOURN

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

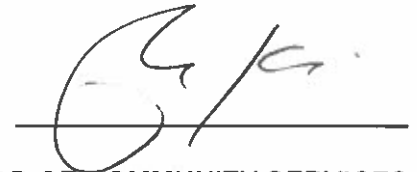
RES. 25/23

Meeting adjourned at 7:30 PM.

MOTION CARRIED UNANIMOUSLY



KIMBERLEY SOMMERVILLE, CHAIR



RICK KREKLEWICH, DIRECTOR OF COMMUNITY SERVICES

Next meeting scheduled for April 5, 2023 @ 6:30pm

A Family and Community Support Services regular meeting for the Town of Blackfalds was held on March 9, 2023, at 5018 Waghorn Street in the Tayles Room, commencing at 7:00 p.m.

MEMBERS PRESENT

Councillor Stendie
Councillor Sands
Sheila Giffin
Dena Thomas
Glenda Brown
Tennielle Gilchrist
Melissa MacLeod – signed in on Teams at 7:13 pm

REGRETS

Cliff Soper

STAFF

Rick Kreklewich, Director
Sue Bornn, FCSS Manager
Sue Penner, FCSS Admin Assistant

CALL TO

ORDER: Chair Thomas called the meeting to order at 7:02 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

07/23 Member Giffin moved that the Board adopt the March 9, 2023, Agenda as presented.

CARRIED UNANIMOUSLY

DELEGATION

None

BUSINESS ARISING FROM THE MINUTES

OLD BUSINESS

None

NEW BUSINESS

6.1 Blackfalds Social Needs Assessment

- Manager Bornn noted that this final copy did have some spelling errors, but they have been corrected. Please let her know if members find any more!
- The Social Needs Assessment will be presented to Council at the March 20th Standing Committee meeting.

08/23 Member Gilchrist moved that the Board accept the 2022 Social Needs Assessment as presented and forward the document to Council.

CARRIED UNANIMOUSLY

6.2 Volunteer for Leaders of Tomorrow Awards Adjudicator

- Manager Bornn advised that the Mayor, FCSS Youth Programmers and one FCSS Board Representative will review and adjudicate the Leaders of Tomorrow Awards categories.

This year there are 44 nominations in the Leaders of Tomorrow recognition program:

- Elementary – 8 nominees
- Junior High – 25 nominees
- High School – 11 nominees.

FCSS Volunteer Programmer will email the adjudication committee their packages by March 10th asking for judging matrix forms to be returned by March 17th.

09/23 Member Giffin moved that member Glenda Brown be appointed to the Youth Awards Adjudication Committee.

CARRIED UNANIMOUSLY

ACTION CORRESPONDENCE

None

8 INFORMATION

8.1 SGTG Final Reporting

Manager Bornn advised that SGTG had requested an extension for submission of their final report and it has now been received. They received a grant in the amount of \$2,000 for their Wellness Wednesday/Regulation Toolkits Program.

8.2 MEGlobal Community Kitchen Open House Invitation

Members are invited as dignitaries to the MEGlobal Community Kitchen Grand Opening taking place on Monday, April 17, 2023. The Beyond Food Community Hub is located at 5014 Waghorn Street with the ribbon cutting ceremony taking place from 1:00 to 2:30 pm followed by a General Open House from 2:30 pm to 4:00 pm.

8.3 FCSS Manager's Update

Some of the main points included:

- Volunteer recruitment is ongoing for a Member at Large required for the FCSS Board and the Municipal Library Boards. The Recreation, Culture and Parks Board recently had a new member appointed.
- National Volunteer Week is April 16-22, 2023. On April 19th the "Best of Blackfalds – Volunteer Edition" 18+ event will take place with local businesses supplying a variety of appetizers, live music, cash bar and the presentation of the Carol Simpson Volunteer of the Year Award, Gloria House Mentor Award, and the Outstanding Group (adult) Award.

Nominations received:

- Carol Simpson Volunteer of the Year Award – 7 nominees
- Gloria House Mentor Award – 1 nominee
- Outstanding Group Award (adult category) – 1 nominee

- On May 3rd our "Youth Recognition Night" takes place with appetizers, short performances from local youth singers and dancers, as well as, the presentation of the Dylan Stork Youth Ambassador Award, Leaders of Tomorrow Awards, and the Outstanding Group (youth) Award.

Nominations received:

- Outstanding Group Award (youth category) – 0 nominee
- Dylan Stork Youth Ambassador Award – 1 nominee
- Leaders of Tomorrow Award (Elementary category) – 8 nominees
- Leaders of Tomorrow Award (Junior High category) – 25 nominees
- Leaders of Tomorrow Award (High School category) - 11 nominees

- The Volunteer Tax Program is currently underway with 5 volunteers coming into the office on a different Monday or as required to prepare taxes.
- FCSS now has a Facebook page - find us by searching Blackfalds FCSS.
- Staff and board members worked the February 18th Bulldogs Game with the Back to School Program being the recipient of \$1,580 from the 50/50 sales.

8.4 Seniors Survey Results

A total of 53 surveys were received from Blackfalds residents and 2 from Lacombe County. From the 55 surveys, 51 receive the FCSS Vibrant Living Newsletter. The answers collected from the Outcome statement '*As a result of receiving the FCSS Vibrant Living Newsletter I know more about where to go to get help when I need it*' provides staff with valuable information when planning programs for this age group.

Survey recipients also provided future events or activity ideas.

INFORMATION CORRESPONDENCE

10/23 Member Brown moved to accept information items as presented.

CARRIED UNANIMOUSLY

INFORMATION CORRESPONDENCE

None

ADOPTION OF MINUTES

11/23 Councillor Giffin moved to accept the minutes from February 9th, 2023, as presented.

CARRIED UNANIMOUSLY

CONFIDENTIAL MATTERS

- A brief discussion was held on both awards.

11.1 Gloria House Mentor of the Year Award

- One nomination was received from BBBS for Robert Saunders who will be awarded the Gloria House Mentor of the Year Award.

11.2 Group of the Year Award

- One nomination was received from Beyond Food Hub for the Blackfalds Agricultural Society who will be awarded the Group of the Year Award.

ADJOURNMENT

Chairperson Thomas adjourned the FCSS meeting at 7:40 p.m.



Chairperson
Dena Thomas

2023/04/13
YYYY / MM / DD



FCSS Manager
Sue Bornn

Next meeting scheduled for April 13th, 2023, at 7:00 p.m.



PO Box 30 5407 50th Street
Tofield, Alberta T0B 4J0
P 780 662 3269
F 780 662 3929
E tofieldadmin@tofieldalberta.ca
W www.tofieldalberta.ca

April 12, 2023

Office of the Minister
Environment & Protected Areas
224 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

RE: Exemption of Newspaper from EPR Program Revisions

Dear Minister Savage,

Print media (newspapers) are essential to the lifeblood of Alberta. Newspapers provide a traditional sense, and source of information to our residents. In what has become ever consistent in social media and internet-based forms of news, newspapers rely on facts, sourcing their stories and identifying truths.

The past number of years have been challenging for both business and small business. The continued rise in costs, accompanied by the downturn in the economy has forced job loss and ultimately business closure. Looking to enforce further constraints on what is one of our oldest and most relied upon industries truly seems unfair.

The newspaper industry has already looked at ways to reduce costs and become both more efficient and compliant, such as reducing paper thickness, which has come at a cost. This cost is not only monetary, but also content based. The reduction in paper-based weight has also reduced the amount of content which can be provided to our residents, once again, affecting them.

By expecting newspapers to have the same level of compliance with the EPR Program as plastics, seem short-sighted and unrealistic. The Provincial Government needs to recognize the importance of newspapers to Albertans and stand to make the same move as the Ontario Government. Please exempt newspapers from the revised EPR Program.

Sincerely,

Debora L. Dueck

Debora Dueck
Mayor

C.C
Jackie Lovely, MLA Camrose
All Alberta Municipalities
Kerry Anderson, Tofield Mercury

Alberta Transportation and Economic Corridors

Highway 2A Construction

Between Highway 597 at the Town of Blackfalds to the City of Lacombe

Overview

During the spring/early summer of 2023, Alberta Transportation and Economic Corridors will begin construction on Highway 2A from Highway 597 at the Town of Blackfalds to the City of Lacombe. The project will also include paving of a small portion of Highway 597 near Range Road 263.

Project Details

The project will include 8.8 km of paving on Highway 2A, from Highway 597 at the Town of Blackfalds to the City of Lacombe. Minor intersection improvements along Highway 2A at Township Road 401, Township Road 402, C&E Trail, and Range Road 270 are also included as part of the project.

The project is anticipated to begin mid-May 2023 and take approximately 4 weeks to complete, weather permitting. Work will take place between the hours of 7am- 7pm, no work will occur over long weekends.

Need more information?

For additional information on the project please contact us directly:

Mike Nesbitt

Stantec Consulting Ltd.

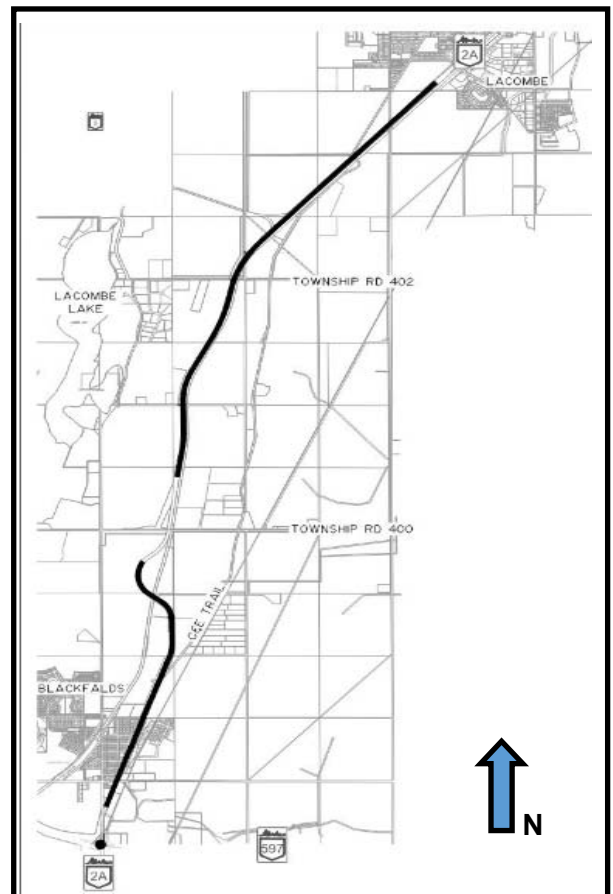
403-304-4556

Mike.Nesbitt@stantec.com



Traffic Impacts

As with any construction project, travelers may experience speed reductions, lane closures and minor delays. Signage with additional information on construction timing will be posted on site a week before construction begins. No detours are anticipated. A traffic accommodation strategy is also in place to mitigate the impacts to travelers. This includes additional signage, delineation, and if required, illumination. Please watch for all and obey all construction zone signage. For up to date information on this project, please call 5-1-1 toll free or visit



For up to date road information, call 5-1-1 toll free, visit 511.alberta.ca or follow @511Alberta

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City of Lacombe

COUNCIL HIGHLIGHTS

April 11, 2023

Regular Meeting of Council

2. Review of Agendas

2.1 Consent Agenda

- Information
 - Council accepted South Connector Functional Planning Study as information.

4. Presentations

4.1 Echo Lacombe

The Echo Lacombe Economic Development Strategy/Update was presented by Jared Reich.

5. Public Hearing

5.1 Bylaw 400.44 – LUB (Land Use Bylaw) Amendment to Site Specific-I1 District

A public hearing was held for Bylaw 400.44 – LUB Amendment to Site Specific-I1 District.

Lacombe City Council had previously given first reading to Bylaw 400.44 to amend the Land Use Bylaw 400.

If approved, Bylaw 400.44 would allow a site-specific exception in the Light Industrial District (I1) to allow, as a discretionary use, a daycare facility on Lot 12, Block 3, Plan 1720620. The subject site is located at 4013 53 Avenue.

6. Requests for Decision

6.1 Bylaw 400.44 - LUB Amendment to Site Specific – Second and Third Reading

An application was made for a site-specific exception to allow, as a Discretionary Use, a Day Care Facility on 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 is located at 4013 53 Avenue and contains an existing building housing several uses.

The Day Care Facility is proposed for a vacant bay, the former site of Dancer’s Edge, a discretionary Fitness facility use. If approved, the proposed bylaw would allow the daycare use only for the subject site.

Council gave second and third readings of Bylaw 400.44 to allow a Day Care Facility as a Discretionary Use on Lot 12, Block 3, Plan 172 0620 in the Light Industrial District (I1) as presented.

6.2 Financial Reserve Policy and Reserve Cleanup

Establishing a reserve, setting contributions to a reserve and withdrawals from a reserve, was requested for approval by Council, through a resolution, approved budget, or bylaw in accordance with the Municipal Government Act.

The purpose of a reserve policy is to maintain consistent standards and guidelines for the management of reserves, and execution of reserve transactions, and to ensure that all reserve transactions are approved by Council and carried out in accordance with Council's approval.

Council approved the proposed Financial Reserve Policy 13.201.01.23 for immediate use and rescinded the Reserve and Equity Accounts Policy 13.201.01.12.

Council additionally approved the changes in reserves as identified in Table 1 and Table 2 within this report as amended.

6.3 Extended Producer Responsibility - Advocacy Administration presented an advocacy strategy supporting the City of Lacombe's inclusion into the curbside collection service to be administered through the Government of Alberta's Extended Producer Responsibility Regulations (EPR) program.

Council approved the advocacy strategy, requesting curbside recycling collection for the City of Lacombe through the Government of Alberta's Extended Producer Responsibility Regulations (EPR) program, as presented.

8. In Camera

8.1 Labour (FOIP Section 16)

Council appointed Tamara Noordhof to the Affordable Housing Steering Committee with a term starting April 12, 2023, and ending April 11, 2025.

Council additionally appointed Bronwyn Reeves to the Lacombe & District Recreation, Parks, and Culture Board effective April 12, 2023, to complete the existing term ending December 31, 2023.

8.2 Labour (FOIP Section 17, 24, 25)

Council accepted the In Camera item 8.2 report as information.

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

-Monday, April 24, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall

-Monday, May 8, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall

-Tuesday, May 23, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING APRIL 13, 2023

BYLAW NO. 1389/23 PUBLIC HEARING

A public hearing was held for Bylaw No. 1389/23. Bylaw No. 1389/23 is a bylaw of Lacombe County to amend the Sylvan Lake Area Structure Plan Bylaw 1127/10.

Following the public hearing, Bylaw No. 1389/23 was given second and third reading and so passed.

AGRICULTURE SERVICE BOARD MEETING

Council reviewed the meeting notes of the March 15, 2023 Lacombe County Agriculture Service Board (ASB) meeting and approved the recommendations as presented.

ROADSIDE HAYING POLICY

The Roadside Haying Policy and Roadside Haying Agreement were provided to Council for consideration and, by resolution of Council, were approved as presented.

LACOMBE SOUTH CONNECTOR FUNCTIONAL PLANNING STUDY

The City of Lacombe and Lacombe County successfully obtained an Alberta Community Partnership grant for the purposes of conducting a functional planning study for the Lacombe South Connector. The goal of this study is to alleviate future traffic congestion on Highway 12 in Lacombe in a manner that is supported and understood by all public and private stakeholders.

The project team will assemble a working group, made up of various stakeholders, to assess the needs of each stakeholder group as well as the needs of private landowners, for recommendation to the City of Lacombe Council and Lacombe County Council.

TIPPING FEES FOR SANDY POINT CAMPGROUNDS

Council was presented with information regarding the Lacombe Regional Waste Services Commission and tipping fees for Sandy Point Campgrounds. By resolution of Council, the County Manager was directed to prepare a report regarding the charging and collection of tipping fees at Sandy Point Campgrounds, for presentation at a future Council meeting.

TEC INTERSECTION STUDY HIGHWAY 12 & HIGHWAY 792

Council was presented with information regarding the Alberta Transportation and Economic Corridors Intersection Study of HWY 12 and HWY 792 (Lincoln Road).

By resolution of Council, the County Manager was directed to prepare a report regarding the upcoming review of the intersection, and further, that this report be presented for Council's consideration at a future meeting.

BOARD GOVERNANCE WORKSHOP

Council was presented with information regarding a Board Governance Workshop that may be available to Council and community groups within the County. Further details about the workshop are forthcoming.

PACE SOLAR PROJECT

Council was provided with a presentation from Claude Mindorff of PACE Solar.



WHERE PEOPLE ARE THE KEY

PRIORITY BASED BUDGETING AND STRATEGIC PLAN

Council was provided with a presentation and update on the strategic planning framework and priority-based budgeting processes.

LACOMBE FCSS EVENTS

Lacombe County has been invited, and by resolution will send Council representation, to the Lacombe FCSS Volunteer Appreciation Awards Night on April 18, 2023 and the Lacombe FCSS Annual General Meeting on April 19, 2023.

BYLAW NO. 1392/23 BYLAW TO AMEND BYLAW 1350/21 ROAD CLOSURE BYLAW

In May 2022, Lacombe County Council approved a road closure and disposition, Bylaw No. 1350/21, that was subsequently rejected by Land Titles as the wording to describe the portion of the road to be closed was not acceptable. By resolution of Council, the amended bylaw was read a first time, a second time, presented for third reading by a unanimous vote, read a third time and finally passed.

BYLAW NO. 1387/23 BYLAW TO AMEND LACOMBE COUNTY MUNICIPAL DEVELOPMENT PLAN BYLAW NO. 1388/23 BYLAW TO AMEND LACOMBE COUNTY LAND USE BYLAW

The 5-Year Review of the Municipal Development Plan and the Land Use Bylaw was presented to Council on March 9, 2023 and accepted for information at that time. The review and the public submissions received for Council's consideration have identified some areas for improvements to the plans, to which updates were proposed. By resolution of Council, both bylaws were read a first time and a public hearing for Bylaw No's 1387/23 and 1388/23 was set for May 11, 2023 at 9:00 a.m.

Next Regular Council Meeting is
Thursday, April 27, 2023 – 9:00 a.m.

Next Committee of the Whole Meeting is
June 6, 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: Mar 16 – Apr 15		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
(Choose one)				
Mar 16	x			RhPAP seminar on Healthy Aging in the Community
Mar 16	x			RDRMUG meeting
Mar 16			x	HR Consultant interviews
Mar 17	x			Lunch meeting with CHEEMO Club, award presentation request
Mar 20			x	Volunteer award adjudication
Mar 27	x			Lacombe Foundation meeting
Mar 28	x			RCM
Mar 29	x			HR Consultant initial meeting
Mar 30-31		x		ABMunis Spring Leaders Caucus
Mar 30		x		CAO Retirement event
Apr 1		x		Community easter event volunteering
Apr 3	x			North Red Deer River Water Service Commission meeting
Apr 3	x			North Red Deer River Waste Water Service Commission meeting
Apr 6	x			Interview with Sylvan Lake Lodge Foundation consultant meeting
Apr 11	x			Meeting with Lacombe Mayor/Lacombe County Reeve
Apr 12			x	Community open house
Apr 13		x		Habitat for Humanity homes dedication

TO		Members of Council		
FROM		Deputy Mayor 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: March 16 – April 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
March 16	x			Consultant Interviews
March 17			x	Councilors Corner Submission
March 20	x			Standing Committee Meeting
March 23	x			Policing Sub-Committee Meeting
March 28	x			Municipal Planning Committee Meeting
March 28	x			Regular Council Meeting
March 30		x		Myron's CAO Retirement Farewell Celebration
April 3	x			Meeting with Wolf Creek School Division Board of Trustees
April 4	x			Library Board Meeting
April 5	x			Recreation, Culture, and Parks Board Meeting
April 11	x			Regular Council Meeting
April 12		x		Open House - Westwood Drive Parkway

TO		Members of Council		
FROM		Councillor 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: March 16 to April 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Mar 16	X			Consultant interviews
Mar 19			X	Volunteer Award Assessment Forms
Mar 20	X			Standing Committee
Mar 28	X			MPC meeting
Mar 28	X			Regular Council Meeting
Mar 29	X			James Davies Meeting
Mar 30			X	Myron Thompson's Farewell
Apr 3	X			Wolf Creek School Division Meeting
Apr 4	X			Ironridge Elementary School Council Meeting
Apr 11	X			Regular Council Meeting
Apr 12			X	Open House Library, Urban Hens, Westwood Dr, Train Whistle

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: Mar 15/ 23- Apr 15/ 23		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Mar 16/ 23			X	Council Roundtable report
Mar 16/ 23			X	Consultant meeting
Mar 19/ 23			X	Submit Carol Simpson/ Dylan Stork Assessment forms
Mar 20/ 23	X			Standing Committee meeting
Mar 28/ 23	X			MPC Meeting March
Mar 28/ 23	X			Regular Council Meeting
Apr 1/ 23		X		Cody Dennis Memorial Hockey Game
Apr 3/ 23	X			Dinner Meeting with WCSDB Trustees
Apr 11/ 23	X			Regular Council Meeting
Apr 12/ 23			X	Westwood Drive Parkway Open House

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: March 16, 2023 to April 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
March 16			X	Consultant interviews
March 20	X			Standing Committee
March 28	X			Regular Council meeting
March 29			x	CAO Consultant
March 30			X	COA Thompson Retirement Farwell
April 3	x			Dinner meeting with Wolf Creek School Division Board of Trustees
April 4	X			Blackfalds Library Meeting
April 11	X			Regular Council Meeting
April 12			X	Open House
April 13			X	Habitat Home Dedication Ceremony

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: March 16, 2023 to April 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
March 16, 2023			x	Consultant Interviews
March 20, 2023	x			Standing Committee of Council
March 22, 2023	x			Lacombe County Fire Services Advisory Committee
March 28, 2023	x			Regular Council meeting
March 30, 2023		x		CAO Farewell Celebration
April 3, 2023	x			Meeting with Wolf Creek Public School Division Board of Trustees
April 5, 2023	x			Recreation, Culture, and Parks meeting
April 11, 2023	x			Regular Council meeting
April 12, 2023	x			Open House – Westwood Drive, Urban Hens, and Whistle Cessation

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 March – 15 April, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
March 16			X	CAO Recruitment Proposal Interviews
March 17			X	Prepare Nominee Forms for FCSS
March 20	X			SCC Meeting
March 23	X			Policing Policy Sub-Committee Meeting
March 28	X			RCC Meeting
March 29	X			Meeting with CAO Recruitment Contractor
March 30		X		Retirement Event for Staff
April 3	X			Meeting with Wolf Creek Public School Board
April 6	X			Blackfalds Chamber of Commerce Meeting – Chairing the June Luncheon Event
April 11	X			RCC Meeting – Voted Chair of the Sub-Committee with additional duties performed, as required
				Police Committee Training

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on April 11, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Justin de Bresser, Interim CAO
Preston Weran, Director of Infrastructure and Property Services
Rick Kreklewich, Director of Community Services
Ken Morrison, Emergency Management and Protective Services Manager
Marco Jadie, IT Tech
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

None

MEDIA

None

OTHERS PRESENT

Todd Beck

CALL TO ORDER:

Mayor Hoover called the Regular Council Meeting to order at 7:02 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

Addition of Confidential item 14.2 FOIP Section 24 - Advice from Officials

104/23

Councillor Sands moved That Council adopt the April 11, 2023 Agenda as amended.

CARRIED UNANIMOUSLY

DELEGATION

Bylaw 1187/15 Nuisance (fire smoke) - Todd Beck

Todd Beck presented to Council the nuisance and health effects of wood-burning smoke within the Town of Blackfalds.

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

None

MINUTES**BUSINESS****Request for Decision – Policing Committee Member Resignation**

Manager Morrison brought forward for acceptance, the resignation of Laurie Copland from the Policing Committee.

- 105/23** Councillor Stendie moved That Council move to formally accept the resignation of Laurie Copland from the Policing Committee effective immediately, with regrets.

CARRIED UNANIMOUSLY

Request for Decision - Animal Control Services Contract Award

Manager Morrison presented an overview of the received animal contract services proposal and an Administrative Recommendation to enter into a three (3) year agreement for the provision of animal control services for the Town.

- 106/23** Deputy Mayor Svab moved That Council authorizes Administration to enter into three (3) a year agreement with 327241 Alberta Ltd. – Animal Control Services – Klassic Kennels for the provision of animal control services as per the terms and costs set out in the proposal submitted by the proponent on March 17th, 2023.

CARRIED UNANIMOUSLY

Request for Decision, Landfill Monitoring Program Contract Award

Director Weran presented to Council a summary and of the proposals received for the Landfill Three-Year Monitoring Program and the Administrative Recommendation for awarding the contract.

- 107/23** Councillor Appel moved That Council award the Landfill Three-Year Monitoring Program to ParklandGEO for \$81,081.

CARRIED UNANIMOUSLY

Request for Decision, Bylaw 1281.23, 2023 Property Tax Rate Bylaw

Interim CAO de Bresser brought forward Bylaw 1281.23, 2023 Property Tax Rate Bylaw for First Reading.

- 108/23** Councillor Sands moved That Council give First Reading to Bylaw 1281.23, 2023 Property Tax Rate Bylaw for the Town of Blackfalds.

CARRIED UNANIMOUSLY

ACTION CORRESPONDENCE**Letter to Minister of Seniors, Community and Social Services from City of Lacombe - Seniors Housing in Central Alberta**

- 109/23** Councillor Stendie moved That Council accept this letter as information at this time until Council receives the requested information from Administration regarding the Lacombe Foundation allocation of additional funds to Blackfalds seniors housing.

CARRIED UNANIMOUSLY

INFORMATION

- Municipal Planning Commission Meeting Minutes - January 24, 2023
- Parkland Regional Library Meeting Minutes – February 23, 2023
- Report for Council, Mayor for a Day 2023
- Report for Council, Enforcement and Protective Services Monthly Report – March 2023
- Report for Council, Development & Building Monthly Report – March 2023

MINUTES

- Report for Council, BOLT KPI Monthly Report – March 2023
- Letter from Minister Schulz Joint Use and Planning Agreements - Extended Deadline
- Letter from Senior Assistant Deputy Minister Dakalbab, Retroactive Salary Increase Costs
- City of Lacombe Highlights – March 27, 2023

110/23 Councillor Coulter moved That Council accept the Information Items as information.

CARRIED UNANIMOUSLY

ROUND TABLE DISCUSSION

None

ADOPTION OF MINUTES

111/23 Councillor Coulter moved That Council accept the Regular Council Meeting Minutes from March 28, 2023, as presented.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

None

BUSINESS FOR THE GOOD OF COUNCIL

Councillor Coulter indicated that she would like a copy of the speaking notes from Mayor Hoover from the Lacombe Foundation Meeting. Mayor Hoover indicated that he would send them to all of Council for information.

RECESS

112/23 Deputy Mayor Svab moved That Council move for a five-minute recess at 7:47 p.m.

CARRIED UNANIMOUSLY

CONFIDENTIAL – Closed Session

- **FOIP Section 23 - Local Public Body Confidences**
- **FOIP Section 24 - Advice from Officials**

113/23 Deputy Mayor Svab moved That Council move to a closed session commencing at 8:06 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Sections 23 and 24 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

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

114/23 Councillor Sands moved That Council move to come out of the closed session at 8:48 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Svab called the Regular Council Meeting back to order at 8:48 p.m.

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

MINUTES

- 115/23** Councillor Appel moved That Council establish a sub-committee comprising of Councillor Appel, Councillor Coulter, Councillor Dennis, Councillor Sands and Deputy Mayor Svab for the purpose of discussing an investigation report.

CARRIED UNANIMOUSLY

- 116/23** Councillor Dennis moved That Council nominate Councillor Appel as Chair of the investigation sub-committee.

CARRIED UNANIMOUSLY

ADJOURNMENT

Deputy Mayor Svab adjourned the Regular Council Meeting at 8:51 p.m.

Jamie Hoover, Mayor

Justin de Bresser, Interim CAO

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday, April 17, 2023 at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Justin de Bresser, Interim CAO
Preston Weran, Director of Infrastructure and Property Services
Rick Kreklewich, Director of Community Services
Jolene Tejkl, Planning & Development Manager
Marco Jadie, IT Tech
Lorrie Logan, Municipal Clerk

REGRETS

Mayor Jamie Hoover

MEDIA

None

OTHERS PRESENT

Glen Boettger
Scott White
Russ Farmer (*virtual*)

**CALL TO
ORDER:**

Deputy Mayor Laura Svab 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

Addition of Confidential item 14.1 FOIP S. 24 – Advice from Officials

022/23

Councillor Sands moved that Standing Committee of Council adopt the agenda for April 17, 2023 as amended.

CARRIED UNANIMOUSLY

DELEGATION

Westwood Drive Parkway – Glen Boettger and Scott White

Glen and Scott expressed their concerns regarding the Westwood Drive Parkway development proposed for their neighbourhood.

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

None

BUSINESS**Request for Direction, Bylaw 1275.23 – Land Use Bylaw Amendments**

Manager Tejkl brought forward housekeeping amendments to Bylaw 1275.23.

- 023/23** Councillor Sands moved That Standing Committee of Council recommend to Council to give First Reading to Bylaw 1275.23.

CARRIED UNANIMOUSLY

- 024/23** Councillor Stendie moved That Standing Committee of Council recommend to Council, upon giving First Reading to Bylaw 1275.23, to set a Public Hearing for May 23, 2023 at 7:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY**Request for Direction, Offsite Levies Bylaw Update**

Director Weran brought forward updates to the Offsite Levies Bylaw.

- 025/23** Councillor Stendie moved That Standing Committee of Council recommends the discussed amendments to the Offsite Levies Bylaw and for it to be brought forward to a future Regular Council Meeting.

CARRIED UNANIMOUSLY**INFORMATION**

None

ROUND TABLE

None

BUSINESS FOR THE GOOD OF THE COMMITTEE

Director Weran presented an update on the construction plans for Highway 2A and 597. From the roundabout going North through the Town there will be an asphalt overlay and Highway 597 will have signals installed at the two overpasses.

RECESS

- 026/23** Councillor Sands moved That Standing Committee of Council move for a five-minute recess at 8:00 p.m.

CARRIED UNANIMOUSLY**STANDING COMMITTEE OF COUNCIL MEETING RETURNED TO ORDER**

Deputy Mayor Svab called the Standing Committee of Council Meeting back to order at 8:05 p.m.

CONFIDENTIAL – Closed Session

- **FOIP S. 24 - Advice from Officials**

- 027/23** Councillor Coulter moved That Standing Committee of Council move to a closed session commencing at 8:05 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 Laura Svab, Councillor Jim Sands, Councillor Edna Coulter, Councillor Brenda Dennis, Councillor Marina Appel (virtual) and Russ Farmer (virtual).*

028/23

Councillor Sands moved That Standing Committee of Council move to come out of the closed session at 9:20 p.m.

CARRIED UNANIMOUSLY

STANDING COMMITTEE OF COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Svab called the Standing Committee of Council Meeting back to order at 9:20 p.m.

Standing Committee Meeting of Council Attendance: *Deputy Mayor Laura Svab, Councillor Jim Sands, Councillor Edna Coulter, Councillor Brenda Dennis, Councillor Marina Appel (virtual).*

ADJOURNMENT

Deputy Mayor Laura Svab adjourned the Standing Committee of Council Meeting at 9:20 p.m.

Deputy Mayor, Laura Svab

Interim CAO, Justin de Bresser,

MINUTES

A Special Council Meeting for the Town of Blackfalds was held on April 18, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

None

REGRETS

None

MEDIA

None

OTHERS PRESENT

Inez Agovic (*virtual*)

CALL TO ORDER:

Deputy Mayor Svab called the Special Council Meeting to order at 7:04 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

117/23 Councillor Sands moved That Council adopt the April 18, 2023 Agenda as presented.

CARRIED UNANIMOUSLY

DELEGATION

None

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

None

BUSINESS

None

ACTION CORRESPONDENCE

None

MINUTES

INFORMATION

None

ROUND TABLE DISCUSSION

None

ADOPTION OF MINUTES

None

NOTICES OF MOTION

None

BUSINESS FOR THE GOOD OF COUNCIL

None

CONFIDENTIAL – Closed Session

• **FOIP S. 24 – Advice from Officials**

- 118/23** Councillor Dennis moved That Council move to a closed session commencing at 7:05 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: Deputy Mayor Laura Svab, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Jim Sands, Councillor Brenda Dennis, Councillor Marina Appel (virtual) and Inez Agovic (virtual).

- 119/23** Councillor Appel moved That Council move to come out of the closed session at 7:55 p.m.

CARRIED UNANIMOUSLY

SPECIAL COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Svab called the Special Council Meeting back to order at 7:55 p.m.

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

RECESS

- 120/23** Councillor Sands moved That Council move for a five-minute recess at 7:55 p.m.

CARRIED UNANIMOUSLY

DEPARTURE

Councillor Stendie left the Special Council Meeting at 7:55 p.m.

ARRIVAL

Mayor Hoover entered the Special Council Meeting at 7:55 p.m.

SPECIAL COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Svab called the Special Council Meeting back to order at 8:01 p.m.

MINUTES

CONFIDENTIAL – Closed Session

• **FOIP S. 24 – Advice from Officials**

- 121/23** Councillor Sands moved That Council move to a closed session commencing at 8:01 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 Laura Svab, Councillor Edna Coulter, Councillor Jim Sands, Councillor Brenda Dennis and Councillor Marina Appel (virtual).

- 122/23** Councillor Coulter moved That Council move to come out of the closed session at 9:04 p.m.

CARRIED UNANIMOUSLY

SPECIAL COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Svab called the Special Meeting of Council back to order at 9:04 p.m.

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

ADJOURNMENT

Deputy Mayor Svab adjourned the Special Meeting of Council Meeting at 9:04 p.m.

Laura Svab, Deputy Mayor

Justin de Bresser, Interim CAO