



Town of Blackfalds
Regular Council Meeting
5018 Waghorn Street
March 22, 2022 at 7:00 p.m.

AGENDA

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 March 22, 2022

4. Delegation

4.1 Habitat for Humanity – Karen Vavrek

4.2 Welcome Video - Blackfalds Health Professionals Attraction and Retention Committee

5. Public Hearing

None

6. Business Arising from Minutes

None

7. Business

7.1 CAO Report (*verbal*)

7.2 Request for Decision, EV Charging Station Grant

7.3 Request for Decision, Fire Services Mutual Agreement

7.4 Request for Decision, RCMP Annual Performance Plan

7.5 Request for Decision, Volunteer Week Proclamation

7.6 Request for Decision, Centre Plaza Project

7.7 Request for Decision, FCSS Board Member at Large Resignation

7.8 Request for Decision, Special Events Concession Policy

7.9 Request for Decision, Tournament Scheduling Policy

7.10 Request for Decision, Facility Usage Policy

7.11 Request for Decision, Food Bank Request

7.12 Request for Decision, Pavement Management Study Project Update

7.13 Request for Decision, Panorama / Parkwood Drive Intersection Improvements

7.14 Request for Decision, Fees and Fines Bylaw 1269.22

7.15 Request for Decision, Land Use Bylaw 1268.22

7.16 Request for Decision, Policing Committee Resignation

8. Action Correspondence

None

9. Information

9.1 City of Lacombe Council Highlights – February 28, 2022

9.2 City of Lacombe Council Highlights – March 14, 2022

9.3 FCSS Minutes – February 10, 2022

9.4 Lacombe County Council Highlights – March 10, 2022

10. Round Table Discussion

10.1 Mayor Jamie Hoover

10.2 Deputy Mayor Marina Appel

10.3 Councillor Edna Coulter

10.4 Councillor Brenda Dennis

10.5 Councillor Jim Sands

10.6 Councillor Rebecca Stendie

10.7 Councillor Laura Svab



**Town of Blackfalds
Regular Council Meeting**

5018 Waghorn Street
March 22, 2022 at 7:00 p.m.

AGENDA

11. Adoption of Minutes

11.1 Minutes from Regular Council Meeting on March 8, 2022

11.2 Minutes from Standing Committee Meeting on March 14, 2022

12. Notices of Motion

None

13. Business for the Good of Council

None

14. Confidential

14.1 FOIP S. 19

15. Adjournment – Verbal

Aspen Lakes West Blackfalds Affordable Housing Project – Phase II

Habitat for Humanity Red Deer Region Society

Funding Case for Support 2022

Project Background & Overview

Habitat for Humanity Red Deer (HFHRD) purchased land in the Town of Blackfalds, Alberta in 2021 to commence Phase II of their affordable housing project to house 4 additional Central Alberta families in need of safe, decent and affordable housing. In August 2021, Habitat Red Deer completed Phase I at Vista Trail, with the first 2 duplexes completed. These units are now home to 4 Blackfalds families.

The community of Blackfalds is located approximately 15 km north of the city of Red Deer with a population of 10,200. It serves as a commuter community to Red Deer, but also has its own business, social, educational and cultural infrastructure to support the needs of its residents.

The community of Blackfalds was chosen as the site of HFHRD's next affordable housing project for primarily three important factors: 1) The cost of land was more affordable than surrounding comparable communities on which to build; 2) the need for families requiring affordable housing was greatest in north Red Deer and Blackfalds area; 3) Blackfalds was deemed as an attractive, affordable and safe place to raise a young family. This is important for the family demographics that HFHRD serves.

Blackfalds is one of Alberta's fastest growing communities with the population nearly doubling in size over the past 8 years. The community has a young demographic base with the average age of the majority of residents between 21-40 years old. Two new schools are in the process of being constructed and the town is served by several cultural and wellness facilities. The Town's close proximity to Red Deer and the Highway 2 corridor between Edmonton and Calgary make it a desirable place to raise a family while offering the perks and safety of small-town living. These factors have made Blackfalds an attractive and desirable community to build affordable housing to serve younger, lower income families.

The Aspen Lakes West Phase I project commenced on August 15th, 2020 and was completed on August 1, 2021. Four family units in 2 duplexes were constructed, with one of the units being fully accessible. All units were built to Build Green Bronze level standards and achieve a 28% reduction in energy consumption and GHG emissions over standards builds, achieving the first ever, lower energy usage Habitat build in Central Alberta.

Project Goals & Targets

Our goals for the Aspen Lakes West Phase II build are:

- 1) To provide 4 new, affordable housing units to serve low-income Blackfalds/Central AB families
- 2) Vulnerable families, including single mother-led households, indigenous families, visible minorities, young families, and families with special needs children will be our priority target clients as future homeowners
- 3) To engage the Town of Blackfalds as a municipal funding partner in the building of a second Habitat housing project in the community. Both financial and volunteer contributions will be requested from the Town to leverage provincial government support already committed
- 4) To secure of total of \$200,000 in cash donations and gift in kind contributions from local build partners
- 5) To secure a minimum of \$50K per unit or \$200,000 from Alberta Ministry of Seniors and Housing to support the build project (proposal initiated in July 2021). ***We exceeded this goal and will receive \$100,000 per unit equalling a \$400,000 GOA contribution.***
- 6) To engage 300 volunteers and host 15 TeamBuild days to support construction over the 12-month build period.

Current Project Status – Phase II

The Aspen Lakes West Phase II project will break ground in May 2022 with a target completion date of April 2023. A formal Groundbreaking ceremony will be held on April 12th to introduce our 4 new partner families. Each partner family will be required to complete 500 volunteer hours as part of their commitment to becoming homeowners. We are in the final stages of family selection and will be announcing our newest partner families at our April 12th ceremony in Blackfalds.

For volunteer engagement, our goal is to host 15 Teambuild days with sponsoring companies. To date, we have already surpassed this goal with 19 companies signed up for future Teambuild days. We expect this number to increase as we commence construction. We have also secured major gift funding support and volunteer contributions from 2 area employers: Nova Chemicals and Dow Canada who have been long-time supporters of Habitat Red Deer.

Despite the financial hardships and challenges Habitat Red Deer faced due to the COVID 19 pandemic, we remain committed to increasing the supply of affordable homes in Central Alberta communities and working hard to secure the financial and volunteer resources required to make these builds happen.

Funding Breakdown

Habitat Red Deer pursues a cost-shared, multi-stakeholder funding model to ensure financial viability of build projects, and we believe that partner collaboration and multi-level government support is the critical driver of success in providing affordable housing.

Habitat for Humanity Red Deer proposes the following funding allocation:

Alberta Ministry of Seniors & Housing	\$400,000 (confirmed)
National Co-Investment Housing Fund	\$200,000 (pending)
HFHRD Fund for Humanity Contribution	\$250,000* (confirmed)
Corporate & Individual Fundraising	\$110,000
Other Event Fundraising & GIK	\$62,000
TOTAL FUNDS PROJECTED:	\$1,022,000
TOTAL PROJECT COSTS:	\$1,063,000**
Total Funding Shortfall:	\$41,000
Town of Blackfalds Contribution:	\$41,000

*Fund for Humanity is the annual homeowner mortgage proceeds that Habitat Red Deer receives from our current portfolio of families in our homeownership program. Mortgage proceeds are restricted funds that must be re-invested into future affordable housing projects.

**Stated Project Costs are direct building costs only – does not include Construction or Admin staff salaries or Admin costs.

Town of Blackfalds – Request for Support

Habitat Red Deer is requesting a funding commitment of 3.8% of direct project costs from the Town of Blackfalds to support the Aspen Lakes West Phase II project, which translates to a financial contribution of \$41,000.

In comparison, the provincial funding commitment towards this project is 38%. Habitat Red Deer's Fund for Humanity commitment is at 24% plus conducting corporate fundraising and covering any residual funding shortfalls. A Town of Blackfalds contribution would help cover the anticipated project funding shortfall of \$41,000. Any remaining shortfalls would be absorbed by Habitat Red Deer.

The donation gift may be made in 2 or more installments, over 2 fiscal years (2022 & 2023) to allocate the cash commitment over time, versus paying one full lump sum. The contribution can be made as a combination of cash and/or gift in kind donations of materials and services. Habitat Red Deer will work with the Town to arrange donation terms that are feasible for both parties. All cash and gift in kind donations are eligible for a charitable tax receipt.

Habitat Red Deer was negatively impacted by the COVID 19 pandemic, which resulted in reduced fundraising revenue of about 50% for fiscal year 2020 and a loss of \$100,000 in ReStore revenue due to a 2-month mandated closure from March – May 2020. Additionally, we extended temporary mortgage relief to Habitat families severely impacted by the pandemic which resulted in another \$21,000 reduction in mortgage proceeds over a six-month period.

A financial contribution by the Town of Blackfalds would go a long way to mitigating these financial hardships and shortfalls, while providing a long-term investment of 8 affordable housing units for the Town to serve vulnerable families for years to come.

Donor Recognition

In recognition of the Town of Blackfalds financial contribution, Habitat Red Deer would provide the following recognition and exposure benefits:

Champion Level Donor: \$20,000 +

- Home Dedication Ceremony speaking opportunity & VIP Key Presenter (from Town Official)
- GroundBreaking Ceremony speaking opportunity (April 12th, 2022)
- Signage displayed at site for build duration featuring Town name & logo (12 months)
- Invitations to Habitat Red Deer Build Events & major funding announcements
- Name in press release or public announcement at major build milestones
- Town feature in Habitat digital newsletter
- Recognition on social media platforms
- Town name & logo on Habitat Red Deer website
- Town name and logo in Habitat Red Deer annual report
- Commemorative photograph of completed build project
- TeamBuild opportunities for Town staff, volunteers and partners, with accompanying photo opportunities, between May 2022 and April 2023.

Habitat's Impact & ROI

Why support Habitat for Humanity? We know the Habitat home ownership model works. A recent Boston Consulting Group study (2015) revealed exactly how we make an impact on families and the benefits to local communities:

- ***EVERY dollar spent yields a \$4 return in social benefits. Therefore, The Town of Blackfalds donation of \$41,000 would yield a \$164,000 return on investment.***
- Habitat generates \$175,000 of benefits to society for every family served
- Habitat families contribute to the local municipal tax base as homeowners
- Habitat affiliates across Canada built 236 homes in 2021



We build **strength, stability, self-reliance** and **shelter**.

- Increased employment stability: Habitat families have more stable employment and a stronger increase in family income
- Reduction in the use of food banks & social services: Habitat families reduced their usage of food banks by 60%
- Improved health behaviors: Habitat families lowered their incidence of smoking and other harmful behaviors
- Great engagement in the community: Habitat families had higher participation in community and volunteer work
- Better education attainment: Children of Habitat families experience lower drop-out rates and higher levels of education

Background Info

Global Vision

A world where everyone has a decent place to live.

What We Do

Habitat for Humanity brings Central Alberta communities together to help families build strength, stability and independence through affordable homeownership.

Our Legacy

Since 1994, Habitat for Humanity Red Deer has built 42 homes and served 55 vulnerable, low-income families through our affordable homeownership program. We have built homes throughout Central Alberta: Red Deer, Sylvan Lake, Lacombe, Delburne, Three Hills & Blackfalds.

For more information, please contact:

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Habitat for Humanity Red Deer Region
26, 7875-48 Ave.
Red Deer, AB
PH: 403-309-6080
E: karen.vavrek@habitatreddeer.ca



everyone deserves a decent place to live

We build strength, stability, self-reliance, and shelter.

Habitat for Humanity Red Deer Region brings Central Alberta communities together to help families build strength, stability and independence through affordable homeownership.

About Habitat for Humanity Red Deer Region

- Registered Charity operating since 1994
- 52 families served
- 42 homes built in Central Alberta
- Governed by a Board of Directors
- Operate a ReStore - retail social enterprise
- One of 50 affiliates in the Habitat Canada federation
- Staff of 11
- Engage 200-250 volunteers every year



Why support Habitat for Humanity?

- Transitions families from social housing to affordable homeownership and independence
- Leverages partnerships with multiple levels of government, private sector and the community
- Expanding reach to build homes in many Central Alberta communities
- Creates sustainable communities – Habitat homeowners become taxpayers and contribute to community prosperity
- Creates long-term affordable housing assets in the community

Partner Families - eligibility

- Ability to repay an interest-free, zero down payment mortgage
- Demonstrate core housing need: unsafe, overcrowding, expensive
- Willingness to partner – 500 hours of sweat equity
- Be a permanent Canadian resident for at least 3 years
- Have an annual gross family income between \$37,000 – 58,000
- Demonstrate a stable employment history and manageable debt burden

Partnership – Not Charity!

Global Vision

A world where everyone has a decent place to live.



Aspen Lakes West Phase II

- Building 2 duplexes to house 4 families – families selected
- Home Dedication tentatively planned for April 2023
- Project timeline: 11-12 months
- Donor and volunteer resources are critical for building
- Municipal, provincial and national funding support sought
- Engage Central AB businesses, organizations and individuals
- Habitat homes are long-term community assets

*Every \$1 invested yields a \$4 return in societal benefits or \$175,000 per partner family.
~Boston Consulting Group study, 2015 ~*

Town of Blackfalds & Habitat Red Deer Partnership

- ✓ Four new homes (2 duplexes) were completed in August 2021 serving 4 families at a total cost of \$1,149,897.
- ✓ The Town contributed \$12,484 towards the Phase I build.
 - Cash contribution of \$10,000
 - In-kind waiver of fees: \$2,484
- ✓ The Town received donor recognition benefits, participated in a TeamBuild Day and attended groundbreaking and home dedication events.
- ✓ Phase II: Habitat Red Deer is requesting a contribution of \$41,000 (3.8 % of direct project costs estimated at \$1,063,000). **A \$41,000 contribution equals a \$164,000 return in community benefits.**

*Every \$1 invested yields a \$4 return in societal benefits or \$175,000 per partner family.
~Boston Consulting Group study, 2015 ~*

Donor Recognition – Champion Level \$25,000 +

- Invite & speaking opportunity at Groundbreaking Ceremony
- Invite & speaking opportunity at Home Dedication Ceremony
- Recognition displayed on our ReStore donor wall
- News release funding announcement
- Name & logo on Build site signage for 12 months
- Name & logo on Habitat Red Deer website
- Name & logo, feature in Annual Report
- Recognition on all social media platforms and Habitat RD newsletter
- TeamBuild volunteer engagement opportunities for Town leaders, staff & volunteers

*Every \$1 invested yields a \$4 return in societal benefits or \$175,000 per partner family.
~Boston Consulting Group study, 2015 ~*

TeamBUILD Program

When the tool belts go on, the titles come off.

Invest in your company, co-workers and community. Make a lasting impact. Your team will be able to say, “we helped build that home!” Build teams will learn new skills, and work in small groups to accomplish build tasks while learning about each other and fostering stronger working relationships.



Questions?

Thank you for your commitment to affordable housing!



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

MEETING DATE: March 22, 2022

PREPARED BY: Christopher Johnson, Economic Development Officer

SUBJECT: Electric Vehicle Charging Station Grant Application

BACKGROUND:

The Municipal Climate Change Action Centre is providing grant funding up to a maximum amount of \$200,000 for municipalities to support investments in electric vehicle charging stations. The Electric Vehicle Charging Program supports municipalities installing new charging stations in public places, on-street locations, municipal property and for municipal fleets, and covers up to 100% of the costs. This includes:

- Up to \$10,000 per port for each Level 2 Charger (for charging over several hours)
- Up to \$150,000 for each Fast Charger (for charging up to 30 minutes)

EV charging stations are useful tools for economic development, as they encourage local spending in the area where the chargers are located. The proposed locations for the grant application have been picked because they are close to shopping, community events and restaurants. The charging stations also meets one of the goals determined in the Environmental Stewardship Strategy, which is to build and operate electric vehicle charging stations within Blackfalds.

DISCUSSION:

Electric Vehicles are a growing topic for municipalities across the region and throughout Canada and financial programs are becoming readily available to ensure that consumers and municipalities are prepared for this behavioral and climactic shift. The market has foretold the future. Tesla, the electric vehicle manufacturer, is more valuable than the next six car makers combined. Automakers including GM, Toyota, Honda, and Volkswagen have all announced dates for the phaseout of vehicles with internal combustion engines (as early as 2026), as have such luxury brands as Volvo and Jaguar.

There is currently a gap in Blackfalds for EV charging stations, as the Town has only one station. With our location just off Highway 2, Blackfalds is a good place to expand the EV charging station network. Administration is advising that we apply for two Level 3 chargers with dual ports, with the intention that visitors are not only drawn to Blackfalds, but also spend time utilizing the amenities available during their charging time. The locations Administration is proposing for the charging stations are:

- Tutty Ponds, 2 x Level 2 Charger, 4 ports
- Eagle Builders Centre, 2 x Level 2 Charger, 4 ports
- Wadey Centre, 1 x Level 3 Fast Charger, 2 ports

Tutty Ponds is located close to a park, within walking distance of Blackfalds Crossing, and close to the future development along Broadway Ave. The Eagle Builders Centre location currently hosts sports events and tournaments and is close to Tayles Water Spray Park,



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

as well as shopping and restaurants in the downtown core and highway district of Parkwood Road. In the future, the Border Paving Plaza will be built, and it will host rodeo, festival, and concert events. The parking lot at Broadway and Wilson also allows for access to downtown and a short walk to the Parkwood Road commercial area.

Studies support positive indirect cost recovery for municipalities implementing EV Charging infrastructure through economic impacts to businesses. This includes additional traffic to the area, additional spending by EV owners (EV owners have 2x the average household income compared to ICE owners), as well as cross-selling opportunity for add-on products and services.

The grant application is open and is on a first come, first serve basis, so Administration is looking forward to making application as soon as possible.

Administration also welcomes any input on this proposed program.

FINANCIAL IMPLICATIONS:

The total estimated cost of the units and installation to completion including signage, land survey, and electrical upgrades is \$152,685. The grant includes funding for the charging station and equipment, install and construction costs, permitting and inspection costs, and signage costs, and will be expected to cover \$123,185. It does not include the cost of electrical upgrades to the chosen EV Charging Stations, which will result in a financial implication to the Town of approximately \$29,500, in addition to network fees of approximately \$1,500 per year for the life of the station and electricity costs generated by the use of the station.

In the grant application, municipalities are also expected to include intended rates for the stations. Administration is recommending that there be no charge for Level 2 station use, as it may not provide an incentive to use the chargers where others close by are free. The approximate cost for use of the Level 2 charging station to the municipality is approx. \$2/hr. Administration is recommending that there be a charge for the use of Level 3 charger. Competitive rates range from \$12-\$25 dollars per hour.

As the Municipality was unaware of the grant funding program at the time of establishing the budget, we would have to draw on reserves to fund the approximately \$30,000 of funding share required by the Town.

ADMINISTRATIVE RECOMMENDATION:

1. That Council supports the application for the EV charging station grant being offered through the Municipal Climate Change Action Centre.
2. That Council support the implementation of an EV charging program for the community.
3. That Council move to provide electric vehicle charging stations free of charge for the level 2 users with an established rate for the Level 3 charging systems.



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

ALTERNATIVES:

1. That Council refer this item back to Administration for further information.
2. That Council provide further direction to Administration in relation to specifics of the program including that of location and costs for service.

ATTACHMENTS:

- *Electric Vehicle Charging Program Guidebook*

Approvals:

A handwritten signature in black ink, appearing to be "Myron Thompson", written over a horizontal line.

CAO Myron Thompson

A handwritten signature in black ink, appearing to be "Chris Johnson", written over a horizontal line.

EDO Chris Johnson

ELECTRIC VEHICLE CHARGING PROGRAM GUIDEBOOK

January 2022

This Guidebook provides an overview of the eligibility requirements, available funding, and process for municipalities to participate in the Electric Vehicle Charging Program.



**Municipal
Climate Change
Action Centre**

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1.0 PROGRAM OVERVIEW

The Electric Vehicle Charging Program (EVCP) provides funding to municipalities for the installation of electric vehicle (EV) charging infrastructure on municipally-owned land to support and accelerate the adoption of EVs in Alberta. This EVCP Guidebook provides detailed information on eligibility requirements, available funding, and how to apply.

2.0 ELIGIBILITY

2.1 Eligible Participants

The following organizations are eligible to participate in the EVCP:

- a. Municipalities: all designated municipalities within the province of Alberta are eligible to participate in the EVCP program. As per Section 1(1)(s) of the *Municipal Government Act*, a “municipality” is defined as:
 - i. a city, town, village, summer village, municipal district or specialized municipality,
 - ii. a town under the *Parks Towns Act*, or
 - iii. a municipality formed by a special Act; or,
 - iv. if the context requires, the geographical area within the boundaries of a municipality described in sub-clauses (i) to (iii).
- b. Non-profit community-related organizations (CROs), located on municipally owned land or operating within municipally owned facilities. While CROs are eligible to participate, the municipality must be the signatory to the EVCP Funding Agreement and all rebates made under the program will be directed to the municipality. Such projects will be evaluated for eligibility on a case-by-case basis.

2.2 Ineligible Participants

The following individuals and organizations are ineligible for EVCP:

- a. Individual residents;
- b. Electricity or gas utilities;
- c. Companies;
- d. Industry and research associations;
- e. Academic institutions; and
- f. Provincial or federal governments including any crown corporations or agencies.

2.3 Eligible Project Types and Requirements

The EVCP provides funding support for municipalities in Alberta to install EV charging infrastructure that will support and accelerate the adoption of EVs in their communities. Municipalities can receive rebates for the installation of EV charging stations for use by the public and municipal vehicle fleets on municipally owned land and community gathering places such as recreation centres, libraries, town halls, curbside locations, and more. Projects funded through the EVCP must meet the following requirements:

- a. Be installed in Alberta on municipally owned land or at a municipally owned facility;
- b. Be a permanent installation (mounted or fixed);
- c. Be new and purchased equipment (not leased);
- d. Be for a new install or an expansion of an existing installation (not for the replacement of an existing installation);
- e. Be an eligible technology used to charge passenger EVs, including charging stations equipped with SAE J1772 standard plug connectors, Combined Charging System (CCS) plug connectors (otherwise known as SAE Combo), CHAdeMO plug connectors, or other proprietary charging connector types;
- f. Be a networked charger with the ability to communicate to other stations and/or to a server or the cloud through a cellular or wireless signal or connected vehicle communications using software to report on usage and/or other capabilities such as real-time charging station status;

- g. Be approved for sale and use in Canada by a third-party evaluator such as Canadian Standards Association (CSA), Underwriters' Laboratories of Canada (ULC), Underwriters' Laboratories (UL), Interlink, or equivalent;
- h. Be installed in accordance with the Alberta Safety Codes Act and in compliance with all applicable local building, electrical, zoning, parking codes and bylaws;
- i. Hold a valid electrical permit and have completed and passed all required inspections;
- j. Be installed by a fully licensed electrical contractor; and
- k. Be installed with a dedicated parking space clearly identified for the purpose of charging EVs, if meant for general public use.

2.4 Ineligible Project Types

The following project types are ineligible for funding under the EVCP:

- a. EV charging infrastructure installed prior to receiving approval from program staff (retroactive participation);
- b. Replacements of existing EV charging infrastructure;
- c. Installations of non-networked EV charging infrastructure;
- d. Installations of non-passenger vehicle charging, such as charging infrastructure for transit buses, or other vehicle types; and
- e. Installations of non-electric vehicle fuelling systems.

3.0 FINANCIAL REBATE

3.1 EVCP Rebate Rates

The EVCP will provide rebates in accordance with the rebate rates in Table 1. The MCCAC, at its sole discretion, reserves the right to adjust EVCP rebate levels over time in accordance with changing market conditions (labour rates, equipment costs, etc). Such changes will be announced publicly, highlighting a clear cut-off date for EVCP application approval under existing rebate levels.

Table 1: EVCP Rebate Structure

Charger Type	Technology Conditions	Maximum Rebate
Networked Level 2 connectors 3.3 kW to 19.2 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The charger must have a SAE J1772 standard plug head or be a proprietary** connector type rated for a minimum of 3.3 kW power output.	Up to 100% of total costs, to a maximum of \$10,000 per connector*
Networked Fast Charger 20 kW to 49 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must have at least one (1) CHAdeMO charger connector and one (1) CCS charger connector or be a proprietary** connector type rated for a minimum of 20 kW power output.	Up to 100% of total costs, to a maximum of \$30,000 per fast charger
Networked Fast Charger 50 kW to 99 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must have at least one (1) CHAdeMO charger connector and one (1) CCS charger connector or be a proprietary** connector type rated for a minimum of 50 kW power output.	Up to 100% of total costs, to a maximum of \$100,000 per fast charger
Networked Fast Charger 100 kW and above	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must have at least one (1) CHAdeMO charger connector and one (1) CCS charger connector or be a proprietary** connector type rated for a minimum of 100 kW power output.	Up to 100% of total costs to a maximum of \$150,000 per fast charger

* To qualify for Level 2 rebate funding per connector, each connector must be able to charge a vehicle and support a parking space simultaneously. Fast charging station funding is based on the number of chargers.

**Proprietary connector types can represent a maximum of 75% of all charging connectors installed at the same project

site. The remaining balance (25% or more) must be universal charging connectors (J1772, CCS and CHAdeMO) of the same category (i.e. level 2 or fast charger).

3.2 Maximum Funding Limits

To ensure equitable and geographic distribution of EVCP funds, total EVCP funding distributed to a single municipality is capped at \$200,000. Municipalities may submit multiple applications and receive funding for multiple projects at various locations prior to reaching the EVCP funding maximum. The MCCAC, at its sole unfettered discretion, reserves the right to adjust the maximum funding cap per municipality in response to program demand and changing market conditions.

3.3 Eligible Expenses

Eligible expenses must be directly related to the installation of EV charging stations. Costs must be clearly invoiced, dated, and itemized for each applicable eligible expense. To be eligible for a rebate, municipalities must include the costs in their application at the pre-approval stage and provide a final invoice and proof of payment for each eligible expense at the completion stage. Eligible expenses include:

- a. Capital expenses for the purchase of the EV charging station equipment;
- b. Installation and construction costs by a licensed electrical contractor, including labour, equipment rentals and required materials;
- c. Engineering and design costs related to the install;
- d. Expenses for obtaining the required electrical permit, and any other required building or development permits;
- e. Expenses for completing the required electrical inspections and other inspections, as required; and
- f. Expenses for protective physical barriers and site signage such as pole mounted signs or parking space painting.

3.4 Ineligible Expenses

Ineligible expenses include:

- a. Goods and Services Tax (GST) or any other taxes;
- b. Land costs;
- c. Legal costs;
- d. Costs relating to ongoing operations and maintenance (electricity consumption, electrical demand charges, networking fees, subscription fees, etc);
- e. Costs incurred by the municipality to submit program documents, process invoices, or any other administrative cost relating to participating in the program;
- f. Costs incurred prior to receiving written approval via a signed EVCP Funding Agreement;
- g. Preliminary site assessment and electrical demand assessments;
- h. Electrical service upgrades or any upgrades upstream from the electrical service, if required; and
- i. Any other expense deemed by the MCCAC to be ineligible.

3.5 Disbursement of Funding

The approval and allocation of funds will occur on a first-come, first-served basis based on the date in which the MCCAC and the municipality duly sign an EVCP Funding Agreement. Municipalities must submit a complete EVCP application and receive approval from the MCCAC prior to receiving an EVCP Funding Agreement. The municipality and the MCCAC must execute the EVCP Funding Agreement prior to initiating any work on the project.

After signing an EVCP Funding Agreement, municipalities must complete their project and submit all relevant completion documents within twelve (12) months. Municipalities that do not complete the installation of their EV charging station and submit completion documentation within twelve (12) months of signing the EVCP Funding Agreement are subject to

removal from the payment queue and must contact the MCCAC if they still wish to participate in the program and receive a rebate. Any extensions to the completion deadline require the municipality to submit a written request to the MCCAC detailing the nature of the request. All extension requests are evaluated on a case-by-case basis and MCCAC, at its sole discretion, reserves the right to approve or deny any extension request.

Please note, rebates will be based on the actual final purchased and installed project components and eligible expenses. If project costs changed during construction, rebates will be adjusted accordingly and may differ from the rebate outlined in the Funding Agreement. Rebate payments will be distributed by cheque or electronic fund transfer (EFT) after the MCCAC has verified that the project is complete. Payments will be sent approximately six weeks following the end of the current fiscal quarter. For example, municipalities with a project completed in August should expect their rebate in mid-November or earlier. MCCAC will strive to distribute rebates within 150 days of projects being verified as complete. The project verification process is described in Step 5 of Section 4.0.

3.6 Grant Stacking

Municipalities are not permitted to access funding through both Natural Resources Canada's Zero Emission Vehicle Infrastructure Program (ZEVIP) and the EVCP for the same project. However, municipalities are permitted to access ZEVIP funding and EVCP funding for different projects at different locations as long as there is no overlap between the projects. The maximum amount of combined funding from all sources cannot exceed the total eligible costs of the project. Municipalities may leverage additional non-NRCan funding if their project through EVCP does not cover 100% of eligible costs. Such instances will be evaluated on a case-by-case basis. The municipality agrees to disclose any participation in other funding programs through which funding towards the cost of the project is being pursued.

4.0 HOW TO PARTICIPATE

Step 1: Submit an EVCP Expression of Interest (EOI)

Municipalities must submit an EOI to notify the MCCAC of their intent to participate and for eligibility screening purposes. The MCCAC will review all information provided in the EOI and will contact the municipality to provide information regarding subsequent stages of the application process.

Note: Completion of the EOI does not secure funding or a place in the first-come, first-served queue. For details on how this queue is established, see Section 3.5.

Step 2: Submit the EVCP Application

Municipalities must submit an EVCP application and all required attachments to contact@mccac.ca or directly to their designated MCCAC representative. The EVCP application form is available on the EVCP [webpage](#). A single EVCP application may include multiple EV charging stations at various locations, but rebates will not be issued until all stations included in the project are complete. The MCCAC will review the EVCP application to verify participant and project eligibility and confirm approval. **Please note, no retroactive funding will be available. Participants are not to incur any costs or start construction prior to receiving a duly signed Funding Agreement from the MCCAC.**

For each project, the municipality must provide the following information within the EVCP application:

1. Project details:
 - a. A brief written project description including details regarding the municipality's intent for pursuing this project.
 - b. The municipality's approach to ensuring stations are accessible 24/7, visible, have appropriate lighting (if available to the public) and a confirmation that each connector includes a dedicated EV-only parking spot with appropriate signage.
 - c. Any pay-for-use configurations and intended rate.

- d. Confirmation that the preferred install site will not be impacted by, or is free of subsurface utilities such as water, gas, irrigation, or telecommunication lines.
 - e. Expected project start and completion dates.
 - f. Confirmation of equipment operation commitments and data sharing with MCCAC.
 - g. Any other pertinent information regarding the project.
- 2. EV charging station details including:
 - a. Installation facility or location name, address, and intent for the install to be for public or private use.
 - b. Brand and model.
 - c. Power output (kW) and charging voltage.
 - d. Charging plug type.
 - e. Charge level and the number of connectors per station.
- 3. Application attachments:
 - a. Detailed and itemized cost quotes for all eligible expenses as outlined in Section 3.3 (as applicable to the project). Detailed scope of work descriptions are required for engineering and design costs.
 - b. A copy of all specification sheets (or brochures with technical information) for all EV charging stations.
 - c. Proof of land ownership for all install locations.
 - d. Any other supplementary documentation applicable to the project and as requested by MCCAC.

Step 3: EVCP Funding Agreement

Eligible projects will be issued an EVCP Funding Agreement. The municipality and the MCCAC must execute the EVCP Funding Agreement prior to initiating any work on the project. A signed copy of the EVCP Funding Agreement must be scanned and sent to contact@mccac.ca or the designated MCCAC representative. The MCCAC will return a final copy of the executed Agreement to the municipality and the project may begin. The MCCAC must be notified of any deviation from Schedule "B" immediately, and an amendment must be duly executed should the project scope, completion date or other details change.

Step 4: Project Completion

Once the EVCP Funding Agreement is fully executed, project funding is formally held, and the project may begin. The project must be completed within twelve (12) months of signing the EVCP Funding Agreement. Municipalities are responsible for ensuring that the project is completed, and all relevant project completion documents are submitted by the deadline. Should an extension of the completion deadline be required, the municipality must submit a request to the MCCAC in writing detailing the nature of the request as detailed in Section 3.5.

Municipalities are responsible for exercising due diligence in selecting quality products, consultants and contractors and ensuring that the project is completed in accordance with all applicable municipal bylaws (e.g. permitting and inspections) and the laws of the Province of Alberta.

Step 5: Project Completion Documents and Verification

Once the project is complete, municipalities must notify the MCCAC and provide the applicable project completion documents indicating that the project was completed in accordance with the EVCP Funding Agreement. The project completion document package must be received by the MCCAC within twelve (12) months of signing the EVCP Funding Agreement. All projects must also complete the program evaluation form as provided by MCCAC and outlined in Section 5.1. The required completion items for each project includes:

- 1. A signed EVCP project completion statement, to be provided by MCCAC;
- 2. Final invoices and proof of payment for all expenses outlined in the application;
- 3. Photos of the completed install including photos that show the station is operational. Additional photos of the Canadian certification approval labels such as CSA, ULC or equivalent may also be required; and

4. Proof of public engagement activities which requires satisfaction of the following:
 - a. A media release for the project or any other public engagement activity deemed acceptable by the MCCAC that clearly identifies the full Municipal Climate Change Action Centre name. Examples include municipal news releases via the municipality's website, a project profile in the local newspaper, or event which includes news releases resulting from the project completion;
 - b. Sharing of project details and photographs on municipal social media networks such as Facebook, Twitter, or LinkedIn, as applicable;
 - c. A set of 3 or more high resolution photographs of the EV charging station(s) suitable for use in program marketing and promotion. These photos will be shared publicly via MCCAC's project showcase. Photos with municipal staff are encouraged.
 - d. A brief abstract describing the project and its benefits including one or more quotes from municipal leaders or other municipal representatives, to be used for MCCAC program marketing.
 - e. Completion of the EVCP evaluation survey as outlined in Section 5.1.

Step 6: Disbursement of Funding

After the EVCP Project Completion Statement is executed with all supporting documentation as listed in Step 4, the MCCAC will issue the EVCP rebate payment to the municipality via EFT or cheque within 150 days of projects being verified as complete. The rebate will be based on the actual final purchased and installed project components and eligible expenses listed in the EVCP Project Completion Statement and may differ from the value outlined in the Funding Agreement depending on eligibility and any cost changes throughout the project.

5.0 EVALUATION AND VERIFICATION

5.1 Evaluation Survey

Municipalities will be required to provide feedback on the program implementation processes and operations to help inform the MCCAC's efforts to improve program efficiency and cost-effectiveness, strengthen marketing, sharpen outreach, and increase the satisfaction of program participants. Municipalities will also be asked to help the MCCAC determine the extent to which the program's intended outcomes and objectives are being met.

5.2 Verification

The municipality must submit documentation to establish, to the satisfaction of the MCCAC, that the municipality incurred and paid all eligible expenses reported. All items on an invoice submitted by the municipality must be listed separately, and the cost for each eligible expense must be clearly identified. The municipality must also provide any other documentation requested by the MCCAC. If the municipality fails to provide information within a reasonable time on reasonable notice, as determined by MCCAC, for the audit and evaluation of the project, the municipality may be required to refund all, or a portion of the payments received under the program, as well as forfeit any future payments under the program.

Any municipality receiving grant money under the program may be contacted by the MCCAC or a third-party evaluator retained on behalf of the MCCAC to verify projects or be asked to complete a written, oral, or electronic participant survey.

5.3 Inspection

If an EVCP application is approved, for up to three years following the execution of the EVCP Funding Agreement, the MCCAC or its designees are entitled, at any reasonable time and upon reasonable notice to the municipality, to attend the project site for the purpose of examining items pertinent to the project in order to assess whether the municipality is

in compliance with the EVCP Funding Agreement and program conditions, and to conduct other measurement and verification activities if necessary.

6.0 REMEDIES AND WARRANTIES

6.1 Refunds

The municipality should understand that it must immediately refund to MCCAC any payment received under the program not in accordance with the EVCP Guidebook and the EVCP Funding Agreement upon notice being provided to the municipality by the MCCAC. Failure to make repayment as required by the MCCAC creates a debt owing to the Government of Alberta that can be set-off against any money the Government of Alberta owes to the municipality.

6.2 Right of Set-Off

The municipality should understand that the MCCAC and Alberta Municipalities may set-off against any other grant or amount payable to the municipality under any programs administered by the MCCAC or the Alberta Municipalities any amounts that become repayable by the municipality to the MCCAC or the Alberta Municipalities under the program.

6.3 False or Misleading Information

If the municipality provides any false, misleading, or incomplete information under the program, the municipality should understand it will be required to forgo all rights to benefit from the program.

6.4 Environmental Attributes or Products

“Environmental attributes” means emission offsets, renewable energy certificates, renewable energy credits, and any and all other current or future credits, benefits, emissions reductions, offsets or allowances, however entitled, named, registered, created, measured, allocated or validated:

1. that are at any time recognized or deemed of value, or both, by any buyer, applicable law, or any voluntary or mandatory program of any government or other person and
2. that are attributable to
 - a. generation by the Project and
 - b. the emissions or other environmental characteristics of such generation or its displacement of conventional or other types of energy generation through the avoidance of environmental impacts on air, soil or water, including but not limited to the emission of greenhouse gases.

The municipality or applicant will not register or claim any environmental attributes generated by the project. The municipality or applicant will not transfer or assign any rights, title and interests, if any, in all environmental attributes generated by the project to any person. The municipality or applicant warrants that no environmental attributes generated by the project have been claimed, sold or otherwise transferred to a third party and that no other person has any claim to or ownership of the environmental attributes generated by the project.

6.5 Limitation of Liability

The MCCAC's sole liability is limited to paying the properly qualified rebates specified herein. The municipality acknowledges that any Third-Party Provider or other provider selected by the municipality is not an agent, contractor, or subcontractor of MCCAC. The MCCAC shall have no obligation to maintain, remove, add to or perform any work whatsoever on the EV charging stations or any equipment installed as a part of the program. Neither the Alberta Municipalities, the MCCAC, nor any of their affiliates are or will be liable to the municipality or to any other party for a Third-Party Provider's failure to perform, for failure of the EV charging station to function, for any damage to the municipality's premises caused by the Third-Party Provider, or for any and all damages to property or injuries to persons caused by or arising from any activities associated with the program.

7.0 APPLICATION CHECKLIST

Step 1: Submit the Electric Vehicle Charging Program (EVCP) Expression of Interest

- ☐ Complete and submit an Expression of Interest (EOI).
- ☐ Receive approval to proceed to Step 2 from the MCCAC.

Step 2: Submit the EVCP Application

- ☐ Complete and submit the EVCP application and all required attachments, available for download on the EVCP [webpage](#).

Step 3: Sign the EVCP Funding Agreement

- ☐ Review, sign, and submit the EVCP Funding Agreement issued by the MCCAC upon approval of the EVCP application.

Step 4: Project Completion

- ☐ Start and complete the installation of the EV charging stations.

Step 5: Project Verification

- ☐ Submit all applicable project verification documentation [to contact@mccac.ca](mailto:contact@mccac.ca) or your designated MCCAC representative within twelve (12) months of signing the EVCP Funding Agreement.
- ☐ Complete public engagement activities.
- ☐ Review, sign, and submit the EVCP Project Completion Statement issued by the MCCAC.
- ☐ Complete the program evaluation survey issued by the MCCAC.

Step 6: Disbursement of Funding

- ☐ Receive the EVCP rebate cheque from the MCCAC.

CONTACT US

Questions about the EVCP may be directed to:

Municipal Climate Change Action Centre
300-8616 51 Avenue
Edmonton, AB T6E 6E6
780.433.4431
contact@mccac.ca

Founding partners of the Municipal Climate Change Action Centre



780.433.4431
300-8616 51 Ave. NW
Edmonton, AB T6E 6E6

mccac.ca





**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: **March 22, 2022**

PREPARED BY: **Myron Thompson, CAO**

SUBJECT: **Fire Services Agreement – City of Lacombe**

BACKGROUND:

The Fire Services Departments for the Town of Blackfalds and City of Lacombe have had a long-standing spirit of cooperation in assisting one another in emergency response in times of need. There has not been an agreement in place to date and so each municipality desires to enter into a mutual aid agreement to formalize the process. The respective Fire Chiefs from each municipality have worked together in the development of the mutual aid agreement, which has subsequently been reviewed by Administration. The Town of Blackfalds does currently have fire service agreements in place with Lacombe County, which are scheduled to be reviewed this year.

DISCUSSION:

The proposed mutual aid agreement with the City of Lacombe is specific to fire services within the boundary of each community. The proposed mutual aid agreement follows the *Municipal Government Act (MGA)*, which outlines the ability to provide services in another municipality. Specifically, section 54(1) (a) states that *a municipality may provide any service that it provides within its municipal boundaries in another municipality, but only with an agreement of the other municipality.*

The proposed mutual aid agreement outlines the extent of fire services provided and how these services will be standardized and delivered. The agreement also identifies requirements for equipment maintenance, training, record keeping, reporting and communication. It also outlines a fee schedule that will be utilized to compensate for the municipality providing the assistance.

FINANCIAL IMPLICATIONS:

Any operational costs relative to services provided by the Town in providing assistance to the City of Lacombe will be offset through payments made according to the rate schedule. Similarly, should the Town require the service of the City of Lacombe, the costs associated with the service provided will be reflected in the Town's operational budget.

ADMINISTRATIVE RECOMMENDATION:

- | |
|--|
| <ol style="list-style-type: none">1. That Town Council authorizes Administration to enter into the proposed mutual aid agreement with the City of Lacombe. |
|--|



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

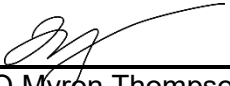
ALTERNATIVES:

- a) That Town Council not authorize entering into the proposed mutual aid agreement with the City of Lacombe.
- b) That Town Council refers this item back to Administration for further information.

Attachments:

- *Draft Mutual Aid Agreement*

Approvals:



CAO Myron Thompson

FIRE SERVICES AGREEMENT

THIS AGREEMENT made effective as of the _____ day of _____, 2022

BETWEEN

TOWN OF BLACKFALDS

a municipal corporation within the meaning of the
Municipal Government Act, R.S.A. 2000 Chapter M-26 (the
"Town")

-and-

CITY OF LACOMBE

a municipal corporation within the meaning of the
Municipal Government Act, R.S.A. 2000 Chapter M-26 (the
"City")

WHEREAS

- (a) The parties provide Fire Services within their own respective boundaries;
- (b) Pursuant to Section 54 of the Municipal Government Act R.S.A. 2000, Chapter M-26, a municipality may provide any service that it provides within its own boundaries in another municipality with the agreement of that other municipality;
- (c) The parties wish to establish suitable terms and conditions for the provision of Fire Services to and on behalf of one another; and
- (d) The respective Councils of the Parties have passed all necessary bylaws or resolutions as required to approve the parties entering into this Agreement;

NOW THEREFORE in consideration of the premises, covenants and provisions herein contained,
THE PARTIES AGREE AS FOLLOWS:

1. DEFINITIONS

- 1.1. "Additional Service Fee" means the additional Service Fees set out in Schedule "B" hereto;
- 1.2. "Agreement" means this Fire Services Agreement together with the following schedules:

Schedule "A"	Response Map;
Schedule "B"	Service Fees; and
Schedule "C"	Hazardous Sites;

- 1.3. **"ATU"** means Alberta Transportation Utilities;
- 1.4. **"City"** means the City of Lacombe and the area within its jurisdictional boundaries, as the context so requires;
- 1.5. **"City Response Area"** means the area of the City shaded in blue on the Response Map;
- 1.6. **"Claims"** means all claims, demands, losses, costs (including legal fees on a solicitor and his own client basis), damages, actions, suits or other proceedings brought, made or prosecuted by any party or entity, resulting from the Parties' performance, purported performance or non-performance of their respective obligations under this Agreement including but not limited to failing to respond to a Fire Call, delay in responding to a Fire Call, any failure of any apparatus or equipment in responding to a Fire Call or the manner in which Fire Services were provided;
- 1.7. **"Emergency"** means a sudden or unexpected happening or occurrence whereby there may be injuries, loss of life, or property damage or the imminent risk of the same including a Fire requiring trained firefighters and associated equipment to use skill and judgment in the suppression of Fire or other property or lifesaving rescue activity but does not include emergency medical first response or fire assist responses to ambulance requests;
- 1.8. **"Fire"** means the burning of any flammable or combustible material or any combustible material in a state of combustion;
- 1.9. **"Fire Call"** means a request for the provision of Fire Services in response to an Emergency;
- 1.10. **"Fire Chief"** means the person holding the office of each Party's Fire Department Chief, or that person's designate, as the context requires;
- 1.11. **"Fire Department"** means the fire service organization through which Fire Services are provided by either Party, as the context requires;
- 1.12. **"Fire Services"** means responding to a Fire Call for the purpose of providing Fire suppression, firefighting, and rescue but does not include emergency medical first responses or fire assist responses to ambulance requests;
- 1.13. **"FOIPPA"** means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-2.5 and its regulations, all as may be amended or replaced from time to time;
- 1.14. **"Hazardous Site"** means those sites described in Schedule "C";
- 1.15. **"Incident Report"** means a written report setting out the particulars of the Fire Services provided in response to a Fire Call and containing such information as is reasonably required by the Fire Chief of the Requesting Party including, but not limited to, such information as total Fire Calls received in respect of an Emergency; address or addresses or location at which Emergency occurred; particulars of the Emergency (narrative report); suspected cause and origin of Fire or Emergency (unconfirmed by investigation); names of all persons involved in the Emergency including the owner or occupant of the premises affected and witnesses to the Emergency; nature of Fire Services provided; list of persons and equipment involved in response and their actions; response times, kilometers traveled; time spent at a Fire Call; and the particulars of any unusual circumstances in respect of the Emergency, Fire Call or the Fire Services provided;
- 1.16. **"Member"** means a duly appointed member of the Fire Department including but not limited to all full time, part time, full time temporary, part time, casual and volunteer firefighters;
- 1.17. **"MGA"** means the Municipal Government Act, R.S.A. 2000, Chapter M-26, and its regulations, all as may be amended or replaced from time to time;
- 1.18. **"Mutual Aid"** means is an agreement amongst emergency responders to land assistance across jurisdictional boundaries providing resources, personnel, teams, equipment, and supplies to another party.
- 1.19. **"Officer"** means the representative appointed by each Party in accordance with this Agreement;
- 1.20. **"Party"** or **"Parties"** means the Town and the City or either of them;
- 1.21. **"Personal Information"** means personal information as that term is defined in FOIPPA;

- 1.22. **"Primary Responder"** means the Fire Department which is primarily responsible for providing Fire Services in response to a Fire;
- 1.23. **"Records"** means records as that term is defined in FOIPPA;
- 1.24. **"Response Map"** means the map attached hereto as Schedule "A";
- 1.25. **"Requesting Party"** means the Party for or on behalf of which Fire Services are provided and includes all persons for whose conduct the Requesting Party is legally responsible including but not limited to the Requesting Party's Fire Department, officials, officers, employees, representatives, volunteers, Fire Chief, Members, contractors, agents, or anyone else engaged by or on behalf of the Requesting Party;
- 1.26. **"Responding Party"** means the Party which provides Fire Services for or on behalf of the other Party and includes all persons for whose conduct the Responding Party is legally responsible including but not limited to the Responding Party's Fire Department, officials, officers, employees, representatives, volunteers, Fire Chief, Members, contractors, agents, or anyone else engaged by or on behalf of the Responding Party.
- 1.27. **"Secondary Responder"** means the Fire Department which provides back-up Fire Services in the event assistance is required by the Primary Responder in respect of a Fire Call;
- 1.28. **"Standard Operating Procedures"** means the standard operating procedures of the parties' respective Fire Departments as described in the City of Lacombe Standard Operating Guidelines and the Town of Blackfalds Fire Department Standard Operating Guidelines, as applicable; and
- 1.29. **"Term"** means the Initial Term and the Renewal Term as established pursuant to Part 2 of this Agreement.
- 1.30. **"Town"** means Town of Blackfalds and the area within its jurisdictional boundaries, as the context so requires; and
- 1.31. **"Town Response Area"** means all areas within the jurisdictional boundaries of the Town.

2. TERM

- 2.1. This Agreement shall commence on the effective date first above written and shall continue for five (5) years (the "Initial Term"). Unless this Agreement is terminated, it shall automatically renew for one (1) additional one (1) year term (the "Renewal Term").
- 2.2. Either Party may terminate this Agreement by providing not less than ninety (90) days' prior written notice to the other Party.
- 2.3. In the event that either Party terminates this Agreement:
 - a. the Parties shall only be liable for payment of the Service Fees owing as at the date of termination; and
 - b. both Parties shall issue public notice of the termination of this Agreement by posting at least one (1) public notice in a local newspaper circulated in the Parties' respective boundaries.
- 2.4. Either Party may change the Service Fees to be charged by that Party by providing the other Party with written notice including a revised Schedule "B" on or before December 1 of any calendar year during the Initial Term.

The new Service Fees shall take effect upon January 1 of the next calendar year in the Initial Term or Renewal Term.

3. DELIVERY OF FIRE SERVICES

- 3.1. Each Party shall provide Fire Services in response to a Fire Call made by the Requesting Party in accordance with the Responding Party's Standard Operating Procedures on a year-round, 24 hours per day, seven days per week basis.
- 3.2. Subject to the terms of this Agreement, the City shall provide Fire Services as the Secondary Responder within the Town Response Area upon a request made by the Town.
- 3.3. Subject to the terms of this Agreement, the Town shall provide Fire Services as the Secondary Responder within the City Response Area upon a request made by the City;
- 3.4. Each Party shall, with respect to the portion of the Response Area located within its jurisdictional boundaries:
 - a. design and maintain a comprehensive map system including a location code reference system;
 - b. use reasonable efforts to educate its members of the public in the Response Area as to the appropriate manner of making a Fire Call, including the name, location code reference, and any other information appropriate to the circumstances or request, by issuing written notices to all properties on at least an annual basis and by issuing a public notice in a newspaper of general circulation in their respective Response Area on an annual basis;
 - c. use reasonable effort to ensure that proper road signage is in place and maintained within the Response Area from which the Responding Party can take direction en route to an Emergency;
 - d. use reasonable effort to provide the following detailed information to the other Party, to the extent that it has actual knowledge of such information:
 - i. suitability of the water supply in the Response Area for Fire Services having regard to the equipment and requirements and the level of risk in the particular area;
 - ii. any new developments occurring within the Response Area including any applications for development or subdivision which may increase the demand for

Fire Services or the level of risk in providing Fire Services;

- iii. access routes to and within the Response Area;
- iv. the location of buildings, structures, or lands on or at which hazardous substances or materials are used or stored, including the nature of the hazardous substances; and
- v. any land use or occupancy information in the Response Area which may increase the demand for Fire Services or the level of risk in providing Fire Services, including without limitation multi-family developments, nursing homes, medical facilities, and seniors' lodges.

3.5. In the event that, as a result of information provided to a Party as set out in Paragraph 3.4(d), in the reasonable opinion of that Party's Fire Chief any occupancy, construction or development materially affects or has the potential to materially affect the ability of that Party to provide Fire Services to the property, structure, building or area, that Party may withhold Fire Services to that location until the other Party is able to address the issues and concerns identified by the Fire Chief, to the Fire Chiefs reasonable satisfaction.

3.6. Each Party shall:

- a. maintain adequate levels of properly trained and skilled personnel and equipment to provide Fire Services in accordance with this Agreement;
- b. provide each other with copies of all applicable bylaws and policies enacted or adopted by the respective parties, including their Standard Operating Procedures, as such bylaws or policies that are enacted, amended, or replaced from time to time;
- c. after responding to a Fire Call, complete an Incident Report and provide the other Party with a copy of the Incident Report within THIRTY (30) days of the Fire Call or such other time period as may be agreed in writing between the Parties;
- d. respond to, and attend at, the location which is the subject of a Fire Call as soon as practicable giving proper consideration to current road and weather conditions and the applicable standards in that Party's Standard Operating Procedures, except as otherwise provided in this Agreement;
- e. obtain and maintain in good standing at its own expense all necessary licenses, permits and other authorizations in order to permit it to carry out its obligations pursuant to this Agreement;
- f. perform all administrative, accounting and record-keeping functions relating to the proper discharge of its obligations pursuant to this Agreement;
- g. comply with all applicable statutes, regulations, and by-laws in carrying out its obligations pursuant to this Agreement, including without limitation maintaining coverage under the Workers' Compensation Act and complying with all Occupational Health and Safety Act requirements;
- h. ensure that its Members, employees, and any other persons for whom that Party is responsible complies with this Agreement;
- i. permit the other Party, at any reasonable time, to inspect the equipment utilized to provide the Fire Services in accordance with this Agreement, including inspecting and taking copies of any inspection reports;
- j. ensure that all equipment utilized to provide Fire Services in accordance with this Agreement is properly serviced and maintained and is in good working order;

- k. not to make any public statements nor communicate with the media in respect of Fire Services provided in accordance with this Agreement except with the written authorization of the other Party;
- l. meet with the other Party on at least a quarterly basis, or such other schedule as may be agreed by the Parties in writing, to discuss data analysis, operational planning, reporting, quality monitoring and risk management improvement initiatives; and
- m. appoint an Officer(s) who may be reached by telephone 24 hours per day, 7 days per week, 365 days per year.

4. LIMITATION OF FIRE SERVICES

- 4.1. Notwithstanding any other provision in this Agreement, at all times during the Term, the Parties' respective Fire Chiefs retain full discretion of provision of Fire Services by that Party's Fire Department, and may make any decision he/she deems appropriate with respect to the delivery of Fire Services during a Fire Call including making the decision not to respond to a Fire Call in situations including but not limited to the following:
- a. the Fire Department's Members, vehicles, apparatus and/or equipment are involved on another call;
 - b. in the reasonable opinion of the Fire Chief, there are circumstances or conditions which may compromise the safety of the Responding Party's Fire Department's Members and/or equipment/apparatus beyond the acceptable level of risk pursuant to the Responding Party's Standard Operating Procedures;
 - c. in the reasonable opinion of the Fire Chief, the infrastructure involved on the Fire Call is inadequate for the Responding Party's Fire Department to safely provide Fire Services at the site of the Emergency.
 - d. in the reasonable opinion of the Fire Chief, the Responding Party does not have the ability to provide the necessary resources to respond to the Fire Call effectively and safely in accordance with that Party's Standard Operating Procedures; or
 - e. the Fire Call involves a Hazardous Site listed in Schedule "C".
- 4.2. If the Responding Party elects not to respond to a Fire Call from the Requesting Party in accordance with this Agreement, the Responding Party shall immediately notify the dispatcher of the Requesting Party.

5. GENERAL FIRE SERVICE PROVISIONS:

- 5.1. Each Party acknowledges that dispatch services are not within the scope of this Agreement.
- 5.2. Subject to Paragraph 4.1, the Requesting Party's Fire Chief shall have the authority to determine how Fire Service resources are deployed and shall be responsible for overall incident command, all in accordance with the Requesting Party's applicable Standard Operating Procedures.
- 5.3. The Parties will provide Fire Services under this Agreement from existing stations and facilities. Nothing in this Agreement shall be interpreted as requiring either Party to construct any new facilities or fire stations.
- 5.4. Each Party's Fire Chief and Members shall remain employees or volunteers of that Party notwithstanding that those persons might respond to Fire Calls within the other Party's boundaries. Each Party shall be solely responsible for the payment of all salaries, honorariums, expenses, and other remunerations relating to that Party's Fire Chief, Members and other Fire Department personnel related to the provision of Fire Services pursuant to this Agreement.

- 5.5. Each Party shall retain full ownership, title and control of that Party's Fire Department's vehicles, equipment and apparatus and is solely responsible for the maintenance, replacement, certification and insurance of those vehicles, equipment, and apparatus.

6. SERVICE FEES

- 6.1. Service Fees for responding personnel and apparatus will be charged out at not less than a one (1) hour minimum.
- 6.2. Each Party shall issue an invoice to the other Party on a monthly basis for all applicable Service Fees, and the other Party shall pay such invoice within thirty (30) days of receipt.
- 6.3. The Responding Party may seek recovery of third-party fees/costs incurred in the provision of Fire Services within the Requesting Party's boundaries only if approved in writing by the Requesting Party's Fire Chief.
- 6.4. A Responding Party may only charge the Requesting Party additional fees for provision of supplementary equipment, materials, supplies or personnel with the prior approval of Requesting Party's Fire Chief.
- 6.5. In the event of a joint response on primary and secondary highways, each Responding Party will recover costs for their Fire Department response only.
- 6.6. Subject to Paragraph 6.3, neither Party will charge for services or recover costs from a third party for responding to Emergencies outside that Party's own boundaries.

7. LIMITATION OF LIABILITY AND INDEMNIFICATION

- 7.1. The Parties agree that Fire Services provided under this Agreement by the Responding Party are at the request of and on behalf of the Requesting Party and, accordingly, unless otherwise specifically provided for in this Agreement, all risk and liability, of whatever nature and kind, arising out of the provision of Fire Services by the Responding Party to the Requesting Party shall be borne by the Requesting Party.
- 7.2. The Requesting Party hereby releases the Responding Party from all Claims unless such Claims arise directly as a result of the negligence or willful misconduct of the Responding Party.
- 7.3. The Requesting Party shall indemnify and hold harmless the Responding Party from and against any and all liability arising from Claims that are in any way attributable to the Responding Party's provision of Fire Services pursuant to this Agreement, including but not limited to a delay in response or refusal to respond to a Fire Call, unless the Claims arise directly as a result of the negligence or willful misconduct of the Responding Party.
- 7.4. Each Party shall indemnify and hold harmless the other Party from any and all Claims arising directly as a result of that Party's negligence or willful misconduct related to the discharge of that Party's obligations under this Agreement including but not limited to the unauthorized use or disclosure of any Records or Personal Information.
- 7.5. Notwithstanding any other provision within this Agreement, the Responding Party hereby releases, indemnifies, and holds harmless the Requesting Party from any Claims resulting from the death of or injury to any of the Responding Party's Members resulting from the Responding Party's response to a Fire Call. The Responding Party shall assume all liability and responsibility for any injury or death resulting to any of its Members during a Fire Call.
- 7.6. Notwithstanding any other provision within this Agreement, the Responding Party hereby releases, indemnifies, and holds harmless the Requesting Party from any Claims relating to any damage or injury caused to or by the Responding Party's vehicles, equipment or apparatus resulting from the

Responding Party's response to a Fire Call. The Responding Party shall assume all liability and responsibility for any damage caused to or by its own apparatus while in route to or returning from the Emergency location.

7.7. The Requesting Party shall in no way be deemed liable or responsible for the personal property of Responding Party Members which may be lost, stolen or damaged while responding to a Fire Call pursuant to this Agreement.

7.8. The indemnity set out in this Part 7 shall include without limitation any Claim that is not covered by insurance or, if insured, is under-insured. The obligation to maintain insurance as stated in Part 8 shall not detract from the indemnification obligations established in this Part 7.

7.9. The provisions of this Part 7 shall survive the expiration of the Term or the termination of this Agreement.

8. INSURANCE

8.1. Throughout the Term of this Agreement, each Party, at its own expense, shall acquire and maintain in full force and effect, the following minimum insurance coverage with insurers authorized within the Province of Alberta to issue insurance policies in Alberta:

a. Commercial General Liability insuring against third party Property Damage, Bodily Injury (including death), and Personal Injury, including Products and Completed Operations Liability for an amount of not less than TEN MILLION DOLLARS (\$10,000,000) per occurrence. Such insurance shall also include provision for:

- i. A broad form Contractual Liability Clause,
- ii. A Non-Owned Automobile Liability extension which incorporates
 - A. Contractual Liability Endorsement S.E.F. 96, and
 - B. Legal Liability for Damage to Hired Automobile Endorsement;

b. Automobile Liability insuring against Bodily Injury, and Property Damage Liability arising from the use and operation of all vehicles owned, licensed, or leased in the performance of the Fire Services (including liability for attached equipment if not contemplated by Commercial General Liability above) with no less than a Five Million Dollars (\$5,000,000) per occurrence limit.

8.2. Each Party shall insure its own vehicles, equipment, and apparatus against direct physical loss in an amount suitable to them.

8.3. Either Party may request reasonable evidence of required insurance at any time during the Term of this Agreement and the other Party shall provide evidence within thirty (30) days of receipt of the request.

8.4. Failure to procure and maintain insurance requirements stated in Paragraph 8.1 shall constitute a default under this Agreement.

9. FOIPPA

9.1. All Records and Personal Information related to this Agreement and created, compiled, collected, maintained, or obtained by the Responding Party while providing Fire Services to the Requesting Party is the property of the Requesting Party and is subject to the complete control of the Requesting Party irrespective of custody.

9.2. A Responding Party will provide to the Requesting Party any and all Records which are subject to the Requesting Party's control within 15 calendar days of receipt of a request by the Responding Party, at the expense of the Requesting Party.

9.3. Within thirty (30) days of the termination of this Agreement or expiry of the Term, each Party will

provide to the other Party any and all Records which are subject to the other Party's control, at the expense of the Party providing the Records.

- 9.4. The Parties acknowledge and agree that FOIPPA, subject to legislation to the contrary, applies to all Records and Personal Information relating to, or obtained, generated, compiled, collected, or provided under or pursuant to this Agreement.
- 9.5. Each Party shall maintain any Personal Information obtained while performing its obligations in this Agreement in accordance with FOIPPA, and will not collect, handle, use or disclose such Personal Information except in accordance with FOIPPA.
- 9.6. The Parties will not collect any Personal Information from individuals within the jurisdiction of the other Party unless the collection is authorized under this Agreement or the collection is expressly authorized by the other Party in writing in advance of any collection taking place.
- 9.7. Each Party shall ensure that its officials, officers, employees, representatives, volunteers, Fire Chief, Members, contractors, agents, or anyone else engaged by or on behalf of the Party to carry out this Agreement complies with this Part 9.

10. GENERAL

- 10.1. This Agreement shall be construed and governed by the laws of the Province of Alberta and the laws of Canada applicable therein and the parties hereto irrevocably attorn to the exclusive jurisdiction of the Courts of the Province of Alberta.
- 10.2. This Agreement is made subject to all applicable provisions of relevant legislation, regulations, and bylaws relating to Fire Services and apparatus and equipment outside of the corporate limits of a municipality.
- 10.3. The duties, obligations and liabilities of the Parties are intended to be separate, not joint or collective. Nothing in this Agreement is intended to create a partnership of any kind. Each Party hereto is individually responsible for its own conduct and obligations as set out in this Agreement or otherwise agreed to and confirmed in writing.
- 10.4. No interest in this Agreement may be assigned without the prior written consent of the Parties hereto. No party may be added as a party to this Agreement without the prior written consent of the Parties hereto.
- 10.5. Whether or not so stipulated herein, all notices, communication, requests, statements, and invoices (the "Notice") required or permitted hereunder shall be in writing. Notice shall be served by one of the following means:
 - a. personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally, delivered Notice shall be deemed received when actually delivered as aforesaid and addressed as specified in sub-Article (c) below; or
 - b. by telecopy or by any other electronic method by which a written message may be sent, printed, and directed to the party on whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - (i) upon transmission with answer back confirmation if received within the normal working hours of the business day; or
 - (ii) at the commencement of the next ensuing business day following transmission with answer back confirmation thereof; or
 - c. by mailing via first class registered post, postage prepaid, to the party on whom it is served. Notice so served shall be deemed to be received THREE (3) days after the date it is postmarked.

In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.

Address for Notices (Town)

Town of Blackfalds
P.O. Box 220
5018 Waghorn Street
Blackfalds, AB T0M 0J0

Phone: (403) 885-6255
E-mail: mthompson@blackfalds.ca
Attn: CAO

Address for Notices (City)

City of Lacombe
5432 56 Avenue
Lacombe, AB T4L-1E9
Phone: (403) 782-6666
Attention: CAO

Or such other address as may be communicated in writing by the Parties from time to time.

10.6. Other notices may be reported as follows:

- a. Incident Report forms to the Town shall be delivered by the City via email or facsimile at (403) 885-5499 and marked Attention: Fire Chief,
- b. Incident Report forms to the City shall be delivered by the Town via email or facsimile at (403) 782-0131 and marked Attention: Fire Chief,
- c. The Town's Officer may be reached through Red Deer Emergency Services;
- d. The City's Officer may be reached through Red Deer Emergency Services; and
- e. Each Party may change the contact information provided in this Paragraph 10.5 upon written notice to the other.

10.7. A waiver by any Party hereto of the strict performance of the other Party of any covenant or provision of this Agreement will not of itself constitute a waiver of any subsequent breach of such covenant or provision or of any other covenant, provision, or term of this Agreement.

10.8. Each of the Parties from time to time and at all times will do all such further acts and execute and deliver all such further documents and assurances as may be reasonably required in order to fully perform and carry out the terms of this Agreement.

10.9. The Parties agree that this Agreement may be amended from time to time in writing upon mutual agreement to do so to give effect to the intention of the Parties as the circumstances at the time may require.

10.10. Any dispute between the Parties hereto as to the interpretation of, subject matter of, or in any way related to, this Agreement is to be resolved by the Parties attempting to reach a fair and equitable resolution by using, in good faith, one or more of the following means, in the order listed, until a

resolution is arrived at. The means to be used are:

- a. negotiation;
- b. mediation;
- c. arbitration; or
- d. legal proceedings in a court of competent jurisdiction.

Except for the purposes of preserving a limitation period or obtaining an appropriate interim order or remedy where necessary, unless otherwise agreed to in writing by the parties, it is a condition precedent to the bringing of any legal proceedings that the means or procedures in this clause have been used and followed in good faith. With respect to mediation, unless otherwise agreed to in writing, mediation will be in accordance with the procedures of The ADR Institute of Canada, Inc. (hereinafter sometimes referred to as the "Institute"), using as mediator a third-party neutral person, either mutually agreed to by the Parties, or if the Parties are unable to agree as selected by the Institute. With respect to arbitration, unless otherwise agreed to in writing by both Parties, arbitration is to be by way of a single arbitrator pursuant to the Arbitration Act, R.S.A. 2000 Chapter A-43.

- 10.11. Neither Party will be liable to perform its obligations pursuant to this Agreement if prevented from doing so by circumstances beyond that Party's control including but not limited to strikes, riots, civil disturbances, or Acts of God.
- 10.12. Terms, provisions, covenants, and conditions contained in this Agreement which, by their nature or the terms thereof, require performance by the Parties after the expiration or termination of this Agreement shall continue in full force and effect following such expiry or termination including, without limitation, any indemnification provisions.
- 10.13. The Parties agree that they have expressed herein their entire understanding and agreement concerning the subject matter of this Agreement.
- 10.14. The recitals set out at the beginning of this document and the schedules attached hereto are hereby made part of this Agreement.

IN WITNESS WHEREOF the parties hereto have caused to be hereto affixed their respective corporate seals attested by the signatures of their respective duly authorized signing officers, as of the day and year first above written.

Town of Blackfalds

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized of Authorized Representative

Date

City of Lacombe

Signature of Authorized Representative

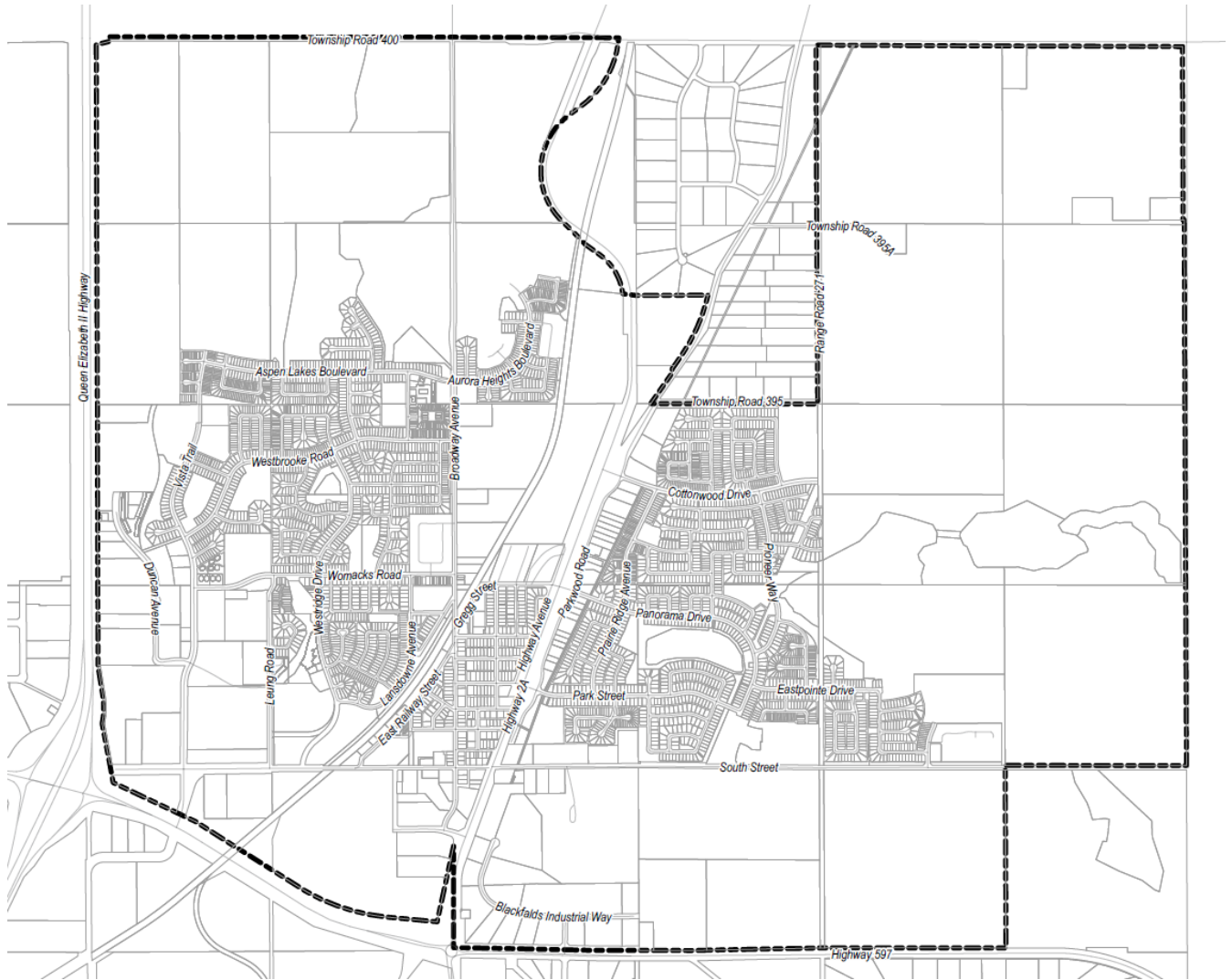
Printed Name of Authorized Representative

Title of Authorized of Authorized Representative

Date

SCHEDULE "A"
RESPONSE MAPS

Town of Blackfalds Boundary Area



SCHEDULE "B"

SERVICE FEES

It is agreed that:

1. Either Party may call for a standby response when an Emergency arises that requires the commitment of all available resources.
2. Standby response will be deemed to be "Mutual Aid" and be provided at no charge. Mutual Aid only exists as long as Fire Department Members and equipment are not dispatched or utilized for response to a Fire Call in the other Party's jurisdiction. Mutual Aid without compensation is solely for the basis of providing coverage.
3. If apparatus and manpower are dispatched to or utilized at a Fire Call within the other Party's jurisdiction, it is no longer considered Mutual Aid and costs will be incurred at the following rate:

The per hour apparatus cost will be based on the current ATU (Alberta Transportation Units) rate (minimum 1 hour);

Example of the 2021 rates shown in the table below and are subject to change as per ATU.

Resource Type	Staffing	Per Hour Cost
Engine	4 Firefighters	\$630
Aerial	4 Firefighters	\$630
Tender	2 Firefighters	\$630
Rescue	4 Firefighters	\$630
Bush Buggy	2 Firefighters	\$185
Command Units	1 Chief Officer	\$185

Cost of additional responding personnel if requested and respond to the scene.

Rates are subject to change annually due to Cost-of-Living increase and or policy changes. Refer to current rates.

Blackfalds Fire Department Compensation Rates (Effective January 1, 2022)

Firefighter Position Class	Emergency Response Pay
Captain	\$28.43
Lieutenant	\$26.32
Class A	\$23.35
Fire Fighter	\$19.25
Rookie Firefighter	\$18.01
Probie/New Recruit	\$15.81

Lacombe Fire Department Compensation Rates (Effective January 1, 2022)

Member Position Class	Emergency Response Hourly Rate
Chief, Deputy	\$32.33
Captain	\$30.16
Chaplain	\$30.16
Lieutenant	\$27.94
Engineer	\$25.70
1 st Class Firefighter	\$23.44
2 nd Class Firefighter	\$21.24
3 rd Class Firefighter	\$18.99
4 th Class Firefighter	\$16.76
Training Recruit	\$15.00

4. Actual cost of any consumables used i.e., foam, spill products, replacement blades, etc.
5. Actual cost for replacement and or repairs to damaged equipment from use at an incident.

SCHEDULE "C"
HAZARDOUS SITES

None noted at time of Agreement



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: March 22, 2022

PREPARED BY: Ken Morrison, Emergency Management & Protective Services Manager

SUBJECT: RCMP Annual Performance Plan (APP) 2022/2023

BACKGROUND:

Annually, the RCMP reach out to their stakeholders and review the policing priorities to form its focus for the coming year. The RCMP puts the responsibility on each detachment to develop priorities specific to their communities. Initiatives and activities are then planned within the priorities and tracked by the Detachment to help them achieve success in these areas as well for ease of reporting to communities. This completed document (APP) sets out objectives with goals that can be measured. The Detachments set priorities in their boundaries which reflect the trends they have been seeing within their communities.

Traditionally, the Blackfalds RCMP meet with all stakeholders in February or March to discuss the current pressures of each community with shared, agreed upon priorities for the coming year.

The number of priorities is usually kept low to ensure it is something which can be accomplished within the time frame and resources they have. The Detachment must report to the RCMP quarterly on the status of their priorities and the level of completion. The Town Council receives quarterly reports from the local Detachment Commander pertaining to the priorities selected.

In 2021, Policing priorities were brought before Council and three priorities were agreed upon: Police & Community Relations, Safe Roads, and Property Crime. These were developed based on what the municipality and RCMP were seeing as concerns over the past year. The RCMP have focused on these areas over the past year and have been very successful in their work. COVID-19 affected some of their work in these areas due to the restrictions put in place because of the pandemic. The RCMP were still able to meet with stakeholders on a regular basis throughout the year and conducted many traffic operations in efforts to ensure the streets were safe. With the work of the Detachment and their GIS unit they have had a successful year in targeting prolific offenders and property crime.

On March 16th, the Policing Committee met with the Detachment Commander S/Sgt. Dan Martin being present. The annual priorities were discussed at length and the Committee put forward the following recommended priorities for the 2022/2023 year.

1. Traffic Enforcement
2. Community Relations
3. Theft of Motor Vehicles



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

DISCUSSION:

Policing priorities should address current trends the community is seeing in their policing needs. The APP is a formal operational plan that involves a partnership between the RCMP and the Town of Blackfalds as well as other communities the Blackfalds RCMP serve. It is an opportunity for the Town to provide their direct input into areas they want to see the RCMP focus their resources and policing services.

Vehicle Theft remains a concern within Central Alberta and is a crime which occurs frequently. We have begun to see an increase in the first two months of 2022. This has been a focus for the RCMP over the past year, with many operations conducted and offenders arrested, however, it remains a problem.

Community Relations, with COVID-19 restrictions now lifted this provides an opportunity for the RCMP to engage with the community once again. Blackfalds RCMP have done excellent work in communicating with stakeholders, Councils, volunteer groups and such however the pandemic has hampered them from actively engaging with the public in more in-depth community relations. Focus on **community relations** will allow them to develop initiatives to enhance this relationship with community residents. One of the key advantages found in community policing initiatives is a reduction in fear of the police. Police-community relations have been shown to have a positive effect towards crime reduction overall and would be a good recommendation for the police to focus on within our community.

Traffic Enforcement continues to be something community residents bring forward wanting to see more of. We know an increase in traffic enforcement does lead to safer roads. Enforcement combined with education has been shown in many communities to increase road safety. Increasing presence through traffic enforcement initiatives, can work to build the relationship and trust of the police as they are seen throughout the community. By increasing focus on enforcement/education initiatives we may see a decrease in the number of collisions occurring within our community as well.

It is important to note the RCMP to support the priorities put in place, will develop objectives and initiatives to assist in reaching these goals. The initiatives they develop will be focused on accomplishing the goals put in place through the priorities.

By encouraging the police to have Community Relations, Traffic Enforcement and Vehicle Theft as priorities, we may see the effects on our residents, building an overall stronger feeling of safety and better relations through the building of trust.

FINANCIAL IMPLICATIONS:

Minimal.



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

ADMINISTRATIVE RECOMMENDATION:

That Council accepts the recommendation of Administration in identifying the RCMP three policing priorities for the 2022 year as Community Relations, Traffic Enforcement and Vehicle Theft.


ALTERNATIVES:

- A) That Council determines alternate policing priorities to be submitted to RCMP Detachment Commander.
- B) That Council refer this item back to Administration for further action.

ATTACHMENTS:

- *RCMP January to February 2018– 2022 statistics*

Approvals:



CAO Myron Thompson



Department Director/Author



Blackfalds Municipal Detachment Crime Statistics (Actual) January to February: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

March-08-22

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	1	2	0	0	N/A	N/A	-0.1
Sexual Assaults		2	0	1	2	1	-50%	-50%	0.0
Other Sexual Offences		0	0	0	1	0	N/A	-100%	0.1
Assault		15	9	15	8	10	-33%	25%	-1.1
Kidnapping/Hostage/Abduction		0	2	0	0	0	N/A	N/A	-0.2
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		8	2	6	1	6	-25%	500%	-0.5
Uttering Threats		7	1	6	8	7	0%	-13%	0.7
TOTAL PERSONS		32	15	30	20	24	-25%	20%	-1.1
Break & Enter		4	28	6	4	5	25%	25%	-2.2
Theft of Motor Vehicle		5	11	7	0	9	80%	N/A	-0.3
Theft Over \$5,000		0	1	0	0	1	N/A	N/A	0.1
Theft Under \$5,000		12	23	19	15	10	-17%	-33%	-1.2
Possn Stn Goods		12	10	2	4	3	-75%	-25%	-2.4
Fraud		3	9	9	3	3	0%	0%	-0.6
Arson		0	0	1	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	0	14	10	10	N/A	0%	3.0
Mischief - Other		21	18	6	5	5	-76%	0%	-4.5
TOTAL PROPERTY		57	100	64	41	46	-19%	12%	-8.1
Offensive Weapons		2	3	4	6	0	-100%	-100%	-0.1
Disturbing the peace		2	6	4	5	2	0%	-60%	-0.1
Fail to Comply & Breaches		11	10	5	2	5	-55%	150%	-2.0
OTHER CRIMINAL CODE		6	4	8	7	6	0%	-14%	0.3
TOTAL OTHER CRIMINAL CODE		21	23	21	20	13	-38%	-35%	-1.9
TOTAL CRIMINAL CODE		110	138	115	81	83	-25%	2%	-11.1



Blackfalds Municipal Detachment
Crime Statistics (Actual)
January to February: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

March-08-22

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		5	2	3	1	1	-80%	0%	-0.9
Drug Enforcement - Trafficking		0	0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		5	2	3	2	1	-80%	-50%	-0.8
Cannabis Enforcement		0	0	1	0	1	N/A	N/A	0.2
Federal - General		2	0	0	0	1	-50%	N/A	-0.2
TOTAL FEDERAL		7	2	4	2	3	-57%	50%	-0.8
Liquor Act		0	0	3	0	0	N/A	N/A	0.0
Cannabis Act		0	0	0	2	0	N/A	-100%	0.2
Mental Health Act		9	12	14	7	9	0%	29%	-0.5
Other Provincial Stats		11	17	16	13	14	27%	8%	0.2
Total Provincial Stats		20	29	33	22	23	15%	5%	-0.1
Municipal By-laws Traffic		2	2	3	5	1	-50%	-80%	0.1
Municipal By-laws		13	5	9	8	9	-31%	13%	-0.5
Total Municipal		15	7	12	13	10	-33%	-23%	-0.4
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	1	1	1	2	0%	100%	0.0
Property Damage MVC (Reportable)		13	20	27	18	35	169%	94%	4.2
Property Damage MVC (Non Reportable)		5	3	3	1	3	-40%	200%	-0.6
TOTAL MVC		20	24	31	20	40	100%	100%	3.6
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total Provincial Traffic		51	42	62	41	33	-35%	-20%	-3.7
Other Traffic		0	0	0	1	0	N/A	-100%	0.1
Criminal Code Traffic		9	4	9	6	4	-56%	-33%	-0.8
Common Police Activities									
False Alarms		20	15	6	6	5	-75%	-17%	-3.9
False/Abandoned 911 Call and 911 Act		1	3	5	2	6	500%	200%	0.9
Suspicious Person/Vehicle/Property		28	23	31	27	15	-46%	-44%	-2.2
Persons Reported Missing		3	3	5	6	0	-100%	-100%	-0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		26	17	32	20	28	8%	40%	0.7
Form 10 (MHA) (Reported)		0	0	1	2	3	N/A	50%	0.8



Blackfalds Municipal Detachment Crime Statistics (Actual) February: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

March-08-22

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	2	0	0	N/A	N/A	0.0
Sexual Assaults		2	0	0	1	0	-100%	-100%	-0.3
Other Sexual Offences		0	0	0	1	0	N/A	-100%	0.1
Assault		6	7	11	4	6	0%	50%	-0.3
Kidnapping/Hostage/Abduction		0	2	0	0	0	N/A	N/A	-0.2
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		3	1	3	1	5	67%	400%	0.4
Uttering Threats		0	0	3	3	4	N/A	33%	1.1
TOTAL PERSONS		11	10	19	10	15	36%	50%	0.8
Break & Enter		1	9	4	2	3	200%	50%	-0.3
Theft of Motor Vehicle		2	4	5	0	2	0%	N/A	-0.4
Theft Over \$5,000		0	1	0	0	0	N/A	N/A	-0.1
Theft Under \$5,000		5	7	12	7	5	0%	-29%	0.0
Possn Stn Goods		6	4	1	1	1	-83%	0%	-1.3
Fraud		2	5	6	1	3	50%	200%	-0.2
Arson		0	0	1	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	0	7	3	5	N/A	67%	1.3
Mischief - Other		7	9	3	4	2	-71%	-50%	-1.5
TOTAL PROPERTY		23	39	39	18	21	-9%	17%	-2.5
Offensive Weapons		0	0	2	0	0	N/A	N/A	0.0
Disturbing the peace		0	2	2	1	1	N/A	0%	0.1
Fail to Comply & Breaches		4	3	2	0	2	-50%	N/A	-0.7
OTHER CRIMINAL CODE		2	4	3	3	5	150%	67%	0.5
TOTAL OTHER CRIMINAL CODE		6	9	9	4	8	33%	100%	-0.1
TOTAL CRIMINAL CODE		40	58	67	32	44	10%	38%	-1.8



Blackfalds Municipal Detachment
Crime Statistics (Actual)
February: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

March-08-22

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	1	N/A	N/A	0.2
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	0	0	0	1	N/A	N/A	0.2
Cannabis Enforcement		0	0	1	0	1	N/A	N/A	0.2
Federal - General		1	0	0	0	1	0%	N/A	0.0
TOTAL FEDERAL		1	0	1	0	3	200%	N/A	0.4
Liquor Act		0	0	2	0	0	N/A	N/A	0.0
Cannabis Act		0	0	0	1	0	N/A	-100%	0.1
Mental Health Act		2	9	6	2	4	100%	100%	-0.3
Other Provincial Stats		8	5	8	3	5	-38%	67%	-0.8
Total Provincial Stats		10	14	16	6	9	-10%	50%	-1.0
Municipal By-laws Traffic		0	1	1	4	0	N/A	-100%	0.3
Municipal By-laws		8	1	7	3	4	-50%	33%	-0.6
Total Municipal		8	2	8	7	4	-50%	-43%	-0.3
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	1	0	0	0	-100%	N/A	-0.5
Property Damage MVC (Reportable)		6	7	14	15	18	200%	20%	3.2
Property Damage MVC (Non Reportable)		1	2	2	0	3	200%	N/A	0.2
TOTAL MVC		9	10	16	15	21	133%	40%	2.9
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total Provincial Traffic		22	16	43	35	21	-5%	-40%	1.7
Other Traffic		0	0	0	0	0	N/A	N/A	0.0
Criminal Code Traffic		4	3	7	3	3	-25%	0%	-0.2
Common Police Activities									
False Alarms		9	8	5	2	0	-100%	-100%	-2.4
False/Abandoned 911 Call and 911 Act		1	2	1	1	2	100%	100%	0.1
Suspicious Person/Vehicle/Property		13	14	15	7	5	-62%	-29%	-2.3
Persons Reported Missing		2	1	3	2	0	-100%	-100%	-0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		17	8	13	10	16	-6%	60%	0.0
Form 10 (MHA) (Reported)		0	0	1	0	1	N/A	N/A	0.2



Blackfalds Municipal Detachment

Crime Statistics (Actual)

January to February: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

March-08-22

Category	Trend	2018	2019	2020	2021	2022	FLAG
Theft Motor Vehicle (Total)		5	11	7	0	9	Within Norm
Auto		0	1	2	0	3	Issue
Truck		4	6	2	0	5	Within Norm
SUV		0	1	2	0	0	Within Norm
Van		0	1	0	0	0	Within Norm
Motorcycle		0	0	0	0	0	Within Norm
Other		1	0	1	0	0	Within Norm
Take Auto without Consent		0	2	0	0	1	Within Norm
Break and Enter (Total)*		4	28	6	4	5	Within Norm
Business		0	5	1	1	2	Within Norm
Residence		3	19	4	3	2	Within Norm
Cottage or Seasonal Residence		0	0	1	0	0	Within Norm
Other		1	4	0	0	1	Within Norm
Theft Over & Under \$5,000 (Total)		12	24	19	15	11	Within Norm
Theft from a motor vehicle		2	9	5	4	4	Within Norm
Shoplifting		0	1	5	1	0	Within Norm
Mail Theft (includes all Mail offences)		1	0	0	1	0	Within Norm
Theft of bicycle		0	0	1	2	1	Within Norm
Other Theft		10	14	8	7	6	Within Norm

Mischief To Property		21	18	20	15	15	Within Norm
Suspicious Person/ Vehicle/ Property		28	23	31	27	15	Within Norm
Fail to Comply/Breach		11	10	5	2	5	Within Norm
Wellbeing Check		2	10	9	8	13	Issue
Mental Health Act		9	12	14	7	9	Within Norm
False Alarms		20	15	6	6	5	Within Norm

Traffic	Trend	2018	2019	2020	2021	2022	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		0	0	0	1	0	Within Norm
Occupant Restraint/Seatbelt Violations*		0	0	3	2	1	Within Norm
Speeding Violations*		6	8	6	1	2	Within Norm
Intersection Related Violations*		3	2	3	3	6	Issue
Other Non-Moving Violation*		15	12	16	7	10	Within Norm
Pursuits**		0	0	0	1	1	Issue
Other CC Traffic**		1	1	1	1	2	Issue

Actual" *Reported"

Categories flagged with "Issue" only indicate that the current number of offences are higher the statistical norm based on previous years.

March-08-22

March-08-22[illegible]

March-08-22

March-08-22[illegible]



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: March 22, 2022

PREPARED BY: Sue Bornn, FCSS Manager

PRESENTED BY: Myron Thompson, CAO

SUBJECT: National Volunteer Week April 24-30, 2022

BACKGROUND:

National Volunteer Week for 2022 will take place from April 24-30. This week is set aside each year to honour and thank volunteers across Canada for the time and energy they contribute to causes that benefit their communities.

The National Volunteer Week theme for 2022, Volunteering is Empathy in Action, affirms the strong connection between volunteerism and empathy. This profoundly human connection is at the heart of healthier individuals and stronger communities. This past year, we continued to see people supporting family, friends, neighbours, and strangers, people standing up to systemic racism, and people sharing insights on how to create a more just and equitable society. We recognize the value of the caring and compassion that each one has shown another, and we recognize the power of people, organizations, and sectors working together.

National Volunteer Week is also an opportunity to promote the benefits of volunteering to individuals and society. On April 13th it is our intention to offer recognition to our award recipients at our 2022 Volunteer Recognition Awards presentation. All nominees and everyone who volunteered with the Town of Blackfalds will be invited to attend one of two Community Volunteer Movie Nights.

DISCUSSION:

As a municipality we have celebrated National Volunteer Week for many years. This year outstanding community volunteers will be recognized and appreciated through our municipally hosted Volunteer Awards Presentation and Community Volunteer Movie Nights, FCSS Volunteer Newsletter, community displays at the Abbey Centre and FCSS, and local media throughout the month of April. Blackfalds is full of many very community minded, generous individuals who work hard to build a strong foundation for our future, and it is exciting to be able to share about 'Volunteering is Empathy in Action' during National Volunteer Week.

FINANCIAL IMPLICATIONS:

None.

ADMINISTRATIVE RECOMMENDATION:

That Council moves to proclaim April 24-30, 2022, as National Volunteer Week in the Town of Blackfalds.




**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

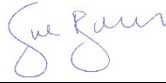
Attachments:

- *2022 National Volunteer Week Proclamation*

Approvals:



CAO Myron Thompson



Department Director/Author



MAYORAL PROCLAMATION

WHEREAS, 24 million Canadians give their time through formal or informal types of volunteering, contributing close to 5 billion volunteer hours per year; and

WHEREAS, volunteers in Blackfalds mentor our children, support those feeling isolated, beautify our green spaces, and fundraise for our charitable organizations; and

WHEREAS, volunteers in Blackfalds have stepped up during the COVID-19 pandemic to support families, friends, neighbours, and strangers, people standing up to systemic racism, and people sharing insights on how to create a more just and equitable society; and

WHEREAS, Blackfalds's volunteers are individuals, families, workers, retirees, community members of all ages and backgrounds; and

WHEREAS, the collective result of the work done by our city's volunteers is that Blackfalds is a more desirable place to live; and

WHEREAS, volunteers in the community of Blackfalds play a critical role in ensuring our town has the highest quality of life and a community full of pride; and

WHEREAS, organizations in Blackfalds that rely on volunteers include such fundamental organizations as Blackfalds & District Agricultural Society, Blackfalds Figure Skating Club, Blackfalds Fire Fighters Association, Blackfalds Public Library, Big Brother and Big Sisters, Blackfalds Senior Citizens Cheemo Club, community churches, Dual Ice Development Society, FCSS, Beyond Food Community Hub, Girl Guides, Historical Society, Minor Hockey Association, Minor Soccer Association, Optimist Club of Blackfalds, Schools, Scouts, Town of Blackfalds Boards/Committees, Victim & Witness Support Society ; and

NOW, THEREFORE, I, Jamie Hoover, Mayor of Blackfalds, do hereby proclaim April 24-30, 2022, as National Volunteer Week, and urge my fellow citizens to recognize the crucial role played by volunteers in our community.

Signed on the ____ day of March, 2022

Mayor Jamie Hoover



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: **March 22nd, 2022**

PREPARED BY: **Myron Thompson, CAO**

SUBJECT: **Blackfalds Border Paving Plaza**

BACKGROUND:

An update on the Centre Plaza Project was brought forward to the March 14th Standing Committee of Council Meeting. This report provided updated renderings for the project as well as updated project costs and project funding information. Through the presentation provided and discussion of the project, the following resolutions were provided:

11/22 Councillor Sands moved that Standing Committee of Council recommend to Council that the project be advanced including that of the project tendering process.

CARRIED UNANIMOUSLY

12/22 Councillor Svab moved that Standing Committee of Council recommend to Council that the naming rights sponsorship be provided to Border Paving Ltd.

CARRIED UNANIMOUSLY

13/22 Councillor Stendie moved that Standing Committee of Council recommend to Council that the facility be formally known as the Border Paving Plaza.

CARRIED UNANIMOUSLY

DISCUSSION:

During the discussion there were several comments provided by Council, including concerns about odour from the existing lift station due to its close proximity as well as questions relating to the operation of the gas fire pit, which Administration responded to. Administration is following up on the continued effort to garner sponsorship funding for the remaining 5% of the project cost. This activity is currently being pursued even though extensive effort in project fundraising activities has already been carried out.

Another comment was in relation to the historical graphics that would be incorporated onto the perforated aluminum screening panels. Comments included the consideration of substituting the historical images with those of current amenities and activities aligning with our community (youthful and vibrant).

Included in the attachments is a second option that would include substituting out the historical images for images of current activities and amenities that would provide insight to residents and visitors alike of what Blackfalds has to offer. The rendering shows some



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

good examples of these, which include the Abbey Centre pool complex, All Wheels Skate Park, Bike Skills Park, Tayles Park, and the Summer Culture Series.

An additional option could include having a portion of screening wall substituted for what was planned to be coloured chainlink with privacy strips along the east side of Westwood Drive (west side of utility building enclosure) for a specific distance and having the remaining section as chainlink due to the need for a access gate for maintenance and operation accessibility. The images could be either option and the rationale for this option was improved esthetics for pedestrian traffic and motorists moving back and forth to the west of the Plaza. This option is shown within the renderings as attached. This option for an additional section of screening would increase costs, which at this time are unknown, but it is anticipated that it could be achieved within the project budget.

In order to finalize the project Administration is seeking a decision on the graphics. The graphics that are depicted in the renderings are included as an attachment. Administration will also be seeking formal approval on the resolutions provided relating to this item from the March 14th SCC Meeting.

ADMINISTRATIVE RECOMMENDATION:

1. That Town Council accept the recommendation of the Standing Committee of Council that the project be advanced including that of the project tendering process.
2. That Town Council accept the recommendation of the Standing Committee of Council in formally accepting the naming rights sponsorship of the plaza to be provided to Border Paving Ltd.
3. That Town Council accept the recommendation of the Standing Committee of Council and formally accept the naming of the facility to be that of the Border Paving Plaza.
4. That Council provide direction on the options provided relative to graphics to be depicted on the perforated aluminum screening wall.

ALTERNATIVES:

- a) That Town Council does not accept any of the recommendation items provided by Administration.
- b) That Town Council refers this item back to Administration for further information.

Attachments:

- *Plaza Renderings – Fun activity graphics*
- *Plaza Renderings- Historical Image graphics*



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

- *Plaza Renderings – Combination images*
- *Plaza Plan View*
- *Perforated Screening image example*
- *Activity & amenity images suggestions*

Approvals:



CAO Myron Thompson

Plaza Renderings – Fun activity graphics

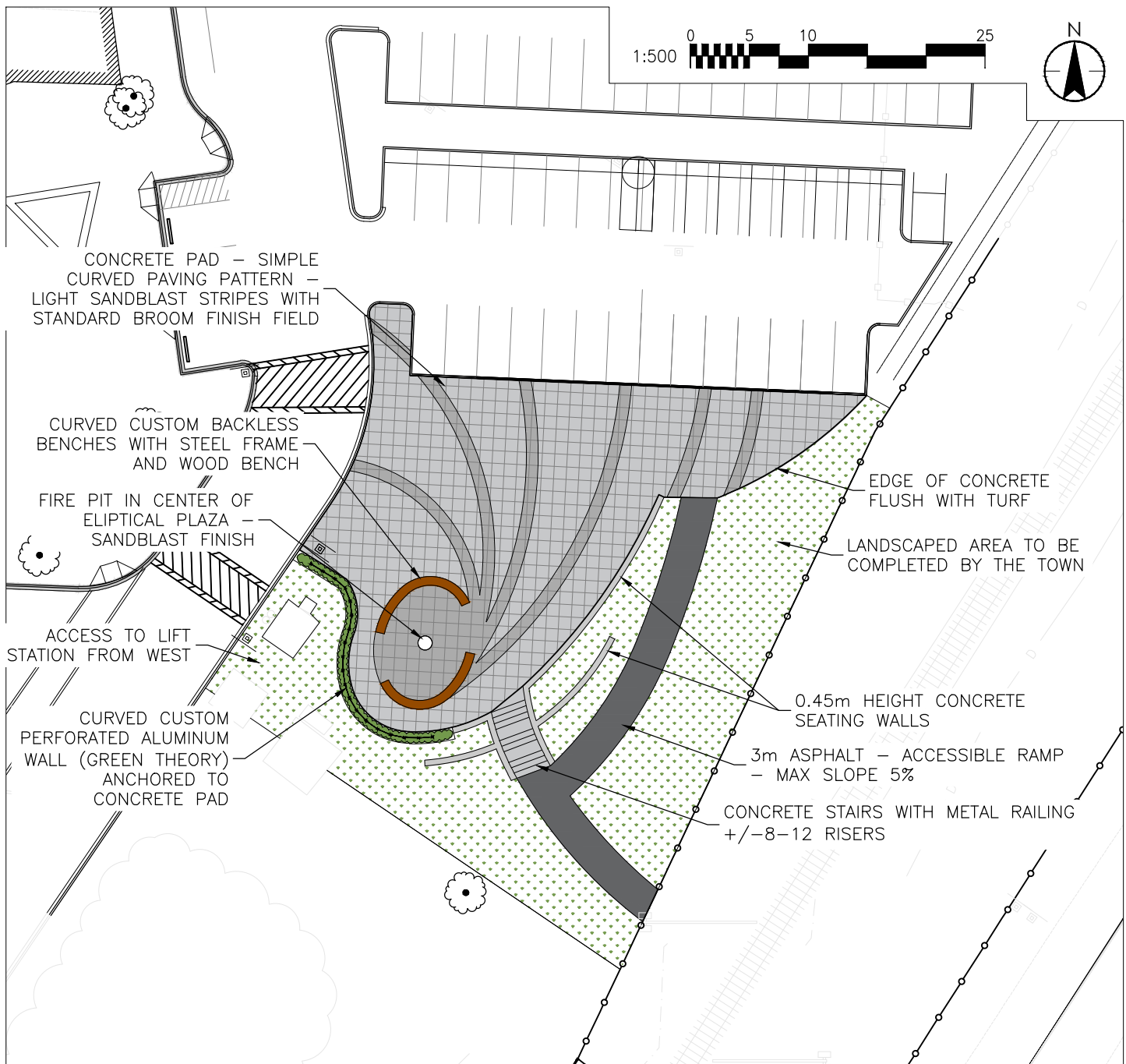


Plaza Renderings- Historical Image graphics



Plaza Renderings – Combination images

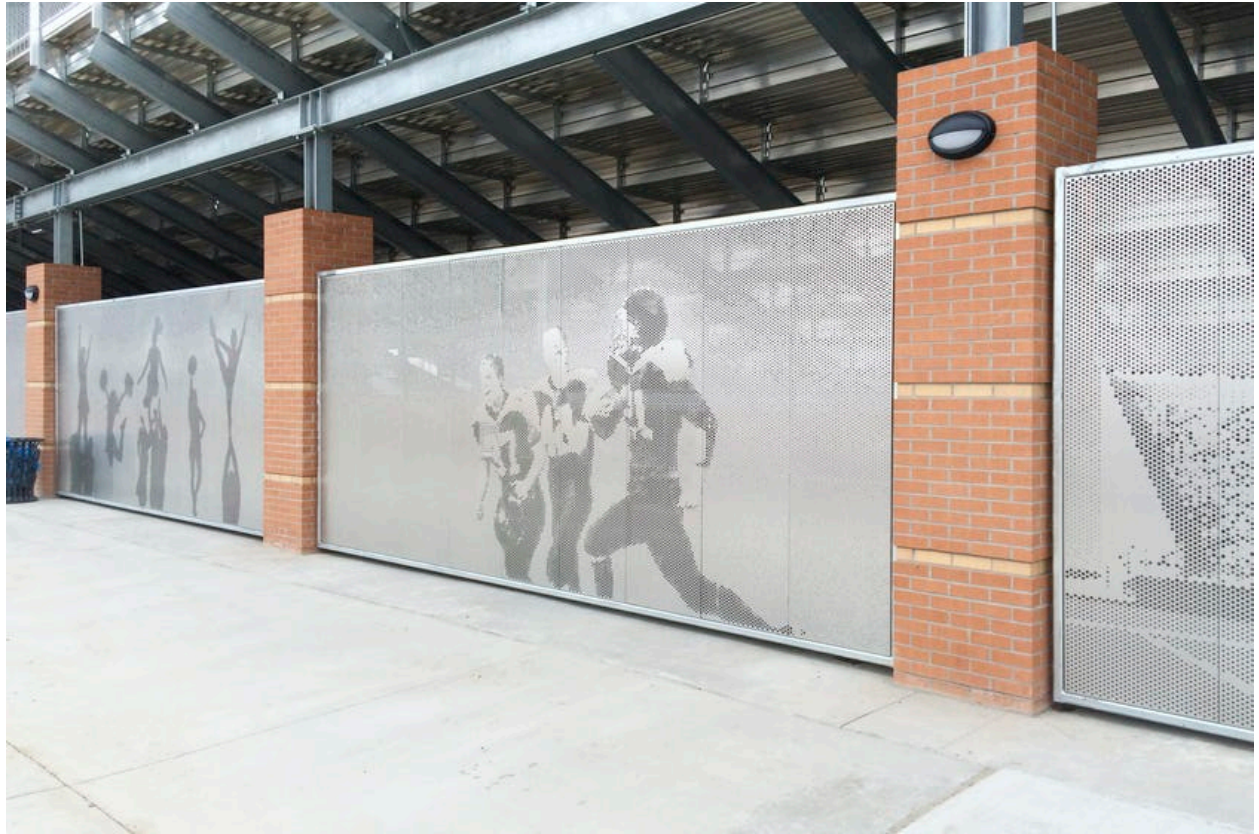




CONCEPT NOTES:

THE UPDATED CONCEPT FOR THE PLAZA SPACE HAS SIMPLE BUT VISUALLY ATTRACTIVE AND FUNCTIONAL ELEMENTS TO BRING IT IN LINE WITH BUDGET EXPECTATIONS. THE MAIN ELEMENTS OF THE PLAZA INCLUDE THE FOLLOWING:

1. CONCRETE PAD – SINGLE POUR WITH STANDARD BROOM FINISH. ELLIPSE AND PAVING PATTERN PLACED WITH LIGHT SANDBLAST AFTER CONCRETE IS SET (1,020m²)
2. CURVILINEAR CUSTOM PERFORATED ALUMINUM WALL (25m) – ALMOST ANY PATTERN CAN BE CUT INTO THESE PANELS TO MAKE THE PERFORATIONS AND THEY CAN BE A WIDE VARIETY OF COLOURS. IT IS RECOMMENDED THAT THE PANELS BE AT LEAST 1.6m HIGH TO BLOCK THE VIEWS TO THE BUILDINGS BEHIND.
3. CURVED BENCHES – BENCHES FRAME THE ELLIPTICAL PLAZA AREA AND FIRE PIT (2 @ 12m EA.
4. FIRE PIT – SIMPLE 1.2m DIA. METAL FRAME WITH SOLID BASE RAISED ON SHORT LEGS
5. CONCRETE STAIRS WITH 8-12 RISERS FOR DIRECT ACCESS TO RAILWAY CROSSING (24m²)
6. PERIMETER CONCRETE SEATING WALLS – 0.45M HT, 40m LENGTH
7. ACCESSIBLE ASPHALT RAMP AND PATHWAY – TIES STAIRS AND PLAZA TO RAILWAY CROSSING (135m²)











**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: March 22, 2022

PREPARED BY: Sue Bornn, FCSS Manager

PRESENTED BY: Myron Thompson, CAO

SUBJECT: FCSS Board – Member Resignation

BACKGROUND:

At the February 10th, 2022, FCSS Board Meeting, an email was presented from Theresa Franko resigning her member-at-large term effective immediately. Bylaw 1221/18 states that the Board shall consist of two Council appointments, a minimum of five (5) to a maximum of seven (7) members-at-large appointed by Council who shall be residents of Blackfalds, and a minimum of one (1) to a maximum of three (3) members-at-large who shall be residents of Lacombe County.

RES. 08/22

Member Giffin moved that the FCSS Board accept the resignation of Theresa Franko with regrets.

CARRIED UNANIMOUSLY

DISCUSSION:

With this resignation, there is one member-at-large vacancy on the FCSS Board. As volunteer applications are received throughout the year, this position will remain open until such time as a volunteer candidate for the Board comes forward.

FINANCIAL IMPLICATIONS:

None

ADMINISTRATIVE RECOMMENDATION:

- 1) That Council move to formally accept the resignation of Theresa Franko from the FCSS Board effective immediately, with regrets.

Attachments:

- *Resignation Letter – Theresa Franko*
- *January 13th, 2022 FCSS Board minutes*
- *FCSS Board Bylaw 1221/18*

Approvals:



CAO Myron Thompson



Department Director/Author

From: THERESSA

Sent: February 4, 2022 2:39 PM

To: Sue Penner <spenner@blackfalds.ca>

Cc: Sue Bornn <SBornn@blackfalds.ca>

Subject: RE: FCSS Board Resignation

So sorry for the delay...

It is with great sadness that I am writing this letter of resignation from the FCSS Board of Blackfalds. Unfortunately my health has been terrible the past year and I am struggling with chemotherapy and its effects. I have not been able to commit and participate to the best of my ability. Thank you so much for allowing me the opportunity to become one of your Board Members and hope in the future when my health is in better condition that I may return and contribute in a positive manner.

Theressa Franko

Sent from my Galaxy



**TOWN OF BLACKFALDS
REGULAR FCSS MEETING - MINUTES
MICROSOFT TEAMS
JANUARY 13TH, 2021 – 7:00 pm**

A Family and Community Support Services regular meeting for the Town of Blackfalds was held on the 13th day of January 2022 using a hybrid format.

Members Present via Microsoft Teams

Mayor Jamie Hoover, Councillor Rebecca Stendie, Councillor Jim Sands, Cliff Soper, Melissa MacLeod

Members Present in Person

Tennielle Gilchrist
Dena Thomas

Regrets

Samantha Wilson
Theressa Franko
Sheila Giffin

Staff

Sue Bornn	FCSS Manager
Sue Penner	FCSS Admin Assistant

MINUTES

1 FCSS MEETING

Members in attendance took a tour of the new Eagle Builders Centre before the meeting.

1.1 Call to Order

Chairperson Gilchrist called the meeting to order at 7:20 pm.

2 LAND ACKNOWLEDGEMENT

- Chairperson Gilchrist read the land acknowledgement.

3 AGENDA APPROVAL

2.1 Agenda January 13th, 2022.

RES. 01/22

Member Thomas moved to accept the agenda as presented.

CARRIED UNANIMOUSLY

4 DELEGATION

N/A

5 ADOPTION OF MINUTES

RES. 02/22

Member Willis moved to accept the minutes dated November 10th, 2021, as presented.

CARRIED UNANIMOUSLY



**TOWN OF BLACKFALDS
REGULAR FCSS MEETING - MINUTES
MICROSOFT TEAMS
JANUARY 13TH, 2021 – 7:00 pm**

RES. 03/22

Councillor Stendie moved to accept the minutes dated December 9th, 2021, as information.

CARRIED UNANIMOUSLY

6 OLD BUSINESS

7 NEW BUSINESS

8 ACTION CORRESPONDENCE

9 INFORMATION

9.1 FCSS Manager's Update

- Manager Bornn informed the Board of a few highlights from the information update.
 - The Community Volunteer Income Tax Program (CVITP) will be starting up this year as three staff will have taken the training and one volunteer who has used the program. We are hoping to run this program year-round for clients who meet the income threshold.
 - 50+ Walking Club is running under the REP Program with 14 participants both days this week, including Lacombe County residents. The seniors are very much enjoying the people connection. Staff will set up a walking destination and track miles to encourage the seniors.
 - Snow Angel Program is still looking for Snow Angels for 6 locations and in the meantime, staff are covering these locations.
 - The Cheemo Club has returned and running under the REP Program.
 - The FCSS Office had 1361 visitors in 2021.

9.2 Family Resource Network January Schedule for information. They will be including youth programming which will augment FCSS Youth Programs.

9.3 FCSS Surplus Policy – there are all new players, and it will be interesting to see how it changes going forward. The budget reconciliation is expected soon from the province.

RES. 04/22

Member MacLeod moved to accept the Information Items as presented.

CARRIED UNANIMOUSLY

11 INFORMATION CORRESPONDENCE

12 CONFIDENTIAL MATTERS

13 ADJOURN



**TOWN OF BLACKFALDS
REGULAR FCSS MEETING - MINUTES
MICROSOFT TEAMS
JANUARY 13TH, 2021 – 7:00 pm**

Next meeting scheduled for February 10th, 2022, at 7:00 pm.

Chair Gilchrist declared the meeting adjourned at 7:37 pm.

**Board Member
Tennielle Gilchrist**

**FCSS Manager
Sue Bornn**

YYYY / MM / DD



**TOWN OF BLACKFALDS
BYLAW 1221/18**

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA FOR THE BLACKFALDS AND DISTRICT FAMILY AND COMMUNITY SUPPORT SERVICES BOARD.

WHEREAS 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, and under the authority of the Family and Community Support Services Act, R.S.A. 1981, Chapter F-1.1 is authorized to provide for the establishment, administration and operation of a family and community support services program within the municipality;

AND WHEREAS the Municipal Council of the Town of Blackfalds, in cooperation with the Province of Alberta, has authorized a Family and Community Support Services Program in the community to develop community awareness and resources, to strengthen and preserve human initiative, to preclude individual or family breakdown, and to include any activity of which all members of the community can avail themselves for the enrichment of their physical, mental and social well-being;

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

PART 1 – TITLE

- 1 This Bylaw may be cited as “Blackfalds and District Family and Community Support Services Board Bylaw” of the Town of Blackfalds.

PART 2 – DEFINITIONS

- 2 In this Bylaw, the following terms (unless the context specifically requires otherwise) shall have the following meanings:
 - a) **“BOARD MEMBER”** shall mean and include all appointed members of the Blackfalds and District Family and Community Support Services Board.
 - b) **“COUNCIL”** shall mean the Elected Municipal Council of the Town of Blackfalds.
 - c) **“COUNTY”** shall mean Lacombe County.
 - d) **“COMMUNITY ORGANIZATION”** shall mean a local society, organization or club which provides services to residents within the district.
 - e) **“DIRECTOR”** shall mean the Director of Community Services or his/her designate who is the employee of the Town charged with control over FCSS for the Town and other such duties as may be directed by Council or the Chief Administrative Officer, or (designate).
 - f) **“DISTRICT”** shall mean the Family and Community Support Services Regional District.
 - g) **“MEMBER-AT-LARGE”** shall mean any person who is a resident of the Town of Blackfalds or Lacombe County.
 - h) **“TOWN”** shall mean the Municipal Corporation of the Town of Blackfalds.

PART 3 – ESTABLISHMENT

- 3 There is hereby established and constituted an advisory board to be known as the “Blackfalds and District Family and Community Support Services Board” (FCSS Board) to exercise the duties and powers and to perform the functions as prescribed in this Bylaw.



**TOWN OF BLACKFALDS
BYLAW 1221/18**

PART 4 – MEMBERSHIP

- 4 The composition of the Board shall consist of a minimum of eight (8) members and a maximum of ten (10 members) who shall be appointed by resolution of Council. The Board shall be comprised of:
 - a) Two (2) members of Council appointed annually at the Organizational Meeting.
 - b) A minimum of five (5) to a maximum of seven (7) members-at-large who shall be residents of Blackfalds.
 - c) A minimum of one (1) to a maximum of three (3) member-at-large members who shall be residents of Lacombe County.
- 5 Whenever possible and practical, these members of the Board shall be appointed so as to represent the different age groups and interests of the Family and Community Support Services Regional District.
- 6 Member-at-Large appointments recommended may be recommended by the Board and approved by Council:
 - a) Annually at the Organizational Meeting in October; and/or
 - b) As positions become vacant.
- 7 Members shall not be from the same household.
- 8 Members of the Board shall serve without remuneration.
- 9 There shall be appointed by the Town, through the Director of Community Services, an employee who will be designated to serve as the administrative liaison, to assist and advise the Board. Employees of the Town are not eligible for appointment to the Board, nor do they have voting privileges. The administrative employee shall, through the Chair of the board, undertake the administrative duties of the Board, including but not limited to:
 - a) Notifying members of meetings.
 - b) Preparing agendas and distributing to Board members no later than 4 calendar days 5 days prior to each scheduled meeting.
 - c) Preparing minutes and distributing to Board members within 7 days after each meeting. Following formal adoption by the Board, the minutes will be provided to Council for formal approval at a Regular Council Meeting.
 - d) Maintaining records and facilitating the actions of the Board.
 - e) Provide advice, conduct research and gather information as required by the Board.
- 10 In addition to the Director or designate, the Board may solicit information or advice through representatives from the following agencies, organizations and/or associations that the Board considers appropriate:
 - a) Family & Community Support Services Association of Alberta (FCSSAA)
 - b) Child & Family Services Act (CFSA)
 - 8 Any other agency or organization that the Board considers appropriate to consult.
- 11 Wherever possible, the Board shall ensure new members are aware of:



TOWN OF BLACKFALDS BYLAW 1221/18

- a) Local, regional, provincial, and federal government legislation which effect municipal Family and Community Support Services.
- b) Local policies, procedures and bylaws regarding municipal Family and Community Support Services.
- c) Local community clubs and organizations which are involved, in some way, with municipal Family and Community Support Services.
- d) Current and proposed projects, programs, and services of the Board, and;
- e) The local Social Needs Assessment Master Plan and General Municipal Plans.

PART 5 – TERM

- 12 Council shall appoint members at large to the Board for a term of up to three (3) years.
- 13 The term of any member so appointed shall not exceed two (2) consecutive terms, or six (6) consecutive years.
- 14 Council may extend the term of a Board member by up to one year to ensure there are not more than three (3) members of the Board leaving within 12 months of each other, and at the request of the Board.
- 15 Any member may resign from the Board at any time upon sending written notice to the Board and to Council to that effect.
- 16 An appointed member ceases to be a member of the Board when:
 - a) He or she fails to attend three (3) consecutive regular meetings of the Board or one third (1/3) or more of the regular meetings of the Board scheduled in a year between Council Organizational Meetings unless otherwise excused by resolution of the Board;
 - b) His or her term expires;
 - c) He or she is removed from office by resolution of Council;
 - d) He or she ceases to be a resident of the Family and Community Support Services District;
 - e) He or she provides written notice of resignation from the Board, and in the case of a member appointed from Council, he or she resigns his or her position on Council;
- 17 The Board may appoint sub-committees to address any of the matters coming within the scope and jurisdiction of the Board and may engage members of the community, as long as there is at least one Board Member on the sub-committee.

PART 6 – MEETINGS

- 18 Following the annual Organization Meeting of Council in each year, and within the first two meetings of the Board, the Board shall elect a Chairperson. Immediately thereafter, the Board shall elect a Vice-Chairperson who shall act in the absence of the Chairperson.
- 19 The Board shall hold at least six (6) regular meetings annually at a time and place so designated by the Board.
- 20 A special meeting may be called by the Chairperson at any time, or by special request of 50% of the members of the Board.
- 21 A majority of the voting members of the Board constitutes a quorum.



**TOWN OF BLACKFALDS
BYLAW 1221/18**

- 22 Each member eligible for voting, and present at a meeting of the Board, shall vote when the vote is taken unless a pecuniary interest in a matter is declared.
- 23 In the event of a tie when a vote is taken, the motion shall be lost.
- 24 Only those Board members present at the meeting of the Board where an item is brought forward for discussion shall take part in deliberations and decisions of the Board on that specific matter.
- 25 The Chair may facilitate motions via e-mail vote where necessary and appropriate. Electronic motions will be formally ratified at the next meeting of the Board and reflected in the meeting minutes.
- 26 Individuals and groups may present to the Board at a meeting if the presentation is related to the Board and its mandate. Notice (in writing) must be received by the Chairperson and/or the Director of Community Services or delegated staff from any delegation wishing to address the Board, no later than one week prior to the next scheduled meeting.
- 27 The Board shall ensure meetings are conducted using Roberts Rules of Order.
- 28 Meetings of the Board shall be open to the public, except when discussing confidential matters.

PART 7 – ROLE OF THE BOARD

- 29 The Board shall advise and make recommendations to Council on the development, provision, and quality of a broad range of Family and Community Support Services, programs, and board members appointments in the Regional Family and Community Support Services Districts.
- 30 The Board shall advise and make recommendations to Council on the allocation of grants and funds to community organizations.
- 31 The Board shall promote collaboration throughout the regional district to encourage the sharing of all available resources towards the provision of preventative Social Services opportunities for everyone in the district.
- 32 Each member of the Board is responsible for representing the broad preventative social services interests of the Regional Family and Community Support Services District, as well as contributing to the responsible and prudent direction regarding these interests to the elected officials of the municipality.
- 33 The Board shall function as a Liaison of the Town by:
 - a) Maintaining effective lines of communication with all agencies and organizations by delivering preventative social services in the Regional Family and Community Support Services District.
 - b) Acting on behalf of all residents of the Regional Family and Community Support Services District by bringing forth their concerns to Council.
- 34 The Board shall advise and make recommendations regarding the preparation of a Social Needs Assessment Master Plan at least every five (5) years outlining, in order of priority, the basic development of Family and Community Support Services resources.
- 35 The Board shall monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of Bylaws, policies, and procedures relating to preventative social services matters in accordance with the Social Needs Assessment Master Plan.



**TOWN OF BLACKFALDS
BYLAW 1221/18**

- 36 The Board shall adjudicate the nomination process for annual volunteer recognition awards for the Town of Blackfalds and recommend award recipients to Council.
- 37 Members of the Board shall sign an oath of confidentiality agreeing to confidentiality as bound under the FOIP Act and Regulations. The acceptance and signing of the oath is one step towards the Town demonstrating that it has taken measured steps to inform and educate board members to protect personal information and mitigate the risk of a breach.
- 38 Members of the Board will provide a current Criminal Records Check.

PART 8 – PROCEEDINGS

- 39 In fulfilling its mandate, the Board is empowered to:
- a) appoint sub-committees of the Board to deal with specific components of its duties as determined by the Board; and
 - b) appoint special committees of its members and/or citizens at large to deal with any special study of assignment within its jurisdiction; a committee so appointed shall deal only with the matter of question referred to it for consideration and shall be disbanded upon completion of the assignment.
- 40 Administration annually will prepare a detailed FCSS budget for review and consideration of the Board which will reflect the needs of the FCSS mandate. The FCSS budget will then be incorporated into the overall Town budget package which is then brought before Council through the defined Town budget process. The FCSS budget will include written descriptions, showing in reasonable form and detail, expenditures included for the next fiscal year with respect to all matters over which the Board has jurisdiction.
- 41 Donated Family and Community Support Services funds remaining at the end of any budget year may be held in municipal reserves for Council approved municipal Family and Community Support Services projects providing these funds are reported and shown in the annual audit report.
- 42 The Board may recommend to Council special projects for allocation of reserve funds generated by FCSS related activities.

PART 9 – REPEAL

- 43 That Bylaw 1134/12 is hereby rescinded upon this Bylaw coming into effect.

PART 10 – DATE OF FORCE

- 44 This Bylaw shall take full force and effect upon the date of its final passage.

READ for the first time this 27th day of MARCH, A.D. 2018

(RES. 66/18)


MAYOR RICHARD POOLE


CAO MYRON THOMPSON



TOWN OF BLACKFALDS
BYLAW 1221/18

READ for the second time this 22ND day of May, A.D. 2018

(RES. 142/18)

Richard Poole
MAYOR RICHARD POOLE

[Signature]
CAO MYRON THOMPSON

READ for the third and final time this 22ND day of May, A.D. 2018

(RES. 143/18)

Richard Poole
MAYOR RICHARD POOLE

[Signature]
CAO MYRON THOMPSON



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: March 22, 2022

PREPARED BY: Rick Kreklewich, Director of Community Services

SUBJECT: Special Events Concession Policy

BACKGROUND

The Special Events Concession Policy was created in 2011. The policy was intended to provide opportunities for local non-profit organizations to operate the concession for events as a fundraiser.

RES. 16/22

Councillor Sands moved that Standing Committee of Council accept the recommendation of the Recreation, Culture and Parks Board to rescind the Special Events Concession Policy at the next Regular Council Meeting.

MOTION CARRIED UNANIMOUSLY

DISCUSSION

Administration believes that this policy is no longer required as it is not the current operating plan for many of our special events. Although we do at times provide opportunities for non-profit organizations to run a concession at our event (i.e. Winterfest), we haven't had a lot of interest from local groups to run a concession. Recently, we have approached private for-profit businesses (usually food trucks) to provide this service and that has been well-received from the public. Administration believes this policy can be rescinded.

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATION

1. That Council moves to accept the Standing Committee of Council recommendation and rescinds the Special Events Concession Policy.

ALTERNATIVES *(other than the recommendation)*

1. That Council refer this item to Administration for further consideration.

ATTACHMENTS

- *Special Events Concession Policy*

APPROVALS



CAO Myron Thompson



Department Director/Author



Town of Blackfalds

Municipal Policy Handbook

Policy Name: Special Event Concessions

Date of Approval by Council: April 27, 2010

Resolution No.: 217/11

Last Review Date: Jun 28, 2011

Next Review Date: As Required

Special Notes:

Policy Statement:

The Town of Blackfalds takes great pride in sponsoring special events. An important aspect of these events is to provide concessions for those attending. Concession sales are a great way for nonprofit community groups to raise some funds. Together the Town its community groups can offer an outstanding event for all to enjoy.

General Specifications:

Concessions or a Barbeque operated by not for profit community groups for Town Special Events shall supply all food or cooking items required to run the concession, they will provide adequate volunteers and are responsible for their own set up and take down for the event. Healthy food and beverage choices shall be recommended for all Town operated special events, as outlined in the Healthy Choices Policy. All revenue generated at the concession will then be kept by the group operating the concession.

- Concessions run for Town Special Events that offer food and / or beverages shall be offered to local not for profit groups as a fundraiser.
- All not for profit groups will be informed of which special events are requiring a special event concession. Interested groups need to inform the Community Services Department which events they are interested in operating. If more than one group has shown interest in a specific event, a random method of selection carried out by the Community Services Department will decide which group will be awarded the concession for the specific special event.

APPROVED BY:

Mayor Melodie Stol

Acting CAO Sean Barnes



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

Page 1 of 2

MEETING DATE: March 22, 2022

PREPARED BY: Rick Kreklewich, Director of Community Services

SUBJECT: Tournament Scheduling Policy (Arena)

BACKGROUND

The Tournament Scheduling Policy (Arena) was created in 2004, and last updated in 2011. The purpose of this policy was to ensure that minor sporting associations had adequate ice times for tournament usage as their associations grew and to help reduce the fiscal impact to the facility for ensuring these ice times.

RES. 17/22

Councillor Svab moved that Standing Committee of Council accept the recommendation of the Recreation, Culture and Parks Board to rescind the Tournament Scheduling Policy at the next Regular Council Meeting.

MOTION CARRIED UNANIMOUSLY

DISCUSSION

In 2015, the Ice Allocation Policy was created to encompass both arena facility usage and tournaments.

Administration believes that the Ice Allocation Policy contains all the relevant information related to tournaments in the arena and this policy can be rescinded.

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATION

1. That Council moves to accept the Standing Committee of Council recommendation and rescinds the Tournament Scheduling Policy (Arena).

ALTERNATIVES *(other than the recommendation)*

1. That Council refer this item to Administration for further consideration.

ATTACHMENTS

- *Tournament Scheduling Policy*
- *Ice Allocation Policy*



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

Page 2 of 2

APPROVALS

A handwritten signature in black ink, appearing to be "Myron Thompson", written over a horizontal line.

CAO Myron Thompson

A handwritten signature in black ink, appearing to be "G/G", written over a horizontal line.

Department Director/Author



Town of Blackfalds

Municipal Policy Handbook

Policy Name: Tournament Scheduling Policy (Arena)

Date of Approval by Council: Jun 22, 2004

Resolution No.: 217/11

Last Review Date: Jun 28, 2011

Next Review Date: As Required

Special Notes:

Policy Statement:

To ensure that minor sporting associations have adequate ice times for tournament usage as their associations grow and to reduce the fiscal impact to the facility for ensuring these ice times.

General Specifications

Tournaments and regular games will be scheduled on alternating weekends.

When Christmas & boxing day fall on a weekend it will be considered a tournament weekend otherwise the weekend closest to Christmas and boxing day will be deemed a tournament weekend

No tournaments will be approved before November 01st or the first three weeks of March.
Excluding the adult tournament run the last weekend of each season

Minor Sporting Groups will be awarded all available tournament weekends that are needed.
At an unsubsidized rate

Minor Sporting Groups will provide the Blackfalds Community Services Department (C.S.D.) with a seasonal ice time request (by July 31st) that will include all tournament requests.

Local Minor Sporting groups will be allowed to book additional prime time hours for tournament use if needed.

Excluding hours dedicated to the Jim Hurley Family Skate

The Skating Club will be provided one Sunday in March for its Carnival.

All tournament weekends not booked by local minor sporting groups will be available to the C.S.D. for booking tournaments.

All tournament fees, including local minor groups, will be unsubsidized.

BMHA (Blackfalds Minor Hockey Association) Tournament fees will be due five working days upon completion of the tournament.

APPROVED BY:

Mayor Melodie Stol

Acting CAO Sean Barnes

Policy No.: 149.21 Policy Title: Ice Allocation Policy Department: CSD Effective Date: March 23, 2021 Revised: N/A Supersedes Policy/Bylaw: Facility Ice Usage Review Date: March 2024	Council Approval: March 23, 2021 Resolution No. 75/21 Date: March 23, 2021
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Policy Statement

The Town of Blackfalds is committed to effectively provide arena ice time(s) to all user groups in a fair manner to meet the current and future demands of the community, local organized groups and outside user groups.

1. Reason for Policy

1.1 To ensure the Eagle Builders Centre ice surfaces are being fully utilized while continuing to promote and encourage participation in ice activities within Blackfalds. The Town of Blackfalds will implement this policy to continue to be a revenue generating facility while keeping fees reasonable for our local associations. The purpose of this policy is to clearly define and communicate how ice will be managed, allocated and distributed, based on current and expected demands.

2. Related Information

2.1 None

3. Definitions

- | | |
|-------------------------|--|
| 3.1 Damage Deposit | A refundable fee assessed to any user group who rent the ice surface at the Eagle Builders Centre. This fee is used to cover any costs which may arise from actions of the user group. |
| 3.2 Joint Use Agreement | The agreement between the Town of Blackfalds and another party for shared use of facilities. |
| 3.3 Junior Ice Rate | Youth-based organization within Lacombe County or Red Deer County. This includes Junior A hockey and minor sports organizations based in the region. Available for ice rentals only. |
| 3.4 Local Rate Adult | User group/renter who resides within the Town of Blackfalds or is a County of Lacombe resident. |
| 3.5 Non-Local Rate | User group/renter who is based or resides outside of the Town of Blackfalds and the County of Lacombe. |

3.6 Recurring Weekly Bookings	User group books the same ice slot (same time on the same day of week) for the entire season.
3.7 Rental Contract Agreement	Between the Town of Blackfalds and the user group, which must be signed by all user groups who rent the Eagle Builders Centre Ice. This agreement must be signed and returned to the Town of Blackfalds before the beginning of the first rental.
3.8 Special Events	Public or private events that are not a regularly scheduled during the season
3.9 Non-Profit Organization	Local user group that is established for the purpose of providing and promoting recreational opportunities for their members with current Non-Profit status. Organization's primary address must be in Blackfalds. This includes minor sports organizations and programs based within the Town of Blackfalds.

4. Responsibilities

4.1 Municipal Council to:

- 4.1.1 approve by resolution this policy and any amendments;
- 4.1.2 consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

- 4.2.1 implement this policy and approve procedures;
- 4.2.2 ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:

- 4.3.1 ensure implementation of this policy and procedure;
- 4.3.2 ensure that this policy and procedure is reviewed every three years;
- 4.3.3 make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Manager to:

- 4.4.1 understand, and adhere to this policy and procedure;
- 4.4.2 ensure employees are aware of this policy and procedure.

4.5 All Employees to:

- 4.5.1 understand and adhere to this policy and procedure.

5. Order of Ice Scheduling

5.1 Scheduling of ice will be allocated in the following order:

- *Town of Blackfalds Special Events & Programming (including Co Sponsored Programs)
- *Blackfalds Bulldogs Junior A Games and Practices¹
- *Local Youth Sporting Organizations & Blackfalds Wranglers Senior AA²
- *Local Adult Sporting Organizations
- *Non-Local Sporting Organizations
- *Joint Use Agreements and Casual Rentals

¹ Game and Practice Schedule to be received by June 15

² Blackfalds Minor Hockey Tournament weekends to be confirmed by July 15

² Blackfalds Skating Club Ice Carnival date to be confirmed by July 15

² Blackfalds Wranglers home game schedule to be confirmed by July 15

Regional, Provincial, National & International Events will have ice allocation requests reviewed by Town of Blackfalds Community Services to determine ice allocation.

6. Exclusions

6.1 None

7. Special Situations

7.1 None

8. Appendix

8.1 None

9. End of Policy

PROCEDURE	Policy No.: Policy Title: Department:
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1. Preamble:

- 1.1 It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time scheduling from year to year and therefore due consideration will be given to the allocation of ice according to previous years. Significant changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs. Any changes will be subject to approval by the Recreation Programmer and prioritized based upon the scheduling priority list noted above.
- 1.2 Confirmation from each user group that they will be returning for the following season must be provided in writing to the Recreation Programmer prior to June 30th of each year. Failure to do so may result in the loss of ice time. Any requests for increased or decreased ice usage based on the previous season must be provided at this time.
- 1.3 The Community Services Department will determine who will get allotted additional ice time; these decisions will be based upon changes in registration and/or emerging trends and needs of each user group. Additional ice time will be granted only if additional ice time is available. The Town of Blackfalds recognizes it is advantageous to maintain consistency in ice scheduling from season to season and careful consideration will be given to historical precedent when making changes to user group schedules.
- 1.4 All user groups must sign a Rental Contract and return a signed copy to the Community Services Department before their first booking of the season. Failure to do so may result in the loss of ice time.
- 1.5 The following must be provided to the Recreation Programmer before July 31st of each year:
 - a. Blackfalds Bulldogs Junior A games and practices.
 - b. Blackfalds Minor Hockey Association tournament dates.
 - c. Blackfalds Skating Club Carnival date.
 - d. Blackfalds Wranglers Hockey Club exhibition and regular season schedule.

1.6 Payment requirement dates:
Adult Users/Non-local Rate Groups/Other Users:

 Full payment by September 15th of each year

Blackfalds Bulldogs/BMHA/BSC/Blackfalds Wranglers:
Option 1 – full payment by September 15th of each year

Option 2 – two payments:

 1st Payment: Contract balance from September to December 31st paid by January 15th

 2nd Payment: Remaining contract balance paid by April 15th of each year

BMHA Tournament Ice:

All tournament rental contracts must be paid in full within five (5) days of tournament completion.

All payments for ice rentals are non-refundable. Any over-payments for ice rentals will be credited to their account for future ice bookings.

- 1.7 Each user group with a recurring weekly booking must take their weekly time slot for every day that is not a named holiday – unless the booking is on a weekday and starts at or before 4:00pm.

Weekend ice bookings must be confirmed by the user group by September 1st of each season. Weekend ice bookings are not required to be recurring for Non-Profit and Junior Ice organizations (Blackfalds Wranglers Senior AA are not required to take recurring weekend ice).

The season date parameters for all user groups are from October 1st to the Sunday following March 15th of each year (if March 15th falls on a Sunday, that will be last required date). Therefore user groups must take their full weekly recurring ice times starting no later than October 1st and must continue until end dates will be March 15th of each year (If March 15th falls on a Sunday, that will be last required date).

- 1.8 Groups are not permitted to sell ice to another group. The Community Service Department will make every effort to assist the associations to fill open ice slots. If a Non-Profit Organization has a user interested in an open ice slot, the Recreation Programmer must be notified, and a separate contract will be made in the new user's name. The Non-Profit Organization will be responsible for the ice time until full payment is received by the Town of Blackfalds from new user group.
- 1.9 All Blackfalds Minor Hockey Association rentals for Tournament use are charged at the Local Rate – as opposed to the Non-Profit Rate.
- 1.10 The Town of Blackfalds has the right to make the final decision regarding facility rentals.

2. Ice Time Changes/Cancellations

- 2.1 Non-Profit Organizations can exchange ice upon approval of the Recreation Programmer. Changes will then be made to their respective contracts.
- 2.2 Weekday ice times starting before 10:00am can be cancelled with a minimum of 24 hours notice.

3. League Playoff/Provincial Playoff Bookings

- 3.1 Scheduling in playoffs and provincial playdowns are recognized to have many changes in ice time requirements. Scheduling will follow the Scheduling Priority List to keep consistency, however the Town of Blackfalds will have final decision. It is understood all parties must work around each other's schedules.

4. Named Holidays

- 4.1 The ice surfaces at Eagle Builders Centre will be closed on the following holidays:

Heritage Day – 1st Monday in August
Labour Day – 1st Monday in September
Thanksgiving Day – 2nd Monday in October
Remembrance Day – November 11th
Christmas Eve – December 24th
Christmas Day – December 25th
Boxing Day – December 26th
New Year's Eve – December 31st

New Year's Day – January 1st
Family Day – 3rd Monday in February
Good Friday – Weekend of First Sunday after the Paschal Full Moon
Easter Monday – Weekend of First Sunday after the Paschal Full Moon

- 4.2 The Eagle Builders Centre cannot be rented out to a user group (other than for the Town of Blackfalds events) on any named holiday unless given special permission by the Town of Blackfalds.

5.2.1 End of Procedure

Approval



Chief Administrative Officer

March 24, 2021

Date



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: March 22, 2022

PREPARED BY: Rick Kreklewich, Director of Community Services

SUBJECT: Facility Usage Policy

BACKGROUND

The Facility Usage Policy (Arena) was created in 2009. The purpose of this policy was to ensure that minor sporting associations had adequate ice times for practices as their associations grew.

RES. 15//22

Councillor Svab moved that the Standing Committee of Council accepts the recommendation of the Recreation, Culture and Parks Board to rescind the Facility Usage Policy at the next Regular Council Meeting.

MOTION CARRIED UNANIMOUSLY

DISCUSSION

In 2015, the Ice Allocation Policy was created to encompass both arena facility usage and tournaments. Administration believes that the Ice Allocation Policy contains all the relevant information related to arena facility usage and this policy can be rescinded.

FINANCIAL IMPLICATIONS

N/A

ADMINISTRATIVE RECOMMENDATION

1. That Council moves to accept the Standing Committee of Council recommendation and rescinds the Facility Usage Policy.

ALTERNATIVES *(other than the recommendation)*

1. That Council refer this item to Administration for further consideration.


ATTACHMENTS

- *Facility Usage Policy*
- *Ice Allocation Policy*

APPROVALS



CAO Myron Thompson



Department Director/Author

Policy No.: 149.21 Policy Title: Ice Allocation Policy Department: CSD Effective Date: March 23, 2021 Revised: N/A Supersedes Policy/Bylaw: Facility Ice Usage Review Date: March 2024	Council Approval: March 23, 2021 Resolution No. 75/21 Date: March 23, 2021
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Policy Statement

The Town of Blackfalds is committed to effectively provide arena ice time(s) to all user groups in a fair manner to meet the current and future demands of the community, local organized groups and outside user groups.

1. Reason for Policy

1.1 To ensure the Eagle Builders Centre ice surfaces are being fully utilized while continuing to promote and encourage participation in ice activities within Blackfalds. The Town of Blackfalds will implement this policy to continue to be a revenue generating facility while keeping fees reasonable for our local associations. The purpose of this policy is to clearly define and communicate how ice will be managed, allocated and distributed, based on current and expected demands.

2. Related Information

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3. Definitions

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4. Responsibilities

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- 4.1.2 consider the allocation of resources for successful implementation of this policy in the annual budget process.

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Regional, Provincial, National & International Events will have ice allocation requests reviewed by Town of Blackfalds Community Services to determine ice allocation.

6. Exclusions

6.1 None

7. Special Situations

7.1 None

8. Appendix

8.1 None

9. End of Policy

PROCEDURE	Policy No.: Policy Title: Department:
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 - a. Blackfalds Bulldogs Junior A games and practices.
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- 1.9 All Blackfalds Minor Hockey Association rentals for Tournament use are charged at the Local Rate – as opposed to the Non-Profit Rate.
- 1.10 The Town of Blackfalds has the right to make the final decision regarding facility rentals.

2. Ice Time Changes/Cancellations

- 2.1 Non-Profit Organizations can exchange ice upon approval of the Recreation Programmer. Changes will then be made to their respective contracts.
- 2.2 Weekday ice times starting before 10:00am can be cancelled with a minimum of 24 hours notice.

3. League Playoff/Provincial Playoff Bookings

- 3.1 Scheduling in playoffs and provincial playdowns are recognized to have many changes in ice time requirements. Scheduling will follow the Scheduling Priority List to keep consistency, however the Town of Blackfalds will have final decision. It is understood all parties must work around each other's schedules.

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- 4.1 The ice surfaces at Eagle Builders Centre will be closed on the following holidays:

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New Year's Eve – December 31st

New Year's Day – January 1st
Family Day – 3rd Monday in February
Good Friday – Weekend of First Sunday after the Paschal Full Moon
Easter Monday – Weekend of First Sunday after the Paschal Full Moon

- 4.2 The Eagle Builders Centre cannot be rented out to a user group (other than for the Town of Blackfalds events) on any named holiday unless given special permission by the Town of Blackfalds.

5.2.1 End of Procedure

Approval



Chief Administrative Officer

March 24, 2021

Date



Town of Blackfalds Municipal Policy Handbook

POLICY NUMBER: 107/09

DEPARTMENT: C.S.D.

POLICY NAME: Facility Usage Policy (Arena)

DATE OF APPROVAL BY COUNCIL: April 14, 2009

RESOLUTION NO. 107/09

LAST REVIEW DATE: April 2009

NEXT REVIEW DATE:

SPECIAL NOTES:

RES.107/09

Councillor Willis moved that Council accepts the Recreation, Culture, and Parks Board, RES #015/009 and that the Policy #177/04 (Facility Usage Arena) be rescinded and this new policy and procedure be implemented.

CARRIED

Policy Statement:

To ensure that the Blackfalds Arena Prime-Time hours are being fully utilized in order that the Blackfalds Arena can continue to strive to become a revenue generating facility while keeping fees reasonable for our local associations.

- Prime-Time hours include:
 - Weekdays, 4 PM - 10:30 PM
 - Weekends, 7:30 AM - 10:30 PM
- Local Associations include:
 - Blackfalds Skating Club
 - Blackfalds Minor Hockey
 - Blackfalds Wranglers

Procedures:

1. A Community Services Department (CSD) representative will allocate arena ice blocks to each group based on each association's past season's usage and their current season's needs.
2. The Jim Hurley Free Skate, funded by the AG Society, is grandfathered and will be granted its ice request (Sundays, 6:15 PM - 7:30 PM).
3. **Ice allocations between the hours of 4 PM and 6 PM cannot be turned back to the CSD.** Ice times between 6 PM and 9 PM can be returned to the CSD by September 15 if they are not required. The later times must be returned first.
4. Associations with the least amount of hours requested will be granted first (up to six hours). Additional ice will have to be worked out with the other associations or the use of weekday morning ice will be required.
5. Blackfalds Minor Hockey and the Blackfalds Skating Club must submit their tournament and carnival schedules by July 31 each year.
6. Local associations are allowed to exchange ice as needed but the CSD must be notified to include these changes in their contracts.

7. Local associations are not permitted to sell open ice. The CSD will make every effort to assist the associations to fill open ice slots. If a local association has a user interested in an open ice slot, the CSD must be notified and a separate contract will be made in the new user's name.
8. The Blackfalds Wranglers, Blackfalds Skating Club, and Blackfalds Minor Hockey must submit their ice schedules based on their ice allocations by August 15 each year.
9. Lacombe Minor Hockey and Lacombe Ringette will be offered the remaining open ice after the Town's local associations have submitted their final schedules.
10. Any open ice after step 9 will be open to adult users.



MAYOR MELODIE STOL

C.A.O. CORINNE NEWMAN



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: **March 22nd, 2022**

PREPARED BY: **Myron Thompson, CAO**

SUBJECT: **Blackfalds Food Bank Building – Interior Upgrades**

BACKGROUND:

The Town of Blackfalds and the Blackfalds Food Bank Society have partnered to complete some renovations required for the Food Bank Building. The Town, through the transition of the Food Bank operations from its previous location to the new location being the former Community Services facility had agreed to complete the exterior renovations to the south façade of the building which included removal of two of the large overhead doors.

The Food Bank Society determined interior renovations were needed in order to facilitate their operations. The project went out for tender with separate pricing for the exterior renovations and breakout prices for three separate portions of the renovations including the 2nd floor mezzanine, teaching kitchen, and the washroom/office area which are the responsibility of the Food Bank Society.

The Food Bank Society does not have sufficient funds at this time to complete all the interior renovations and have determined that they would proceed with the teaching kitchen and washroom/office portions. The cost to complete this work is approximately \$185,000. Administration, Food Bank Society representatives, the contractor and ACI have met to review ways to further reduce costs or undertake the work in a phased approach but have determined that this will not work from a logistical standpoint while meeting building code requirements.

The Food Bank Society have grant funding from ME Global they have received that will cover approximately 70% of the renovation costs and have grant applications into several other agencies but will not know if they received these grants for some time.

DISCUSSION:

The Blackfalds Food Bank Society is looking at options for funding needed to complete the teaching kitchen and washroom/office portions. One of the options being explored would be that of bridge funding provided by the Town that would allow the work to be completed while the Food Bank Society continues to seek funding through various grant opportunities.

If this was an option that would be advanced, these funds would be expected to be repaid within the current budget year. The amount needed to be borrowed would be to a maximum of \$65,000 and may be reduced, anticipating some further cost savings that are being explored. Should funding be formally requested there will be a Letter of Request provided to Council provided by the Food Bank Society. There would also be a Memorandum of Understanding developed and entered into by both parties, which would speak to the repayment schedule and other important factors. As the bridging loan



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

will be used for leasehold improvements of a municipally owned building, Administration feels comfortable with advancing such funds.

The Food Bank Society is looking at options to fund the shortfall so as to allow the project to begin right away and be completed in the near future. This in turn will allow the Food Bank to improve their operations and advance programming.

FINANCIAL IMPLICATIONS:

Should bridge funding be provided to the Food Bank Society, funds would be drawn from Capital Reserves.

ADMINISTRATIVE RECOMMENDATION:

1. That Town Council provide direction relative to Council's consideration in possible bridge funding provision for the Food Bank Society's interior renovations.

ALTERNATIVES:

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

Approvals:



CAO Myron Thompson



**TOWN OF BLACKFALDS
COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: March 22, 2022

PREPARED BY: Laura Thevenaz, Infrastructure Services Manager

SUBJECT: Pavement Management Study Project Update

BACKGROUND:

The Town maintains approximately 57 km of paved road assets within its transportation network. These roads are as important as similar services that are maintained by the Town such as water and wastewater lines. Roadways are imperative to access our homes and businesses alike. The repairs, rehabilitation and renewal activities undertaken as part of the life cycle of a road are managed in order to improve service, improve condition and extend the lifespan of these road assets. Until now, all decisions to repave and repair roadways was done through visual inspections in consideration of the roadway's classification and use as compared to other roadways.

The overall goal of the Town's Asset Management Plan for roadways is to develop a pavement renewal strategy that will keep the road network at an acceptable condition level for the lowest possible life cycle cost. To achieve this goal, rehabilitation treatments and activities completed at the optimal time of a road's deterioration will extend the life span of the road and ultimately, cost less to rehabilitate over the lifespan of the road. As with any decision-making that is driven by data, the quality and accuracy of our maintenance decisions are only as good as the quality of data provided. The current condition state of a road surface and subsurface is crucial for managing road assets effectively and sustainably. Currently, the Town does not have any detailed information regarding road assets and their current condition level other than a visual inspection of our roads.

On September 28, 2021, the following Request for Decision was brought forward to Council for Administration for approval:

293/21

Deputy Mayor Svab moved that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Blackfalds Asset Management Program Initiative.

CARRIED UNANIMOUSLY

294/21

Councillor Olfert moved that Council commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- *Securing a consultant to conduct an inventory analysis (surface distresses, roughness, rutting and other pavement issues) and to develop a comprehensive report of the condition of the Town road network.*



**TOWN OF BLACKFALDS
COUNCIL MEETING
REQUEST FOR DECISION**

CARRIED UNANIMOUSLY

295/21

Councillor Hoover moved that Council commits \$10,000 towards the cost of this initiative.

CARRIED UNANIMOUSLY

Maintenance and treatment activities currently undertaken by the Town typically address one or more of the following deficiencies/issues affecting road conditions; road appearance, water drainage, surface regularity, durability, skid resistance, noise reduction and rutting and cracking. Activities and treatments for these issues include: crack sealing, spray patching, pothole repair, and mill and pave (inlay/overlay). With this data, we will be able to forecast future works for the next ten years and prioritize that work with other capital projects and maintenance.

DISCUSSION:

The combination of the Town's Asset Management Program along with newly acquired state of road condition data will optimize strategic decision-making in regard to pavement lifecycle activities for the preservation, restoration and rehabilitation of the road network and the cost-effective timing and funding of these activities. Because the Town does not have current road condition data, data collected through this study will serve as baseline condition data and allow the Town to monitor the degradation of its road network, and the impact of rehabilitation activities on its performance.

In 2021, the Town applied to FCM under the MAMP (Municipal Asset Management Program) to assist with funding 80% of these eligible project costs to a maximum of \$50,000. At the present time, due to an influx of applications from numerous municipalities across the country this application is under review and an approval determination has yet to be made by the grant officers.

Stantec Engineering is an industry leader for pavement management studies and this type of data collection. As such, they conduct assessments across Canada and into the USA. Under the Town's current Engineering Master Services Agreement, Stantec will conduct our road network pavement condition assessment. This scope of work was developed based on a GIS shapefile of the Town's existing road network showing locations, lengths, surface material and road classifications. The expected work includes:

- Data collection of surface condition of approximately 52.7 km of paved road.
- Collection of roughness and surface distresses of the road network to develop a baseline surface roadway profile.
- Pavement distress collection and rating based on severity and extent.
- Falling Weight Deflectometer (FWD) to collect structural adequacy and ability of the road and subsurface to handle anticipated traffic loads.
- Ground Penetrating Radar (GPR) to collect road subsurface conditions and thickness through non-destructive testing.
- Parking lot condition assessments to determine extent and severity.



**TOWN OF BLACKFALDS
COUNCIL MEETING
REQUEST FOR DECISION**

- Pavement management report that will give Pavement Quality, Riding Comfort, Visual Condition and Structural indices.

Upon completion of the field data collection, a pavement management report will be developed that considers multiple budget scenarios. The budget scenarios will be determined through internal reviews and then a service level recommendation for future budget years will be recommended to Council based on future budget considerations. Each year, Administration will bring these improvements forward to be included in the capital project review and it will be discussed during budget time.

FINANCIAL IMPLICATIONS:

The total engineering and data collection costs will be \$83,424.

As part of the approved 2022 capital budget, \$110,000 was allocated for a pavement quality study, with 50% being funded from the Streets Reserve, and 50% funded through a grant. As previously mentioned, the Town has not been approved for grant funding; as such, the remaining \$33,424 is proposed to be funded through the Streets Reserve. Should the Town successfully receive the FCM MAMP grant, the reserve funding will be returned to the Streets Reserve.

ADMINISTRATIVE RECOMMENDATION:

1. That Council allocate \$33,424 to this capital project to fund the 2022 Pavement Management Study to be drawn from Streets Reserves.


ALTERNATIVES:

- A. That Council refer this item back to Administration for more information.


ATTACHMENTS:

- Stantec 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal

Approvals:



CAO Myron Thompson



Department Director/Author



Stantec Consulting Ltd.
1100-4900 50 Street, Red Deer AB T4N 1X7

February 25, 2022
File: 162081072.012.240

Attention: Ms. Laura Thevenaz, Infrastructure Services Manager
Town of Blackfalds
Box 220, 5018 Waghorn Street
Blackfalds, Alberta
T0M 0J0

Dear Laura,

**Reference: 2022 Pavement Condition Assessment & Pavement Management System
Implementation
Proposal for Professional Services**

Further to our recent discussions, please find herein our proposal for the collection of pavement condition data and an implementation of Stantec's RoadMatrix Pavement Management System (PMS).

Background

It is our understanding that this Town is looking to assess the condition of their road network and Town-owned parking lots in 2022 to determine the condition scores, the needs and to prioritize work programs and evaluate the effect of various funding scenarios on current and future predicted network performance.

This proposal assumes that the entire paved road network in the Town will be surveyed in 2022. Any unpaved and/or privately-owned roadways within the Town are not included in the scope of work. Alberta Highways 2, 2A, and 597 are also excluded from the scope of work.

The information provided in this proposal has been developed based on the Town's most recent road centerline shapefile that was received on February 8, 2022. The Town has responsibility to maintain a total of 52.7 paved centerline kilometres that they currently have in their GIS shapefile, as shown in Figure 1.

For estimating the RT (surface distress and roughness) survey scope of work, roads with 4 or more lanes will be tested in both directions. Roads that are undivided and have 3 or less lanes are only tested in one direction. The total estimated RT survey mileage is 52.7 kilometres, as shown in Figure 2.

Major roads and select local roads with higher traffic volumes have been considered for deflection testing (FWD). The total number of FWD tests are 537. This is based on one test every 100 metres and at least three tests per road segment. To minimize interruption to traffic flow, FWD testing will take place during off-peak hours. The FWD scope is shown in Figure 3.

In addition, the Town requested that layer thickness information be determined using Ground Penetrating Radar (GPR) technology. The roads covered in the RT scope of work will also be included in the GPR scope. The GPR scope is the same as the RT scope shown in Figure 2.

February 25, 2022

Ms. Laura Thevenaz, Infrastructure Services Manager

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Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

Coring is also required to calibrate the GPR scans. It is estimated that approximately 50 cores will be required to validate the GPR scan. Note that the GPR and Coring tasks are **typically done once** and will not need to be repeated in the future, provided the Town keeps track of all work history. The number of cores may be reduced after inspecting the section definitions in the GIS shapefile provided by the Town.

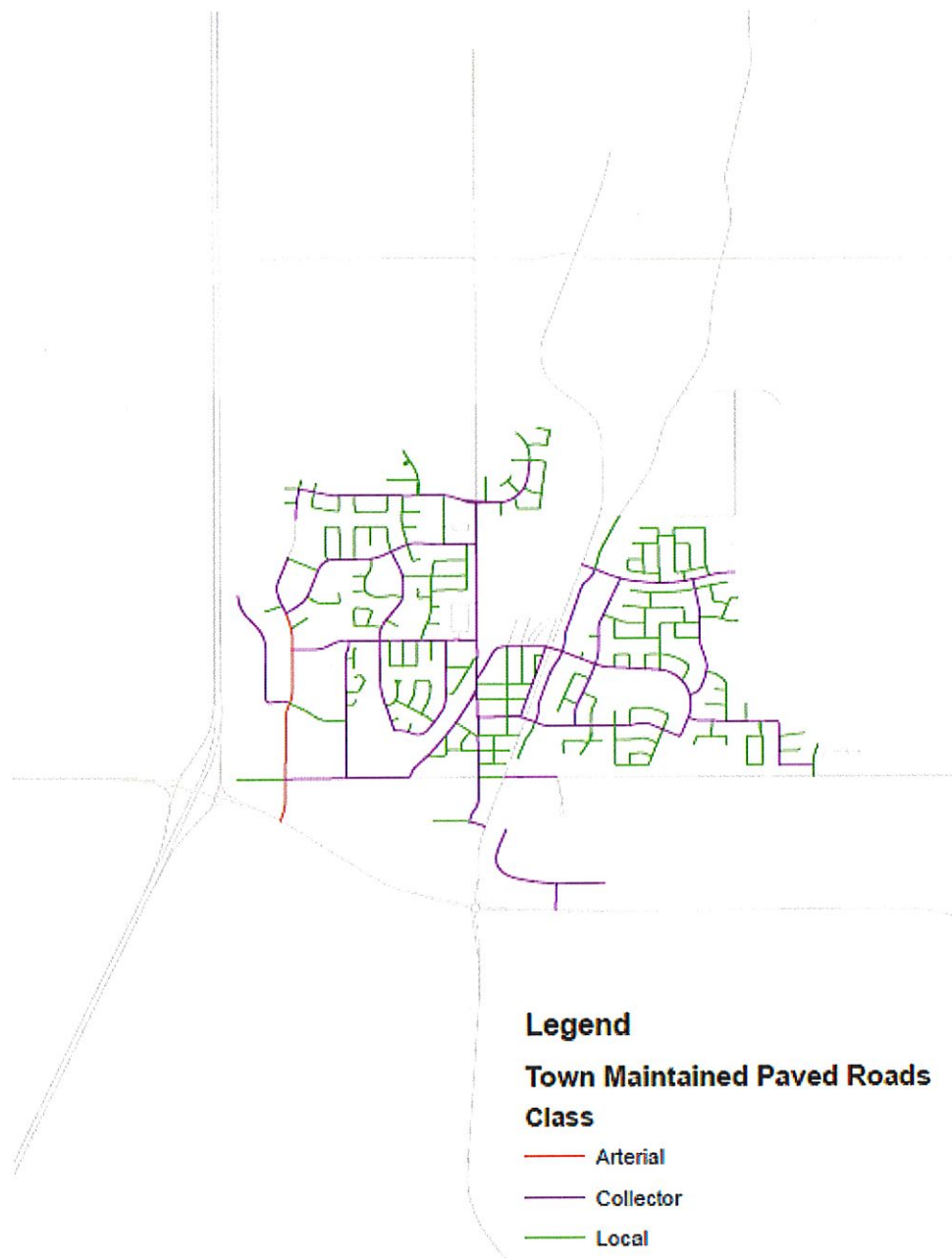


Figure 1: Town of Blackfalds Functional Class Map

Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

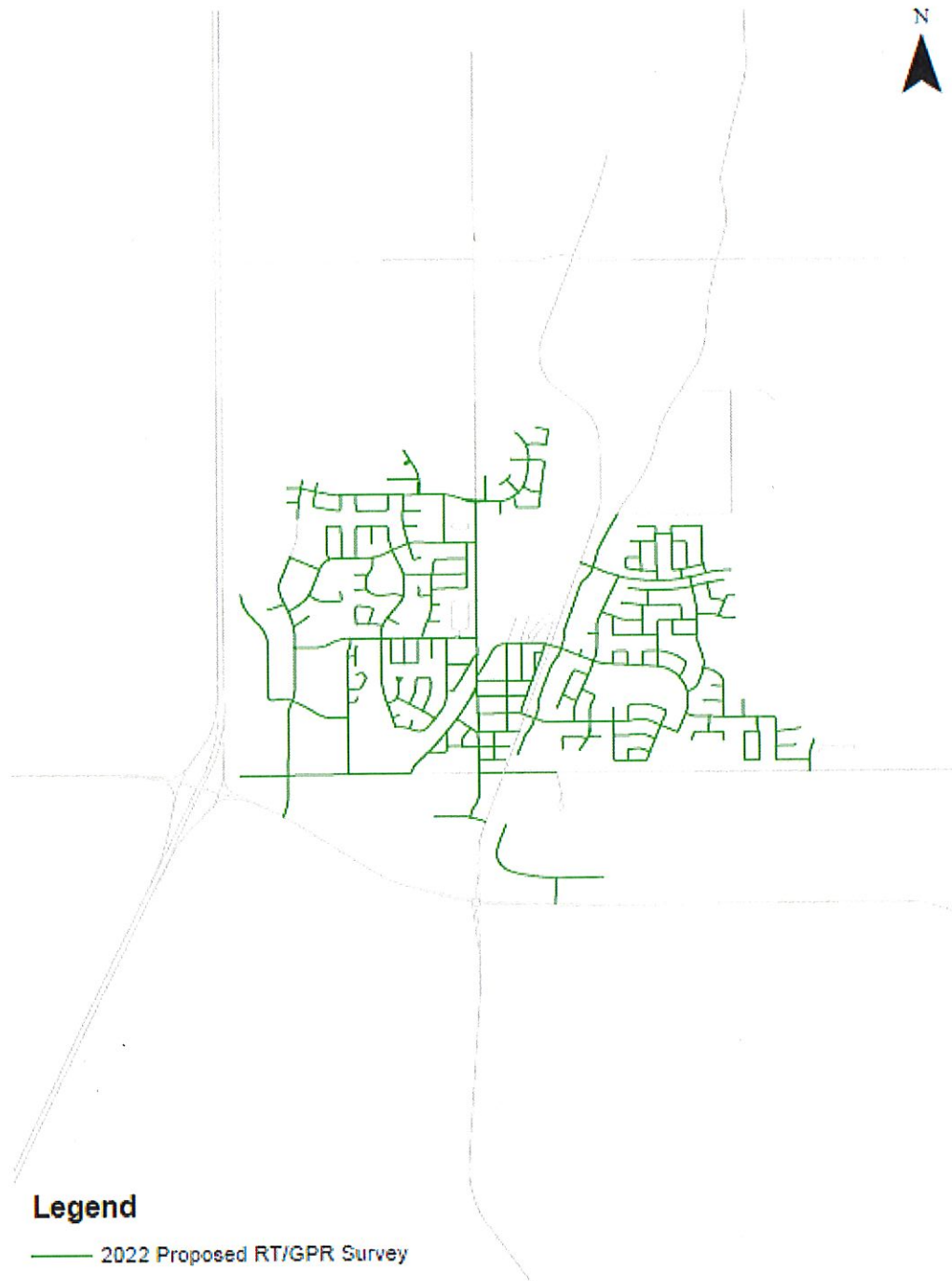


Figure 2: Proposed 2022 RT/GPR Scope Map

Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

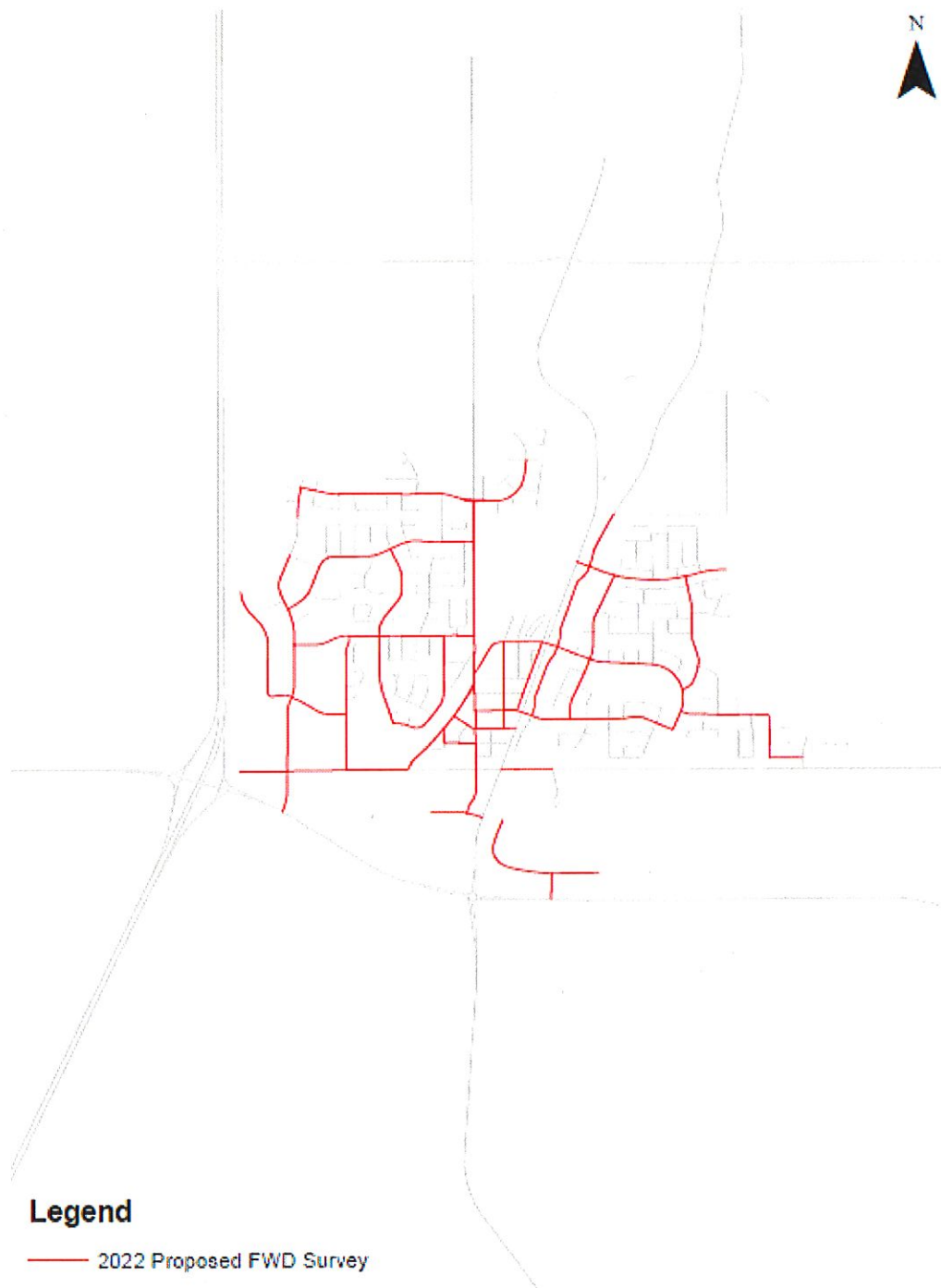


Figure 3: Proposed 2022 FWD Scope Map

Scope of Work

The work plan developed for your consideration is presented below.

The proposed tasks are as follows:

- Task 1: Project Management & Project Initiation and Setup
- Task 2: Data Collection
- Task 3: RoadMatrix PMS Implementation (*Optional*)
- Task 4: Data Processing, QA/QC, Data Upload and Budget Analysis
- Task 5: RoadMatrix Training (*Optional*)
- Task 6: Right-of-Way (ROW) images collection and linkage to RoadMatrix (*Optional*)
- Task 7: Decision Trees Development workshop (*Optional*)
- Task 8: Pavement Management Reporting (*Optional*)

Task 1: Project Management and Setup

Task 1.1: Project Management & Project Initiation

Stantec's project management services include, but are not limited to, overseeing and coordinating all the activities required to perform project tasks, quality management, communications, scope and schedule management, and any other items related to the contract administration.

Project Management is the application of formal processes to increase the likelihood of successful completion of planned tasks critical to the successful accomplishment of an overall project strategy. Stantec's project management services include, but are not limited to the following:

- Overseeing and coordinating all the activities required to perform assigned tasks;
- Developing detailed Task Work Plans;
- Monitoring and tracking all project execution tasks and activities, conducting status meetings and preparing monthly progress status reports;
- Performing and coordinating all Quality Control Plans;
- Facilitating deliverable review and approval processes; and
- Overseeing and coordinating project communications.

Stantec's Project Management Framework identifies the critical tasks that will help our proposed Project Manager (PM) and the project team manage risks and quality on the project.

Stantec will provide project management and engineering services throughout the duration of the project to assist in contract administration, including but not limited to the review of maps and previous data, project plans, environmental plan, schedule updates and any other items related to contract and data collection.

Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

Prior to data collection activities, a meeting will be held with Town staff, to clarify project management and specific task responsibilities. The project initiation meeting will be scheduled after the Town approves the scope and fees to address the following items:

- Project Scope and Management - The project scope and work program will be finalized. The lines of communication and reporting between the Town and Stantec will be established. Specific tasks will be defined and assigned, and responsibilities of all parties detailed.
- RoadMatrix implementation and Sectional Attribute Data Input Requirements – The mandatory and optional data requirements for implementing RoadMatrix will be presented and discussed with the Town project team.

Task 1.2: Equipment & Field Crew Mobilization

This task involves the mobilization and demobilization of the following equipment and field staff:

- RT3000 data collection unit and field staff to perform the on-site roughness and surface distress survey.
- Falling Weight Deflectometer (FWD) equipment and field staff to perform the on-site pavement deflection survey.
- Ground Penetrating Radar (GPR).
- Coring rig to extract asphalt cores.

Note that the equipment may not be mobilized to the Town all at the same time. Stantec will update the Town, prior to mobilization of each piece of equipment.

Task 2: Data Collection

As noted above, approximately 52.7 kilometres will be surveyed.

Following project initiation, and during acceptable field conditions, the data collection activities indicated below will be completed on all the road sections.

Task 2.1: Surface Distress & Roadway Profile Survey

Our Road Tester 3000 (RT3000) simultaneously collects pavement condition, GPS, and digital image data streams. It collects all surface condition data, roughness, rutting, and imagery required. It uses sub-systems for the collection of roughness data, right-of-way (ROW) imagery, GPS, as well as the Laser Crack Measurement System (LCMS).



Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

The major components of our RT3000 are summarized in the table below and detailed in the following sections.

System	Data Component
Location Referencing System (LRS)	<ul style="list-style-type: none">• Geo-Referenced JPEGs• Linear Referencing (Road Length)
Laser Crack Measurement System (LCMS)	<ul style="list-style-type: none">• Pavement Surface Distress• Pavement JPEG Images
Roadway Profiler	<ul style="list-style-type: none">• Profile Data (IRI/Rut)
360-Degree High Resolution Camera	<ul style="list-style-type: none">• Right-of-Way (ROW) JPEG Images

The RT3000 survey is completed in the outer-most lane (outside, driving lane), and shall be completed in one direction (single pass) on roads with three or less lanes. Roads with four or more lanes or divided roads will be surveyed in both directions.

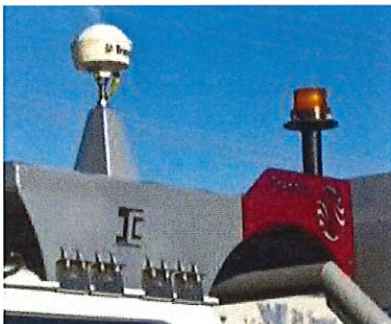
The condition of any unpaved (unbound surface) roads included in the scope of work shall not be assessed; roads shall only be identified with location, limits, and surface material for inventory purposes.

Equally as important is experience and familiarity with the various sensors, lasers, cameras, computers, and systems used in collecting high-quality data. Our technicians are highly skilled and trained in operation, maintenance, calibration, and troubleshooting of our data collection fleet. To maximize data consistency, we will assign one specific RT3000 and team of operators for the duration of this project.

Location Referencing System (LRS)

Stantec's RT3000 uses two systems to measure location-referencing information for all data sets, as they are collected.

The Distance Measuring Instrument (DMI) is used to provide a reference measurement of the vehicle as it traverses the road. This measurement provides stationing references, such as km-post location, for the collected data.



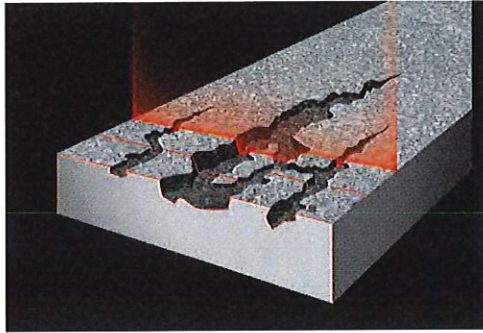
The RT3000 also uses real-time differential Global Positioning System (GPS), and an Applanix POS LV inertial referencing system – Inertial Measurement Unit (IMU), always allowing for the provision of spatial location data, even in situations where the 'urban canyon' or tree coverage reduces the number of satellites available.

All real-time collected data can be further enhanced using the Applanix POSpac processing suite. Blending the received GPS information with IMU CORS data, raw GPS files from the RT will be post-processed with Applanix's POSpac software, to provide the highest obtainable positional accuracy.



Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

Laser Crack Measurement System (LCMS)



In early 2014, Stantec made a major investment in pavement data collection technology, with the purchase of a Laser Crack Measurement System (LCMS). This technology represents one of the most advanced pavement data collection technologies available on the market to date. This technology is capable of 3D crack mapping, 4,000-point transverse profile measurement for rutting, and automated crack detection. This technology is similar to the data collection methodologies specified by the Provinces of Alberta, British Columbia, and Ontario, for network-level pavement management surveys.

The LCMS uses high-speed cameras, custom optics, and laser line projectors to acquire both 2D images and high-resolution 3D profiles of the road. This system has been designed to acquire details of the road surface that allow for the automatic detection of cracks and the evaluation of macro-texture and other road surface features. The LCMS system can be operated in all types of lighting conditions both during the day and at night. Sun and shadows as well as various pavement types ranging from dark asphalt to concrete can be measured at the posted speed limit on roads reaching four meters in width. The LCMS outputs both two-dimensional images and three-dimensional pavement scans, creating a more detailed dataset than previously available. The system returns both range and intensity information for the pavement, which assists in the automatic detection process.



KEY FEATURES

- Automatic crack detection and severity
- 4,160-point rutting (rut depth, rut type)
- Macro-texture measurements over 100% of the lane width
- 3D and 2D data to characterize cracks, potholes, ravelling, sealed cracks, joints in concrete, tinning, etc.
- Day and night operation
- Low power consumption
- High resolution (1 mm) downward images
- IRI and longitudinal profile
- Slope and crossfall

SYSTEM SPECIFICATIONS

- Number of laser profiles: 2
- Sampling rate: 5,600 profiles/s or 11,200 profiles/s
- Vehicle speed: 0 to 100 km/h
- Profile spacing: 1 to 5 mm (adjustable)
- Transversal field of view: 4 m
- Transversal accuracy: 1 mm
- Transversal resolution: 4,096 points/profile
- Depth range of operation: 250 mm (adjustable)
- Depth accuracy: 0.5 mm
- Laser profiler dimensions: 428 mm (h) x 265 mm (l) x 139 mm (w)
- Weight: 10 kg
- Power consumption (max): 150W at 120/240 VAC



Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

Pavement Distress Processing

The processing of the pavement distress information is completed using the LCMS RoadAnalyzer software, which provides automatic crack detection on all surface types (flexible, rigid, and composite pavements). Once the automatic detection (type and severity) is completed, Stantec's customized processing program will assign the distress classifications according to the protocol.

The two-dimensional intensity profiles provided by the LCMS are used to form a continuous image of the road surface. The first role of the intensity information is for the detection of road limits. This algorithm relies on the detection of the painted lines used as lane markings to determine the width and position of the road lane to compensate for driver wander. The lane position data is then used by the other detection algorithms to circumscribe the analysis within this region of interest to avoid surveying defects outside the lane.

The three-dimensional data acquired by the LCMS system measures the distance from the sensor to the surface for every sampled point on the road. The darker the point, the lower the surface, and in a range image the height varies along the cross section of the road. The areas in the wheel path are usually deeper than the sides and thus appear darker, corresponding to the presence of ruts. Height variations can also be observed in the longitudinal direction due to variations in longitudinal profiles of the road causing movements in the suspension of the vehicle holding the sensors. These large-scale height variations correspond to the low-spatial frequency content of the range information in the longitudinal direction. The features that need to be detected are in the high-spatial frequency portion of the range data.



The process of automatically detecting the cracks begins by applying a threshold algorithm to the range image. The 3D profile data is detrended from the effects of rutting and vehicle movements. Once the detection operation is performed, a binary image is obtained where the remaining active pixels are potential cracks. This binary image is then filtered to remove any false detections that are caused by asperities and other features in the road surface which are not cracks on the pavement. After the detection process, the next step consists in the characterization of the cracks. The severity level of a crack is determined by evaluating its width (opening). Typically, cracks will be separated in low, medium, and high severity levels. The cracks are also grouped into two main categories: longitudinal and transverse cracks. Transverse cracks are divided into complete and incomplete types and joints are classified separately.

Once all the pavement distresses are detected, classified, and rated, the data can be summarized to the required protocol. Final outputs will be produced in the required format.

Compared with the visual survey approach, the LCMS technology delivers consistent and **objective** pavement condition data. Each distress is **measured**, not estimated, and tagged with a linear reference and corresponding GPS coordinates. Given our experience using various technologies, we feel the LCMS image data process is the best method to ensure consistency and repeatability of the results.

The distress data will be collected continuously, in metric units, and summarized at thirty-meter (30 m) intervals, on all categories of roads. Our proposed data collection technique does not impact road users, as the vehicle travels at posted speeds.

Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

Distress Rating Procedure

Pavement condition is generally evaluated on defects or distresses with type, severity, and extent documented. Each surface distress is evaluated based on two components:

- **Severity** or “*How bad is the defect?*” is expressed in terms of width or degree of wear associated with a specific pavement condition. An example of a severity is the average width of a crack.
- **Extent** or “*How much is there?*” is expressed in terms of quantity of the surface that a particular defect/distress covers. Examples of extent include the number and length of transverse cracks, or pavement area affected by alligator cracking.

The proposed surface condition assessment criteria follow a modified version of ASTM D6433 “*Standard Practice for Roads and Parking Lots Pavement Conditions Index Surveys*”. The surface distresses that will be collected for flexible pavements are presented in Table 1 below.

Table 1: Survey Criteria – Flexible Pavements

Category	Distress Type	Abbreviation	Unit	Severity ¹
Cracking	Alligator Cracking	ALC	m ²	L/M/H
	Block Cracking	BKC	m ²	L/M/H
	Edge Cracking	EGC	m	L/M/H
	Longitudinal Cracking	LGC	m	L/M/H
	Transverse Cracking	TVC	m	L/M/H
Surface Defects	Potholes	POT	count	L/M/H
	Raveling	RAV	m ²	L/M/H
	Bleeding	BLD	m ²	L/M/H
	Patching	PAT	m ²	L/M/H
Surface Deformation	Distortion	DIS	m ²	L/M/H
	Excessive Crown	ECW	m ²	L/M/H
	Shoving	SHV	m ²	L/M/H
	Rutting	RUT	m ²	L/M/H

¹L/M/H: Low/Medium/High

Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

Roadway Profile

The RT3000 simultaneously collects Longitudinal and Transverse Profile:

Longitudinal Profile (Roughness)

Longitudinal Profile (Roughness) is used to calculate IRI on both wheel paths, using an ASTM E950 certified Class 1 Profiler (ICC MDR4087). The IRI data is collected continuously and summarized at thirty-meter (30 m) intervals. The data collection is fully automated. The profile measurement system uses two sensing devices:

- Laser height sensors measure the distance between the vehicle and the pavement surface.
- Two accelerometers measure vertical acceleration of the vehicle as it bounces in response to the surface profile.



These two measurements are to eliminate the effects of vertical vehicle motion, and to define the vertical profile of the pavement surface. Roughness data is expressed in terms of the standard International Roughness Index (IRI) in mm/km. The RT3000 systems were correlated with other valid profilometers, and IRI-calculated values from rod-and-level and dipstick surveys.

Transverse Profile / Rut Depth

The RT3000 measures cross sectional profile and rut depths using high-precision, 4,000-point laser-based, height-measuring sensors.

Rut depth calculations simulate the straight edge method in accordance with ASTM E 1703E/1703M-95 "Standard Test Method for Measuring Rut Depth of Pavement Surface Using a Straightedge".

Task 2.2 Falling Weight Deflectometer (FWD) Survey

Another important component of pavement condition evaluations is the determination of structural adequacy, which is the ability of the pavement structure and subgrade material to handle the anticipated traffic loads. Structural Adequacy is determined by means of a Falling Weight Deflectometer (FWD) device. The FWD is an automatic, objective, and non-destructive device where pavement deflections are generated by dynamic loads through a system of falling weights.

Deflection measurements are derived using a series of sensors. The results are used in conjunction with the subsurface data and traffic data, to determine if the pavement is structurally adequate to support the anticipated loads over a given period.



Deflection measurements for network level surveys as per PMS specifications, generally average one deflection test every 100 metres, or a minimum of one test per section. FWD testing will be in the outer wheel path. The deflection measurements are used, along with traffic and structure data, in the Town's RoadMatrix software, to determine the Structural Adequacy Index (SAI) for each road section. Approximately **537 FWD tests** will be completed on selected major roads as part of this project.

Task 2.3 Ground Penetrating Radar (GPR) Survey

A Ground Penetrating Radar (GPR) survey is a non-destructive test used to identify the individual pavement layers and to estimate their thickness. The GPR effort will only need to be completed once, provided that the Town keeps an accurate record of any work history that is completed after the surveys. Layer thickness information from the GPR analysis is used as an input in the FWD analysis to evaluate the structural capacity of the pavement. Having a good understanding of existing pavement sections helps with a better prediction of future pavement performance and with developing future work programs to accommodate increased traffic. Layer thickness information is critical to pavement rehabilitation planning and operations. Stantec will upload the GPR thickness data to the Town's RoadMatrix PMS.



GPR surveys will be completed using a GPR system manufactured by Geophysical Survey Systems Inc. (GSSI) with a model 4105 2.0-GHz air coupled horn antenna, and a wheel-mounted DMI. The GPR vehicle is equipped with a Trimble GPS system that simultaneously collects GPS coordinates. The quality of the GPS data depends on the satellite coverage within the area. The approximate locations of thickness change or anomalies will be extracted during data processing. The GPR antenna can penetrate to a maximum depth in the order of 24 inches. **Approximately 52.7 survey kilometres** will be tested with GPR on selected roads.

Task 2.4 Coring Program

Coring is required to calibrate and validate the GPR results. A sub-contractor, Parkland Geotechnical Consulting Ltd., will extract the cores. Coring operations will be completed in active traffic lanes. The subsurface investigation will be conducted in the outer or right wheel path and/or mid-lane, which places the equipment to the right side and pavement edge, and in the middle of the active lane.

Testing will result in the equipment being stationary for approximately ten (10) minutes. Once the investigation is completed, the equipment will move forward to the next designated location. Traffic control (including an arrowboard) will be required for coring operations and is included a separate line item in our cost estimate.

Parkland Geotechnical Consulting Ltd. will advise any necessary regulatory departments of the road work activities and obtain any required permits.

Task 2.5 Parking Lot Condition Assessment

The parking lot condition assessment shall be completed manually to document the extent and severity of the surface distresses. A technician shall walk the area of the project limits evaluating the surface condition of the parking lots. The evaluation shall be completed by **trained** Stantec technicians by means of a visual manual distress survey.

Stantec has developed a proprietary mobile data collection application utilizing the *Esri™ Collector for ArcGIS* application, which allows for distress rating inputs in a **fast, efficient, and reliable** manner. All data captured in the field is immediately synchronized using a Wi-Fi or cellular network to the *Esri™ Geospatial Cloud* and is fully integrated with *Esri™ ArcGIS*. Stantec office personnel can instantaneously perform QA/QC reviews and export the data for processing via an internet-based dashboard.



Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

As well, utilizing the mobile devices built-in high-definition camera, geo-referenced digital images of high-severity parking lot distresses and attributes are captured. The images will be GPS-tagged and can be linked to the Town's GIS database for local and online display.

Distress Rating Protocols

The surface condition assessment criteria shall follow ASTM D6433 evaluation criteria, or as otherwise agreed to with the Town. Each surface distress is evaluated on the basis of two components:

- **Severity** or "**How bad is the defect?**" is expressed in terms of width or degree of wear associated with a specific sidewalk condition. An example of a severity is the average width of a crack.
- **Extent** or "**How much is there?**" is expressed in terms of quantity of the surface that a particular defect/distress covers. Examples of extent include the number and length of transverse cracks, or sidewalk area affected by cracking.

The proposed surface distresses and defects that will be collected for parking lots, or as otherwise agreed to with the Town, are presented in below.

ASTM D6433: Distress in Asphalt Pavements

Category	Distress Type	Abbreviation	Unit	Severity ¹
Cracking	Alligator Cracking	ALC	m ²	L/M/H
	Block Cracking	BKC	m ²	L/M/H
	Edge Cracking	EGC	m	L/M/H
	Reflection Cracking	RFC	m	L/M/H
	Longitudinal Cracking	LGC	m	L/M/H
	Transverse Cracking	TVC	m	L/M/H
	Slippage Cracking	SLC	m ²	L/M/H
Surface Defects	Potholes	POT	count	L/M/H
	Raveling	RAV	m ²	L/M/H
	Weathering	WTH	m ²	L/M/H
	Bleeding	BLD	m ²	L/M/H
	Patching	PAT	m ²	L/M/H
	Polished Aggregate	PAG	m ²	N/A
Surface Deformation	Bumps & Sags	BAS	m	L/M/H
	Corrugation	COR	m ²	L/M/H
	Depression	DEP	m ²	L/M/H
	Shoving	SHV	m ²	L/M/H
	Rutting	RUT	m ²	L/M/H
	Swell	SLL	m ²	L/M/H
	Railroad Crossing	RRC	m ²	L/M/H
	Lane/Shoulder Drop Off	LDO	m	L/M/H

¹ L/M/H: Low/Medium/High

It is estimated that **15 parking lots** will be included in the assessment.

Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

Task 3: Data Processing, QA/QC, Data Upload

Pavement surface condition, roughness, deflection, and layer thickness surveys will be conducted using the techniques outlined above. The data collected will undergo QA/QC checks prior to upload to the RoadMatrix PMS. The following tasks will be completed:

Task 3.1: Surface Distress & Roadway Profile Processing, QA/QC, and PMS Upload

Task 3.2: FWD Processing, QA/QC, and PMS Upload

Task 3.3: GPR Processing, QA/QC, and PMS Upload

Once the condition data is loaded and pavement management models are defined (see Task 4), Stantec will run the present status analysis, needs analysis and budget and performance-based analyses. The Town can advise Stantec with the various budget and performance scenarios that they would like to analyze.

Task 3.4: Right-of-Way (ROW) Image Processing, QA/QC and PMS Upload (Optional)

Stantec uses the latest digital video equipment and software available for geo-referenced image collection. With a combination of high-resolution cameras, real-time differential GPS, and a Position Orientation System for Land Vehicles (POS/LV) inertial referencing system, we can collect quality Right of Way (ROW) images with accurate corresponding spatial references.

The ROW images will be collected during the pavement roughness and distress survey. The analysis of images is an optional task. The processed ROW images will allow the Town to have a virtual view of your pavement network from within the RoadMatrix system and from within ArcMap.

Stantec's RT3000 collects the digital imagery using a 360° camera configuration. The camera configuration includes six high-resolution cameras to collect continuous digital images at a predefined interval (time or distance based) and stores the images in real time.

Each image is tagged with a GPS coordinate, to facilitate easy linkage to the Town's GIS. The resulting image database contains industry standard JPEGs with geo-referenced information and the images are delivered on a USB external hard drive.



There are many uses for digital imagery across a Public Works organization or other agency departments including:

- Virtual field trip of all network roads.
- Asset extraction to geo-locate many assets within the street right-of-way.
- Legal/Liability claims.
- Pre/post disaster conditions (earthquakes, flooding, etc.).

Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

Fees for additional asset extraction from the right-of-way images is included as a separate attachment. Asset extraction fees not included in the fee proposal.

Task 4: RoadMatrix PMS Setup

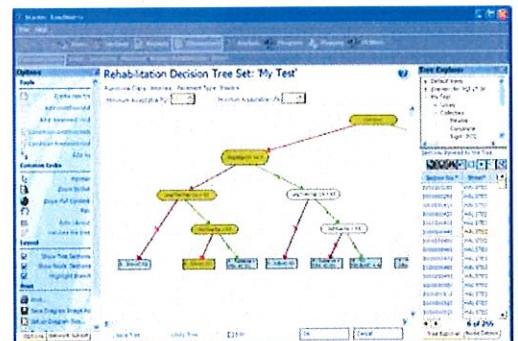
Task 4.1: Pavement Management System (PMS) Initial Setup & Configuration

Stantec proposes our next generation pavement management system – RoadMatrix.

RoadMatrix is Stantec's industry leading asset management tool focused on pavements. It was designed specifically for municipal agencies to meet their decision-making needs in an efficient manner and leverages Stantec's 35+ years of pavement research and pavement engineering experience.

During the kickoff meeting, Stantec will discuss with the Town's project team the parameters currently available in the Town's GIS (or other platforms) when building the RoadMatrix database. The section attribute data discussed and agreed upon at the project initiation meeting, will be loaded into RoadMatrix.

The following is a list that highlights some of the specific advantages of the RoadMatrix PMS.



Network Inventory:

A logically intuitive interface to provide instant access to your road data. View and update information by street, district, functional class and more. Store roadway geometry, traffic data, structural composition, work history, and right of way assets, including sidewalks.

Survey/Inspection Data

RoadMatrix accommodates multiple types of industry standard condition surveys and inspections. Capture roughness (IRI), pavement distress, rutting, and structural data (FWD).

Advanced Budget Analysis

For more detailed analysis, RoadMatrix allows for various budget and performance-based scenarios to be analyzed. The following analysis options are available:

- **Network Present Status:** Upon uploading the condition data, the system will calculate the network present status PQI.
- **Budget Needs Analysis:** The system calculates the amount of funds needed to cover the network needs. The needs are defined based on customizable PQI thresholds.
- **Budget Analysis:** For a certain amount of funding defined by the user, the system will prioritize spending by recommending what roads should be maintained, the type of treatment and the timing.

Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

- **Performance Analysis:** The system can predict the amount of funding and work program needed to *maintain current PQI* or to achieve a certain performance level, e.g., Achieve a PQI of 70 over 5 years, or over a single year.
- **Deficiency Analysis:** The system can predict the amount of funding and work program needed to achieve a certain % backlog, e.g., Reduce the backlog to 15% over 5 years.
- **Super Budget Analysis:** Allows for defining funding for various subsets and combine the effect of all individual subsets. For example: Users may want to dedicate \$500,000 per year for Arterials, \$300,000 for Collectors and \$200,000 for Locals. The system will calculate the average network PQI with these funding assignments. The Super Budget analysis also allows for assigning different budgets for different treatment categories. For example, Users may like to assign \$400,000 for rehabilitation treatments, \$1.0M for reconstruction projects and \$200,000 for maintenance activities, the system will generate a work program with these predefined funding limits and will calculate the expected PQI.

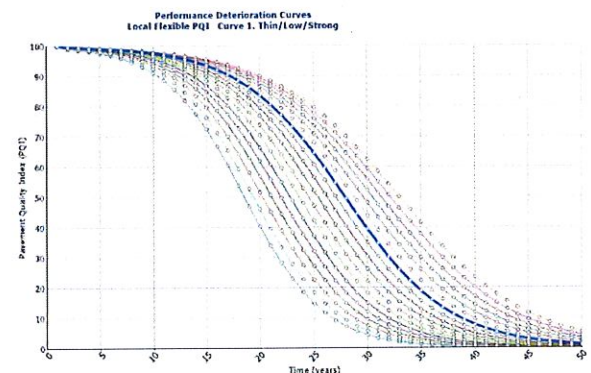
-	Budget Rehab Imp. Year: 2017 - 5 Items
+	Budget Rehab: Do Nothing - 57 Items
+	Budget Rehab: Full Width Mill and 1.5" Rubber OL - 40 Items
+	Budget Rehab: Micro Surfacing - 66 Items
+	Budget Rehab: Seal Coat - MTR - 6 Items
+	Budget Rehab: Slurry Seal - 2 Items
+	Budget Rehab Imp. Year: 2018 - 5 Items
+	Budget Rehab Imp. Year: 2019 - 5 Items
+	Budget Rehab Imp. Year: 2020 - 5 Items
+	Budget Rehab Imp. Year: 2021 - 5 Items
+	Budget Rehab Imp. Year: 2022 - 6 Items
+	Budget Rehab Imp. Year: 2023 - 5 Items
+	Budget Rehab Imp. Year: 2024 - 6 Items
+	Budget Rehab Imp. Year: 2025 - 6 Items
+	Budget Rehab Imp. Year: 2026 - 7 Items

Customizable Performance Deterioration Curves

- Detailed performance curves, customized to your goals and environment, allow you to create optimized Asset Management Plans. Maximize your benefit while minimizing your cost.

Customizable Decision Trees

RoadMatrix offers flexible decision trees structure where any user-defined field(s) can be integrated as part of the decision tree and decision making. Stantec offers a decision trees workshop where the trees are customized to mimic the Town's current practice and sound pavement management principles.



GIS Integration

RoadMatrix offers two-way GIS Integration capabilities with ArcMap in which users can create work programs from the map and can analyze these programs and investigate the effect on pavement network health before recommending the program for implementation.

Reporting

Generate standard, custom, and ad hoc reports for information needs across your organization, in tabular and graphical formats for effective presentations.

Current Condition at the station level

Aggregate your pavement inspection and work history data to view the current condition of your network not only at the section level, but also at the 100-metre station level. Understand the condition of any road, functional class, or ward to date, and where it will be over the next 5, 10, or 20 years.

Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

System Integration

Because of its open database structure, RoadMatrix integrates with work order software and with GIS systems, enhancing information sharing for operational and strategic planning.

Task 4.2: Pavement Condition Model Development

Visual Condition Index (VCI) Analysis

The Visual Condition Index (VCI) is a measure of physical pavement cracking, deformations, and surface defects, collectively referred to as distresses. The VCI is determined using an inventory of collected pavement distresses with both severity and extent. These distress ratings are transformed to a zero (0) to 100 scale for each of the distress types, which are further combined using distress-specific weighting factors to generate an overall VCI for each station. A sectional VCI score is then computed based on these station VCI scores. An index of 100 indicates a perfect (no distress) surface and an index of zero indicates a significant level of surface distress.

A typical VCI rating scale is presented in Table 2 below.

Table 2: Typical VCI Rating Scale

VCI Range	Pavement Distress
VCI < 40	Poor
40 ≤ VCI < 60	Fair
VCI ≥ 60	Good

Riding Comfort Index (RCI) Analysis

One of the primary operating characteristics of a road, from the user's perspective, is the Riding Comfort Index (RCI), which represents the traveling public's opinion of the smoothness/roughness or "ride quality" of the road, and hence, the quality of service provided by a pavement.

The longitudinal profile of the pavement surface, reported as an International Roughness Index (IRI) value, collected throughout the road section is used to calculate the RCI. Roughness measurements are correlated to an assessment of ride quality as determined by the ratings of a group of representative users of the pavements.

The following equation will be used to convert IRI measurements to RCI values:

$$RCI = 22.5 - 3.3 * \ln(63.36 * IRI)$$

Where IRI is the International Roughness Index from the longitudinal profile of the average of the left and right wheel-path at 30-metre intervals, at a minimum of 25 km/h.

The RCI value for each road section ranges from zero (0) to 100, where 100 is indicative of an extremely smooth pavement and an index of zero is indicative of an extremely rough pavement.

Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

A typical RCI rating scale is presented in Table 3 below.

Table 3: Typical RCI Rating Scale

RCI Range	Ride Quality
$RCI < 40$	Poor
$40 \leq RCI < 60$	Fair
$RCI \geq 60$	Good

Structural Adequacy Index (SAI) Analysis

The structural adequacy of a pavement indicates the pavement's ability to carry expected traffic loads while providing and acceptable level of service. The structural capacity of a pavement is determined by analyzing the measured deflection of the pavement under a controlled loading condition and comparing this response to the maximum allowable deflection associated with anticipated loading conditions.

Seasonally adjusted deflection measurements are used along with traffic data to determine SAI values for each section. The SAI is represented by a value on a scale of zero (0) to 100, where a value of 50 represents a structural strength that just adequately supports the current traffic loads; a value less than 50 represents inadequate structural support; and a value greater than 50 represents more-than-adequate structural support.

A typical SAI rating scale is presented in Table 4 below.

Table 4: Typical SAI Rating Scale

SAI Range	Structural Strength
$SAI < 50$	Poor
$SAI \geq 50$	Good

Structural condition data (FWD) *may* not be collected on all road sections as part of this project. Stantec shall use the PQI model where VCI strongly influences the PQI, as described below, should SAI not be available.

Overall Pavement Quality Index (PQI) Analysis

The Pavement Quality Index (PQI) provides an overall indication of the pavement regarding present and future service to the owner and is derived through a combination of the sectional VCI, RCI and SAI values.

As is the case with VCI, RCI, and SAI, the PQI varies between zero (0) and 100, where zero represents the worst condition of pavement and 100 represents the best condition of pavement.

The PQI is an index that defines the pavement condition as perceived by users. As an example, a PQI greater than 85 would represent a pavement surface in "Very Good" condition, while a section with a PQI value between 20 and 40 represents a "Poor" condition which is then identified/triggered for rehabilitation.

Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

It is proposed that the Town's PQI rating categories be recategorized into five (5) condition categories that align with the Canadian Infrastructure Report Card (CIRC), and the Canadian Network of Asset Managers (CNAM) Asset Management 101 Booklet. Categorizing the Town's overall PQI allows for seamless integration of pavement condition data with other infrastructure asset condition ratings, as well as comparison amongst other asset categories.

The proposed PQI rating scale, along with a description of various levels of PQI is presented in Table 5 below. Stantec can work with the Town to adjust the PQI trigger levels to suit their requirements.

Table 5: PQI Rating Scale and Description of Levels

	Rating	PQI	Description
100	Very Good	80 - 100	New (or nearly new) pavements likely to be smooth and sufficiently free of surface distresses and patches.
80	Good	60 - 80	Pavements are in a worse condition than the previous categories. Surface defects of pavements may include low and moderate cracking and patching. However, overall, the pavement condition is still in an acceptable condition.
60	Fair	40 - 60	Pavements have deteriorated to an extent that they may affect the typical functionality of the pavement section. Pavements may have large potholes and deep cracks. Distress includes raveling, cracking, and rutting which occurs over 50 percent or more of the surface.
40	Poor	20 - 40	Pavements have deteriorated to an extent that they may affect the typical functionality of the pavement section. Pavements may have large potholes and deep cracks. Distress includes raveling, cracking, and rutting which occurs over 50 percent or more of the surface.
20	Very Poor	< 20	Pavements are in an extremely deteriorated condition, where the pavement section is passable only with considerable discomfort. Large potholes and high severity cracking may exist. Distress covers 75 percent or more of the surface.
0			

Task 4.3: Decision Tree Development (Workshop)

To prepare for the reporting, and 10-year forecasts, decision trees should be customized to reflect the Town's current maintenance practices and sound pavement management principles. RoadMatrix maintenance and rehab (M&R) decision-making logic will both be established and discussed during the one-day onsite workshop. This is a joint effort in which the Town's operations, engineering and capital project representatives are encouraged to participate. The finalized decision trees will reflect the Town's current maintenance practice, to the greatest extent possible, and sound pavement engineering principles. During the decision tree workshops, the treatments list is also developed based on the input from Town project team, and to reflect the current treatments that the Town uses and new treatments that the Town would like to try.

Task 6: Pavement Management Reporting

Present Status Analysis

Based on the collected data, a snapshot of the Town's road network health will be produced. The field data will be converted into four indices: Pavement Quality Index (PQI); Riding Comfort Index (RCI); Visual Condition Index (VCI), and Structural Adequacy Index (SAI). Histograms of the indices will be presented.

The present status analysis provides the Town with a comparative evaluation tool among all roadways. It aids in the decision-making process to determine which road section to rehabilitate next. The specific nature of the distresses, roughness, and structural adequacy also leads to selection of rehabilitation and maintenance alternatives based on the noted performance of the section.

Rehabilitation analysis will be completed using rehabilitation and maintenance strategies confirmed with the Town, as well as alternative budget scenarios. For the purposes of this proposal, we have assumed that we will run up to six budget scenarios including our default Need Driven (unlimited budget) and Do Nothing (no expenditure).

At the conclusion of the analysis, a draft and upon review and acceptance of the draft outputs from the Rehabilitation Analyses, a final report will be prepared.

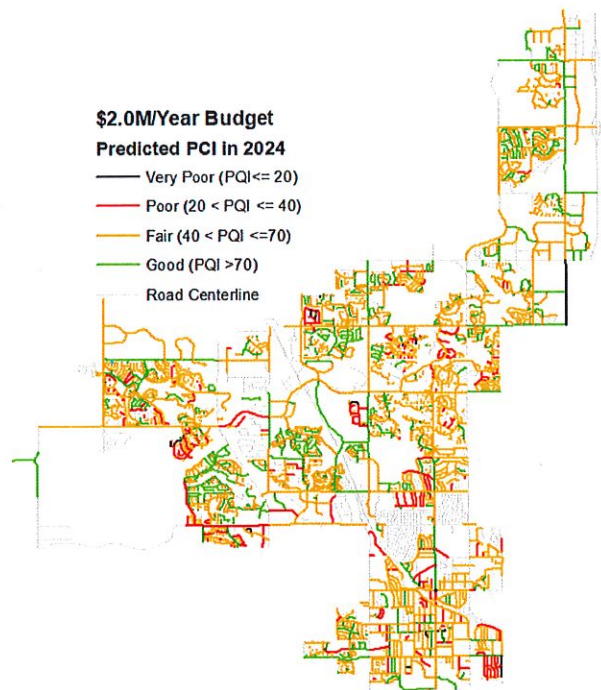
The report will describe the data collection process, present network analysis for the overall network, and PMS improvement. The report will also outline the results of the Visual Condition Index (VCI), Ride Comfort Index (RCI), Structural Adequacy Index (SAI) and Pavement Quality Index (PQI) values for all segments.

In addition, the report will include the following:

- A ten-year rehabilitation plan, indicating which road sections need rehabilitation and recommended treatments.
- The sectional priorities, selected strategies, and sectional costs for each programming year, based on the Town's budget alternatives.
- The performance impact on the network, based on alternative funding scenarios, including 'zero funding' (or "Do Nothing") and 'unlimited funding' options; and
- The rehabilitation analysis will be presented to the Town, in a draft format, similar to the Present Status analysis.
- GIS Maps for the current condition.

A draft report will be submitted to the Town in a PDF format. Upon review and acceptance of the draft report by the Town, the report will be finalized and delivered, along with all digital data and two (2) hard copies.

Prior to submittals, the report will undergo a review from the Project Manager, and a senior member of our engineering team, to ensure quality.



Reference: 2022 Pavement Condition Assessment & Pavement Management System Implementation Proposal for Professional Services

PROPOSED SCHEDULE

Stantec proposes the following tentative schedule. It includes optional items, which require review/approval from the Town. The schedule will be finalized upon an Authorized to Proceed has been issued. We would be pleased to modify the schedule to suit the Town's scheduling requirements as needed.

Milestone	Date
Authorization to Proceed	March 4, 2022
Project Initialization Meeting	March 18, 2022
Town Provide Required Information	April 1, 2022
Data Collection Start	July – September 2022, depending on weather and equipment mobilization
Data Collection Complete	September 16, 2022
Data Processing and Analysis Complete	October 14 2022
Post-Assessment Review Meeting	Tentative: October 28, 2022
Final Report Submission	November 18, 2022

Stantec will make an immediate start to the project upon approval by the Town for the project.

Our proposed schedule was developed based on our *extensive* local knowledge and we have taken into consideration historical weather information.

The proposed schedule dates are *practical* with field surveys scheduled to be completed between July and early September.

The fieldwork is dependent on favorable weather conditions, should weather become an issue, we will notify the Town of the impact to the overall schedule.

Alberta Transportation provides guidance on conducting structural testing of pavements. Structural testing should only occur between June 1st and October 1st. Generally, FWD testing should not be performed in below freezing conditions, because of the FWD equipment itself (hydraulic fluid) and the state of the pavement structure (frozen subgrade). If the temperature is below freezing and/or the subgrade is frozen, test results may be misleading or invalid. Thus, Stantec **highly** recommends waiting until June to complete the FWD testing, when structures have fully thawed.

The proposed schedule is dependent upon a timely receipt of required information from the Town, if the proposed schedule is not followed, Stantec reserves the right to request time extensions, and in some cases, fee increases.

The proposed schedule assumes that the COVID-19 situation and associated travel restrictions have no impact on the project execution. While this assumption may or may not be realistic at this point, Stantec will stay in close contact with the Town's project team to modify the schedule as needed, to ensure that quality deliverables are delivered on the proposed timeline, or as revised.



**TOWN OF BLACKFALDS
COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: **March 22, 2022**

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

SUBJECT: **Panorama / Parkwood Drive Intersection Improvement Options**

BACKGROUND:

The intersection of Panorama and Parkwood has seen the volume of traffic and pedestrians increase with the growth along the commercial corridor. In 2020/2021 we have received two complaints from the public regarding the northern most crosswalk that is currently the main route for pedestrian traffic. The drivers are not yielding to pedestrians. As part of the 2021 Sidewalk Program, for the intersection of Panorama and Parkwood we have added a sidewalk to the orphan curb line and improved the pedestrian movements with a west crosswalk going north/south at the intersection, along with the addition of a pararamp at the north end of the new crosswalk. These improvements were completed under the 2021 Sidewalk Repair and Replacement Program. We have also added one set of flashing push button beacons in this area and a second set of beacons will be installed this summer.

During the 2021 budget deliberations, funds were allocated in the amount of \$5.66 million dollars to re-face the downtown area around the new Twin Arena Facility Plaza and parking lot. This Womacks Rd and Gregg St realignment/Plaza Project also included associated underground works, closure of Broadway Avenue and CP rail crossing, extending Gregg Street to Waghorn from Lawton Avenue, repaving Lawton and connecting improvements to the intersection of Highway 2A and Gregg Street. This project is currently in construction and with more traffic being routed into this area, the town has recognized that improvements to the Highway 2A and Panorama is warranted.

As part of the 2022 capital budget, funds of \$175,000 were allocated to this intersection change of scope planned to be part of the original project construction contract. At the January 25th Council Meeting this item was presented. Administration brought two options for recommendation to make this area safer for residents and visitors. Council asked Administration to send out a survey to the residents to gather feedback on the two options. The following motion was passed:

029/22 Councillor Svab moved that Council refer this item back to Administration for further information, no later than the March 14 Standing Committee Meeting. At the Standing Committee Meeting, there was good discussion on the roadway options, the survey comments and the associated pedestrian routes in and out of this intersection. This item was referred to Administration to gather more information and to bring back to a Council Meeting. It was agreed that the Transportation Engineer will be present to provide additional information and further clarify an interim solution for this intersection.

DISCUSSION:

Administration has posted the survey with the two options for public feedback from February to the end of March. The two options presented in the survey will reduce the main concern of pedestrian safety at the crosswalk, while option 2 would also provide a dedicated left turning lane and be closer to the ultimate configuration until Highway 2A once widened. The major difference between these two options would be cost and the road's ability to stack traffic into the dedicated left lanes. If Council agrees to either option or some other cost option, we plan to add to the scope of the Womacks Rd



TOWN OF BLACKFALDS COUNCIL MEETING REQUEST FOR DECISION

and Gregg St realignment/Plaza Project and anticipate using the existing contractor to complete the work.

Please see attached survey summary for detailed results and associated comments. The public survey results overwhelming support option 2, at 81% with 640 entries to the survey.

If option 2 is chosen, the northern sidewalk will remain as existing, as per the Standing Committee discussion and the respondents' comments, but the design team prefers to remove it to alleviate the pedestrian crossing movement the north sidewalk side of these intersections. If the sidewalk is to remain, the design would be modified to accommodate this revision. The ability to install a sidewalk along the northern side of Gregg Street would be challenging with limited boulevard space. Also, with no pedestrian access west of the CP Rail line, the need to install a sidewalk along this north side would be unnecessary until the ultimate four lane roadway is built.

FINANCIAL IMPLICATIONS:

The \$175k allocated for this project under the 2022 Capital Program will be funded through the Canada Community Building Fund.

Option 1 and Option 2 costs are under the Opinion of Probable Costs (OPC) provided by Stantec in the attached memo in the amounts of \$270k and \$360k respectively. The west side of the Highway 2A intersection is scheduled under the existing contract in the amount of \$140,592.

The table below shows the estimated funding for each option:

	Option 1	Option 2
Opinion of Probable Costs	\$270,000	\$360,000
West Side Contribution	(\$140,592)	(\$140,592)
Canada Community Building Grant	(\$175,000)	(\$175,000)
Street Reserves	\$0	(\$44,408)
Balance	\$45,592	\$0

If option 2 is selected, the amount drawn from the reserve will vary based on the usage of the contingency, inflationary factors and professional services rendered. The \$45,000 reserve contribution is the upset limit if the contingency, inflationary factors and professional services rendered are 100% expended.

ADMINISTRATIVE RECOMMENDATION:

1. That Council move forward with option 2 and recommends that Administration to prepare a change order for the anticipated work through the existing Border Paving contract for the Womacks/Gregg Project using the capital funds allocated of \$175,000 and use \$45,000 which will be drawn from the Streets Reserves.



**TOWN OF BLACKFALDS
COUNCIL MEETING
REQUEST FOR DECISION**

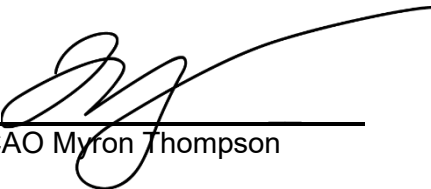
ALTERNATIVES:

- A. That Council to move forward with option 2, with the existing northern sidewalk to remain and recommended to Council to instruct Administration to prepare a change order for the anticipated work through the existing Border Paving Contract for the Womacks/Gregg Project using the capital funds allocated of \$175,000 and use \$45,000 to be drawn from the Streets Reserves.
- B. Refer back to Administration for more information.

ATTACHMENTS:

- *Survey Results*
- *Stantec Drawings and Opinion of Probable Costs*
- *Overall Stantec Plan of project site*

Approvals:



CAO Myron Thompson



Department Director/Author

Constant Contact Survey Results

Campaign Name: Highway 2A Gregg St/Panorama Drive Intersection Survey


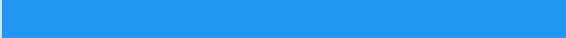

Survey Starts: 1287

Survey Submits: 640

Export Date: 03/01/2022 01:41 PM

MULTIPLE CHOICE

What Intersection Configuration would you prefer?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Option 1			77	12%
Option 2			523	81%
Neither Option/Don't change			40	6%
Total Responses			640	100%

OPEN QUESTION

Comments

Option #2 is the safest for all pedestrians and also allows traffic flow to navigate easier and move uninterrupted faster

I don't feel a dedicated right turn lane is necessary.

The dedicated lanes are a huge improvement to the intersection, however, we need to ensure the lights are also updated to have advanced greens. Pedestrian education will be the largest, and most difficult part of this project. Good luck!

163 Response(s)

[illegible]

Neither Option/Don't change	There needs to be an advance light signal turning left from 2A to Gregg. I have sat there a whole light and only one car has gotten through because of the consistent car flow.
Option 2	
Option 2	
Option 2	
Option 2	I could honestly care less about lanes but STRAIGHTEN THE INTERSECTION SO IT ACTUALLY FUNCTIONS AS A PROPER INTERSECTION. Also not feeling like you catch air driving across the highway would be a nice fix.
Option 2	
Option 2	So no crosswalk to get to the IGA side???
Option 2	For a growing community #2 seems like longterm will be a better option. However I do not understand why the north crosswalk is being removed, why can't it stay? and have crosswalks at all intersections
Option 2	
Neither Option/Don't change	
Option 2	
Option 2	
Option 1	
Option 2	
Option 2	
Option 1	
Option 2	
Option 2	I prefer a different option of spending more money and making the intersection more symmetrical as that is a huge problem. The north side of the intersection on the gregg street side needs to be squared better than on the options.
Option 2	I would prefer to keep the pedestrian crossing on the north side as I think there is way more foot traffic headed to IGA, Timm's, 7-11, etc. Putting in on the south side will force people to cross again on the east side heading north.
Option 2	
Option 2	
Option 2	
Option 1	
Neither Option/Don't change	
Option 2	Option 2 is the best, but how much are you going to raise taxes? The disabled and the poor people you're forcing out of town want to know?
Option 2	
Option 2	
Option 2	Of these 2 options. Option two is best. Also need to consider changing 2a's straight and right turn lanes. Having those two combined is backwards in how every other intersection is and makes no sense as it slows traffic down. Right hand dedicated only
Option 1	Option 2 seems unnecessary, and the result of extra lanes may make it confusing and difficult for drivers to see if they have the right of way when turning. Option 1 is the best solution
Option 2	
Option 2	
Option 2	
Option 2	

Option 2	There needs to be proper turning and dedicated straight lanes. Will minimize incidents
Option 2	
Option 2	
Option 2	
Option 2	Become the most absolute legendary community in the country by adding a diagonal crosswalk from where that faded trail is on the northeast corner all the way to Highway Street on the southwest corner.
Neither Option/Don't change	It's already hard to cross there as a person that uses a Mobility scooter people still don't really let you go or almost run you over so maybe longer pedestrian light might be a better idea
Option 2	
Option 2	
Option 2	
Option 2	Make sure to add in the proper turn signals as well. Option 1 is no better than leaving it alone.
Option 1	
Option 1	Option 1 is a significant savings from Option 2 and with option 1 if you have a combined straight through and right turn lane that will be sufficient as that lane will always be moving because straight through traffic always has the right of way!
Option 1	
Neither Option/Don't change	Put in designated left turn lane eastbound. Leave crosswalk at the north side of intersection.
Option 2	
Option 2	In the long run with the new street from womacks, this will help heavier traffic at the town's busiest intersection.
Option 2	
Option 1	
Option 2	
Option 2	The west side of the highway would be fine only having 2 lanes, left turn lane and straight/right lane. The east side would benefit more from the three separate lanes to relieve back up at the next intersection.
Option 2	
Neither Option/Don't change	Traffic circle
Option 2	
Option 2	There needs to be dedicated left turn lanes as it's difficult to see if anyone is turning with the vehicles in the right hand lane. There have been way to many close calls at that intersection. Why do we need to move the pedestrian sidewalks?
Option 2	We need a straight across lane and not with the left turning lane in the same so traffic can travel smoothly across and not holding up traffic
Option 2	
Option 2	There also needs to be turn signals at this intersection.
Option 2	
Option 2	
Option 2	I would like to see a merging turn lane from the north side of 2a on this intersection turning in west added. And a flashing turn signal add into the signal light program
Option 2	Build for future growth. Do it well, do it once.

Option 2	
Neither Option/Don't change	Both options are garbage. If you actually want to fix the problem like you claim, you'll need more than sidewalks and paint. As someone in the infrastructure and highway construction industry for over a decade, this is a joke.
Option 2	
Option 2	
Option 2	
Option 2	Option 2 is the better choice because it reduces the risk of user error when deciding if it's safe to proceed when other drivers are turning.
Option 1	Yâ€™all should also look and fixing the street to the west that runs adjacent to 2A. Especially the intersection just in front of A&W and Fast Gas, Parkwood RD & Panorama Dr.
Option 2	Dedicated left turn signals please! If a truck is at the intersection, it's hard to see past them to make a safe left hand turn on a solid
Option 2	
Option 2	
Option 2	Option 2 is a necessity for the volume of traffic.
Option 2	
Option 2	
Option 2	
Option 1	Don't spend more money then needed.
Option 2	The town is only going to continue growing and traffic will as well. May as well bite the bullet and do it right the first time.
Option 2	Option 2 seems like a slightly better choice as you won't get vehicles backing up waiting to turn right from either direction. Not sure if the opening from Gregg street will be long/wide enough to fix this issue. Has traffic circle been considered?
Neither Option/Don't change	
Option 2	It needs a small traffic circle maybe. Itâ€™s terrible. You canâ€™t win.
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	
Option 2	Being the main artery from east and west parts of town, i believe this option would work best now and for the future. Possibly with advanced turning arrows would allow better flow. Sensors mounted on the posts are better than in the road.
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	
Option 2	Also the intersection of 597 and Vista Trail - the stop line on the north side needs to be addressed. It is too far forward, many individuals turning north onto Vista Trail often are unable to safely do so as the vehicle at the stop line is too far.
Option 2	
Neither Option/Don't change	Activate the traffic lights on Cottonwood and take some of the pressure off of the intersection at issue.
Option 2	
Option 2	
Option 2	
Option 2	But keep all crosswalks
Option 1	

Option 2	
Option 2	
Option 2	
Option 2	What happened to the full Gregg Street realignment design that included alignment with Womacks and Hwy 2A?
Option 2	
Option 1	Whatever happens, east/west realignment is a MUST. It is dangerous at times given the dip of the road on either side (especially the west side) and the need to swerve to remain going straight and not hit the side of the road.
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	Turning signals are a must at the lights.
Neither Option/Don't change	1- Why does the current option have a straight/right turn coming from W side on diagram (pretty sure that doesn't exist)
Neither Option/Don't change	2- Why are the crosswalks moving to the south side when the trafficonly 250 characters?!?!?!?
Option 1	
Option 2	
Option 2	
Option 2	Why was a traffic circle not suggested? The biggest problem problem is the traffic congestion at the west bound side of the intersection. It is the most efficient way to ease congestion. The evidence is at the intersection of 2A and 597.
Option 2	
Option 2	
Option 2	
Neither Option/Don't change	
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	Having 3 lanes seems redundant, a straight/right turn and dedicated left turn makes the most sense to me. Glad this is being changed, with either option it is much needed.
Option 1	
Option 2	
Option 2	
Neither Option/Don't change	Please follow the 2015 Master Plan and do the upgrades properly!
Option 1	If option one includes designated left turn light at beginning of east west cycle
Option 2	I think option 2 is the better one to go with . HEATHER OSBORNE
Option 2	Need dedicated turning lights !!
Option 1	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	It is absolutely necessary to spend a little extra and fix this intersection. It is only going to get busier
Option 2	
Option 2	
Option 2	
Option 2	

Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	
Option 2	
Option 2	
Option 2	I would prefer option 2, but I would also add left turn lights on both east and west sides of the intersection
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	
Option 2	Would prefer a pedestrian overpass, but the three lanes seperated for intent will be most helpful for reducing near miss accidents
Option 2	
Option 2	
Option 2	
Option 2	Unacceptable this keeps getting pushed aside.
Option 2	If option 2 is fixing it right then do it. Except, WHY would you put the pedestrian cross walk on the south side when anyone can see the natural walking path that everyone takes is north.
Option 2	
Option 2	
Neither Option/Don't change	
Option 2	
Option 2	
Option 1	
Option 2	
Option 2	
Option 1	
Option 2	
Option 2	
Option 1	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	I believe this will be a safer option for this intersection as we all know it is very busy.
Option 2	
Option 1	
Option 2	Option 2 is better as it makes it easier for more traffic to get through the light with 3 lanes rather than the 2.
Option 2	Are there left handed turning light?
Option 2	
Neither Option/Don't change	Unless you are going to change 2a southbound to 4 lane the one left turn and one straight thru/right turn lane is safer. Too many would be racing to be first reduction to 1 lane south of this intersection causing accidents and high risk situations.
Option 2	
Option 2	Use this intersection on a regular bases, it is very busy and needs updates.
Option 2	

Option 1	The best thing you could do is make 2a south 2 lanes, not 2 lanes, one lane, 2 lanes, one lane, 2 lanes,
Option 2	
Option 2	Please include advanced green lights and pedestrian crossing lights.
Option 2	But why take out the south sidewalk at all. People head north more than south on foot. Keep the north crosswalk and add the west and south. Or skip the south.
Option 2	
Neither Option/Don't change	This intersection was to be included in the Womacks/Gregg St. realignment. I'd like Council to return the full scope of the Womacks Gregg St. realignment & not "phase" it. This is a vital lifeline for our community's safety. Do it once, do it properly
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	#NAME?
Option 2	I would prefer to see a pedestrian bridge over the highway
Option 2	
Option 2	
Option 2	
Option 1	Dedicated left turn light - solid green for left lane to go first.
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	With left turn arrows as well!
Option 2	Also, please find a way to pave Broadway the ENTIRE way out of town for those on the far west end who commute to Lacombe regularly. To reduce traffic congestion downtown & also make it safer for buses.
Neither Option/Don't change	
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	
Option 2	
Option 2	Love it.
Option 2	
Option 2	
Neither Option/Don't change	Quit reconfiguring all the roads. This is a waste of money.
Option 2	
Option 2	
Option 2	
Option 1	
Option 2	
Option 1	
Option 1	
Option 2	
Option 2	
Option 2	
Option 2	

Option 2	
Option 2	My son was hit by a car at this intersection while riding his bike to school. He was attempting to get from his home on the west side of Hwy 2A to the Intermediate Campus. Don't allow savings and cost cuts to put our children's safety at risk.
Option 2	In addition to these plans, a right hand turning lane from 2A southbound onto Gregg St would be beneficial. 2A gets backed up from the lights and you are stuck in line and can't turn. Then drivers illegally pass on the shoulder to get to the lights.
Option 2	
Option 2	
Option 1	What about upgrading paving south street. To take some pressure off of Park street.
Option 2	Option #2 is the safest for all pedestrians and also allows traffic flow to navigate easier and move uninterrupted faster
Option 2	A combined straight and right turn lane would be a nightmare for people who live north of Gregg St and need to go south on 2A. They would have to wait for the light to turn red if there's a car going straight. Please make it right the first time.
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Neither Option/Don't change	
Option 2	
Option 2	The dedicated lanes are a huge improvement to the intersection, however, we need to ensure the lights are also updated to have advanced greens. Pedestrian education will be the largest, and most difficult part of this project. Good luck!
Option 2	
Option 2	That intersection has been a difficult and dangerous in for years. I'm glad you are going to do something about it!
Option 2	I believe option 2 is the best option, as this is such a main intersection for our town! In the mornings/afternoons it backs up all the way down Gregg street to the pirate park, causing significant delays!! Option 2 is the safest and best option!
Option 2	No matter which option chosen it will require staged lights with turning or straight through traffic moving first then the other second but you do not make that clear in either diagram - that needs to be spelled out too when offering options
Neither Option/Don't change	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	Please stop the east/west sensor lights asap (so the light can be solid green heading west & solid red heading east, & probably vice versa). Traffic with the green light doesn't know when the other other light (opp direction) suddenly turns green.
Option 2	
Option 2	
Option 2	

Option 2	
Option 2	This makes the most sense going into the future
	Get on with the project already
Option 1	When is the town going to finish by the trailer park at least finish up the park by replacing the fence and putting back the stop signs that were took off when the fence was taken down when the trailers were demolishe
Option 2	
Option 2	
Option 1	
Option 2	For future growth.
Neither Option/Don't change	This spot would benefit from a roundabout.
Option 2	What's really the point in moving the crosswalk besides extra money it isn't changing anything. Just focus on the road.
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	
Neither Option/Don't change	Speed and commercial zoning are the biggest factors here. The options are counterintuitive to walking as if it is a residential zone. It is not and unsafe to treat it so
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	make sure the lights are upgraded as well to have an advance green.
Option 2	
Option 2	Option 2 is the better. However I would like to see that pedestrian walkways are given more thought. This will be the safest way for students to go to the high school that has yet to be completed. Children crossing that hwy for school is terrifying
Option 1	Whichever option is chosen, I feel that the addition of an advance green light for left-turning vehicles is imperative.
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	Turn signals I think would be a good option as well
Option 2	I would keep the 2a cross walk to the north, more ppl are going to go to the grocery store or come from there, less times to cross the street, no matter which option you do
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	Option 2 make more sense and will help traffic as it increases over the years. Do the intersection like this now and save money in the future.
Option 2	

Option 2	
Option 2	
Option 2	
Option 2	
Option 2	Have to always think of the future!
Option 2	Why move the crosswalks? Majority of traffic either goes straight through east/west bound or turns south on 2a from East/West bound.
Option 2	Moving the crosswalk to the south side will increase the risk of a pedestrian getting hit and hold more traffic up
Option 2	
Option 1	Why are the crosswalks moving? They should stay on the north side of the intersection.
Option 2	
Option 2	
Option 1	
Option 2	
Option 1	
Option 2	
Option 2	
Option 2	Need turn signals going east and west
Option 1	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Neither Option/Don't change	There should be turning lanes in all directions. Maybe a roundabout would be better? The lights on 2A through Blackfalds are a joke, should not have to stop at all 3 sometimes, please time them better.
Option 2	
Option 2	
Option 2	I think Option 2 is the safest! I'd like to see a designated turning light to add to the safety of the intersection.
Option 2	
Option 2	
Option 1	The majority of people go east to the stores. Taking that cross walk out may increase jaywalkers.
Option 2	
Option 2	
Option 2	Would be better if an option was a roundabout
Option 2	
Option 2	
Option 1	I can see the benefits of additional crosswalks for all the kids especially. I think 1 would accommodate the traffic flow in a more controlled way.
Option 1	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	Good plan for the future!
Option 1	
Option 2	
Option 1	
Option 2	
Option 2	
Option 2	

Neither Option/Don't change	
Option 1	Having a designated left turn is needed. If you are going straight or making a right turn it can be in the same lane as traffic is still moving/flowing.
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	
Option 1	Removing the north side cross walk is good. Safer being on the south side.
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	Do it right the first time so it doesn't need to be done again in five years.
Neither Option/Don't change	2 words- traffic circle! ðŸ˜€
Option 1	
Option 2	
Option 2	Also please consider advance left turns on the lights, because traffic gets backed up and there isn't a clear line of sight to turn left from Gregg onto 2A when the cars are lined up to turn left from Panorama.
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	I feel this is the best options. The town is continuing to grow. May as well plan for the future and spend the money now, otherwise you will have to make changes 5 years down the road.
Option 2	
Option 1	Rather than a traditional pedestrian crosswalk I would like to see extra monies allocated to an overhead pedway. Much safer than crossing the road since it is a highway. I've seen a few close calls for pedestrians! Better access to Abbey Centre too!
Option 2	As long as there is a dedicated left turn signal, I'd be ok with either. But as it looks like access to the north end of Highway Street is being closed off, there's no need to worry about blocking that "intersection" so a right turn would be nice.
Option 1	
Option 2	
Option 2	
Option 2	
Option 2	but keep crosswalk on north
Option 2	
Option 2	Turning off Parkwood Rd onto Panorama drive is a nightmare. If one remains behind the crosswalk one cannot see traffic coming from the east side of Panorama Drive. The view is obstructed by bushes and utility boxes. Needs to be addressed.
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	
Option 2	
Option 2	
Option 2	
Option 1	
Option 2	
Option 2	

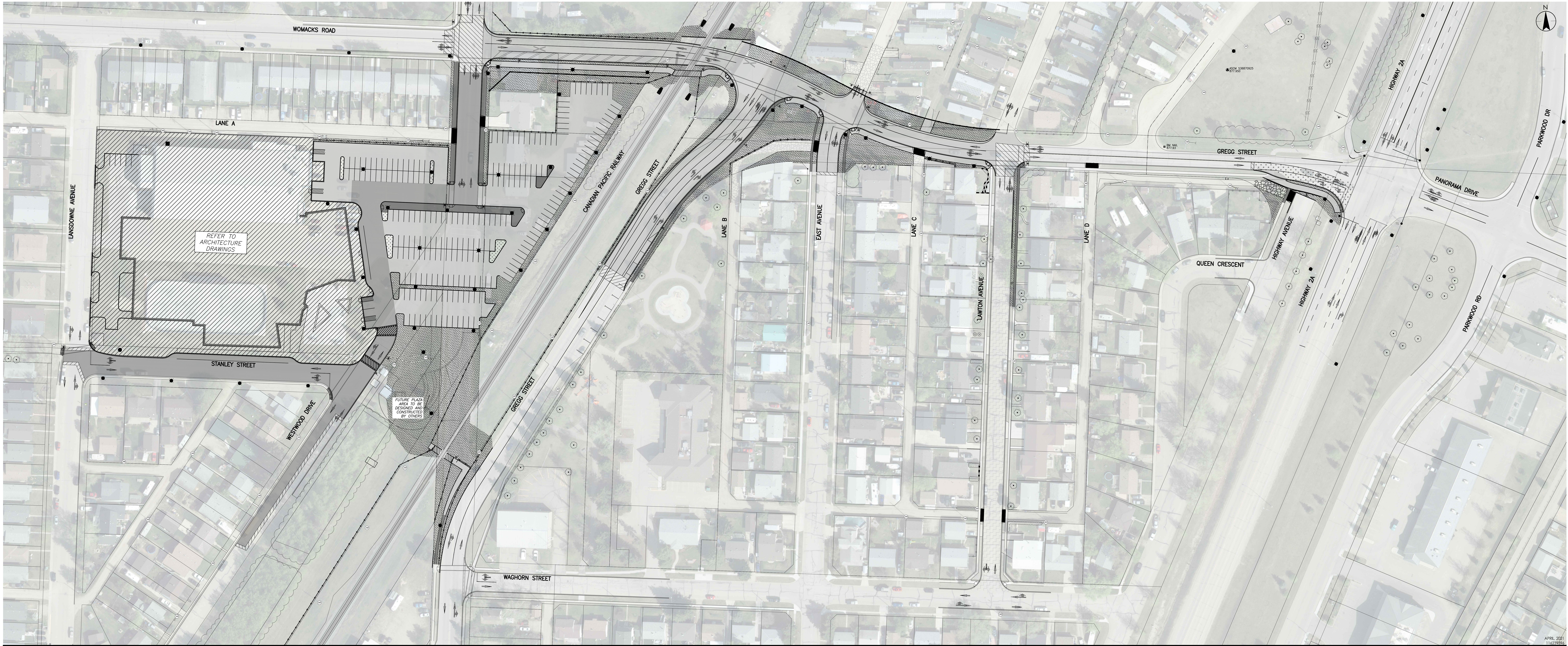
Option 2	
Option 2	
Option 2	The pedestrian crosswalk on the north is still necessary as removing it will in no way prevent pedestrians crossing there. They will instead cross illegally and without protection and continue with their natural path to the business to the north.
Option 2	
Neither Option/Don't change	Neither seems like an overall improvement for the costs. Ideally a safe crossing for the kids above the street like a bridge would be the smartest and safest option
Option 2	How about you do this at the intersection of 2A and Park Street as well? 3 dedicated lanes both directions, with advance turn signals? Another option would be installing traffic circles/roundabouts at both intersections, keeps traffic moving.
Option 1	
Option 2	
Option 2	
Option 2	
Option 2	However the trouble I find is the service roads because traffic is always coming so hard to get through
Option 2	
Option 2	
Option 2	
Option 2	1/ dont see the reason or need to remove the north pedestrian crossing in favour of the south. 2/panorama street -one lane west bound for right hand turn, 1 straight thru, 1 lane left turn. 3/ take away 2 east bound lanes to make way for the 3rd west
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	
Option 2	
Option 2	Ideally a pedestrian bridge would be great but that kind of a budget may not be in the cards. Although it would be worth investigating ie get a cost for such a project.
Option 2	
Option 2	Round about
Option 2	I would prefer a traffic circle at every main intersection throughout town. Traffic flows much better. However, option 2 is the next best option. Just ensure that turning lanes have a clear view to oncoming traffic. Thank you!
Option 1	
Option 2	
Option 2	I am curious why we have to remove the north crosswalk. Can we keep it and add one on the west and south side? If you are traveling on the sidewalk from panorama, you have to Cross the road to get to the south cross walk in order go across intersecti
Option 2	

Option 2	
Option 2	
Option 2	Will there be advance greens for turning with option 2? I suspect it wouldn't cost too much to get that too!
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	
Option 1	
Option 2	To also include left turning flashing lights
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	May as well keep the existing crosswalks as well. Save money on the removal and give pedestrians more options.
Option 2	
Option 2	
Neither Option/Don't change	Should be a roundabout!
Option 2	
Option 1	
Option 2	
Option 2	
Option 2	I think the cost estimates are too low, and if you go forward I would like to have the contact create penalties for overages to ensure better quoting, and spending.
Neither Option/Don't change	
Option 1	
Option 2	Savings kids from having to cross Gregg Street before/after crossing 2A is a must. Too many people block the intersection and view of that corner. It's very dangerous for pedestrians. And it's a busy intersection, more lanes is better.
Option 2	I like that you provided costs, I would disagree with any tax increases but option 2 would ensure it handles increased traffic for years to come. Especially with added traffic to the arena.
Option 2	
Option 2	
Option 2	Option 1 is very similar to the intersection in Lacombe on 2A & 50th. The intersection in Lacombe is always backed up for 50th Ave through traffic because the left and right turn lanes are waiting to merge on a red light (green on hwy2A).
Option 2	Needs turn signals. Service road on the east of this intersection needs to be addressed, traffic is very busy there at peak hours. Trying to go through (north-south) or turning left from is difficult and sometimes dangerous throughout the day
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	With the cross walks on the north side of Gregg st. Should have turning arrows for left hand turns.
Option 2	
Option 2	

[illegible]

Option 1	
Option 2	
Neither Option/Don't change	Don't spend money on this intersection but put proper traffic lights on cottonwood dr and hwy 2a will help slow vehicles coming into town and safer for turning left onto hwy 2a off of cottonwood
Option 2	
Option 2	Need turn lights turning from panarama drive onto highway 2A backs up to much
Option 2	
Option 1	
Option 2	
Option 1	I don't feel a dedicated right turn lane is necessary.
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	Option 2 is better when thinking of future growth. Better to spend this money now to make it right with forward thinking then have to redo it again (causing another inconvenience to the town people) and pay double if not more in the long run.
Option 2	
Option 2	I think you should also add to the lights a green light just to turn left, before the green light for straight traffic comes on.
Option 2	
Option 2	I would like to see the turning lanes have turning lights.
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	
Option 2	
Neither Option/Don't change	
Option 2	The pedestrian crossing on the north side is still important, and shouldn't be removed. Someone made a comment that people will still cross there regardless of whether it's removed. If it remains, the safety is still provided regardless of where cross.
Neither Option/Don't change	If these grants are limited, do not change. If they are not, then option 2.
Option 2	
Option 2	
Option 2	Will there be left turning lights added as well? From someone who travels into Red Deer for work turning left off Panorama, sometimes the only break you get to turn is when another person coming from Gregg St is turning left to go to Lacombe..
Option 2	
Option 2	
Option 1	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	
Option 1	
Option 2	
Option 2	
Option 2	
Option 2	
Option 2	

Option 2	
Option 1	
Option 1	
Option 2	
Option 2	It may cost more but it will stay flowing longer with town growth. And will prevent having to do it later and wasting money on a temporary fix
Option 2	I like the designated left and right turn lanes on both EB and WB traffic. I like the pedestrian sidewalk on the south side of Gregg St. coming all the way from the west end, from the intersection of Broadway and Gregg.
Option 2	
Neither Option/Don't change	Roundabout. Keep traffic flow. Separate ped crossings away from the intersection. Also, please pave Broadway Ave. This will encourage traffic flow out of Blackfalds away from these intersections especially of those on the west side of the tracks.
Option 2	Do not remove existing crosswalks, simply add new ones and it's going to be perfect as you will save the removal costs to actually invest into additional crosswalks and sidewalks.
Option 1	
Option 2	
Option 2	
Option 2	
Neither Option/Don't change	
Option 2	
Option 1	I would much rather see a pedestrian bridge being built , so there is a) no disruption on traffic flow and b) no more pedestrians getting hit by cars. They have them over Taylor drive in Red Deer and across the Crowchild in Calgary.
Option 2	
Neither Option/Don't change	Its fine the way it is dont waste the money on it save it for more necessary projects.
Option 2	
Option 2	
Option 2	Option 2, do it the right way or not at all.
Option 2	Having different lane configurations on opposite sides of an intersection is confusing to the ppl that dont look at the signs which creates the potential for accidents. Have seen it several times at this and the Park St 2a crossings.
Neither Option/Don't change	I would rather see a road coming from the west to cross over hey 2 to cottonwood drive. Currently no through road into aurora subdivision. I feel it would eliminate traffic on broadway both early and later in the day.
Option 2	
Option 2	sidewalks need to be moved to South side to eliminate pedestrian crossing right after turn onto South which would be very dangerous. Making dedicated North and South from 2a makes sense to eliminate extra road costs in future.
Option 2	Should also work on the cottonwood drive lights so that they actually go green and red periodically. That intersection is a mess all the time in the morning and after work especially
Option 2	
Option 1	
Option 2	
Option 2	People will still walk on the road on north side of intersection. Keep that crosswalk there for safety reasons but still create the option 2 turning lanes. Probably would save \$\$\$
Option 2	
Option 2	
Option 2	



1100 - 4900 50th Street
Red Deer AB Canada T4N 1X7



1100 - 4900 50th Street
Red Deer AB Canada T4N 1X7

Legend

- | | | | | | |
|--|---------------------------|--|------------------------------|--|---|
| | TOPSOIL & SEED | | ASPHALT LEVEL COURSE | | CONCRETE |
| | MULCH | | PARKING LOT/ TRAIL PAVEMENT | | REMOVE ASPHALT AND GRAVEL TO 100mm DEPTH AND PAVE 100mm |
| | ARCHITECTURE WORK | | ROADWAY PAVEMENT | | |
| | ASPHALT MILLING & OVERLAY | | GRANULAR BASE/SURFACE COURSE | | |

PRELIMINARY
FOR DISCUSSION PURPOSES ONLY



Client/Project
TOWN OF BLACKFALDS
Womacks Road/Gregg Street and Plaza Parking lot

Figure No.
1.0

Title
OVERALL PROJECT PLAN

APRIL 2021
116393936

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2022/01/19 3:20 PM By: Campbell, Scott



ORIGINAL SHEET - ANSI B

JANUARY, 2022
116239396



1100 - 4900 50th Street
Red Deer AB Canada T4N 1X7
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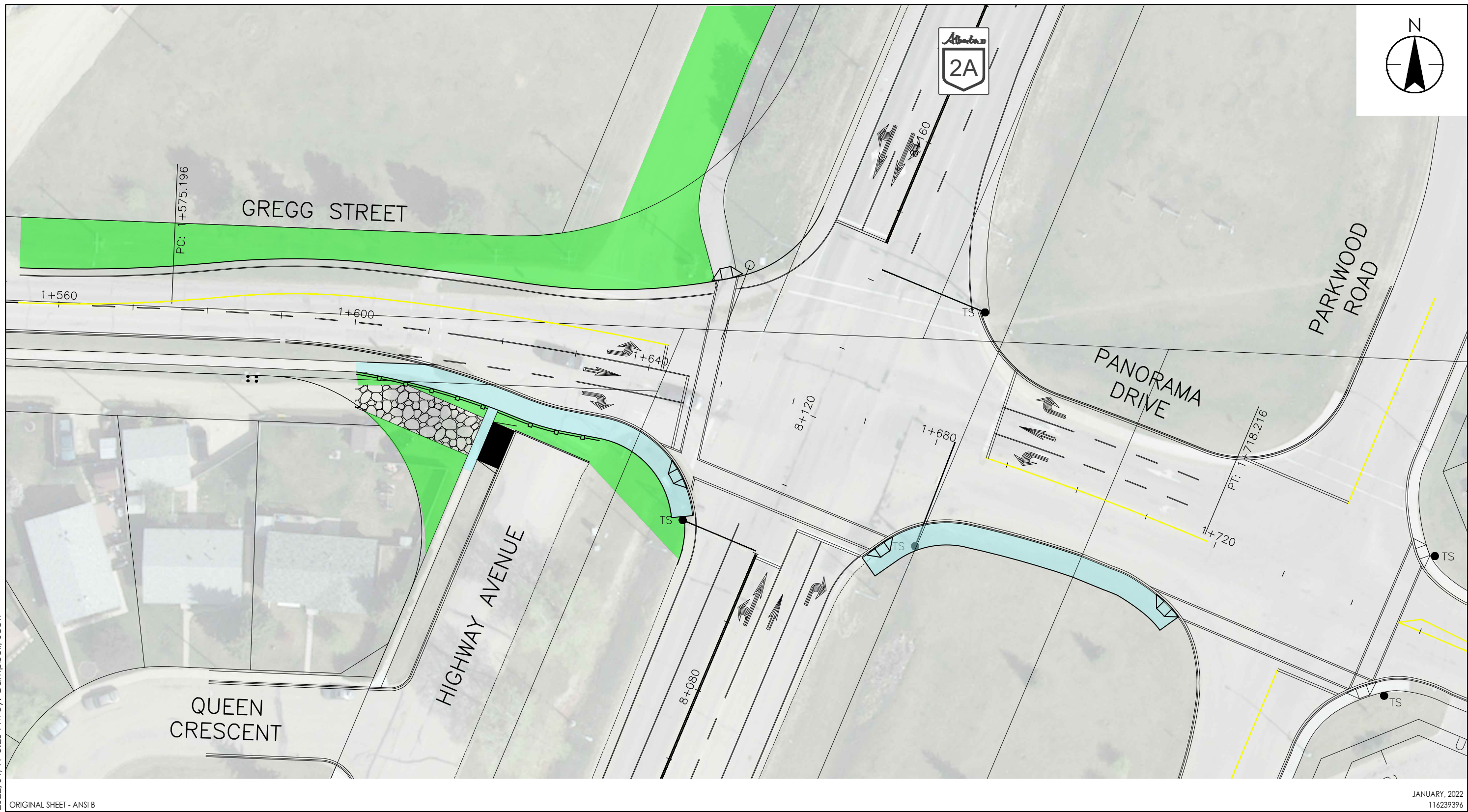
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PRELIMINARY
FOR DISCUSSION PURPOSES ONLY



Client/Project
TOWN OF BLACKFALDS
WOMACKS ROAD/GREGG STREET AND PLAZA
PARKING LOT
Figure No.
SK-1
Title
INTERSECTION OPTION 1

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2022/01/19 3:25 PM By: Campbell, Scott



ORIGINAL SHEET - ANSI B

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Legend

PRELIMINARY
FOR DISCUSSION PURPOSES ONLY



Client/Project
TOWN OF BLACKFALDS
WOMACKS ROAD/GREGG STREET AND PLAZA
PARKING LOT
Figure No.
SK-2
Title
INTERSECTION OPTION 2

To: Preston Weran

From: Patrick Wong, P.Eng., PTOE

Brad Vander Heyden, P.Eng.

Town of Blackfalds

Stantec Consulting Ltd.

File: 1162 39396

Date: January 19, 2022

Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

1 INTRODUCTION

This technical memorandum intends to evaluate the potential adjustments to the Highway 2A and Gregg Street intersection to improve traffic flow and accommodate pedestrians crossing on the south side of the intersection. The intersection location is illustrated in **Figure 1**.

Figure 1 – Intersection Location



Two intersection improvement options were discussed at the December 2001 meeting between Stantec and the Town. The two options are as follows:

- **Option 1** - Maintaining the current intersection geometry (with minor adjustment on the west leg), but having the sidewalks on the west and south sides of the intersection; and
- **Option 2** – Having eastbound and westbound configurations that have designated left turn, designated through, and designated right turn lanes. The crosswalks will also be on the west and south sides of the intersection.

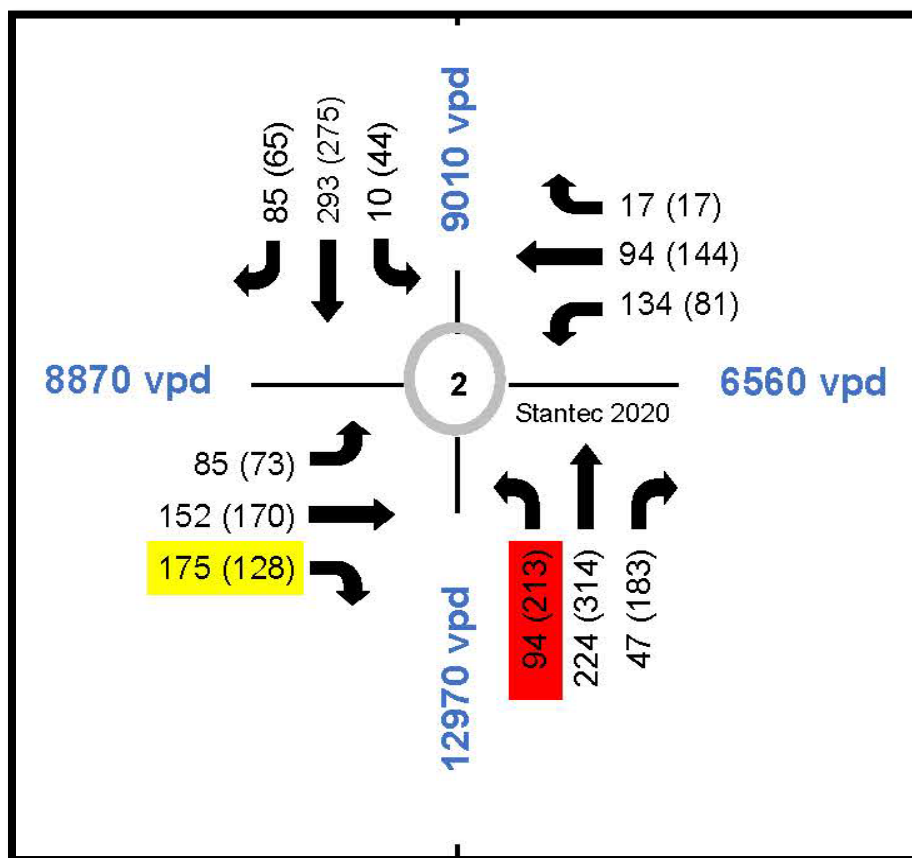
Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

2 EXISTING VOLUMES

AM Peak and PM Peak traffic turning movement counts were collected in September 2020 at the intersection.

A study was carried out previously to evaluate the traffic impact with the closure of Broadway Ave at the railway crossing, the updated volumes for the intersection are illustrated in **Figure 2**.

Figure 2 – Adjusted Design Volumes



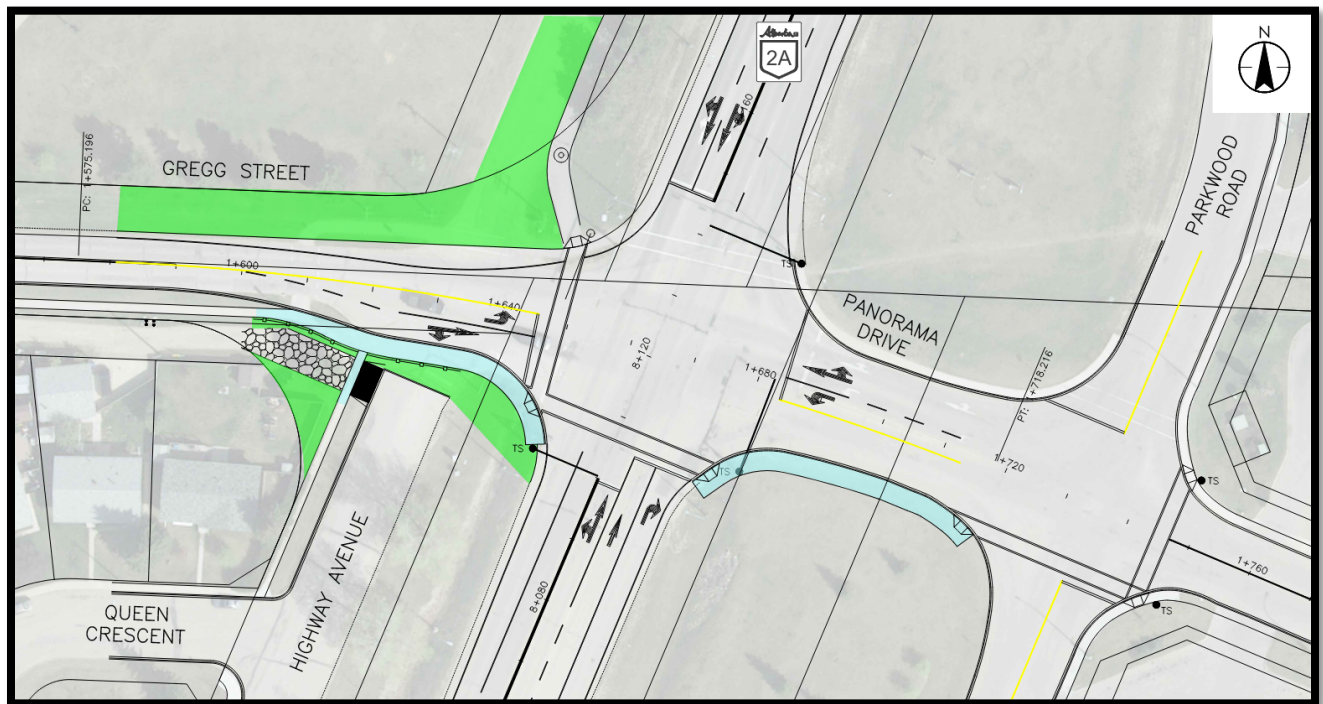
Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

3 OPTION 1 – TRAFFIC ANALYSIS AND EVALUATION

3.1 INTERSECTION CONFIGURATION

Figure 3 below shows the option 1 intersection configuration.

Figure 3 – Option 1 Intersection Configuration Adjustments



Intersection adjustments are as follows:

- 1) Remove existing pedestrian crosswalk on the north side of the intersection;
- 2) Install new pedestrian crosswalks on the west and south sides of the intersection; and
- 3) Re-configure eastbound configuration to one dedicated left turn lane and a shared through and right turn lane.

Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

3.2 TRAFFIC OPERATION ANALYSIS

Tables 1 & 2 summarized the analysis results, with the existing timing plans and phases (no advanced left turn phases).

Table 1 – Intersection of Gregg Street & Highway 2A – Option 1 AM Peak

	Intersection Movements											
	EB			WB			NB			SB		
	L / TR			L / TR			LT / T / R			L / TR		
	L	T	R	L	T	R	L	T	R	L	T	R
Volumes	85	152	175	134	94	17	94	224	47	10	293	85
V/C Ratio	0.28	0.72	-	1.06	0.25	-	-	0.26	0.06	0.02	0.43	-
Lane LOS	C	C	-	F	B	-	-	A	A	A	B	-
Control Delay (s)	20.7	25	-	116	17.6	-	-	9.7	3.5	9.9	11.5	-
Queue Length 95 th (m)	18.9	53.9	-	46.5	20.9	-	-	25.5	4.8	3.4	63.1	-

Table 2 – Intersection of Gregg Street & Highway 2A – Option 1 PM Peak

	Intersection Movements											
	EB			WB			NB			SB		
	L / TR			L / TR			LT / T / R			L / TR		
	L	T	R	L	T	R	L	T	R	L	T	R
Volumes	73	170	128	81	144	17	213	314	183	44	275	65
V/C Ratio	0.32	0.74	-	0.70	0.41	-	-	0.44	0.21	0.12	0.37	-
Lane LOS	C	C	-	D	C	-	-	B	A	A	A	-
Control Delay (s)	24.4	30.8	-	50.1	23.6	-	-	10	1.9	8.7	9.2	-
Queue Length 95 th (m)	18.7	57	-	25	33.2	-	-	39.9	7.0	8.8	48	-

The Synchro results indicated that by converting the eastbound configuration to a single left turn lane and a shared through and right turn lane, the westbound left turn movement will fail with a V/C Ratio of 1.06, LOS F and control delay of 116s. An advanced westbound left turn phase will be needed in order to allow the intersection to function adequately. **Table 3** summarized the analysis results with the added advanced westbound left turn phase.

**Table 3 – Intersection of Gregg Street & Highway 2A – Option 1 AM Peak
(with Advanced Westbound Left turn Phase)**

	Intersection Movements											
	EB			WB			NB			SB		
	L / TR			L / TR			LT / T / R			L / TR		
	L	T	R	L	T	R	L	T	R	L	T	R
Volumes	85	152	175	134	94	17	94	224	47	10	293	85
V/C Ratio	0.31	0.77	-	0.51	0.16	-	-	0.38	0.08	0.03	0.57	-
Lane LOS	C	C	-	B	B	-	-	B	A	B	C	-
Control Delay (s)	25	32.4	-	19.1	11.8	-	-	18.1	2.3	16.4	21	-
Queue Length 95 th (m)	21.9	64.6	-	22.6	17.6	-	-	34.2	3	4.4	82.5	-

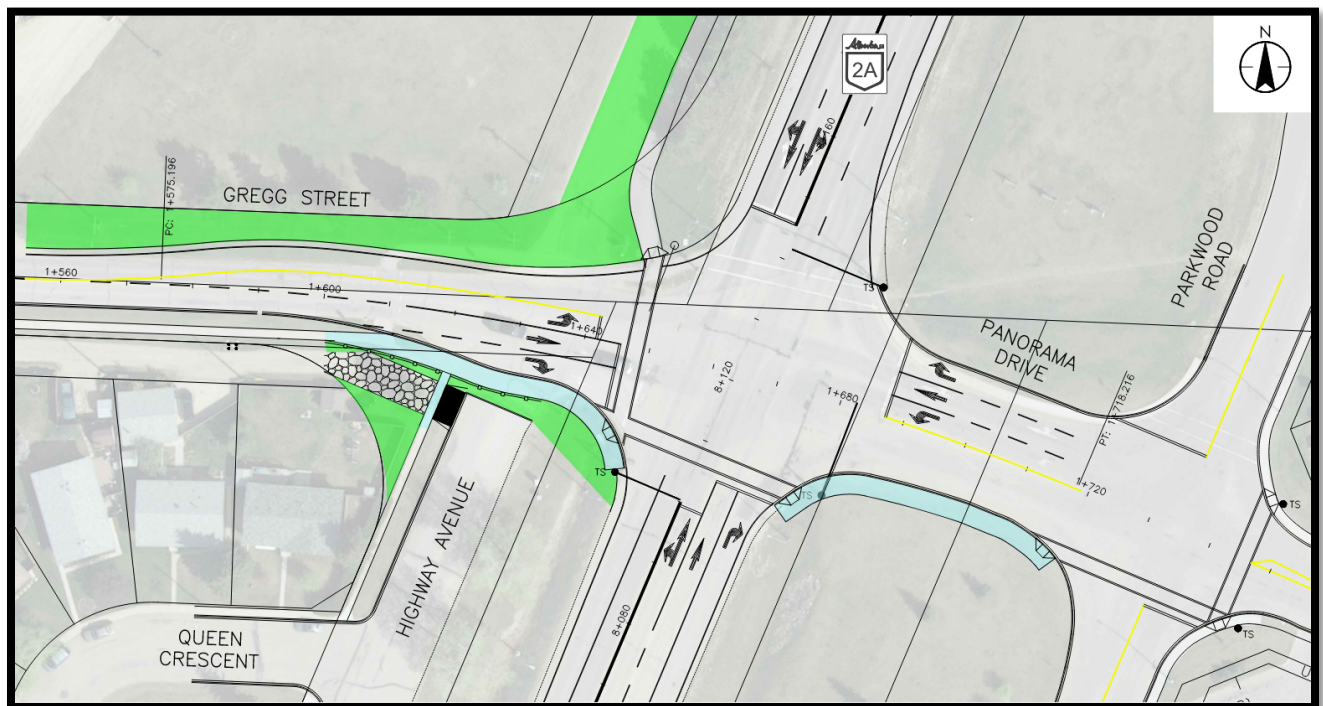
Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

4 OPTION 2 – TRAFFIC ANALYSIS AND EVALUATION

4.1 INTERSECTION CONFIGURATION

Figure 4 below shows the option 2 intersection configuration.

Figure 4 – Option 2 Intersection Configuration Adjustments



Intersection adjustments are as follows:

- 1) Remove existing pedestrian crosswalk on the north side of the intersection;
- 2) Install new pedestrian crosswalks on the west and south sides of the intersection; and
- 3) Re-configure both eastbound and westbound configurations to one dedicated left turn lane, one through lane and one dedicated right turn lane.

Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

4.2 TRAFFIC OPERATION ANALYSIS

Tables 4 & 5 summarized the analysis results, with the existing timing plans and phases (no advanced left turn phases).

Table 4 – Intersection of Gregg Street & Highway 2A – Option 2 AM Peak

	Intersection Movements											
	EB			WB			NB			SB		
	L / T / R			L / T / R			LT / T / R			L / TR		
	L	T	R	L	T	R	L	T	R	L	T	R
Volumes	85	152	175	134	94	17	94	224	47	10	293	85
V/C Ratio	0.36	0.44	0.41	0.65	0.27	0.05	-	0.23	0.06	0.02	0.39	-
Lane LOS	C	C	A	D	C	A	-	A	A	A	A	-
Control Delay (s)	25.4	25.7	6	36.2	22.8	8.1	-	6.5	2.3	6.3	7.8	-
Queue Length 95 th (m)	20.5	32.1	10.7	31.8	21.2	3.5	-	18	3.6	2.5	44.8	-

Table 5 – Intersection of Gregg Street & Highway 2A – Option 2 PM Peak

	Intersection Movements											
	EB			WB			NB			SB		
	L / T / R			L / T / R			LT / T / R			L / TR		
	L	T	R	L	T	R	L	T	R	L	T	R
Volumes	73	170	128	81	144	17	213	314	183	44	275	65
V/C Ratio	0.40	0.56	0.35	0.51	0.47	0.06	-	0.4	0.19	0.1	0.34	-
Lane LOS	C	C	A	C	C	A	-	A	A	A	A	-
Control Delay (s)	29.9	31.4	6.9	34.7	29.1	9.1	-	6.9	1.4	5.8	6.3	-
Queue Length 95 th (m)	20	38.5	10.2	22.3	32.8	3.8	-	29.3	5.4	6.6	35.5	-

The Synchro results indicated both AM Peak and PM Peak are expected to function adequately with the adjustments at the east and west sides of the intersection. However, with the added lanes on both the east and west approaches, additional signal heads and traffic signs on the signal arms will be needed.

At the December meeting, the idea of having the pork chop islands installed on the northwest and southwest corners was brought up to determine whether it will enhance pedestrian safety. There are some advantages and disadvantages with the pork chop islands and they are listed in **Table 6**.

Table 6 – Advantages and Disadvantages of the Pork Chop Islands

Advantages	Disadvantages
Shorter crossing distance hence improves pedestrian safety.	Added obstruction in roadway; can be an obstacle to snow plowing and removal.
Provides a safe place for pedestrians to stand when they do not have sufficient time to complete the full crossing.	Visually impaired pedestrians may be unaware of the presence of the pork chop islands and find the accessible pedestrian way difficult to follow.
Improves visibility and sightlines for pedestrians and for drivers.	Force pedestrians to cross a lane of right-turning vehicles with no signal control.
Improves signal timing (shorter pedestrian clearance time needed) and overall operations for intersection.	May encourage drivers to speed around corners.

Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

5 OPINION OF PROBABLE COST

To compliment each of the above-mentioned intersection improvement options, conceptual opinion of probable cost estimates were prepared. The table below provides a high level summary of each option.

Table 7 – Opinions of Probable Cost (Rounded to Nearest \$10,000)

	Option 1	Option 2
Intersection Improvements Construction	\$200,000	\$270,000
Inflation, Contingency, and Professional Services (35%)	\$70,000	\$90,000
Total (Rounded to nearest \$10,000)	\$270,000	\$360,000
Cost Difference (Compared to Current Contract Amount of \$140,592.87)	~\$130,000	~\$220,000

6 CONCLUSIONS

This technical memorandum intends to evaluate the potential adjustments to the Highway 2A and Gregg Street intersection to improve traffic flow and accommodate pedestrians crossing on the south side of the intersection.

Two options were evaluated and the options are as follows:

- **Option 1** - Maintaining the current intersection geometry (with minor adjustment on the west leg), but having the sidewalks on the west and south sides of the intersection; and
- **Option 2** – Having eastbound and westbound configurations that have designated left turn, designated through, and designated right turn lanes. The crosswalks will also be on the west and south sides of the intersection.

Option 1 traffic analysis results revealed that an advanced westbound left turn phase will be needed in order to allow the intersection to function adequately. (A new four-section signal head, new wiring, new programming and new traffic signs will be required for this improvement)

Option 2 is expected to function adequately with the adjustments at the east and west sides of the intersection. However, with the added lanes on both the east and west approaches, additional signal heads and traffic signs on the signal arms will be needed.

January 19, 2022

Preston Weran

Page 8 of 8

Reference: Town of Blackfalds Gregg Street & Highway 2A Intersection Review – Technical Memo

Should you have any further questions or comments, please feel free to contact the undersigned.

Sincerely,

STANTEC CONSULTING LTD.



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brad.vanderheyden@stantec.com



Attachments: Opinion of Probable Cost Option 1 and Option 2

Town of Blackfalds - Highway 2A and Gregg Street Intersection Improvements

Option 1 - Westbound and Eastbound Combined Through/Right Turn and Dedicated Left Turn Lane

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
Part 1: General Requirements					
1.1	Mobilization and Demobilization	L.S.	1	\$14,200.00	\$14,200.00
1.2	Traffic Accommodation Strategy and Temporary Road	L.S.	1	\$3,600.00	\$3,600.00
1.3	Hydrovac (Provisional)	P.C.S	1	\$5,000.00	\$5,000.00
Subtotal Part 1:					\$22,800.00
Part 2: Site Work, Demolition, and Removals					
2.1	Sawcut, Remove, and Dispose Existing Asphalt including asphalt trail	sq. m	190	\$12.80	\$2,432.00
2.2	Asphalt Concrete Pavement Milling - up to 150mm Depth	sq. m	902	\$10.30	\$9,290.60
2.3	Sawcut, Remove, and Dispose Existing Pinned Curb and/or Curb and Gutter	lin. m	34	\$18.00	\$612.00
2.4	Sawcut, Remove, and Dispose Existing Concrete Sidewalk/Monowalk including granular base	sq. m	28	\$30.00	\$840.00
2.5	Remove and Salvage Existing Sign(s) - One Post	unit	6	\$75.00	\$450.00
2.6	Remove and Relocate Existing Sign(s) - One Post	unit	1	\$325.00	\$325.00
2.7	Remove and Dispose Existing Catch Basin Manhole/Catch Basins	each	1	\$105.00	\$105.00
2.8	Salvage Existing Gravel, assume 75mm depth	cu. m	100	\$20.00	\$2,000.00
Subtotal Part 2:					\$16,054.60
Part 3: Storm Sewer					
3.1	Supply and Install Type F-51 Catch Basin	each	2	\$5,403.10	\$10,806.20
3.2	Supply and Install 250mm Concrete Flared End including trash grate	each	1	\$3,083.10	\$3,083.10
3.3	Tie Into Existing Storm Sewer	each	2	\$841.50	\$1,683.00
3.4	Culvert Extension - 600mm CSP	lin. m	10	\$319.30	\$3,193.00
Subtotal Part 3:					\$18,765.30
Part 4: Concrete Work					
4.1	250mm Standard, Reversed, Depressed Curb & Gutter excluding granular base	lin. m	112	\$113.30	\$12,689.60
4.2	15M Rebar Addition for Reinforcing Depressed Curb at Concrete Apron	lin. m	8	\$25.75	\$206.00
4.3	Pinned Curb	lin. m	11	\$66.95	\$736.45
4.4	1.5m Separate Sidewalk including granular base	lin. m	12	\$238.75	\$2,865.00
4.5	15M Rebar Addition For Reinforcing Concrete Sidewalk at Concrete Apron	sq. m	18	\$42.25	\$760.50
4.6	Curb Ramps including granular base (Paraplegic)	each	0	\$1,072.50	\$0.00
4.7	Reinforced Concrete Apron, 150mm Depth with 15M Reinforcement	sq. m	22	\$214.25	\$4,713.50
Subtotal Part 4:					\$21,971.05
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation					
5.1	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu. m	130	\$26.00	\$3,380.00
5.2	Waste Excavation and Dispose Off-site (Provisional)	cu. m	220	\$32.00	\$7,040.00
5.3	Woven Geotextile	sq. m	295	\$2.25	\$663.75
5.4	Des. 2 Class 25 Granular Base, 200 mm depth	sq. m	205	\$15.60	\$3,198.00
5.5	Des. 2 Class 25 Granular Base, 250 mm depth (gravel lane)	sq. m	93	\$19.50	\$1,813.50

Town of Blackfalds - Highway 2A and Gregg Street Intersection Improvements

Option 1 - Westbound and Eastbound Combined Through/Right Turn and Dedicated Left Turn Lane

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
5.6	75mm Minus Granular Sub-base, 350mm Depth	sq. m	295	\$27.95	\$8,245.25
Subtotal Part 5:					\$24,340.50
Part 6: Asphaltic Concrete Paving					
6.1	Asphalt Top/Overlay Lift, 50mm Type H2	sq. m	1,060	\$14.35	\$15,211.00
6.2	Asphalt Bottom Lift, 75mm Type H2	sq. m	160	\$33.95	\$5,432.00
6.3	Asphalt Trail, 75mm Type 5b(1), 3.00m wide including Granular Base	lin. m	100	\$156.00	\$15,600.00
Subtotal Part 6:					\$36,243.00
Part 7: Pavement Markings and Signage					
7.1	Painted Pavement Markings and Signage	L.S.	1	\$7,500.00	\$7,500.00
Subtotal Part 7:					\$7,500.00
Part 8: Landscaping and Fine Grading					
8.1	Topsoil Replacement, Fine Grading, and Seeding	L.S.	1	\$10,000.00	\$10,000.00
Subtotal Part 8:					\$10,000.00
Part 9: Electrical					
9.1	Remove Pedestrian Push Buttons, Signs, and Pedestrian Heads from Poles on the NE corner	L.S.	1	\$1,000.00	\$1,000.00
9.2	Remove Existing Signal Pole and Base on NW Corner	L.S.	1	\$5,000.00	\$5,000.00
9.3	Add Pedestrian Push Button, Sign, and Pedestrian Heads for SW corner	L.S.	1	\$2,000.00	\$2,000.00
9.4	New Pole on the NW Corner to Suit Optimized Intersection Alignment	L.S.	1	\$30,000.00	\$30,000.00
9.5	Wiring to New Pole	L.S.	1	\$4,000.00	\$4,000.00
Subtotal Part 9:					\$42,000.00
Option 1					
Part 1: General Requirements					\$22,800.00
Part 2: Site Work, Demolition, and Removals					\$16,054.60
Part 3: Storm Sewer					\$18,765.30
Part 4: Concrete Work					\$21,971.05
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation					\$24,340.50
Part 6: Asphaltic Concrete Paving					\$36,243.00
Part 7: Pavement Markings and Signage					\$7,500.00
Part 8: Landscaping and Fine Grading					\$10,000.00
Part 9: Electrical					\$42,000.00
SUBTOTAL					\$199,674.45
Inflation, Contingency, and Professional Services				35%	\$69,886.06
TOTAL					\$269,560.51
Total Rounded (to nearest \$10,000)					\$270,000.00

Town of Blackfalds - Highway 2A and Gregg Street Intersection Improvements

Option 2 - Westbound and Eastbound Dedicated Left Turn/Through/Right Turn Lanes

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
Part 1: General Requirements					
1.1	Mobilization and Demobilization	L.S.	1	\$19,200.00	\$19,200.00
1.2	Traffic Accommodation Strategy and Temporary Road	L.S.	1	\$4,800.00	\$4,800.00
1.3	Hydrovac (Provisional)	P.C.S	1	\$5,000.00	\$5,000.00
Subtotal Part 1:					\$29,000.00
Part 2: Site Work, Demolition, and Removals					
2.1	Sawcut, Remove, and Dispose Existing Asphalt including asphalt trail	sq. m	216	\$12.80	\$2,764.80
2.2	Asphalt Concrete Pavement Milling - up to 150mm Depth	sq. m	1,100	\$10.30	\$11,330.00
2.3	Sawcut, Remove, and Dispose Existing Pinned Curb and/or Curb and Gutter	lin. m	34	\$18.00	\$612.00
2.4	Sawcut, Remove, and Dispose Existing Concrete Sidewalk/Monowalk including granular base	sq. m	28	\$30.00	\$840.00
2.5	Remove and Salvage Existing Sign(s) - One Post	unit	6	\$75.00	\$450.00
2.6	Remove and Relocate Existing Sign(s) - One Post	unit	1	\$325.00	\$325.00
2.7	Remove and Dispose Existing Catch Basin Manhole/Catch Basins	each	2	\$105.00	\$210.00
2.8	Salvage Existing Gravel, assume 75mm depth	cu. m	100	\$20.00	\$2,000.00
Subtotal Part 2:					\$18,531.80
Part 3: Storm Sewer					
3.1	Supply and Install Type F-51 Catch Basin	each	3	\$5,403.10	\$16,209.30
3.2	Supply and Install 250mm Concrete Flared End including trash grate	each	1	\$3,083.10	\$3,083.10
3.3	Tie Into Existing Storm Sewer	each	2	\$841.50	\$1,683.00
3.4	Culvert Extension - 600mm CSP	lin. m	20	\$319.30	\$6,386.00
Subtotal Part 3:					\$27,361.40
Part 4: Concrete Work					
4.1	250mm Standard, Reversed, Depressed Curb & Gutter excluding granular base	lin. m	166	\$113.30	\$18,807.80
4.2	15M Rebar Addition for Reinforcing Depressed Curb at Concrete Apron	lin. m	8	\$25.75	\$206.00
4.3	Pinned Curb	lin. m	11	\$66.95	\$736.45
4.4	1.5m Separate Sidewalk including granular base	lin. m	12	\$238.75	\$2,865.00
4.5	15M Rebar Addition For Reinforcing Concrete Sidewalk at Concrete Apron	sq. m	18	\$42.25	\$760.50
4.6	Curb Ramps including granular base (Paraplegic)	each	0	\$1,072.50	\$0.00
4.7	Reinforced Concrete Apron, 150mm Depth with 15M Reinforcement	sq. m	22	\$214.25	\$4,713.50
Subtotal Part 4:					\$28,089.25
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation					
5.1	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu. m	320	\$26.00	\$8,320.00
5.2	Waste Excavation and Dispose Off-site (Provisional)	cu. m	460	\$32.00	\$14,720.00
5.3	Woven Geotextile	sq. m	555	\$2.25	\$1,248.75
5.4	Des. 2 Class 25 Granular Base, 200 mm depth	sq. m	465	\$15.60	\$7,254.00
5.5	Des. 2 Class 25 Granular Base, 250 mm depth (gravel lane)	sq. m	93	\$19.50	\$1,813.50

Town of Blackfalds - Highway 2A and Gregg Street Intersection Improvements

Option 2 - Westbound and Eastbound Dedicated Left Turn/Through/Right Turn Lanes

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
5.6	75mm Minus Granular Sub-base, 350mm Depth	sq. m	555	\$27.95	\$15,512.25
Subtotal Part 5:					\$48,868.50
Part 6: Asphaltic Concrete Paving					
6.1	Asphalt Top/Overlay Lift, 50mm Type H2	sq. m	1,510	\$14.35	\$21,668.50
6.2	Asphalt Bottom Lift, 75mm Type H2	sq. m	420	\$33.95	\$14,259.00
6.3	Asphalt Trail, 75mm Type 5b(1), 3.00m wide including Granular Base	lin. m	100	\$156.00	\$15,600.00
Subtotal Part 6:					\$51,527.50
Part 7: Pavement Markings and Signage					
7.1	Painted Pavement Markings and Signage	L.S.	1	\$10,000.00	\$10,000.00
Subtotal Part 7:					\$10,000.00
Part 8: Landscaping and Fine Grading					
8.1	Topsoil Replacement Landscaping and Fine Grading	L.S.	1	\$12,500.00	\$12,500.00
Subtotal Part 8:					\$12,500.00
Part 9: Electrical					
9.1	Remove Pedestrian Push Buttons, Signs, and Pedestrian Heads from Poles on the NE corner	L.S.	1	\$1,000.00	\$1,000.00
9.2	Remove Existing Signal Pole and Base on NW Corner	L.S.	1	\$5,000.00	\$5,000.00
9.3	Add Pedestrian Push Button, Sign, and Pedestrian Heads for SW corner	L.S.	1	\$2,000.00	\$2,000.00
9.4	New Pole on the NW Corner to Suit Optimized Intersection Alignment	L.S.	1	\$30,000.00	\$30,000.00
9.5	Wiring to New Pole	L.S.	1	\$4,000.00	\$4,000.00
Subtotal Part 9:					\$42,000.00
Option 2					
Part 1: General Requirements					\$29,000.00
Part 2: Site Work, Demolition, and Removals					\$18,531.80
Part 3: Storm Sewer					\$27,361.40
Part 4: Concrete Work					\$28,089.25
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation					\$48,868.50
Part 6: Asphaltic Concrete Paving					\$51,527.50
Part 7: Pavement Markings and Signage					\$10,000.00
Part 8: Landscaping and Fine Grading					\$12,500.00
Part 9: Electrical					\$42,000.00
SUBTOTAL					\$267,878.45
Inflation, Contingency, and Professional Services				35%	\$93,757.46
TOTAL					\$361,635.91
Total Rounded (to nearest \$10,000)					\$360,000.00



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: March 22, 2022

PREPARED BY: Jolene Tejkl, Planning and Development Manager

SUBJECT: Development Fees and Fines Bylaw 1269.22

BACKGROUND:

Pursuant to the *Municipal Government Act (Part 2 s.8 & s.557)*, Council is delegated the power under bylaws to establish fees for licenses, permits and approvals for the purpose of raising revenue and to establish offences and penalties associated with noncompliance.

The Town's current Fees and Fines are included as "Schedule D" in the current Land Use Bylaw (LUB), which was adopted in 2010. Since this time, the LUB has been amended many times. With the rewrite of the LUB coming forward, there was a need to review and update this schedule to ensure the Town's fees reflect the appropriate administrative costs to carry out business and match fees with surrounding municipalities as best as possible.

The draft Development Fees and Fines Bylaw was presented to Standing Committee of Council on July 19th, 2021, at which time the following motion was made:

Resolution No. 56/21

Councillor Appel moved that Administration update the draft Development Fees and Fines Bylaw Schedules, as directed by Council, with amendments that will form part of the new Bylaw 1261/21.

CARRIED UNANIMOUSLY

DISCUSSION:

In the review of the LUB, it was recommended and confirmed by legal counsel that 'Schedule D' be taken out of the current LUB and included separately as its own Bylaw combined with the corresponding schedules for ease of review and amendments. This separate Development Fees and Fines Bylaw is included Appendix A of this report.

Public consultation for the draft Development Fees and Fines Bylaw included an Open House on August 24th, 2021, for developers and builders to review and comment on both the draft LUB and Development Fees and Fines Bylaws. Comment cards were provided; however, no comments were received.

Since the July 19th, 2021 Standing Committee of Council Meeting and upon the hiring of a new Planning and Development Manager, the Development Fees and Fines Bylaw required another update to ensure a Registered Professional Planner was able to review the Bylaw from both a legal and community planning perspective. Upon another thorough review of the updated Development Fees and Fines Schedules, several changes have been included for consideration. Appendix B contains a table highlighting the changes made since the July 19th Standing Committee of Council Meeting.



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

The Development Fees and Fines Bylaw is divided into three separate sections:

- **Schedule A:** Development Fees, Miscellaneous Fees, Development Permit Application Fees, and Plans, Statutory Documents and Subdivision Fees
- **Schedule B:** Building Permit Fees
- **Schedule C:** Offences and Penalties

ADMINISTRATION RECOMMENDATION:

1. That Council give First Reading to Bylaw 1269.22; and, brings this Bylaw back for subsequent readings in conjunction with the Land Use Bylaw.

ALTERNATIVES:

- 1) That Council gives First Reading to Bylaw 1269.22 as amended.
- 2) That Council refers this item back to Administration for more information or amendments.

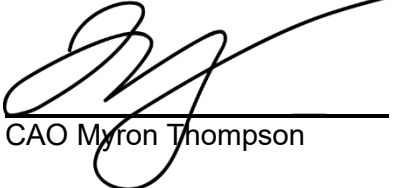
FINANCIAL IMPLICATIONS:

None.


Attachments:

- *Appendix A – Bylaw 1269.22*
- *Appendix B – Changes Made Since July 19, 2021 Standing Committee Meeting*

Approvals:



CAO Myron Thompson



Department Director/Author



TOWN OF BLACKFALDS BYLAW 1269/22

A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH FEES, RATES, CHARGE FOR SERVICES PROVIDED BY THE MUNICIPALITY AND ESTABLISH FINES AND PENALITES FOR CONTRAVENTIONS TO THE LAND USE BYLAW.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26 of the Revised Statutes of Alberta, 2000 and amendments thereto, to pass a bylaw for municipal purposes respecting the following matters:

- a) services provided by or on behalf of the municipality
- b) the establishment of fees for licenses, permits and approvals
- c) the establishment of fines and penalties for contraventions to the Land Use Bylaw.

AND WHEREAS, the *Safety Codes Act*, R.S.A. 2000, Chapter S-1, as amended or repealed and replaced from time to time, authorizes an accredited municipality to make bylaws respecting fees for anything issued or any material or service provided pursuant to the Safety Codes Act;

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

1. TITLE

- 1.1 That this Bylaw shall be cited as the Town of Blackfalds “Development Fees and Fines Bylaw”.

2. OPERATIVE CLAUSE

- 2.1 That Bylaw 1269/22 be adopted, which establishes development fees and fines in Schedules A, B, and C.

3. REPEAL OF BYLAW 1003/06 and 1113/10

- 3.1 That Bylaw 1003/06 is hereby repealed upon this Bylaw coming into effect.
3.2 That Bylaw 1113/10 is hereby repealed upon this Bylaw coming into effect.

4. EFFECTIVE DATE

- 4.1 This Bylaw comes into force and effect when it receives third reading and final reading.

READ for a First time this _____ day of _____, A.D., 20 ____.

(RES. NO. _____)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for a Second time this _____ day of _____, A.D., 20 ____.

(RES. NO. _____)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON



**TOWN OF BLACKFALDS
BYLAW 1269/22**

READ for a Third time this _____ day of _____, A.D., 20 ____.

(RES. NO. _____)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

Appendix A – Bylaw 1269/22 Schedules ‘A’, ‘B’, and ‘C’

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SCHEDULE A

Development Fees

Miscellaneous Fees

Building Condominium Endorsement Fee	\$50
Compliance Letter	\$75
Compliance Letter – Rush Service (less than 3 business days)	\$125
Commencing Development Prior to Issuance of Permit	Double the DP and BP Fees
Copies of Statutory Documents & Plans	\$25
Development Security Deposit (per unit)	\$1,000
Encroachment Agreement (excludes registration)	\$150
Environmental Assessment Search	\$25
Land Title Search	\$20
Land Use Designation/ Zoning Letter	\$25
Maps – Small	\$10
Maps – Large	\$25
Signs – Permanent	\$100
Signs – Temporary	\$50
Subdivision and Development Appeal Fee	\$300

Development Permit Application Fees

RESIDENTIAL DEVELOPMENT

Permitted Use	\$100
Discretionary Use	\$200
Demolition Permit	\$75
Duplex	\$100/unit
Home Based Business 1,2,3	Permitted \$100 Discretionary \$200
Multiple Housing Development (including Apartments)	DP Fee + \$25/unit + Minimum engineering review fee of \$2,500 which includes the initial review and one revised submission review
Row Housing / Stacked Row Housing	DP Fee + \$25/unit
Variance (for permitted uses in the Land Use Bylaw)	\$150
Unless otherwise stated above, the Development Permit fee for a Permitted use is \$100 and \$200 for a Discretionary Use.	

COMMERCIAL, INDUSTRIAL & INSTITUTIONAL DEVELOPMENT

Permitted Use	Building Size: 500 m ² : \$150 501 m ² – 2,000 m ² : \$200 > 2,001 m ² : \$250
Discretionary Use	Building Size: 500 m ² : \$300 501 m ² – 2,000 m ² : \$400 > 2,001 m ² : \$500
Change in Use	\$150
Commercial, Industrial, Institutional Development	DP Fee + \$25/unit + a minimum engineering review fee of \$2,500 which includes the initial review and one revised submission review
Demolition Permit	\$150 Any engineering reviews and associated costs will be the responsibility of the applicant at the discretion of the Development Authority
Site Grading and Tree Clearing	\$150 Any engineering reviews and associated costs will be the responsibility of the applicant at the discretion of the Development Authority

Plans, Statutory Documents and Subdivision Fees

Area Structure Plans, Outline Plans, Concept Plans & Non-statutory Plans	\$1,500 + Minimum engineering review fee of \$2,500 which includes the initial review and one revised submission
Land Use Bylaw and Plan Amendments	\$1,500 Engineering reviews and associated costs may be required at the discretion of the Development Authority
Subdivision Appeal Fee	\$300
Subdivision Application Fee:	
1-2 parcels	\$1,000
3 or more parcels	\$1,200 + \$200/lot
Subdivision Endorsement Fee	\$100/lot

Subdivision Revisions – Minor (prior to subdivision approval)	\$500
---	-------

SCHEDULE B

Building Permit Fees

Accessory Building	<ol style="list-style-type: none"> 1. A minimum fee of \$95.00 shall be charged for the issuance of any Building Permit. 2. An additional administration fee of \$30.00 per application shall be charged.
Basement Development	<ol style="list-style-type: none"> 1. A minimum fee of \$95.00 shall be charged for the issuance of any Building Permit. 2. An additional administration fee of \$30.00 per application shall be charged.
Building Permit Fee	<ol style="list-style-type: none"> 1. Shall be calculated at \$5.50 for each one thousand dollars (\$1,000) of construction cost or part thereof, with: <ol style="list-style-type: none"> a. The minimum accepted project cost being no less than \$1183.93/m² (\$110.00/ft²) for a project, PLUS b. \$215.28/m² (\$20.00/ft²) for an attached garage, if applicable. 2. A minimum fee of \$95.00 shall be charged for the issuance of any Building Permit. 3. An additional administration fee of \$30.00 per application shall be charged.
Deck	A minimum fee of \$95.00 shall be charged for the issuance of any Building Permit.
Development Security Deposit	\$1,000
Re-inspection of a Building	\$95.00

SCHEDULE C

Offences and Penalties

Offences and Penalties						
All capitalized definitions within the Offences and Penalties section can be found in Land Use Bylaw 1268/22.						
			FINES			
Section	LUB Section	Offence	First	Second	Third and Subsequent	
2	OPERATIONAL	2.8	Commencement of any Development without approval	\$250	\$500	\$1,000
3	GENERAL REGULATIONS	3.10	Commencing demolition without a Development Permit.	\$1,000	\$2,000	\$4,000
3		3.18(a)(i)	Allowing unrepaired, dismantled, inoperable, dilapidated vehicles or equipment on Parcel	\$250	\$500	\$1,000
3		3.18(a)(ii)	Allowing a Temporary Structure or Structure, Canvas Covered on Parcel without approval	\$250	\$500	\$1,000
3		3.18(a)(iii)	Allow excavation, storage or piling up of construction materials on Parcel	\$250	\$500	\$1,000
3		3.18(a)(iv)	Allow motor vehicle, boats, utility/cargo trailer, Off Highway or Recreational Vehicle to be parked or to remain on any part of any landscaped area of any Front Yard of the Parcel in a Residential District	\$250	\$500	\$1,000
3		3.18(a)(v)	Allow commercial vehicle to be parked on a Parcel in a Residential District when not loading/unloading	\$250	\$500	\$1,000

Offences and Penalties

All capitalized definitions within the Offences and Penalties section can be found in Land Use Bylaw 1268/22.

			FINES		
Section	LUB Section	Offence	First	Second	Third and Subsequent
3	GENERAL REGULATIONS	3.18(a)(vi)(i) Allowing a Recreational Vehicle to be parked on a Front Yard or allow a Recreational Vehicle to overhang the sidewalk, curb, Lane, or roadway, or in any manner that protrudes, poses a traffic or safety hazard, or is otherwise not entirely within the property boundaries of the Parcel.	\$250	\$500	\$1,000
		3.18(a)(vi)(ii) Allowing a Recreational Vehicle to be parked on the Side Yard of any Parcel when that Side Yard is adjacent to a paved public roadway and is not on an approved Parking Pad.	\$250	\$500	\$1,000
		3.18(a)(vii) Parking a Recreational Vehicle, boat, or utility trailer in a manner that reduces the number of available Off-Street Parking stalls.	\$250	\$500	\$1,000
		3.18(a)(viii) Allow or permit a Recreational Vehicle to be used for living or sleeping accommodations in a Residential District.	\$250	\$500	\$1,000

Offences and Penalties

All capitalized definitions within the Offences and Penalties section can be found in Land Use Bylaw 1268/22.

			FINES		
Section		LUB Section	Offence	First	Second Third and Subsequent
3	GENERAL REGULATIONS	3.18(a)(iv)	Parking of vehicle in a Front or Side Yard in a Residential District off of an approved Parking Pad	\$250	\$500 \$1,000
3		3.22.1(a)	Excavation, stripping or grading without a Development Permit	\$500	\$1,000 \$2,000
4	SPECIFIC USE REGULATIONS	4.11	Placement of a Shipping Container in a Residential District in a manner not provided for in the Land Use Bylaw.	\$250	\$500 \$1,000
5		5.0	Contravention or failure to comply with any provision relating to Signs in the Land Use Bylaw.	\$250	\$500 \$1,000
5		5.5.2(a)(ii)	Sign Impound Fees - Temporary or Portable Signs (per sign)	\$100	\$200 \$400
5		5.11.5(a)(vi)	Failure to remove garage sale sign	\$100	\$200 \$400

Appendix B – Changes Made Since July 19, 2021 Standing Committee Meeting

Schedule	Section	Change	Reasoning
A	Development Permit Application Fees Residential Development	1. Removed Residential Development – Minor and combined all into one category and removed some of the uses.	Ease of review, concision, and clarity of information.
		Added one fee for Permitted Uses and increased to: \$100	To match fees with surrounding municipalities.
		Added one fee for Discretionary Uses and increased to: \$200	
		Included Demolition Permit Fee	Demolition permits are needed for all development
		HBB 1,2,3 fees updated to reflect Permitted and Discretionary Use fees.	To simplify. The fee for a HBB DP will be dependent on the land use district.
		Multiple Housing Development – updated fee to: DP fee + \$25/unit + Minimum engineering review fee of \$2,500 which includes the initial review and one revised submission review.	To ensure development pays for development. The additional charge covers engineering and administrative costs associated with these developments.
		Row Housing/ Stacked Row Housing – updated fee to DP Fee + \$25/unit	To reflect the change in permitted and discretionary use fees.
		‘Variance (to permitted uses in the Land Use Bylaw)’ – moved from Miscellaneous Fees into this section.	Made most sense.
A	Development Permit Application Fees Commercial, Industrial and Institutional Development	Removed ‘Minimum Development Permit Fee’	Was not applicable.
		‘Commercial, Industrial, Industrial Development’ – updated fee to: DP fee + \$25/unit + Minimum engineering review fee of \$2,500 which includes the initial review and one revised submission review.	To ensure development pays for development. The additional charge covers engineering and administrative costs associated with these developments.
		1. Changed Striping and Grading to Site Grading and Tree Clearing	More accurately reflects the purpose of the fee and to reflect the inclusion of Tree Clearing into the updated LUB

Appendix B – Changes Made Since July 19, 2021 Standing Committee Meeting

Schedule	Section	Change	Reasoning
		2. Added clause: Engineering reviews and associated costs may be required at the discretion of the Development Authority.	To ensure transparency that some fees may arise with these DPs. This would be on a case-by-case basis.
A	Plans, Statutory Documents and Subdivision Fees	1. Combined all statutory and non statutory plans together in one line and kept the fee the same for all.	1. Ease of review. Outline Plans, Concept Plans, and Non-statutory Plans were proposed at \$75 – this fee does not nearly reflect the amount of time that goes into reviewing these plans.
		2. Updated the fee to include: + Minimum engineering review fee of \$2,500 which includes the initial review and one revised submission review.	2. The additional charge covers engineering and administrative costs associated with these plans.
		Land Use Bylaw and Plan Amendments: updated fee to include + Minimum engineering review fee of \$2,500 which includes the initial review and one revised submission review.	The additional charge covers engineering and administrative costs associated with these plans.
B	Building Permit Fees	Reorganized this schedule.	Clarity and concision and alphabetical order
		Changed Damage Deposit to Development Security Deposit	More accurately reflects the fee
		Re-inspection of a Building – updated fee to \$95.00	This is a fee set out by IJD.
C	DELETED THIS SCHEDULE OUT COMPLETLEY		Fees for plumbing, gas and electrical are set out by IJD. By removing these from Bylaw 1269/22, we eliminate amending the Bylaw if/when IJD adjusts their rates.

Appendix B – Changes Made Since July 19, 2021 Standing Committee Meeting

Schedule	Section	Change	Reasoning
D	Offences and Penalties	1. Changed all fines that were \$100, \$200, \$400 to \$250, \$500, \$1,000	1. The fine needed to represent a dollar amount that would deter people from contravening the LUB. It was decided that \$100 for a first offence was too low. The exception to this is failure to remove garage and election signage . These fines remained the same at \$100, \$200, \$400 which we felt was fair.



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: **March 22, 2022**

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

SUBJECT: **Land Use Bylaw 1268.22**

BACKGROUND:

Section 640 of the *Municipal Government Act* (MGA) requires every municipality in Alberta to adopt a Land Use Bylaw (LUB) to regulate and control the use and development of land and buildings within its jurisdiction. The Town's current LUB was adopted in 2016; since that time there have been several changes to development trends, updates to the *Municipal Government Act* that need to be carried into the LUB, and a need to clarify some uses and development standards to create efficiencies for the development community and the Planning and Development staff.

DISCUSSION:

The draft LUB has been presented to the Standing Committee of Council in March and June of 2021. Since that time there have been further amendments made to the LUB presented for adoption in Appendix A of this report. The discussion below provides a high-level discussion of the major updates; a summary of events that have occurred during the creation of the new LUB presented this evening is provided in Appendix B. Staff would like to thank all the stakeholders who provided input or review during this process to revamp the Town's Land Use Bylaw.

Land Use Districts

Bylaw 1268.22 proposes to redistrict several lands, for the most part they are Town owned lands to better reflect the uses occurring on the properties. A new land use district named Parks and Recreation (PR) District has been created to control the use and development occurring on the Town's parks and open spaces. Bylaw 1268.22 will redistrict all of the previous MR Districts lands to the new PR District.

The parcel where Iron Ridge Intermediate Campus and St. Gregory the Great Catholic Schools are located is proposed to be redistricted to the Public Facility (PF) District to better reflect the existing institutional uses. The new parking facilities to support the Eagle Builders Centre are also proposed to be redistricted to the PF District from their current residential land use district.

Bylaw 1268.22 also proposes to redistrict several privately owned parcels. 21 lots located between Waghorn and Wilson Street are currently designated R-1L and are proposed to be changed to R2 under Bylaw 1268.22. This is a response to the Town's goal of a revitalized downtown with higher density housing opportunities. Five lots located along Park Street currently designated R-1L are proposed to be redistricted to C-1 District as a response to the Town's goal of an extension and transitional zone to



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

blend with the existing Central Commercial District. The privately owned parcels proposed to be redistricted under Bylaw 1268.22 are shown in Appendix C, along with the correspondence received when the impacted landowners were notified of the intent to redistrict their properties as part of this review.

Uses and Development Standards

A close examination of all of the uses in each land use district was completed and ultimately resulted in many new uses being contemplated in the Land Use Bylaw, and the opening up of compatible uses in each land use district (e.g. Brewery as a use, and allowing for Daycares in the Highway Commercial District). A close examination of a use and whether it should be Permitted or Discretionary was also completed with moving more uses into the Permitted Use category to provide for more certainty (e.g. A home based business moved into Permitted Use category where appropriate). The use definitions were also clarified, and development standards were reviewed to ensure they reflect contemporary planning and development trends.

Similar use provisions have been carried forward in the Town's commercial and industrial districts to allow for consideration of uses that we may not have contemplated in this review.

Administration of the Land Use Bylaw

Bylaw 1268.22 proposes several changes to reflect new requirements in the modernized *Municipal Government Act*, such as notification of complete and incomplete applications, and the involvement of the Land & Property Rights Tribunal in subdivision and development appeals. A thorough review of the conditions of approval that can be attached for Permitted and Discretionary Uses was completed to be sure that the conditions are in line with *MGA* requirements and reflect similar requirements of neighbouring communities to keep the Town of Blackfalds competitive in the local development market.

To help streamline the development permit process, more permit types are proposed to be able to be decided upon by the Development Officer. For example, as it currently stands, the Municipal Planning Commission must decide on all Discretionary Uses. Bylaw 1268/22 proposes to allow the Development Officer to address many Discretionary Uses, but they retain the right to refer an application to the Municipal Planning Commission. The variance powers the Development Officer's have has also been increased in an effort to offer decisions on applications quicker.

Fees and Fines

Fees and Fines that were part of the Land Use Bylaw have been removed from Bylaw 1268/22 and are being brought forward separately in conjunction with this LUB.

Engagement

Owners of land subject to redistricting under proposed Bylaw 1268/22 were notified in spring of 2021 and one landowner was notified again in October 2021 as there was an addressing discrepancy. Correspondence received by impacted landowners is provided in Appendix C.



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

Local developers and builders were sent notification that a new LUB was being created and sent a link to the draft in spring of 2021. The comments received during this engagement is provided in Appendix D.

A copy of the draft LUB was posted on the Town's website during the summer of 2021 with an invitation to comment, and an Open House was held on August 24, 2021. No additional comments were received as a result of the web posting or the Open House.

ADMINISTRATIVE RECOMMENDATION:

1. That Council gives First Reading to Bylaw 1268.22.
2. That Council sets a Public Hearing date for April 26, 2022 at 7:00 p.m. in Council Chambers.

ALTERNATIVES:

- A. That Council gives First Reading to Bylaw 1268.22 as amended.
- B. That Council refers this item back to Administration for more information or amendments.

FINANCIAL IMPLICATIONS:

None

Attachments:

- *Appendix A – Bylaw 1268.22*
- *Appendix B – Timeline of Events Summary*
- *Appendix C – Private Property Redistricting Correspondence*
- *Appendix D – Developers and Builders Correspondence*

Approvals:



CAO Myron Thompson



Department Director/Author



TOWN OF BLACKFALDS BYLAW 1268/22

A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO CONTROL AND REGULATE THE USE AND DEVELOPMENT OF LAND AND BUILDINGS IN THE TOWN OF BLACKFALDS

WHEREAS the *Municipal Government Act*, being Chapter M 26 of the Revised Statutes of Alberta, 2000 and amendments thereto, requires Council of a Municipality to pass a Bylaw to regulate the use of land within the Town of Blackfalds.

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

1. TITLE

- 1.1 That this Bylaw shall be cited as the “Town of Blackfalds Land Use Bylaw 1268/22”
- 1.2 And that Schedule ‘A’ as attached form part of this Bylaw

2. REPEAL

- 2.1 That this Bylaw shall repeal “Town of Blackfalds Land Use Bylaw 1198/16” in its entirety and all amendments thereto

3. EFFECTIVE DATE

- 3.1 That this Bylaw shall come into force and effect upon the date of the passing of the third and final reading

READ for a First time this _____ day of _____, A.D., 20 ____.

(RES. NO. _____)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for a Second time this _____ day of _____, A.D., 20 ____.

(RES. NO. _____)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for a Third time this _____ day of _____, A.D., 20 ____.

(RES. NO. _____)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

Appendix A – Bylaw 1268/22 Schedule ‘A’

AMENDMENTS TO TOWN OF BLACKFALDS’ LAND USE BYLAW NO. 1268/22

Bylaw No.	Bylaw Name	Description of Amendments	Date of Public Hearing	Date Adopted

Appendix A – Bylaw 1268/22 Schedule ‘A’

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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.

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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 whom 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.

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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)

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- 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.

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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.

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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.

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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 minor 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 Permitted 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 (5.91 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.

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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.

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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.

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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 (2 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

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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.

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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

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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

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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.

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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.

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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*.

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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 (29.5 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.

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.

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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.

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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.

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PATIO means a Structure less than 0.6 m (2 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.

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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, SHOPPING CENTRE means 1 or more Buildings containing more than 6 retail stores and other businesses exceeding 2500 m² (26,910 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

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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.

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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.

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.

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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 or 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

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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. 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
 - xi. may approve, with or without conditions, variances in accordance with section 2.16
 - xii. shall refer to the Municipal Planning Commission variance requests in accordance with section 2.16
 - xiii. 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
 - xiv. shall either refer to the Municipal Planning Commission or refuse any application that a Development Authority is precluded from approving under the *Subdivision and Development Regulation* or the *Municipal Government Act*.
 - xv. 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.
 - xvi. sign and issue all valid Development Permits, Certificates of Compliance, Notices of Decision and other Notices as required.
 - xvii. may approve the renewal of any Development Permit that was originally approved by the Municipal Planning Commission, provided there are no changes.
 - xviii. 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

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- 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;

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- 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

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- 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.

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- 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;

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- 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.

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- 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.

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- 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 (2.0 ft.) from the approved Grade level
 - vi) a retaining wall not higher than 0.6 m (2.0 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 (108 sq²) in Floor Area and 2.5 m (8.2 ft) in Height;

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- 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 (108 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;

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- 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 (500.0 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;

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- 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 complete if the application 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.

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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.

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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.

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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;

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- i. this 6 month resubmission interval may be waved, 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:

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- 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*, Subdivision and Development Regulation or any applicable Statutory Plan or Outline Plan.
- c) 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 15% related to the following regulations:
 - i) maximum Building Height
 - ii) minimum Front Yard
 - iii) minimum Rear Yard
 - iv) minimum Side Yard
 - v) maximum Site Coverage
 - vi) minimum parking requirements
- d) 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 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.
- e) The Development Officer shall refer to the Municipal Planning Commission, variance requests in excess of the total combined variance request of 15% of the regulations listed in section 2.16 (c) and residential Kennel variances in excess of section 2.16 (d).
- f) 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

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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 and 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.

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- 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 approval

within 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.

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- 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.

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- 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.

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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 (37.6 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 ft²) per Dwellings for Apartments.

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- c) Amenity Space provided at ground level within 4.0 m (13 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

- 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)

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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.

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3.8 Decks

- a) All Decks and covered Decks that are more than 0.60 m (2.0 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 designed 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

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- 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.

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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 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 School, hospital, food establishment or residential use that is 300 m (984 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 m (984 ft) of the working area of an operating wastewater treatment plant nor may a School, hospital, food establishment or

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residence be constructed if the Building site is within 300 m (984 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 m (984 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 with the written consent of the Deputy Minister of Alberta Environment and Parks.
- 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 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 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, residence, or food establishment specified in the Subdivision and Development Regulations

unless the Development is approved in writing by the Deputy Minister of Alberta Environment and Parks.

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 m (100 ft) is required from the high-water mark of a water body or as determined by the Development Authority.

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- c) No trees or vegetations shall be cleared within 30 m (100 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 m (98 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 (1.6 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 (1.6 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 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

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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 (3.3 ft) in Height in Front Yards and less than 2.0 m (6.6 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.

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- 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 walls, 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 (3.3 ft) in Height.
- d) Privacy screening, excluding vegetative screening within a Rear Yard, at Grade, shall not exceed 2.0 m (6.6 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.

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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.	<p>a) 1 tree and 2 shrubs are required for each 25.0 m² (269 ft²) of gross landscape area.</p> <p>b) The proportion of deciduous trees and coniferous trees shall be approximately 2:3.</p> <p>c) 1 tree for each 20.0 m² (215 ft²) and 1 shrub for each 10.0 m² (107 ft²) of parking area islands, with a minimum of 1 tree per parking area island.</p>
Residential R-MHP		See “All Land Use Districts” for REQUIREMENTS.	<p>a) 1 tree and 2 shrubs are required for each 25.0 m² (269 ft²) of gross landscape area.</p> <p>b) The proportion of deciduous trees and coniferous trees shall be approximately 2:3.</p>
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.	<p>a) Shall include a 3.0 m (10 ft) strip of landscaped area adjacent to a Property Line that abuts a Road.</p> <p>b) See “All Land Use Districts” for REQUIREMENTS</p>	<p>a) 1 tree and 2 shrubs per 30.0 m² (323 ft²) of gross landscaped area.</p> <p>b) 1 tree and 2 shrubs for each 20.0 m² (215 ft²) of parking area islands, with a minimum of 1 tree per parking area island.</p> <p>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 (6 ft) in Height to the satisfaction of the Development Authority.</p> <p>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.</p>

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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.	<ul style="list-style-type: none"> a) Shall include a 3.0 m (10ft) 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 (323 ft²) of gross landscaped area. b) 1 tree and 2 shrubs for each 20.0 m² (215 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 (6 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.	<ul style="list-style-type: none"> a) Shall include a 3.0 m (10 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 323 ft²) of gross landscaped area. b) 1 tree and 2 shrubs for each 20.0 m² (215 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 (6 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.

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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 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 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 (10 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 ft ²) of gross landscaped area. b) Shall screen all outdoor storage areas form 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 (11.8 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 (2.4 in) caliper;
 - ii) deciduous shrubs shall be a minimum 2.0 gallon;
 - iii) coniferous trees shall be a minimum 2.5 m (8 ft) in Height; and
 - iv) coniferous shrubs shall be a minimum 5.0 gallon.

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- 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.

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- 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

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by a 2.0 m (6.0 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 (6.6 ft) on at least 1 side with a minimum 2.0 m (6.6 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 (6.6 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

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- 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.

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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 0.40 m (1.33 ft) from each external wall
 - v) maintain a minimum Width of 6.1 m (20.0 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:

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- 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 (0.8 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

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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.

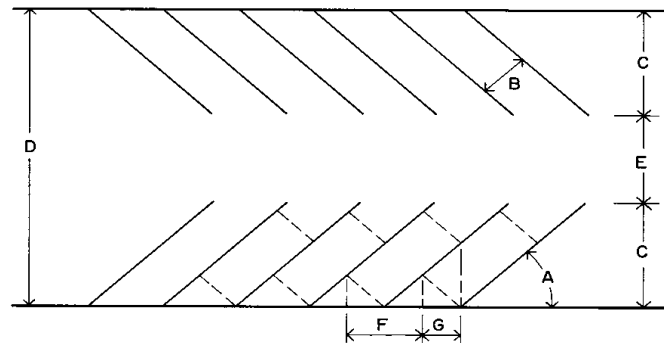
3.20 Parking and Loading Standards

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.

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- 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 ft) by 6.0 m (19.7 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 (6.72 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

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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

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PUBLIC FACILITY	MINIMUM PARKING REQUIREMENT
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 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
Bowling Alley	3 / Lane
Curling Rink	3 / sheet
Health & Fitness centres	1 / 100.0 m ² GFA
Hockey rink and pools	1 / 3.5 seats or 1 / 5 m ² of playing/water surface
Racquet and other sport facilities	2 / court
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

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RESIDENTIAL	MINIMUM PARKING REQUIREMENT
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. 9 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 m (656 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.

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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 (19.7 ft) in length, except where a Driveway enters from a Lane where access shall maintain a minimum of 1.0 m (3.3 ft) from the Property Line.
- 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 (19.7 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 (9.8 ft) and where possible shall be grouped together in pairs to maximize the space available for on Street parking.

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- 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.

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 (11.5 ft X 26 ft), with an overhead clearance of at least 4.6 m (15 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)

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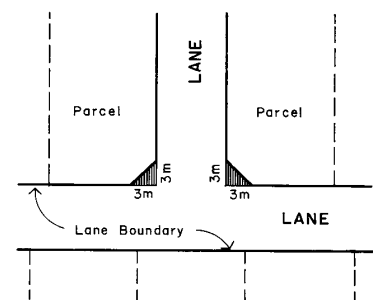
Motel	
Food Service, Restaurant	
Drinking Establishment	
Institutional and service uses	1 / 2,800.0 m ² (30,139 ft ²)
Community, recreational and cultural uses	
School, senior high	1.5 / 100 students, minimum 5 plus minimum 5 bus Loading Spaces

3.20.8 Residential Parking Requirements

- All parking areas required for a 4-plex, Multiple Housing Development, Row Housing, Stacked Row Housing, and Apartments, shall be Hard Surfaced.
- 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

- 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 ft) in Height on a portion of a corner site.
- In the Front Yard of a site in a residential Land Use District, no fence or hedge more than 1.0 m (3 ft) in Height shall be allowed within 6.0 m (19.7 ft) of the intersection of a Driveway or land and a Road.
- 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 (9.9 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

- In locating a Building for which vehicle access is intended:
 - 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 (19.7 ft) or 1.0 m (3.3 ft) from the Lane, except in those cases where an Easement has been placed along the Rear Property Line, in which case

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- the Building Setback shall be either 6.0 m (19.7 ft) or the width of the Easement plus 0.50 m (1.6 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 (19.7 ft) from that side boundary.
 - iii) any other Building into which a vehicle may enter shall be placed so that a 6.0 m (19.7 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 (3 ft X 3 ft).
- 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:

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

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- 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

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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 (10,764 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

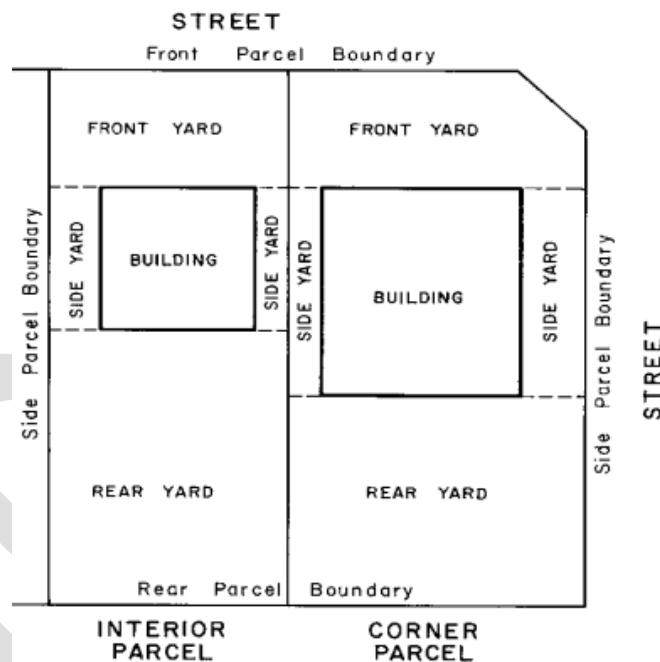
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- vii) the health and size of the native trees.

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

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- iv. no part of or attachment to a Principal Building, including unenclosed decks more than 1.6 m (1.97 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 (39 ft²)
 - ii. the maximum ramp width is 1.2 m (4 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 (108 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:

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- i) be situated so that the exterior wall is a minimum of 1.0 m (3.3 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 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

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- 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 (0.5 ft) from the surface of the Building
 - ii) should not project vertically more than 1.0 m (3.3 ft) above the roof line in residential Land Use Districts, and not more than 1.8 m (6 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 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

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- 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 ft X 1.5 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.

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- 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 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 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

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- 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

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- 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

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- 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 ft X 1.5 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

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- 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 ft X 1.5 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.

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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

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- 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 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 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
 - iii) require a Development Permit
 - iv) be deemed a Discretionary Use within the Agricultural and Public Facility Districts, unless otherwise prescribed in section 4.11 (d) below
- 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 ft (L) X 8 ft (W) X 9.5 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)

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- v) be screened when visible from a Road, using either solid fencing measuring 1.8 m (6 ft) in Building Height on site or coniferous trees, planted at a minimum Height of 2.5 m (8 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 (9.8 ft) and a maximum length of 6.0 m (19.7 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 (3.9 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:

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- 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.

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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, scrolling text, or characters, through electronically controlled single colour changing lights or digital programming.

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ELECTRONIC MESSAGE, CHANGEABLE COPY means an area on a Sign that displays a programmable electronic, non-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.

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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.

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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.

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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:

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- 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 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
 - 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

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- 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 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 (3.3 ft) back from an existing or future curb line
 - ii) 0.03 m (0.1 ft) from the inside edge of any sidewalk
 - iii) 3.0 m (9.8 ft) from any Road access
 - iv) 1.0 m (3.3 ft) from a Property Line, when located on private property

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- 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

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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

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- 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, whichever 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 as amended
 - xiii) Changeable Copy, Manual Sign in 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 (2.2 ft²) in a residential Land Use District or 0.5 m² (5.4 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

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- 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.

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

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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 (3.3 ft) back from an existing or future curb line
 - ii. 0.3 m (1ft) from the inside edge of any sidewalk, path, or private property
 - iii. 10.0 m (33 ft) from the centreline of an intersection
 - iv. 10.0 m (33 ft) from any crosswalk
 - v. 5.0 m (16.4 ft) from a fire hydrant
 - iv) not be located within a corner visibility triangle
 - v) not be illuminated

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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 (3.3 ft) from the Building if it is attached to an Awning Structure
 - ii) more than 2.4 m (7.9 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 (4.9 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 (6.7 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 (1 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 ft²)
 - iv) be limited to 1 Sign per business or Building
 - v) be spaced a minimum 4.5 m (14.8 ft) from another Under Canopy Sign
 - vi) count towards the maximum allowable Copy Area for the Canopy or Awning on which it is attached

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- vii) have a minimum Clearance of 2.4 m (7.9 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 (7.9 ft) when measured from Grade to the bottom of the Sign Structure
 - iii) be separated a minimum of 1.0 m (3.3 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 (1 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 (1.6 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

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- 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 (6.0 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.

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- 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 (2 ft) between the Sign and the Primary Building Face to which it is attached
 - iii) not project more than 2.0 m (6.7 ft) from the Building Face to which it is attached or, 0.3 m (1 ft) from the Road edge of the sidewalk, whichever is less
 - iv) have a maximum Copy Area of 2.23 m² (24 ft²) per side
 - v) have a minimum Clearance of 2.5 m (8 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 (1 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.

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- b) A Sign containing Changeable Copy, Manual or Electronic Message Feature shall not be allowed within any Land Use District adjacent to the Queen Elizabeth II (QEII) Highway or Highway 597.
- c) A Sign containing Changeable Copy, Manual or Electronic Message Feature shall not be allowed within any Land Use District south of the southern boundary of South Street and adjacent to Highway 2A
- d) Unless otherwise provided for in this Part, an Electronic Message Feature Sign shall not exceed 9.0 m² (96.9 ft²) or 25% 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
- e) Any Sign with an Electronic Message Feature shall:
 - i) maintain a minimum of 300.0 m (984 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
- f) Must contain a default design that will freeze the Sign panel message in 1 position if a malfunction occurs.
- g) 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.
- h) 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.

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- 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 (6.7 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 (30 ft)
 - iii) have a maximum Sign Area of 25.0 m² (270 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 ft) Frontage or less
 - ii) 2 Signs per Parcel on a site of more than 50 m (164 ft) Frontage but not greater than 100 m (329 ft)
 - iii) a maximum of 2 Signs per Parcel on a site greater than 100.0 m (329 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 ft).
- d) The following Setbacks shall apply for Freestanding Monument and Freestanding Pylon Signs:

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- i) be separated a minimum of 50.0 m (164 ft) from any other Freestanding Sign
 - ii) maintain a minimum 15 m (49 ft) from a Property Line shared with another site
 - iii) maintain a minimum 1.0 m (3.3 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 (9.9 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 (54 ft²)
 - ii) not exceed a maximum Height of 8.5 m (28 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 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 QEI or Highway 597 shall:
 - i) not incorporate a rotating elements
 - 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 (237 ft²)
 - iii) maintain a maximum Height of 9.0 m (29.5 ft)
 - iv) not exceed a maximum Height of 9.0 m (29.5 ft)
 - v) may have a maximum Sign Area of 12.0 m² (129 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:

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- 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 (9.8 ft)
- iv) have a maximum Sign Area of 5.0 m² (54 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 ft) Frontage or less
 - ii. 2 Signs per Parcel on a site of more than 30 m (98 ft) Frontage but not greater than 60 m (197 ft)
 - iii. a maximum of 3 Signs per Parcel on a site of more than a Frontage greater than 60 m (197 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 (4 ft)
 - ii) have a maximum Sign Area of 1.1 m² (11.8 ft²)
 - iii) be separated a minimum of 5 m (16.4 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 (16.4 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 (6 ft) and maximum Sign Area of 1.5 m² (16 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 ft) and a maximum Sign Area of 6.0 m² (65 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:

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- 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 (3 ft)
 - iii) have a maximum Sign Area of 0.55 m² (5.9 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 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 (3.3 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 (6.6 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 (3 ft)
 - iv) have a maximum Sign Area of 0.55 m² (5.9 ft²)
 - v) be separated a minimum of 5.0 m (16.4 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

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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 (3 ft)
 - ii) have a maximum Sign Area of 0.4 m² (4.3 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.

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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 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 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 ft) or less
 - ii) a maximum of 3 Signs on a Lot with a Frontage greater than 30 m (98 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 (3.3 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 (9.8 ft)
 - ii) have a maximum Sign Area of 3.0 m² (33 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

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- 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 (5.9 ft²)
 - iii. have a maximum Height of 0.9 m (3 ft)
 - iv. be located 5.0 m (16 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 (4.9 ft) from the Front Property Line
 - ii) 10.0 m (33 ft) from any intersection whether controlled or uncontrolled
 - iii) 5.0 m (16 ft) from a hydrant
 - iv) 10.0 m (33 ft) from the Lot Line that abuts another Lot other than a residential Lot
 - v) 3.0 m (9.8 ft) from any access to or from a Lot or site
 - vi) 25 m (82 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

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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 (6.6 ft)
 - ii. have a maximum Sign Area of 3.0 m² (33 ft²)
 - iii. have a maximum width of 2.5 m (8 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 ft) from any other Freestanding Sign
 - ii) 50.0 m (164 ft) from any other Portable Sign
 - iii) 6.0 m (19.7 ft) from any access
 - iv) 15.0 m (48 ft) from any Property Line shared with another Parcel or site
 - v) 5.0 m (16 ft) from a hydrant

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- vi) 1.5 m (5 ft) from the Front Property Line
 - vii) 10.0 m (33 ft) from any intersection whether controlled or uncontrolled
 - viii) 10.0 m (33 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 ft) or less
 - ii) a maximum of 2 Changeable Copy Signs per site where the total Frontage is greater than 100.0 m (329 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.

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- d) A Construction Sign for new construction, for a site with Frontage of 30.0 m or less, shall:
 - i) have a maximum Height of 3.0 m (9.8 ft)
 - ii) have a maximum area of 2.8 m² (30 ft²)
- e) A Construction Sign for new construction, for a site with Frontage greater than 30.0 m (98 ft), shall:
 - i) have a maximum Height of 4.0 m (13 ft)
 - ii) have a maximum area of 6.0 m² (64.6 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 ft) or less, a maximum of 1 Sign shall be allowed and shall:
 - i) have a maximum Height of 3.0 m (9.8 ft)
 - ii) have a maximum Sign Area of 2.8 m² (30 ft²)
 - iii) maintain Setback distances of 6.0 m (19.7 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 ft), a maximum of 2 Signs shall be allowed and shall:
 - i) have a maximum Height of 4.0 m
 - ii) have a maximum Sign Area of 6.0 m²
 - iii) maintain Setback distances of 6.0 m (19.7 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 (9.8 ft)
 - ii) have a maximum Sign Area of 5.0 m² (54 ft²)
 - iii) have a maximum width of 3.0 m (9.8 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 ft) or less
 - ii) 3 Signs per Lot or site with a Frontage greater than 90.0 m (295 ft)

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- 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 m (328 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 (16.4 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 (46 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

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- 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 ft²) for a site less than 0.25 ha
 - ii) 12.0 m² (129 ft²) for a site greater than 0.25 ha but less than 1.0 ha
 - iii) 24.0 m² (258 ft²) for a site greater than 1.0 ha, however the maximum Sign Area for 1 Sign shall not exceed 6.0 m² (65 ft²)
- d) The minimum Setback from a Lot Line for a Show Home Sign shall be:
 - i) 3.0 m (9.8 ft) for a site less than 0.25 ha
 - ii) 6.0 m (19.7 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 (3.3 ft) from any Property Line
- e) The maximum Height for a Show Home Sign shall be:
 - i) 3.0 m (9.8 ft) for a site less than 0.25 ha
 - ii) 6.0 m (19.7 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

LAND USE DISTRICTS	SYMBOL	PAGE
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	
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		

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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 (19.7 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 (14.9 ft)• adjacent to a Road, but not including a Lane, where it shall be 3.0 m (9.8 ft) or as required by Alberta Building Code, whichever is greater

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	<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 (24.7 ft) with an attached Garage 10.0 m (33 ft) without an attached Garage 12.5 m (41 ft) where it abuts a major Collector
Minimum Parcel Area	<ul style="list-style-type: none"> Interior Parcels – 550.0 m² (5920 ft²) Corner Parcels – 600.0 m (6458 ft²)
Minimum Parcel Width	<ul style="list-style-type: none"> Interior Parcels – 15.0 m (49 ft) Corner Parcels – 16.5 m (54 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 (33 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 (4.9 ft) in the case of a Detached Dwelling with an attached Garage 3.0 m (9.8 ft) in the case of a Detached Dwelling without an attached Garage.

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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 (19.7 ft) except adjacent to a collector Road, where it shall be 7.5 m
Minimum Side Yard	1.5 m (5 ft) except: <ul style="list-style-type: none">• adjacent to a collector Road, where it shall be 4.5 m (14.8 ft)• adjacent to a Road, but not including a Lane, where it shall be 3.0 m (9.8 ft) or as required by Alberta Building Code, whichever is greater

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	<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 (24.6 ft) with an attached Garage 10.0 m (33 ft) without an attached Garage 12.5 m (41 ft) where it abuts a major collector Road
Minimum Parcel Area	<ul style="list-style-type: none"> Interior Parcels – 460.0 m² (4951 ft²) Corner Parcels – 510.0 m (1673 ft)
Minimum Parcel Width	<ul style="list-style-type: none"> Interior Parcels – 12.5 m (41 ft) Corner Parcels – 14.0 m (46 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 (33 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 (4.9 ft) in the case of a Detached Dwelling with an attached Garage 3.0 m (9.8 ft) in the case of a Detached Dwelling without an attached Garage.

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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 (19.7 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.6 ft)
Minimum Side Yard	1.5 m (5 ft) except: <ul style="list-style-type: none">• adjacent to a collector Road, where it shall be 4.5 m (15 ft)

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	<ul style="list-style-type: none"> adjacent to a Road, but not including a Lane, where it shall be 3.0 m (10 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	<ul style="list-style-type: none"> 7.5 m (24.6 ft) with an attached Garage 10.0 m (33 ft) without an attached Garage 12.5 m (41 ft) where it abuts a major collector Road
Minimum Parcel Area	<ul style="list-style-type: none"> Interior Parcels – 360.0 m² (3875 ft²) Corner Parcels – 410.0 m (1345 ft)
Minimum Parcel Width	<ul style="list-style-type: none"> Interior Parcels – 10.5 m (34.4 ft) Corner Parcels – 11.5 m (37.7 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 (32.8 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 (4.9 ft) in the case of a Detached Dwelling with an attached Garage 3.0 m (9.8 ft) in the case of a Detached Dwelling without an attached Garage.

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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) A Development Permit application shall be provided for each Manufactured Home or Manufactured Home addition within a Manufactured Home Park
- b) 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
- c) 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 (14.8 ft) from park boundary

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Minimum Setback Requirements	<ul style="list-style-type: none">• 3.0 m (9.8 ft) from internal access Road or common parking area• 6.0 m (19.7 ft) from front Lot Line• 1.5 m (4.9 ft) from side Lot Line• 3.0 m (9.8 ft) from rear Lot Line• 4.88 m (16 ft) models shall provide 1 Side Yard of a minimum of 4.5 m 14.8 ft)• Models larger than 4.88 m (16 ft) shall provide a minimum Rear Yard of 6.0 m (19.7 ft)• All attached Structures shall maintain a minimum 1.5 m (4.9 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 (34.4 ft)• Corner Parcels – 11.5 m (37.7 ft)
Maximum Parcel Coverage	50% (excludes Driveways and Grade level open Decks)
Maximum Building Height	5.5 m (18 ft)
Minimum Manufactured Home Width	3.5 m (11.5 ft)
Minimum Manufactured Home Floor Area	80 m ² (861.1 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.

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Perimeter Landscaping of an area not less than 3.0 m (9.8 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 (9.8 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 (215.3 ft²) per Manufactured Home Lot.

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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

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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 (19.7 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.6 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 (14.8 ft) • adjacent to a Road, but not including a Lane, where it shall be 3.0 m (9.8 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 (24.6 ft) except when adjacent to a collector Road, where it shall be 10.0 m (32.8 ft).
Minimum Parcel Area	<p><u>Duplex</u></p> <ul style="list-style-type: none"> • Interior Parcels – 280.0 m² (3013.9ft²) • Corner Parcels – 330.0 m² (3553 ft²) <p><u>Row Housing</u></p> <ul style="list-style-type: none"> • Interior Parcels – 185.0 m² (1991.3 ft²) • Corner Parcels – 220.0 m² (2368.1 ft²) <p><u>Row Housing (4-plex)</u></p> <ul style="list-style-type: none"> • Interior Parcels – 200.0 m² (2152.8 ft²) • Corner Parcels – 275.0 m² (2960.1ft²) <p><u>Temporary Care Facility</u></p> <ul style="list-style-type: none"> • Interior Parcels – 280.0 m² (3013.9 ft²) • Corner Parcels – 330.0 m² (3352.1 ft²)

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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 (33 ft)• Sloped Roof: 12.5 m (41 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 (4.9 ft) in the case with an attached Garage• 3.0 m (9.8 ft) in the case of without an attached Garage.

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6.6 Residential Medium Density (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 (19.7 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.6 ft) <u>Apartment</u> <ul style="list-style-type: none">• 7.5 m (24.6 ft)
Minimum Side Yard	3.0 m except: <ul style="list-style-type: none">• adjacent to a collector Road, where it shall be 4.5 m (14.8 ft)• as required by Alberta Building Code, whichever is greater.
Minimum Rear Yard	7.5 m (24.6 ft) except when adjacent to a collector Road, where it shall be 10.0 m (32.8 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

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Maximum Parcel Coverage	<p><u>Temporary Care Facility</u></p> <ul style="list-style-type: none"> • 55% (excludes Driveways) <p><u>Apartment</u></p> <ul style="list-style-type: none"> • 75% (excludes Driveways)
Maximum Building Height	<p><u>Temporary Care Facility</u></p> <ul style="list-style-type: none"> • 10.0 m (32.8 ft) <p><u>Apartment</u></p> <ul style="list-style-type: none"> • 12.0 m (39.4 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 (48.4 ft²) in area.</p>

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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 (19.7 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.6 ft)
Minimum Side Yard	<p><u>Apartments</u></p> <ul style="list-style-type: none">• 3.0 m (9.8 ft) except where it abuts a Road other than a Lane, it shall be 3.5 m (11.5 ft) or as required in the Alberta Building Code, whichever is greater. <p><u>Row Housing; Multiple Housing Development (End Units)</u></p> <ul style="list-style-type: none">• 1.5 m (4.9 ft) except where it abuts a Road other than a Lane, it shall be 2.75 m (9 ft).
Minimum Rear Yard	7.5 m (24.6 ft) except when adjacent to a collector Road, where it shall be 10.0 m (32.8 ft).
Minimum Parcel Area	0.50 ha

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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 (55.8 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.

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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 (19.7 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.6 ft)
Minimum Side Yard	3.0 m (9.8 ft) except where it abuts a Road other than a Lane it shall be 3.65 m (12 ft), or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	7.5 m (24.6 ft) except when adjacent to a collector Road, where it shall be 10.0 m (32.8 ft).
Minimum Parcel Area	3,035.14 m ² (0.30 ha)

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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 (55.8 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 (48.4 ft²) in area.</p>

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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	<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

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

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- 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.
- e) 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) 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 (55.8 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 (6.6 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 (19.7 ft). This does not apply to an Accessory Building where such Building is located to the rear of the

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	Principal Building and maintains a minimum distance of 12.0 m (39.4 ft).
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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• Recreation Facility, Indoor• Recreational Vehicle Sales, Rental and Service	<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

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- Veterinary Clinic

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 (29.5 ft)
Minimum Side Yard	3.0 m (9.8 ft) or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	6.0 m (19.7 ft)
Minimum Parcel Width	15.0 m (49.0 ft) adjacent to a service or local Road.
Maximum Parcel Coverage	80%
Maximum Building Height	17.0 m (55.8 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 (19.7 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 (39.4 ft).

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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• Office	<ul style="list-style-type: none">• Accessory Use• Car Wash• Daycare, Major• Live Work Unit• Recreation Facility, Indoor• Public Facility• Signs• Similar Use

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 (19.7 ft)
Minimum Side Yard	1.5 m (4.9 ft) except adjacent to a residential Parcel, where it shall be 3.0 m (9.8 ft).
Minimum Rear Yard	3.0 m (9.8 ft)
Minimum Parcel Area	0.2 ha
Maximum Parcel Coverage	80%
Maximum Building Height	8.5 m (28 ft)
Building Design	

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	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 (19.7 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 (39.4 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 (49.2 ft)
Maximum Parcel Coverage	70%
Maximum Building Height	<u>Flat Roof Buildings</u> <ul style="list-style-type: none">• 9.5 m (31.2 ft)

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	<u>Pitched Roof Buildings</u> <ul style="list-style-type: none">• 12.0 m (39.4 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 (19.7 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 (39.4 ft).
Landscaping	At the discretion of the Development Authority
Outdoor Storage	None allowed

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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• Signs• Similar Use

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	

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	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 (19.7 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 (39.4 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 (48.4 ft²) in area</p>

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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• Shipping Container• Recycle Depot• Retail, General (as Accessory Use)• 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

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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 (9.8 ft)
Minimum Rear Yard	6.0 m (19.7 ft)
Minimum Parcel Width	15.0 m (49.2 ft)
Maximum Building Height	<u>Flat Roof Buildings</u> <ul style="list-style-type: none">• 9.5 m (31.2 ft) <u>Pitched Roof Buildings</u> <ul style="list-style-type: none">• 12.0 m (39.4 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 (19.7 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 (39.4 ft).

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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• Industrial Business Service• Industrial Training Facility• Greenhouse, Major• Heavy Equipment Assembly, Sales and Service• Landscaping Sales and Service• Public Utility Building• Shipping Container	<ul style="list-style-type: none">• Accessory Building• Auction Facility, with Livestock• Bulk Fuel 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 Facility• 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 (29.5 ft)
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Minimum Side Yard	3.0 m (9.8 ft)
Minimum Rear Yard	6.0 m (19.7 ft)
Minimum Parcel Width	15.0 m (49.2 ft)
Maximum Building Height	12.0 m (39.4 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 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 (19.7 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 (39.4 ft).

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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

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 (29.5 ft)
Minimum Side Yard	3.0 m (9.8 ft) or as required by the Alberta Building Code, whichever is greater.
Minimum Rear Yard	6.0 m (19.7 ft) except where a Rear Yard abuts a railway where no Rear Yard Setback is required.

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Minimum Parcel Width	15.0 m (49.2 ft)
Maximum Building Height	<p><u>Flat Roof Buildings</u></p> <ul style="list-style-type: none"> • 11.5 m (37.8 ft) <p><u>Pitched Roof Buildings</u></p> <ul style="list-style-type: none"> • 14.0 m (46 ft)
Maximum Parcel Coverage	70%
Outdoor Storage	Shall be screened by white vinyl fencing 1.83 m (6 ft) in Height and / or to the satisfaction of the Development Authority.
Minimum Landscaping Requirement	As determined by the Development Authority

Appendix A – Bylaw 1268/22 Schedule ‘A’

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 (29.5 ft)
Minimum Side Yard	3.0 m (9.8 ft) or as required by the Alberta Building Code, whichever is greater.
Minimum Rear Yard	6.0 m (19.7 ft) except where a Rear Yard abuts a railway where no Rear Yard Setback is required.
Minimum Parcel Width	15.0 m (49.2 ft)
Maximum Building Height	<u>Flat Roof Buildings</u> <ul style="list-style-type: none">• 11.5 m (37.8 ft) <u>Pitched Roof Buildings</u> <ul style="list-style-type: none">• 14.0 m (46 ft)

Appendix A – Bylaw 1268/22 Schedule ‘A’

Maximum Parcel Coverage	70%
Minimum Landscaping Requirement	As determined by the Development Authority

DRAFT

Appendix A – Bylaw 1268/22 Schedule ‘A’

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 (29.5 ft)
Minimum Side Yard	3.0 m (9.8 ft) or as required by the Alberta Building Code, whichever is greater.
Minimum Rear Yard	6.0 m (19.7 ft) except where a Rear Yard abuts a railway where no Rear Yard Setback is required.
Minimum Parcel Width	15.0 m (49.2 ft)
Maximum Building Height	<u>Flat Roof Buildings</u> <ul style="list-style-type: none">• 9.5 m (31.2 ft) <u>Pitched Roof Buildings</u> <ul style="list-style-type: none">• 12.0 m (39.4 ft)
Maximum Parcel Coverage	70%

Appendix A – Bylaw 1268/22 Schedule ‘A’

Outdoor Storage	Shall be screened by white vinyl fencing 1.83 m (6 ft) in Height and/ or to the satisfaction of the Development Authority.
Minimum Landscaping Requirement	As determined by the Development Authority

DRAFT

Appendix A – Bylaw 1268/22 Schedule ‘A’

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 in Height to the satisfaction of the Development Authority.

Appendix A – Bylaw 1268/22 Schedule ‘A’

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:

Appendix A – Bylaw 1268/22 Schedule ‘A’

Minimum Parcel Area	All the land contained in the existing Certificate of Title area, unless otherwise approved by the Subdivision Authority.
Setbacks	<ul style="list-style-type: none">• Setbacks from right-of-ways 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 ft)• Setback from the property boundary in the Agricultural District shall be 7.62 m (25 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.

Objects Prohibited or Restricted in Yards

- a) No person shall keep in their yards:
- i) any unlicensed, dismantled, wrecked, or dilapidated vehicle, unless it is suitably housed or screened from view to the satisfaction of the Development Officer
 - ii) any object or chattel which, in the opinion of the Development Officer, is unsightly or tends to adversely affect the amenities of the area
 - iii) more than 2 Recreational Vehicles on a regular basis, unless otherwise approved by the Development Authority
 - iv) 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.

Appendix A – Bylaw 1268/22 Schedule ‘A’

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 (24.6 ft) where it abuts a major collector Road as designated in the Municipal Development Plan
-------------------	---

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.

Appendix A – Bylaw 1268/22 Schedule ‘A’

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

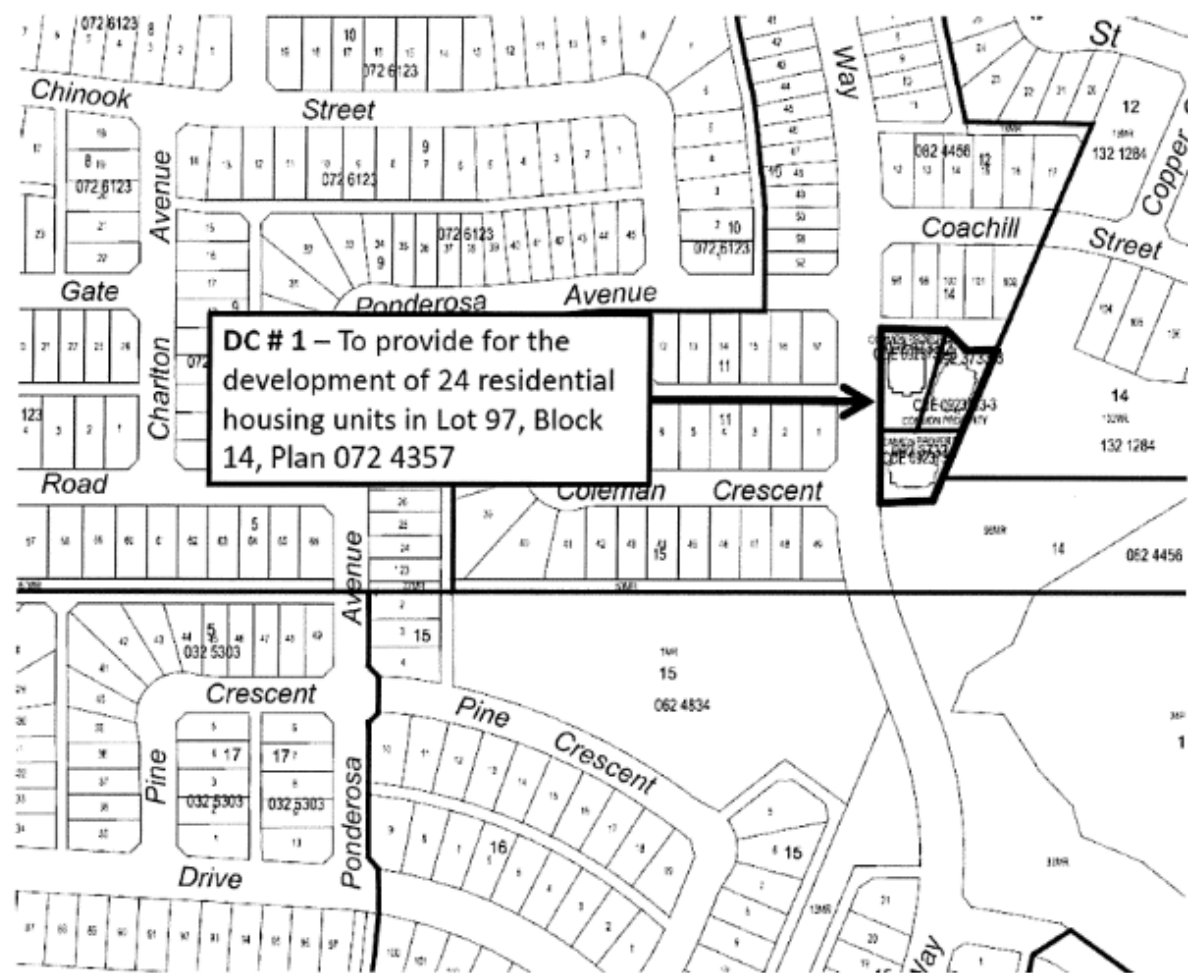
Direct Control District #3 (DC-3)

- All Signs to be applied for under separate Development applications and Council hereby authorizes the Development Officer as the approving authority for the Signs.
- All construction to be in accordance with all provincial regulations including the *Safety Codes of Alberta*.
- 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.
- 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



Appendix A – Bylaw 1268/22 Schedule 'A'

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.

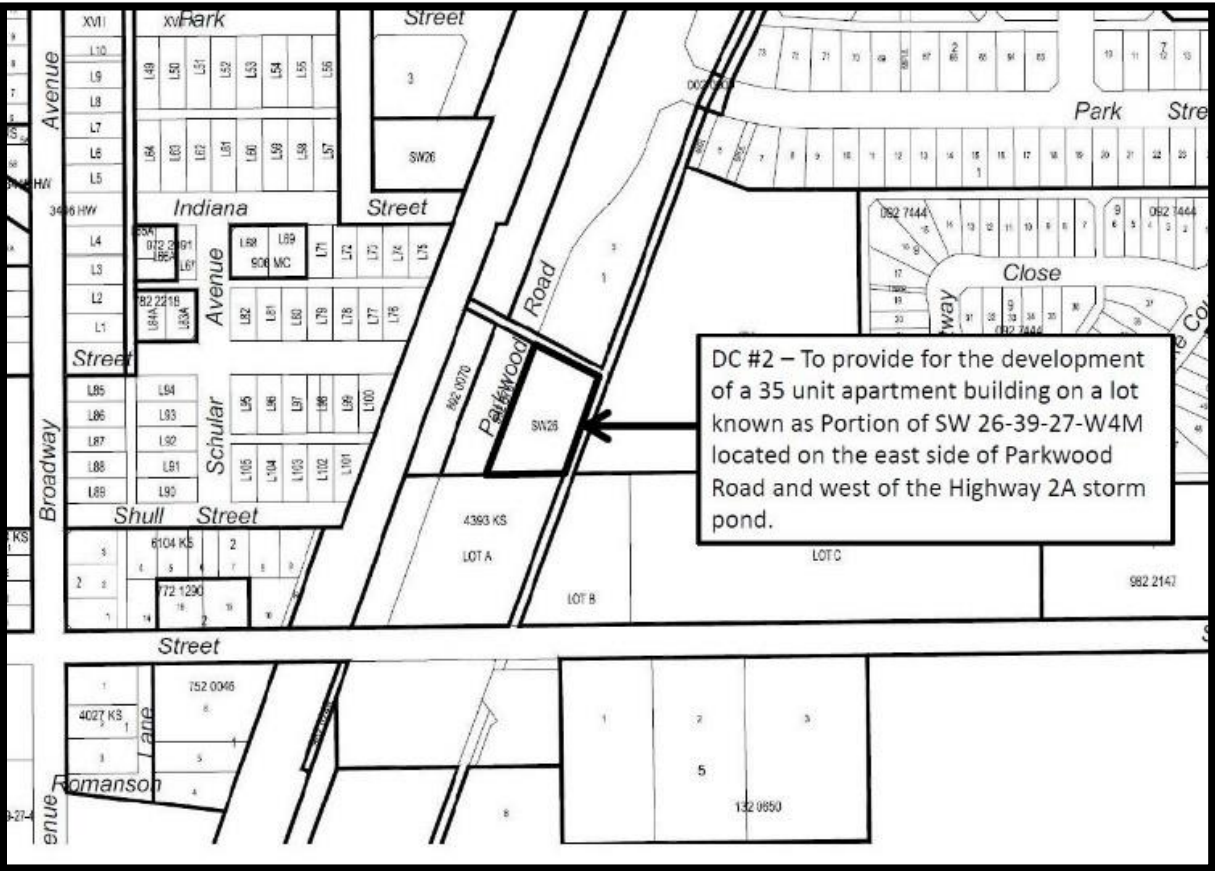
Development Criteria

- 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.

Appendix A – Bylaw 1268/22 Schedule ‘A’



Appendix A – Bylaw 1268/22 Schedule ‘A’

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.

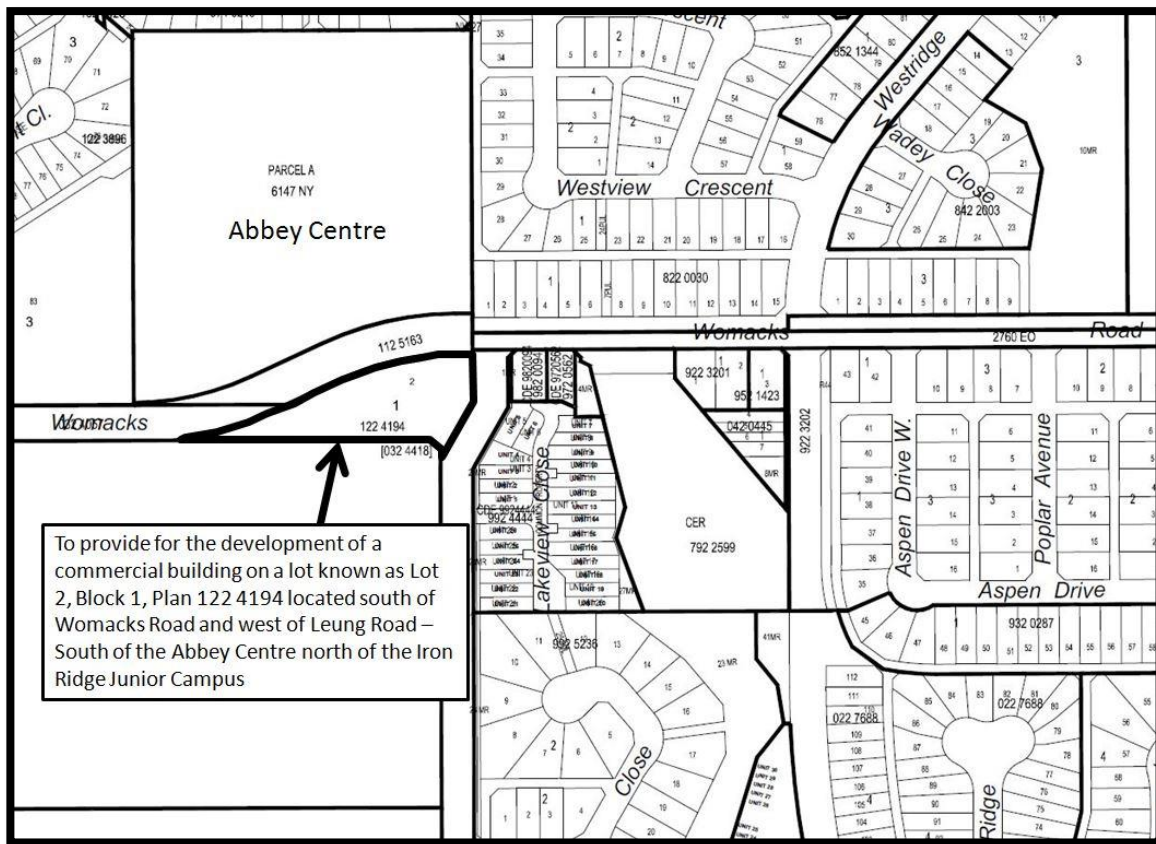
Development Criteria

- 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

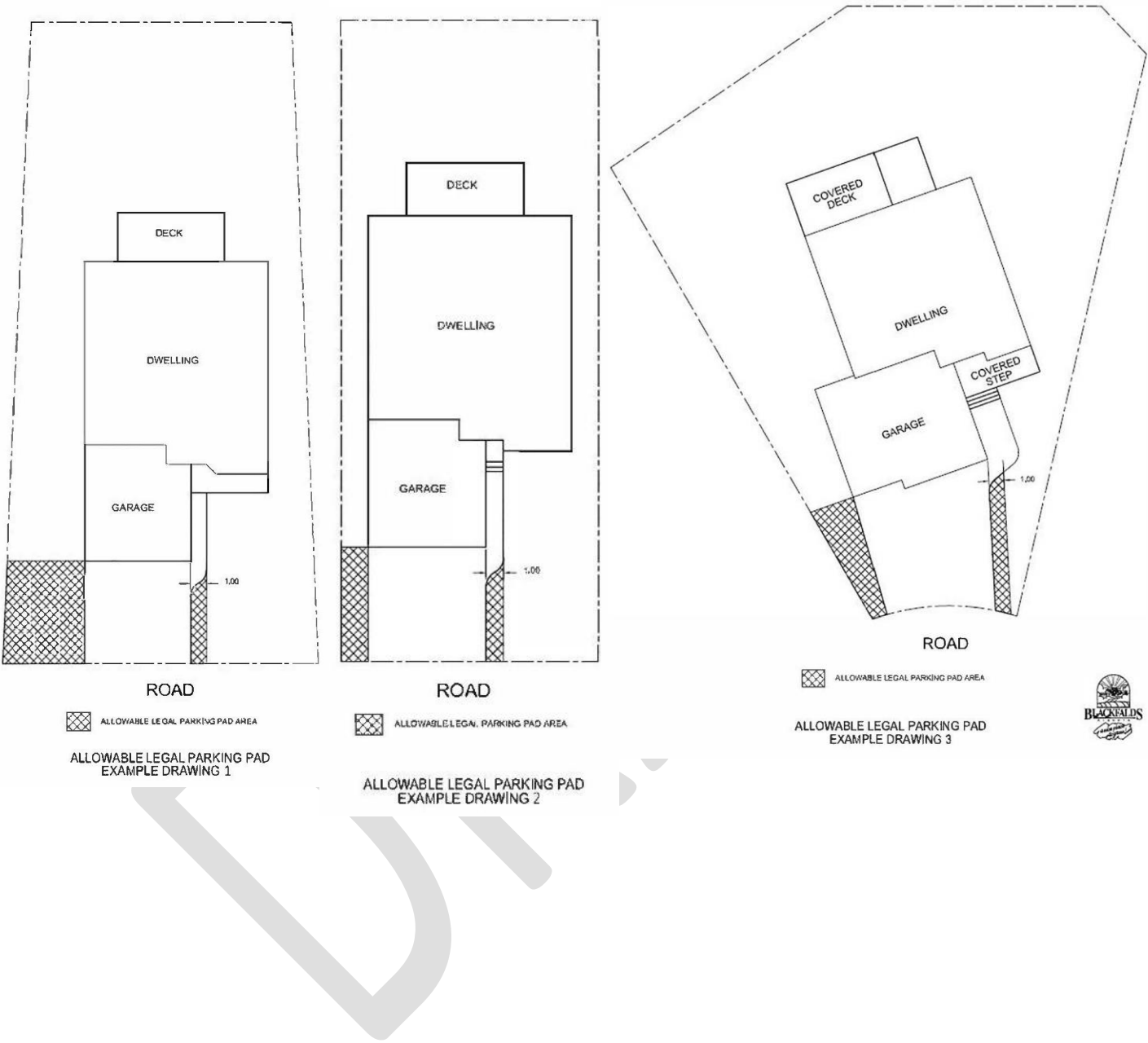
- a) All Landscaping to be as per the plans submitted.
- b) No access is to be allowed off Leung Road.
- c) Future Development area for Phase 2 is to be landscaped until such time as it is constructed.

Town of Blackfalds | Land Use Bylaw 1268.22
Date Adopted: DATE

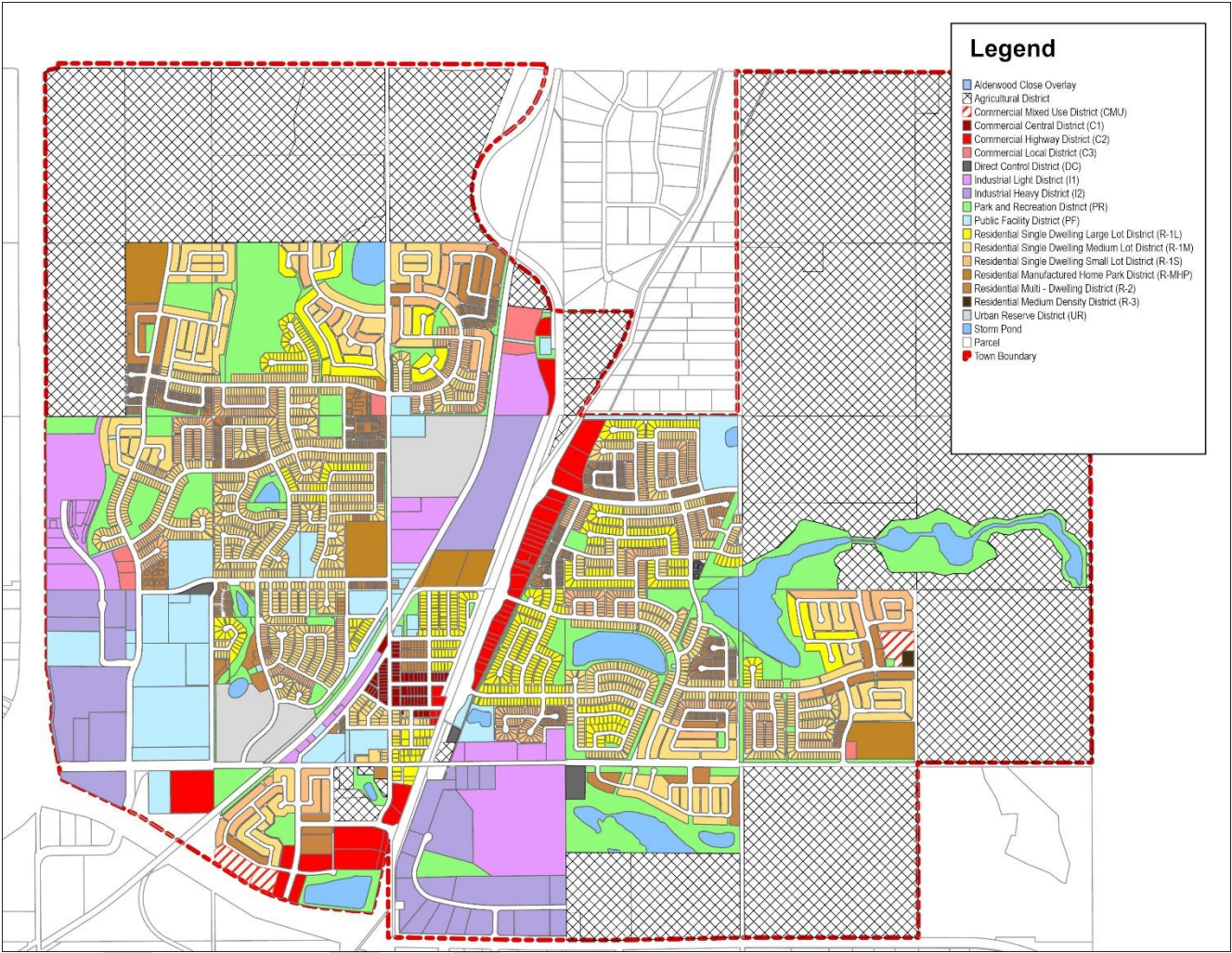


Appendix A – Bylaw 1268/22 Schedule ‘A’

Schedule A4 – Parking Pads



PART 9.0 LAND USE DISTRICT MAP



Appendix B – Timeline of Events Summary

Administration has provided this general summarization of the timeline of events relative to the review leading up to the adoption of the Land Use Bylaw below:

Timeline	Events
Mid 2019 – Mid 2020	To support the community's character and prepare for change, extensive research was done on all sections of the current LUB which included consultations with interdepartmental staff within the Town, a tour of the Town to capture existing uses within the Commercial and Industrial land use districts.
June 2020	Proposed updates included an extensive review of the interpretation section of the LUB including clear and up-to-date definitions capturing existing uses within the Town while allowing additional options for development within the land use districts.
July 2020	Signage provisions have been amended to include and provide for a variety of signage options for business owners, taking into consideration the ever-changing creative trends of the digital world. Departmental group review occurred as well.
August – October 2020	The Administrative and Operational Procedures, General Regulations which includes a complete in-depth review of landscaping and parking provisions have been changed significantly. Acknowledging the opportunity to streamline development timelines, and improving overall efficiency, additional powers have been extended to the Development Officer. These positive changes will eliminate unnecessary delays for reviewing and processing leaving the more complex developments to be reviewed by the Municipal Planning Commission.
October 2020	<p>Review of regulations relating to Home Based Businesses have been further streamlined. Recognizing the need to allow for more work at home provisions, Administration modified the categorization from two to three specific classifications which will allow for ease of processing and provide a variety of options to residents of the community.</p> <p>There was also the need to implement clear and concise provisions strengthening sections on contravention, enforcement and fines, and penalties within the LUB.</p>
November – December 2020	Stantec was contracted to conduct a review through their Development and Municipal Divisions. The Development Division viewed the document from a 'developer' standpoint while the Municipal Division reviewed from a regulatory and legislative perspective.

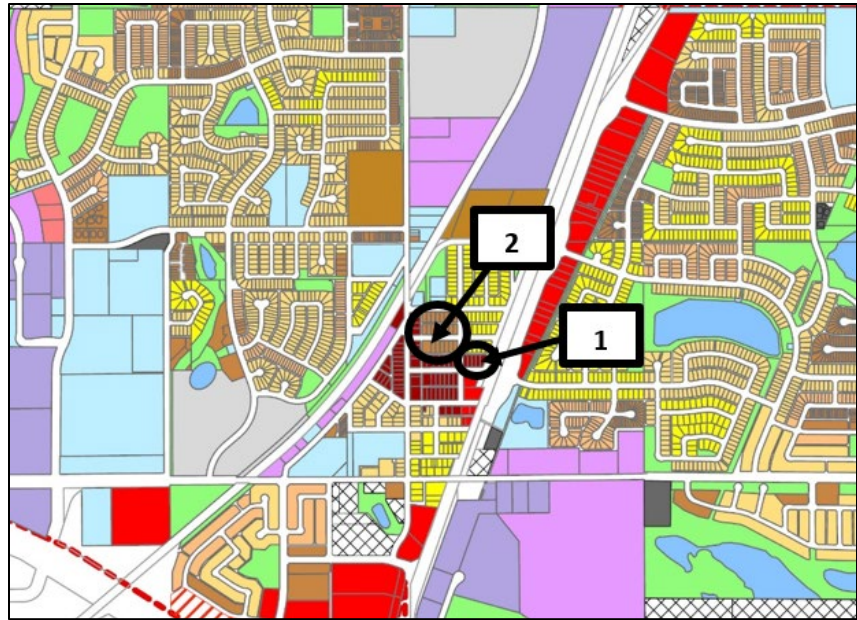
Appendix B – Timeline of Events Summary

Timeline	Events
	Professional Planners have provided valuable high-level comments relative to automation, formatting, content ordering, provided suggestions on Permitted and Discretionary Uses including shipping containers. Additional discussion occurred on the land use district details and lot areas, depths, laneless subdivisions, and provided general information on building code updates and suggestions for updating and “personalization” of the land use districts.
January – September 2021	Amendments to the LUB were made based on the comments received back from the Stantec review. Department vacancies caused some delay in completing these amendments.
March 2021	<p>Property owners with land proposed to be redistricted under the new LUB were sent letters advising of the proposed changes and invited to provide any comments/concerns. Comments received are summarized in Appendix C.</p> <p>Emails were sent to local builders, developers, and general contractors with a link to the draft LUB for them to review. Comments received are summarized in Appendix D.</p>
August 2021	Letters were sent out from the Office of Mayor and Council in early August with an invitation to the Open House that was held on August 24, 2021. No additional comments were received.
September 2021 – January 2022	Updates were made to internal permit processing to align with recent changes to the MGA. Internal process changes required to be done and subsequently reflected in the updated LUB include notification of incomplete and complete applications, changes to appeal board jurisdiction, and notification of decisions on development permit applications. The Planning & Development Manager identified additional areas that required amending which were researched and completed.
February 2022	Minor formatting revisions, title page, ensuring proper section cross-referencing, final mapping updates, and final Planning & Development Department review completed.

Appendix C – Private Property Redistricting Correspondence

Proposed Redistricting under Bylaw 1268/22

The following table and corresponding map identifies the privately owned parcels that are proposed to be redistricted under Bylaw 1268/22. Notification was sent to all impacted registered landowners in spring of 2021. If Bylaw 1268/22 receives First Reading, each registered landowner will receive a letter advising them of the proposed district change and inviting them to the scheduled Public Hearing. Please note that the registered landowner of 5021 Waghorn Street is strongly opposed to having their property redistricted from R-1L to R-2, and the registered landowner of 5016 Wilson Street is questioning the need to redistrict their property. The correspondence between those landowners is highlighted in Bold font.



Map ID #	Civic Address	Legal Land Description	Current District	Proposed District	Comments/Concerns	Admin Response
1	5202 East Ave	Lot 11 Blk 4 Plan 5629 HW	R-1L	C1	None received	N/A
1	5204 Park St	Lot 10 Blk 4 Plan 5629 HW	R-1L	C1	None received	N/A
1	5206 Park St	Lot 9 Blk 4 Plan 5629 HW	R-1L	C1	Landowner had the following questions: <ul style="list-style-type: none"> What is the future plan for the area? When will this take place? Is the Town interested in purchasing my home? 	P&D staff called to discuss and provided answers to landowner's questions. Landowner expressed they were supportive of the proposed redistricting

Appendix C – Private Property Redistricting Correspondence

Map ID #	Civic Address	Legal Land Description	Current District	Proposed District	Comments/Concerns	Admin Response
					<ul style="list-style-type: none"> How will this impact my taxes? Why is this area on the list for commercial development? 	
1	5208 Park St	Lot 8 Blk 4 Plan 5629 HW	R-1L	C1	Landowner called in with some clarification questions	P&D staff provided clarification and landowner advised they were okay with the proposed changes
1	5210 Highway Ave	Lot 7 Blk 4 Plan 5629 HW	R-1L	C1	None received	N/A
2	5007 Waghorn St	Lot 1 Blk 6 Plan 5629 HW	R-1L	R-2	None received	N/A
2	5009 Waghorn St	Lot 2 Blk 6 Plan 5629 HW	R-1L	R-2	None received	N/A
2	5011 Waghorn St	Lot 3 Blk 6 Plan 5629 HW	R-1L	R-2	None received	N/A
2	5013 Waghorn St	Lot 4 Blk 6 Plan 5629 HW	R-1L	R-2	None received	N/A
2	5015 Waghorn St	Lot 5 Blk 6 Plan 5629 HW	R-1L	R-2	None received	N/A
2	5017 Waghorn St	Lot 6 Blk 6 Plan 5629 HW	R-1L	R-2	None received	N/A
2	5019 Waghorn St	Lot 7 Blk 6 Plan 5629 HW	R-1L	R-2	None received	N/A
2	5021 Waghorn St	Lot 8 Blk 6 Plan 5629 HW	R-1L	R-2	<ul style="list-style-type: none"> Strongly opposed Why does this need to be forced on residents? By doing this the town is essentially reducing the property values to 	P&D staff advised the landowner that all comments received will be sent to Council for their consideration

Appendix C – Private Property Redistricting Correspondence

Map ID #	Civic Address	Legal Land Description	Current District	Proposed District	Comments/Concerns	Admin Response
					<p>"land only" which is a very significant loss to homeowners</p> <ul style="list-style-type: none"> Does not share the opinion from the letter that these larger lots are underutilized - my lot is very well utilized by my wife and I Clearly it is already possible to build multi-family units in the area as there are already 2 if I want to tear down my house and build a fourplex I can already do that. - my past experience with the town indicates that the decision has already been made and any input from residents will not be taken seriously 	
2	5008 Wilson St	Lot 32 Plan RN17A	R-1L	R-2	None received	N/A
2	5010 Wilson St	Lot 31 Plan RN17A	R-1L	R-2	None received	N/A
2	5012 Wilson St	Lot 30 Plan RN17A	R-1L	R-2	None received	N/A

Appendix C – Private Property Redistricting Correspondence

Map ID #	Civic Address	Legal Land Description	Current District	Proposed District	Comments/Concerns	Admin Response
2	5014 Wilson St	Lot 29 Plan RN17A	R-1L	R-2	None received	N/A
2	5016 Wilson St	Lot 28 Plan RN17A	R-1L	R-2	<ul style="list-style-type: none"> Property currently designated R-1L and has been for all the years they've lived there See no reason to change to R-2, they wish for their property to stay as is, now and in the future 	P&D staff advised the landowner that all comments received will be sent to Council for their consideration
2	5018 Wilson St	Lot 27 Plan RN17A	R-1L	R-2	None received	N/A
2	5020 Wilson St	Lot 26 Plan RN17A	R-1L	R-2	None received	N/A
2	5022 Wilson St	Lot 25 Plan RN17A	R-1L	R-2	None received	N/A
2	5009 Wilson St	Lots 33 and 34 Plan RN17A	R-1L	R-2	None received	N/A
2	5011 Wilson St	Lot 35 Plan RN17A	R-1L	R-2	Received a call from landowner requesting more information	P&D staff discussed landowner's situation and advised that a future planned addition would not be impacted by the proposed redistricting
2	5013 Wilson St	Lot 36 Plan RN17A	R-1L	R-2	None received	N/A
2	5015 Wilson St	Lot 37 Plan RN17A	R-1L	R-2	None received	N/A
2	5017 Wilson St	Lot 38 Plan RN17A	R-1L	R-2	None received	N/A

Appendix C – Private Property Redistricting Correspondence

Map ID #	Civic Address	Legal Land Description	Current District	Proposed District	Comments/Concerns	Admin Response
2	5019 Wilson St	Lot 39 Plan RN17A	R-1L	R-2	None received	N/A
2	5021 Wilson St	Lot 40 Plan RN17A	R-1L	R-2	None received	N/A

Appendix D – Developers and Builders Correspondence

Notification was sent to local developers and builders in the spring of 2021 that a comprehensive LUB update was occurring and soliciting their feedback on the draft. The correspondence received during this engagement is captured below:

Comments/Concerns	Admin Response
Wanted a “track changes” version of the draft	Emphasized that this will be an entirely new LUB, and not an amendment to the old one so a redline version is not available nor is it possible
Zero lot lining request	Has not been contemplated in the new LUB, however zero lot lining has been identified for a potential future amendment
Desire to have some discretion for developers to place signage along higher traffic routes	The sign section has been completely updated with standards similar to those in neighbouring municipalities, but it only pertains to titled properties. Developers often want to display temporary signage in road rights-of-way, which the LUB does not have jurisdiction over
Question raised about why 100% security for landscaping is required at the Development Permit stage	Requiring 100% of the estimated costs to cover required landscaping is an industry best practice, that our current LUB requires, and is also done in neighbouring municipalities. In reviewing this comment, additional research was conducted to ensure what is being presented in the new LUB is consistent with other municipalities; it was confirmed that the requirement is consistent, so no changes proposed.
Subdivision sign size concerns, stating that the maximum size allowed under the current and draft LUB is too restrictive.	The sign this developer mentions would be considered a “Neighbourhood Identification Sign” and maximum sizes have been removed so that each of these Neighbourhood Identification Signs are assessed on their own merit.
Many questions seeking clarification of proposed changes on specific areas	Clarification provided on the proposed changes; no further amendments were noted.



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: March 22, 2022

PREPARED BY: Ken Morrison, Emergency Management & Protective Services Manager

PRESENTED BY: Myron Thompson, CAO

SUBJECT: Policing Committee – Member Resignation

BACKGROUND:

At the March 16th, 2022, Police Committee Meeting an email was presented from Mike Walker resigning from his position on the Committee effective immediately. Bylaw 1125/11 states that the Committee shall consist of (7) voting members who shall be appointed by resolution of Council as follows: Two Council appointments, and five citizens residing within the Town of Blackfalds.

Laura Svab moved that the Committee accept the resignation of Mike Walker with regrets. This was carried unanimously.

This resignation leaves the Policing Committee with one (1) member vacancy.

DISCUSSION:

With the recent Council Organizational Meeting, multiple volunteers have been recruited and screened by the FCSS Volunteer Programmer. The appointment process will be reviewed, and a volunteer will be recommended to fill this position.

FINANCIAL IMPLICATIONS:

None

ADMINISTRATIVE RECOMMENDATION:

- 1) That Council move to formally accept the resignation of Mike Walker from the Policing Committee effective immediately, with regrets.

Attachments:

- *Resignation Letter – Mike Walker*
- *Policing Committee Bylaw*

Approvals:



CAO Myron Thompson



Department Director/Author

Re: Policing Committee



Mike Walker <[REDACTED]>

To ○ Ken Morrison



2022-03-01

Good evening,

Please accept this email as an official letter of resignation from the Blackfalds Policing Committee. I would like to remain a member of the committee; however, I have accepted a new position in Law Enforcement in another City that would make my membership a conflict of interest for the town of Blackfalds.

Thank you,

Mike Walker



**TOWN OF BLACKFALDS
BYLAW NO. 1125/11**

**A BY-LAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA
TO ESTABLISH A POLICING COMMITTEE**

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26 and regulations as amended, provides that Council may pass bylaws in relation to services provided by or on behalf of the municipality;

AND WHEREAS the Police Act, R.S.A. 2000, c. P-17 and regulations as amended, provides that a municipality which has entered into an Agreement with the Government of Canada for the provision of policing services through the Royal Canadian Mounted Police may, by Bylaw, establish a Policing Committee;

AND WHEREAS the member in charge of the Municipal Police Service shall, in enforcing the By-laws of the Municipality, act under the lawful direction of the Chief Administrative Officer or such other person as the Chief Administrative Officer may, in writing, designate;

AND WHEREAS the council of the Town of Blackfalds deems it advisable to establish a Policing Committee to advise them of policing matters;

AND WHEREAS Council, by the By-law, shall prescribe the rules and regulations governing proceedings and meetings of the Committee.

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

NAME AND DEFINITIONS

1. This by-law may be referred as the "Policing Committee By-law".
2. For the purpose of this by-law:
 - (a) "Agreement" means the agreement between the Town of Blackfalds and the Government of Canada for the provision of police services for the municipality;
 - (b) "Chief Administrative Officer" means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Blackfalds and includes any person that the Chief Administrative Officer may appoint as his or her designate for purposes carrying out his responsibilities under this Bylaw and further includes any person that may be appointed to act in the absence of the Chief Administrative Officer.
 - (c) "Committee" means Blackfalds Policing Committee;
 - (d) "Council" means the duly elected Municipal Council of the Town of Blackfalds;
 - (e) "Officer in Charge" means the Officer in charge of the local RCMP detachment in the Town of Blackfalds;
 - (f) Criminal Record is being convicted of a crime punishable by indictment
 - (g) "RCMP" means the Royal Canadian Mounted Police force or any member of that police force as the case may require; and
 - (h) "Town" means the Town of Blackfalds, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Blackfalds as the context may require.

DUTIES AND RESPONSIBILITIES

3. The overall objectives of the Policing Committee is to act as a liaison between Town Council, the RCMP detachment, By-law Enforcement and the citizens of Blackfalds and foster responsible community action towards the creation of a safe, secure community. The Committee shall endeavor to do this by encouraging an environment, which allows for public concerns to be addressed by all affected parties. Specific duties and responsibilities are to:
 - (a) provide community feedback to the RCMP concerning policing and by-law enforcement strategies and activities;

- (b) in consultation with the officer in charge, develop a yearly plan of priorities and strategies for municipal policing and advise Council on the annual RCMP Goals and Priorities;
- (c) cooperate and liaise with community groups in creating programs or pursuing initiatives to improve public safety;
- (d) represent the interests and concerns of the public to the officer in charge;
- (e) make recommendations to Council relating to policing matters or relevant community issues on its own initiative or upon request of Council;
- (f) recommend to Council the appointment of a Public Complaints Director; and
- (g) represent the interests of Council to the Officer in charge.

COMPOSITION OF THE COMMITTEE

- 4. The committee shall consist of seven (7) voting members who shall be appointed by resolution of Council as follows:
 - (a) Five (5) citizens residing within the Town of Blackfalds, one of whom may be a youth between the age of sixteen and eighteen who attends school;
 - (b) Two (2) Town of Blackfalds Council members.
- 5. The Mayor shall be a member (ex-officio) of the Committee and his or her term of office shall coincide with his or her term of office on Council.
- 6. The Officer in Charge of the Blackfalds RCMP, or his/her designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 7. The Chief Administrative Officer, or his designate, shall attend the Committee meetings in an advisory, non-voting capacity.
- 8. The Committee, as a public body must comply with *Freedom of Information and Protection of Privacy (FOIP)* Legislation and have a designated Coordinator. The Town of Blackfalds FOIP Coordinator will act as the FOIP Coordinator for the Blackfalds Policing Committee and is responsible for ensuring that personal information is managed in accordance with FOIP legislation. Requests for information involving the Committee should be directed to the Town of Blackfalds FOIP Coordinator subject to their fees and policies.

MEMBERSHIP

- 8. Each member from the public at large shall be appointed to the Committee for one (1), two (2) or three (3) year terms, whichever Council deems appropriate, commencing at Council's annual Organizational meeting, unless he or she is appointed to complete the term of another member who resigns before their term is up.
- 9. Members shall remain in office until their respective successors are appointed.
- 10. Where a member ceases to be a member of the Committee before the expiration of his or her term, Council may appoint another eligible person for the unexpired portion of the term.
- 11. All persons appointed to the Committee shall:
 - (a) Take the oath prescribed in Schedule 2 of the Police Act.
 - (b) Not have a criminal record.
 - (c) Not be hired in any capacity with the Royal Canadian Mounted Police, any Provincial Police Force, the Provincial Attorney General's Department of the Department of the Solicitor General of Alberta and Town Bylaw Enforcement Service;
 - (d) Be of the full age if eighteen (18) years, except for the youth representative, who shall be at least sixteen (16) years of age.
 - (e) Participate in the Roles and Responsibilities of Policing Oversight Committee Members Training

RESIGNATION AND REMOVAL

- 12. Any member may resign from the Committee at any time upon providing written notice to Council to that effect.

13. Council may terminate a member's appointment to the Committee at any time, and particularly when the member;
- (a) Fails to attend three (3) consecutive regular meetings of the Committee, unless absence is caused through illness or is authorized in advance by resolution of the Committee;
 - (b) Ceases to be a resident of the Town;
 - (c) is hired in a full-time, permanent capacity with the Town Bylaw Enforcement Service or the RCMP; or
 - (d) is convicted of a crime punishable by indictment.

OFFICERS OF THE COMMITTEE

14. The Chairman and Vice Chairman of the Committee shall be elected from amongst its members at the first regular meeting of each year.
15. All members of the Committee shall vote on every motion, including the Chairman (subject to Section #27).
16. The Chief Administrative Officer, or his or her designate, shall attend all Committee meetings and insure that the minutes will be prepared and submitted to the Committee for approval at the next meeting. A copy of these minutes shall then be forwarded to Council.

MEETINGS

17. The Committee shall hold regular meetings at a frequency to be determined from time to time by the Committee, but not less than four (4) meetings per year.
18. Special meetings may be called by the Chairman or, in his absence, the Vice-Chairman, by providing the members with 24 hours notice. The Committee may, by unanimous consent, waive notice of a special meeting at any time if every member of the Committee is present.
19. Four (4) voting members of the Committee at a meeting shall constitute a quorum.
20. The Committee shall be governed by Robert's Rules of Order.
21. An agenda shall be prepared by the Chief Administrative Officer or his or her designate, in consultation with the Chairman, or in his absence, the Vice-Chairman, and circulated to the members prior to each Policing Committee meeting.
22. Each member, including the Chairman, shall have one vote. Motions shall only be carried upon receiving a majority of votes. In the event of a tie vote, a motion will be deemed to be defeated.
23. Meetings of the Policing Committee shall be open to the public, but all matters relating to personnel, conduct and contracts with the Royal Canadian Mounted Police and security of police operations shall be conducted in private or closed meetings.
24. The Policing Committee shall make reports to Council on matters of public concern as the Policing Committee deems are in the public interest. The Policing Committee shall also report to Council on any matter when requested to do so by resolution of Council.

SUB COMMITTEES

25. The Committee may appoint sub-committees or ad hoc committees which may include persons from outside the Committee as it may consider necessary or desirable. The Committee shall define the terms of reference and tenure of each sub-committee or ad hoc committee. Sub-Committees or ad hoc committees may be terminated by a simple motion at any regular meeting.

LIMITATIONS

26. Neither the Committee nor any member shall have the power to pledge the credit of the Town in connection with any matters whatsoever, nor shall the Committee or any member thereof have any power to authorize any expenditure to be charged against the Town.

CONFLICT OF INTEREST

27. No member shall participate in any discussion nor vote upon any matter that may involve a pecuniary interest of the type referred to in Division 6 of the Municipal Government Act being Chapter M-26, R.S.A. 2000, as amended.

EFFECTIVE DATE

This By-law shall come into effect on the date of final reading.

READ for the first time this 30th day of August A.D., 2011.

(RES. 254 /11)



Melodie Stol
Chief Elected Official



Corinne Newman
Chief Administrative Officer

READ for the second time this 30th day of August A.D. 2011

(RES. 283/11)



Melodie Stol
Chief Elected Official



Corinne Newman
Chief Administrative Officer

READ for the third time this 30th day of August A.D. 2011.

(RES. 284/11)



Melodie Stol
Chief Elected Official



Corinne Newman
Chief Administrative Officer



City of Lacombe

COUNCIL HIGHLIGHTS

February 28, 2022

2. Review of Agendas

2.2 Consent Agenda

Council approved the consent agenda package, which included Councillor Reports, Administrative Reports, Commission, Board and Committee Reports, the adoption of the previous meeting's minutes, and the Council Mailbox.

6. Requests for Decision

6.1 Fire Services Mutual Aid Agreement – Town of Blackfalds

The City of Lacombe Administration proposed entering into a mutual aid agreement with the Town of Blackfalds. Since the Lacombe Regional Fire Services dissolved in 2015, the neighbouring municipalities within Lacombe County have supported each other without a formal arrangement.

All parties have been working together respectfully and without incident; however, it is best to have a mutual aid agreement to outline each party's expectations and limitations.

Council authorized Administration to enter into the proposed mutual aid agreement with the Town of Blackfalds.

6.2 Lacombe Farmers' Market – Pilot Project Plan

The Farmers' Market proposed using 51 Avenue (between 51 & 53 Street) and a northern portion of the Lacombe Memorial Centre (LMC) parking lot. The market said the move would promote further expansion, improve accessibility for patrons with mobility issues, and generate beneficial traffic for local businesses.

After the Lacombe Farmer's Market made their presentation at Council's January 24, 2022 meeting, Administration met with their representatives to discuss the logistics involved with a possible move. Together they also conducted a short survey with businesses directly and indirectly impacted by the proposal.

The motion to approve the relocation of the Lacombe Farmer's Market as a pilot for 2022 as presented was defeated.

6.3 Bylaw 494 – Supplementary Assessment

The City levies taxes twice per year. The general tax levy is levied in the spring and is based on the annual assessments prepared as of December 31 of the previous year. The general tax levy does not consider the portion of properties constructed and completed after December 31 of the previous year.

To account for these properties and ensure fairness and equity amongst all properties, the City also issues a supplementary tax levy in December of each year to account for improvements that are completed after December 31.

This is an incremented tax and only applies to the period from completion to the end of the year.

Council gave second and third reading to Bylaw 494 – Supplementary Assessment.

6.4 2022-2025 Strategic Plan (Final Version)

At Council's February 14 meeting, Administration presented a Draft 2022-2025 Strategic Plan for Council's consideration.

The plan presented incorporated feedback received at the previous meeting (January 24), as Council deliberated a few additional changes. A final version of the document, including amendments directed by Council, was presented for adoption.

Council adopted the 2022 – 2025 Strategic Plan as presented.

7. Notices of Motion

7.1 Councillor Ross (from February 14):

Councillor Ross' Notice of Motion to direct Administration to begin the process of site selection for the Fire Hall immediately, with a goal to identify and acquire a suitable site in 2022 was defeated.

7.2 Councillor Hoekstra (for March 14):

Councillor Hoekstra made the motion: THAT Council directs Administration to ensure a thorough consultation process has been completed to look at the Farmer's Market move downtown in 2023.

The motion will be discussed at the March 14 regular Council meeting.

****The next scheduled Council Meeting:***

-Monday, March 14, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall

-Monday, March 28, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall

-Monday, April 11, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall



City of Lacombe

COUNCIL HIGHLIGHTS

March 14, 2022

2. Review of Agendas

2.2 Consent Agenda

Council approved the consent agenda package, which included Councillor Reports, Administrative Reports, Commission, Board and Committee Reports, the adoption of the previous meeting's minutes, and the Council Mailbox.

Council also gave first reading to Bylaw 495 – Trimble Residence Designation. The purpose of this bylaw is to designate the building known as the Trimble Residence (ca. 1901), located at Lot 4, Plan 83HW (5228 53 Street) as a Municipal Historic Resource pursuant to the provisions of the Province of Alberta Historical Resources Act, R.S.A. 2000, Chapter H-9, as amended (the "Act").

Council also gave first reading and scheduled a public hearing on Monday, April 11, 2022, at 5:30 p.m. for Bylaw 400.38 – LUB Amendment Autobody and Paint Shop. The request is to amend the Land Use Bylaw to allow a paint and autobody shop in a bay of a multi-bay building in the (UC) University Commercial District permanently. The request follows the approval of Bylaw 400.29 in April 2020, which allowed an existing paint and autobody shop in the same location temporarily up until May 1, 2022

6. Requests for Decision

6.1 Alberta's Clean Energy Improvement Program (CEIP)

The Clean Energy Improvement Program (CEIP) is Alberta's version of a Property Assessed Clean Energy (PACE) program.

CEIP is a tool for private property owners in Alberta to finance energy-saving and renewable infrastructure renovations, taking advantage of the established municipal tax system. Adopting a CEIP in Lacombe would provide property owners with a new service option from the municipality and support local economic activity if residents use the program.

Additional work is required to assess the cost, capacity, and priority of implementing CEIP in Lacombe.

Council directed Administration to bring forward, in the next Strategic Plan update, an item to develop a Clean Energy Improvement Program implementation plan.

6.2 Speed Zone Modification –50 Avenue

Administration proposed modifying the western limit of the 30 km/h speed zone limit in Lacombe's downtown from 54 Street (near the former Lacombe Outreach School) to 53 Street.

The change is proposed due to the Lacombe Outreach School relocation. The demographics of the block between 53rd and 54th Street now closely resembles the 50km/h speed zone to the west.

Council directed Administration to move the western limit of the 30km/h downtown speed zone to 53 Street as presented.

6.3 Notice of Motion (Councillor Hoekstra – from February 28, 2022)

Councillor Hoekstra's motion: *THAT Council directs Administration to ensure a thorough consultation process has been completed to look at Farmer's Market move downtown in 2023* was withdrawn.

8. In Camera

8.2 Labour (FOIP Section 16)

Council reappointed Kimberly Willington to the Affordable Housing Steering Committee, with a term ending March 20, 2024.

****The next scheduled Council Meeting:***

-Monday, March 28, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall

-Monday, April 11, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall

-Monday, April 25, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall



**TOWN OF BLACKFALDS
REGULAR FCSS MEETING - MINUTES
MICROSOFT TEAMS
FEBRUARY 10TH, 2022 – 7:00 pm**

A Family and Community Support Services regular meeting for the Town of Blackfalds was held on the 10th day of February 2022 via Microsoft Teams.

Members Present via Microsoft Teams

Councillor Stendie, Councillor Sands, Samantha Wilson, Tennielle Gilchrist, Dena Thomas, Sheila Giffin, Cliff Soper

Regrets Trish Willis, Melissa MacLeod

Staff Sue Bornn FCSS Manager
 Sue Penner FCSS Admin Assistant

MINUTES

1 FCSS MEETING

1.1 Call to Order

Chairperson Gilchrist called the meeting to order at 7:01 pm.

2 LAND ACKNOWLEDGEMENT

- Chairperson Gilchrist read the land acknowledgement.

3 AGENDA APPROVAL

2.1 Agenda February 10th, 2022.

RES. 05/22

Member Thomas moved to accept the agenda as presented.

CARRIED UNANIMOUSLY

4 DELEGATION

N/A

5 ADOPTION OF MINUTES

RES. 06/22

Councillor Stendie moved to accept the minutes dated January 13th, 2022, with the addition of Member Willis being in attendance via TEAMS.

CARRIED UNANIMOUSLY



**TOWN OF BLACKFALDS
REGULAR FCSS MEETING - MINUTES
MICROSOFT TEAMS
FEBRUARY 10TH, 2022 – 7:00 pm**

6 OLD BUSINESS

7 NEW BUSINESS

7.1 Grants – Final Reporting

- Manager Bornn presented the final reports for Big Brothers Big Sisters of Lacombe and District, Anam Rural Youth Association, and Iron Ridge Elementary Campus.
- There is one final report missing for Iron Ridge Intermediate Campus. Manager Bornn had reached out to Principal Della Lastiwka and approved carrying forward their funding in the amount of \$4,482 for a .1 FTE Social Worker for the 2021-2022 school year.

RES. 07/22

Councillor Sands moved to accept these reports as information.

CARRIED UNANIMOUSLY

7.2 Member Resignation

- Manager Bornn presented an email received from Member Theresa Franko who is resigning from the Board as she has not been able to commit and participate in FCSS meetings.

RES. 08/22

Member Giffin moved to accept the resignation of Member Theresa Franko with regrets.

CARRIED UNANIMOUSLY

8 ACTION CORRESPONDENCE

9 INFORMATION

9.1 FCSS Manager's Update

- Manager Bornn informed the Board of a few highlights from the information update.
 - The Community Volunteer Income Tax Program (CVITP) – we are waiting to hear whether CVITP will provide the three lap top computers that are required to run the tax program which are loaded with the specific program required for staff and volunteers to use. We have received tax preparation inquiries already and they were asked to check back with us in a month.
 - 50+ Walking Club has seen a steady increase with 21 participants on February 10th. Staff introduced a walking destination of Nova Scotia and are tracking miles to encourage the seniors. This has had a very positive result as they have already passed their first point of Swift Current and well on their way to next.
 - Snow Angel Program is still looking for Snow Angels for 8 locations, but thankfully we have not had much snow lately.
 - Youth Programming continues to fill quickly, and staff are waiting to see if registration caps can be lifted. Staff are looking to add some weekday (non-school days) and weekend programming.
 - Interagency continues monthly via zoom but in person meetings may resume in April.



**TOWN OF BLACKFALDS
REGULAR FCSS MEETING - MINUTES
MICROSOFT TEAMS
FEBRUARY 10TH, 2022 – 7:00 pm**

- 9.2 Family Resource Network Program Schedule information could not be found.
9.3 Councillor Stendie advised that Habitat for Humanity is currently looking for families to apply for the next housing project in Blackfalds which is set to break ground in the spring. There are volunteer opportunities for anyone interested.

RES. 09/22

Member Giffin moved to accept the Information Items as presented.

CARRIED UNANIMOUSLY

11 INFORMATION CORRESPONDENCE

12 CONFIDENTIAL MATTERS

13 ADJOURN

Next meeting scheduled for March 10th, 2022, at 7:00 pm.

Chair Gilchrist declared the meeting adjourned at 7:39 pm.



Board Member
Tennielle Gilchrist



FCSS Manager
Sue Bornn

2022/03/10

YYYY / MM / DD



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING MARCH 10, 2022

COVID-19 UPDATE

Council was provided with an update on the latest COVID-19 restrictions, statistics and the Province's current vaccine statistics.

RCMP ANNUAL PERFORMANCE PLANS

The following three policing priorities were forwarded to the Blackfalds, Rimbey and Sylvan Lake RCMP Detachments for consideration of inclusion in their respective Annual Performance Plans.

- Communication with Public
- Cooperation/Communication with Lacombe County Community Peace Officers
- Movement of Organized Crime into Rural Areas

TOWN OF ECKVILLE NURSE PRACTITIONER

The County Manager was directed to prepare a report and recommendation for Council's consideration at a future Council meeting regarding Lacombe County's participation in the Nurse Practitioner program proposed by the Town of Eckville.

RMA SPRING CONVENTION RESOLUTIONS

The resolutions to be presented at the RMA Spring Convention were reviewed and received for information by Council.

BYLAW NO. 1368/22 - Pt. NW 21-39-03 W5M – ALBERTA VIEWS RV & GOLF COURSE

Bylaw No. 1368/22, a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17, to change the zoning of approximately 61.95 hectares (153.07 acres) on Pt. NW 21-39-03 W5M, from Agricultural 'A' District to Recreation "PR" District was given first reading by Council. A public hearing will be held on April 14, 2022 commencing at 9:00 a.m.

BYLAW NO. 1367/22– W1/2 34-39-02 W5M - PALM COVE

Bylaw No. 1367/22, a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17, to change the zoning of approximately 3.65 hectares (9.04 acres) on W1/2 34-39-02 W5M, from Agricultural 'A' District to Residential Conservation Cluster "R-RCC" District was given first reading by Council. A public hearing will be held on April 14, 2022 at 9:15 a.m.

MUNICIPAL DEVELOPMENT PLAN & LAND USE BYLAWS 2021 REVIEW - ANNUAL REPORT & MONITORING MATRIX

The Municipal Development Plan & Land Use Bylaws 2021 Review - Annual Report & Monitoring Matrix was presented for Council's information.

BYLAW NO. 1365/22 AND BYLAW NO. 1366/22

Bylaw No. 1365/22, a bylaw of Lacombe County to amend the Lacombe County Municipal Development Plan Bylaw No. 1238/17 as it relates to general regulations and district requirements, was given first reading by Council.

Council gave first reading to Bylaw No. 1366/22, a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17 as it relates to general regulations and district requirements.

A public hearing regarding Bylaw Nos. 1365/22 and 1366/22 will be held on April 14, 2022 commencing at 9:30 a.m.



WHERE PEOPLE ARE THE KEY

POLICING OVERSIGHT & CONTRACT POLICING/POLICE ADVISORY COMMITTEES

A presentation on Policing Oversight and Contract Policing and Police Advisory Committees was received for information. Following the presentation, the County Manager was directed to prepare a report regarding Lacombe County appointing a representative to the Blackfalds RCMP/Red Deer County Police Advisory Committee to be presented for Council's consideration at a future meeting.

LACOMBE COUNTY ECONOMIC DEVELOPMENT STRATEGY – CONSULTANT PROPOSALS

Three proposals were presented for Council's consideration for the development of the Lacombe County Economic Development Strategy.

By resolution of Council Factor5Group was selected to proceed with the development of the Lacombe County Economic Development Strategy.

COUNTY ROAD TOUR

Council will undertake their annual road tour on June 14 and 15, 2022.

Next Regular Council Meeting is
Thursday, March 24, 2022 - 9:00 a.m.

Next Committee of the Whole Meeting is
April 5, 2022 – 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.**

Council Monthly Round Table Report

TO		Members of Council		
FROM		Jamie Hoover		
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: Feb 16-March 17, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Feb 22	X			RCC
Feb 24	X			GOA Budget Town Hall session
Feb 24	X			Alberta Municipalities Budget interpretation seminar
Feb 25	X			Update on GOA Stronger Foundations affordable housing initiative
March 2	X			FCSS interagency meeting
March 8	X			Consultations on housing bodies, Competency Based Board
March 8	X			RCM
March 9-10			X	Alberta Municipalities – Spring Leaders Caucus
March 13			X	Youth volunteer award adjudication
March 14			X	Dylan Stork/Carol Simpson Award(s) adjudication
March 14	X			SCC
March 16	X			Policing committee meeting
March 17	X			RDRMUG Membership meeting Drumheller
March 17	X			BHPARC meeting



Council Monthly Round Table Report

403.885.4677
info@blackfalds.com
www.blackfalds.com

Council Monthly Round Table Report

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: 15 Feb – 14 March		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Feb 17			Virtual Event	2022 Emerging Trends in Municipal Law Event
Feb 22	X			RCC - Highlights
March 3	X			Chamber of Commerce Monthly Meeting
March 8	X			Administrative Workshop
March 8	X			RCC - Highlights
March 9-10		X		Alberta Municipalities Spring Leaders Caucus Event

Council Monthly Round Table Report

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: Feb 1, 2022 – Mar 17, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Feb 22, 2022	X			Regular Council Meeting
Feb 24, 2022	X			Parkland Library Board Meeting- Review of Annual report, Talked about eBooks & eAudio books and entering into another agreement with TRAC for Interlibrary loan's.
Mar 1, 2022	X			Blackfalds Library meeting – Reopening – COVID 19, library programs to start up, review emergency Planning & Resiliency committee, review and acceptance of income Statement
Mar 8, 2022	X			Regular Council Meeting
Mar 9 & 10, 2022			x	Municipal Leaders Caucus -Speaker Emergency Medical Services talked about how many calls per year and changes they are working towards to make things more affective for all EMS and the publics needed, Speaker for the Alberta Policing,
Mar 17, 2022	X			Blackfalds Health Professional Attraction & Retention Committee Meeting- Blackfalds Prof. Pharmacy has merged with Shoppers Drug Mart. Marketing “Welcome video update” BHPARC is looking for new membership

Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor 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: February 9, to March 18, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
February 19		X		Cody Dennis Memorial Game
February 21		X		Family Day Activities at the EBC
February 22	X			Council Meeting
February 23			X	Respect in the Workplace Course
March 1	X			IREC School Council
March 8	X			Council Meeting
March 9-10		X		Spring 2022 Municipal Leaders' Caucus
March 10	X			Red Deer Restorative Justice Community Advisory Council Terms
March 14	X			Standing Committee Meeting



Council Monthly Round Table Report

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www.blackfalds.com

March 16	X		Economic Development and Tourism Advisory Committee
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Council Monthly Round Table Report

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: Feb 15/22- Mar 15/22		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Feb 17/ 22			X	Emerging Trends in Municipal Law- Virtual
Feb 19/ 22		X		Cody Dennis Memorial Hockey Game
Feb 20/ 22			X	Respect In The Workplace- Online course
Feb 21/ 22		X		Family Day Festivities- Eagle Builders Centre
Feb 22/ 22	X			Regular Council Meeting
Mar 8/ 22	X			Administrative Workshop/ Regular Council Meeting
Mar 9,10/ 22		X		Alberta Municipal Leaders Spring Caucus
Mar 14/ 22	X			Standing Committee Meeting

Council Monthly Round Table Report

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: February 16, 2022 – March 16, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
February 22, 2022				Regular Council meeting
March 2, 2022				Recreation, Culture, and Parks committee meeting
March 8, 2022				Administrative workshop
March 8, 2022				Regular Council meeting
March 10, 2022				Family and Community Support Services meeting
March 14, 2022				Standing Committee

Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor Laura Svab		
SUBJECT		<ul style="list-style-type: none"> Summary of meetings/events attended as a Council representative during this reporting period Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Feb 16, 2021 – March 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Feb 22	x			Regular Council Meeting
March 1	x			Library Board Meeting
March 2	x			Recreation, Culture and Parks Board Meeting
March 8	x			Administrative Workshop
March 8	x			Regular Council Meeting
March 14	x			Standing Committee Meeting



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, March 8, 2022 at 7:00 p.m.
5018 Waghorn Street, Council Chambers
MINUTES

A Regular Council meeting for the Town of Blackfalds was held on Tuesday, March 8, 2022, at 5018 Waghorn Street, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Myron Thompson, CAO
Preston Weran, Director of Infrastructure and Property Services
Rick Kreklewich, Director of Community Services
Jolene Tejkl, Manager of Planning and Development
Ken Morrison, Manager of Protective Services
Robert Cote, Fire Chief
Marco Jadie, IT Tech
Kalina Van Winssen, Executive Assistant

REGRETS

None

MEDIA

None

PUBLIC

None

**CALL TO
ORDER:**

Mayor Hoover called the Regular 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

064/22 Councillor Svab moved that Council adopt the March 8, 2022 agenda as presented.

CARRIED UNANIMOUSLY

BUSINESS

Request for Decision – International Women’s Day

International Women’s Day (March 8th) is a global day celebrating the social, economic, cultural and political achievements of women.

065/22 Councillor Stendie moved that Council proclaim March 8th as International Women’s Day.

CARRIED UNANIMOUSLY



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, March 8, 2022 at 7:00 p.m.
5018 Waghorn Street, Council Chambers
MINUTES

Request for Decision – Tender/Pump Rescue Apparatus

The Town of Blackfalds Fire Department provides fire services to the Town of Blackfalds and to surrounding communities. The current frontline (main) fire apparatus (engine 1) has been in service for twenty-two years and is due for replacement. This project was approved on December 14th, 2021 as part of the Capital Budget.

- 066/22** Councillor Sands moved that Council authorize Administration to complete the purchase of the Recue/Pumper Fire Apparatus as provided by the Fort Garry – Four Man Crown Pumper tender bid in the amount \$729,995.00.

CARRIED UNANIMOUSLY

Request for Decision – Eagle Builders Centre Acoustic RFP

There is a noticeable reverberation deficiency in the Eagle Builders Centre, which may impact its ability to hold events.

- 067/22** Councillor Stendie moved that Council moves to accept bid Option B from Resolve Acoustics Inc for \$160,570.00 + GST.

CARRIED UNANIMOUSLY

ACTION CORRESPONDENCE

Year of the Garden

2022 is the centennial of Canada's ornamental horticulture sector marked by the Canadian Nursery Landscape Association, and has been proclaimed the Year of the Garden by Canada's Garden-Family.

- 068/22** Deputy Mayor Appel moved that this item be referred back to Administration for further information on the initiatives.

CARRIED UNANIMOUSLY

INFORMATION

- Report to Council, Building and Development Permit Report – February 2022
- Report to Council, Enforcement Services Monthly Report – February 2022
- BOLT Transit Report – February 2022
- Lacombe County Council Highlights – February 24, 2022
- Soper Annexation
- Recreation, Parks and Culture Board Meeting Minutes – February 2, 2022

- 069/22** Councillor Svab moved to accept the Information Items as information.

CARRIED UNANIMOUSLY

ROUND TABLE DISCUSSION

None

ADOPTION OF MINUTES

- 070/22** Councillor Dennis moved that Council accept the Regular Council Meeting Minutes from February 22, 2022 as presented.

CARRIED UNANIMOUSLY



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, March 8, 2022 at 7:00 p.m.
5018 Waghorn Street, Council Chambers
MINUTES

NOTICES OF MOTION

None

BUSINESS FOR THE GOOD OF COUNCIL

Mayor Hoover noted that Councillors from the Town of Blackfalds will be attending a Municipal Leaders Caucus on March 9.

ADJOURNMENT

Mayor Hoover adjourned the meeting at 7:28 p.m.

Jamie Hoover, Mayor

Myron Thompson, CAO



Town of Blackfalds
Standing Committee of Council Meeting
March 14, 2022 at 7:00 p.m.
MINUTES

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday, March 14, 2022, at 5018 Waghorn Street in Council Chambers commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Councillor Edna Coulter
Councillor Brenda Dennis
Councillor Jim Sands
Councillor Rebecca Stendie
Councillor Laura Svab

ATTENDING

Myron Thompson, CAO
Rick Kreklewich, Director of Community Services
Preston Weran, Director of Infrastructure and Property Services
Justin de Bresser, Director of Corporate Services
Sue Bornn, FCSS Manager
Marco Jadie, IT Tech
Lorrie Logan, Municipal Clerk

REGRETS

Deputy Mayor Marina Appel

MEDIA

None

PUBLIC

**CALL TO
ORDER:**

Mayor Jamie Hoover called the Standing Committee 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

10/22

Councillor Coulter moved that the Standing Committee of Council adopt the agenda as presented.

CARRIED UNANIMOUSLY

DELEGATION

None

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

None

BUSINESS

Request for Direction, Centre Plaza Concept Design

CAO Thompson presented the Centre Plaza design and is seeking Council's approval to finalize the drawings, have the project go out for tender and recommend awarding the naming rights sponsorship to Border Paving Ltd.



Town of Blackfalds
Standing Committee of Council Meeting
March 14, 2022 at 7:00 p.m.
MINUTES

- 11/22** Councillor Sands moved that the Standing Committee of Council recommend to Council that the project be advanced including that of the project tendering process.

CARRIED UNANIMOUSLY

- 12/22** Councillor Svab moved that the Standing Committee of Council recommend to Council that the naming rights sponsorship be provided to Border Paving Ltd.

CARRIED UNANIMOUSLY

- 13/22** Councillor Stendie moved that the Standing Committee of Council recommend to Council that the facility be formally known as the Border Paving Plaza.

CARRIED UNANIMOUSLY

Request for Direction, Panorama Drive & Parkwood Rd Intersection

Director Weran brought back for discussion and approval Option 2 for the Panorama Drive and Parkwood Road intersection, which would provide a dedicated left turning lane and safer crossings for pedestrians.

- 14/22** Councillor Stendie moved that this item be brought back to Administration for further information and then be brought back to Council.

CARRIED UNANIMOUSLY

Request for Direction, Facility Usage Policy Rescind

Director Kreklewich brought forward the Facility Usage Policy and is seeking approval to rescind this Policy as it is now part of the 2015 Ice Allocation Policy.

- 15/22** Councillor Svab moved that the Standing Committee of Council accepts the recommendation of the Recreation, Culture and Parks Board to rescind the Facility Usage Policy at the next Regular Council Meeting.

CARRIED UNANIMOUSLY

Request for Direction, Special Events Policy Rescind

Director Kreklewich brought forward the Special Events Policy. This Policy was created in 2011 for non-profit groups to use the Concession at All-Star Park. Private for-profit businesses (usually food trucks) have been approached to provide this service and it is well received from the public. Administration believes this policy can be rescinded.

- 16/22** Councillor Sands moved That Standing Committee of Council accept the recommendation of the Recreation, Culture and Parks Board to rescind the Special Events Concession Policy at the next Regular Council Meeting.

CARRIED UNANIMOUSLY

Request for Direction, Tournament Scheduling Policy (Arena)

Director Kreklewich brought forth the Tournaments Scheduling Policy, which is now covered under the 2015 Ice Allocation Policy. It is felt that this Policy can now be rescinded.

- 17/22** Councillor Svab moved that the Standing Committee of Council accept the recommendation of the Recreation, Culture and Parks Board to rescind the Tournament Scheduling Policy at the next Regular Council Meeting.

CARRIED UNANIMOUSLY



Town of Blackfalds
Standing Committee of Council Meeting
March 14, 2022 at 7:00 p.m.
MINUTES

Request for Direction, FCSS Facility Disposition

CAO Thompson brought forward for discussion the future existence of the FCSS Facility. There are several options for consideration, one being removal of the building for an addition 20 parking stalls, and another to keep the building and have it utilized by social service providers/partners or for youth activities.

18/22 Councillor Stendie made a motion that Standing Committee of Council refers this item back to Administration for further information.

CARRIED UNANIMOUSLY

Request for Direction, Social Needs Assessment RFP

FCSS Manager Bornn brought forward for discussion and approval an RFP request for a Social Needs Assessment. This document will serve as a comprehensive reference guide for Council, the FCSS Board, and Administration in making decisions with clear roles, responsibilities, and available resources within the context of other local, provincial, and federal service providers and government ministries.

19/22 Councillor Stendie moved that the Standing Committee of Council recommend pursuing qualified consultants to undertake a Social Needs Assessment Master Plan for Blackfalds FCSS to be completed in the current year.

CARRIED UNANIMOUSLY

Request for Direction, Branding RFP

Director de Bresser brought forward to Standing Committee the new Branding RFP proposal. In 2021, both the Economic Development & Tourism Strategy and the Communications Plan were presented to Council in which both emphasized the importance of a new brand visual for the Town of Blackfalds. The Request for Proposal intends to solicit the services of a professional graphic design/marketing firm to undertake the development of a new community brand visual and identity standards for the Town.

20/22 Councillor Stendie moved that a survey be put out residents on all Social Media platforms with a timeline of 4 weeks with results to be brought back to Council.

CARRIED UNANIMOUSLY

ACTION CORRESPONDENCE

None

INFORMATION

None

ROUND TABLE

None

ADOPTION OF MINUTES

None

BUSINESS FOR THE GOOD OF THE COMMITTEE

None



Town of Blackfalds
Standing Committee of Council Meeting
March 14, 2022 at 7:00 p.m.
MINUTES

ADJOURNMENT

Mayor Hoover adjourned the meeting at 8:50 p.m.

Jamie Hoover, Mayor

Myron Thompson, Chief Administrative Officer
