
1. **WELCOME AND CALL TO ORDER**

2. **LAND ACKNOWLEDGEMENT**

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

3. **ADOPTION OF AGENDAS**

- 3.1 Regular Agenda for January 28, 2025
3.2 Consent Agenda for January 28, 2025
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
 - b) **Adoption of Minutes**
 - o Regular Council Meeting Minutes - January 14, 2025
 - o Standing Committee of Council Meeting Minutes - January 20, 2025
 - c) **Council Reports**
 - o Mayor Hoover
 - o Deputy Mayor Coulter
 - o Councillor Appel
 - o Councillor Svab
 - o Councillor Dennis
 - o Councillor Sands
 - d) **Administrative Reports**
 - o Report for Council, CAO Report - January 2025
 - e) **Boards, Committee and Commission Minutes and/or Reports**
 - o Family & Community Support Services Board Meeting Minutes - November 14, 2024
 - f) **Information**
 - o AUC Bill 19 Franchise Reapproval - December 18, 2024
 - o Lacombe County Council Highlights - January 9, 2025
 - o Lacombe City Council Highlights - January 13, 2025
 - o Special Event Permit 001.25 - Little of This Market Spring 2025
 - o Special Event Permit 002.25 - Little of This Market Christmas 2025
 - o Special Event Permit 003.25 - Little of This Market Fall 2025
 - g) **Correspondence**

None

4. **PUBLIC HEARING**

None

5. **DELEGATION**

None

6. **BUSINESS**

- 6.1 Request for Decision, Subdivision File No. S-05-24, 5220 Duncan Avenue
- 6.2 Request for Decision, Bylaw 1324.25 - Urban Hens Bylaw (*First, Second and Third Reading*)
- 6.3 Request for Decision, Development Permit Application #347-24: Relaxation - Anna Close
- 6.4 Request for Decision, Bylaw 1323.25 - Water and Wastewater Rates (*Second and Third Reading*)
- 6.5 Request for Decision, Bylaw 1326.25 - Authorized Overdraft Bylaw (*First, Second and Third Reading*)
- 6.6 Request for Decision, Fire Brush Truck Replacement
- 6.7 Request for Decision, Command Truck – F150 – Deputy Fire Chief Training and Fire Prevention
- 6.8 Request for Decision, Fire Software Upgrade
- 6.9 Request for Decision, Regular Council Meeting Cancellation - May 27, 2025

7. **NOTICES OF MOTION**

- 7.1 CPKC Train Whistle Cessation Next Steps - *Councillor Appel*

8. **CONFIDENTIAL**

- 8.1 Diversity Awards 2025 Nominations - FOIP S. 29 (1) - Information That Is Or Will Be Available To The Public

9. **ADJOURNMENT**

Future Meetings/Events:

- Regular Council Meeting – February 11, 2025
- Standing Committee of Council Meeting – February 18, 2025

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on January 14, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

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

REGRETS

Councillor Marina Appel

MEDIA

None

OTHERS PRESENT

TerryLee Ropchan, Executive Director - Central Alberta Crime Prevention Centre
Denise Rambow, Programs Services Coordinator - Central Alberta Crime Prevention Centre

WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Regular Council Meeting of January 14, 2025, indicated that Councillor Appel had sent her regrets and called the meeting to order at 7:00 p.m.

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDAS

Addition of Regular Agenda Business item 6.8 Request for Decision, Capital Adjustment – Articulated Loader

001/25 Councillor Svab moved That Council adopt the Regular Agenda for January 14, 2025, as amended.

CARRIED UNANIMOUSLY

002/25 Deputy Mayor Coulter moved That Council adopt the Consent Agenda for January 14, 2025, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
 - Regular Council Meeting Minutes – December 10, 2024
 - Special Council Meeting Minutes – December 16, 2024
- **Council Reports**
None

MINUTES

- **Administrative Reports**
 - Report for Council, Enforcement & Protective Services Monthly Report - December 2024
 - Report for Council, Development & Building Monthly Report - December 2024
- **Boards, Committee and Commission Minutes and/or Reports**
 - Recreation, Culture and Parks Board Meeting Minutes - October 2, 2024
 - Library Board Meeting Minutes - December 3, 2024
- **Information**
 - Servus Blackfalds Library Programming Update - November 29, 2024
 - City of Lacombe Council Highlights - December 9, 2024
 - Lacombe County Council Highlights - December 12, 2024
 - Lacombe Foundation 2025 Requisition
 - Servus Blackfalds Library Programming Update - December 2024
- **Correspondence**

None

CARRIED UNANIMOUSLY

PUBLIC HEARING

None

DELEGATION

Central Alberta Crime Prevention Centre - CPTED Report

TerryLee Ropchan and Denise Rambow, representing Central Alberta Crime Prevention Centre, presented an overview of the findings and recommendations from the Town of Blackfalds' CPTED review, which was conducted to assess community issues identified by residents.

BUSINESS

Central Alberta Crime Prevention Center CPTED Report

Following the Delegation from the Central Alberta Crime Prevention Centre, Director Morrison brought forward the CPTED Report for Council's consideration.

003/25

Councillor Sands moved That Council accept the Central Alberta Crime Prevention Center CPTED Report dated November 30, 2024, for information.

CARRIED UNANIMOUSLY

Request for Decision, Bylaw 1323.25 - Schedule "B" 2025 Water and Wastewater Rates

Director Weran brought forward for Council's consideration of First Reading, Bylaw 1323.25, a Bylaw to set the 2025 Water and Wastewater Rates.

004/25

Deputy Mayor Coulter moved That Council give First Reading to Bylaw 1323.25 – Schedule "B" 2025 Water and Wastewater Rates, a bylaw to amend Schedule "B" of Bylaw 1250.20, as presented.

CARRIED UNANIMOUSLY

Request for Decision, Blackfalds Industrial Park - Local Improvement

Director de Bresser presented a formal request from a Blackfalds property owner for a local improvement in Blackfalds Industrial Park.

005/25

Councillor Svab moved That Council direct Administration to send the required letters notifying affected landowners of the proposed Blackfalds Industrial Park Local Improvement.

CARRIED UNANIMOUSLY

MINUTES**Request for Decision, Business Machines – Budget Adjustment**

Director de Bresser brought forward a request to adjust the Budget for the purchase of a replacement postage machine and a folding machine.

- 006/25** Councillor Dennis moved That Council approve the purchase of the Relay 3500 folding machine in the amount of \$12,000 drawn from the General Capital Reserve.

CARRIED UNANIMOUSLY

- 007/25** Councillor Sands moved That Council approve the purchase of the Mail Centre 1000 with an upset limit of \$10,500 drawn from the General Capital Reserve.

CARRIED UNANIMOUSLY

Request for Decision, Letter of Support – Anam Rural Youth Association

Director Kreklewich brought forward Anam Rural Youth Association's request for a letter of support from Council for its grant applications.

- 008/25** Councillor Svab moved That Council authorize the Mayor to sign a letter of support for the Anam Rural Youth Association's application for the Government of Alberta's Community Initiatives Program Operating Grant Stream as well as the Federal Youth Mental Health Fund Application.

CARRIED UNANIMOUSLY

Request for Decision, Library Board Appointments

CAO Isaak presented a request that Council amend the appointment terms for two (2) Members at Large who were appointed to the Library Board on December 10, 2024.

- 009/25** Deputy Mayor Coulter moved That Council amend the 2025 Member at Large Schedule of appointments to appoint Richard Poole and Ray Olfert to the Library Board for a three-year term commencing January 1, 2025, to December 31, 2027.

CARRIED UNANIMOUSLY

Central Alberta Mayors and Reeves Group Quarterly Meeting Business Items

Mayor Hoover brought forward the business items from the Central Alberta Mayors and Reeves Group Quarterly Meeting for Council's consideration.

- 010/25** Mayor Hoover moved That Council refer the nomination for the 2025 ED&I Champions at the Diversity Awards 2025 to the Regular Council Meeting on January 28, 2025.

CARRIED UNANIMOUSLY

- 011/25** Councillor Sands moved That Council authorize the Mayor to sign a letter of support addressed to Minister Miller regarding the Post Graduation Work Permit (PGWP) Program for international students.

CARRIED UNANIMOUSLY

Request for Decision, Capital Adjustment – Articulated Loader

Director Kreklewich brought forward a capital adjustment request to increase the budget for the articulated loader.

- 012/25** Councillor Svab moved That Council approve the capital adjustment for the articulated loader from \$80,000 to \$122,500.

CARRIED UNANIMOUSLY

MINUTES

NOTICES OF MOTION

None

RECESS

Mayor Hoover called for a five-minute recess at 8:23 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:27 p.m.

CONFIDENTIAL

- **CUPE Negotiations - FOIP Section 24(1) Advice from Officials**

013/25

Councillor Sands moved That Council move to a closed session commencing at 8:27 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

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

014/25

Councillor Svab moved That Council move to come out of the closed session at 8:41 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:41 p.m.

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

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 8:41 p.m.

Jamie Hoover, Mayor

Kim Isaak, CAO

A Standing Committee of Council Meeting for the Town of Blackfalds was held on Monday, January 20, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Kim Isaak, Chief Administrative Officer
Preston Weran, Director of Infrastructure and Planning Services
Ken Morrison, Director of Emergency Management & Protective Services
Rick Yelland-Kewin, Public Works Manager
Marco Jadie, Information Technology Analyst
Lorrie Logan, Municipal Clerk

REGRETS

Justin de Bresser, Director of Corporate Services
Rick Kreklewich, Director of Community Services
Jolene Tejkl, Planning & Development Manager

MEDIA

None

OTHERS PRESENT

None

WELCOME AND CALL TO ORDER

Deputy Mayor Coulter called the Standing Committee of Council Meeting to order at 7:00 p.m.

REVIEW OF AGENDA

Addition of Item 4.1 Introduction of the Public Works Manager, Rick Yelland-Kewin.

001/25

Mayor Hoover moved That Standing Committee of Council receive the Agenda for January 20, 2025, as amended.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATIONS

Environmental 360 Solutions Ltd.

Mark Dyer and Jordan Lister reported on the operations and services E360 provides to the Town.

BUSINESS

Introduction of Public Works Manager

Director Weran introduced Rick Yelland-Kewin as the Public Works Manager and gave a brief overview of his career with the Town.

Request for Direction, Transfer Site Hours

Manager Yelland-Kewin presented a report to Standing Committee of Council on Blackfalds' Transfer site's operational hours and a typical workday.

002/25 Mayor Hoover moved That Standing Committee of Council receive the Transfer Site Hours Report as information.

CARRIED UNANIMOUSLY

Request for Direction, Urban Hen Pilot Program Survey Results

Director Weran summarized the findings of the Urban Hen Pilot Program, which were gathered through a public survey.

003/25 Councillor Sands moved That Standing Committee of Council recommend Bylaw 1324.25 – Urban Hen Bylaw, be brought to a future Regular Council Meeting for consideration.

CARRIED UNANIMOUSLY

CONFIDENTIAL

None

ADJOURNMENT

Deputy Mayor Coulter adjourned the Standing Committee of Council Meeting at 8:12 p.m.

Edna Coulter, Deputy Mayor

Kim Isaak, CAO

TO		Members of Council		
FROM		Mayor Jamie Hoover		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Nov 16 – Dec 15		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Nov 16		x		Chamber of Commerce Awards
Nov 18	x			SCM
Nov 20	x			CAEP AGM
Nov 20	x			MTMC meeting with Premier
Nov 20	x			Member at Large Interviews
Nov 25	x			Lacombe Foundation meeting
Nov 26	x			RCM
Nov 27	x			Member at Large Interviews
Nov 28		x		Light up Blackfalds

Nov 29		x		Grand Opening - Eckville & Akamihk Health Care Services Clinic
Dec 2		x		Blackfalds Seniors Club hosting SGTG grade 4 students
Dec 2		x		BBBS Christmas dinner
Dec 3	x			WCPS joint school student council meetings
Dec 4	x			Member at Large Interviews
Dec 5	x			ABMunis Economic Strategies meetins
Dec 6	x			Seniors housing ADM meeting
Dec 10	x			RCM
Dec 11		x		CPKC Holiday train

TO		Members of Council		
FROM		Mayor Jamie Hoover		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: December 16 – January 15		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
December 16	x			NRDRWSC meeting
December 16	x			NRDRWSC meeting
December 16	x			Special Council meeting
December 17	x			Meeting with Service Alberta, Minister Nally
January 6	x			EDTAC meeting
January 7	x			WCPS joint school meeting
January 9	x			Mid-Size Towns Mayors Caucus meeting
January 14	x			RCM

TO				Members of Council
FROM				Deputy Mayor 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: Nov 16, 2024 to Jan 15, 2025
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Nov 18	X			Standing Committee
Nov 26	X			Regular Council Meeting & Christmas Card Photo's
Nov 28		X		Light up Blackfalds – as always this was a wonderful, cold event. Thank you to the Bull Dogs for doing the Hot Chocolate and the fires to keep everyone warm
Nov 30		X		Breakfast & Lunch with Santa – it is so refreshing to see so many community members show up and support this event.
Dec 2		X		Volunteer Christmas Open House – Great event to show the volunteer a lot of fun. The Hot Chocolate table was amazing
Dec 3	X			Blackfalds Library meeting
Dec 7		X		Town Christmas party – It looked like everyone that attended had a wonderful time.
Dec 10	X			Regular Council Meeting
Dec 16	X			Special Council Meeting

Dec 17			X	MTG Minister Nally – I joined this meet via teams
January 7, 2025	X			Blackfalds Library meeting
Jan 14	X			Regular Council Meeting

TO		Members of Council		
FROM		Councillor Marina Appel		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: 16 November 2024 – 15 January 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Nov 16		X		Chamber of Commerce Business of the Year Awards
Nov 18	X			SCC
Nov 25	X			BHPARC Meeting
Nov 26	X			Christmas Card Photo + RCC
Nov 28			X	Webinar - Knowledge Now Series: Physician Locum Services
Nov 28			X	Webinar - ABmunis Engagement on the 2024 Outstanding Resolutions
Nov 28		X		Light up Blackfalds (Had to watch virtually as I was travelling)
Dec 2		X		Christmas Volunteer Open House
Dec 3	X			Library Board Meeting

Dec 4	X			Recreation Culture and Parks Board Meeting
Dec 5	X			Chamber of Commerce Meeting
Dec 7		X		Staff Christmas Party – Setup / Attend / Cleanup
Dec 10		X		NOVA Chemicals Donation & Photos at the Library
Dec 10	X			RCC
Dec 11		X		CPKC Holiday Train
Dec 16	X			Special Council Meeting
Dec 17	X			Virtual Meeting with Minister Nally (Service AB)

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: November 16, 2024– January 15, 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Nov 18	x			Standing Committee of Council Meeting
Nov 26			x	Council Christmas Card Photo
Nov 26	x			Regular Council Meeting
Dec 4	x			Recreation, Culture and Parks Board Meeting
Dec 7		x		Town Christmas Party
Dec 10	x			Regular Council Meeting
Dec 11	x			Policing Committee Meeting
Dec 16	x			Special Council Meeting
Jan 8	x			Recreation, Culture and Parks Board Meeting

Jan 14	x			Regular Council Meeting
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TO		Members of Council		
FROM		Councillor Brenda Dennis		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: November 16 to December 16, 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Nov 18	X			Standing Committee Meeting
Nov 20			X	Committee Members of Large Interviews
Nov 25	X			BhPARC Meeting
Nov 26			X	Council Christmas Pictures
Nov 26	X			Regular Council Meeting
Nov 27			X	Committee Members of Large Interviews
Nov 28		X		Light Up Blackfalds
Dec 2		X		Christmas Volunteer Open House
Dec 4			X	Committee Members of Large Interviews

Dec 7		X		Town Christmas Party
Dec 10	X			Regular Council Meeting
Dec 16	X			Special Council Meeting

TO		Members of Council		
FROM		Councillor Jim Sands		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Nov 15/ 24- Jan 15/ 25		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Nov 18/ 24	X			Standing Committee of Council Meeting
Nov 20/ 24			X	Member at Large Interviews
Nov 26/ 24			X	Council Christmas card photo
Nov 26/ 24	X			Regular Council Meetings
Nov 27/ 24			X	Member at Large Interviews
Dec 2- 15/ 24				Holidays
Dec 16/ 24	X			Special Council Meeting
Jan 9/ 25	X			FCSS Meeting January
Jan 14/ 25	X			Regular Council Meeting

MEETING DATE: January 28, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: CAO Report – January 2025

Key Projects and Initiatives

- Continuing with various actions flowing out of the Council Committee Audit. Of note, the next major milestone will be to have each of the Committee's review their Terms of Reference or Bylaws to determine if the purpose still aligns with the work of the Committee.
- The Candidate and Nomination Package is now available for the 2025 General Election. It can be accessed via the Town's website or available for pickup at the Civic Centre.
- The first four training modules for the 2025 General Election have been released by Municipal Affairs. Forms and other training resources are currently being updated to reflect the changes to the *Local Authorities Election Act*.
- The Leadership Team reviewed the Action Items from the "Growing our Culture Together" focus group sessions. An Employee Branding Committee has been established with volunteers to help brand the new values. We look forward to the work of this committee.
- Departments are currently working on their 2025 Departmental Work Plans, which are to be submitted to the CAO for review by the end of January.
- COR Audit Action Plan was presented to the Leadership Group.
- Dog license and business license invoices have been mailed out.
- Administration has been meeting with Enterprise Fleet Management on the implementation of the new program.
- FCSS is accepting Community Group Grant applications until March 21, 2025.
- The first every Abbey Centre "Kickstart Your Health 10 Week Challenge" commenced on January 14th with a full roster of participants.
- Planning has commenced for Winterfest activities.
- Planning and Development continues to be busy with subdivision activity. The first subdivision application for 2025 has been received.
- Public Works continued with snow removal and took advantage of warmer temperatures earlier this month to remove the Christmas decorations from the light standards.
- 2025 Capital Project Planning is well underway.
- Work continues on the Extended Producer Responsibility Transition, which will commence on April 1st.
- Received update from Alberta Infrastructure indicating that the P3 project containing St. Veronica school is currently nearing the end of the procurement process. They should be able to notify the preferred proponent near the end of the month and construction start-up for Blackfalds is anticipated around May 2025.

Updates Related to Existing Bylaws or Council Policies

- Bylaw 1315.24 LUB Amendment to allow for Front Parking Pads was adopted by Council on November 26, 2024.
- Affordable Housing Taxation Bylaw was adopted by Council at the December 10, 2024 Regular Meeting of Council.

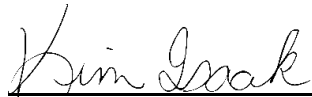
-
- Council Code of Conduct Bylaw was adopted by Council at the December 10, 2024 Regular Meeting of Council.
 - Bylaw 1318.24 – Schedule “C” Community Services Fee Schedule Bylaw was adopted by Council at the December 10, 2024 Regular Meeting of Council.
 - Member at Large Recognition Policy approved at the November 26, 2024 Regular Meeting of Council.
 - Traffic Bylaw Amendments – In Progress.
 - Animal Control Bylaw Amendments – In Progress
 - Customer Service Policy (new) – Research and discussion around customer service standards that can be applied in Policy.

Facility Leases

- There is one lease space available at the Support Services Building.

Administrative Policy Changes / Additions

- Succession Planning Policy (new) – Draft under review with Human Resources
- Vacation Policy – edits currently under review
- Time off in Lieu of Overtime Policy – edits currently under review
- Commissioner for Oaths Policy - edits currently under review

APPROVALS

Kim Isaak,
Chief Administrative Officer



TOWN OF BLACKFALDS
Blackfalds & District Family & Community Support Services Board
Thursday, November 14, 2024 at 7:00 p.m.
MINUTES

MEMBERS PRESENT

Brenda Dennis	Town of Blackfalds Councillor
Dena Thomas	Public at Large
Glenda Brown	Public at Large
Jessalyn Parsons	Public at Large
Auralei Agrey	Public at Large

ATTENDING

Sawyer Hick	Town of Blackfalds FCSS Manager
Sue Penner	Town of Blackfalds FCSS Admin Asst

OTHERS ATTENDING

REGRETS

Jim Sands	Town of Blackfalds Councillor
Rick Kreklewich	Town of Blackfalds Director of Community Services
Sheila Giffin	Public at Large
Melissa MacLeod	Public at Large
Annette Bugutsky	Public at Large

WELCOME AND CALL TO ORDER

Chair Thomas welcomed all attending and called the Blackfalds & District Family & Community Support Services Board Meeting to order at 7:04 pm.

Councillor Dennis moved that the Blackfalds & District Family & Community Support Services Board approve the agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATIONS

N/A

TOWN OF BLACKFALDS
Blackfalds & District Family & Community Support Services Board
Thursday, November 14, 2024 at 7:00 p.m.
MINUTES

BUSINESS

Approval of Minutes from September 12th, 2024

Member Parsons moved that the Blackfalds & District Family & Community Support Services Board recommends Council adopt the minutes from September 12th, 2024, as presented.

CARRIED UNANIMOUSLY

Resignation of Cliff Soper

The resignation of Cliff Soper, the Lacombe County representative, was accepted as information.

FCSSAA Annual Report

Report accepted as information.

FCSS Managers Verbal Update

- Manager Hick reported on the following:
 - Volunteer Programmer continues to work with the Fitness and Aquatics Coordinator to utilize the Lacombe County FCSS grant money to offer seniors active programming and to monitor 50+ programming registration numbers.
 - 2024 Stars of Alberta nominations. The following 2024 Town of Blackfalds volunteer award recipients fall within the Stars of Alberta Volunteer Award eligibility criteria and guidelines and have agreed to have their name put forth:
 - Carol Simpson Volunteer of the Year recipient – Robyn Devine
 - Gloria House Mentor recipient – Amanda MacLean
 - Dylan Stork Youth Ambassador recipient – Ben Adey
 - Leaders of Tomorrow recipients – Kennedy Bertelsen and Corrado Citrigno.
 - The Winter Warmth Fall Fundraiser was a resounding success, raising a total of \$17,824. Of this amount \$4,512 was raised through the sale of “A Grade 4 Student School Supplies” which will cover the deficit incurred in the Back-to-School Program this fall.
 - Annette Brown has started her new position as Youth Programmer, and she has been busy planning for BYC and Youth Night Out.
 - Arrangements have been made for a Panic Button for staff who work alone while programming at the Community Centre. This button must stay with the facility.
 - Currently participating in budget deliberations and increases in some areas have been requested based on the information from the recent Social Needs Assessment. A copy of the budget will be presented once it has been approved by Council.

TOWN OF BLACKFALDS
Blackfalds & District Family & Community Support Services Board
Thursday, November 14, 2024 at 7:00 p.m.
MINUTES

Volunteer Programmer Report

Met with the Seniors Club to assist with their 2025 booking requirements.

Senior Programming – Collaborated with the Fitness & Aquatics Coordinator to evaluate the existing fitness classes offered and planned for 2025 to ensure we will have enough funds to cover these classes.

Business Christmas Challenge – Advertising has gone out to local businesses asking them to join our #BlackfaldsXmas Challenge! The team that collects the most will win a prize.

Volunteer contributions:

- Winter Warmth Fall Fundraiser (October 3) 7 volunteers ~ 21 hours
- Coats for Kids (Oct 21-23) 3 volunteers ~ 12 hours
- Monster Bash (Oct 26) 14 volunteers ~ 42 hours

Emergency Social Services (ESS) Training Oct 22 & 23. This course is designed to help plan and prepare a variety of different EESS facilities including registration and reception centers.

Upcoming Volunteer Opportunities:

- Jim Hurley Free Skate – Sunday's
- Snow Angel Program – Winter months
- Youth Night Out – November 22
- Light Up Blackfalds – November 28
- Breakfast and Brunch with Santa – November 30

Community Engagement Programmer Report

- The September 4th Interagency Meeting hosted 18 people from 13 unique organizations.
- In-Office Support: Health Benefits Application, Lacombe Foundation Rental Subsidy, Dollar Store online application for a total of 1.5 hours and 2 individuals assisted
- Back to School supported 78 families and 170 students
- Community Winter Warmth Fundraiser raised a total of \$17,824.13.
- Processed 14 applications for the Abbey Centre Membership Assistance Program.
- 8 Strategies to Managing Stress and Emotions in partnership with Canadian Mental Health held on Monday, October 21 had 5 community members attend this FREE program.
- ICS training in Alix is completed.
- Working on information for the next Winter Program Guide.
- Planned and facilitating staff Reindeer Games Food Drive challenge for the month of November.

TOWN OF BLACKFALDS
Blackfalds & District Family & Community Support Services Board
Thursday, November 14, 2024 at 7:00 p.m.
MINUTES

Youth Programmer

- Planning for BYC and Youth Night Out.

Chair Thomas adjourned the Blackfalds & District Family & Community Support Services Board Meeting at 7:58 p.m.



Dena Thomas, Chair



Sue Penner, Admin Staff

December 18, 2024

Disposition 29708-D01-2024

ATCO Gas and Pipelines Ltd.
Fifth Floor, 10035 105 St.
Edmonton, Alta. T5J 2V6

Attention: Michelle Marti
Business Analyst

**ATCO Gas and Pipelines Ltd.
Franchise Agreement Reapprovals
Proceeding 29708**

1. On December 12, 2024, ATCO Gas and Pipelines Ltd. applied to the Alberta Utilities Commission for reapproval of natural gas franchise agreements with 75 municipalities, effective January 1, 2025, as set out in Table 1. These franchise agreements are required to be reapproved by the Commission in accordance with amendments to the *Municipal Government Act* and *Gas Utilities Act* that came into force earlier in 2024.¹ The Commission set out the process for these franchise agreement applications in Bulletin 2024-12,² and subsequently announced amendments to Rule 029: *Municipal Franchise Agreements* intended to facilitate these approvals.³

2. Notice of the proposed franchise agreement reapprovals was advertised in each of the 75 municipalities. The details are summarized in Table 1. No objections or concerns related to the proposed franchise agreements were received.

Table 1. Municipal franchise agreements reapprovals requested

Municipality	Notice method	Notice date	Franchise fee percentage	Disposition number of most recent franchise agreement approval	Disposition number acknowledging current franchise fee	Term length (years)
Alberta Beach	Newspaper - Lac St. Anne Bulletin	September 16, 2024	8.00	25266-D01-2020	25266-D01-2020	10
Village of Alix	Newspaper - ECA Review	September 12, 2024	12.00	22427-D01-2017	24117-D01-2018	10
Village of Amisk	Newspaper - ECA Review	October 24, 2024	9.10	26357-D01-2021	26357-D01-2021	10
Summer Village of Argentia Beach	Direct mailout & website	November 4, 2024	0.00	25286-D01-2020	25286-D01-2020	10
Town of Bashaw	Newspaper - ECA Review	September 5, 2024	13.00	21121-D01-2015	27856-D01-2022	10

¹ On June 20, 2024, sections 2(1) and (8), 3 and 5 of *The Utilities Affordability Statutes Amendment Act, 2024* (formerly Bill 19) were proclaimed. This legislation mandates that the Commission must approve every natural gas franchise agreement within 270 days of the bill coming into force.

² Bulletin 2024-12, Process for franchise agreement and franchise fee approvals under new legislation.

³ The Commission announced an amended Rule 029 in Bulletin 2024-18.

Municipality	Notice method	Notice date	Franchise fee percentage	Disposition number of most recent franchise agreement approval	Disposition number acknowledging current franchise fee	Term length (years)
Town of Beaverlodge	Newspaper - Town Country GP Regional News	September 19, 2024	11.50	2011-21	25161-D01-2019	15
Town of Bentley	Newspaper - Rimbey Review	October 22, 2024	12.00	24864-D01-2019	25161-D01-2019	15
Town of Blackfalds	Newspaper - Lacombe Express	September 19, 2024	35.00	21294-D01-2016	21294-D01-2016	10
Town of Bon Accord	Newspaper - The Free Press / Morinville Press	August 28, 2024	23.00	21036-D02-2015	27036-D01-2021	15
Village of Breton	Newspaper - The Breton Booster	October 30, 2024	15.00	24664-D01-2019	24664-D01-2019	20
Town of Bruderheim	Website, social media & office notice board	September 23, 2024	20.00	21297-D01-2016	26129-D01-2020	10
City of Camrose	Newspaper - Camrose Booster	October 29, 2024	27.00	20547-D01-2015	25407-D01-2020	10
Village of Caroline	Newspaper - The Mountaineer	August 28, 2024	35.00	20862-D01-2015	26129-D01-2020	20
Village of Chipman	Newspaper - Lamont Leader	October 23, 2024	0.00	26674-D01-2021	26674-D01-2021	10
Village of Clive	Newspaper - ECA Review	October 10, 2024	17.17	20833-D01-2015	27856-D01-2022	10
Village of Clyde	Newspaper - Town and Country This Week	November 5, 2024	11.00	26782-D01-2021	28691-D01-2023	10
Village of Czar	Newspaper - ECA Review	October 24, 2024	11.84	25499-D01-2020	25499-D01-2020	10
Town of Drayton Valley	Newspaper - Drayton Valley Free Press	September 19, 2024	22.00	24733-D01-2019	24733-D01-2019	20
Town of Eckville	Newspaper - Western Star	October 2, 2024	20.00	21257-D01-2016	21257-D01-2016	10
Village of Edgerton	Newspaper - The Edge	November 8, 2024	15.00	21246-D01-2016	27036-D01-2021	10
Town of Edson	Newspaper - The Weekly Anchor	September 23, 2024	22.54	21723-D01-2016	27856-D01-2022	10
Hamlet of Entwistle - Parkland County	Newspaper - Stony Plain Reporter / Grove Examiner	September 13, 2024	17.32	27289-D01-2022	27289-D01-2022	10
City of Fort Saskatchewan	Newspaper - Fort Saskatchewan Record	September 12, 2024	0.00	20714-D01-2015	20714-D01-2015	20
Town of Fox Creek	Website, social media & office notice board	October 28, 2024	15.00	27630-D01-2022	27630-D01-2022	10
Town of Gibbons	Newspaper - The Free Press / Morinville Press	October 23, 2024	30.00	21243-D01-2016	21243-D01-2016	10
Village of Girouxville	Newspaper - The South Peace News	September 25, 2024	26.00	20982-D01-2015	24117-D01-2018	10
City of Grande Prairie	Website, social media & office notice board	November 5, 2024	25.00	21842-D01-2016	21842-D01-2016	10
Town of Grimshaw	Newspaper - Mile Zero Banner Post	September 18, 2024	30.00	26858-D01-2021	26858-D01-2021	10

Municipality	Notice method	Notice date	Franchise fee percentage	Disposition number of most recent franchise agreement approval	Disposition number acknowledging current franchise fee	Term length (years)
Town of Hardisty	Newspaper - The Community Press Direct mailout - newsletter	September 4, 2024	22.00	23029-D01-2017	23029-D01-2017	10
Village of Hughenden	Newspaper - The Community Press Village of Hughenden website	September 18, 2024	10.98	27453-D01-2022	27453-D01-2022	10
Hamlet of Hythe - County of Grande Prairie	Newspaper - Town Country GP Regional News	September 19, 2024	12.00	23077-D01-2017	23077-D01-2017	10
Village of Innisfree	Website, social media & office notice board	November 8, 2024	25.00	25022-D01-2019	25022-D01-2019	10
Summer Village of Itaska Beach	Newspaper - Connect 39	November 1, 2024	12.00	21226-D01-2016	21226-D01-2016	10
Village of Kitscoty	Newspaper - Meridian Source	September 12, 2024	15.00	20789-D01-2015	28686-D01-2023	10
Hamlet of Lavoy - County of Minburn	Newspaper - The News Advertiser	November 6, 2024	16.61	23706-D01-2018	23706-D01-2018	10
Town of Legal	Newspaper - The Free Press / Morinville Press	September 25, 2024	25.00	22034-D01-2016	27036-D01-2021	10
Village of Loughheed	Newspaper - The Community Press	October 9, 2024	15.00	27955-D01-2023	27955-D01-2023	10
Village of Mannville	Newspaper - Vermilion Voice	October 1, 2024	25.00	23344-D01-2018	25161-D01-2019	20
Town of Mayerthorpe	Newspaper - Lac St. Anne Bulletin	September 16, 2024	20.20	22900-D01-2017	28686-D01-2023	10
Town of McLennan	Website, social media & office notice board	September 24, 2024	24.00	21039-D01-2015	21039-D01-2015	10
Town of Millet	Website, social media & office notice board	October 29, 2024	22.00	23687-D01-2018	23687-D01-2018	10
Hamlet of Minburn - County of Minburn	Newspaper - The News Advertiser	November 6, 2024	16.61	23707-D01-2018	23707-D01-2018	10
Hamlet of Mirror - Lacombe County	Newspaper - Chautauqua	September 20, 2024	12.60	22171-D01-2016	22171-D01-2016	10
Town of Mundare	Newspaper - The News Advertiser	September 4, 2024	23.00	20958-D01-2015	25407-D01-2020	10
Village of Nampa	Newspaper - South Peace News	August 21, 2024	16.84	21041-D01-2015	21041-D01-2015	10
Town of Onoway	Newspaper - Lac St. Anne Bulletin	August 26, 2024	10.50	22450-D01-2017	28686-D01-2023	15
Town of Oyen	Newspaper - Oyen Echo	October 9, 2024	30.00	25741-D01-2020	25741-D01-2020	10
Town of Peace River	Newspaper - South Peace News	October 23, 2024	32.00	27356-D01-2022	27356-D01-2022	10

Municipality	Notice method	Notice date	Franchise fee percentage	Disposition number of most recent franchise agreement approval	Disposition number acknowledging current franchise fee	Term length (years)
Summer Village of Point Alison	Direct mailout	October 22, 2024	15.00	26311-D01-2021	26311-D01-2021	10
Town of Ponoka	Newspaper - Ponoka News	September 11, 2024	31.00	23081-D01-2017	28774-D01-2024	10
Town of Provost	Newspaper - Provost News	October 30, 2024	22.00	25558-D01-2020	25558-D01-2020	20
City of Red Deer	Newspaper - Red Deer Advocate	October 12, 2024	35.00	22100-D01-2016	22100-D01-2016	10
Town of Rimbey	Newspaper - Rimbey Review	September 3, 2024	26.00	20941-D01-2015	23177-D01-2017	10
Town of Rocky Mountain House	Newspaper - The Mountaineer	August 28, 2024	30.00	20779-D01-2015	20779-D01-2015	10
Village of Rycroft	Newspaper - Central Peace Signal	September 10, 2024	30.00	21037-D01-2015	21037-D01-2015	10
Village of Ryley	Newspaper - Tofield Mercury	October 16, 2024	10.00	21086-D01-2015	21086-D01-2015	10
Summer Village of Seba Beach	Newspaper - The Community Voice	October 23, 2024	20.00	25557-D01-2020	25557-D01-2020	10
Town of Sexsmith	Newspaper - Town Country GP Regional News	August 29, 2024	25.00	22573-D01-2017	22573-D01-2017	10
Hamlet of Sherwood Park - Strathcona County	Newspaper - Sherwood Park-Strathcona County News	October 17, 2024	22.00	26482-D01-2021	26482-D01-2021	10
Summer Village of Silver Beach	Newspaper - Connect 39	November 1, 2024	20.00	21602-D01-2016	21602-D01-2016	10
Town of Spirit River	Newspaper - Central Peace Signal, Website, social media & office notice board	October 1, 2024	24.00	26738-D01-2021	26738-D01-2021	10
Town of Spruce Grove	Newspaper - Grove Examiner	October 4, 2024	35.00	24403-D01-2019	27856-D01-2022	10
Town of Stony Plain	Newspaper - Stony Plain Reporter	October 4, 2024	35.00	21111-D01-2015	26254-D01-2021	20
Town of Swan Hills	Website, social media & office notice board	October 22, 2024	10.00	23395-D01-2018	26129-D01-2020	10
Town of Sylvan Lake	Newspaper - Sylvan Lake News	October 3, 2024	32.00	21057-D01-2016	27856-D01-2022	10
Town of Thorsby	Newspaper - Connect 39	October 18, 2024	35.00	26675-D01-2021	27993-D01-2023	10
Town of Tofield	Newspaper - Tofield Mercury	September 18, 2024	10.00	20728-D01-2015	20728-D01-2015	20
Town of Vegreville	Website, social media & office notice board	September 23, 2024	33.00	21953-D01-2016	21953-D01-2016	10
Town of Vermilion	Newspaper - Vermilion Voice	October 29, 2024	22.00	20858-D01-2015	26129-D01-2020	12
Village of Veteran	Newspaper - Consort Enterprise	September 4, 2024	6.00	25000-D01-2019	25000-D01-2019	15

Municipality	Notice method	Notice date	Franchise fee percentage	Disposition number of most recent franchise agreement approval	Disposition number acknowledging current franchise fee	Term length (years)
Town of Viking	Newspaper - The Weekly Review	November 6, 2024	21.51	20916-D01-2015	20916-D01-2015	12
Hamlet of Wabamun - Parkland County	Newspaper - Stony Plain Reporter / Grove Examiner	September 13, 2024	15.00	23507-D01-2018	23507-D01-2018	10
Village of Warburg	Direct mailout	October 14, 2024	10.00	25857-D01-2020	25857-D01-2020	10
Town of Wembley	Newspaper - Town Country GP Regional News	September 19, 2024	25.00	23970-D01-2018	23970-D01-2018	10
City of Wetaskiwin	Newspaper - The Pipestone Flyer	September 5, 2024	33.00	23306-D01-2018	26129-D01-2020	10

3. The Commission is satisfied that the notice requirements of Rule 029 have been met.

4. Under each franchise agreement, ATCO Gas will continue to collect a franchise fee from its customers that reside in the listed municipalities and remit the amounts collected to the municipalities. These fees are a specified percentage of ATCO Gas’s revenue from its distribution tariff, excluding amounts collected or refunded through other rate riders, as detailed in ATCO Gas’s franchise fee rider schedule.⁴ The municipalities grant ATCO Gas the exclusive right to provide natural gas distribution services within the municipal service area. This includes constructing, operating and maintaining the natural gas distribution system, and using designated portions of roads, rights-of-way and other municipal lands necessary for these activities.

5. When previously reviewing and approving these franchise agreements, the Commission determined the franchise agreements were necessary and appropriate for the public convenience and in the public interest, pursuant to Section 49(2) of the *Gas Utilities Act*. The Commission continues to accept that the right granted to ATCO Gas by the municipalities listed in Table 1 is necessary and proper for the public convenience and properly serves the public interest based on the following:

- The municipality’s council has determined to continue to grant the utility the right to provide natural gas distribution service in the municipality.
- The municipality and the utility consent to the franchise agreement, and the terms are unchanged from the previously approved agreement.
- No person has objected to the franchise agreement.
- The franchise agreement complies with the requirements set out in the applicable legislation and Rule 029, including that the term does not exceed 20 years.

⁴ The current franchise fee percentage for each respective municipality is included in an appendix to the disposition listed in the column “Disposition number acknowledging current franchise fee” in Table 1.

6. In considering the franchise fee, the Commission's role is not to substitute its view on an appropriate franchise fee for that of the municipality but only to determine whether or not the level of the fee would result in an unreasonable burden on customers' utility bills.⁵ In this case, the franchise fee for each municipality is below the 35 per cent maximum franchise fee previously approved by the Commission,⁶ and the franchise agreement with each municipality has not changed from the one that was previously approved by the Commission. Based on the foregoing, the Commission continues to find the franchise fee for each municipality to be reasonable, and it reapproves each natural gas franchise agreement as requested.

7. The Commission may, no later than 60 days from the date of this disposition and without notice, correct typographical, spelling and calculation errors and other similar types of errors and post the corrected disposition on its website.

(original signed by)

Chris Arnot
Director, Retail Energy and Water
On behalf of the Alberta Utilities Commission

⁵ Decision 2003-065: Town of Bow Island, Review of Proposed Standard Natural Gas Franchise Agreement with ATCO Gas and Pipelines Ltd., Application 1281638, September 9, 2003, page 6.

⁶ The Alberta Energy and Utilities Board, predecessor to the Commission, in Decision 2003-065, page 8, considered that the maximum franchise fee of 35 per cent was not unreasonable. In Decision 20069-D01-2015: AltaGas Utilities Inc. et al., Approval of New Standard Natural Gas Distribution System Franchise Agreement Template, Proceeding 20069, March 20, 2015, paragraph 32, the Commission approved the continuation of the 35 per cent franchise fee cap.



HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JANUARY 9, 2025

PROPERTY TAX PAYMENT PLAN REQUEST

A motion that Lacombe County approve the payment plan proposed by Avila Energy for its tax account with payments paid over a thirty-six month period starting March, 2025, and with the stipulation that penalties during the term be waived, did not receive Council approval.

PROPERTY TAX PENALTY CANCELLATION REQUEST

A motion that Lacombe County approve the tax penalty cancellation of \$597.30, as requested by the property owner, tax roll #4027113028, did not receive Council approval.

LONG RANGE PLANNING SERVICES PROGRAM UPDATE

The Long Range Planning Services Program Update for 2025-2027 was presented to Council.

TOWN OF BENTLEY ANNEXATION

Council received an update on the Town of Bentley Annexation.

PLANNING SERVICES UPDATE

Council received an update on the progress and activities of the Planning Services department for 2024.

PARTICIPATION IN CENTRAL ALBERTA TOURISM ALLIANCE

Lacombe County will become a member of the Central Alberta Tourism Alliance (CATA), at a cost of \$5,000, for 2025.

ECONOMIC DEVELOPMENT UPDATE

Council received an update on the progress and activities related to Economic Development in the County.

2024 ENVIRONMENTAL STEWARDSHIP AWARD RECIPIENT

Mr. Nick Harper was awarded the 2024 Environmental Stewardship Award of \$1,500.

2024 CERTIFICATE OF RECOGNITION (COR) MAINTENANCE AUDIT

The County's 2024 Maintenance Certificate of Recognition (COR) Audit results were presented to Council.

WATER AVAILABILITY ENGAGEMENT STUDY

An overview of the Water Availability Engagement Survey, initiated by the Government of Alberta, was presented to Council. Council endorsed Administration's draft responses to the survey, as amended, and directed Administration to submit the finalized responses by the deadline.

CORPORATE BUSINESS PLAN UPDATE

An update to the Lacombe County 2022-2027 Corporate Business Plan was presented to Council.

AMENDMENT TO THE 2024-2028 LONG TERM ROAD CONSTRUCTION PROGRAM

An amendment to the County's 2024-2028 Long Term Road Construction Program was approved by Council.



SUCCESS GROWS HERE!

PAID PARKING 2024 SEASON REVIEW

An overview of the Paid Parking Program for the 2024 season was presented to Council.

OPPORTUNITY FOR MEETING WITH MINISTER OF MUNICIPAL AFFAIRS

The County Manager was directed to submit a meeting request for Council to meet with the Honourable Ric McIver, Minister of Municipal Affairs, during the 2025 RMA Spring Convention.

2025 UTILITY RATE BYLAWS

Council approved first, second and third reading for the following 2025 utility rate bylaws:

- Bylaw No. 1423/24 Aspelund Industrial Parks Water and Wastewater
- Bylaw No. 1424/24 Mirror Water, Wastewater and Solid Waste Services
- Bylaw No. 1425/24 Lakeview Estates Water Services
- Bylaw No. 1426/24 Sylvan Lake Communal Sewage Services
- Bylaw No. 1427/24 QEII West Lacombe Business Parks Water & Wastewater Services

**Next Regular Council Meeting is
January 30, 2025 – 9:00 a.m.**

**Next Committee of the Whole Meeting is
February 4, 2025 – 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.**



City of Lacombe

COUNCIL HIGHLIGHTS

January 13th, 2025

Regular Meeting of Council

2. Review of Agenda

2.1 Consent Agenda

- Council rescheduled the Monday, October 27th, 2025 Organizational and Regular Council Meeting to Monday, November 3rd, 2025 at 5:30 pm.
- Council approved the addition of Doug Halldorson, Director of Operations, as a designated signing officer for bank instructions, forms, and legal documents.
- Council approved the addition of Nancy Hackett, Director of Community Services, as a designated signing officer for bank instructions, forms, and legal documents.
- Council approved the deletion of Guy Lapointe, previous Director of Community Services, as a signing authority.
- Council gave first reading to Bylaw 400.68 as presented and scheduled a public hearing for Bylaw 400.68 on Monday, February 24th, 2025 at 6:00 p.m.

5. Public Hearings

5.1 Bylaw 400.65 Site Specific Exception – 4810 & 4816 45th Street

Notice was given for Bylaw 400.65, which is a bylaw to amend the Land Use Bylaw No. 400 by adding a site specific exception for shipping containers at the parcels legally described as Lot 10, Block 2, Plan 142 0747 and Lot 5C, Block 2, Plan 902 2024 within the (I1) Light Industrial District.

5.2 Bylaw 400.66 Site Specific Exception Retail Sales

Notice was given for Bylaw 400.66, which is a bylaw of the City of Lacombe to amend the Land Use Bylaw No. 400 by adding a site specific exception to allow “Retail Sales for the sale of collectibles, antiques and collector/custom automobiles with Outdoor Storage Yard” at Lot 7, Block 6, Plan 972 4243.

5.3 Bylaw 400.64 LUB Amendment - Administrative Amendments

Notice was given for Bylaw 400.66, which is and Amendment to improve and provide clarity on various items.

6. Requests for Decision

6.1 Bylaw 400.65 Site Specific Exception - 4810 & 4816 45 Street Second & Third Reading

Bylaw 400.65 is an amendment to the City of Lacombe Land Use Bylaw (LUB) for a site specific exception for two parcels within the Light Industrial (I1) District. The exception would allow, as a Discretionary Use, a maximum of

twenty shipping containers (seacans) per lot, to a total of forty (40) shipping containers; 20 to be located at 4810 45th Street, legally described as Lot 10, Block 2, Plan 142 0747 and the remaining 20 at 4816 45th Street, legally described as Lot 5C, Block 2, Plan 902 2024.

Council gave second and third reading to Bylaw 400.65, as amended.

6.2 Bylaw 400.66 Site Specific Exception Retail Sales Second & Third Reading

Bylaw 400.66 is a site-specific exception within the Land Use Bylaw (LUB) in the Light Industrial (I1) District to allow, as a Permitted Use, "Retail Sales for the sale of collectibles, antiques and collector/custom automobiles with Outdoor Storage Yard" at 4120 55th Avenue; Lot 7, Block 6, Plan 9724243" as a site-specific use.

Council gave second and third reading to Bylaw 400.66, as presented.

6.3 Bylaw 400.64 LUB Amendment - Administrative Amendment Second & Third Reading

Bylaw 400.64 is an amendment the City of Lacombe Land Use Bylaw 400 (LUB) with a series of administrative adjustments intended to improve and clarify various items.

In 2024, the City of Lacombe identified a need to improve and streamline the LUB with some administrative improvements, identified within Bylaw 400.64. The changes are intended to provide improved clarity, address outdated elements of the LUB and streamline the development process.

Council gave second and third reading to Bylaw 400.64 as amended.

6.4 St. Andrew's United Church 100 Tree Planting Project

The report to Council outlined the services and obligations included in a Memorandum of Understanding agreement between the City of Lacombe and the St. Andrew's United Church.

The 100 Tree Planting Project is a collaborative effort between the City of Lacombe and United Church to plant 100 trees within two municipal reserve locations on the west end of Woodland Drive in Lacombe. This initiative aims to enhance environmental sustainability, foster community engagement, and beautify municipal areas. The Memorandum of Understanding outlines the partnership terms and resource commitments, with an estimated cost to the City over the three years of \$32K covered within the current budget.

Council approved the City's participation in the 100 Tree Planting Project in collaboration with St. Andrew's United Church, and authorized the allocation of necessary resources and support as outlined in the attached Memorandum of Understanding.

8. In Camera

8.1 Labour (FOIP Section 21)

Council approved a one-time honorarium for Police Commission members directly involved in the recruitment of a Chief of Police, in recognition of their additional time commitments, in the amount of \$14,000 and to be allocated by the Commission.

8.2 Labour (FOIP Section 17)

Council reappointed Karin Richardson to the Heritage Resources Committee with a term starting January 1st, 2025 and ending December 31st, 2026.

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

- Monday, January 27th, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, February 10th, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, February 24th, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***

SPECIAL EVENT PERMIT

Permit #: 001.25
Date of Issue: January 15, 2025

Organization Name: Little of This Market
Name of Event Organizer: Amanda Atkinson
Address: FOIP 17(1)
Phone: FOIP 17(1)

Event Name: Little of This Market
Event Date(s): March 22 & 23, 2025
Location: Abbey Centre, 4500 Womacks Road
Road Closure: Vista Trail – Outside Lanes Closed for vendor parking, between Westbrooke Road and Duncan Avenue
Event Start Time: 11:00 AM **Event Finish Time:** 4:00 PM
Set-up to begin on: March 22, 2025 **Time:** 7:00 AM
Takedown to end by: March 23, 2025 **Time:** 6:00 PM
Number of Participants: Unknown **Number of Spectators:** Unknown

This Special Event Permit is hereby approved and issued on the following conditions:

CONDITIONS

Event Conditions:

1. The Special Event must commence within the dates and times of the issued approved Special Event Permit. Failure to commence the Event during this time will cause the Special Event Permit to expire. Any variations in dates must be approved by the Town, and a new Special Event Permit will be issued for the new dates and times.
2. The proposed Special Event shall be undertaken in accordance with the approved Route Map and Site Map plans, and variations must be approved by the Town, and a new Special Event Permit will be issued.
3. The Event Organizer shall at all times remain a valid certificate of insurance, showing a minimum liability amount of \$2,000,000.00 and will include the Town of Blackfalds as an additional insured for the date(s) of the Special Event.
4. The Special Event must comply with the Community Standards Bylaw and noise.
5. The Event Organizer shall indemnify and save harmless the Town of Blackfalds, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties' actions.

Road Closure Conditions:

6. The Town will be responsible for closing the road for the Special Event. At no time shall the Event Organizer close any roads.

Additional Conditions:

None

Approved By:

Kim Isaak

**Kim Isaak,
Chief Administrative Officer**

SPECIAL EVENT PERMIT

Permit #: 002.25
Date of Issue: January 15, 2025

Organization Name: Little of This Market
Name of Event Organizer: Amanda Atkinson
Address: FOIP 17(1)
Phone: FOIP 17(1)

Event Name: Little of This Christmas Market
Event Date(s): November 29 & 30, 2025
Location: Abbey Centre, 4500 Womacks Road
Road Closure: Vista Trail– Outside Lanes Closed for vendor parking, between Westbrooke Road and Duncan Avenue
Event Start Time: 11:00 AM Event Finish Time: 4:00 PM
Set-up to begin on: November 29, 2025 Time: 7:00 AM
Takedown to end by: November , 2025 Time: 6:00 PM
Number of Participants: Unknown Number of Spectators: Unknown

This Special Event Permit is hereby approved and issued on the following conditions:

CONDITIONS

Event Conditions:

1. The Special Event must commence within the dates and times of the issued approved Special Event Permit. Failure to commence the Event during this time will cause the Special Event Permit to expire. Any variations in dates must be approved by the Town, and a new Special Event Permit will be issued for the new dates and times.
2. The proposed Special Event shall be undertaken in accordance with the approved Route Map and Site Map plans, and variations must be approved by the Town, and a new Special Event Permit will be issued.
3. The Event Organizer shall at all times remain a valid certificate of insurance, showing a minimum liability amount of \$2,000,000.00 and will include the Town of Blackfalds as an additional insured for the date(s) of the Special Event.
4. The Special Event must comply with the Community Standards Bylaw and noise.
5. The Event Organizer shall indemnify and save harmless the Town of Blackfalds, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties' actions.

Road Closure Conditions:

6. The Town will be responsible for closing the road for the Special Event. At no time shall the Event Organizer close any roads.

Additional Conditions:

None

Approved By:

Kim Isaak

**Kim Isaak,
Chief Administrative Officer**

SPECIAL EVENT PERMIT

Permit #: 003.25
Date of Issue: January 15, 2025

Organization Name: Little of This Market
Name of Event Organizer: Amanda Atkinson
Address: FOIP 17(1)
Phone: FOIP 17(1)

Event Name: Little of This Fall Market
Event Date(s): September 27 & 28, 2025
Location: Abbey Centre, 4500 Womacks Road
Road Closure: Vista Trail – Outside Lanes Closed for vendor parking, between Westbrooke Road and Duncan Avenue

Event Start Time: 11:00 AM **Event Finish Time:** 4:00 PM
Set-up to begin on: September 27, 2025 **Time:** 7:00 AM
Takedown to end by: September 28, 2025 **Time:** 6:00 PM
Number of Participants: Unknown **Number of Spectators:** Unknown

This Special Event Permit is hereby approved and issued on the following conditions:

CONDITIONS

Event Conditions:

1. The Special Event must commence within the dates and times of the issued approved Special Event Permit. Failure to commence the Event during this time will cause the Special Event Permit to expire. Any variations in dates must be approved by the Town, and a new Special Event Permit will be issued for the new dates and times.
2. The proposed Special Event shall be undertaken in accordance with the approved Route Map and Site Map plans, and variations must be approved by the Town, and a new Special Event Permit will be issued.
3. The Event Organizer shall at all times remain a valid certificate of insurance, showing a minimum liability amount of \$2,000,000.00 and will include the Town of Blackfalds as an additional insured for the date(s) of the Special Event.
4. The Special Event must comply with the Community Standards Bylaw and noise.
5. The Event Organizer shall indemnify and save harmless the Town of Blackfalds, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties' actions.

Road Closure Conditions:

6. The Town will be responsible for closing the road for the Special Event. At no time shall the Event Organizer close any roads.

Additional Conditions:

None

Approved By:

Kim Isaak

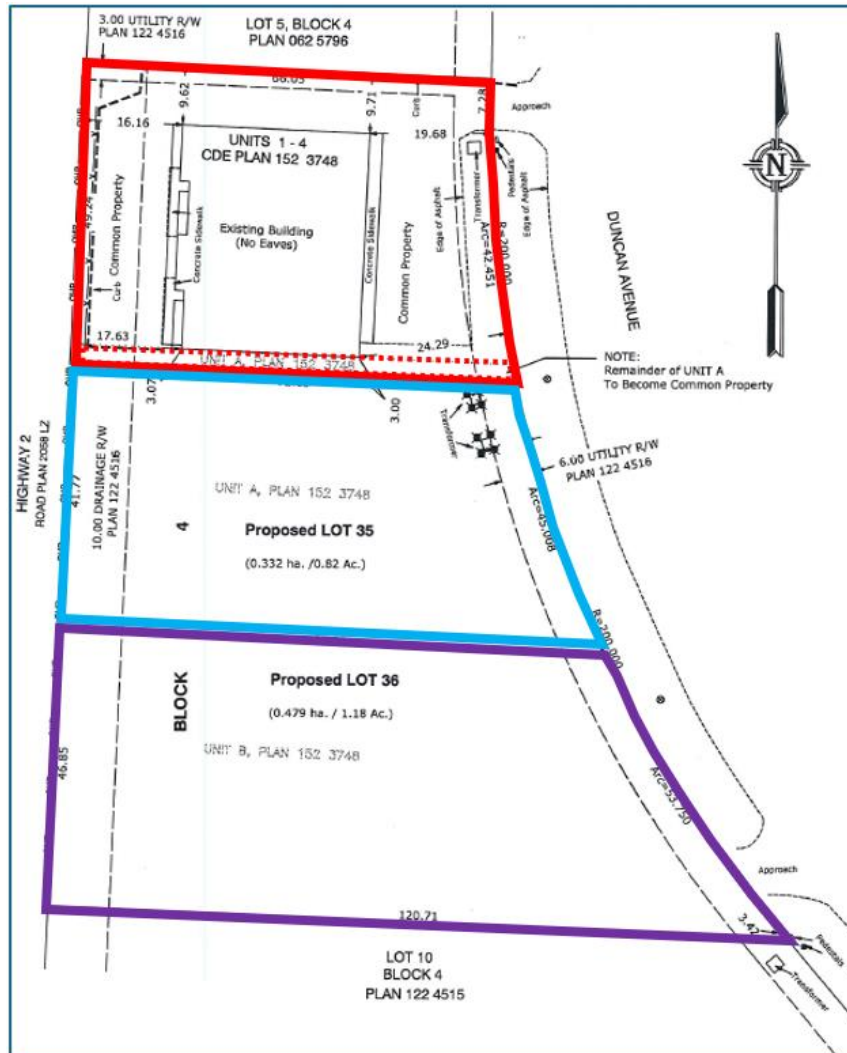
**Kim Isaak,
Chief Administrative Officer**

MEETING DATE: January 28, 2025
PREPARED BY: Jolene Tejkl, Planning & Development Manager
PRESENTED BY: Jolene Tejkl, Planning & Development Manager
SUBJECT: Subdivision File No. S-05-24, 5220 Duncan Avenue

BACKGROUND

A subdivision application has been submitted to eliminate Bare Land Units A and B (the two southern parcels shown on the sketch below) from the existing Condominium Plan 152 3748 and replace them with two new lots:

- Units 1-4, the existing Common Property, and the northern 3 m (9.84 ft.) of existing Unit A (dashed outline) will remain as Condominium Plan 152 3748, as outlined in red;
- Proposed Lot 35 consists of the existing Bare Land Unit A less the 3 m (9.84 ft.) along the northern boundary (boundary adjustment), as outlined in blue; and
- Proposed Lot 36 consists of the existing Bare Land Unit B, as outlined in purple.



DISCUSSION

From the Town's perspective, this proposed subdivision does not really change anything other than readjusting the south boundary of the northern parcel (Units 1-4) so that the existing building will meet the side yard setback requirements of the Industrial Light District (I-1).

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

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

The proposed northern parcel (revised Unit 1-4) includes an existing building and associated parking lot, and the two remaining southern parcels are vacant. Any new developments coming in will need to adhere to the uses and development standards prescribed in the LUB. As such, Administration is satisfied that the land is suitable for the intended purpose of the subdivision.

The subject lands are currently designated I-1 District under the LUB and are governed by the Valley Ridge Estates Area Structure Plan (ASP). The parcels were previously zoned to be in conformance with the Development Concept of the original governing ASP. The minimum parcel width prescribed in the I-1 District is 15 m (49.21 ft). All of the proposed lot sizes exceed the minimum; Units 1-4 are proposed to be expanded to 9.24 m (161.55 ft), proposed Lot 35 is proposed to be 41.77 m (137.04 ft), and proposed Lot 36 will remain at 46.85 m (153.71 ft) in width. The northern boundary adjustment will bring the existing building into conformance with the side yard setback prescribed by the LUB. Administration is therefore satisfied the subdivision conforms to relevant ASP and the LUB.

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

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

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

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

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

Reserve Dedication

The governing Valley Ridge Estates ASP does not identify any Municipal Reserve (MR) within the proposed limits of the subdivision; therefore, no MR dedication is required for this subdivision.

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

Subdivision Notification and Responses

Due to the Canada Post strike, the proposed subdivision notice was hand-delivered to adjacent landowners with local civic addresses, and the subdivision notice was posted on the Town's website for those with a PO Box or out of Town addresses. The following local authorities and agencies were emailed the subdivision referrals. Responses are provided in Attachment 2 of this report:

- Alberta Environment and Protected Areas
- Alberta Health Services, Central Zone
- Alberta Transportation and Economic Corridors
- ATCO Gas
- ATCO Pipelines
- Canada Post
- Fortis Alberta
- Lacombe County
- North Red Deer Regional Wastewater Services Commission
- North Red Deer River Water Services Commission
- Rogers Communications
- Shaw Communications
- TELUS Communications
- Town of Blackfalds Departments

ATCO Transmission, Lacombe County, and Rogers Communications have no objections or concerns. Fortis advised they do not require an easement and Alberta Health Services advised that they are satisfied the proposed subdivision poses a minimal risk to public health.

Telus Communications requires a utility right-of-way to provide services to the parcels, and ATCO Pipelines has advised that the existing right-of-way or other land rights are to be carried forward onto newly created lots.

Alberta Transportation and Economic Corridors advised that although the proposed subdivision does not meet Section 18 of the *Matters Related to Subdivision and Development Regulation*, they grant approval for the Town's Subdivision Authority to allow the subdivision.

The Town's Municipal Engineer noted a portion of the drainage right-of-way registered on title has been paved over and there is a pile of material blocking the drainage flow. The paving is fine as it does not impede drainage, however the piled material will need to be removed, which is reflected in a proposed condition of subdivision approval.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

That Council, being the designated Subdivision Authority for the Town of Blackfalds, is satisfied that the proposed subdivision meets the relevant considerations, and moves to APPROVE the subdivision to eliminate Bare Land Units A and B from the existing Condominium Plan 152 3748 and replace them with two new lots, being proposed Lot 35 and Lot 36, with a boundary adjustment of 3 m (9.84 ft.) on proposed Lot 35 that will be consolidated with Units 1-4. Units 1-4, the existing Common Property and the northern 3 m (9.84 ft.) of existing Unit A to remain as Condominium Plan 152 3748 subject to the following conditions:

1. That pursuant to Section 84 of the *Land Titles Act*, the subdivision, as shown on the attached Tentative Plan of Subdivision, is registered by Plan of Survey.
2. That pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes are to be paid, or some other arrangements satisfactory to the Town of Blackfalds for payment thereof be made.
3. That satisfactory arrangements be made with the Town of Blackfalds for the provision of separate water and wastewater services to individually service proposed Lot 35 and Lot 36.
4. That the drainage right-of-way registered along the western boundary of proposed Lot 35 and Lot 36, Drainage Right-of-Way Plan 122 4516, be cleared of the existing piled granular material to the satisfaction of the Town of Blackfalds to enable proper south to north drainage flow.
5. That the developer enters into a Development Agreement with the Town of Blackfalds concerning the provisions of separate water and wastewater services to individually service proposed Lot 35 and proposed Lot 36.
6. That pursuant to Section 655(1) of the *Municipal Government Act*, that the owner/developer register utility easement right of way as per the requirements of the Town of Blackfalds and/or utility companies concurrent with or prior to registering the subdivisions Plan of Survey.


ALTERNATIVES

- a) That Council, being the Subdivision Authority for the Town of Blackfalds, refuses the subdivision with reasons.
- b) That Council, being the Subdivision Authority for the Town of Blackfalds, refers this Subdivision File No. S-05-24, 5220 Duncan Avenue back to Administration.

ATTACHMENTS

- *Subdivision Application*
- *Referral Responses*

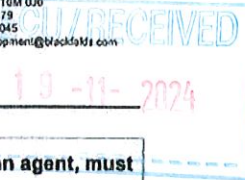
APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



File No #: S-05-24

Application Date: 10-11-2024

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

Landowner Name(s): J.M. WOOD INVESTMENTS LTD.

Mailing Address: 394 MARINA BAY PLACE

City: SYLVAN LAKE Prov: AB Postal Code: T9S 1E9

Phone: _____ Alt Phone: _____

Email Address: jed@woodgroupcapital.com

(Same as Landowner)

Contractor Name(s): SNELL & OSLUND SURVEYS (1979) LTD

Mailing Address: #1, 5128-52 ST

City: RED DEER Prov: AB Postal Code: T4N 6Y4

Phone: 403 342 1255 Alt Phone: _____

Email Address: reception@snellandoslund.com

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/Part of the _____ 1/4 sec. _____ range _____ west of the fourth meridian,

being all/part of:
Units A, B Block: _____ Plan: CONDOMINIUM PLAN 152 3748

Certificate of Title No.: 152246659 +4, 152246659 +5

Area of the parcel of land to be subdivided: 0.811 hectares.

LOCATION OF LAND TO BE SUBDIVIDED

The land is located in the Town of Blackfalds:

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

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

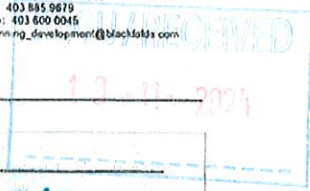
- a) Describe the existing use of the land VACANT
- b) Describe the proposed use of the land SAME AS PRESENT
- c) The land designation, as classified under the Land Use Bylaw is: INDUSTRIAL LIGHT DISTRICT 11

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

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

File No #: S-05-24

Application Date: 12-11-2024



c) Describe the kind of soil on the land (sandy, loam, clay, etc.): LOAM OVER CLAY

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

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

N/A

WATER AND SEWER SERVICES

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

N/A

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

If yes, please describe:

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

If yes, please describe:

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

If yes, please describe: LACOMBE COUNTY

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

RESOURCES:

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

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

I/We, SNELL + OSLUND SURVEYS (1979) LTD., hereby certify that

I/We are the registered owner(s), or

I am the agent authorized to act on behalf of the registered owner

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

Signature: DIRE VAUDEMIRINK Date: Nov 18, 2024

Signature: _____ Date: _____

AGENT AUTHORIZATION (WHEN APPLICABLE)

I/We, J.M. WOOD INVESTMENTS LTD., being the registered

owner(s) of the land being subdivided do hereby authorize SNELL + OSLUND SURVEYS (1979) LTD.

(individual or firm seeking application) to make application for subdivision affecting the above noted property.

Signature: [Signature] Date: Nov 6, 2024

Signature: _____ Date: _____

File No #: S-05-24

Application Date: _____

RECEIVED
13-11-2024

RIGHT TO ENTRY

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

Name: SNEU + OSLUND SURVEYS (1979) LTD.
DIRK VAN DEN BRINK Date: Nov 18, 2024
(please print full name)

Name: _____ Date: _____
(please print full name)

Signature: [Signature] Date: NOV. 18, 2024

Signature: _____ Date: _____

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

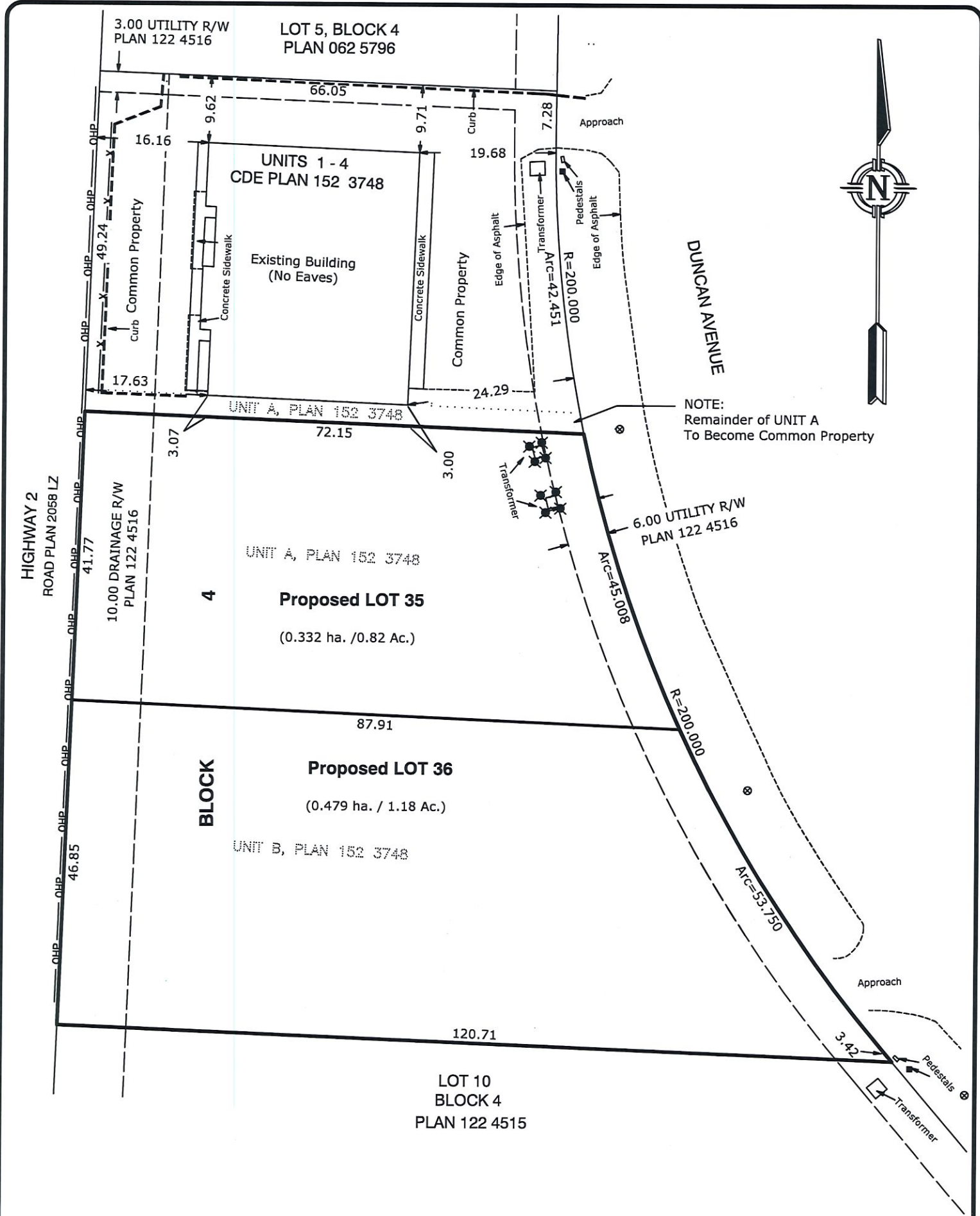
BELOW FOR OFFICE USE ONLY

Subdivision Application Fee: (1-61-00-580)	\$	1,000-
TOTAL:	\$	1,000-

Receipt #: 018550

Date Paid: _____

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



DUNCAN AVENUE

NOTE:
Remainder of UNIT A
To Become Common Property

LEGEND & NOTES

- CURBS SHOWN THUS
- FENCE LINES ARE SHOWN THUS
- LIGHT POLES ARE SHOWN THUS
- O/H POWER LINES ARE SHOWN THUS
- BOLLARDS SHOWN THUS
- PEDESTALS ARE SHOWN THUS
- THIS PLAN BASED ON FIELD SURVEY CONDUCTED OCT. 18, 2024
- AREA TO BE REGISTERED IS OUTLINED THUS AND CONTAINS 0.811 ha.

**TENTATIVE PLAN
SHOWING PROPOSED SUBDIVISION
OF UNITS A AND B
CONDOMINIUM PLAN 152 3748**

**N.W. 1/4 SEC. 27-39-27-W4M
RED DEER**



DISTANCES ARE IN METRES AND DECIMALS THEREOF.

No.	DATE	DESCRIPTION
2	NOV. 5/24	REVISED LOTS / OUTLINE
1	OCT. 30/24	ADDITIONAL LOT
0	OCT. 29/24	ISSUED FOR APPROVAL

Snell & Oslund Surveys (1979) Ltd. RED DEER, ALBERTA, Ph. 1-888-310-1255	DRAFTED BY: F	DWG FILE NAME: 2642-004B APP
	CHECKED BY: DV	DATE: NOVEMBER 5, 2024

S-05-24



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0036 800 340 1523748;A 152 246 659 +4

LEGAL DESCRIPTION
CONDOMINIUM PLAN 1523748
UNIT A
AND 3845 UNDIVIDED ONE TEN THOUSANDTH SHARES IN THE COMMON PROPERTY
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;27;39;27;NW

MUNICIPALITY: TOWN OF BLACKFALDS

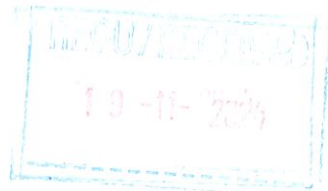
REFERENCE NUMBER: 122 370 477 +3

REGISTERED OWNER(S)					
REGISTRATION	DATE (DMY)	DOCUMENT	TYPE	VALUE	CONSIDERATION
152 246 659	15/08/2015	CONDOMINIUM	PLAN		

OWNERS

J.M. WOOD INVESTMENTS LTD.
OF 394 MARINA BAY PLACE
SYLVAN LAKE
ALBERTA T4S 1E9

ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION	DATE (D/M/Y)	PARTICULARS
NUMBER		
122 370 479	08/11/2012	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF BLACKFALDS. AS TO PORTION OR PLAN:1224516 AS TO AREA "A"
122 370 480	08/11/2012	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF BLACKFALDS. AS TO PORTION OR PLAN:1224516 AS TO AREA "B"



ENCUMBRANCES, LIENS & INTERESTS

PAGE 2

152 246 659 +4

REGISTRATION

NUMBER DATE (D/M/Y) PARTICULARS

142 404 429 01/12/2014 CAVEAT
 RE : AGREEMENT CHARGING LAND , ETC.
 CAVEATOR - FORTISALBERTA INC.
 ATTN:LAND DEPARTMENT
 320-17TH AVENUE SW
 CALGARY
 ALBERTA T2S2V1
 AGENT - GARRY SIMPSON

242 227 051 12/09/2024 CAVEAT
 RE : PURCHASERS INTEREST
 CAVEATOR - 2584014 ALBERTA LTD.
 510 - 22 MIDLAKE BLVD SE
 CALGARY
 ALBERTA T2X2X7

* ADDITIONAL REGISTRATIONS MAY BE SHOWN ON THE CONDOMINIUM ADDITIONAL
 PLAN SHEET

TOTAL INSTRUMENTS: 004

PENDING REGISTRATION QUEUE

DRR NUMBER	RECEIVED DATE (D/M/Y)	SUBMITTER	LAND ID
F00CV65	04/10/2024	DENTONS CANADA LLP 403-268-6335 CUSTOMER FILE NUMBER: 600363-1 JML/JH	
001		DISCHARGE	1523748;A

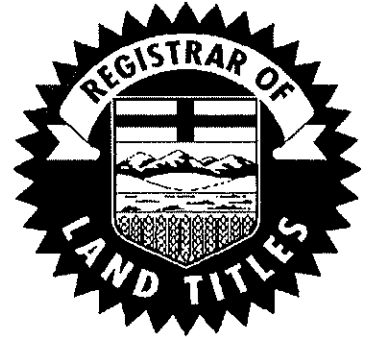
TOTAL PENDING REGISTRATIONS: 001

DISCLAIMER: THE DOCUMENT INFORMATION REFLECTED IN THE PENDING
 REGISTRATION QUEUE HAS NOT BEEN VERIFIED BY LAND TITLES AND MAY BE
 SUBJECT TO CHANGE UPON REVIEW AND REGISTRATION.

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 16 DAY OF
OCTOBER, 2024 AT 01:09 P.M.

ORDER NUMBER: 51899838

CUSTOMER FILE NUMBER: 2642-004



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0036 800 358 1523748;B 152 246 659 +5

LEGAL DESCRIPTION
CONDOMINIUM PLAN 1523748
UNIT B
AND 3079 UNDIVIDED ONE TEN THOUSANDTH SHARES IN THE COMMON PROPERTY
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;27;39;27;NW

MUNICIPALITY: TOWN OF BLACKFALDS

REFERENCE NUMBER: 122 370 477 +3

REGISTERED OWNER(S)					
REGISTRATION	DATE (DMY)	DOCUMENT	TYPE	VALUE	CONSIDERATION
152 246 659	15/08/2015	CONDOMINIUM	PLAN		

OWNERS

J.M. WOOD INVESTMENTS LTD.
OF 394 MARINA BAY PLACE
SYLVAN LAKE
ALBERTA T4S 1E9

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION	DATE (D/M/Y)	PARTICULARS
NUMBER		
122 370 479	08/11/2012	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF BLACKFALDS. AS TO PORTION OR PLAN:1224516 AS TO AREA "A"
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S-05-24

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
152 246 659 +5

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

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RE : AGREEMENT CHARGING LAND , ETC.
CAVEATOR - FORTISALBERTA INC.
ATTN:LAND DEPARTMENT
320-17TH AVENUE SW
CALGARY
ALBERTA T2S2V1
AGENT - GARRY SIMPSON

242 227 051 12/09/2024 CAVEAT
RE : PURCHASERS INTEREST
CAVEATOR - 2584014 ALBERTA LTD.
510 - 22 MIDLAKE BLVD SE
CALGARY
ALBERTA T2X2X7

* ADDITIONAL REGISTRATIONS MAY BE SHOWN ON THE CONDOMINIUM ADDITIONAL
PLAN SHEET

TOTAL INSTRUMENTS: 004

PENDING REGISTRATION QUEUE

DRR NUMBER	RECEIVED DATE (D/M/Y)	SUBMITTER	LAND ID
F00CHME	26/09/2024	FORTISALBERTA INC. 403-514-4119 CUSTOMER FILE NUMBER: 43101-JAY	
001		DISCHARGE	#152 246 659 +5
F00CV65	04/10/2024	DENTONS CANADA LLP 403-268-6335 CUSTOMER FILE NUMBER: 600363-1 JML/JH	
001		DISCHARGE	1523748;B

TOTAL PENDING REGISTRATIONS: 002

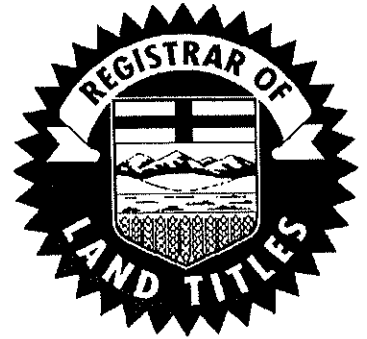
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SUBJECT TO CHANGE UPON REVIEW AND REGISTRATION.

(CONTINUED)

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 16 DAY OF
OCTOBER, 2024 AT 01:09 P.M.

ORDER NUMBER: 51899838

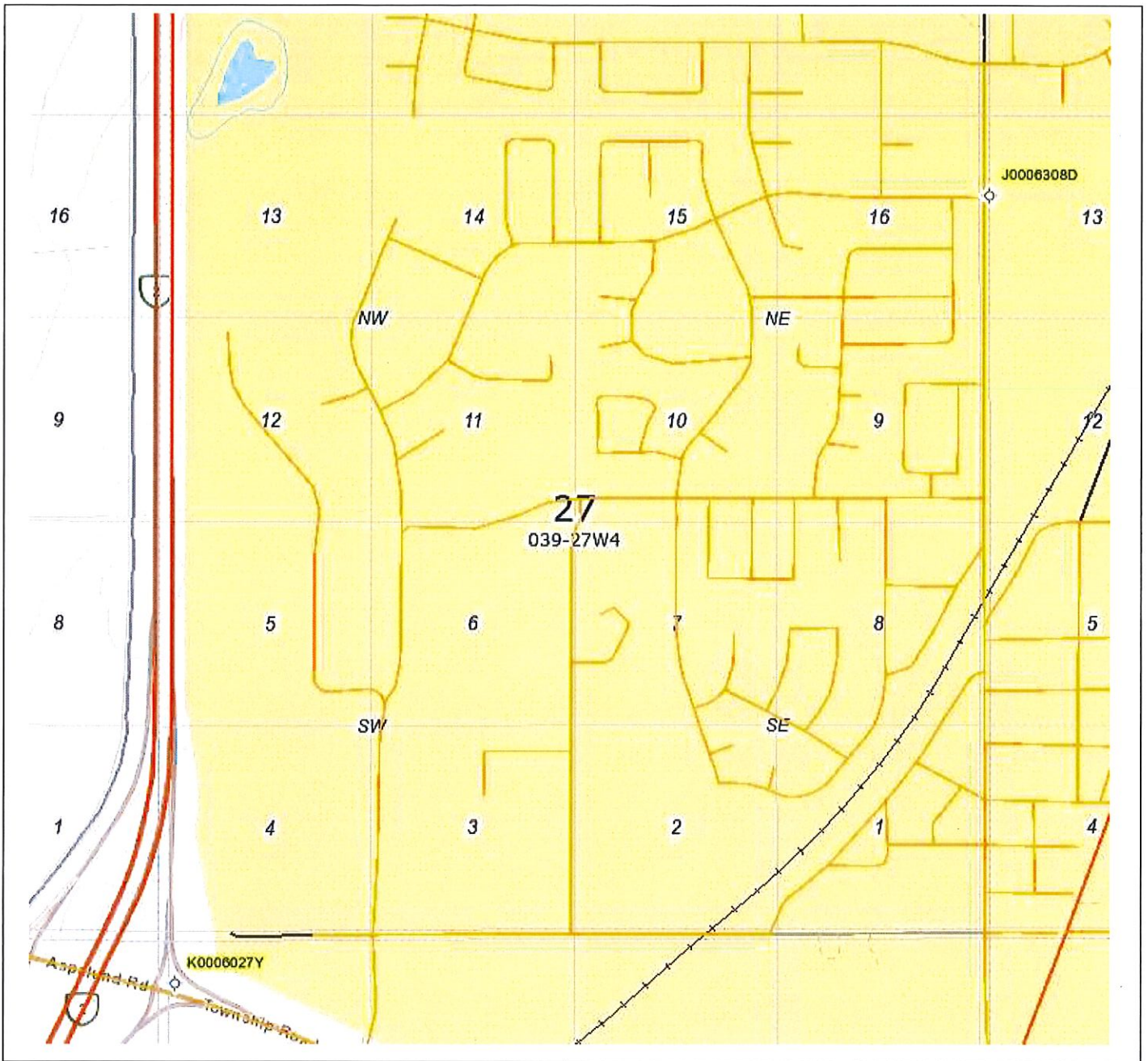
CUSTOMER FILE NUMBER: 2642-004



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
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PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



Abandoned Well Map	Base Data provided by: Government of Alberta	
	Author: XXX	Printing Date: 11/13/2024
Legend ♦ Abandoned Well (Large Scale) ○ Revised Well Location (Large Scale) — Revised Location Pointer Paved Road (20K) — Primary Divided — Primary Undivided 4L — Primary Undivided 2L — Primary Undivided 1L — Interchange Ramp — Secondary Divided — Secondary Undivided 4L	Date Date (if applicable)	
	The Alberta Energy Regulator (AER) has not verified and makes no representation or warranty as to the accuracy, completeness, or reliability of any information or data in this document or that it will be suitable for any particular purpose or use. The AER is not responsible for any inaccuracies, errors or omissions in the information or data and not liable for any direct or indirect losses arising out of any use of this information. For additional information about the limitations and restrictions applicable to this document, please refer to the AER Copyright & Disclaimer webpage: http://www.aer.ca/copyright-disclaimer .	
	Scale: 18,055.95 0.28 Kilometers 0	
	Projection and Datum: WGS84 Web Mercator Auxiliary Sphere	

REGU/RECEIVED
13-11-2024

S-05-24

Subject: RESPONSE 24-4463 RE: Notice of Subdivision Application S-05-24 (5220 Duncan Avenue) - Comment Deadline Friday, December 20, 2024

From: Circulations, HP <HP.Circulations@atco.com>
Sent: November 29, 2024 11:00 AM
To: Candice Hilgersom <CHilgersom@blackfalds.ca>
Subject: RESPONSE 24-4463 RE: Notice of Subdivision Application S-05-24 (5220 Duncan Avenue) - Comment Deadline Friday, December 20, 2024

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

Thank you,

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

Email: vicki.porter@atco.com

From: Candice Hilgersom <CHilgersom@blackfalds.ca>
Sent: Friday, November 29, 2024 10:52 AM
To: waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca) <waterapprovals.reddeer@gov.ab.ca>; CentralZone.EnvironmentalHealth@ahs.ca; @ Gas Land Department <land.admin@atcogas.com>; Circulations, HP <HP.Circulations@atco.com>; Robert Cote <RCote@blackfalds.ca>; NEVERS, Malcolm <Malcolm.Nevers@canadapost.postescanada.ca>; Preston Weran <pweran@blackfalds.ca>; landserv@fortisalberta.com; Niki Burkinshaw <NBurkinshaw@blackfalds.ca>; JThompson@lacombe.ca; projectmanagernorthernalberta@sjrb.ca; Brad.VanderHeyden@stantec.com; circulations@telus.com
Cc: Jolene Tejkl <JTejkl@blackfalds.ca>
Subject: Notice of Subdivision Application S-05-24 (5220 Duncan Avenue) - Comment Deadline Friday, December 20, 2024

Good Morning,

Please review the Notice of Subdivision Application for 5220 Duncan Avenue.

A response is needed by **Friday, December 20, 2024**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. Please email any comments directly to jtejkl@blackfalds.ca.

Thank you,

Candice Hilgersom
Development Officer I

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

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



Sent via email only to jtekl@blackfalds.ca

December 4, 2024

Town of Blackfalds
Box 220
Blackfalds AB T0M 0J0

**Re: Subdivision Application File No. S-05-24 (5220 Duncan Avenue)
Units A, B, Condominium Plan 152 3748**

Thank you for the opportunity to comment on the above noted subdivision application. Please be advised that Lacombe County has no objections or concerns to the proposed subdivision to eliminate Bare Land Units A and B from the existing Condominium Plan 152 3748 and replace them with two new lots. Units 1-4, the existing Common Property, and the northern 3 m of existing Unit A will remain as Condominium Plan 152 3748. Proposed Lot 35 consists of the existing Bare Land Unit A less the 3 m along the northern boundary (boundary adjustment). Proposed Lot 36 consists of the existing Bare Land Unit B.

If you have any questions, please do not hesitate to contact our office.

Regards,
LACOMBE COUNTY

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

Natasha Wright
Planner/Development Officer

/an

Subject: Notice of Subdivision Application S-05-24 (5220 Duncan Avenue) - Comment Deadline Friday, December 20, 2024

From: Serena Kim <Serena.Kim@rci.rogers.com>
Sent: December 20, 2024 12:32 PM
To: circulations . <circulations@telus.com>; Candice Hilgersom <CHilgersom@blackfalds.ca>
Subject: RE: Notice of Subdivision Application S-05-24 (5220 Duncan Avenue) - Comment Deadline Friday, December 20, 2024

Hi Candice,

Rogers has no concerns about it since there is no existing ROGERS service to the buildings.

Thanks,

Serena Kim
Network Planner
Rogers Communications
1067 West Cordova Street, Vancouver, BC V6C 1C7
e serena.kim@rci.rogers.com
m 236.838.8503



From: circulations . <circulations@telus.com>
Sent: Friday, December 20, 2024 10:43 AM
To: Candice Hilgersom <CHilgersom@blackfalds.ca>; Serena Kim <Serena.Kim@rci.rogers.com>
Subject: Re: Notice of Subdivision Application S-05-24 (5220 Duncan Avenue) - Comment Deadline Friday, December 20, 2024

Good Morning

I am adding Serena Kim to the thread of correspondence regarding this project.

Jane Willox

Real Estate Specialist | TELUS Land Solutions Team

Customer Network Planning (CNP)

2930 Centre Avenue NE, Calgary, AB T2A 4Y2

On Fri, Dec 20, 2024 at 11:36 AM circulations . <circulations@telus.com> wrote:

Good Day,

Further to the above-noted circulation, TELUS Communications Inc. will require a utility right of way in order to provide service to this new Bareland Condominium Subdivision development.

TELUS' reference number for this file is: RIGHTS OF WAY FILE: **ABROW-581**

We kindly request that, if possible, our Rights of Way file number be quoted on upcoming agreements and related correspondence for this file.

Please have TELUS' requirement added as a condition of approval and have the applicant contact circulations@telus.com to initiate a TELUS Utility Right of Way Agreement.

(Please include the original circulation package and this response)

Jane Willox

Real Estate Specialist | TELUS Land Solutions Team

Customer Network Planning (CNP)

2930 Centre Avenue NE, Calgary, AB T2A 4Y2

On Fri, Nov 29, 2024 at 10:52 AM Candice Hilgersom <CHilgersom@blackfalds.ca> wrote:

Good Morning,

Please review the Notice of Subdivision Application for 5220 Duncan Avenue.

A response is needed by **Friday, December 20, 2024**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. Please email any comments directly to itejkl@blackfalds.ca.

Thank you,

Candice Hilgersom
Development Officer I

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

T: 403.885.9679

D: 403.885.6258

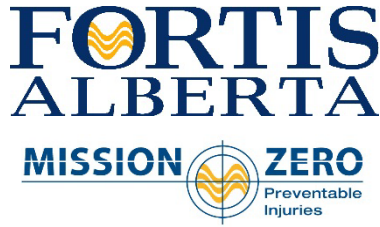
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Ce message est confidentiel. Notre transmission et réception de courriels se fait strictement suivant les modalités énoncées dans l'avis publié à www.rogers.com/aviscourriel



Tracy Davidson
Land Department

FortisAlberta Inc.
320 – 17 Ave SW
Calgary, AB T2S 2V1

Phone# 780-464-8815
Cell#
www.fortisalberta.com
Email:
tracy.davidson@fortisalberta.com

December 3, 2024

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

Attention: Jolene Tejkl

RE: FortisAlberta Condition for Subdivision Approval

FortisAlberta Reference No.: 320151932

MD File No.: S-05-24

Location/Legal Description: NW 27-39-27-W4M

Customer Name: J.M. Wood Investments Ltd.

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

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

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

Sincerely,

A handwritten signature in blue ink that reads "Tracy Davidson".

Tracy Davidson

RE: 320151932

December 16, 2024

Town of Blackfalds
Attention: Development Officer/Planner
Box 220, 5108 Waghorn St
Blackfalds, AB T0M 0J0

File No: S-05-24
Name: 5220 Duncan Avenue
Legal: Units A & B, Condominium Plan 152 3748

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

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

Sincerely,



Erin Teare MPH CPHI(C)
Public Health Inspector
Environmental Public Health – Central Zone
403-356-6383 or 1-833-476-4743

Subject: Notice of Subdivision Application S-05-24 (5220 Duncan Avenue) - Comment Deadline Friday, December 20, 2024

From: circulations . <circulations@telus.com>
Sent: December 20, 2024 11:37 AM
To: Candice Hilgersom <CHilgersom@blackfalds.ca>
Subject: Re: Notice of Subdivision Application S-05-24 (5220 Duncan Avenue) - Comment Deadline Friday, December 20, 2024

Good Day,

Further to the above-noted circulation, TELUS Communications Inc. will require a utility right of way in order to provide service to this new Bareland Condominium Subdivision development.

TELUS' reference number for this file is: RIGHTS OF WAY FILE: **ABROW-581**

We kindly request that, if possible, our Rights of Way file number be quoted on upcoming agreements and related correspondence for this file.

Please have TELUS' requirement added as a condition of approval and have the applicant contact circulations@telus.com to initiate a TELUS Utility Right of Way Agreement.

(Please include the original circulation package and this response)

Jane Willox

Real Estate Specialist | TELUS Land Solutions Team

Customer Network Planning (CNP)

2930 Centre Avenue NE, Calgary, AB T2A 4Y2

On Fri, Nov 29, 2024 at 10:52 AM Candice Hilgersom <CHilgersom@blackfalds.ca> wrote:

Good Morning,

Please review the Notice of Subdivision Application for 5220 Duncan Avenue.

A response is needed by **Friday, December 20, 2024**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. Please email any comments directly to jtejkl@blackfalds.ca.

Thank you,

Candice Hilgersom
Development Officer I

Town of Blackfalds

Box 220, 5018 Waghorn St
Blackfalds, AB T0M 0J0

T: 403.885.9679

D: 403.885.6258

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

Subject: ATCO Distribution - RESPONSE RE: Notice of Subdivision Application S-05-24 (5220 Duncan Avenue) - Comment Deadline Friday, December 20, 2024

From: Eileen, Fecho <fecho.eileen@atco.com>

Sent: December 19, 2024 10:05 AM

To: Candice Hilgersom <CHilgersom@blackfalds.ca>

Subject: ATCO Distribution - RESPONSE RE: Notice of Subdivision Application S-05-24 (5220 Duncan Avenue) - Comment Deadline Friday, December 20, 2024

Upon review of the Subdivision Referral, ATCO Gas provides the following comments:

- ATCO Gas existing right-of-way or other land rights shall be carried forward and registered on any newly created lots. Any work of any nature whatsoever (i.e. paving, stockpiling, landscaping, berms, etc.) affecting the surface of ATCO Gas right-of-way must first receive prior written consent from **ATCO Gas Land Administration Department** at **780-420-8012** or email crossings@atcogas.com.
- There are existing ATCO Gas facilities in the area. Drainage for any of ATCO Gas above ground appurtenances must be maintained. If it should be necessary to lower, relocate or make any alterations to the existing facilities and/or appurtenances due to this project, please contact ATCO Gas Distribution Engineer Lennae Wong (Lennae.wong@atco.com 587-679-0497) to enable an adequate and timely response by ATCO Gas. Note all alteration costs will be borne by the developer / owner.
- Please contact Utility Safety Partners at 1-800-242-3447 to have the gas lines located at least 48 hours prior to excavation.

Thank you for allowing ATCO Gas the opportunity to review and provide comments on future developments with respect to ATCO Gas facilities.

Eileen Fecho CONTRACTOR

Administrative Coordinator | Land | Gas Transmission

ATCO Pipelines & Liquids Global Business Unit

E: fecho.eileen@atco.com

A: 14th Floor ACE, 10035-105 St NW, Edmonton AB Canada T5J 1C8



[ATCO.com](https://atco.com) [Facebook](#) [Twitter](#) [LinkedIn](#)

From: Candice Hilgersom <CHilgersom@blackfalds.ca>

Sent: Friday, November 29, 2024 10:52 AM

To: [waterapprovals.reddeer](mailto:waterapprovals.reddeer@gov.ab.ca) (waterapprovals.reddeer@gov.ab.ca) <waterapprovals.reddeer@gov.ab.ca>; CentralZone.EnvironmentalHealth@ahs.ca; @ Gas Land Department <land.admin@atcogas.com>; Circulations, HP <HP.Circulations@atco.com>; Robert Cote <RCote@blackfalds.ca>; NEVERS, Malcolm <Malcolm.Nevers@canadapost.postescanada.ca>; Preston Weran <pweran@blackfalds.ca>;

landserv@fortisalberta.com; Niki Burkinshaw <NBurkinshaw@blackfalds.ca>; JThompson@lacombe.ca;
projectmanagernorthernalberta@sjrb.ca; Brad.VanderHeyden@stantec.com; circulations@telus.com

Cc: Jolene Tejkl <JTejkl@blackfalds.ca>

Subject: Notice of Subdivision Application S-05-24 (5220 Duncan Avenue) - Comment Deadline Friday, December 20, 2024

Good Morning,

Please review the Notice of Subdivision Application for 5220 Duncan Avenue.

A response is needed by **Friday, December 20, 2024**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. Please email any comments directly to jtejkl@blackfalds.ca.

Thank you,

Candice Hilgersom
Development Officer I

Town of Blackfalds

Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.9679

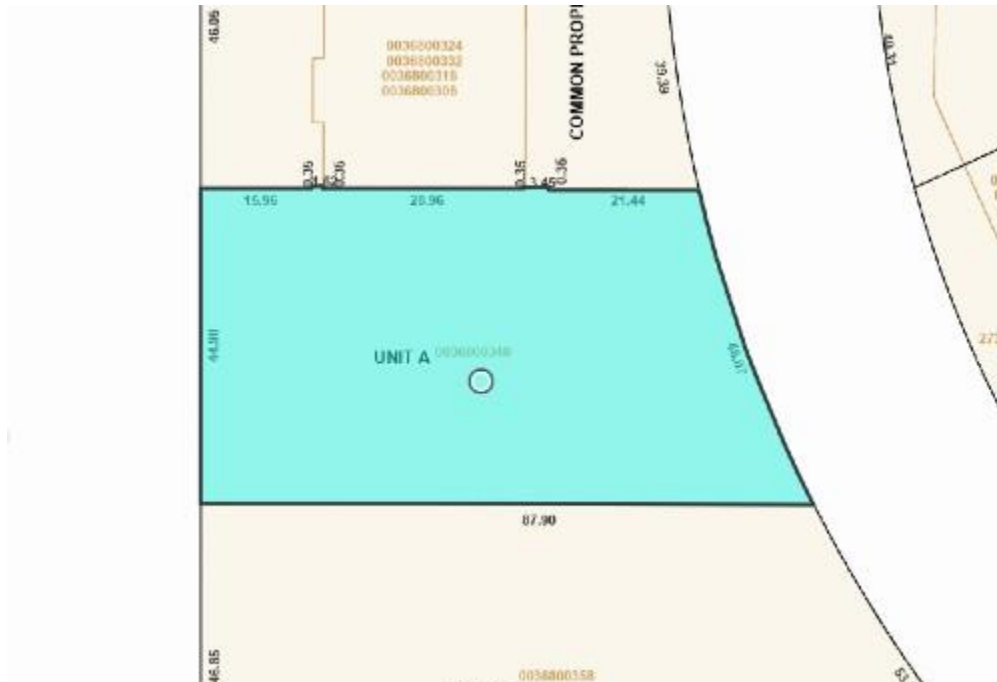
D: 403.885.6258

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

Transportation and Economic Corridors Notification of Referral Decision

Subdivision in Proximity of a Provincial Highway

Municipality File Number:	S-05-24	Highway(s):	2
Legal Land Location:	QS-NW SEC-27 TWP-039 RGE-27 MER-4	Municipality:	Blackfalds
Decision By:	Anne Han Development and Planning Technologist	Issuing Office:	Central Region / Red Deer
Issued Date:	2024-12-12	Appeal Authority:	Land and Property Rights Tribunal
Description of Development:	Subdivision Application S-05-24 - 5220 Duncan Avenue (Units A, B Condominium Plan 152 3748) Boundary Adjustment		



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

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

The above noted subdivision proposal does not meet Section 18 of the regulation. Since there is an existing local road acceptable to the Minister, Section 19 has been met. The department anticipates minimal impact on the highway from this proposal. Additionally, there is no direct access to the highway and there is sufficient local road access to the subdivision and the remainder lands. Therefore, pursuant to Section 20 of the Regulation, the department grants approval for the subdivision authority to grant a variance to Section 18 of the Regulation should they choose to do so.

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

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

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



Issued by **Anne Han, Dev and Planning Tech**, on **2024-12-12** on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation and Economic Corridors Delegation of Authority*

Date: November 29, 2024

NOTICE OF SUBDIVISION APPLICATION

Alberta Environment and Protected Areas (waterapprovals.reddeer@gov.ab.ca)
Alberta Health Services – Central Zone (centralzone.environmentalhealth@ahs.ca)
Alberta Transportation and Economic Corridors – Sent Via RPATH Online Portal
(<https://roadsideplanning.alberta.ca/rpath>)
ATCO Gas (land.admin@atcoqas.com)
ATCO Pipeline (HP.circulations@atco.com)
Blackfalds Fire Chief (rcote@blackfalds.ca)
Canada Post ATTN: Malcolm Nevers (Malcolm.nevers@canadapost.postescanada.ca)
Director of Infrastructure and Planning Services (pweran@blackfalds.ca)
Fortis Alberta Inc. (landserv@fortisalberta.com)
Lacombe County (planning@lacombecount.com)
Municipal Engineer (nburkinshaw@blackfalds.ca)
North Red Deer Regional Wastewater Services Commission (jthompson@lacombe.ca)
North Red Deer River Water Services Commission (jthompson@lacombe.ca)
Shaw Communications (projectmanagernorthernalberta@sjrb.ca)
Stantec ATTN: Brad Vander Heyden (Brad.VanderHeyden@stantec.com)
Telus (circulations@telus.com)

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

Subdivision File No.:	S-05-24
Civic Address:	5220 Duncan Avenue
Legal Land Descriptions:	Units A, B, Condominium Plan 152 3748
Land Use District:	Industrial Light District (I-1)
Landowners:	J.M Wood Investments Ltd.
Proposed Subdivision:	To eliminate Bare Land Units A and B from the existing Condominium Plan 152 3748 and replace them with two new lots. Units 1-4, the existing Common Property, and the northern 3 m of existing Unit A will remain as Condominium Plan 152 3748. Proposed Lot 35 consists of the existing Bare Land Unit A less the 3 m along the northern boundary (boundary adjustment). Proposed Lot 36 consists of the existing Bare Land Unit B.

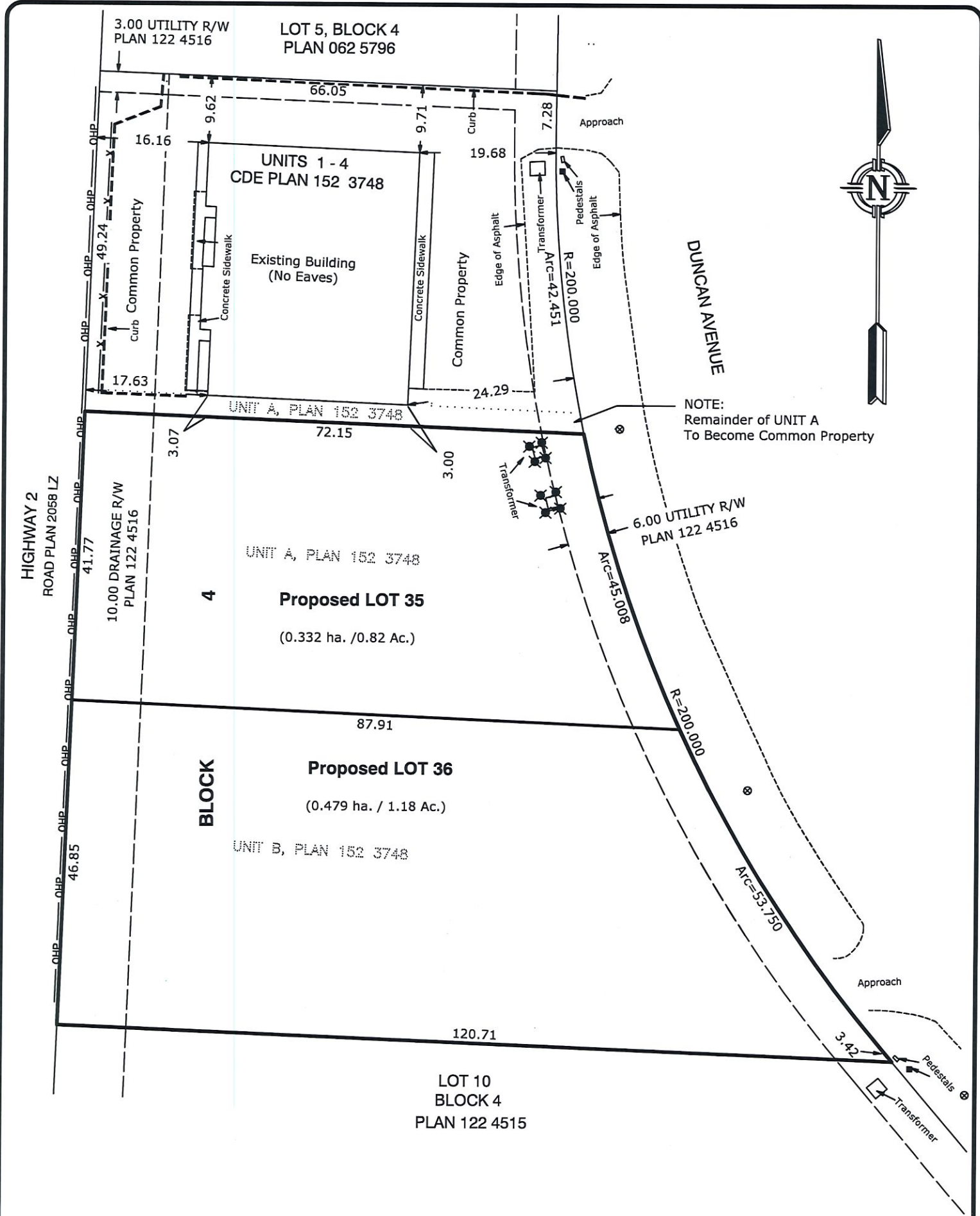
A response is needed by **Friday, December 20, 2024**. If we do not receive a written reply by this date, it will be assumed that you have no objections or requirements relative to the subdivision. To avoid delays by ordinary mail, responses should be emailed to the undersigned.

Regards,



Jolene Tejkl, RPP MCIP
Planning & Development Manager
Email: jtejkl@blackfalds.ca

Enclosure: Subdivision Application (S-05-24)
 Tentative Subdivision Plan
 Certificates of Title for Unit A
 Certificate of Title for Unit B
 Abandoned Well Map



LEGEND & NOTES

- CURBS SHOWN THUS
- FENCE LINES ARE SHOWN THUS -x-x-x-x-
- LIGHT POLES ARE SHOWN THUS ⊙
- O/H POWER LINES ARE SHOWN THUS OHP OHP
- BOLLARDS SHOWN THUS ⊗
- PEDESTALS ARE SHOWN THUS ■
- THIS PLAN BASED ON FIELD SURVEY CONDUCTED OCT. 18, 2024
- AREA TO BE REGISTERED IS OUTLINED THUS
- AND CONTAINS 0.811 ha.

DISTANCES ARE IN METRES AND DECIMALS THEREOF.



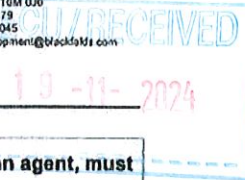
**TENTATIVE PLAN
SHOWING PROPOSED SUBDIVISION
OF UNITS A AND B
CONDOMINIUM PLAN 152 3748**

**N.W. 1/4 SEC. 27-39-27-W4M
RED DEER**

No.	DATE	DESCRIPTION
2	NOV. 5/24	REVISED LOTS / OUTLINE
1	OCT. 30/24	ADDITIONAL LOT
0	OCT. 29/24	ISSUED FOR APPROVAL

Snell & Oslund <small>Surveys (1979) Ltd. RED DEER, ALBERTA, Ph. 1-888-310-1255</small>	DRAFTED BY: F	DWG FILE NAME: 2642-004B APP
	CHECKED BY: DV	DATE: NOVEMBER 5, 2024

S-05-24



File No #: S-05-24

Application Date: 10-11-2024

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

Landowner Name(s): J.M. WOOD INVESTMENTS LTD.

Mailing Address: 394 MARINA BAY PLACE

City: SYLVAN LAKE Prov: AB Postal Code: T9S 1E9

Phone: _____ Alt Phone: _____

Email Address: jed@woodgroupcapital.com

(Same as Landowner)

Contractor Name(s): SNELL & OSLUND SURVEYS (1979) LTD

Mailing Address: #1, 5128-52 ST

City: RED DEER Prov: AB Postal Code: T4N 6Y4

Phone: 403 342 1255 Alt Phone: _____

Email Address: reception@snellandoslund.com

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/Part of the _____ 1/4 sec. _____ range _____ west of the fourth meridian,

being all/part of:
UNITS A, B Block: _____ Plan: CONDOMINIUM PLAN 152 3748

Certificate of Title No.: 152246659 + 4, 152246659 + 5

Area of the parcel of land to be subdivided: 0.811 hectares.

LOCATION OF LAND TO BE SUBDIVIDED

The land is located in the Town of Blackfalds:

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

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

- a) Describe the existing use of the land VACANT
- b) Describe the proposed use of the land SAME AS PRESENT
- c) The land designation, as classified under the Land Use Bylaw is: INDUSTRIAL LIGHT DISTRICT 11

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

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

File No #: S-05-24

Application Date: 12/11/2024



c) Describe the kind of soil on the land (sandy, loam, clay, etc.): LOAM OVER CLAY

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

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

N/A

WATER AND SEWER SERVICES

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

N/A

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

If yes, please describe:

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

If yes, please describe:

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

If yes, please describe: LACOMBE COUNTY

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

RESOURCES:

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

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

I/We, SNELL + OSLUND SURVEYS (1979) LTD., hereby certify that

I/We are the registered owner(s), or

I am the agent authorized to act on behalf of the registered owner

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

Signature: DIRE VAUDEMIRINK Date: Nov 18, 2024

Signature: _____ Date: _____

AGENT AUTHORIZATION (WHEN APPLICABLE)

I/We, J.M. WOOD INVESTMENTS LTD., being the registered

owner(s) of the land being subdivided do hereby authorize SNELL + OSLUND SURVEYS (1979) LTD.

(individual or firm seeking application) to make application for subdivision affecting the above noted property.

Signature: [Signature] Date: Nov 6, 2024

Signature: _____ Date: _____

File No #: S-05-24

Application Date: _____

RECEIVED
13-11-2024

RIGHT TO ENTRY

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

Name: SNEU + OSLUND SURVEYS (1979) LTD.
DIRK VAN DEN BRINK Date: Nov 18, 2024
(please print full name)

Name: _____ Date: _____
(please print full name)

Signature: [Signature] Date: NOV. 18, 2024

Signature: _____ Date: _____

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

BELOW FOR OFFICE USE ONLY

Subdivision Application Fee: (1-61-00-580)	\$	1,000-
TOTAL:	\$	1,000-

Receipt #: 018550

Date Paid: _____

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

MEETING DATE: January 28, 2025
PREPARED BY: Jolene Tejkl, Planning & Development Manager
PRESENTED BY: Jolene Tejkl, Planning & Development Manager
SUBJECT: **Bylaw 1324.25 – Urban Hen Bylaw**

BACKGROUND

Urban Hen Bylaw 1286.23 received Third Reading at the July 11, 2023 Council meeting to allow hens in the Town as a pilot program; the Bylaw is set to expire on July 11, 2025. Now that the pilot program’s first year has come to a close, Council directed Administration to conduct public engagement on the program and report the findings back for consideration:

219/24 Councillor Appel moved That Council directs Administration to conduct public engagement pertaining to the Urban Hens Pilot Program and report the findings back to Council for consideration.

CARRIED UNANIMOUSLY

The public engagement results and proposed updates to a potential permanent Urban Hen Bylaw were presented at the January 20, 2025 Standing Committee of Council meeting where the following motion was carried unanimously:

003/25 Councillor Sands moved That Standing Committee of Council recommend Bylaw 1324.25 – Urban Hen Bylaw, be brought to a future Regular Council Meeting for consideration.

CARRIED UNANIMOUSLY

DISCUSSION

A public survey to gauge the community’s opinions on the program and the rules currently in place was open from September 10, 2024 until October 2, 2024. A total of 40 responses were received, with 6 of the responders stating they participated in the Urban Hen program, all of which indicated they plan on continuing with the program if it becomes permanent.

The following discussion captures the highlights of the responses received; a full copy of the responses is included in Attachment 1 of this report.

The survey asked if people should be allowed to continue to keep hens on their property. The following comments are summarized as:

Favourable comments about the program	Unfavourable comments about the program
Enables people to produce their own food source	Annual license application fee of \$70 is too much
Hens provide educational opportunities	Livestock should not be allowed in the Town’s municipal boundary

Hens are great for pest control and fertilization	Hens are noisy and filthy
	Backyards in Town are not large enough to support hens
	Hens attract vermin and encourage predators
	The number of people who are participating in the program does not warrant any further time or money being spent on this initiative

Respondents were also asked what they like about the rules for keeping hens in Blackfalds, which are:

- Limiting the number of hens
- Prohibiting roosters
- The fee to have hens
- Coop/outside area requirements
- Requiring that hens are always kept in their enclosure
- Limiting the size of the coop
- The clear rules
- Accountability

The survey also asked respondents what they would change about the rules, which necessitated further municipal research which can be reviewed in Attachment 2 of this report:

What respondents would change	Administrative Response
Don't let hens in the Town	<p>The Urban Hen Bylaw is currently a temporary one for the Town to allow hens on a trial basis.</p> <p>In Administrations opinion, the program has been successful thus far and overall the feedback received from the survey was in favour of keeping the program going.</p> <p>No change to the Bylaw suggested.</p>
Add rules to keep them safe in the winter	<p>The Town's Urban Hen Bylaw has a general rule that requires each Hen be provided with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours. This is consistent with the majority of municipalities researched.</p> <p>Alberta's Animal Protection Act requires that anyone who owns or is in charge of an animal cannot cause the animal to be in distress. The Act has a specific section requiring that animals must be provided with reasonable protection from heat and cold.</p> <p>In Administration's opinion, the current bylaw wording coupled with the requirements of the Animal</p>

	<p>Protection Act contains adequate requirements to ensure proper hen care in the winter.</p> <p>No change to the Bylaw suggested.</p>
<p>More should be allowed to have them</p>	<p>There current Bylaw does not limit the number of Urban Hen Licenses the Town will issue, which is consistent with four (4) of the nine (9) number of municipalities researched on this matter.</p> <p>No change to the Bylaw suggested.</p>
<p>Allow eggs to be sold</p>	<p>Allowing eggs to be sold is essentially introducing a business into the Town's residential areas.</p> <p>The Town of Olds is the only municipality researched that allows eggs to be sold. The other municipalities do not allow eggs to be sold as the intention of the program is to support urban hen keeping as a hobby and a non-commercial activity.</p> <p>No change to the Bylaw is suggested.</p>
<p>Allow coops to be in the side yard of a property as long as it is behind a fence</p>	<p>The municipalities researched are split on whether they allow coops on side yards. Those that do allow them on side yards require coops to adhere to the accessory building setbacks from side yards prescribed in their respective Land Use Bylaws (LUB).</p> <p>The intent behind only allowing coops in rear yards is to reduce potential conflicts with hens and adjacent residents. Administration is learning that there is very little noise and smell produced by urban hens that are properly cared for, and is therefore suggesting that coops be allowed in the side yards as long as they adhere to side yard setback requirements for accessory buildings.</p> <p>Suggested Bylaw change: update Section 7.1.3 of the Bylaw to state that the coop and outdoor enclosure must be fully located within the side or rear yard of the property, in accordance with accessory building setbacks prescribed in the LUB.</p>
<p>Allow for larger coop sizes</p>	<p>The Town's current Bylaw does allow for a larger coop. If an applicant desires a larger coop, they would have to go through the Development Permit process. The bylaw isn't very clear on this though, so an update is proposed to clarify.</p>

	<p>The majority of municipalities researched do not allow larger coops, however Administration does not see any harm in allowing for larger coops aside from a concern they could get very tall and elaborate. Requiring larger coops to go through the Development Permit process will allow the Development Authority to place limits on the overall height and control the size if its unreasonable.</p> <p>Suggested Bylaw change: update Section 7.1.2 of the Bylaw to explicitly state that a larger coop could be applied for through the Development Permit Application process.</p>
<p>Make the application process easier</p>	<p>People wanting to apply for an Urban Hen License are currently required to provide the following:</p> <ul style="list-style-type: none"> • A completed application form, which requires the name, address, and contact information of the hen owner and anyone who may act as a temporary caregiver • Paying the annual \$70 license fee • Providing a site plan that shows the proposed location of the coop and outdoor enclosure • Providing a copy of their Premises Identification Number (PID), which is a provincially registered identification number that links poultry to land locations or premises • A copy of the Certificate of Land Title dated within 30 days of the application. If the applicant is not the registered landowner, written consent from the registered landowner is required to apply for an urban hen license <p>Administration believes the current application requirements balance the need for adequate information without making the process onerous.</p> <p>No change to the Bylaw is suggested.</p>
<p>Don't be so restrictive with the rules</p>	<p>The rules around application requirements, coop and outdoor enclosure areas, and general hen keeping are consistent with researched municipalities. In reviewing the current rules with this 1-year pilot program investigation, Administration is generally comfortable with the rules previously imposed and does not feel they are onerous or unreasonable.</p> <p>No change to the Bylaw is suggested.</p>

<p>Remove or reduce the application fee</p>	<p>The current annual application fee is \$70 and is not prorated. All the municipalities researched require an application fee to help offset the staff time and resources necessary to process applications and ensure the bylaw requirements are being met. The annual application fees for the researched municipalities range from \$25/year to \$75/year with an average fee of ~\$50/year. The Town of Blackfalds' annual application fee is on the higher end of researched municipalities; however Administration is not suggesting the fee is reduced.</p> <p>No change to the Bylaw is suggested.</p>
<p>Allow for more hens</p>	<p>Most municipalities researched have limited the number of hens on a property to four (4). The only two exceptions are the Town of Olds and the Village of Clive; both allow a maximum of six (6) hens. Olds capped their hen numbers at 6 due to a landowner already having 6 hens when they developed their Urban Hen Bylaw and there were no issues with the hens prior to the Bylaw coming in. At the time of writing this report, we had not heard back from the Village of Clive on why they allow up to 6 hens.</p> <p>No change to the Bylaw is suggested.</p>
<p>Neighbours should be notified of hen applications</p>	<p>Majority of municipalities researched do require notification to neighbouring property owners. Despite this, Administration is not recommending neighbourhood notification should be required either prior to a decision or after due to the lack of complaints received from neighbouring property owners throughout the pilot program. If an Urban Hen License is issued and the neighbouring property owners are experiencing issues with them, the Bylaw has enforcement mechanisms built in.</p> <p>No change to the Bylaw is suggested.</p>
<p>Check in with neighbours of hen owners</p>	<p>None of the researched municipalities check in with neighbours after a license has been issued. If there are issues with Urban Hens, neighbours are encouraged to report them with the Town so Administration can follow up.</p> <p>No change to the Bylaw is suggested.</p>

Remove requirement for Certificate of Title to be provided at application stage	The Certificate of Land Title is required to confirm who the registered landowner is, and if the registered landowner is different than the person(s) applying for an Urban Hen License, the applicant will need to provide written confirmation that the registered landowner is okay with the applicant applying for Hens on their property. Certificates of Land Titles are common requirements for applying for any permit in municipalities. No change to the Bylaw is suggested.
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The survey was opened to general comments about the program. Responses were split between speaking to how much they like the program, to others requesting it be cancelled and hens no longer be allowed in the Town.

After careful consideration and analysis of the pilot program, Administration is supportive of continuing with the Urban Hen program on a permanent basis and is proposing that a new Urban Hen Bylaw be approved with some minor amendments that were discussed above.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council considers the following motions: 1. That Council give First Reading to Bylaw 1324.25 Urban Hen Bylaw, as presented. 2. That Council give Second Reading to Bylaw 1324.25 Urban Hen Bylaw, as presented. 3. That Council give unanimous consent to move to the Third Reading of Bylaw 1324.25, as presented. 4. That Council give Third Reading to Bylaw 1324.25 Urban Hen Bylaw, as presented.


ALTERNATIVES

- a) That Council give First Reading to Bylaw 1324.25 - Urban Hen Bylaw, as presented.
- b) That Council give Second Reading to Bylaw 1324.25 – Urban Hen Bylaw, as amended.
- c) That Council refers Bylaw 1324.25 – Urban Hen Bylaw back to Administration for more information or amendments.

ATTACHMENTS

- *Urban Hen Survey 1 Year Pilot Program Check-in Responses*
- *Additional Municipal Research*
- *Bylaw 1324.25 - Urban Hen Bylaw (Track Changes)*
- *Bylaw 1324.25 - Urban Hen Bylaw (Clean)*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

URBAN HEN SURVEY

1 Year Pilot Program Checkin

Responses

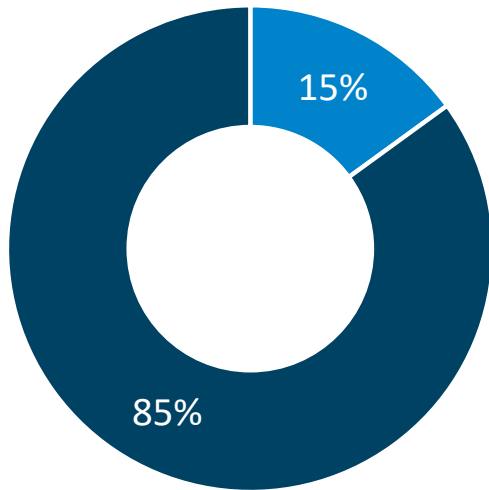
The following data was collected via the Urban Hen Survey which ran from September 10 - October 2, 2024.

Urban Hen Survey

1 Year Pilot Program Checkin

40 responses

Question 1 - Did you participate in the Urban Hen Pilot Program?

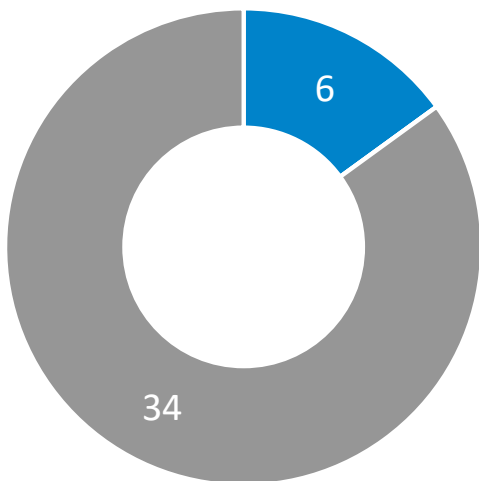


Yes - 6

No - 34

Unanswered - 0

Question 2 - Do you plan on continuing to keep hens on your property?



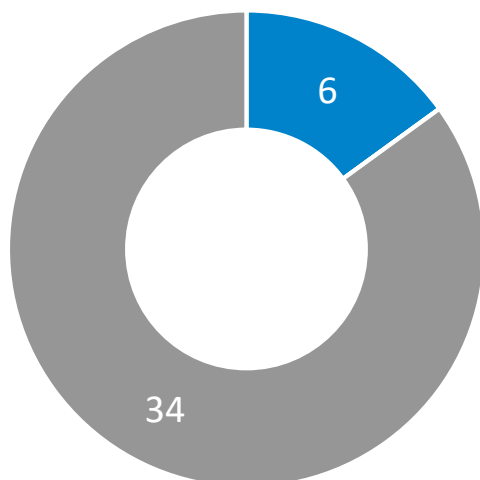
Yes - 6

No - 0

Unanswered - 34

- But annual fees are quite high for no apparent reason and I think they should be more inline with pet licensing fees.
- I'd like to but not cost effective due to all the charges that the town requires.

Question 3 - Did you find the documents provided along with your Urban Hen License to be helpful?



Yes - 6

No - 0

Unanswered - 34

Question 4 - You chose "no".

Please provide us with any suggestions you may have that will help us provide more valuable information to future hen keepers if this program becomes permanent.

- No responses received.

Question 5 - Do you think residents should be allowed to continue to keep hens on their residential property? Please explain why or why not.

- No, if they want livestock, they should be on an acreage
- Yes, there has been absolutely zero concerns with chickens and I get to produce my own food source
- No, farm animals have no place in urban areas. I did not enjoy the sound or smell from the ones my neighbor kept.
- No problem as long as not in the vicinity of our property. Fortunately no sign of hens in our neighborhood.
- Yes
- Absolutely!! Residential hens serve so many wonderful populations! They provide educational opportunities to children, food for families or donated to the food banks, they are great for agriculture and pets control and they are adorable.
- Yes
- No
- No, would be noisy, I used to live on a farm growing up and we always had chickens.
- I think it's a great idea, food is expensive. Also you know exactly what you feed your hens so you know what is in your eggs

- Yes, it provides farm fresh ready eggs for a cheaper value
- Yes
- Yes!
- Yes absolutely
- No .. I'm not convinced about raising chickens in town .Coming from the country it's hard to fathom raising chickens in Blackfalds's. Our yards are not big enough to support chickens.
- Only a few and must be well.kept
- Yes. As long as the rules are being followed and it's not interrupting anyone else's lives. I don't see the harm in continuing the program.
- No. This initiative is a wast of time.
- Yes
- Hens provide fresh eggs, control pests, fertilize gardens, and teach children about animal care. While there may be concerns about noise or odor, these can be mitigated with proper care.
- I have not heard of any concerns with any residents that were approved for hens. I believe giving people the chance to raise hens for eggs for food within their property is a great idea. People can garden in their property for food why not allow production of eggs as well. I agree with the cap on the amount of hens and the prohibition of roosters as well.
- No they attract mice and I believe this could be problematic
- No. I personally think with the amount of loose cats and dogs in the area all it's going to take is one eating someone's hens to cause another uproar. I know I don't want chickens beside me If people wants chickens,buy land and have a farm. Not needed in an urban setting
- Absolutely not. They are noisy, the filth of excrement and they encourage predators into town, coyotes etc. We already have more than enough problems with the town allowing over population of the geese and their filth being left everywhere.
- Yes, fresh eggs, organic fertilizer, scrap organic waste ie- greens etc, valuable learning experience
- Yes I do
- Yes. and should be able to sell eggs and birds
- The number of applicants to the program doesn't warrant any further time or money to be spent by the town to amend bylaws, or implement snd management an urban hen license/program. The cost simply outweighs the benefit at this point.
- No, smell and noise.
- Yes. I have not witnessed any negative impact the past two years as a neighbor. Families that are willing to do the chores should benefit from the reward their chickens bring.

- No, people are too irresponsible.
- Yea because it is important to keep the hens in a good spot where they can be taken care of and fed.
- No, they are a nuisance.
- Yes. Considering no complaints have been made in the first year - the pilot has been going even better than expected!
- No. There are already people breaking the rules such as letting their chickens free roam in the yard and having much more hens than allowed.
- Yes! With the ongoing inflation it helps families with cost of food, and also allows people to care for the animals their food comes from in a much more Humane way then factory farming.
- Yes, because they are less of a disturbance than other animals that are allowed.
- Yes!!! Food is expensive, we should be allowed to use are lots for whatever we would like, especially with getting eggs; and making sure we have promised food. I'm so happy we have this problem.
- Yes, there has been absolutely no issues
- Yes

Question 6 - What do you like about the rules for keeping hens in Blackfalds?

- That there is a limited number of animals and I hope there is a limited number of participants. Can you imagine if every resident wanted urban hens !!! Also I'm happy that the hens stay in their coop
- It helps everyone to know the expectations
- I like no roosters and maximums on number of hens. As well, the fee to have them.
- Not a fan. They belong on farms, not in Blackfalds.
- Did not look at them
- I think up to 6 should be allowed, for the safety of the animals, owners must have a fenced yard that is large enough for the hens to roam and owners need to ensure they have proper storage and means to purchase feed.
- Coop / outside area requirments keep people from not having "bad" housing and 4 is a reasonable limit so they dont get too noisy or stinky.
- Not enough.
- That you are allowed up to the size of your pen for hens.
- Freedom
- Great if they are controlled and kept.
- The rules are clear a.
- Nothing.
- No roosters

- That we are allowed an opportunity to keep chickens to help feed our children as well as the benefits to our yard.
- That only 4 hens are allowed and that no roosters are permitted. I also like that they have to remain in their enclosure at all times to keep them safe from predators.
- I don't
- I don't
- The rules aren't needed if the program doesn't continue
- Clear rules
- Accountability.
- Why does the town have to be so restrictive
- Limits on hens allowed per applicant.
- I don't
- The limit, so that there isn't an unreasonable amount of hens at one property.
- I don't know honestly
- At least there are rules and a process for complaints.
- I love the limit of 4 and the consideration of the animal's well-being.
- I like the rules when they are followed, but they are not being followed.
- The minimum coop size to insure they are taken care of
- Food, free groceries, it's a win win
- Their contained
- Yes

Question 7 - What would you change about the rules for keeping hens in Blackfalds?

- Not being allowed in Blackfalds
- Nothing
- Just to keep them safe in winter
- Nothing
- More should be allowed to have them
- Nothing
- eliminate hens in the town.
- Allow eggs to be sold. There is a limit on the hens allowed, so let people sell their extra eggs.
- Allowing for more allowance to have a chicken coop in the he side yard as long as it is behind a fence.
- Maybe bigger coop sizes to provide the hens with more space.
- I would not allow hens in the town of blackfalds
- Don't allow them
- I wouldn't allow hens within town limits
- Make it a bit easier on the application process.

- Drop or lower license fee don't be so restrictive on laws
- Neighbors should be notified upon an application received.
- 0 hens allowed
- Nothing.
- Not allowing them.
- I would like hens to be atleast taken of by more people including the community
- I would prefer no urban hens
- Nothing, unless a bunch of complaints begin coming in about an aspect of the program.
- Check ins with neighbors of hen owners.
- Being able to have more than 4 hens and be able to sell if you have too many eggs.
- More of them!
- Land tittle requirement could go, and the yearly fee could be lessened
- No

Question 8 - Please share any other comments you have about the Urban Hen Pilot Program

- My family has really enjoyed having our chickens however, if the yearly fees continue, I will not be able to keep up to the cost of having hens
- I do not want it to be continued. Or, at least 1 random check per year to ensure all regulations are being adhered to.
- Cancel the program
- I believe it is a good thing
- I wish it was still open to have joun and obtain chickens at this point!
- No one would want hens next door to them in town,
- I have no other comments
- Love it
- Even though not a fan of this .Hope the ones who do go through with them obey the rules and keep their neighbouring families happy with the noise and keeping yards clean .
- A supreme wast of time.
- I think it should become permanent as many other cities and towns have been allowing them for a long time.
- I disagree with this program
- Please stop with this program. I really don't want them in Blackfalds
- I hope this keeps going. It has worked well in other communities.
- Good program allows people to lessen cost of living.
- I recall hearing the town had not received any complaints. I would like to know if Bylaw Enforcement initiated any communication with neighboring home owners to discuss any pros or cons that they may have. Also if any verification was conducted to ensure

applicants were adhering to the pilot program, # of hens, adequate facilities, humane handling etc.

- Waste of money
- “Thank you Town of Blackfalds for considering new ideas for your residents. Can the next be green bin compost recycling (hint hint nudge nudge)? Even if it means households opting in and bringing their waste to a central drop-off for processing? Or to a compost bin located at community gardens by chance?”
- If council is going to approve to keep the program long term, safety measures need to be put in place for the hens.
- Good things happen when new ideas are piloted! Great job, Blackfalds!!!
- I am hoping the program becomes permanent.
- It’s perfect, please keep it going!
- I enjoy having my hens, but the fees are too high in order to keep them

Attachment 2

Municipality (Population in 2023)	Do Municipalities have specific rules to keep hens safe in the winter. If, so what are they?	Do they allow eggs to be sold?	If yes, is DP required and under what use(Home bsse Buniess) or is a valid Hen License all they need?	Maximum # of Licenses Issued	Allow coops to be in the side yard of property	Maximum Coop Size	Maximum # of Hens allowed	Notification to Neighbours	How are they notified/Who sends Nofitcartion and at what stage (application or decision stage)	What happens if a neighbour states they don't want the hens next door/ is the application refused?	Are municipalites checking in with the neighbours to see how the hen license is working/not working	Fee
City of Lacombe (14,344)	No. However, the bylaw states that the owner must provide adequate shelter for the hens regardless of the weather/time of year.	No	N/A	No limit	No	The maximum coop size allowed is 10 m ² in floor area, and no more than 2.4 m in height. Larger coops are not allowed.	4	Yes. Notification is sent to adjacent properties, before a decision.	During the application process, the city mails out letters to the neighbouring properties. Prior to a decision being made.	If more than 50% of the neighbours are against the application, it will be denied.	No	\$50 one time fee but required to renew every year.
Town of Sylvan Lake (17,146)	No. However, the Town provides a brochure, with helpful information on what to expect including making adjustments to the coop for cooler and warmer weather.	No	N/A	No limit	No	No maximums	4	No	N/A	N/A	No	\$60 annually, valid from January 1st to December 31st. Fee is not prorated.
City of Red Deer (109,234)	No. However, the bylaw states that the owner must provide adequate shelter for the hens regardless of the weather/time of year.	No	N/A	No limit	Yes, however must adhere to the setback distance requirements of an accessory building in a residential district	The maximum coop size allowed is 10 m ² in floor area, and no more than 2.4 m in height. Larger coops are not allowed.	4	No	N/A	N/A	No	\$28 annually, valid from January 1st to December 31st. Fee is not prorated.
Town of Innisfail (8450)	Applicant must complete training that offers information on raising hens including how to provide adequate shelter for the hens regardless of the weather/time of year.	No	N/A	20	No	The maximum coop size allowed is 10 m ² in floor area, and no more than 2m in height. Larger coops are not allowed.	Minimum 2 hens to a maximum of 4 hens	Yes	The town notifies adjacent neighbours after the license is issued as a courtesy.	N/A	No	\$65 annually, valid from January 1st to December 31st. Fee is not prorated.
Town of Penhold (3706)	No. Applicant is to take a course on safe handling of hens, prior to issuance of a license.	No	N/A	25	Yes, they can be in side yards with no setbacks.	The maximum coop size allowed is 100 ft ² and 1.8m in height. Larger coops are not allowed.	4	The applicant is to provide a separate form signed by the shared property boundary owners. It is not notification but a acknowledgement the applicant has spoken with the neighbours.	N/A	The Town of Penhold has the discretion and authority to deny a request for permit due to documentation of medical concerns from neighbouring properties and/or any other concerns. This would be on a complaint base or through the Neighbour Acknowledgement form.	No	\$70 annually, valid from January 1st to December 31st. Fee is not prorated.
Village of Alix (822)	No. However, the bylaw states that the owner must provide adequate shelter for the hens regardless of the weather/time of year.	No	N/A	15	Yes, however must adhere to the setback distance requirements of an accessory building in a residential district	The maximum coop size allowed is 10 m ² in floor area, and no more than 2.4 m in height. Larger coops are not allowed.	4	Yes, Notification is sent to adjacent property, before a decision.	Notice of Decision is given to adjacent land owners and applicant at the time of permit approval as well as the notice being posted on the Village office window and on our Village website, the 21 day appeal period applies.	There is no minimum amount of neighbour support required, however neighbours have the the 21 day appeal period if applicant has to apply for a DP.	No	\$25 annually, valid from January 1st to December 31st. Fee is not prorated.
Town of Olds (9696)	No. Applicant is to take a course on safe handling of hens, prior to issuance of a license.	Yes	Additional permits are not required.	40	Yes, however must adhere to the setback distance requirements of an accessory building in a residential district	The maximum coop size allowed is 10 m ² in floor area, and no more than 2 m in height. Larger coops are not allowed.	6	Yes. Notice of Development is sent to adjacent landowners, and within 20m of the property prior to a decision being made.	Notice of Decision is given to adjacent land owners and applicant at the time of permit approval as well as the notice being posted on the website, the 21 day appeal period applies.	any comments received from neighbours during the permit process are included with the package for Council's consideration	No	\$35 annually, valid from January 1st to December 31st. After June 30, fee will be charged at 50% of fee.
Town of Rocky Mountain House (7425)	No	No	N/A	No limit	No	The maximum coop size allowed is 9.29 m ² (100 ft ²), and no more than 2 m (6.56 ft) in height. Larger coops are not allowed.	4	No	N/A	N/A	No	\$75.00 annually, valid from January 1st to December 31st. Fee is reduced to \$50 if paid prior to January 31st of the calender year.
Village of Clive (862)	No. However, the bylaw states that the owner must provide adequate shelter for the hens regardless of the weather/time of year.	No	N/A	10	No	Each hen must have a minimum of 0.37 m ² (3.99 ft ²) of interior floor area within the coop. Can apply for larger coop through the Development Permit process.	6	No. The applicant is to provide 2 letters of permission consent from adjacent porperty owners with their applicant , if this is not provided at the time of application the application is refused.	N/A	Fifty percent or more of the neighbours, having contiguous boundaries with the property where the Hens will be kept, are not in support of the application, the application is refused.	No	\$25 annually, valid April 1st to March 31st. Fee is not prorated.

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

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

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

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

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Urban Hen Bylaw**”.
- 1.2 That Schedule ‘A’, as attached, form part of this Bylaw.

PART 2 – DEFINITIONS

2.1 In this Bylaw:

- (a) “**Chief Administrative Officer**” or “**CAO**” means the person appointed to the position established under Bylaw 1170.14.
- (b) “**Coop**” means a fully enclosed weatherproof structure used for the keeping of Urban Hens that is no larger than 10.0 m² in floor area, and no more than 2.4 m in height.
- (b)(c) “**Development Permit**” means a document that is issued under the Land Use Bylaw and authorizes a development.
- (e)(d) “**Urban Hen**” means a domesticated female chicken that is at least 16 weeks of age.
- (e)(e) “**Municipal Ticket**” means a municipal ticket issued on behalf of the Town for a violation under this Bylaw.
- (e)(f) “**Officer**” includes an Animal Control Officer, a Bylaw Enforcement Officer, a Peace Officer, a Special Constable and a Member of the Royal Canadian Mounted Police.
- (f)(g) “**Outdoor Enclosure**” means a security enclosed outdoor area attached to a Coop for Urban Hens to roam.
- (g)(h) “**Owner**” includes any person, partnership, association, or corporation:
- Owning, possessing, having charge of, or control over, any Urban Hen;
 - Harbouring any Urban Hen;
 - Suffering or permitting any Urban Hen to remain about their house or premises; and
 - Any person to whom an Urban Hen License has been issued under this Bylaw.
- (h)(i) “**Principal Building**” means a building which is considered the principal use of the lot on which it is erected.
- (j) “**Projection**” means any portion of a building or structure which extends into a required setback.
- (i)(k) “**Rear Yard**” means the portion of a lot or site abutting the rear property line extending across the full width of the Subject Property, situated between the rear

property line and the nearest wall of the Principal Building. Where there is no Principal Building, the Rear Yard shall be determined at the minimum Rear Yard prescribed in the land use district the Subject Property is located on.

~~(j)(l)~~ **“Rooster”** means a domesticated male chicken.

~~(m)~~ **“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.

~~(k)(n)~~ **“Subject Property”** means a lot or parcel of land in respect of which an Urban Hen License is sought or has been issued.

~~(H)(o)~~ **“Temporary Caregiver”** means a person who has been authorized by the Owner to provide care to their Hens in the event the Owner is temporarily unable to do so.

~~(m)(p)~~ **“Town”** means the Town of Blackfalds.

~~(n)(q)~~ **“Urban Area”** means lands located within the Town’s municipal jurisdiction on which agricultural operations, including but not limited to the keeping of livestock are neither a permitted nor discretionary use under the Town’s Land Use Bylaw.

~~(e)(r)~~ **“Urban Hen License”** means a license issued by the CAO or designate pursuant to this Bylaw authorizing the license holder to keep Urban Hens on a Subject Property.

~~(p)(s)~~ **“Violation Ticket”** means the ticket issued by the Town to a person who has committed an offence under this Bylaw.

PART 3 – PROHIBITIONS

3.1 In the Urban Area, no person shall:

3.1.1 Keep a Rooster; or

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

PART 4 – PILOT PROGRAM REGULATIONS

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

~~4.1.1 Participants must acknowledge the pilot program as a trial.~~

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

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

PART 5 – LICENSING PROVISIONS

5.1 A person may apply to keep a maximum of four (4) Urban Hens by:

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

5.1.2 Paying the annual Urban Hen License fee of \$70.00, which shall not be prorated;

5.1.3 Providing a site plan including a drawing that shows the proposed location and dimensions of the Coop and Outdoor Enclosure and the proposed setbacks from the Coop and Outdoor Enclosure to the side and rear property lines;

5.1.4 Providing a copy of the Premises Identification (PID) Number applicable to the Subject Property; and

- 5.1.5 Any other information reasonably required by the CAO, or designate, including but not limited to:
- 5.1.5.1 The name, address and contact information of the Owner and any person(s) who may act as a Temporary Caregiver;
 - 5.1.5.2 A copy of the Certificate of Title for the Subject Property dated within thirty (30) days of the date of application; and
 - 5.1.5.3 Written consent to keep Hens on the Subject Property, from the registered landowners of the Subject Property as shown on the Certificate of Title, if the Owner is not the registered landowner.
- 5.2 The CAO, or designate, may issue or renew an Urban Hen License if they are satisfied:
- 5.2.1 The applicant is the Owner of the Subject Property on which the Urban Hens will be kept, or that the Owner of the Subject Property has provided written consent to the application;
 - 5.2.2 The applicant resides on the Subject Property on which the Urban Hens will be kept;
 - 5.2.3 The land use district of the Subject Property allows the placement of a Coop for the keeping of Urban Hen(s);
 - 5.2.4 The applicable fee has been paid; and
 - 5.2.5 All required information has been provided.
- 5.3 The CAO, or designate, may refuse to grant or renew an Urban Hen License for any of the following reasons:
- 5.3.1 The applicant or Owner:
 - 5.3.1.1 Does not or no longer meets the requirements of this Bylaw;
 - 5.3.1.2 Provides false information or misrepresents any fact or circumstance to the CAO, or designate, or an Officer;
 - 5.3.1.3 Has, in the opinion of the CAO, or designate, based on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted;
 - 5.3.1.4 Has been convicted of any offence involving abuse, mistreatment or negligent treatment or keeping of animals;
 - 5.3.1.5 Has previously been the holder of an Urban Hen License that was revoked for non-compliance with this Bylaw, or in respect of which an order has been made under Section 645 of the *Municipal Government Act*;
 - 5.3.1.6 Has not complied with all other Provincial or Federal regulations for the keeping of livestock;
 - 5.3.1.7 Fails to pay a fine imposed by a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of Urban Hens;
 - 5.3.1.8 Fails to pay any fee required by this or any applicable Bylaw; or
 - 5.3.2 In the opinion of the CAO, or designate, based on reasonable grounds, it is in the best interests of the public to do so.
- 5.4 An Urban Hen License is valid only for the period July 11th to July 10th in the year for which it is issued.
- 5.5 An Urban Hen License is not transferable from one person to another person nor from one property to another.

- 5.6 A person to whom an Urban Hen License has been issued shall produce the license at the demand of the CAO, or designate, or an Officer.

PART 6 – APPEALS

- 6.1 An appeal lies from a decision of the CAO, or designate, to:
- 6.1.1 Impose conditions on an Urban Hen License, if the appellant is the applicant who applied for the Urban Hen License;
 - 6.1.2 Refuse an Urban Hen License, if the appellant is the applicant for the Urban Hen License; or
 - 6.1.3 Revoke an Urban Hen License, if the appellant is the holder of the Urban Hen License that was revoked.
- 6.2 An appeal under Section 6.1 shall be in writing, addressed to the Chief Administrative Officer, and must be received not later than fourteen (14) days after the decision subject to the appeal is issued.
- 6.3 As soon as reasonably practicable, and in any event not more than fourteen (14) after receiving a notice of appeal the Chief Administrative Officer shall appoint an Appeal Committee for the purpose of hearing the appeal, and apart from appointing the Appeal Committee and providing it with administrative support, the Chief Administrative Officer shall not be involved in the appeal process.
- 6.4 The Appeal Committee shall consist of three (3) members, none of whom is an employee or Council Member of the Town and that the Chief Administrative Officer may appoint members as deemed appropriate..
- 6.5 The Appeal Committee shall schedule the appeal hearing within thirty (30) days after the notice of appeal.
- 6.6 The Appeal Committee shall provide its decision in writing, with reasons, within seven (7) days of the appeal hearing. The Appeal Committee may:
- 6.6.1 Uphold the decision of the CAO, or designate;
 - 6.6.2 Vary the decision of the CAO, or designate, including imposing conditions on an Urban Hen License that differ from any conditions imposed by the CAO, or designate; or
 - 6.6.3 Overturn the decision of the CAO, or designate.
- 6.7 The decision of the Appeal Committee is final and binding and is not subject to appeal to a Court.

PART 7 – KEEPING OF URBAN HENS

- 7.1 An Owner shall:
- 7.1.1 Have a valid Urban Hen License;
 - 7.1.2 Provide each Urban Hen with at least 0.37 m² (4.0 ft²) of interior floor area within the Coop to a maximum Coop size of 10.0 m² in floor area, and at least 0.92 m² (9.9 ft²) of Outdoor Enclosure. [If a larger Coop is desired, the Owner is required to apply for a Development Permit;](#)
 - 7.1.3 Locate the Coop and Outdoor Enclosure fully within the [Side Yard or the Rear Yard](#) of the Subject Property, [in accordance with the residential accessory building setbacks prescribed in the Land Use Bylaw;](#)
 - 7.1.4 Provide and maintain, in the Coop, at least one nest box per Coop and one perch per Urban Hen, that is at least 15 cm long;
 - 7.1.5 Keep each Urban Hen in the Coop or Outdoor Enclosure at all times;
 - 7.1.6 Provide each Urban Hen with food, water, shelter, light, ventilation, care, and

opportunities for essential behaviours such as scratching, dust-bathing, and roosting, all sufficient to maintain the Urban Hen in good health;

- 7.1.7 Maintain the Coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
 - 7.1.8 Construct and maintain the Coop to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal;
 - 7.1.9 Keep a food container and a water container in the Coop;
 - 7.1.10 Keep the Coop secured from sunset to sunrise;
 - 7.1.11 Remove left over feed, trash, and manure in a timely manner;
 - 7.1.12 Store feed within a fully enclosed container;
 - 7.1.13 Store manure within the fully enclosed container, and store no more than 3 cubic feet of manure at a time;
 - 7.1.14 Remove all other manure not used for composting or fertilizing and dispose of manure in accordance with Town bylaws;
 - 7.1.15 Follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak;
 - 7.1.16 Register all Urban Hens with the Province through the Premise Identification (PID) Program and/or any other registration system required by Provincial or Federal regulation or legislation; and
 - 7.1.17 Keep Urban Hens for personal use only.
- 7.2 An Owner shall not:
- 7.2.1 Sell eggs, manure, meat or other products derived from Urban Hens;
 - 7.2.2 Slaughter an Urban Hen on the Subject Property;
 - 7.2.3 Dispose of an Urban Hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of Urban Hens; and
 - 7.2.4 Keep an Urban Hen in a cage, kennel, or any shelter other than a Coop.

PART 8 – MUNICIPAL TICKETS AND VIOLATION TICKETS

- 8.1 Where an Officer has reasonable grounds to believe that a person has contravened any provision of this Bylaw:
- 8.1.1 They may serve upon the person a Municipal Ticket allowing payment of the specified fine as set out in Schedule 'A' of this Bylaw, which payment will be accepted by the Town or the Contractor on behalf of the Town in lieu of prosecution for the offence if paid within 21 days of the date of service; or
 - 8.1.2 They may issue and serve a Violation Ticket in accordance with the Provincial Offences Procedure Act, RSA 2000, c. P-34 and amendments thereto, allowing a voluntary payment or requiring a person to appear in court, without the alternative of making a voluntary payment.
- 8.2 An Officer may, but is not required to, issue a Municipal Ticket before issuing a Violation Ticket under the Provincial Offences Procedure Act.
- 8.3 A Municipal Ticket shall be deemed to be sufficiently served if:
- 8.3.1 Served personally on the Owner, or left at the Owner's residence; or
 - 8.3.2 Mailed to the address of the Owner.

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

PART 9 – OBSTRUCTION

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

PART 10 - REPEAL

10.1 That Bylaw 1286.23 is hereby repealed upon this Bylaw coming into effect.

PART 11 – DATE OF FORCE

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

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

SCHEDULE 'A'

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

DRAFT

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

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

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

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

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the **“Urban Hen Bylaw”**.
- 1.2 That Schedule ‘A’, as attached, form part of this Bylaw.

PART 2 – DEFINITIONS

2.1 In this Bylaw:

- (a) **“Chief Administrative Officer”** or **“CAO”** means the person appointed to the position established under Bylaw 1170.14.
- (b) **“Coop”** means a fully enclosed weatherproof structure used for the keeping of Urban Hens that is no larger than 10.0 m² in floor area, and no more than 2.4 m in height.
- (c) **“Development Permit”** means a document that is issued under the Land Use Bylaw and authorizes a development.
- (d) **“Urban Hen”** means a domesticated female chicken that is at least 16 weeks of age.
- (e) **“Municipal Ticket”** means a municipal ticket issued on behalf of the Town for a violation under this Bylaw.
- (f) **“Officer”** includes an Animal Control Officer, a Bylaw Enforcement Officer, a Peace Officer, a Special Constable and a Member of the Royal Canadian Mounted Police.
- (g) **“Outdoor Enclosure”** means a security enclosed outdoor area attached to a Coop for Urban Hens to roam.
- (h) **“Owner”** includes any person, partnership, association, or corporation:
 - a. Owning, possessing, having charge of, or control over, any Urban Hen;
 - b. Harboring any Urban Hen;
 - c. Suffering or permitting any Urban Hen to remain about their house or premises; and
 - d. Any person to whom an Urban Hen License has been issued under this Bylaw.
- (i) **“Principal Building”** means a building which is considered the principal use of the lot on which it is erected.
- (j) **“Projection”** means any portion of a building or structure which extends into a required setback.
- (k) **“Rear Yard”** means the portion of a lot or site abutting the rear property line extending across the full width of the Subject Property, situated between the rear property line and the nearest wall of the Principal Building. Where there is no Principal Building, the Rear Yard shall be determined at the minimum Rear Yard prescribed in the land

use district the Subject Property is located on.

- (l) **“Rooster”** means a domesticated male chicken.
- (m) **“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.
- (n) **“Subject Property”** means a lot or parcel of land in respect of which an Urban Hen License is sought or has been issued.
- (o) **“Temporary Caregiver”** means a person who has been authorized by the Owner to provide care to their Hens in the event the Owner is temporarily unable to do so.
- (p) **“Town”** means the Town of Blackfalds.
- (q) **“Urban Area”** means lands located within the Town’s municipal jurisdiction on which agricultural operations, including but not limited to the keeping of livestock are neither a permitted nor discretionary use under the Town’s Land Use Bylaw.
- (r) **“Urban Hen License”** means a license issued by the CAO or designate pursuant to this Bylaw authorizing the license holder to keep Urban Hens on a Subject Property.
- (s) **“Violation Ticket”** means the ticket issued by the Town to a person who has committed an offence under this Bylaw.

PART 3 – PROHIBITIONS

3.1 In the Urban Area, no person shall:

- 3.1.1 Keep a Rooster; or
- 3.1.2 Keep a hen other than an Urban Hen for which a valid Urban Hen License has been issued.

PART 5 – LICENSING PROVISIONS

5.1 A person may apply to keep a maximum of four (4) Urban Hens by:

- 5.1.1 Submitting a completed application, on the form approved by the Chief Administrative Officer;
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 - 5.1.5.2 A copy of the Certificate of Title for the Subject Property dated within thirty (30) days of the date of application; and
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READ for the first time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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(RES.)

MAYOR JAMIE HOOVER

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Failing to keep Urban Hens for personal use only	7.1.17	\$250	\$500	\$1000
Slaughter of an Urban Hen on the Subject Property	7.2.2	\$250	\$500	\$1000

MEETING DATE: January 28, 2025

PREPARED BY: Billie Scott, Development Officer II

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Development Permit Application #347-24: Relaxation of east side yard from 4.5 m (14.79 ft) to 3.0 m (9.84 ft) (33%) – 2 Anna Close - Row House w/ deck and accessory suite.**

BACKGROUND

On March 26, 2024, Bylaw 1302.24 was passed to rezone Lots 38-57, Block 14, Plan 162 0173, to Direct Control District #4 (DC-4). This change was made to permit the development of row housing with accessory suites, a type of development previously prohibited under the Land Use Bylaw (LUB) 1268/22. The DC-4 District allows for the construction of three row housing buildings, containing a total of twenty (20) units, six (6) of which may include accessory suites. These accessory suites are only permitted on end units or on corner lots, as they have additional yard space to accommodate access and window placement.

The DC-4 District is a special zoning category designed for specific uses and regulations determined by Council, tailored to parcels of land or development concepts where the standard regulations of other Land Use Districts would be insufficient. Under the DC-4 District's development criteria, the Development Officer has been delegated the authority to review and render decisions on Development Permit applications based on their compliance with the Development Standards outlined in the DC-4 District and the Residential Multi Dwelling District (R-2) of the LUB. The Development Officer has not been delegated the authority to render decisions on relaxation requests, therefore, this application is being brought before Council for a decision because a side yard setback relaxation is being requested.

DISCUSSION

The Planning and Development Department has received a Development Permit application for the construction of seven (7) row houses with accessory suites proposed on two (2) of the end-units. Upon review, it was noted that a relaxation of the east side yard setback for 2 Anna Close would be necessary. The minimum side yard setback that the applicant is proposing is 3.0 m (9.84 ft) and the applicant was informed that the proposed setback would require a relaxation of 1.5 m (4.9 ft) as the minimum a required setback is 4.5 m (14.76 ft).

The applicant advised that the side yard relaxation is necessary to maintain uniformity by ensuring that all seven (7) row houses are of the same size. They stated that, given the current layout of the lot, it would not be possible to meet the required side yard setbacks and fit the row house on the lot as planned. The applicant has adjusted the row house's position to maximize space in the side yard while also ensuring that the required setback from the Utility Right of Way is maintained.

This application had been referred to adjacent landowners and internal stakeholders for comment. To date we have received one (1) response from the Fire Department citing no concerns.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

That Council, approve the application for the east side yard relaxation of 1.50 m (4.9 ft) to allow for a minimum side yard relaxation of 3.0 m (9.84 ft) as presented in Development Permit #347-24, located at 2 Anna Close (Lot 57, Block 14, Plan 162 0173), subject to the following conditions being met to the satisfaction of the Development Officer:

Conditions

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.
2. The applicant shall ensure that the east side yard setback relaxation for the row house w/deck and accessory suite does not exceed 3.0 m.

Prior to Occupancy Conditions:

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

General Development Conditions:

7. The exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
8. The applicant is required to submit a "*Final Lot Grading Certificate*" prepared by a professional (e.g., Alberta Land Surveyor, Professional Engineer, or Professional Technologist), acceptable to the Development Authority for approval.
9. All landscaped areas shall be designed to facilitate effective surface drainage consistent with the submitted grading plan. This includes a minimum of 300.0mm (11.81in) of topsoil to facilitate growth.

10. Front yard sod (or other landscaping material approved by the Development Authority), and one (1) front yard tree is required within one (1) year from construction completion.
11. Curb stop must remain visible and at the proper elevation prior to completion of hard surfacing or landscaping.

Ongoing Conditions:

12. An Accessory Suite shall provide two (2) additional Off-Street Parking stalls in addition to the minimum requirements of Section 3.20 of the Land Use Bylaw. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
13. Parking stalls are to be developed as shown on the approved site plan with a minimum width of 2.5 m (8.2 ft).
14. All parking stalls must be hard-surfaced.

ALTERNATIVES

- a) That Council, refer this item back to Administration for further information.
- b) That Council, refuse the application, citing reasons for its refusal.

ATTACHMENTS

- *Development Permit Application*
- *Subject Property and Adjacent Landowner Referral Map*
- *Plot Plan*
- *Request for Relaxation Letter from Applicant*
- *Section 2.2 (vi) – Development Authority and Decisions on Development Permit Applications*
- *Section 6.5 – Residential Multi-Dwelling District (R-2)*
- *Schedule A5*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

Development Permit #: 347-24

Application Date: Oct 25/24

To Be Completed By Applicant:

Do you have a Business License with the Town of Blackfalds? Yes No

Permit Being Applied for By: Land Owner Applicant/Contractor

Landowner Name(s): Forum

Mailing Address: Suite 2910 Bell Tower - 10107, 103 Avenue NW

City: Edmonton Prov: AB Postal Code: T5J 0H8

Phone: _____ Alt Phone: _____

Email Address: _____

Preferred Method of Correspondence: Email Mail Phone

(Same as Landowner)

Applicant/Contractor Name(s): Falcon Homes (2020) Ltd

Mailing Address: PO Box 12066

City: Sylvan Lake Prov: AB Postal Code: _____

Phone: 403.887.4197 Alt Phone: _____

Email Address: info@falconhomes.net

Preferred Method of Correspondence: Email Mail Phone

PROJECT INFORMATION

Proposed Land Use (*please note that one (1) Development Permit Application is required per lot / title):

- SFD Deck (covered/uncovered) Addition Accessory Suite Accessory Building (garage/shed)
 Duplex Four Plex Manufactured/Modular Home Demolition Moved in Building
 Other: 7 Plex

Approximate Value of Development: \$ 225,000.00
(Building Materials and Labour)

Civic Address of Property to be Developed: 2 Anna Close

Lot: 57 Block: 14 Plan: 162 0173 Land Use District: B-2 DC-4

Existing Land Use: R-2

Number of Storeys: 2 Height (avg. from ground level to peak): 29'4"

Lot Area: 348.4 m Uncovered Deck Construction Included: If yes, size: 180 sq m sq ft

Total Parcel Coverage: 20.6 % (include any deck(s), garage(s) – attached or detached, accessory building(s), verandahs, etc.)

Yard Setbacks - Front Yard: 7.21 Left Side Yard: N/A

Right Side Yard: 3.0 Rear Yard: 11.41

Number of off-street parking stalls: 3 (location and size must be shown in the site/plot plan)

Primary Building: sq. meters sq. feet

Main Floor: 660 Upper Floor: 660 Basement: 645 Attached Garage: N/A

Accessory Building(s): sq. meters

Shed: N/A Detached Garage: N/A

Accessory Suite Information (if applicable): Existing Suite New Suite

Accessory Suite Total Floor Area: sq. meters sq. feet

Basement Floor (Accessory Suite): 645

Variance Required: Reason for variance: Left Sideyard 1.5m (should be 4.5m. Shown as 3.0m)

Proposed Commencement Date: ASAP Proposed Completion Date: August 31, 2025

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

If yes, please describe: _____

Development Permit #: 347-24

Application Date: _____

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

If yes, please describe: _____

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

If yes, please describe: _____

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

RESOURCES:

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

Detailed description of work and/or intended use or occupancy of the building (include extra paper if needed):

Construct new home in 7 plex with legal basement suite. All areas fully developed and complete including rear deck per plans.

NOTES:

1. This Application constitutes part of the permit.
2. Every Development Application shall be completed and submitted in accordance with the Town of Blackfalds current Land Use Bylaw in force.
3. Failure to comply with this form fully and lack of the required information and plans may cause delays in processing this Development Application.
4. An Application for a Development Permit shall, at the option of the applicant, be deemed to be refused when the decision of the Development Authority is not made within forty (40) days of receipt of the Application.
5. Any questions related to the collection and use of this permit information should be referred to the Planning and Development Department at 403.885.9679.

A DEVELOPMENT PERMIT COMES INTO EFFECT:

- a. if it is issued by the Development Authority, twenty-one (21) days after the date of decision.
- b. if it is issued by Town Council with respect to a development in a Direct Control District, upon the date of its issue, or
- c. if an appeal is made, on the date that the appeal is finally determined.

A development permit remains in effect for twelve (12) months from the date of its issue and thereafter is null and void unless an extension has been requested and approved. A time extension request must be received a minimum of one (1) month prior to expiry.

I hereby make application for a Development Permit under the provisions of the Town of Blackfalds current Land Use Bylaw in force in accordance with the plans and supporting information submitted herewith and which form part of this application and will abide by all conditions of approval. By submitting this application I hereby allow right of entry for inspection purposes.

Permit Applicant Name(s): Stephanie Fehr

Permit Applicant Signature(s): 

Landowner Name(s): Forum (see attached form)

Landowner Signature(s): _____

FOR OFFICE USE ONLY

Lot: 57 Block: 14 Plan: 1620173 Land Use District: DC-4 Tax Roll #: 046700

Variance Requested (if applicable): MPC Development Officer Council DC-4 district

IF DEMOLITION PERMIT - COPIES SENT TO: Utility Tax Department

Development Permit Fee: (1-61-00-520)	\$ <u>100</u>	MPC Date: _____
TOTAL:	\$ <u>100</u>	SDAB Date: _____
		Notification Date: _____

Receipt #: 616866 Date Application Deemed Complete: NOV 25 / 24

Personal information collected on this form will be used for issuance of permits, property assessment, and/or safety codes compliance monitoring and verification. This information is collected under the authority of the *Municipal Government Act*, the *Safety Codes Act* and the current Land Use Bylaw in force, as well as Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of the Act. Applicant names and the nature of permits issued may be made publicly available. Questions regarding the collection and/or use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

650 relaxation Fees: 619603



PLOT PLAN SHOWING PROPOSED LOCATION OF BUILDING(S)

Civic Address: 2, 6, 10, 14, 18, 22 & 26 Anna Close
Town of Blackfalds, Alberta
Legal Description: Lots 51 - 57, Block 14, Plan 162 0173

LOT 51 AREA NOTES:	
Lot Area	= 264.8 m ²
Foundation Area	= 62.4 m ²
Deck Area	= 7.4 m ²
Conc. Landing	= 1.1 m ²
Covered Conc. Block	= 1.6 m ²
Lot Coverage	= 27.4 %
Front Sod Area	= 47.6 m ²
Rear Sod Area	= 93.5 m ²
Landscape Area	= 141.1 m ²
	= 53.3 %

LOT 52 AREA NOTES:	
Lot Area	= 212.8 m ²
Foundation Area	= 61.3 m ²
Deck Area	= 7.4 m ²
Covered Conc. Block	= 1.6 m ²
Lot Coverage	= 33.0 %
Front Sod Area	= 37.8 m ²
Rear Sod Area	= 65.5 m ²
Landscape Area	= 103.3 m ²
	= 48.5 %

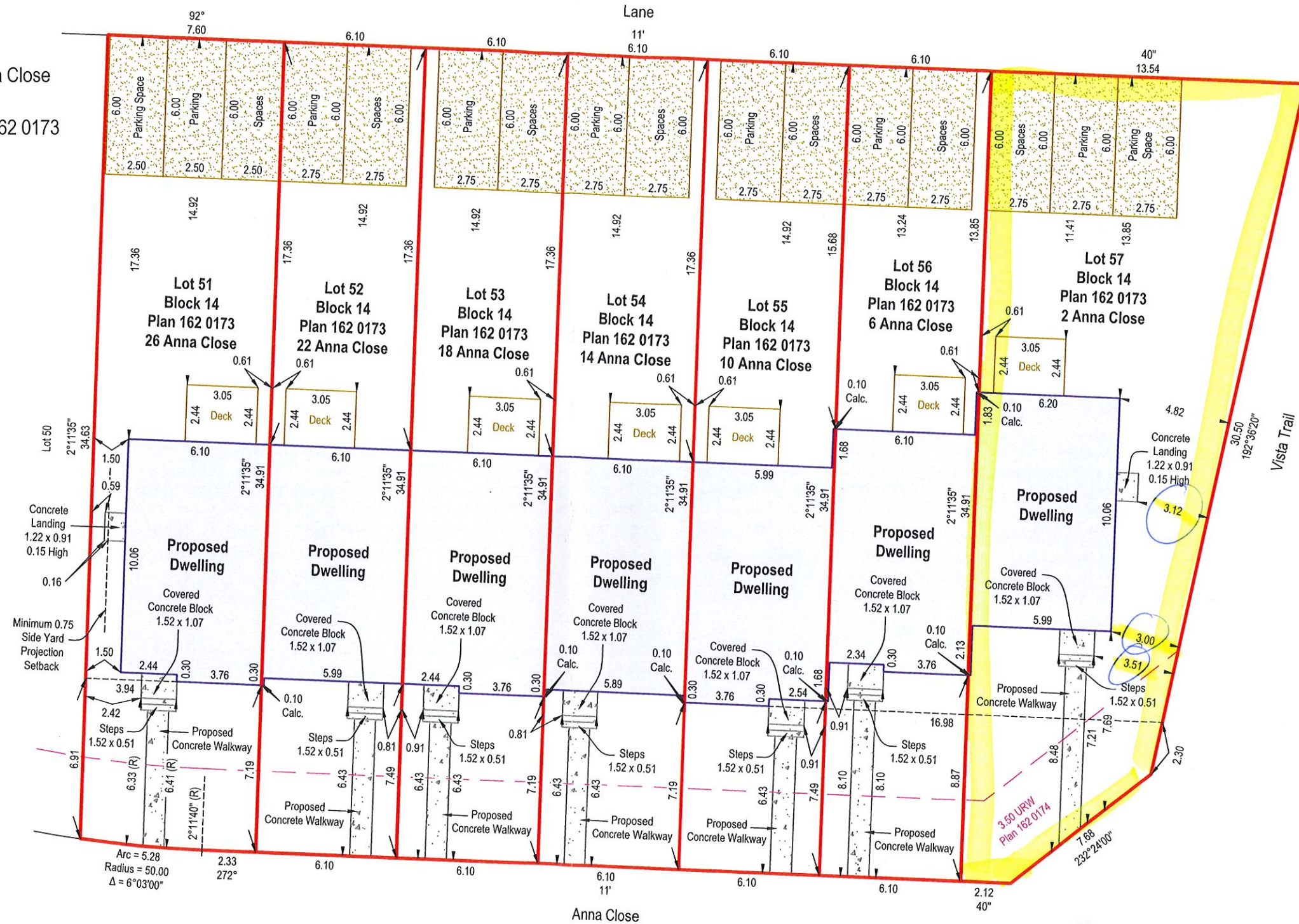
LOT 53 AREA NOTES:	
Lot Area	= 212.8 m ²
Foundation Area	= 62.4 m ²
Deck Area	= 7.4 m ²
Covered Conc. Block	= 1.6 m ²
Lot Coverage	= 33.6 %
Front Sod Area	= 36.8 m ²
Rear Sod Area	= 65.3 m ²
Landscape Area	= 102.1 m ²
	= 48.0 %

LOT 54 AREA NOTES:	
Lot Area	= 212.8 m ²
Foundation Area	= 61.4 m ²
Deck Area	= 7.4 m ²
Covered Conc. Block	= 1.6 m ²
Lot Coverage	= 33.1 %
Front Sod Area	= 37.8 m ²
Rear Sod Area	= 65.5 m ²
Landscape Area	= 103.3 m ²
	= 48.5 %

LOT 55 AREA NOTES:	
Lot Area	= 212.8 m ²
Foundation Area	= 62.6 m ²
Deck Area	= 7.4 m ²
Covered Conc. Block	= 1.6 m ²
Lot Coverage	= 33.6 %
Front Sod Area	= 36.8 m ²
Rear Sod Area	= 65.1 m ²
Landscape Area	= 101.9 m ²
	= 47.9 %

LOT 56 AREA NOTES:	
Lot Area	= 212.8 m ²
Foundation Area	= 62.8 m ²
Deck Area	= 7.4 m ²
Covered Conc. Block	= 1.6 m ²
Lot Coverage	= 33.7 %
Front Sod Area	= 45.3 m ²
Rear Sod Area	= 55.1 m ²
Landscape Area	= 100.4 m ²
	= 47.2 %

LOT 57 AREA NOTES:	
Lot Area	= 348.4 m ²
Foundation Area	= 61.5 m ²
Deck Area	= 7.4 m ²
Conc. Landing	= 1.1 m ²
Covered Conc. Block	= 1.6 m ²
Lot Coverage	= 20.6 %
Front Sod Area	= 67.8 m ²
Rear Sod Area	= 151.9 m ²
Landscape Area	= 219.7 m ²
	= 63.1 %



NOTES:
 -Distances are in metres and decimals thereof. Measurements are shown to the outside face of the proposed building foundation wall at ground level.
 -The above ground and buried facilities have not been located and are not shown on this plan. It is the responsibility of the owner(s) and contractor to have the facilities located prior to construction.
 -Lot boundaries have been calculated from registered plan and may change due to located survey evidence at the time of staking.
 -Steps are scaled from house drawings and actual dimensions need to be verified by builder.

LOT 51 CONCRETE LANDING
 EXTENDS 0.16 INTO MINIMUM 0.75
 SIDE YARD PROJECTION SETBACK
 AND DOES NOT MEET
 TOWN OF BLACKFALDS
 LAND USE BYLAW

APPROVED BY:

Print Name & Signature



LAND USE DISTRICT

DC-4 -Direct Control District #4

REVISION SUMMARY

- △ Amend Parking Spaces (08/07/24) PC/JW
- △ Amend Dwelling (04/16/24) PC/JW
- △ Original Issue (10/20/23) PC/JW

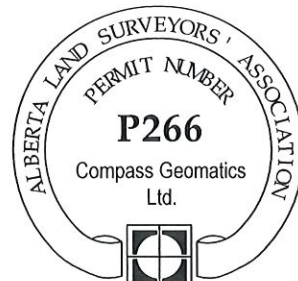
CLIENT

Falcon Homes (2020) Ltd.

REV.	PAGE
2	1 of 1



11-4608 62nd Street
 Red Deer, Alberta T4N 6T3
 Office (403) 356-0111 Fax (403) 356-0114
 www.compassgeomatics.ca



347-24 2 Anna Close



FALCON HOMES

P.O. Box 12066 RPO, Sylvan Lake, AB T4S 2K9
Office: 403-887-4197
Email: info@falconhomes.net • www.falconhomes.net

REQUEST FOR RELAXATION

November 27, 2024

Via email: Chilgersom@blackfalds.com

Town of Blackfalds

Box 220, 5018 Waghorn St
Blackfalds, AB T0M 0J0

To Whom it May Concern:

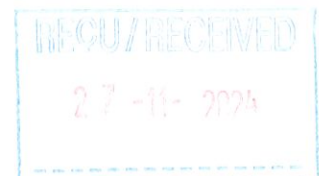
We are requesting a relaxation for the property at 2 Anna Close in Blackfalds, AB. It is Lot 57, Blk 14, Plan 162 0173. The corner of the proposed multi family dwelling extends into the minimum side yard setback and does not meet Blackfalds Land Use Bylaws. The reason for the request is to ensure that all seven units are the same size in our Multifamily project. The way that the lot stands as of right now, to meet Bylaws a dwelling would not even fit on the lot. You will see on the plot plan attached that we have moved the building back on the lot to allow for as much room as possible on the side yard setback. There would still be room for the electrical right of way should this relaxation be approved.

The proposed dwelling is one of seven units we are going to be building for a multifamily project on Anna Close. We have previously been granted relaxations for previous multifamily builds in the area. The site lines would not be affected on this new building as they were not affected on the project on Ava Cres or Vista Trail.

Thank you for considering this request for relaxation. Should you need additional information please do not hesitate to contact me.

Sincerely,

Jennifer Forrester
New Home Specialist
Falcon Homes (2020) Ltd.
jennifer@falconhomes.net
403-887-4197



PART 2.0 OPERATIONS AND ADMINISTRATIVE PROCEDURES

2.1 Establishment of Forms

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

2.2 Development Authority and Decisions on Development Permit Applications

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

2. with conditions necessary to ensure compliance.
- ix. may, with respect to a Development Permit application for any Discretionary Use in a residential Land Use District, except for a Home Based Business 3:
 1. Approve the application with or without conditions;
 2. Refuse the application with reasons stated; or
 3. Refer the application to the Municipal Planning Commission
- x. may, with respect to a Development Permit application for any Sign:
 1. Approve the application with or without conditions;
 2. Refuse the application with reasons stated; or
 3. Refer the application to the Municipal Planning Commission (Amended, Bylaw 1275.23, 05/23/23)
- xi. shall refer, with recommendations, to the Municipal Planning Commission applications for Home Based Business 3, and Discretionary Use applications for all other Land Use Districts
- xii. may approve, with or without conditions, variances in accordance with section 2.16
- xiii. shall refer to the Municipal Planning Commission variance requests in accordance with section 2.16
- xiv. 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
- xv. shall either refer to the Municipal Planning Commission or refuse any application that a Development Authority is precluded from approving under the *Matters Related to Subdivision and Development Regulation* or the *Municipal Government Act*. (Amended, Bylaw 1275.23, 05/23/23)
- xvi. 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.
- xvii. sign and issue all valid Development Permits, Certificates of Compliance, Notices of Decision, and other Notices as required.
- xviii. may approve the renewal of any Development Permit that was originally approved by the Municipal Planning Commission, provided there are no changes.
- xix. create the necessary forms or notices required under the *MGA*.
- iii) The Development Officer may, after giving notice to the Owner or occupant of a property in accordance with the *MGA*, enter a property to conduct an inspection to determine compliance with this Bylaw, the *MGA*, or any applicable Development Permit.
- iv) The Development Officer, upon receiving a Development Permit application, may refer any other planning or Development matter to the Municipal Planning Commission for its review, support and/or advice.

b) The Municipal Planning Commission:

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

2.3 Land Use Amendment Applications

- a) An application to amend this Bylaw may be made by any person by submitting the following to the Development Authority:

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">o Lots 1 through 8 (inclusive), Block 6, Plan 5629HW; ando Lots 25 through 40 (inclusive), Plan RN17A• Multiple Housing Development• Residential Sales Centre• Signs• Temporary Care Facility

6.5.3 District Regulations

- a) Development Plans illustrating the Development of the site, the architectural treatment of all Buildings, Landscaping, lighting, parking, and access shall be prepared to the satisfaction of the Development Authority.
- b) The Development Authority may require satisfactory screening to reduce any impact a use in this Land Use District may have on adjacent properties. Screening may include fencing, Building placement, Landscaping, or a combination of these items.
- c) Maximum Height shall be determined by the Development Authority having regard for the site, appearance, and massing of adjacent residential properties.
- d) For Mixed Use Developments:

- i) Dwellings shall be located only on a second floor and shall have a separate entrance from non-residential elements of the site
- ii) all outside loading, unloading, and parking spaces shall be located at the side or rear of the Building and be visually screened from view from any adjacent Streets or adjacent residential areas to the satisfaction of the Development Authority
- iii) commercial Uses shall be considered Discretionary Uses and are restricted to Commercial Services Facility; Food Service, Restaurant; Retail, General; and Office uses.

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations and Part 5.0 | Signs, the following regulations shall apply to all Development in this Land Use District:

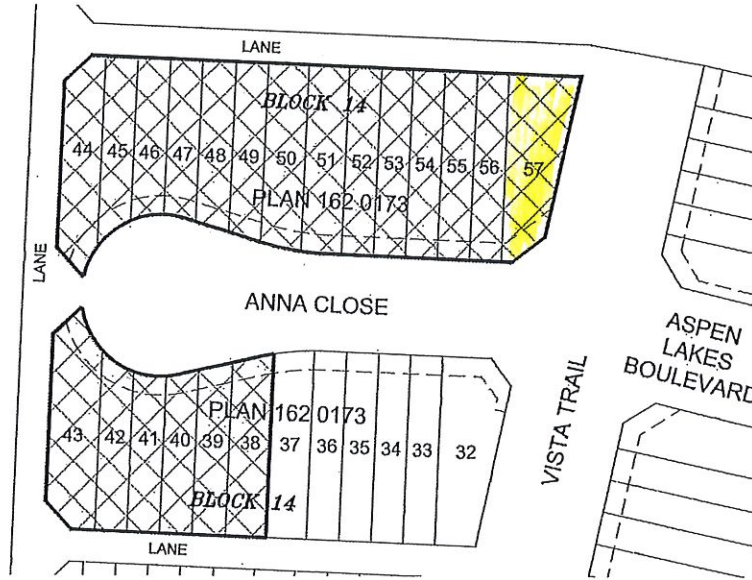
Minimum Front Yard	6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.61 ft)
Minimum Side Yard	1.5 m (4.9 ft) except: <ul style="list-style-type: none"> • adjacent to a collector Road, where it shall be 4.5 m (14.76 ft) • adjacent to a Road, but not including a Lane, where it shall be 3.0 m (9.84 ft) or as required by Alberta Building Code, whichever is greater • In a laneless subdivision, section 3.23 shall also apply, or as required in the Alberta Building Code, whichever is greater
Minimum Rear Yard	7.5 m (24.61 ft) except when adjacent to a collector Road, where it shall be 10.0 m (32.81 ft).
Minimum Parcel Area	<p><u>Duplex</u></p> <ul style="list-style-type: none"> • Interior Parcels – 280.0 m² (3,013.89ft²) • Corner Parcels – 330.0 m² (3,552.09 ft²) <p><u>Row Housing</u></p> <ul style="list-style-type: none"> • Interior Parcels – 185.0 m² (1,991.32 ft²) • Corner Parcels – 220.0 m² (2,368.06 ft²) <p><u>Row Housing (4-plex)</u></p> <ul style="list-style-type: none"> • Interior Parcels – 200.0 m² (2,152.78 ft²) • Corner Parcels – 275.0 m² (2,960.08ft²) <p><u>Temporary Care Facility</u></p> <ul style="list-style-type: none"> • Interior Parcels – 280.0 m² (3,013.89 ft²) • Corner Parcels – 330.0 m² (3,352.09 ft²)
Maximum Parcel Coverage	55% (excludes Driveways and Grade level open Decks)

Maximum Building Height	Row Housing and Multiple Housing Development <ul style="list-style-type: none"> • Flat Roof: 10.0 m (32.81 ft) • Sloped Roof: 12.5 m (41.01 ft) • Maximum 3 Storeys above Grade
Laneless Parcels	Where no Lane exists, and for Detached Dwelling, Duplex and Row Housing, both Side Yards shall not be less than: <ul style="list-style-type: none"> • 1.5 m (4.92 ft) in the case with an attached Garage • 3.0 m (9.84 ft) in the case of without an attached Garage.

Schedule A5 – Direct Control District #4 (DC-4) (Amended, Bylaw 1302.24, 03/26/24)

Purpose

The purpose of Direct Control District #4 is to allow for Accessory Suites in Row Housing on Lots 38 to 57 inclusive, Block 14, Plan 162 0173.



Permitted Uses

- Accessory Uses
- Row Housing
- Accessory Suite
- Home Based Business 1

Development Criteria

- a) The land and Buildings within this Land Use District shall be developed in accordance with the Residential Multi-Dwelling District (R-2) in addition to the Development Standards noted below.
- b) The Development Officer shall review and approved the Development Permit application based on its compliance with the Development Standards noted below.
- c) No variances or relaxations will be granted for parking stall width or number of parking stalls required.

Accessory Suite Development Standards

Accessory Suites:

- ✓ a) Must be located on an individual dwelling lot located on its own titled lot.
- ✓ b) Shall only be within an end or corner unit, with lane access.

2 Anna Close

347-24

- ✓ c) Shall have a floor area that does not exceed the ground floor are of the principal building.
- ✓ d) Contain a maximum of one bedroom.
- ✓ e) Have a separate entrance from the principal dwelling, either from a common indoor landing or directly from the side or rear of the building.
- f) Comply with the Province of Alberta's Building Code and Fire Code.
- ✓ g) Provide on additional parking stall for each bedroom.
- ✓ h) Have parking stalls be a minimum width of 2.5m.
- ★ i) Parking stalls shall be hard surfaced.
- j) Tandem parking shall not be permitted as a method for meeting the parking requirements for an accessory suite.

MEETING DATE: January 28, 2024

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

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

SUBJECT: **Bylaw 1323.25 - Schedule “B” 2025 Water and Wastewater Rates
Amendment to Utility Bylaw 1250.20**

BACKGROUND

Utility Bylaw 1250.20. Schedule “B” was approved by Council on September 8th, 2020, with the 2024 rates Schedule “B” updated in early 2024 to align with the 2024 Budget. The 2025 Budget included increases to these water and sewer rates based on the completed utility rate analysis, along with increased water and wastewater commission rates. This utility rate analysis helps stabilize the rates to avoid sharp increases. Schedule “B” is amended yearly to align with the operating budget for water and sewer to set the rates for each year.

At the Regular Council Meeting on January 14th, 2025, First Reading of this Bylaw was given under the following motion:

004/25 Deputy Mayor Coulter moved That Council give First Reading to Bylaw 1323.25 – Schedule “B” 2025 Water and Wastewater Rates, a bylaw to amend Schedule “B” of Bylaw 1250.20, as presented.

CARRIED UNANIMOUSLY

Tonight, we are asking Council to consider Second and Third Reading to Bylaw 1323.25 - Schedule “B” 2025 Water and Wastewater Rates.

DISCUSSION

Council and Administration discussed the 2025 utility rates during budget deliberations in the last quarter of 2024. The direction from these discussions in relation to 2025 utility rates are included in the budget binders. The 2025 Operating Budget included increases to the residential (and commercial) water and sewer utility rates for 2025. Bylaw 1323.25 amends Schedule “B” of the amending Utility Bylaw 1250.23. The proposed water and wastewater rate yearly increase across all utility accounts provides additional revenue to cover CPI, cost of treatment, maintenance, and commission rates.

The 2025 proposed increases equate to an average 4.60% increase per month or \$8.09 for a family of 4 (typical household) and is outlined under the “Town of Blackfalds 2025 Financial Plan & Budget Financial Impacts of Utility Rate Changes” of the 2025 budget binder and as attached to this memo. The bulk water rate will remain at \$6.29 per cubic meter of water used.

It is of note that the residential and commercial solid waste (and recycling) monthly rates remain unchanged for 2025 and are not part of this bylaw amendment.

FINANCIAL IMPLICATIONS

No impact on the 2025 Budget if approved. The water and wastewater revenues and expenses are based on the 2025 rates presented under Schedule "B".

ADMINISTRATIVE RECOMMENDATION:

That Council consider the following motion:


1. That Council give Second Reading to Bylaw 1323.25 – Schedule "B" 2025 Water and Wastewater Rates, a bylaw to amend Schedule "B" of Bylaw 1250.20, as presented.
2. That Council give Third Reading to Bylaw 1323.25 – Schedule "B" 2025 Water and Wastewater Rates, a bylaw to amend Schedule "B" of Bylaw 1250.20, as presented.

ALTERNATIVES

- a) That Council refer Bylaw 1323.25 – Schedule "B" 2025 Water and Wastewater Rates back to Administration for more information.

ATTACHMENTS

- *DRAFT Bylaw 1323.25 - Schedule "B" 2025 Water and Wastewater Rates*
- *Bylaw 1297.24 - Schedule "B" 2024 Water and Wastewater Rates*
- *Town of Blackfalds 2025 Financial Plan & Budget Financial Impacts of Utility Rate Changes*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AMEND UTILITY BYLAW 1250.20, TO REGULATE THE SUPPLY AND USE OF WATER, WASTEWATER, AND STORMWATER UTILITIES FOR THE TOWN OF BLACKFALDS

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of providing for the supply and use of water, wastewater, and stormwater utilities in the Town of Blackfalds:

WHEREAS Part 1, Section 3 of the *Municipal Government Act*, RSA 2000, c. M-26, provides that one purpose of a municipality is to provide services, facilities or other things that are necessary or desirable for all or part of the municipality;

WHEREAS Part 2, Division 1, Section 7 of the *Municipal Government Act*, RSA 2000, c. M-26 provides a Municipal Council with the authority to pass bylaws respecting the safety, health and welfare of people and protection of people and property, services provided by, or on behalf of, the municipality, public utilities and enforcement of bylaws;

WHEREAS Part 2, Division 1, Section 8 of the *Municipal Government Act*, RSA 2000, c. M-26 provides a Municipal Council with the authority to regulate or prohibit and provide for a system of licenses, permits and approvals;

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

PART 1 – TITLE AND PREAMBLE

- 1.1 That this Bylaw shall be cited as “**Schedule “B” 2025 Water and Wastewater Rates**”
- 1.2 The Schedule “B” attached to this Bylaw forms part of this Bylaw.

PART 2 - REPEAL

- 2.1 That Bylaw 1297.24 is hereby repealed upon this Bylaw coming into effect.

PART 3 - DATE OF FORCE

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

READ for the first time this 14th day of January, A.D. 2025.

(RES. 004/25)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

SCHEDULE "B"

COMMERCIAL AND RESIDENTIAL WATER AND WASTEWATER RATES
(Rates Effective January 1, 2025)

WATER RATES

Each Owner shall pay for water services supplied to the Property owned by them, the aggregate of amounts determined as per below:

A. Minimum Rate: Fixed base rate as below:

The fixed base rate monthly charge shall be determined by the size of the meter supplied to each Owner as follows:

5/8" (16mm) and 3/4" (19 mm)	\$17.75 fixed rate
1" (25 mm)	Cost of 3/4" meter multiplied by 2.5
1 1/2" (38 mm)	Cost of 1' meter multiplied by 2.5
2" (50 mm)	Cost of 1 1/2' meter multiplied by 2.5
3" (75 mm)	Cost of 2' meter multiplied by 2.0
4" (100 mm)	Cost of 3' meter multiplied by 2.0

** For larger size service, multiplier to be determined by Administration.

** For larger size service, multiplier to be determined by Administration.

B. Plus an Infrastructure rate: \$6.55

C. Plus a Consumption rate: \$3.19 per cubic meter of water measured

WASTEWATER RATES

Each Owner shall pay for wastewater services supplied to them, the aggregate of amounts determined as per below:

A. Minimum Rate: \$15.48

B. Plus an Infrastructure rate: \$6.55

C. Plus a Consumption rate: \$3.43 per cubic meter at 80% of water measured.

The above monthly minimum rates will apply to all properties in Town that have water and/or wastewater services available in the land abutting the property.

GENERAL PROVISIONS

A deposit of no greater than three months estimated billing may be required at the discretion of the CAO.

The decision to sell bulk water to contractors, developers and private companies shall be at the discretion of the CAO. If the Administration decides to sell bulk water, it will be at the rate of \$6.29 for every cubic meter. A minimum charge of \$150.00 per sale will apply to all bulk sales.

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AMEND UTILITY BYLAW 1250.20, TO REGULATE THE SUPPLY AND USE OF WATER, WASTEWATER, AND STORMWATER UTILITIES FOR THE TOWN OF BLACKFALDS

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of providing for the supply and use of water, wastewater, and stormwater utilities in the Town of Blackfalds:

WHEREAS Part 1, Section 3 of the *Municipal Government Act*, RSA 2000, c. M-26, provides that one purpose of a municipality is to provide services, facilities or other things that are necessary or desirable for all or part of the municipality;

WHEREAS Part 2, Division 1, Section 7 of the *Municipal Government Act*, RSA 2000, c. M-26 provides a Municipal Council with the authority to pass bylaws respecting the safety, health and welfare of people and protection of people and property, services provided by, or on behalf of, the municipality, public utilities and enforcement of bylaws;

WHEREAS Part 2, Division 1, Section 8 of the *Municipal Government Act*, RSA 2000, c. M-26 provides a Municipal Council with the authority to regulate or prohibit and provide for a system of licenses, permits and approvals;

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

PART 1 – TITLE AND PREAMBLE

- 1.1 That this Bylaw shall be cited as “**Schedule “B” 2024 Water and Wastewater Rates**”
- 1.2 The Schedule attached to this Bylaw forms part of this Bylaw.

PART 2 - REPEAL

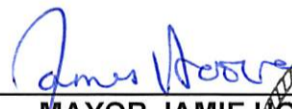
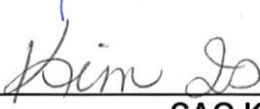

- 2.1 That Bylaw 1277.23 is hereby repealed upon this Bylaw coming into effect.

PART 3 - DATE OF FORCE

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


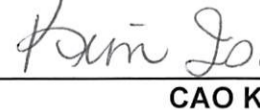
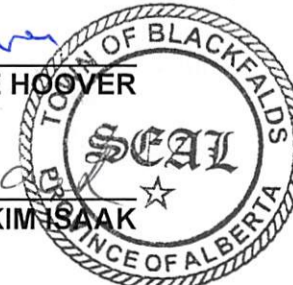
READ for the first time this 9th day of January, A.D. 2024.

(RES. 006/24)


MAYOR JAMIE HOOVER

CAO KIM SAKK



READ for the second time this 23rd day of January, A.D. 2024.

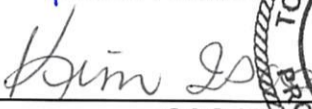
(RES. 017/24)



MAYOR JAMIE HOOVER

CAO KIM SAKK


READ for the third and final time this 23rd day of January, A.D. 2024.

(RES. 018/24)


MAYOR JAMIE HOOVER


CAO KIM ISAAK



SCHEDULE "B"**COMMERCIAL AND RESIDENTIAL WATER AND WASTEWATER RATES**
(Rates Effective January 1, 2024)

WATER RATES

Each Owner shall pay for water services supplied to the Property owned by them, the aggregate of amounts determined as per below:

A. Minimum Rate: Fixed base rate as below:

The fixed base rate monthly charge shall be determined by the size of the meter supplied to each Owner as follows:

5/8" (16mm) and 3/4" (19 mm)	\$17.57 fixed rate
1" (25 mm)	Cost of 3/4" meter multiplied by 2.5
1 1/2" (38 mm)	Cost of 1' meter multiplied by 2.5
2" (50 mm)	Cost of 1 1/2' meter multiplied by 2.5
3" (75 mm)	Cost of 2' meter multiplied by 2.0
4" (100 mm)	Cost of 3' meter multiplied by 2.0

** For larger size service, multiplier to be determined by Administration.

** For larger size service, multiplier to be determined by Administration.

B. Plus an Infrastructure rate: \$6.27

C. Plus a Consumption rate: \$2.95 per cubic meter of water measured

WASTEWATER RATES

Each Owner shall pay for wastewater services supplied to them, the aggregate of amounts determined as per below:

- A. Minimum Rate: \$15.18
B. Plus an Infrastructure rate: \$6.27
C. Plus a Consumption rate: \$3.24 per cubic meter at 80% of water measured.

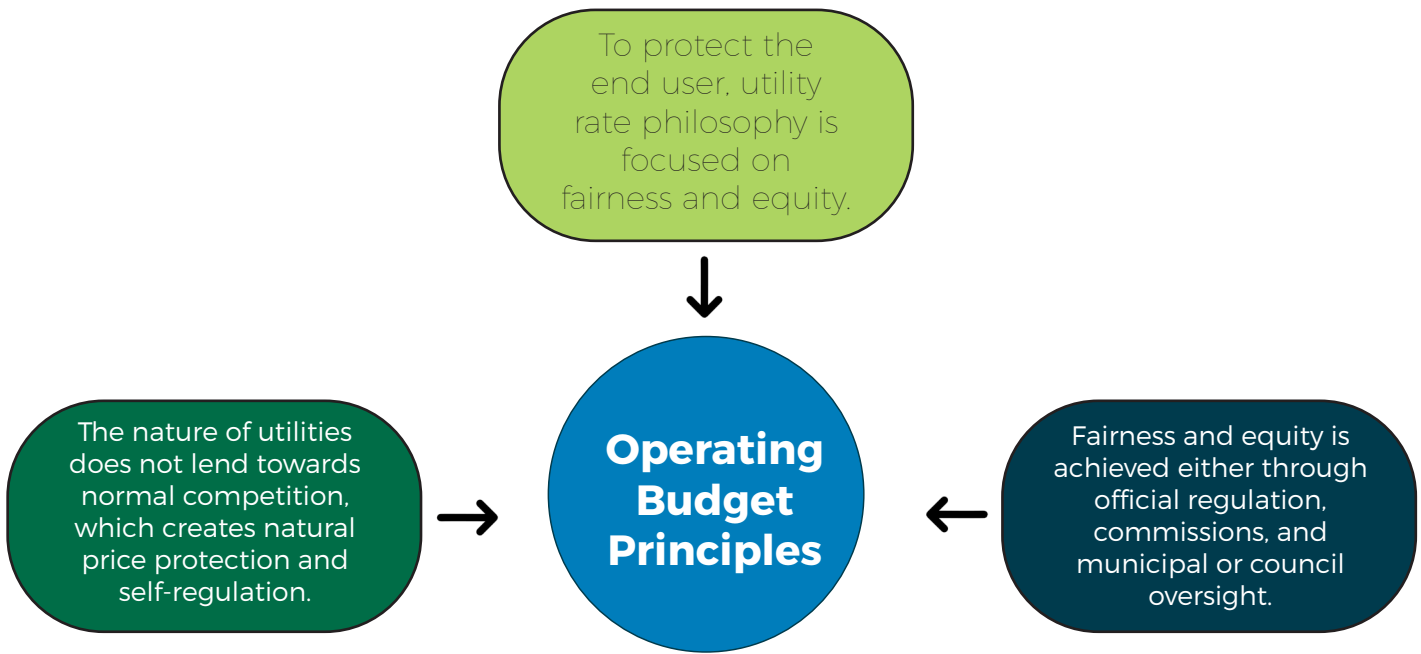
The above monthly minimum rates will apply to all properties in Town that have water and/or wastewater services available in the land abutting the property.

GENERAL PROVISIONS

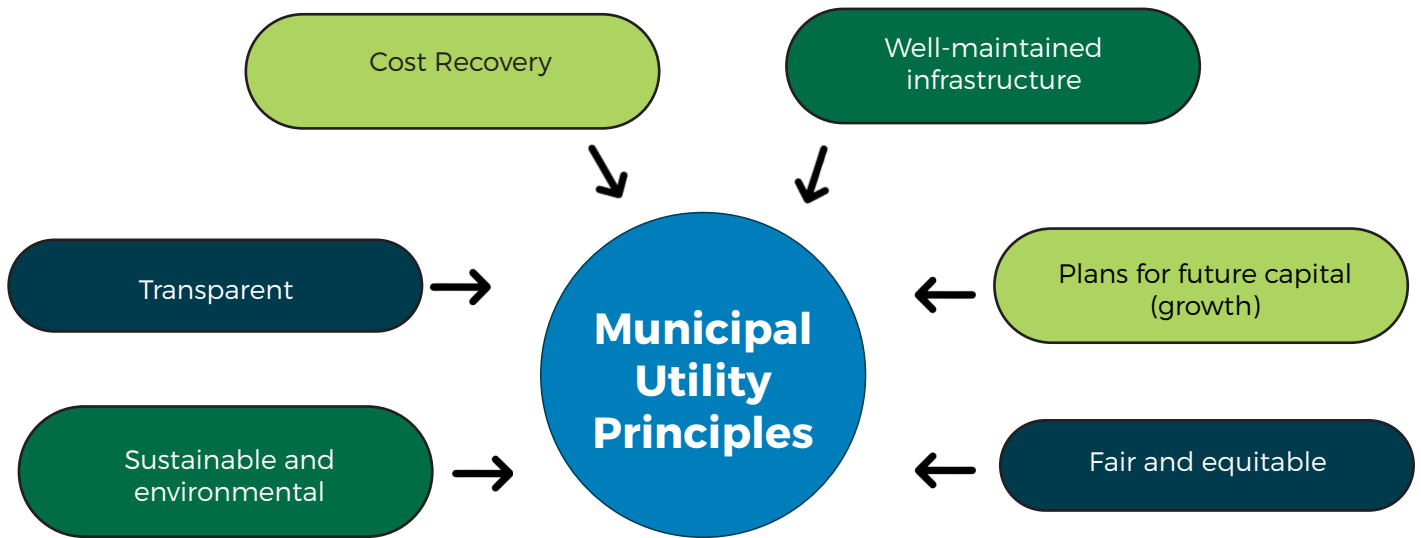
A deposit of no greater than three months estimated billing may be required at the discretion of the CAO.

The decision to sell bulk water to contractors, developers and private companies shall be at the discretion of the CAO. If the Town of decides to sell bulk water, it will be at the rate of \$6.29 for every cubic meter. A minimum charge of \$150.00 per sale will apply to all bulk sales.

Utility Philosophy Considerations



Municipal Philosophy Considerations



Town of Blackfalds

2025 Financial Plan & Budget

Financial Impacts of Utility Rate Changes

	Typical Monthly Consumption (Cubic Meters)	2024			2025		
		Base Rate	Variable Rate	Capital Infrastructure	Base Rate	Variable Rate	Capital Infrastructure
Water							
Rates		\$ 17.57	\$ 2.95	\$ 6.27	\$ 17.75	\$ 3.19	\$ 6.55
Percentage Change					1.0%	8.1%	4.5%
Waste Water (80% of Water Volume)							
Rates		\$ 15.18	\$ 3.24	\$ 6.27	\$ 15.48	\$ 3.43	\$ 6.55
Percentage Change					2.0%	5.9%	4.5%
Solid Waste							
Rates - Residential		\$ 30.91			\$ 30.91		
Percentage Change					0.00%		
Total Billings							
Typical House		Monthly	Annually	Avg. %	Monthly	Annually	Avg. %
Water & Waste Water	18	\$ 145.05	\$ 1,740.55		\$ 153.14	\$ 1,837.70	5.58%
Solid Waste		\$ 30.91	\$ 370.92		\$ 30.91	\$ 370.92	0.00%
Total		\$ 175.96	\$ 2,111.47		\$ 184.05	\$ 2,208.62	4.60%
Low Consumption		Monthly	Annually	Avg. %	Monthly	Annually	Avg. %
Water & Waste Water	8	\$ 89.63	\$ 1,075.51		\$ 93.80	\$ 1,125.62	4.66%
Solid Waste		\$ 30.91	\$ 370.92		\$ 30.91	\$ 370.92	0.00%
Total		\$ 120.54	\$ 1,446.43		\$ 124.71	\$ 1,496.54	3.46%

Town of Blackfalds

2025 Financial Plan & Budget

Financial Impacts of Utility Rate Changes

		2026			2027		
		Base Rate	Variable Rate	Capital Infrastructure	Base Rate	Variable Rate	Capital Infrastructure
Water							
Rates		\$ 17.93	\$ 3.22	\$ 6.78	\$ 18.11	\$ 3.25	\$ 7.02
Percentage Change		1.0%	0.9%	3.5%	1.0%	0.9%	3.5%
Waste Water (80% of Water Volume)							
Rates		\$ 15.79	\$ 3.48	\$ 6.78	\$ 16.11	\$ 3.53	\$ 7.02
Percentage Change		2.0%	1.5%	3.5%	2.0%	1.4%	3.5%
Solid Waste							
Rates - Residential		\$ 30.91			\$ 30.91		
Percentage Change		0.00%			0.00%		
Total Billings							
Typical House		Monthly	Annually	Avg. %	Monthly	Annually	Avg. %
Water & Waste Water	18	\$ 155.35	\$ 1,864.22	1.44%	\$ 157.59	\$ 1,891.10	1.44%
Solid Waste		\$ 30.91	\$ 370.92		\$ 30.91	\$ 370.92	0.00%
Total		\$ 186.26	\$ 2,235.14	1.20%	\$ 188.50	\$ 2,262.02	1.20%
Low Consumption		Monthly	Annually	Avg. %	Monthly	Annually	Avg. %
Water & Waste Water	8	\$ 95.31	\$ 1,143.74	1.61%	\$ 96.85	\$ 1,162.22	1.62%
Solid Waste		\$ 30.91	\$ 370.92		\$ 30.91	\$ 370.92	0.00%
Total		\$ 126.22	\$ 1,514.66	1.21%	\$ 127.76	\$ 1,533.14	1.22%

MEETING DATE: January 28, 2025

PREPARED BY: Darolee Bouteiller, Financial Services Manager

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Bylaw 1326.25 - Authorized Overdraft Bylaw**

BACKGROUND

Administration is bringing forward for review Bylaw 1326.25. The Authorized Overdraft Bylaw gives the Town the ability to make use of overdraft protection if needed. The current Overdraft Bylaw was brought forward in February 2022 and is now time to be reviewed. As the Borrowing Bylaw term is under 3 years, it will not require advertising.

DISCUSSION

Having an overdraft protection bylaw is required to maintain operations without disruption of service. Overdraft protection will reduce exposure of financial shortfalls, avoid cash flow discrepancies or compromise returns by dissolving investments at inopportune times. The Town utilizes active investment strategies by investing in a variety of secure investments, including high-interest savings accounts, 90-day Notice Demand Accounts, and Bond portfolios. The treasury strategy also includes banking practices for segregating funds into specific bank accounts for special projects and for use of CCBF Grant funds.

All investments are designed to optimize terms for short, medium, and long-term cashflow requirements. Administration manages cashflows based on the Town approved budgets, but there is always an operational risk that the costs of operations and projects precede the renewal of investments. With Overdraft protection, these risks are mitigated and provides more options for monitoring cash flows and treasury activities.

Attached is the bylaw, Administration is recommending that Council consider giving three readings to Bylaw 1326.25.

FINANCIAL IMPLICATIONS

It is the intent of Administration not to use the overdraft but rather have it in place as a protective measure and cashflow monitoring. The Authorized Overdraft has no cost to the Town unless it is utilized. The amount is set at \$1,000,000 maximum if utilized, the interest rate is prime minus .25%. Over the past 5 years, the Town has not needed to draw from this borrowing facility.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

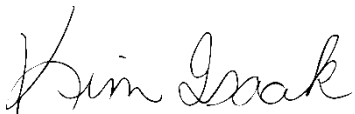
1. That Council give First Reading to Bylaw 1326.25, Authorized Overdraft Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1326.25, Authorized Overdraft Bylaw, as presented.
3. That Council give unanimous consent to move to the Third Reading of Bylaw 1326.25 – Authorized Overdraft Bylaw, as presented.
4. That Council give Third Reading to Bylaw 1326.25, Authorized Overdraft Bylaw, as presented.

ALTERNATIVES

- a) That Council give First Reading to Bylaw 1326.25 - Authorized Overdraft Bylaw, as presented.
- b) That Council refer Bylaw 1326.25- Authorized Overdraft Bylaw back to Administration.

ATTACHMENTS

- *DRAFT Bylaw 1326.25 – Authorized Overdraft Bylaw*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author



BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AUTHORIZE TEMPORARY BANK BORROWING FROM THE SERVUS CREDIT UNION IN THE TOWN OF BLACKFALDS.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of financing operating expenditures of the municipality.

WHEREAS The Municipal Council deems it necessary and expedient to borrow and expense the sum of up to One Million Dollars (\$1,000,000) to meet the current expenditures and obligations of the Town of Blackfalds (hereinafter called the "**Town**") until such time as the taxes levied or to be levied therefore as foresaid can be collected.

AND WHEREAS the amount of taxes estimated to be levied by the Town is in excess of Ten Million Dollars (\$10,000,000) this year and, therefore; the amount of the proposed temporary borrowing will not exceed the amount of taxes estimated to be levied.

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

PART 1 - TITLE

1.1 This Bylaw may be referred to as the "**Authorized Overdraft Bylaw**".

PART 2 – AUTHORIZED OVERDRAFT

- 2.1 Town Council does authorize the borrowing from time to time from Servus Credit Union (hereinafter referred to as "Servus") of a sum or sums not exceeding the aggregate amount of One Million Dollars (\$1,000,000) which Town Council deems necessary to expend to meet the current expenditures and obligations of the Town until such time as the taxes levied or to be levied therefore can be collected.
- 2.2 Town Council does agree to pay interest thereon, or on so much thereof as remains from time to time unpaid, such interest not to exceed 6% per annum.
- 2.3 Such borrowing shall be made by a promissory note or notes under the seal of the Town duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer or Designated Officer thereof.
- 2.4 Term of repayment of the borrowing shall be repaid as soon as possible by taxes levied and shall not extend beyond December 31, 2027.

PART 3 – REPEAL OF BYLAW 1264.22

2.1 Bylaw 1264.22 – Authorized Overdraft, and any amendments thereto, are hereby repealed.

PART 4 - DATE OF FORCE

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

READ for the first time this _____ day of _____, A.D. 202__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the second time this _____ day of _____, A.D. 202__.

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

MEETING DATE: January 28, 2025

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

PRESENTED BY: Robert Cote, Fire Chief

SUBJECT: **Fire Brush Truck Replacement**

BACKGROUND

The current Brush Truck has exceeded its intended use. In the past year, the electrical system has failed en route to emergency incidents. The truck itself is at its maximum weight capacity. With current weather trends during the spring and summer months, the Brush Truck is a crucial part of the Fire Department's fleet.

During the fall budget discussions, a Business Case was put forward for the replacement of the current Brush Truck, which was subsequently approved in the final Budget. The replacement of the truck was tied to the new contract with Enterprise Fleet Management; however, upon further discussions with Enterprise, it was determined that this replacement would not be a good fit for the program. The Town would need to keep the truck for a minimum of eight (8) years as opposed to the three (3) year time period that the Enterprise Program offers, and as a result, the Town would see a minimal return at the end of that time period.

Based on the above, it was determined that the replacement of the Brush Truck should proceed through Capital Purchase.

DISCUSSION

During budget discussions, Councils' pre-approval was for \$200,000.00, allowing for the replacement of the Fire Departments Brush Truck.

FINANCIAL IMPLICATIONS

A one-time allocation of \$200,000.00 from Capital reserves would be required for the purchase and outfitting of a replacement Brush Truck

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council approve the allocation of \$200,000.00 from Capital reserves for the purchase and outfitting of a new Brush Truck.

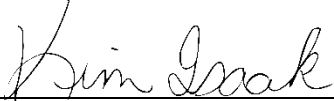
ALTERNATIVES

- a) That Council refer Fire Brush Truck Replacement back to administration for further information.

ATTACHMENTS

- *Brush Truck Replacement Business Case*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Director/Author

Business Case – Brush Truck

BUSINESS CASE

PREPARED BY:

ROBERT CÔTÉ FIRE CHIEF

DATE:

SEPTEMBER 6, 2024

TO:

Kim Isaac CAO Town of Blackfalds

CC:

Ken Morrison Director of Emergency Management & Protective Services

SUMMARY

The current Brush Truck has exceeded its intended use. In the past year we have had the electrical system fail while on route to emergency incidents. The truck itself is at its maximum weight capacity.

ISSUE TO BE ADDRESSED

This Capital Project will replace the current truck with a newer more efficient unit. With proper tool boxes and weight capacity. The current unit is a 2010 - ¾ ton unit (136,521km) which was purchased by the association with a side by side through fund raising at that time, this unit met the department needs. Over the last eleven years this unit has been used on multiple types of emergency incidents from grass/brush fires, Mutual Aid requests, Medical, Motor Vehicle Incidents and as a utility truck at fire scenes.

Currently the unit has 207,950 km on the truck. The weight of the grass fire equipment is at the GVW without the additional weight of the manpower.

Emergency response equipment and apparatus must be ready to respond at a moment's notice, with little chance for failure as lives, property and public safety are at stake.

OPTIONS TO CONSIDER

Option 1 – Status Quo

Keeping the current Brush Truck could put the general public and firefighters at risk. If the unit were to have an electrical fire due to the overload of the emergency equipment on the aging unit or a mechanical failure due to the weight.

Benefits:

- No overall asset cost.
- General maintenance through annual budget.

Risks / Disadvantages:

- Time delays in responding.
- Vehicle could fail, resulting in inability to respond.
- Possible suspension giving out on route or during a call.
- Increasing in vehicle repairs.

Option 2 – Title of Option 2

Replacing the Brush Truck with a Spec'd unit from a manufacturer. Going through the design and RFP process. This could be a one-two year build once the RFP is awarded. The unit would be new and have a longer front line service life.

Would better serve the needs of our growing community.

Approximate cost \$175,000

Benefits:

- More efficient apparatus. Designed to meet the electrical draw and needs of the department.
- Safer and more reliable than current unit.
- Longer Service Life.
- Less out of service time.

Risks / Disadvantages:

- No fixed committed pricing without an RFP awarded.
- Timelines for completion could be pushed further.
- Large initial cost to municipality
-

Option 3 – Purchase of a New Truck or Used / Leased Back and

Look to replace the unit with a one ton or a heavy one ton truck being a New or Used / Lease back unit with a proper flat deck or a utility box on the unit that will allow for the current Skid package to be placed and secured properly on the truck.

If a unit is found with only a flat deck, future tools boxes could be budgeted through the current budget. The emergency lights and decaling to be outsourced and budgeted accordingly.

Benefits:

- Lower cost than a new unit built from a manufacturer.
- Could be in service quicker.
-

Risks / Disadvantages:

- Service Life would be shorter than a new unit.
- Previous wear and tear on the unit itself is unknown.
- Higher initial maintenance costs.
- Lack of warranty.

ANALYSIS

This capital project would allow for the necessary planning and possible pre-construction of the unit within the first year and award the RFP to a manufacturer in Option 2. Option 3 would be to purchase a new truck from a dealership and then have local fabrication shop build the tools boxes around the current skid package, then have the unit decaled and emergency equipment installed to accommodate the needs of the fire department.

RECOMMENDATION

We recommend Option Two: This would allow for a properly engineered unit that is designed for Wildland Operations.

JUSTIFICATION

The current Brush unit was purchased by the Blackfalds Firefighters Association through fundraising. At that time, it was a lease back unit and was utilized for the fire department to assist with the firefighting needs of a lighter and quicker unit to fight brush/grassfires. At that time a 250 gallon tote and a pump was utilized and as the department responded to more grass fires the truck was upgraded to a removable skid package which had a bigger pump and a booster reel and extra ports for patrol hoses. The demand for the unit has put a strain on the electrical components and suspension of this unit as it ages. A new unit would be more reliable and safer for the firefighters responding incidents. With wild fires increasing there is a need for a reliable unit that can reach areas our large units can't.

HOW WILL WE DETERMINE SUCCESS OF THIS INITIATIVE?

Fire crews will be able to respond to incidents with the proper emergency lighting and sirens providing a safer response for the crew and general public overall.

SUGGESTED SCHEDULE FOR IMPLEMENTING THE RECOMMENDATION

Pending on which option is chosen this unit could be in service as quickly as 6 months or up to 2 years. As it relies on the availability of a truck chassis being in stock and then scheduling of assembling.

PROJECT BUDGET & CASH FLOW

Option 2: For a new Grass/Brush unit built by a Fire Apparatus Manufacturer would be approximately \$175,000 and a two year build.

Option 3: Purchase a new 2025 or 2026 Heavy One Ton Crew Cab Truck from a dealership then contract it out for a flat deck, toolboxes and emergency equipment to be installed. Cost approximately \$150,000.

ALIGNMENT WITH STRATEGIC PLAN & OTHER MAJOR PLANNING DOCUMENTS

Blackfalds is a growing community, and has the safety of its residents in trust. We must maintain and improve our equipment as growth occurs to ensure our residents have the service they expect and deserve.

COLLABORATION WITH OTHER CITY DEPARTMENTS

TOWN WORK UNIT	THEIR ROLE IN THE PROJECT	TIMELINE FOR THEIR INVOLVEMENT	WHO HAVE YOU SPOKEN TO ABOUT THEIR INVOLVEMENT?
Team Name			
Team Name			
Team Name			

ATTACHMENTS

- Wildland Apparatus Brochure for option 2 as an example.
- Print out of New/ Used /Lease Back Truck and an example of rear deck without tool boxes.

BUSINESS CASE APPROVALS

PROJECT SPONSOR (PRINT NAME):	PROJECT LEAD (PRINT NAME):
Project Sponsor (Signature):	Project Lead (Signature):
Date:	Date:

MEETING DATE: January 28, 2025

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

PRESENTED BY: Ken Morrison, Emergency Management and Protective Services Director

SUBJECT: **Command Truck – F150 – Deputy Fire Chief Training and Fire Prevention**

BACKGROUND

In the 2025 Budget, Council approved an additional full-time position for the Fire Department. This position will be responsible for training and fire prevention and will be an addition to the full-time officer complement. The Deputy Chief will be on call when not on duty and will need to respond to calls for service in a timely manner. The position will require a fully equipped emergency vehicle to respond to these calls. This newly created position is currently in the recruiting phase, with the expectation that it will be filled by early spring.

DISCUSSION

In addition to training and fire prevention, the Deputy Chief will be expected to respond to calls for service. Part of this position's duties will be working with local businesses and conducting the required fire inspections throughout the Town and parts of Lacombe County where we have existing fire service agreements. Travel will also be required to provide fire prevention education within the fire service area.

The requirement to have a vehicle ready for emergency response is essential for the position and must be outfitted with the appropriate equipment, as per the standards within the department.

The cost of the vehicle is estimated at \$60,000, with an additional \$30,000.00 to equip it with the required emergency equipment, resulting in an estimated total of \$90,000.00. This vehicle was initially planned to be put through the Enterprise Fleet Management (EFM) program; however in further discussion, due to the specialty equipment required, emergency vehicles would need to be kept for 8-10 years and would serve no real benefit to the town under the EFM program.

FINANCIAL IMPLICATIONS

Allocation of \$90,000 from Capital Reserves for the purchase and outfitting of the Deputy Chief's Command Truck.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council approve the allocation of \$90,000.00 from the Capital Reserve for the purchase and outfitting of a new Command Truck.

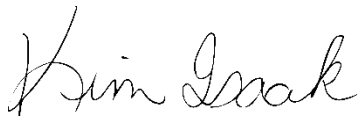
ALTERNATIVES

- a) That Council refer Command Truck – F150 – Deputy Fire Chief Training and Fire Prevention back to Administration for further consideration.

ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: January 28, 2025

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

PRESENTED BY: Robert Cote, Fire Chief

SUBJECT: **Fire Software Upgrade**

BACKGROUND

Currently, the Fire Department is operating two (2) software programs for incident response. One program, "Active911," is the alerting and mapping program for the initial fire response. The second program, "FirePro 2," is software that is utilized for completing fire reports, inspections, inventory, personnel and property. "FirePro 2" is server-based and requires logging into a computer with a network connection. "FirePro 2" requires each user to have a license, and the Fire Department currently has two. Recently, the City of Red Deer, which is responsible for fire dispatch, transitioned to the CAD system and the "FirePro 2" is not compatible with the new CAD system.

DISCUSSION

A Business Case was put forward during the 2025 Budget to upgrade to a new program called "First DUE," which is cloud-based software that allows access from any device. "First DUE" will integrate alerting and allow for access to preplanning. The cloud-based system will provide access to all personnel while on the scene to complete reports and notes and upload photographs and documents, which will provide live status updates.

Through the budget process, money was not allocated to the budget line as required or reflected in the 2025 budget; however, the increase was reflected in 2026 and 2027 for this new software program. It is essential that the Town move forward by transitioning to the new platform so that we are fully compatible with the CAD system that the City of Red Deer is using. This transition could take anywhere from 4 to 6 months to complete.

FINANCIAL IMPLICATIONS

\$20,000 from the General Capital reserve will allow for the required set-up and implementation of the new software program. This will cover the cost of the current program, "FirePro2," for 2025 and the addition of "FirstDUE" software. Costs going forward for 2026 and 2027 would be a yearly fee of \$13,900.00, which has been reflected in the budget.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council approve allocating \$20,000.00 from Capital Reserves to fund the installation and implementation of "FirstDUE" software.

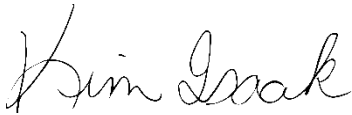
ALTERNATIVES

- a) That Council Fire Software Upgrade back to administration for further information.

ATTACHMENTS

- *Fire Software Upgrade Business Case*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: January 28, 2025
PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator
PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator
SUBJECT: **Regular Council Meeting Cancellation – May 27, 2025**

BACKGROUND

Throughout the year, after the Council Meeting Schedule is established at the annual Organizational Meeting, conflicts with meeting dates and other events often arise. The Regular Council Meeting scheduled for May 27, 2025, coincides with the travel plans of three Council members who will be attending the Federation of Canadian Municipalities (“FCM”) Annual Conference and Trade Show 2025. This conference is a valuable opportunity for Council members to engage in professional development, network with peers, and gain insights into best practices and innovative solutions for municipal governance.

DISCUSSION

Cancelling the meeting will ensure that Council members and the CAO are able to attend the FCM conference without scheduling conflicts. Any urgent matters that require Council's attention can be addressed at the subsequent meeting or through a Special Council Meeting if necessary.

Given the reasons outlined above, it is recommended that Council cancel the Regular Council Meeting scheduled for May 27, 2025.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council cancel the May 27, 2025, Regular Council Meeting and direct Administration to post notice of the cancellation.


ALTERNATIVES

- a) That Council refer Regular Council Meeting Cancellation – May 27, 2025 back to Administration for more information.

ATTACHMENTS

- *2024 -2025 Regular Council and Standing Committee of Council Meeting Schedule – APPROVED*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

The public is invited to attend all Regular Council, Standing Committee of Council Meetings and Public Hearings

Regular Council Meeting Schedule
 Second and Fourth Tuesday
 Regularly Commencing at 7:00 pm

Standing Committee of Council Meeting Schedule
 Regularly Commencing at 7:00 pm

2024	November	12, 26
	December	10, 24 (Cancelled)
2025	January	14, 28
	February	11, 25
	March	11, 25
	April	8, 22
	May	13, 27
	June	10, 24
	July	8, 22
	August	12, 26
	September	9, 23
	October	14
	October	30 Organizational Meeting

2024	November	18
	December	16
2025	January	20
	February	18
	March	17
	April	14
	May	20
	June	16
	July	14
	August	18
	September	15
	October	20 (cancelled – General Municipal Election)

Meeting dates and times are subject to change. Public notification of any variance to the approved schedule will be conducted in accordance with the MGA and Town of Blackfalds Bylaws and Policies.

MEETING DATE: January 28, 2025

PRESENTED BY: Councillor Marina Appel

SUBJECT: **CPKC Train Whistle Cessation Next Steps**

At the November 18, 2024, Standing Committee of Council Meeting, a report was provided by Administration on the Whistle Cessation Study. This \$50,000 expenditure for this study was approved by Council through the 2024 operating budget. Council discussed this report in depth and while the majority of Council were in support of implementing the safety features of the report the following recommendation was defeated:

Mayor Hoover moved That Standing Committee of Council recommend Administration to move forward with the next steps in the whistle cessation process, including:

- *Consulting with CPKC to confirm the feasibility of whistle cessation in Blackfalds;*
- *Notifying all relevant associations and organizations (based on Transport Canada requirements); and*
- *Issuing a public notice which says that the Town intends to pass a resolution to stop train whistling at the railway crossings.*

As a result of the above motion being defeated, a Notice of Motion will be required for Council to reconsider the matter sooner than the 6-month time period that is outlined in the Council Meeting Procedural Bylaw, if Council wishes Administration to proceed with the associated safety features of the Whistle Cessation.

Based on the above, I request that the following motion be considered at the February 11, 2025 Regular Meeting of Council.

“THAT Council approve reconsidering the CPKC Train Whistle Cessation Next Steps sooner than the 6-month time period that it is outlined in the Council Meeting Procedural Bylaw.”



Marina Appel,
Councillor