
1. **WELCOME AND CALL TO ORDER**

2. **LAND ACKNOWLEDGEMENT**

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

3. **ADOPTION OF AGENDAS**

- 3.1 Regular Agenda for August 26, 2025
3.2 Consent Agenda for August 26, 2025
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
 - b) **Adoption of Minutes**
 - o Regular Council Meeting Minutes – July 22, 2025
 - o Standing Committee of Council Meeting Minutes – August 18, 2025
 - c) **Council Reports**
 - o Mayor Jamie Hoover
 - o Deputy Mayor Edna Coulter
 - o Councillor Marina Appel
 - o Councillor Laura Svab
 - o Councillor Brenda Dennis
 - o Councillor Jim Sands
 - d) **Administrative Reports**
 - o Report for Council, CAO Report – August 2025
 - o Report for Council, Enforcement & Protective Services Monthly Report – July 2025
 - o Report for Council, Development & Building Monthly Report – July 2025
 - o Report for Council, BOLT KPI Monthly Report – July 2025
 - e) **Boards, Committee and Commission Minutes and/or Reports**
 - o Municipal Planning Commission Meeting Minutes – June 24, 2025
 - o Council Remuneration Review Committee Meeting Minutes – July 24, 2025
 - o Library Board Meeting Minutes – June 3, 2025
 - f) **Information**
 - o Servus Credit Union Public Library Programming Report – June 2025
 - o City of Lacombe Council Highlights – August 11, 2025
 - o Special Event Permit 011.25 - Blackfalds Street Dance
 - o Special Event Permit 012.25 - Rubber Duck Drop
 - g) **Correspondence**
 - o Email from M. McKinnon, CanEMERG: No-cost Emergency Mental Health and Wellbeing Resources for Your Team and Community - July 30, 2025
 - o Letter from Minister of Municipal Affairs, 2025 Canada Community-Building Fund (CCBF) Allocations – August 8, 2025

4. **PUBLIC HEARING**

- 4.1 Bylaw 1336.25 – Land Use Bylaw Housekeeping Amendments

5. **DELEGATION**

- 5.1 CIMCO Refrigeration – Arena Ice Plant , *Ryan Moore and Connor McIntosh*
5.2 Blackfalds RCMP Semi-Annual Report - *S/Sgt. Andrew Allan, Detachment Commander*

6. **BUSINESS**

- 6.1 Request for Decision, Bylaw 1336.25 - Land Use Bylaw Housekeeping Amendments
6.2 Request for Decision, Arena Ice Plant
6.3 Request for Decision, Blackfalds RCMP Multi-Year Financial Plan
6.4 Request for Decision, Proclamation - Alberta Development Officers' Week
6.5 Request for Decision, Blackfalds Transit Service On-Demand Contract Extension
6.6 Request for Decision, Regional Collaboration Committee
6.7 Request for Decision, Council Remuneration Review Report
6.8 Request for Decision, Bylaw 1342.25 - Municipal Election Sign Bylaw
6.9 Request for Decision, Penhold Fall Festival Parade

7. **NOTICES OF MOTION**

None

8. **CONFIDENTIAL**

- 8.1 Duncan Avenue Storm Lift Station, *Access to Information Act (ATIA) Section 29 - Advice from Officials*

9. **ADJOURNMENT**

Future Meetings/Events:

- Regular Council Meeting – September 9, 2025
- Standing Committee of Council Meeting – September 15, 2025

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on July 22, 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 and Planning Services
Rick Kreklewich, Director of Community Services
Jolene Tejkl, Planning & Development Manager
Peter McGee, Economic Development Officer
Renan Bravo, IT Technician
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

Councillor Marina Appel

OTHERS PRESENT

Phil Weber, Consultant - CIMA Canada Inc. (*virtual*)

PUBLIC HEARING ATTENDANCE

Vince Spenst, Blackfalds Resident
Cy Spenst, Blackfalds Resident
Kenneth Kendall, Blackfalds Resident
Gordon Lau, Stantec

WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Regular Council Meeting of July 22, 2025, called the meeting to order at 7:00 p.m. and indicated that Councillor Appel has sent her regrets.

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDAS

Regular Agenda Business item 6.6 Request for Decision, Womacks Road & Broadway Ave. Intersection Modelling and Analysis was moved to 6.2, and the remainder of the Business items were renumbered.

Addition of Regular Agenda Business items 6.7 Request for Decision, Letter of Support for Red Deer Ladies Fastball Association and 6.8 Request for Decision, Regular Council Meeting Cancellation Request.

Addition of Regular Agenda Confidential item 8.1 Aspen Lakes West School Site Development Agreement – *Access to Information Act* (ATIA) Section 32 Privileged Information.

MINUTES

192/25 Councillor Sands moved That Council adopt the Regular Agenda for July 22, 2025, as amended.

CARRIED UNANIMOUSLY

193/25 Deputy Mayor Coulter moved That Council adopt the Consent Agenda for July 22, 2025, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
 - Regular Council Meeting Minutes - July 8, 2025
- **Council Reports**
 - Mayor Hoover
 - Deputy Mayor Coulter
 - Councillor Appel
 - Councillor Svab
 - Councillor Dennis
 - Councillor Sands
- **Administrative Reports**
 - Report for Council, CAO Report - July 2025
 - Report for Council, BOLT KPI Monthly Report - July 2025
- **Boards, Committee and Commission Minutes and/or Reports**
None
- **Information**
 - Lacombe County Council Highlights - July 10, 2025
 - City of Lacombe Council Highlights - July 14, 2025
- **Correspondence**
 - Letter from T. Daroux, Commanding Officer Alberta RCMP - June 25, 2025

CARRIED UNANIMOUSLY

PUBLIC HEARING

Bylaw 1337.25 - Valley Ridge Estates Phase 6B Redistricting - PT. NW 27-39-27-W4M

Mayor Hoover declared the Public Hearing open at 7:04 p.m. for Bylaw 1337.25.

The purpose of Bylaw 1337.25 is to amend the Land Use Bylaw to re-district Pt. NW 27-39-27-W4M from Residential Single Dwelling Medium Lot District (R-1M) and Public Facility District (PF) to Residential High Density District (R-4) and Parks and Recreation District (PR).

First Reading was given to Bylaw 1337.25 on June 24, 2025.

Notice of this Public Hearing was advertised in accordance with Section 606 of *the Municipal Government Act* and the Town of Blackfalds' Public Notification Bylaw and Public Participation Policy:

- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers, commencing June 27, 2025.
- A hard copy of proposed Bylaw 1337.25 was available for viewing at the Town's Civic Centre Front Counter (upstairs) as of June 27, 2025.
- Via email to all local authorities and agencies on June 26, 2025.
- Via email to internal departments on June 27, 2025.
- On the Town's HWY 2A electronic sign commencing June 26, 2025.
- On the Town's Broadway electronic sign commencing July 2, 2025.
- July 2025 edition of "Talk of the Town".
- On the Town's website commencing on June 27, 2025.
- Circulation to adjacent landowners on June 27, 2025.
- Via email to the Municipal Planning Commission on June 27, 2025.
- In the July 10, 2025 and July 17, 2025 editions of the Lacombe Express.
- On the Town's social media channels in the weeks leading up to the Public Hearing.

MINUTES

The following written comments have been received to date:

- June 27, 2025, submission from Lacombe County
- July 8, 2025, submission from Nadine St. Denis
- July 9, 2025, submission from Alberta Transportation and Economic Corridors

There was one late submission relating to the Bylaw:

- July 18, 2025, submission from Alberta Health Services- Safe Healthy Environments with the following comments and observations with respect to the proposed development(s):
 - Alberta Health Services- Safe Healthy Environments has no objections to the approval of this application.

Those in Favour of the Bylaw

None came forward, and none attended virtually.

Those Opposed to the Bylaw

Vince Spenst a Blackfalds resident came forward to express concerns related to increase of traffic on Vista Trail.

Cy Spenst a Blackfalds resident came forward to express concerns related to de-valuing property and increase of traffic along Vista Trail.

Kenneth Kendall a Blackfalds resident on behalf of Nadine St. Denis, came forward to express the concerns in her submitted letter of July 8, 2025.

No one attended virtually.

Any Person Deemed to be Affected by the Bylaw Who Wishes to be Heard

Gordon Lau on behalf of Stantec and the Developer came to speak to the application and clarify what parcels will be re-zoned and confirm that this application does meet the Area Structure Plan for this area.

No one attended virtually.

Comments from the Planning & Development Department

None

Mayor Hoover declared the Public Hearing for Bylaw 1337.25 closed at 7:27 p.m.

DELEGATION

None

BUSINESS

Request for Decision, Bylaw 1337.25 - Valley Ridge Estates Phase 6B Redistricting - PT. NW 27-39-27-W4M

Following the closing of the Public Hearing, Manager Tejkl brought forward Bylaw 1337.25 - Valley Ridge Estates Phase 6B Redistricting - PT. NW 27-39-27-W4M for Council's consideration of Second and Third Reading.

194/25

Councillor Sands moved That Council postpone Second and Third Reading of Bylaw 1337.25 – Pt. NW 27-39-27-W4M Redistricting until the September 23, 2025, Regular Council Meeting.

CARRIED UNANIMOUSLY

MINUTES

Request for Decision, Womacks Road & Broadway Ave Intersection Modelling and Analysis

Director Weran presented the modelling and analysis report memo for the Womacks Road & Broadway Ave. intersection.

- 195/25** Councillor Sands moved That Council direct Administration to bring the Womacks Road & Broadway Ave. Intersection Modelling and Analysis to the 2026 Capital Budget discussions with the additional information requested by Council.

CARRIED UNANIMOUSLY

Request for Decision, Bylaw 1336.25 – Land Use Bylaw Housekeeping Amendments

Manager Tejkl brought forward Bylaw 1336.25 – Land Use Bylaw Housekeeping Amendments for Council's consideration of First Reading.

- 196/25** Councillor Svab moved That Council give First Reading to Bylaw 1336.25, Land Use Bylaw Housekeeping Amendments, as presented.

CARRIED UNANIMOUSLY

- 197/25** Deputy Mayor Coulter moved That Council set a Public Hearing date for August 26, 2025, at 7:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

Request for Decision, S-04-25 - Valley Ridge Phase 6B Subdivision

Manager Tejkl brought forward Subdivision Application S-04-25 - Valley Ridge Phase 6B for Council's consideration.

- 198/25** Councillor Svab moved That Council postpone Subdivision Application S-04-25 - Valley Ridge Phase 6B until Second and Third Reading of Bylaw 1337.25 has been considered.

CARRIED UNANIMOUSLY

Request for Decision, Baseball Freestanding Mural

Economic Development Officer McGee presented Council with a request from the Blackfalds and Area Historical Society to consider approving the Baseball Freestanding Mural.

- 199/25** Councillor Sands moved That Council approve the Freestanding Baseball Mural at 4800 Leung Road (Lot 1 Block 1 Plan 932 1630), subject to the following conditions:

1. The Mural shall be undertaken and completed in accordance with the approved Freestanding Baseball Mural Site Plan.
2. The Freestanding Baseball Mural shall not be closer than 0.5 m (1.64 ft.) to a registered easement or right of way and shall not be constructed within, or encroach upon, a registered right of way.
3. The applicant shall repair or reinstate, or pay for the repair or reinstatement, to original condition, any public property, street furniture, curbing, boulevard landscaping and tree planting or any other property owned by the Town, which is damaged, destroyed or otherwise harmed by the installation of the Freestanding Baseball Mural.
4. Any changes to the size or location of the Freestanding Baseball Mural requires prior authorization from the Town.

CARRIED UNANIMOUSLY

MINUTES

Request for Decision, Quarterly Financial Reports for the Period Ending June 30, 2025

Director de Bresser on behalf of Manager Bouteiller brought forward Quarterly Financial Reports for the Period Ending June 30, 2025.

- 200/25** Councillor Sands moved That Council accept the Operating Statement and Variance report for the period ending June 30, 2025, as information.

CARRIED UNANIMOUSLY

- 201/25** Deputy Mayor Coulter moved That Council accept, the Capital Project Report for the period ending June 30, 2025, as information.

CARRIED UNANIMOUSLY

- 202/25** Councillor Svab moved That Council accept the Council Expenditure report for the period ending June 30, 2025, as information.

CARRIED UNANIMOUSLY

Request for Decision, Letter of Support for Red Deer Ladies Fastball Association

Director Kreklewich brought forward a request from the Red Deer Ladies Fastball Association for a letter of support to host the 2026 U19 Canadian Women's Fast Pitch Championship.

- 203/25** Councillor Sands moved That Council authorize the Mayor to sign a letter of support for the Red Deer Ladies Fastball Association to host the 2026 U19 Canadian Women's Fast Pitch Championship and recommend the Association apply for the Community Initiatives Grant funding in 2026 to assist with rental costs.

CARRIED UNANIMOUSLY

Request for Decision, Regular Council Meeting Cancellation Request

Coordinator Nealon brought forward a request for Council to cancel the August 12, 2024, Regular Council Meeting.

- 204/25** Councillor Svab moved That Council formally cancel the August 12, 2025, Regular Council Meeting and direct Administration to post notice of the cancellation.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

None

RECESS

Mayor Hoover called for a five-minute recess at 9:16 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 9:20 p.m.

CONFIDENTIAL

- **Aspen Lakes West School Site Development Agreement – Access to Information Act (ATIA) Section 32 - Privileged Information**

- 205/25** Councillor Svab moved That Council move to a closed session commencing at 9:20 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 32 of the *Access to Information Act*.

CARRIED UNANIMOUSLY

MINUTES

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

206/25 Deputy Mayor Coulter moved That Council move to come out of the closed session at 9:30 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 9:30 p.m.

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

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 9:30 p.m.

Jamie Hoover, Mayor

Kim Isaak, Chief Administrative Officer

A Standing Committee of Council Meeting for the Town of Blackfalds was held on August 18, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Kim Isaak, Chief Administrative Officer
Rick Kreklewich, Director of Community Services
Darolee Bouteiller, Financial Services Manager
Renan Bravo, IT Technician
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

Mayor Jamie Hoover

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. and indicated that Mayor Hoover had sent his regrets.

REVIEW OF AGENDA

037/25 Councillor Svab moved That Standing Committee of Council receive the Agenda for August 18, 2025, 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.

DELEGATIONS

reconcept Canada - Lacombe Solar Project

Brenda (Law) Simon, a member of the Lacombe Concerned Citizens Group, presented concerns regarding the reconcept Canada - Lacombe Solar Project.

BUSINESS

Request for Direction, Community Engagement Budget Survey and Open House Planning

Manager Bouteiller presented the Community Engagement Budget Survey and Open House Planning for the Committee's review and direction.

038/25 Councillor Svab moved That Standing Committee of Council receive the Community Engagement Open House Planning as information and refer the Budget Survey back to Administration with the amendments discussed for inclusion in the Budget Survey.

CARRIED UNANIMOUSLY

Request for Direction, Proposed Disc Golf Course

Director Kreklewich requested the Committee's direction regarding the Optimist Club of Blackfalds' proposed Disc Golf Course.

- 039/25** Councillor Dennis moved That Standing Committee of Council recommend that Administration continue working with the Optimist Club of Blackfalds until a suitable location for the Disc Golf Course can be found.

CARRIED UNANIMOUSLY

Request for Direction, Blackfalds Transit Service On-Demand Contract Extension

Kim Isaak, on behalf of Director Weran, brought forward the contract extension for the Blackfalds Transit Service On-Demand Service for direction.

- 040/25** Councillor Sands moved That Standing Committee of Council recommend to Council to support the Administrative Recommendation to extend the current contract with Prairie Bus Lines Ltd. for the provision of the transit operations and maintenance - Base Service Span 1, operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$228,527.20 for the remainder of 2025 and until August 31st, 2026.

CARRIED UNANIMOUSLY

Request for Direction, Revised Treaty Six Land Acknowledgement

CAO Isaak, on behalf of the Treaty Six Territory Land Acknowledgement Ad-Hoc Committee, presented the revised Treaty Six Land Acknowledgement for the Committee's review and direction.

- 041/25** Councillor Appel moved That Standing Committee of Council recommend to Council that Administration bring forward the revised Treaty Six Land Acknowledgement to the September 9, 2025, Regular Meeting of Council for consideration.

CARRIED UNANIMOUSLY

Request for Direction, Regional Collaboration Committee

CAO Isaak brought forward the draft Regional Collaboration Committee Terms of Reference for the Committee's direction.

- 042/25** Councillor Sands moved That Standing Committee of Council direct the draft Regional Collaboration Committee Terms of Reference to the August 26, 2025, Regular Meeting of Council for consideration

CARRIED UNANIMOUSLY

Request for Direction, Municipal Election Sign Bylaw

CAO Isaak presented the revised Municipal Election Sign Bylaw to remove any reference to provincial or federal election signage.

- 041/25** Councillor Svab moved That Standing Committee of Council recommend that Administration bring forward the revised Municipal Election Sign Bylaw to a Regular Meeting of Council for consideration.

CARRIED UNANIMOUSLY

CONFIDENTIAL

None

ADJOURNMENT

Deputy Mayor Coulter adjourned the Standing Committee of Council Meeting at 8:18 p.m.

Edna Coulter, Deputy Mayor

Kim Isaak, Chief Administrative Officer

DRAFT

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: July 16 - August 15		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
July 17		x		Chairs for Charity cheque presentation
July 17			x	RDRMUG Nova Chemicals/Ardley Dam proposed project site tour
July 18-19		x		U17 Girls Softball Provincials
July 21	x			Bizisul site visit
July 21	x			Lacombe Foundation Lodge redevelopment update meeting
July 22	x			MPC meeting
July 22	x			Regular Council meeting
July 25			x	African Mayors delegation visit
July 31		x		Camrose Kickin’ Country parade

August 10-19			x	Vacation – hiking West Coast Trail where I got Married to Tina!
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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: Jul 16 – Aug 15, 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
July 22	X			Regular Council meeting
Aug 5	X			Regular Council Meeting
Aug 8			X	Bentley Parade and Luncheon
Aug 18	X			Standing Committee

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 July 2025 – 15 August 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
July 16		X		Westerner Days Mayors Luncheon – Premier Danielle Smith was the guest speaker
July 22	X			RCC
July 23/25			X	Meetings with election candidates to help answer their questions.
July 31		X		Camrose BVJ Parade with Mayor Hoover
August 5	X			Library Board Meeting
August 12			X	Staff Party planning discussions with Kim

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: July 16, 2025– August 15, 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
July 22	x			Regular Council Meeting

July 16

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: July 16 to August 15, 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
July 22	X			Municipal Planning Commission Meeting
July 22	X			Regular Council Meeting
July 24	X			Summer Culture Series - Circus

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: July 15/ 25 - Aug 15/ 25		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
July 15/ 25		X		LGSG Grant Announcement W/ Minister Of Municipal Affairs
July 16/ 25			X	Roundtable Report Submission
July 22/ 25	X			MPC Meeting
July 22/ 25	X			Regular Council Meeting

MEETING DATE: August 26, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: CAO Report – August 2025

Key Projects and Initiatives

- The Council Remuneration Review Committee will be providing its final report to Council at the September 9, 2025, Regular Meeting of Council.
- Planning for the October 20, 2025, General Municipal Election is ongoing.
- The Treaty Six Land Acknowledgement Review Committee continues to work on activities for National Truth and Reconciliation Day, which may include the unveiling of a new land acknowledgement for the Town of Blackfalds.
- Administration is working on the final stages of a Succession Planning Policy with the intent that the policy will be rolled out by the end of 2025.
- Administration toured the Wadey House with representatives from Beyond Food Hub to look at space for a potential fundraising activity.
- Plans for the 2025 Town of Blackfalds Christmas Party are well underway.
- Changes are in the process for the Access and Privacy Program that the Town is required to have in place following the rollout of the new access and privacy legislation.
- Dates have been finalized for the Regional Council Orientation that will be hosted in Blackfalds. The session on Governance will be facilitated by George Cuff on October 28, 2025, and a legal overview session facilitated by Reynolds Mirth on November 26, 2025.
- Various departments have begun work on their departmental orientation presentations and master plans that will be used for onboarding and orienting the 2025-2029 Council.
- Budget 2026 discussions are underway with staff planning, staff resources and capital planning.
- Final stages are being worked on for the FCSS Service Level Review. The final report will be provided to Council at the September Standing Committee.
- BYC has new dates and times starting this fall! Grade 7-12 programming will now take place on Tuesdays from 5 to 7 pm, Homeschool will remain on Thursdays from 1 to 3 pm and Grades 4 to 6 have been moved to Thursdays from 5 to 7 pm.
- \$4,960 has been given to eligible community students through the Back to School Program; to date, 88 children have been assisted.
- Dodgeball Alberta will be hosting their provincial camps at the Abbey Centre in August and September, 4 camps altogether. Thanks to the Ag Society for sponsoring the group by paying for the rental.
- Painted one-way arrows have been installed in front of the Abbey Centre. This is the final piece of a traffic flow restructure, which included the installation of speed bumps and change of traffic directions. These changes have made a significant difference this summer to improve safety.
- All training on the implementation of the Internal Area Structure Plan Review Policy and Procedures has been completed. Individual training sessions were provided to each Division involved and were well attended.
- An amendment to the Cottonwood Area Structure Plan is expected to be submitted shortly, which will give the Internal ASP Review Team an opportunity to put in action the recent training on the ASP Review Policy and Procedures! The anticipated amendment is for higher density residential, so consideration is being given to requiring the developer to conduct public consultation prior to taking the application forward.

-
- Lacombe Lake Management Plan meetings have started between The Town, the City of Lacombe and the County of Lacombe.
 - Broadway Avenue Reservoir Expansion Contract 1 work is ongoing; Contract 2 design is being finalized.
 - Two main water valves were repaired in the Panorama and Downtown areas. Water services to residents were maintained throughout the majority of the project.
 - The baseball mural at Sterling Park is being erected by public works with anticipated completion date at the end of this month.
 - The Transfer station will be receiving an award from ARMA on its recycling initiatives.
 - Sidewalk inspections throughout town have been completed and in house repairs are planned.
 - The building permit for St. Veronica School in Aspen Lakes West has been issued.

Updates Related to Existing Bylaws or Council Policies

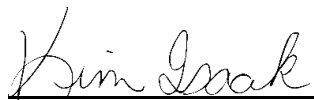
- Bylaw 1337.25 – Pt. NW 27-39-27-W4M Redistricting (Valley Ridge Estates Phase 6B) received First Reading on June 24, 2025.
- Bylaw 1329.25 – 5401 & 5403 South Street Redistricting received Second and Third Reading on July 8, 2025.
- Bylaw 1336.25 – LUB Housekeeping Amendments Bylaw received First Reading at the July 22, 2025, Regular Meeting of Council.
- Respectful Interactions Policy – Draft has been sent to legal for review prior to presentation to Council at the September Standing Committee.
- Election Sign Bylaw presented at the August 18, 2025, Standing Committee of Council and forwarded to the August 26, 2025, Regular Meeting of Council for adoption consideration.

Facility Leases

- There is still one lease space available at the support services building.

Administrative Policy Changes / Additions

- AP-080.25 - Renter Insurance Requirements - *Approved*
- AP-079.25 - Internal Area Structure Plan Review - *Approved*
- Succession Planning Policy – Under final review with Directors

APPROVALS

Kim Isaak,
Chief Administrative Officer

MEETING DATE: August 26, 2025

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

SUBJECT: **Enforcement & Protective Services Monthly Report - July 2025**

BACKGROUND

Administration provides the Council with monthly updates for activity from the Town's Municipal Enforcement, Fire Services, OHS, Emergency Management and RCMP.

DISCUSSION

The attached documents are a combination of activities occurring during the month of July for Municipal Enforcement, Occupational Health & Safety, Fire Services, RCMP and Emergency Management.

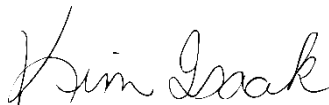
FINANCIAL IMPLICATIONS

None

ATTACHMENTS

- *Protective Services Monthly Report*
- *Municipal Enforcement July 2025 Report*
- *Fire July 2025 Monthly Incident Summary*
- *RCMP CAD Municipal Det. Crime Gauge*
- *RCMP Municipal July 2025 Five-Year Stats*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Director/Author

Protective Services Monthly Report

Municipal Enforcement:

Municipal Enforcement works on a **Proactive Approach** as well as **Response approach**, responding to calls for service. Over the month of July, the proactive patrols of officers focussed on unsightly properties, improper parking, and other community concerns. Through these proactive calls there were over 300 files created.

During the month we also saw one of our officers resign and move on to work with another Community Peace Officer program, Peace Officer Rylan Zens, we wish him well in his next chapter.

Early in July officers once again participated in “Kids & Kops” a program run through Big Brothers Big Sisters, in partnership with Lacombe Police, Blackfalds RCMP and Blackfalds M.E. The program was a tremendous success and all youth; camp volunteers and workers had an amazing time.

Calls to Dispatch: 159 calls received at the 24/7 dispatch call center.

- **Files Created:** 343 files by officers.
 - **Unkempt Property Complaints:** 204 files related to unsightly properties.
- **Permits Issued (Year-to-Date):** 639 Travis permits for moving oversize/overweight loads.

Speed/Traffic Count Statistics:

- Cottonwood Drive: 74,801 vehicles (westbound)
- Vista Trail: 37,814 vehicles (southbound)
- South Street: 6,640 vehicles (westbound)
- South Street: 5,833 vehicles (eastbound)

E-Ticketing Enforcement Actions:

- Total Traffic Stops: 46
- Under the Traffic Safety Act: 28
- Under the Use of Highway and Rules of The Road Regulation: 10
- Under the Vehicle Equipment Regulation: 6
- Under the Land Use Bylaw: 2
- Under the Tobacco Tax Act: 1

Municipal Enforcement Statistics not available this month due to program error.

Blackfalds Fire Rescue

During the month of July, our regular training was focused on moving a charged hose line through a building effectively. This was performed using the sea can prop. A review of friction loss was done for the pump operator to get the maximum flow at the nozzle.

The new Command unit is being wrapped and decaled. We are still waiting on the emergency equipment to arrive.

The department responded to twenty-nine incidents making this July the busiest on record.

A summary of the types of incidents for July 2025 is included.

Occupational Health & Safety

During the month of July 16 incidents were reported.

Six near misses, were reported:

- one being an insecure construction sign,
- Patron backed up quickly near the burn pit and almost hit the loader,
- Extension cord found with bare wires exposed,
- Swimmer struggling during swim test had to be rescued.
- Lifeguard tripped on peeling floor, no injuries.
- Water rescue, child slipped off a pool noodle, face went under water.

Six damage to property incidents were reported:

- Four incidents where soap dispensers were ripped off the wall at the Abbey Center.
- Back window of the Kubota tractor was smashed while being operated.
- While mowing a rock was thrown up and hit the driver's side door smashing the glass.

Three personal injuries were reported:

- Youth required first aid after becoming sick on pool deck, due to heat stroke.
- An employee was stung by a wasp while pruning junipers.
- A Patron at Camp, rolled their ankle when jumping off the slide, required first aid.

One incident of contamination:

- Custodial staff reported blood contamination.

July 15th the Joint Health & Safety Committee meeting was held.

RCMP

July statistics are attached.

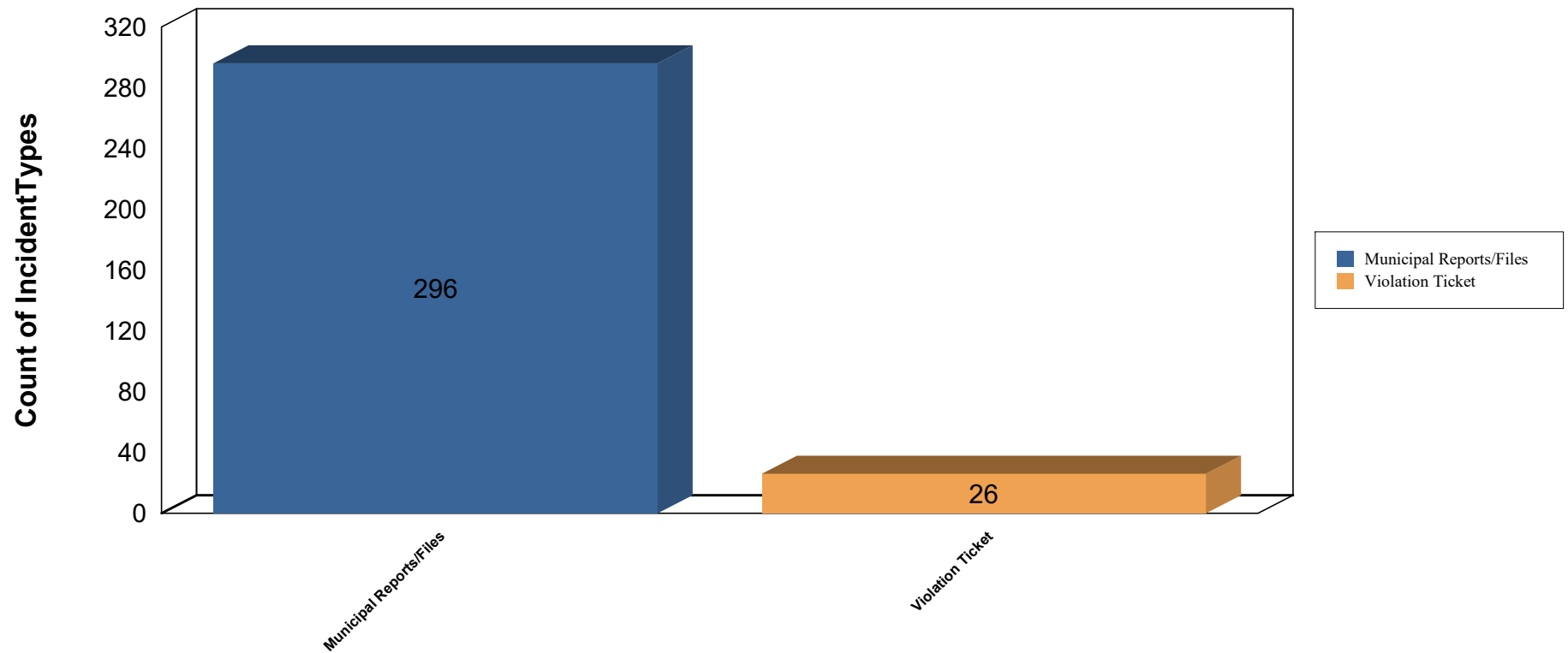
Emergency Management

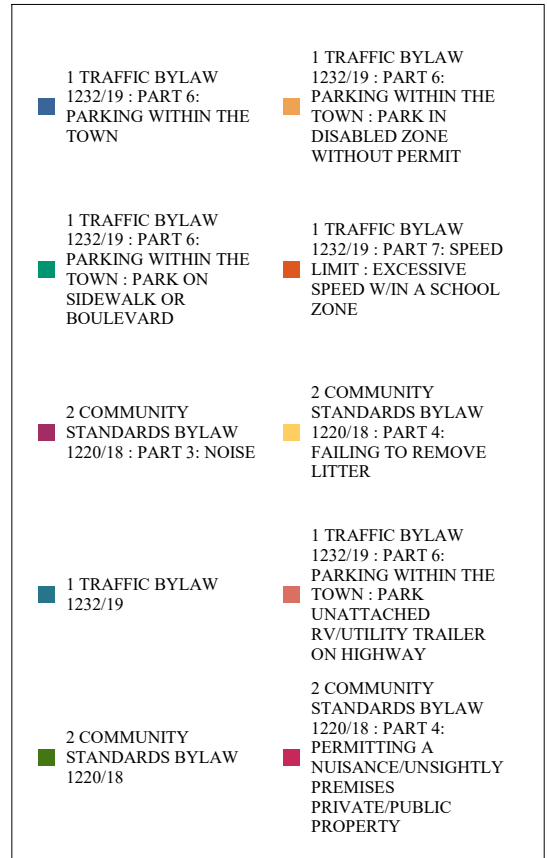
Emergency management is gearing up for HIRA (Hazard Identification Risk Assessment) training in August three staff members will be attending this in Rocky Mountain House. Several new staff have taken their ICS 100 and BEM training over the month of July.

Ken Morrison

Director of Emergency Management & Protective Services

Count of Reports Completed





0.33% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON SIDEWALK OR BOULEVARD

0.33% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED W/IN A SCHOOL ZONE

0.33% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE

0.33% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: FAILING TO REMOVE LITTER

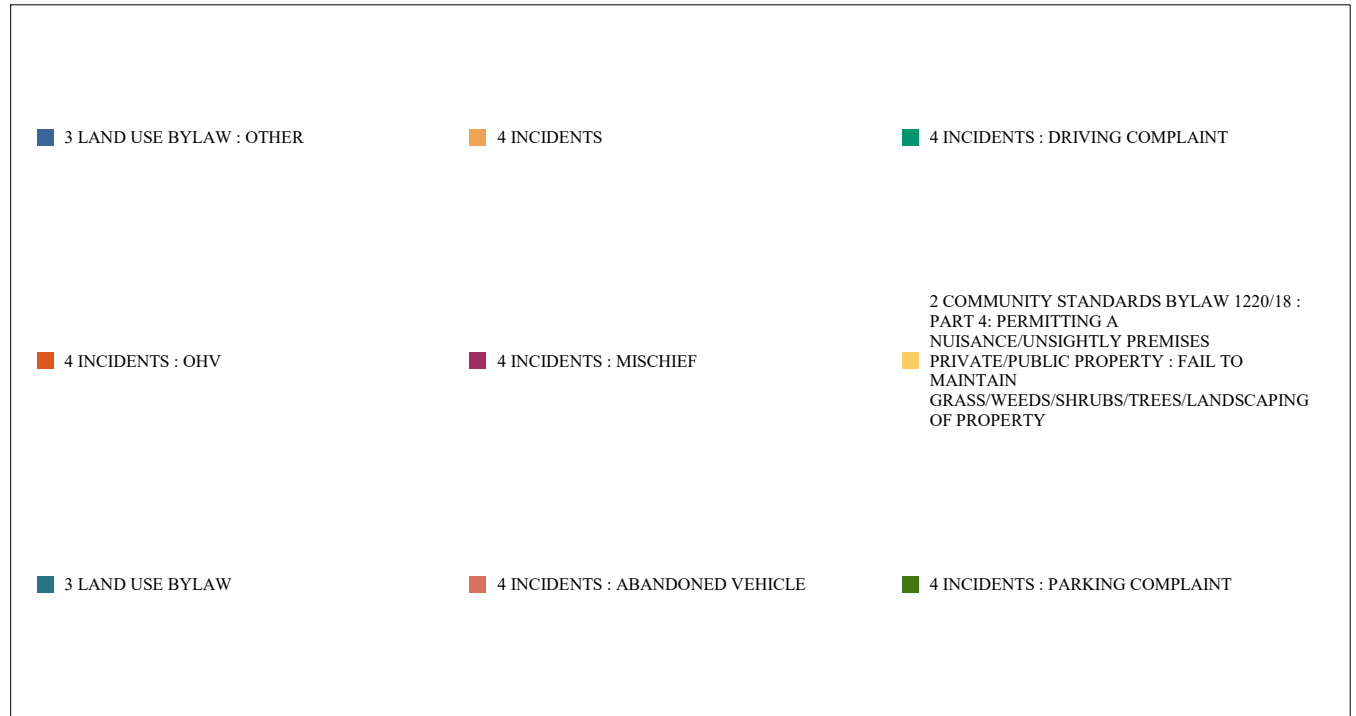
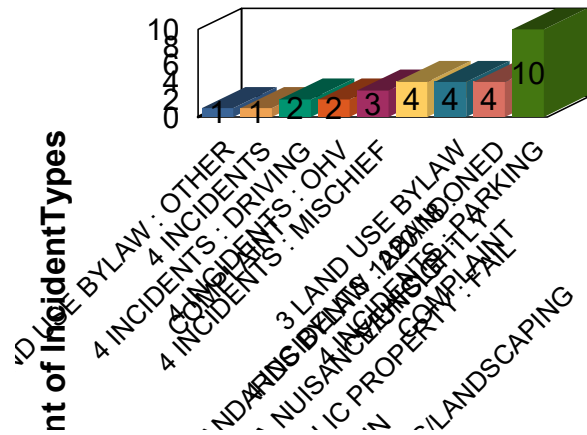
0.67% # of Reports: 2 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19

**1.34% # of Reports: 4 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED
RV/UTILITY TRAILER ON HIGHWAY**

2.68% # of Reports: 8 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18

**69.90% # of Reports: 209 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY
PREMISES PRIVATE/PUBLIC PROPERTY**

Count of Incident Types



0.33% # of Reports: 1 Municipal Reports/Files 3 LAND USE BYLAW : OTHER

0.33% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS

0.67% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : DRIVING COMPLAINT

0.67% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : OHV

1.00% # of Reports: 3 Municipal Reports/Files 4 INCIDENTS : MISCHIEF

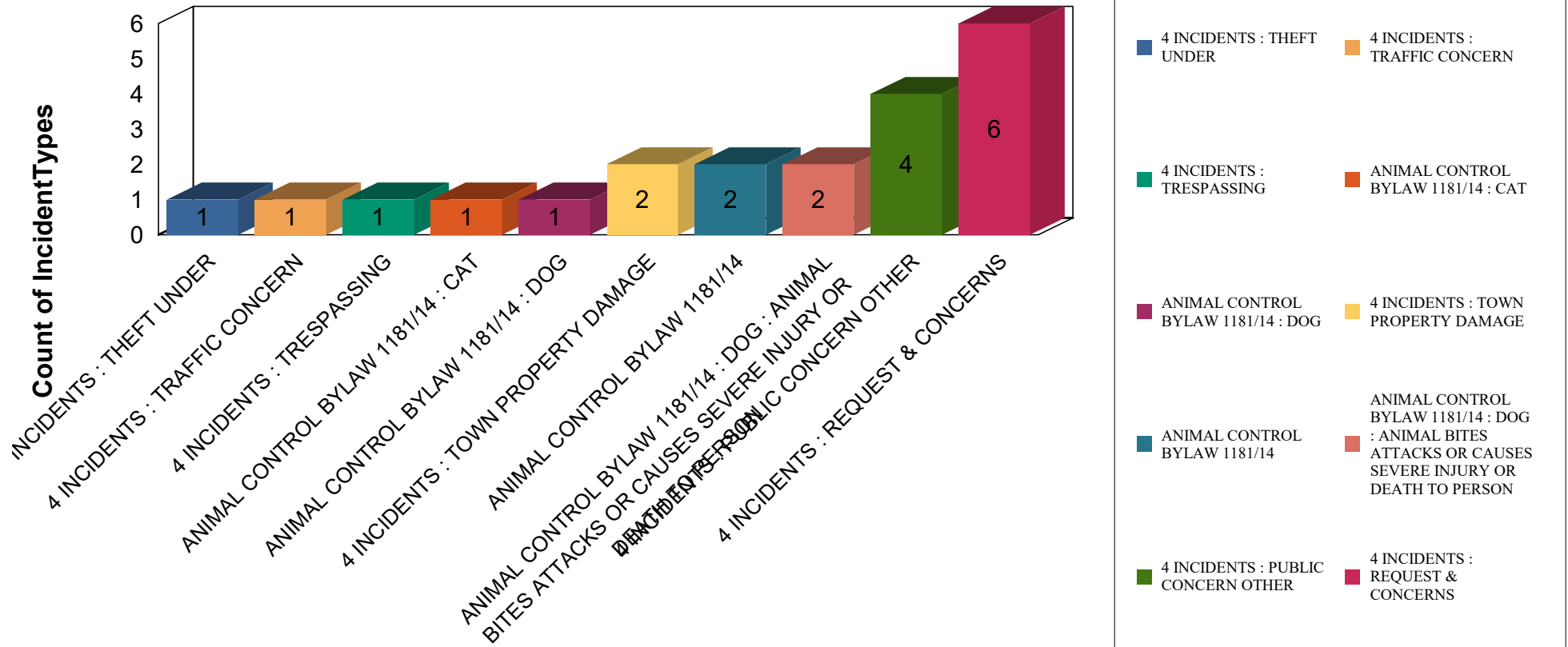
1.34% # of Reports: 4 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY : FAIL TO MAINTAIN GRASS/WEEDS/SHRUBS/TREES/LANDSCAPING OF PROPERTY

1.34% # of Reports: 4 Municipal Reports/Files 3 LAND USE BYLAW

1.34% # of Reports: 4 Municipal Reports/Files 4 INCIDENTS : ABANDONED VEHICLE

3.34% # of Reports: 10 Municipal Reports/Files 4 INCIDENTS : PARKING COMPLAINT

Count of Incident Types



0.33% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : THEFT UNDER

0.33% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : TRAFFIC CONCERN

0.33% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : TRESPASSING

0.33% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : CAT

0.33% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG

0.67% # of Reports: 2 **Municipal Reports/Files** 4 INCIDENTS : TOWN PROPERTY DAMAGE

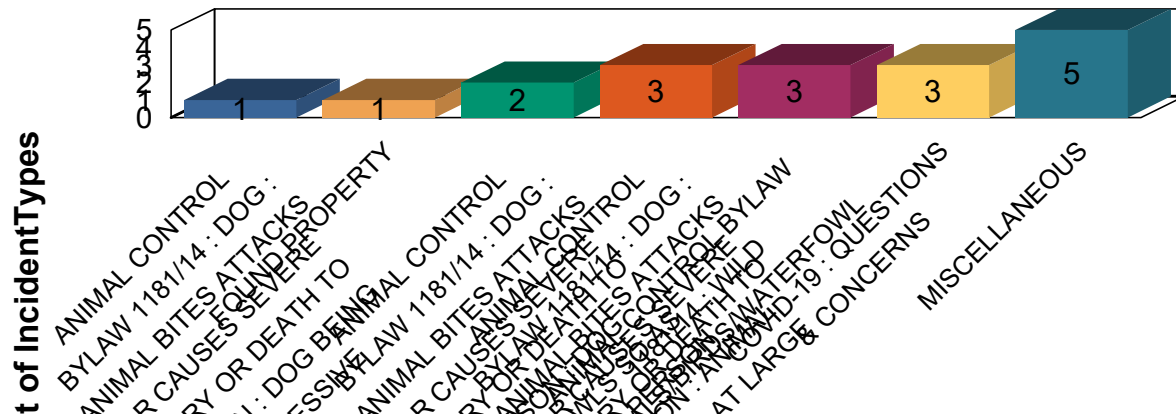
0.67% # of Reports: 2 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14

0.67% # of Reports: 2 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES ATTACKS OR CAUSES SEVERE INJURY
OR DEATH TO PERSON

1.34% # of Reports: 4 **Municipal Reports/Files** 4 INCIDENTS : PUBLIC CONCERN OTHER

2.01% # of Reports: 6 **Municipal Reports/Files** 4 INCIDENTS : REQUEST & CONCERNS

Count of Incident Types



- ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES ATTACKS OR CAUSES SEVERE INJURY OR DEATH TO PERSON : DOG BEING AGGRESSIVE
- FOUND PROPERTY
- ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES ATTACKS OR CAUSES SEVERE INJURY OR DEATH TO PERSON : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON
- ATTACKS OR CAUSES SEVERE INJURY OR DEATH TO PERSON : ANIMAL RUNNING AT LARGE
- ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL
- COVID-19 : QUESTIONS & CONCERNS
- MISCELLANEOUS

0.33% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES ATTACKS OR CAUSES SEVERE INJURY OR DEATH TO PERSON : DOG BEING AGGRESSIVE

0.33% # of Reports: 1 Municipal Reports/Files FOUND PROPERTY

0.67% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES ATTACKS OR CAUSES SEVERE INJURY OR DEATH TO PERSON : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON

1.00% # of Reports: 3 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES ATTACKS OR CAUSES SEVERE INJURY OR DEATH TO PERSON : ANIMAL RUNNING AT LARGE

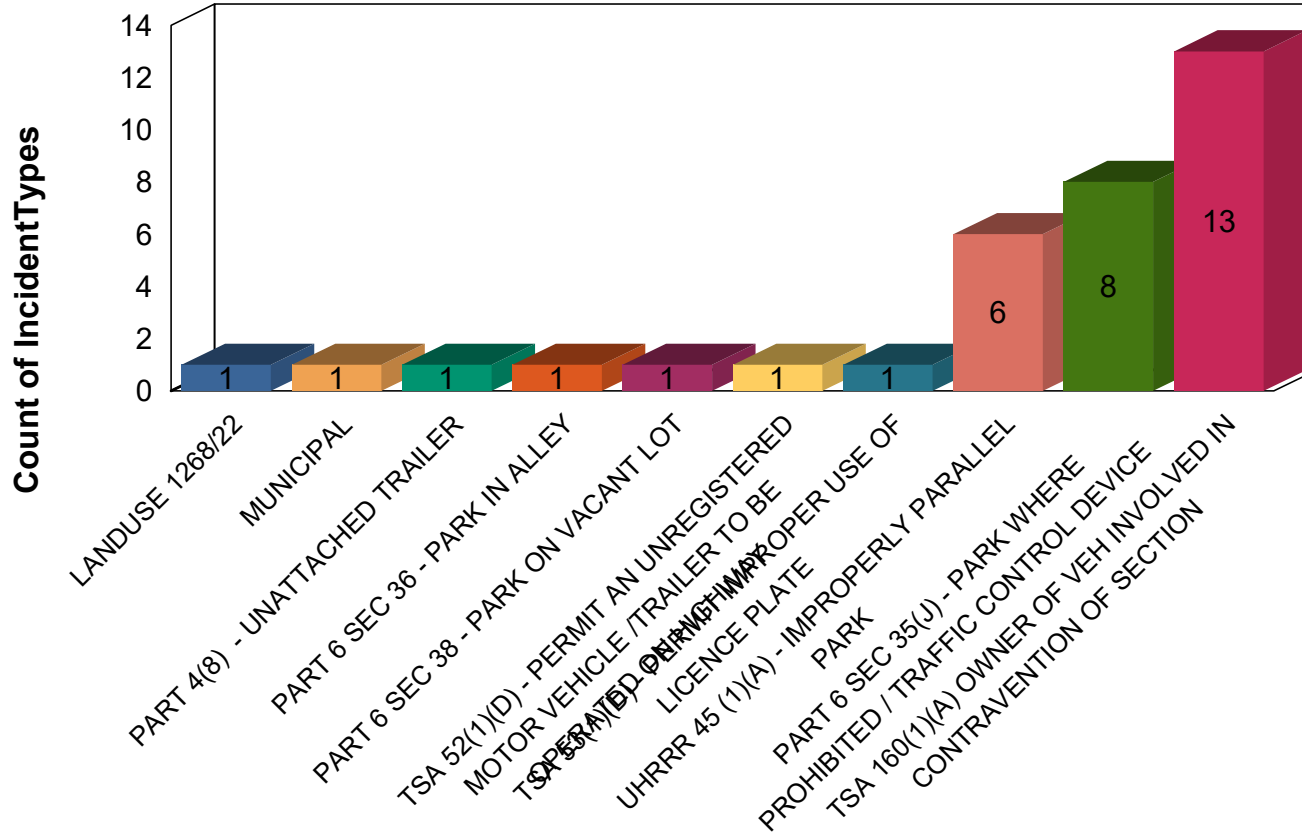
1.00% # of Reports: 3 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL

1.00% # of Reports: 3 Municipal Reports/Files COVID-19 : QUESTIONS & CONCERNS

1.67% # of Reports: 5 Municipal Reports/Files MISCELLANEOUS

Grand Total: 100.00% Total # of Incident Types Reported: 299 Total # of Reports: 296

Count of Incident Types



Violation Ticket

- LANDUSE 1268/22
- MUNICIPAL
- PART 4(8) - UNATTACHED TRAILER
- PART 6 SEC 36 - PARK IN ALLEY
- PART 6 SEC 38 - PARK ON VACANT LOT
- TSA 52(1)(D) - PERMIT AN UNREGISTERED MOTOR VEHICLE /TRAILER TO BE OPERATED ON HIGHWAY
- TSA 53(1)(D) - PERMIT IMPROPER USE OF LICENCE PLATE
- UHRRR 45 (1)(A) - IMPROPERLY PARALLEL PARK
- PART 6 SEC 35(J) - PARK WHERE PROHIBITED / TRAFFIC CONTROL DEVICE
- TSA 160(1)(A) OWNER OF VEH INVOLVED IN CONTRAVENTION OF SECTION

2.63% # of Reports: 1 Violation Ticket LANDUSE 1268/22

2.63% # of Reports: 1 Violation Ticket MUNICIPAL

2.63% # of Reports: 1 Violation Ticket PART 4(8) - UNATTACHED TRAILER

2.63% # of Reports: 1 Violation Ticket PART 6 SEC 36 - PARK IN ALLEY

2.63% # of Reports: 1 Violation Ticket PART 6 SEC 38 - PARK ON VACANT LOT

2.63% # of Reports: 1 Violation Ticket TSA 52(1)(D) - PERMIT AN UNREGISTERED MOTOR VEHICLE /TRAILER TO BE OPERATED ON HIGHWAY

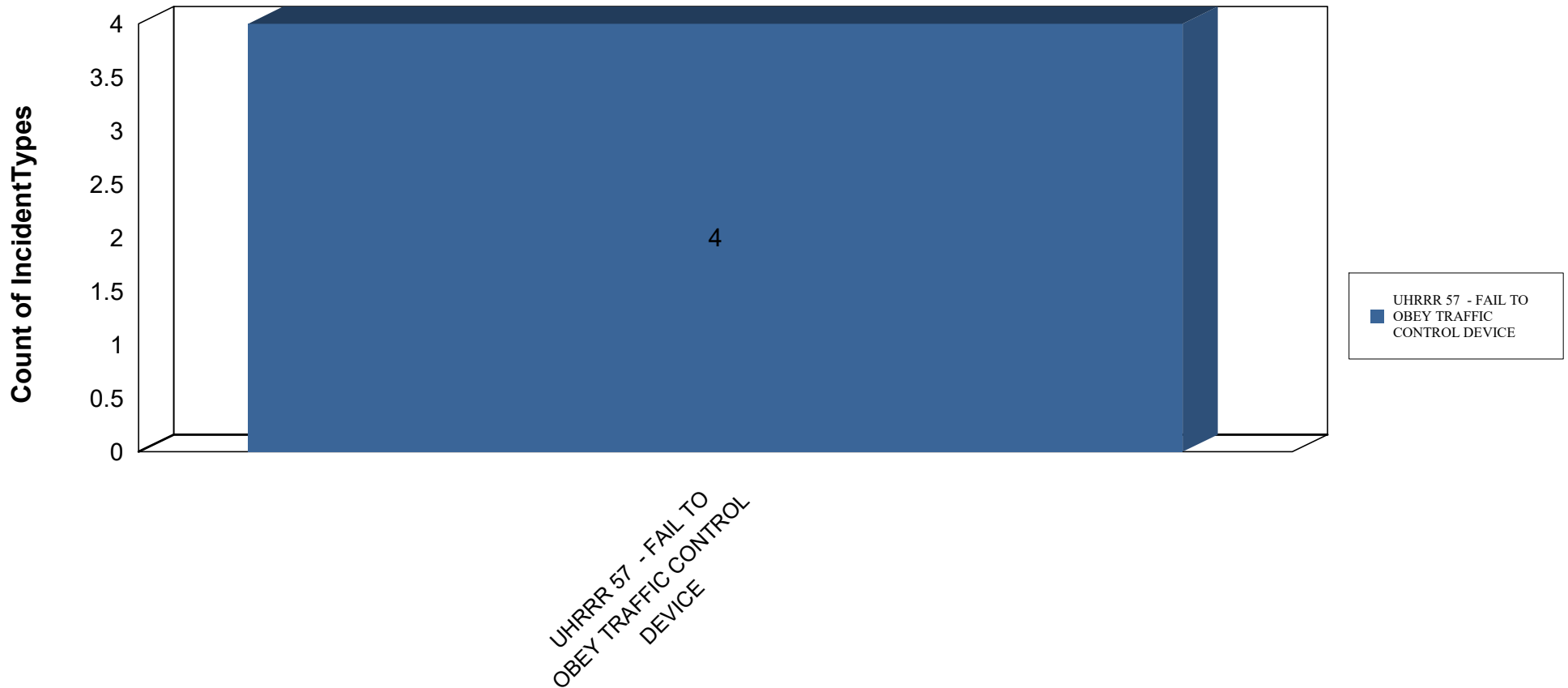
2.63% # of Reports: 1 Violation Ticket TSA 53(1)(D) - PERMIT IMPROPER USE OF LICENCE PLATE

15.79% # of Reports: 6 Violation Ticket UHRRR 45 (1)(A) - IMPROPERLY PARALLEL PARK

21.05% # of Reports: 8 Violation Ticket PART 6 SEC 35(J) - PARK WHERE PROHIBITED / TRAFFIC CONTROL DEVICE

34.21% # of Reports: 13 Violation Ticket TSA 160(1)(A) OWNER OF VEH INVOLVED IN CONTRAVENTION OF SECTION

Count of Incident Types



10.53% # of Reports: 4 Violation Ticket UHRRR 57 - FAIL TO OBEY TRAFFIC CONTROL DEVICE

Grand Total: 100.00% Total # of Incident Types Reported: 38 Total # of Reports: 26

Grand Total: 100.00% Total # of Incident Types Reported: 337

Blackfalds Fire Rescue

4401 South Street, P.O. Box 220, Blackfalds, Alta T0M-0J0

Phone: 403 -885 - 4144

Fax: 403 - 885 - 5499

INCIDENT SUMMARY - PAGE 1 OF 1

Blackfalds Fire Rescue Department				BLF	JULY	2025
CALL #	DATE	INCIDENT TYPE	DISPATCH EVENT #	LOCATION	RCMP FILE #	MAFP 1244
0118	1	MOTOR VEHICLE INCIDENT	BLK2500123	Lacombe County	YES	EMS
0119	2	FIRE RUBBISH	BLK2500124	Within Corporate Limits	N/A	N/A
0120	2	ALARM	BLK2500125	Within Corporate Limits	N/A	N/A
0121	3	MEDICAL	BLK2500126	Lacombe County	YES	EMS
0122	6	ALARM	BLK2500127	Within Corporate Limits	N/A	N/A
0123	7	FIRE VEHICLE	BLK2500128	Leduc County	YES	N/A
0124	7	ALARM	BLK2500129	Within Corporate Limits	N/A	N/A
0125	7	ALARM	BLK2500130	Within Corporate Limits	N/A	N/A
0126	7	ALARM	BLK2500131	Within Corporate Limits	N/A	N/A
0127	11	ALARM	BLK2500132	Within Corporate Limits	N/A	N/A
0128	11	ALARM	BLK2500133	Within Corporate Limits	N/A	N/A
0129	12	MEDICAL	BLK2500134	Within Corporate Limits	N/A	EMS
0130	12	MEDICAL	BLK2500135	Within Corporate Limits	N/A	EMS
0131	13	ALARM	BLK2500136	Within Corporate Limits	N/A	N/A
0132	14	MEDICAL	BLK2500137	Within Corporate Limits	N/A	EMS
0133	15	ALARM	BLK2500138	Within Corporate Limits	N/A	N/A
0134	17	ALARM	BLK2500139	Within Corporate Limits	N/A	N/A
0135	18	ALARM	BLK2500140	Within Corporate Limits	N/A	N/A
0136	19	ALARM	BLK2500141	Within Corporate Limits	N/A	N/A
0137	19	CO ALARM	BLK2500142	Within Corporate Limits	N/A	N/A
0138	19	MOTOR VEHICLE INCIDENT	BLK2500143	Within Corporate Limits	YES	EMS
0139	20	INVESTIGATION FIRE	BLK2500144	Lacombe County Flare Stack	N/A	N/A
0140	20	MOTOR VEHICLE INCIDENT	BLK2500145	Lacombe County QE2 Southbound	YES	EMS
0141	27	ALARM	BLK2500146	Within Corporate Limits	N/A	N/A
0142	28	MOTOR VEHICLE INCIDENT	BLK2500147	Within Corporate Limits	YES	EMS
0143	29	ALARM	BLK2500148	Within Corporate Limits	N/A	N/A
0144	29	MOTOR VEHICLE INCIDENT	BLK2500149	Within Corporate Limits	YES	EMS
0145	30	HAZ-70 PUBLIC HAZARD	BLK2500150	Within Corporate Limits	N/A	N/A
0146	30	ALARM	BLK2500151	Within Corporate Limits	N/A	N/A
TOTAL RESPONSES		29	OFFICER	Robert Côté	REV DT FEB 02/17	Print Form

**Blackfalds (Municipal) Crime Statistic Summary – January to July****2025/08/06*****Blackfalds (Municipal) – Highlights***

- **Break & Enters** are showing a 43.8% decrease when compared to the same period in 2024 (January to July). There were 7 fewer actual occurrences (from 16 in 2024 to 9 in 2025).
- **Theft of Motor Vehicles** decreased by 12.5% when compared to the same period in 2024 (January to July). There were 2 fewer actual occurrences (from 16 in 2024 to 14 in 2025).
- **Theft Under \$5,000** increased by 34.4% when compared to the same period in 2024 (January to July). There were 11 more actual occurrences (from 32 in 2024 to 43 in 2025).

Blackfalds (Municipal) – Criminal Code Offences Summary

Crime Category	% Change 2024 – 2025 (January to July)
Total Persons Crime	23.3% Increase
Total Property Crime	0.0% Decrease
Total Criminal Code	7.0% Increase

From January to July 2025, when compared to the same period in 2024, there have been:

- 20 more **Persons Crime** offences;
- 0 more **Property Crime** offences; and
- 21 more **Total Criminal Code** offences;

Blackfalds (Municipal) – July, 2025

- There were 1 **Thefts of Motor Vehicles** in July: 0 cars, 1 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 0 other types of vehicles, and 0 vehicles taken without consent.
- There were 3 **Break and Enters** in July: 3 businesses, 0 residences, 0 cottages/seasonal residences, 0 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 1 **Provincial Roadside Suspensions** in July (1 alcohol related and 0 drug related). This brings the year-to-date total to 16 (15 alcohol related and 1 drug related).
- There were a total of 13 files with the **Spousal Abuse** survey code in July (July 2024: 8). This brings the year-to-date total to 72 (2024: 71).
- There were 179 files with **Victim Service Unit** referral scoring in Blackfalds Municipal: 5 accepted, 42 declined, 4 proactive, 0 requested but not available, and 128 files with no victim.



Blackfalds Municipal Crime Gauge

2025 vs. 2024
January to July

Criminal Code Offences



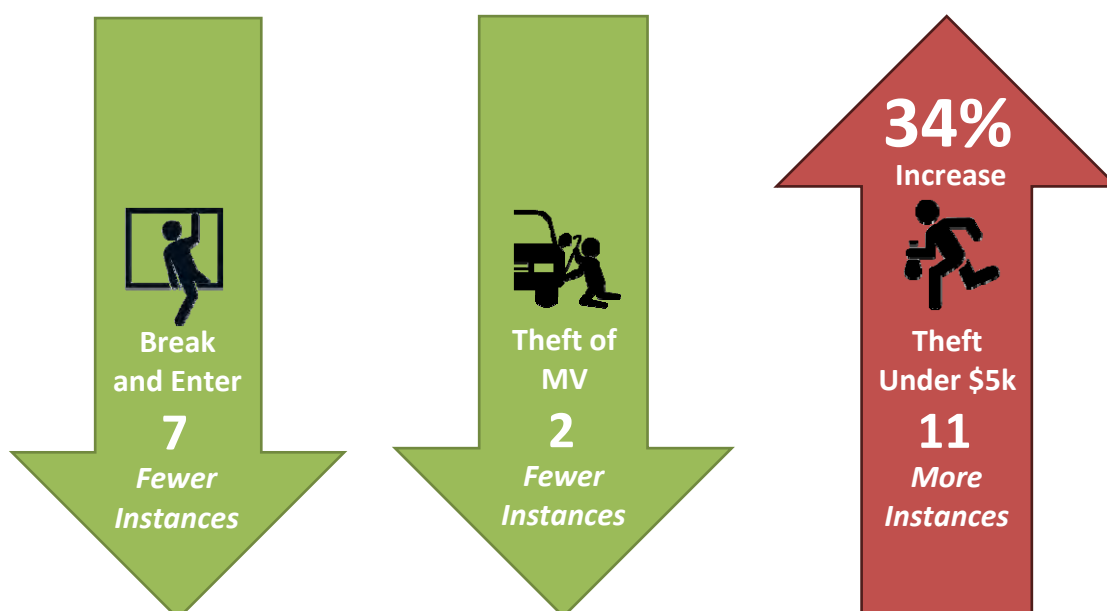
**Total
Criminal Code
Offences:**

7%

Increase

When compared to
January to July, 2024

Select Property Crime





Blackfalds Municipal Detachment Crime Statistics (Actual) January to July: 2021 - 2025

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

August 6, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		5	1	0	0	1	-80%	N/A	-0.9
Sexual Assaults		7	4	2	1	3	-57%	200%	-1.1
Other Sexual Offences		5	6	5	3	3	-40%	0%	-0.7
Assault		58	32	42	40	54	-7%	35%	0.0
Kidnapping/Hostage/Abduction		0	0	1	0	0	N/A	N/A	0.0
Extortion		0	2	3	2	2	N/A	0%	0.4
Criminal Harassment		20	26	38	26	28	40%	8%	1.6
Uttering Threats		35	17	15	14	15	-57%	7%	-4.3
TOTAL PERSONS		130	88	106	86	106	-18%	23%	-5.0
Break & Enter		22	27	11	16	9	-59%	-44%	-3.7
Theft of Motor Vehicle		26	20	11	16	14	-46%	-13%	-2.8
Theft Over \$5,000		5	4	1	4	2	-60%	-50%	-0.6
Theft Under \$5,000		54	32	35	32	43	-20%	34%	-2.2
Possn Stn Goods		11	15	15	8	5	-55%	-38%	-1.9
Fraud		28	22	41	38	37	32%	-3%	3.4
Arson		1	0	2	2	1	0%	-50%	0.2
Mischief - Damage To Property		47	40	29	39	34	-28%	-13%	-2.7
Mischief - Other		21	14	24	16	26	24%	63%	1.2
TOTAL PROPERTY		215	174	169	171	171	-20%	0%	-9.1
Offensive Weapons		9	3	8	1	3	-67%	200%	-1.4
Disturbing the peace		19	7	16	17	21	11%	24%	1.4
Fail to Comply & Breaches		19	19	20	8	6	-68%	-25%	-3.7
OTHER CRIMINAL CODE		13	16	23	15	12	-8%	-20%	-0.3
TOTAL OTHER CRIMINAL CODE		60	45	67	41	42	-30%	2%	-4.0
TOTAL CRIMINAL CODE		405	307	342	298	319	-21%	7%	-18.1



Blackfalds Municipal Detachment

Crime Statistics (Actual)

January to July: 2021 - 2025

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

August 6, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Possession		3	2	3	3	1	-67%	-67%	-0.3
Drug Enforcement - Trafficking		3	0	7	4	1	-67%	-75%	0.0
Drug Enforcement - Other		1	1	0	0	0	-100%	N/A	-0.3
Total Drugs		7	4	10	7	2	-71%	-71%	-0.7
Cannabis Enforcement		2	1	1	0	0	-100%	N/A	-0.5
Federal - General		5	4	9	0	2	-60%	N/A	-1.0
TOTAL FEDERAL		14	9	20	7	4	-71%	-43%	-2.2
Liquor Act		7	4	2	7	4	-43%	-43%	-0.3
Cannabis Act		4	1	2	1	2	-50%	100%	-0.4
Mental Health Act		52	30	56	48	53	2%	10%	2.0
Other Provincial Stats		79	72	68	92	90	14%	-2%	4.2
Total Provincial Stats		142	107	128	148	149	5%	1%	5.5
Municipal By-laws Traffic		6	1	6	3	8	33%	167%	0.6
Municipal By-laws		58	36	47	30	27	-53%	-10%	-6.8
Total Municipal		64	37	53	33	35	-45%	6%	-6.2
Fatals		0	0	1	0	0	N/A	N/A	0.0
Injury MVC		5	3	2	4	4	-20%	0%	-0.1
Property Damage MVC (Reportable)		73	78	73	61	54	-26%	-11%	-5.5
Property Damage MVC (Non Reportable)		9	5	12	13	15	67%	15%	2.0
TOTAL MVC		87	86	88	78	73	-16%	-6%	-3.6
Roadside Suspension - Alcohol (Prov)		17	23	31	12	15	-12%	25%	-1.5
Roadside Suspension - Drugs (Prov)		0	0	0	0	1	N/A	N/A	0.2
Total Provincial Traffic		204	153	221	243	296	45%	22%	27.4
Other Traffic		2	2	1	2	2	0%	0%	0.0
Criminal Code Traffic		21	7	9	11	13	-38%	18%	-1.2
Common Police Activities									
False Alarms		17	22	36	25	35	106%	40%	3.9
False/Abandoned 911 Call and 911 Act		9	12	12	16	15	67%	-6%	1.6
Suspicious Person/Vehicle/Property		121	64	91	93	151	25%	62%	8.9
Persons Reported Missing		15	8	13	16	14	-7%	-13%	0.6
Search Warrants		0	0	2	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		93	96	84	71	72	-23%	1%	-6.7
Form 10 (MHA) (Reported)		6	5	6	2	3	-50%	50%	-0.9



Blackfalds Municipal Detachment Crime Statistics (Actual) July: 2021 - 2025

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

August 6, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		2	0	0	0	1	-50%	N/A	-0.2
Other Sexual Offences		2	1	0	0	0	-100%	N/A	-0.5
Assault		9	3	7	6	9	0%	50%	0.3
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	2	0	0	N/A	N/A	0.0
Criminal Harassment		2	4	3	1	6	200%	500%	0.5
Uttering Threats		5	1	0	2	2	-60%	0%	-0.5
TOTAL PERSONS		20	9	12	9	18	-10%	100%	-0.4
Break & Enter		3	6	1	0	3	0%	N/A	-0.6
Theft of Motor Vehicle		4	1	1	5	1	-75%	-80%	-0.2
Theft Over \$5,000		1	0	0	1	0	-100%	-100%	-0.1
Theft Under \$5,000		8	4	4	7	9	13%	29%	0.5
Possn Stn Goods		3	2	5	2	3	0%	50%	0.0
Fraud		3	3	9	5	6	100%	20%	0.8
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		4	7	6	7	5	25%	-29%	0.2
Mischief - Other		6	1	3	2	4	-33%	100%	-0.3
TOTAL PROPERTY		32	24	29	29	31	-3%	7%	0.3
Offensive Weapons		0	0	0	0	1	N/A	N/A	0.2
Disturbing the peace		2	1	1	3	4	100%	33%	0.6
Fail to Comply & Breaches		5	3	2	3	1	-80%	-67%	-0.8
OTHER CRIMINAL CODE		0	1	1	3	0	N/A	-100%	0.2
TOTAL OTHER CRIMINAL CODE		7	5	4	9	6	-14%	-33%	0.2
TOTAL CRIMINAL CODE		59	38	45	47	55	-7%	17%	0.1



Blackfalds Municipal Detachment

Crime Statistics (Actual)

July: 2021 - 2025

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

August 6, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	0	1	2	0	-100%	-100%	0.0
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		1	0	1	2	0	-100%	-100%	0.0
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	0	1	0	0	-100%	N/A	-0.2
TOTAL FEDERAL		2	0	2	2	0	-100%	-100%	-0.2
Liquor Act		4	0	0	1	1	-75%	0%	-0.5
Cannabis Act		0	0	1	0	0	N/A	N/A	0.0
Mental Health Act		7	4	8	8	10	43%	25%	1.0
Other Provincial Stats		15	14	16	9	13	-13%	44%	-0.9
Total Provincial Stats		26	18	25	18	24	-8%	33%	-0.4
Municipal By-laws Traffic		1	0	1	0	0	-100%	N/A	-0.2
Municipal By-laws		14	3	7	6	6	-57%	0%	-1.3
Total Municipal		15	3	8	6	6	-60%	0%	-1.5
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	1	1	0	1	-50%	N/A	-0.3
Property Damage MVC (Reportable)		17	8	11	6	8	-53%	33%	-2.0
Property Damage MVC (Non Reportable)		3	1	3	2	3	0%	50%	0.1
TOTAL MVC		22	10	15	8	12	-45%	50%	-2.2
Roadside Suspension - Alcohol (Prov)		6	0	2	3	1	-83%	-67%	-0.7
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		33	20	51	35	36	9%	3%	2.1
Other Traffic		0	0	0	1	0	N/A	-100%	0.1
Criminal Code Traffic		2	0	0	0	5	150%	N/A	0.6
Common Police Activities									
False Alarms		4	7	5	2	3	-25%	50%	-0.7
False/Abandoned 911 Call and 911 Act		2	0	3	5	2	0%	-60%	0.5
Suspicious Person/Vehicle/Property		15	9	16	18	16	7%	-11%	1.1
Persons Reported Missing		1	1	4	2	2	100%	0%	0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		22	12	13	8	13	-41%	63%	-2.2
Form 10 (MHA) (Reported)		0	0	1	1	0	N/A	-100%	0.1

MEETING DATE: August 26, 2025

PREPARED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: Development & Building Monthly Report – July 2025

BACKGROUND

Attached is the July 2025 Development & Building Permit Report and Comparison for 2023-2025 year to date. We also have shown the comparison for the year-to-date figures for 2024 on the comparison report.

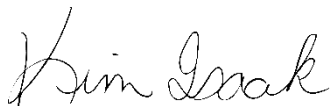
For Council's information, the "other" category captures the following types of residential permits:

- Shed
- Garage & deck. On occasion both a garage and deck will be applied for under the same development permit and when that happens, it will be captured as "other")
- Hot tub
- Ensuite addition to Master Bedroom. This type of development is not appropriate to capture under "addition" because it does not entail a structural alteration as it's changing the interior of the home
- Shed & deck. Occasionally these two developments will be applied for under the same development permit. When that happens, it will fall under "other"
- Grading permits

ATTACHMENTS

- *July 2025 Development/Building Permit Report*
- *2023 – 2025 Development/Building Comparison Report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

File No.	Civic	District	Development	Decision (otherwise pending)	Date of Decision
137-25	85 Crimson Court	R-2	Shed		
138-25	13 Valmont Street	R-1M	Home Business	approved	3-Jul-25
139-25	13 Maclean Close	R-1M	Basement Reno	approved	28-Jul-25
140-25	26 Palmer Circle	R-1S	Basement Reno	approved	28-Jul-25
141-25	81 Athens Rd	R-2	side yard setback variance		
142-25	4409 south Street	DC-5	Apartments and Row Housing		
143-25	45 Palisades Street	R-1L	Residential Solar Panel Installation	approved	28-Jul-25
144-25	19 Mckay Place (5 Mckay Boulevard)	R-MHP	Detached Garage		
145-25	26 Mitchell Crescent	R-1M	Basement Reno		
146-25	9 Ash Close	R-1L	SFD		
147-25	143 Morris Court	R-1S	Garage		
148-25	34 Ava Crescent	R-2	Basement Reno		
149-25	4721 Brentwood Drive	R-1S	Deck		
150-25	5302 Vista Trail (Unit 2,3)	C-3	Sign		
151-25	5558 Prairie Ridge Avenue	R-2	Driveway Extension Relaxation		
152-25	5212 Wilson Street	R-1L	Side and Front Yard Relaxations		
153-25	87 Aurora Heights Boulevard	R-1S	Basement Reno		
154-25	13 Valmont Street	R-1M	Basement Reno		
155-25	113 Aztec Crescent	R-1M	Garage		
156-25	136 Valley Crescent	R-1S	Garage		
157-25	5716 Park Street	R-1L	Residential Solar Panel Installation		
158-25	SW 34-29-27-W4	PF	Grading/Stockpiling		
159-25	155 Morris Court	R-1S	Residential Solar Panel Installation		
160-25	37 Cottonwood Drive, Unit 205	C-2	Sign		
161-25	142 Morris Court	R-1S	Front Parking Pad	approved	31-Jul-25
162-25	18 Aztec Street	R-1M	SFD		
163-25	5112 Highway Avenue, Unit C	C-2	Change of Occupancy/Use	approved	31-Jul-25
164-25	33 Pinnacle Close	R-2	Basement Reno		
165-25	102 Palmer Circle	R-1S	Deck		

Town of Blackfalds Development/Building Permit Comparison 2023 to 2025							2024 YTD	
	2023		2024		2025		July	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
Residential								
SFD	21	\$ 7,037,626.70	38	\$ 13,213,080.00	19	\$ 6,964,456.77	24	\$ 8,259,780.00
Duplexes	6	\$ 1,060,000.00	20	\$ 4,774,000.00	2	\$ 500,000.00	8	\$ 2,070,000.00
Manufactured Home	2	\$ 250,000.00	11	\$ 1,751,566.00	6	\$ 1,430,000.00	6	\$ 1,166,566.00
4-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	11	\$ 1,790,000.00	157	\$ 36,667,435.00	8	\$ 2,000,000.00	18	\$ 3,252,000.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	8	\$ 3,495,000.00	0	\$ -	8	\$ -
Total Res. Dwellings	40	\$ 10,137,627	234	\$ 59,901,081	35	\$ 10,894,457	64	\$ 14,748,346
Garage	9	\$ 293,000.00	24	\$ 788,152.61	10	\$ 313,820.00	20	\$ 645,832.00
Deck	9	\$ 102,000.00	11	\$ 105,100.00	9	\$ 95,098.00	9	\$ 93,100.00
Basement Reno	40	\$ 865,700.00	49	\$ 1,339,000.00	27	\$ 659,100.00	31	\$ 951,000.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	1	\$ -	1	\$ 55,000.00	1	\$ -
Home Business	21	\$ -	20	\$ -	9	\$ -	13	\$ -
Other	44	\$ 1,232,115.84	68	\$ 20,325,799.71	45	\$ 451,478.24	48	\$ 39,925,215.11
Commercial	27	\$ 5,190,341.00	47	\$ 4,594,822.26	21	\$ 2,021,259.00	30	\$ 3,684,662.26
Industrial	4	\$ 200,000.00	5	\$ 2,504,073.00	1	\$ 800,000.00	2	\$ 2,501,000.00
Institutional	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Agricultural	1	\$ -	0	\$ -	0	\$ -	0	\$ -
Public Facility	4	\$ 192,300.00	13	\$ 38,078,150.00	7	\$ 353,000.00	10	\$ 38,038,000.00
TOTAL PERMITS	199	\$ 18,213,083.54	472	\$ 127,636,178.58	165	\$ 15,643,212.01	228	\$ 100,587,155.37
General Yearly Notes:		1 - 2,500,000 Vista Trail Commercial		Vista Trail Townhouse complex				
		1 - 1,000,000 Dental Office						

MEETING DATE: August 26, 2025

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

SUBJECT: **BOLT KPI Report Information – July 2025**

BACKGROUND

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide traditional public transit service between Red Deer, Blackfalds, and Lacombe as well as local bus service within Blackfalds and Lacombe. This partnership continued until August of 2020, when the City of Lacombe opted out of the service. Fortunately, the Town of Blackfalds was able to move forward with the procurement of a service contractor, purchased a wheelchair-accessible van and finalize an on-demand transit service model for the Town. Since the launch of BOLT 2.0, the Town of Blackfalds has continued to provide reliable, on-demand transit service connecting residents to key destinations within town and to regional hubs in Red Deer and Lacombe County. The service operates five days a week from 6:00 a.m. to 8:00 p.m., with stops at the Kingston Hub in Red Deer, Red Deer Polytechnic, and Eagle Builders facilities. The system continues to be well-utilized by commuters and local residents alike, with strong engagement at regional connection points.

The new service provider, application, schedule, ticket procurement and service stop maps have been working well over the course of this new service model. More information is available for riders and the public at the link below.

<https://www.blackfalds.ca/p/bolt-local-transit>

DISCUSSION

The first page of this report outlines the **JULY** statistics and associated mapping, while the remainder of the pages identify the trending comparison over the last six months. Data dates are highlighted in the white box on the left side of each sheet for reference.

In July, BOLT maintained its high service standards, with no abandoned rides, a stellar average ride rating of 4.98/5, and over 62% of rides shared, reflecting continued efficiency in ride pooling. While overall ridership dipped slightly from June—likely due to seasonal travel and school breaks; the average number of rides per rider increased, suggesting that core users are relying on the service more frequently.

A total of 597 passengers completed rides in July, with 48 repeat riders making up most trips. Interestingly, the average shared fare occupancy remained strong at 2.65 passengers per shared trip, and search failures due to high demand dropped to 21 users, down from 28 in June. This indicates that system capacity is better aligned with demand, though search delays increased slightly, suggesting room for further optimization in scheduling.

Peak usage continued to align with commuter hours—7–9 AM and 3–5 PM—but July also saw a notable uptick in midday travel, particularly on Tuesdays and Thursdays. The **most popular pickup** location remained the **Regional Hub in Red Deer**, while **Red Deer Polytechnic** and **Eagle Builders** were among the **top drop-off destinations**.

A new rider left a standout comment this month:

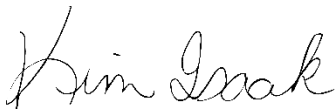
"Excellent service, very friendly. Since it was my first trip, I'm new to Blackfalds. They explained the routes and stops excellently. Thank you."

This kind of feedback reinforces the value of the service not just for regular commuters, but also for newcomers and visitors navigating the community.

ATTACHMENTS

- *July 2025 monthly report and yearly trending report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



/ Eric Collins

Department Director/Author

Monthly KPI Metric Summaries Report

Blackfalds

Month	# Riders	# New Riders	# Repeat Riders	Avg. Rides Per Rider	# Passengers Completed	# Rides Completed	Shared Rides (%)	Avg. Shared Fare Occupancy	Avg. Daily User Conversion Rate (%)	Avg. Ride Rating	% Rides With 1-2 Star Ratings and Comments	# Abandoned Rides	Pickup Violations (%)	Dropoff Violations (%)	# Unique Users That Experienced Failed Search	Passengers Per Vehicle Hour (PVH)	Demand Response PVH
2020-08	3	3	0	1.3	4	4	0%	0.0	43%	4.667	0%	0	0%	0%	0	0.1	1.0
2020-09	36	33	3	5.9	228	212	44%	2.2	69%	4.866	0%	5	3%	4%	7	0.8	2.3
2020-10	27	12	15	9.2	266	249	43%	2.2	78%	4.955	0%	3	6%	4%	1	0.9	2.4
2020-11	30	11	19	9.2	299	276	40%	2.2	87%	4.981	0%	2	3%	1%	2	1.1	2.5
2020-12	21	4	17	8.4	203	177	26%	2.0	82%	4.966	0%	0	1%	1%	0	0.7	1.9
2021-01	26	8	18	8.3	234	217	33%	2.2	86%	4.987	0%	2	0%	1%	0	0.9	2.1
2021-02	17	6	11	9.6	172	163	21%	2.1	83%	4.952	1%	0	1%	0%	0	0.7	1.9
2021-03	22	6	16	12.4	299	273	45%	2.1	82%	4.965	0%	0	2%	0%	1	1.0	2.5
2021-04	23	5	18	9.2	228	212	37%	2.2	83%	4.933	0%	0	1%	0%	3	0.8	2.2
2021-05	23	6	17	8.0	195	183	26%	2.2	84%	4.920	0%	0	1%	0%	1	0.7	1.9
2021-06	23	5	18	10.6	256	243	40%	2.2	78%	4.872	0%	0	1%	1%	1	0.8	2.3
2021-07	22	8	14	6.9	173	151	24%	2.1	67%	4.917	0%	0	0%	0%	0	0.6	2.2
2021-08	28	8	20	5.0	164	141	27%	2.1	71%	4.795	1%	0	2%	0%	1	0.6	2.0
2021-09	27	7	20	9.1	280	247	45%	2.4	74%	4.851	0%	0	1%	1%	2	1.0	3.1
2021-10	32	8	24	9.4	344	301	45%	2.5	82%	4.856	0%	2	1%	0%	2	1.2	3.6
2021-11	31	5	26	13.3	450	412	46%	2.5	84%	4.836	0%	0	1%	0%	3	1.5	3.5
2021-12	29	3	26	9.9	326	286	36%	2.3	74%	4.861	0%	0	2%	2%	4	1.0	3.3
2022-01	31	9	22	11.1	363	344	40%	2.3	83%	4.871	0%	0	2%	1%	3	1.2	3.2
2022-02	31	4	27	12.6	419	390	50%	2.6	86%	4.868	0%	0	1%	1%	8	1.6	3.5
2022-03	34	5	29	15.5	591	527	56%	2.4	92%	4.824	0%	1	6%	2%	16	1.8	4.0
2022-04	40	6	34	9.0	442	361	39%	2.3	84%	4.730	0%	0	3%	1%	6	1.6	3.6
2022-05	30	3	27	12.8	442	384	43%	2.3	84%	4.753	0%	0	1%	0%	4	1.5	3.7
2022-06	36	9	27	10.3	421	371	36%	2.4	83%	4.824	0%	0	2%	1%	12	1.3	3.1
2022-07	26	4	22	9.5	294	248	33%	2.3	74%	4.943	0%	0	2%	1%	4	1.0	2.5
2022-08	40	8	32	7.7	330	306	51%	2.2	74%	4.897	0%	0	3%	0%	8	1.0	2.5
2022-09	44	12	32	11.8	591	520	56%	2.4	77%	4.888	0%	0	4%	3%	44	2.1	4.0
2022-10	47	12	35	12.2	655	575	65%	2.6	85%	4.828	0%	0	2%	1%	39	2.3	4.1
2022-11	47	9	38	12.7	673	599	65%	2.7	80%	4.818	0%	0	7%	5%	52	2.2	4.2
2022-12	47	10	37	8.9	477	420	66%	2.7	79%	4.937	0%	7	5%	2%	42	1.6	3.9
2023-01	55	9	46	11.0	682	604	69%	2.6	80%	4.922	0%	1	3%	3%	42	2.2	4.2
2023-02	56	14	42	10.8	680	602	71%	2.8	85%	4.933	0%	1	4%	1%	45	2.5	4.8
2023-03	60	12	48	12.5	820	750	71%	2.9	83%	4.896	0%	3	3%	2%	43	2.5	4.7
2023-04	57	10	47	10.6	662	602	75%	2.7	83%	4.944	0%	0	2%	0%	37	2.5	4.7
2023-05	45	7	38	15.1	758	680	73%	2.9	85%	4.922	0%	2	1%	1%	30	2.5	4.7
2023-06	56	13	43	11.0	674	618	76%	2.8	84%	4.942	0%	0	2%	2%	26	2.2	4.1
2023-07	41	9	32	6.8	292	280	66%	2.3	79%	4.961	0%	0	1%	0%	2	1.0	2.7
2023-08	52	13	39	7.5	406	390	62%	2.5	81%	4.959	0%	11	2%	0%	6	1.3	2.5
2023-09	57	18	39	10.8	648	614	68%	2.5	77%	4.965	0%	16	3%	2%	42	2.4	4.1
2023-10	61	12	49	10.7	684	651	71%	2.7	83%	4.985	0%	9	7%	4%	37	2.4	4.0
2023-11	63	7	56	11.1	734	701	75%	2.7	82%	4.961	0%	5	8%	3%	46	2.4	4.0
2023-12	61	12	49	9.2	575	560	74%	2.9	81%	4.972	0%	2	8%	2%	43	2.2	4.0
2024-01	68	13	55	9.0	660	615	66%	2.5	82%	4.973	0%	0	5%	4%	34	2.1	3.8
2024-02	61	8	53	10.5	710	643	67%	2.8	80%	4.972	0%	2	4%	2%	33	2.4	4.3
2024-03	55	5	50	11.8	692	649	69%	2.9	84%	4.985	0%	7	5%	2%	50	2.5	4.1
2024-04	74	11	63	8.5	665	631	74%	2.8	84%	4.942	0%	0	3%	1%	55	2.3	3.8
2024-05	67	12	55	10.3	733	687	71%	2.7	87%	4.992	0%	0	4%	1%	46	2.3	3.7
2024-06	77	16	61	7.6	620	584	68%	2.6	78%	4.957	0%	0	2%	1%	54	2.2	3.6
2024-07	60	10	50	9.0	601	542	55%	2.3	80%	4.974	0%	0	3%	2%	48	1.9	3.1

2024-08	70	17	53	6.6	503	465	57%	2.3	73%	4.935	0%	0	2%	2%	28	1.6	2.8
2024-09	60	12	48	10.7	687	642	74%	2.7	84%	4.995	0%	0	3%	2%	64	2.4	3.8
2024-10	64	11	53	11.6	827	744	70%	2.7	86%	4.973	0%	1	3%	1%	56	2.7	3.8
2024-11	61	7	54	10.9	747	665	64%	2.7	82%	4.974	0%	5	2%	2%	52	2.7	3.7
2024-12	64	7	57	8.9	642	567	59%	2.5	79%	4.964	0%	23	4%	2%	50	2.3	3.4
2025-01	65	10	55	11.5	826	748	66%	2.7	83%	4.968	0%	0	2%	0%	55	2.6	3.7
2025-02	62	5	57	10.6	709	660	63%	2.8	82%	4.955	0%	0	1%	1%	55	2.4	3.6
2025-03	66	12	54	12.2	898	806	70%	2.8	82%	4.952	0%	0	2%	1%	75	3.0	4.2
2025-04	79	16	63	9.2	781	729	68%	2.8	78%	4.946	0%	3	2%	2%	63	2.6	3.7
2025-05	69	7	62	9.1	701	628	67%	2.7	83%	4.973	0%	0	2%	1%	47	2.3	3.5
2025-06	71	10	61	8.4	663	594	66%	2.7	85%	4.970	0%	1	2%	1%	28	2.2	3.5
2025-07	57	9	48	9.2	597	523	62%	2.6	86%	4.977	0%	0	0%	0%	21	1.9	3.1

RideCo

Glossary of Metrics

Metric	Description
# Riders	The number of unique users who booked and completed a ride that month.
# New Riders	The number of unique users who booked and completed a ride that month for the first time.
# Repeat Riders	The number of unique users who booked and completed a ride that month and also completed a ride in a previous month.
Avg. Rides Per Rider	# Rides Completed / # Riders, for the month.
# Passengers Completed	The number of passengers whose rides were completed that month.
# Rides Completed	The number of completed rides, including completed (forgotten) that month.
Shared Rides (%)	The percent of completed rides that were in a vehicle with another ride that month. Rides with multiple passengers are counted as a single ride.
Avg. Shared Fare Occupancy	A shared fare is a continuous stretch of time where a vehicle was serving at least 2 rides at the same time. The maximum occupancy is the maximum number of passengers in the vehicle at the same time during the shared fare. This metric is the average of the daily user conversion rates for that month; the daily user conversion rate is the percent of users that searched for a ride on that day that also booked.
Avg. Daily User Conversion Rate	
Avg. Ride Rating	The average ride rating (out of 5) over all rides with ratings that month.
% Rides With 1-2 Star Ratings and Comments	The percentage of completed rides that month where rider left a 1-2 star rating with a comment.
# Abandoned Rides	The number of rides abandoned that month.
Pickup Violations (%)	The percent of completed rides that month with a pickup violation.
Dropoff Violations (%)	The percent of completed rides that month with a dropoff violation.
# Unique Users That Experienced Failed Search	How many distinct users experienced a failed search that month.
Passengers Per Vehicle Hour (PVH)	Total number of completed passenger boardings divided by total number of revenue hours excluding layover time over the month.
Demand Response PVH	Total number of completed passenger boardings divided by total number of demand response revenue hours. Demand response revenue hours are the sum of all vehicle online hours each day, from the arrival time of the first pickup to the time of

Program

☒ Blackfalds

ServiceDay

☐ Sun
☐ Mon
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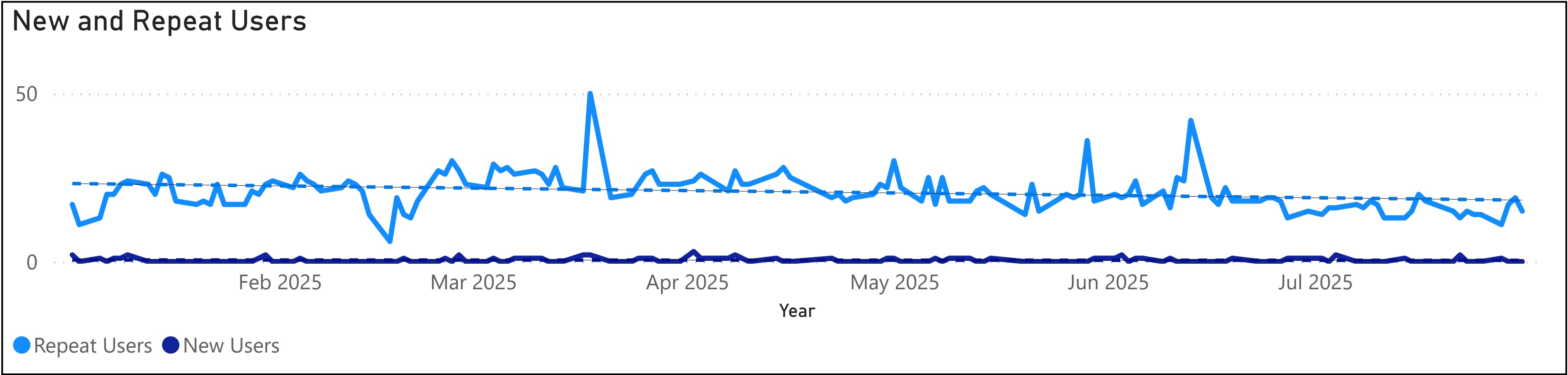
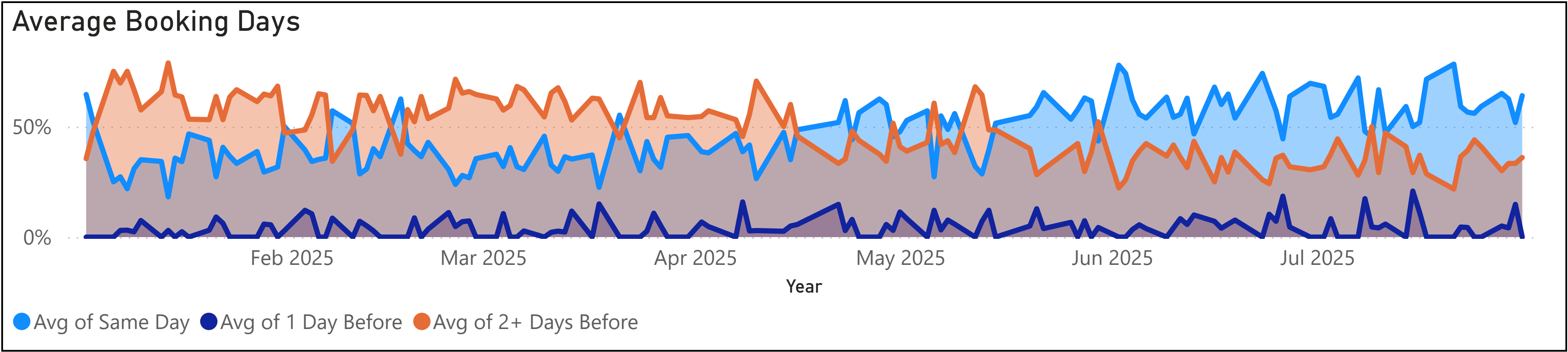
Date

1/1/2025

7/31/2025

12.28

Avg Actual Trip Duration (min)



Year	2025								
Month	January						February		
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users	Avg of Same Day	Avg of 1 Day Before	Avg of	
Blackfalds	35.4%	2.5%	62.0%	10	437	36.2%	4.8%		
Total	35.4%	2.5%	62.0%	10	437	36.2%	4.8%		

Program

☒ Blackfalds

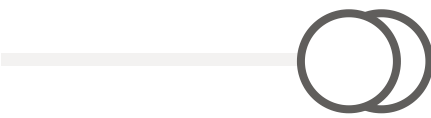
ServiceDay

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- ☐ Tue
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- ☐ Thu
- ☐ Fri
- ☐ Sat

Date

1/1/2025

7/31/2025



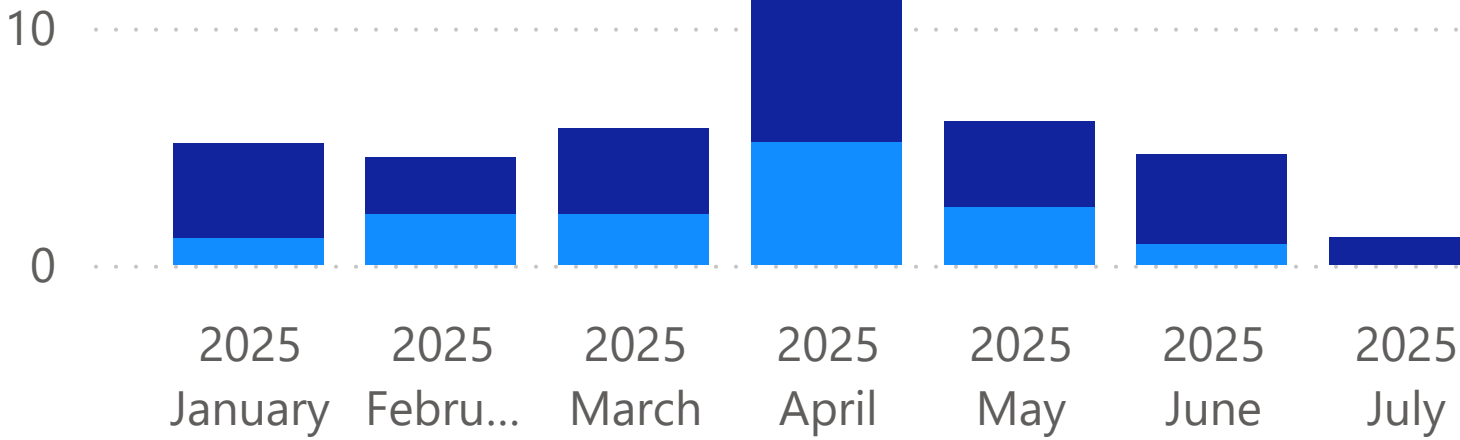
4435

Completed Rides

4.98

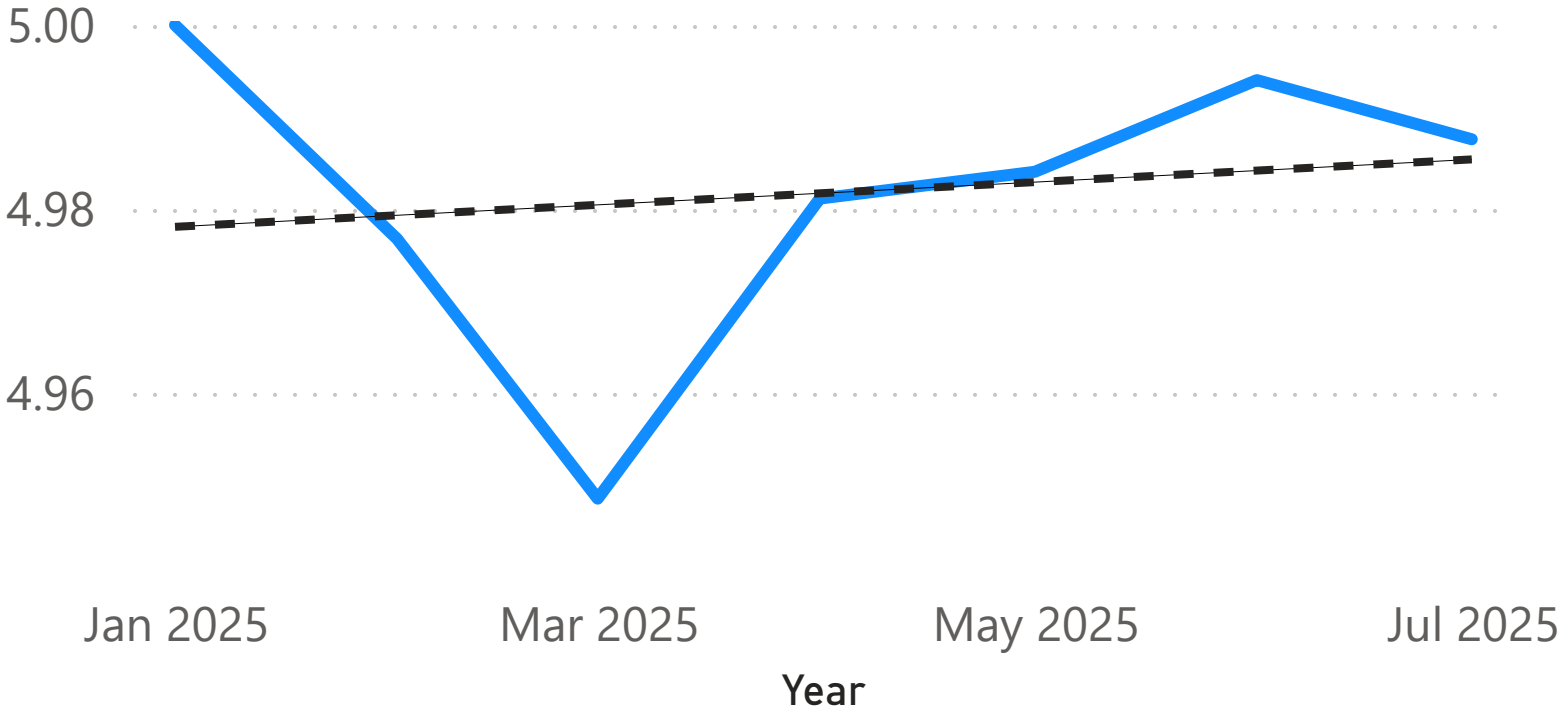
Avg Ride Rating

Avg Late Pickup and Drop Off

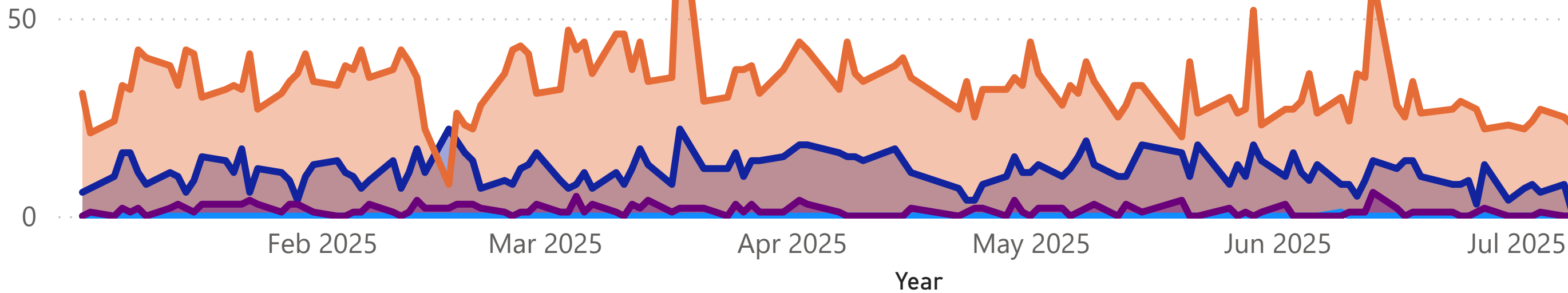


Avg Drop Off Late Avg Pickup Late

Avg Ride Rating



Ride Status Types



Abandoned Rides Cancelled Rides Completed Rides No Shows

Year	2025						
Month	January						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows
Blackfalds	1.13	3.98	5.00	0	232	748	43
Total	1.13	3.98	5.00	0	232	748	43

Program

☒ Blackfalds

ServiceDay

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

Date

1/1/2025

7/31/2025

4890

Completed Passengers

2.44

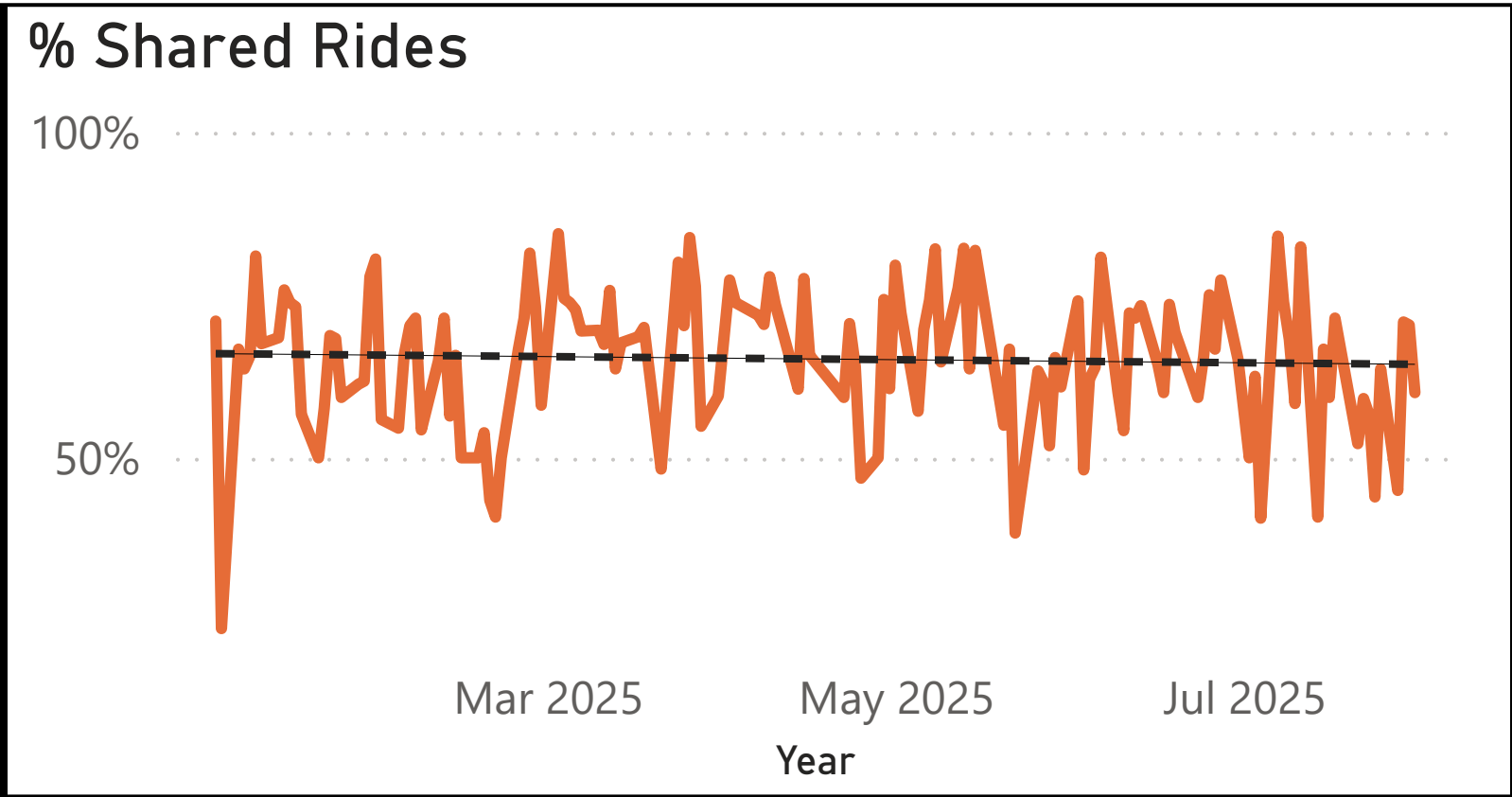
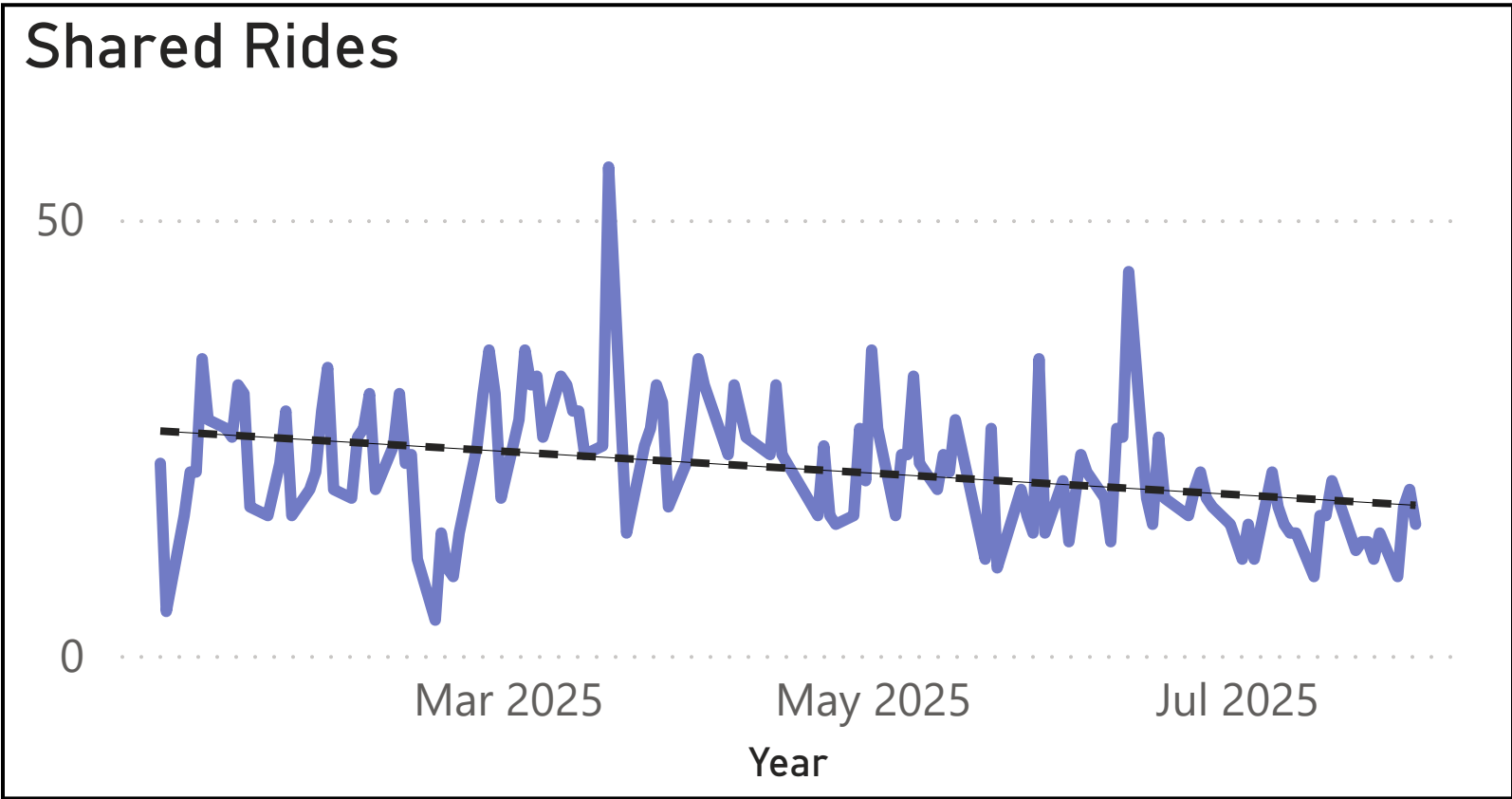
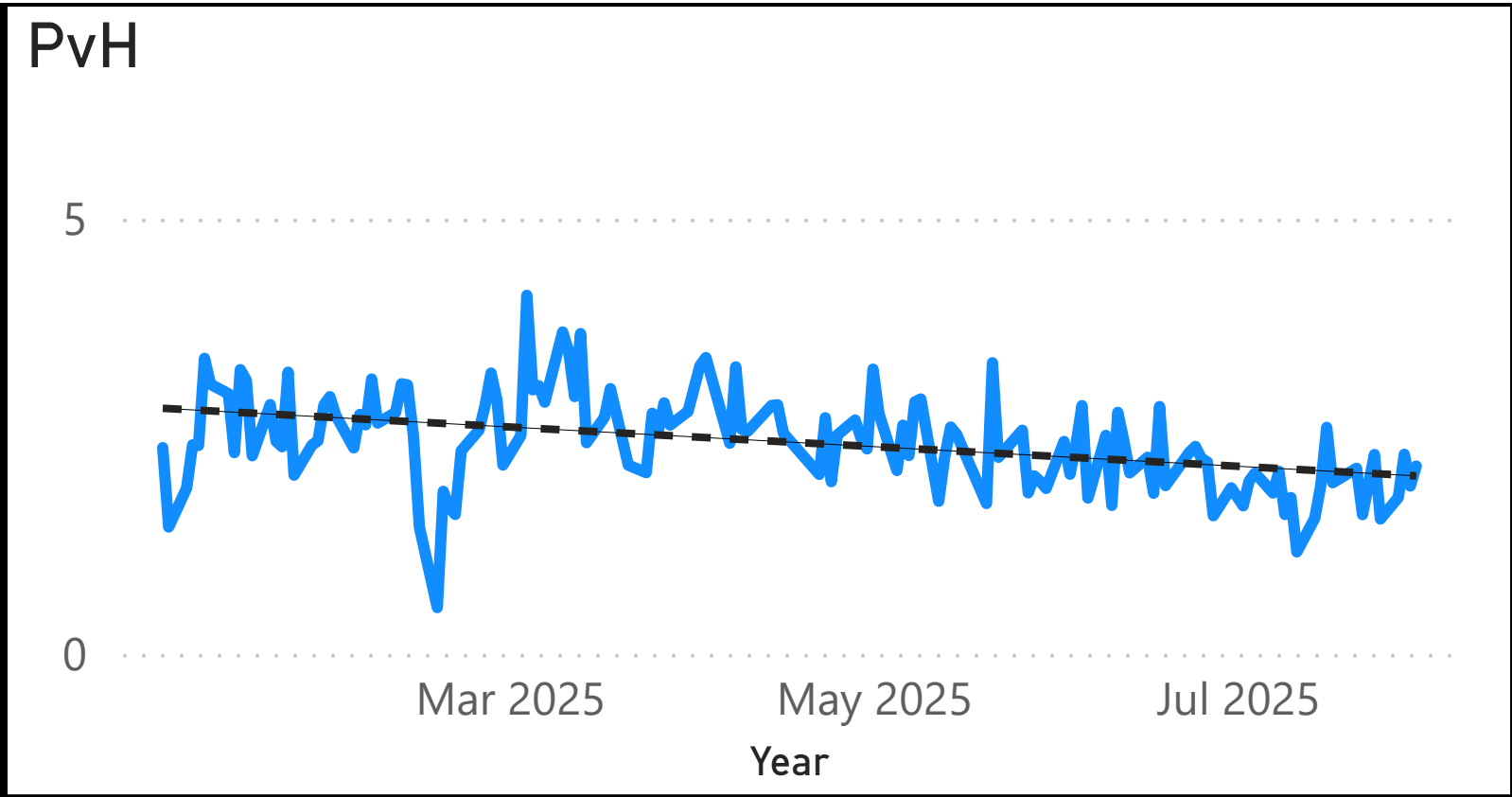
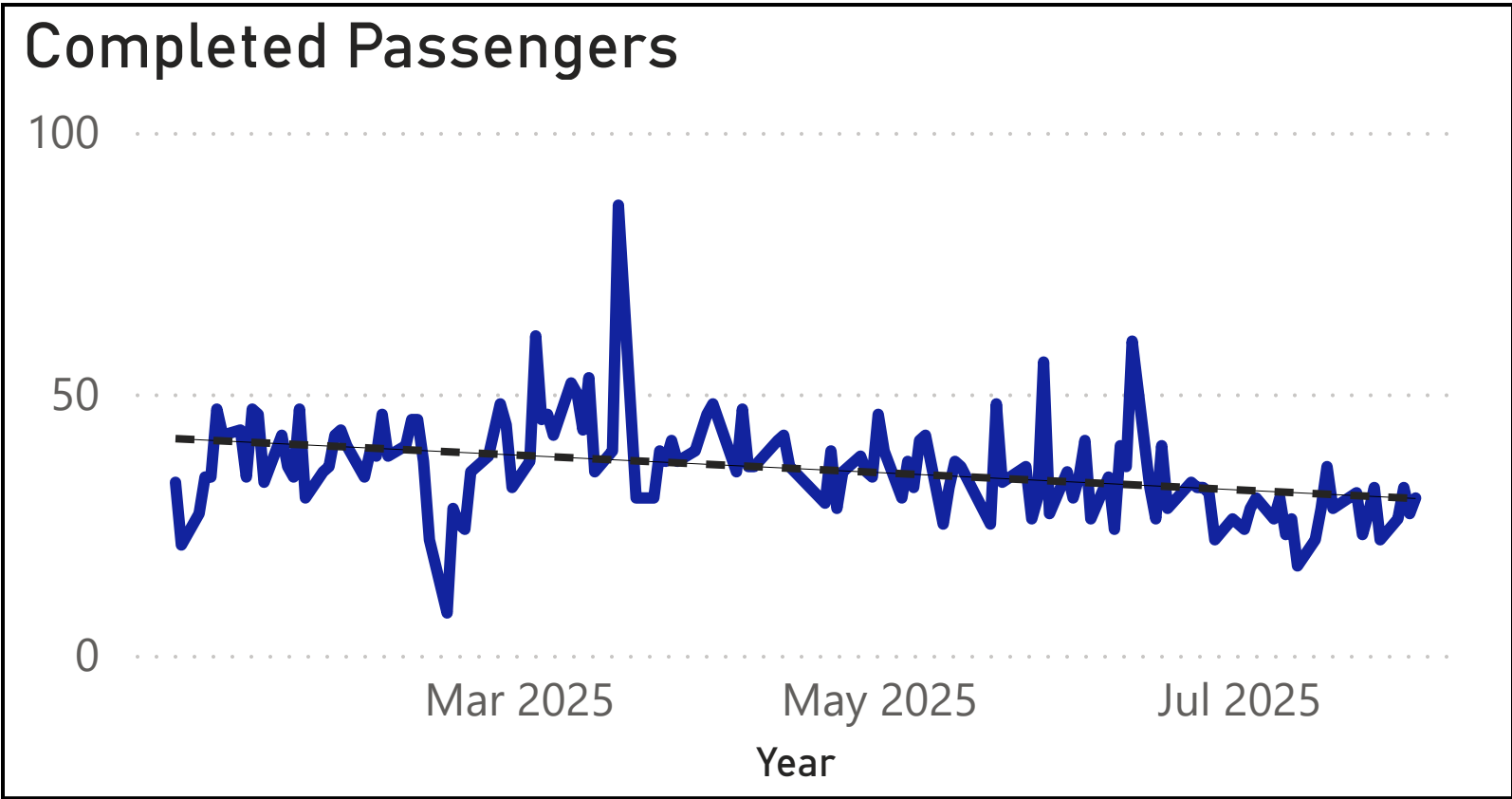
PvH

2945

Shared Rides

66.40%

% Shared Rides



Year	2025									
Month	January				February				March	
Program	Completed Rides	Shared Rides	% Shared	PvH	Completed Rides	Shared Rides	% Shared	PvH	Completed Rides	
Blackfalds	748	496	66.31%	2.61	660	416	63.03%	2.41	762	
Total	748	496	66.31%	2.61	660	416	63.03%	2.41	762	

Program

☒ Blackfalds

ServiceDay

☐ Sun
☐ Mon
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☐ Fri
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Date

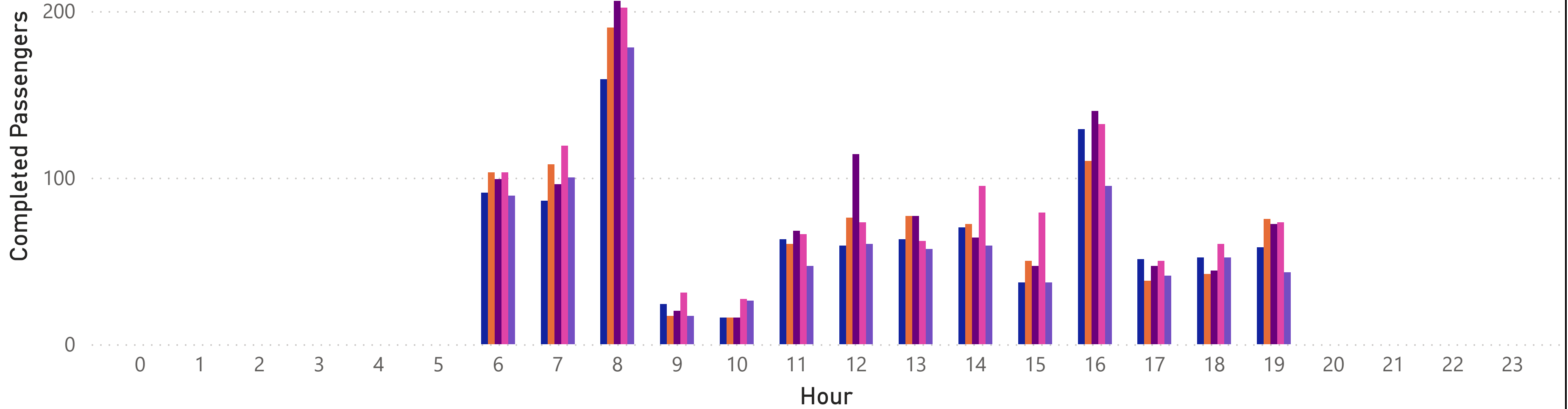
1/1/2025

7/31/2025

ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	0	91	86	159	24	16	63	59	63	70	37	129	51	52	58	0	0	0	0	958
Tue	0	0	0	0	0	0	103	108	190	17	16	60	76	77	72	50	110	38	42	75	0	0	0	0	1034
Wed	0	0	0	0	0	0	99	96	206	20	16	68	114	77	64	47	140	47	44	72	0	0	0	0	1110
Thu	0	0	0	0	0	0	103	119	202	31	27	66	73	62	95	79	132	50	60	73	0	0	0	0	1172
Fri	0	0	0	0	0	0	89	100	178	17	26	47	60	57	59	37	95	41	52	43	0	0	0	0	901
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	0	0	485	509	935	109	101	304	382	336	360	250	606	227	250	321	0	0	0	0	5175

Completed Passengers by Service Day and Hour

ServiceDay Sun Mon Tue Wed Thu Fri Sat



Program

☒ Blackfalds

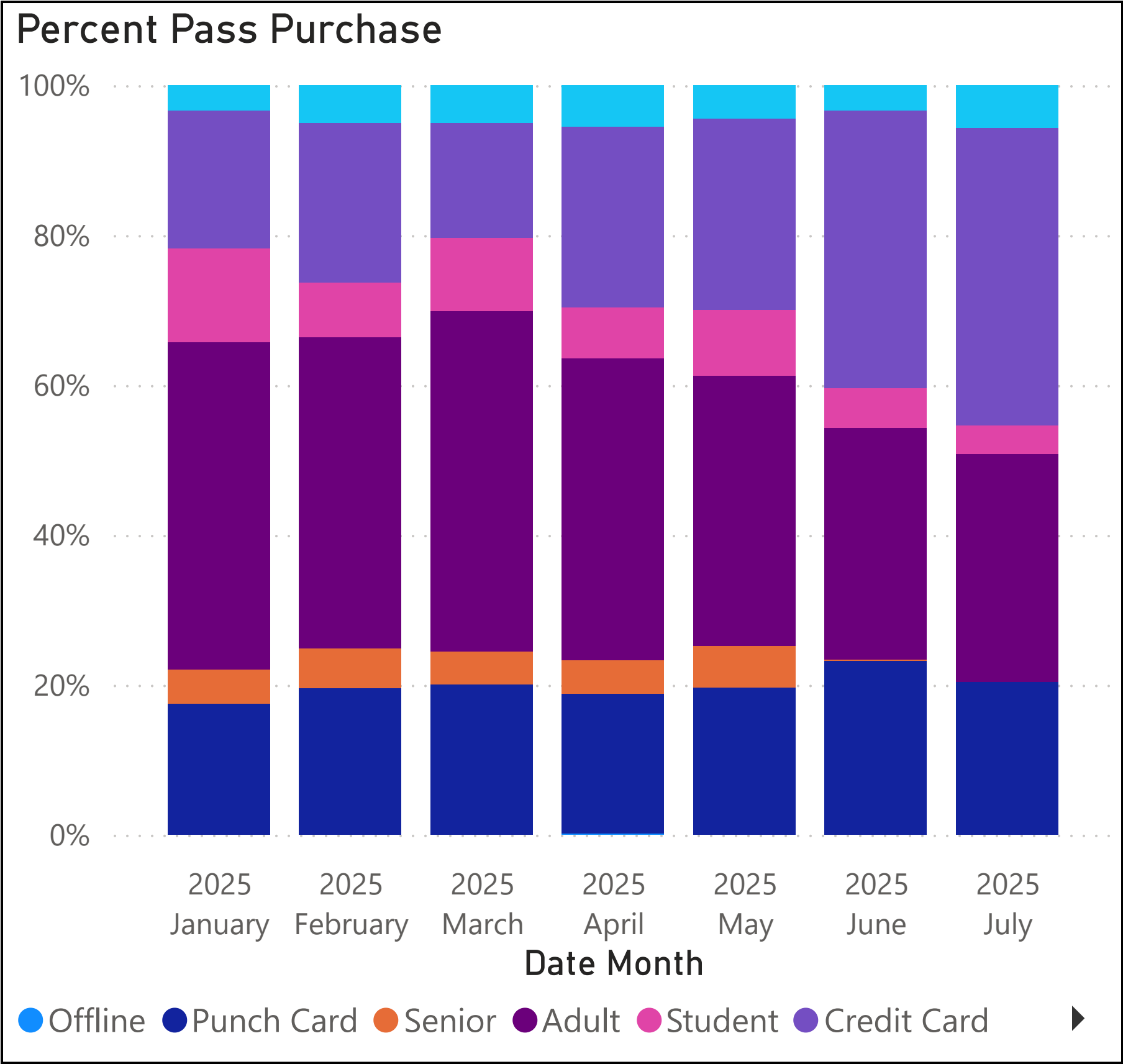
ServiceDay

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

Date

1/1/2025

7/31/2025



Date	Offline	Punch Card	Senior	Adult	Student	Credit Card
2025-01-02	0	3	2	8	0	14
2025-01-03	0	4	2	7	0	4
2025-01-06	0	5	2	7	7	3
2025-01-07	0	7	1	13	5	7
2025-01-08	0	7	1	14	6	3
2025-01-09	0	6	3	17	9	6
2025-01-10	0	3	1	14	7	13
2025-01-13	0	10	1	17	6	4
2025-01-14	0	5	0	17	7	4
2025-01-15	0	8	3	16	7	8
2025-01-16	0	11	1	14	7	6
2025-01-17	0	9	3	14	2	1
2025-01-20	0	4	1	15	5	7
2025-01-21	0	6	1	19	3	4
2025-01-22	0	4	1	17	3	7
2025-01-23	0	13	3	17	4	3
2025-01-24	0	3	0	15	2	5
Total	1	877	162	1729	358	1106

Year	2025														
Month	January										February				
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket	Avg Offline	Avg Punch Card	Avg Senior
Blackfalds	0%	18%	5%	44%	12%	18%	0%	0%	0%	0%	3%	0%	0%	0%	2%
Total	0%	18%	5%	44%	12%	18%	0%	0%	0%	0%	3%	0%	0%	0%	2%

Program

☒ Blackfalds

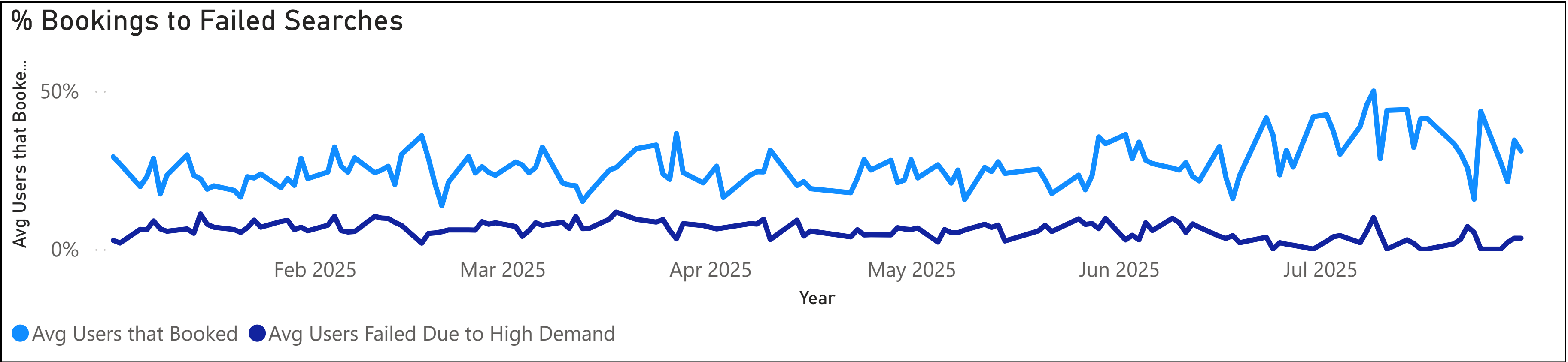
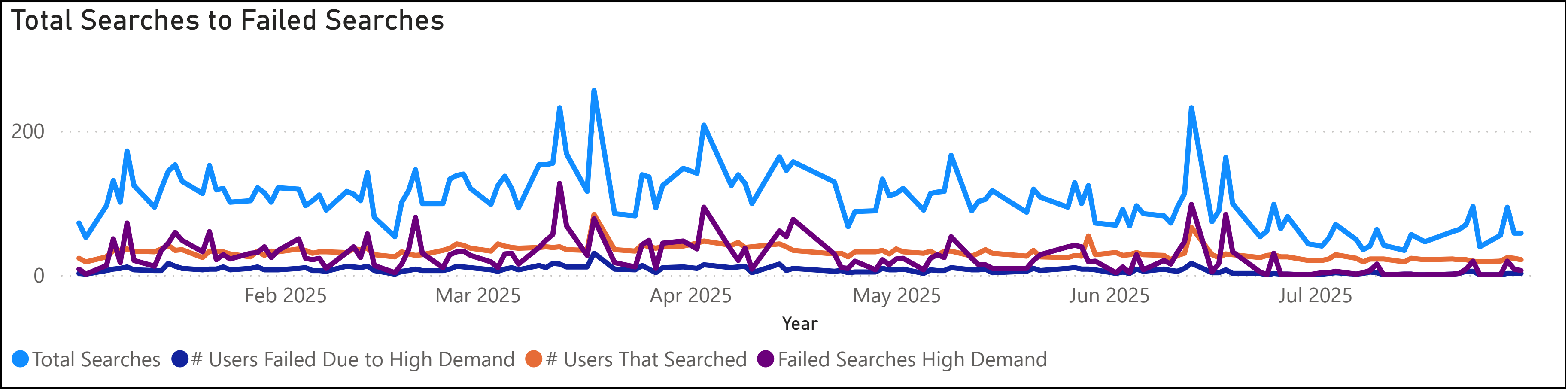
ServiceDay

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☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Date

1/1/2025

7/31/2025



Year	2025				
Month	January				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	2553	175	682	22%	7%
Total	2553	175	682	22%	7%

Program

☒ Blackfalds

ServiceDay

☐ Sun

☐ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

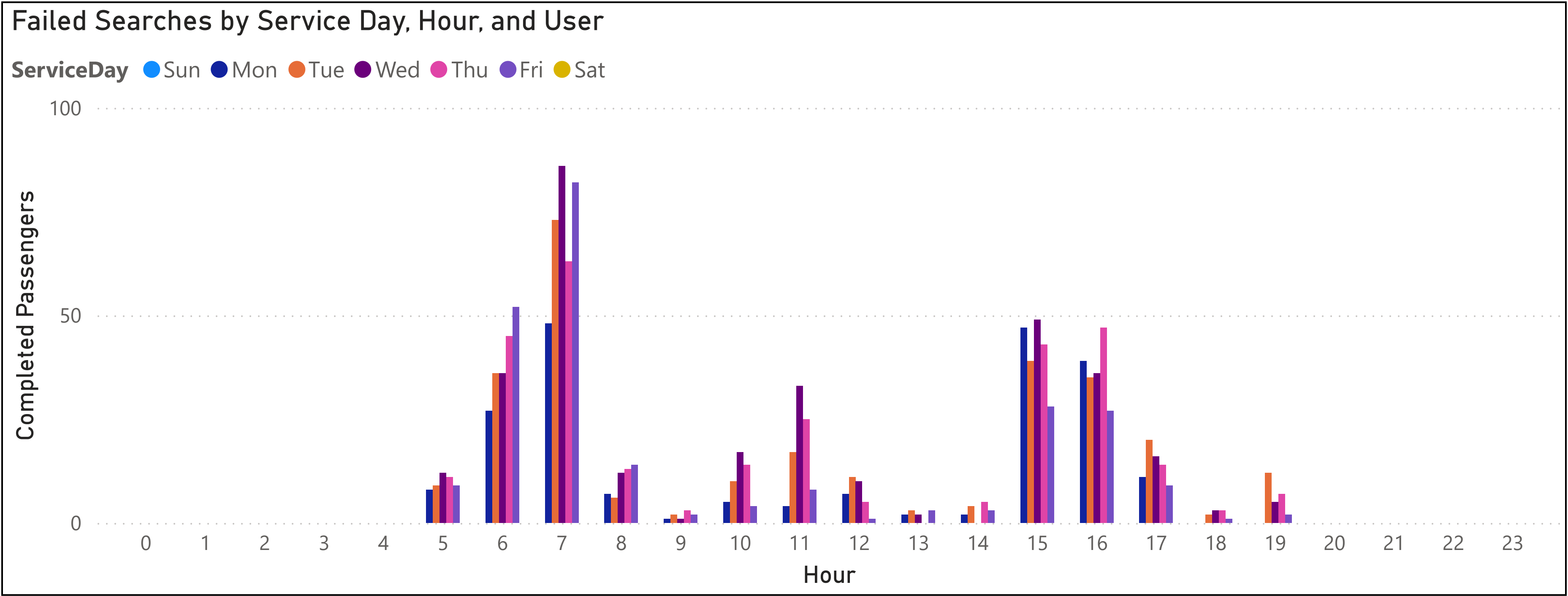
☐ Sat

Date

1/1/2025

7/31/2025

ServiceDay	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Day Total
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mon	0	0	0	0	0	8	27	48	7	1	5	4	7	2	2	47	39	11	0	0	0	0	0	0	208
Tue	0	0	0	0	0	9	36	73	6	2	10	17	11	3	4	39	35	20	2	12	0	0	0	0	279
Wed	0	0	0	0	0	12	36	86	12	1	17	33	10	2	0	49	36	16	3	5	0	0	0	0	318
Thu	0	0	0	0	0	11	45	63	13	3	14	25	5	0	5	43	47	14	3	7	0	0	0	0	298
Fri	0	0	0	0	0	9	52	82	14	2	4	8	1	3	3	28	27	9	1	2	0	0	0	0	245
Sat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hour Total	0	0	0	0	0	49	196	352	52	9	50	87	34	10	14	206	184	70	9	26	0	0	0	0	1348



Program

☒ Blackfalds

ServiceDay

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☐ Sat

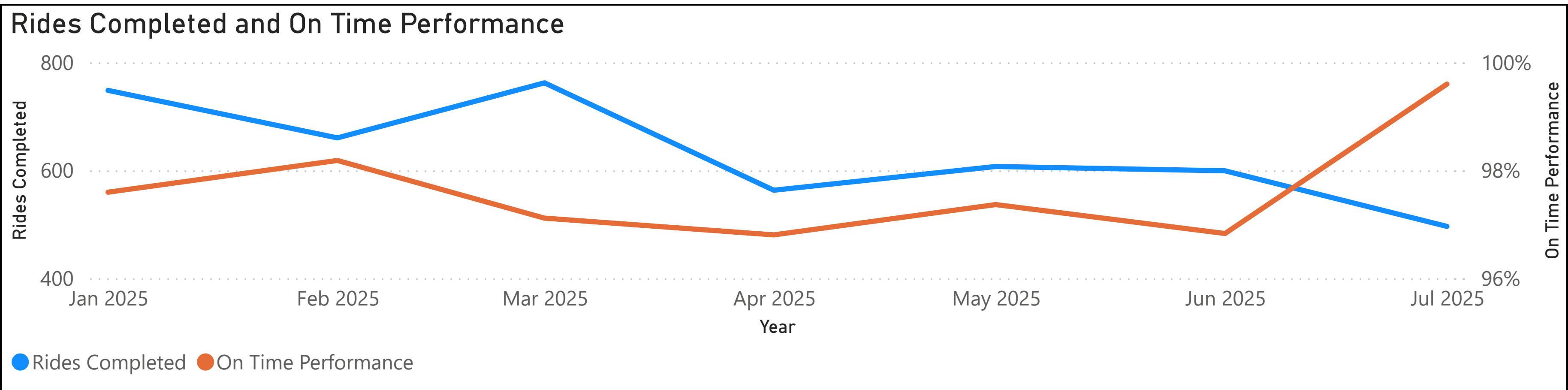
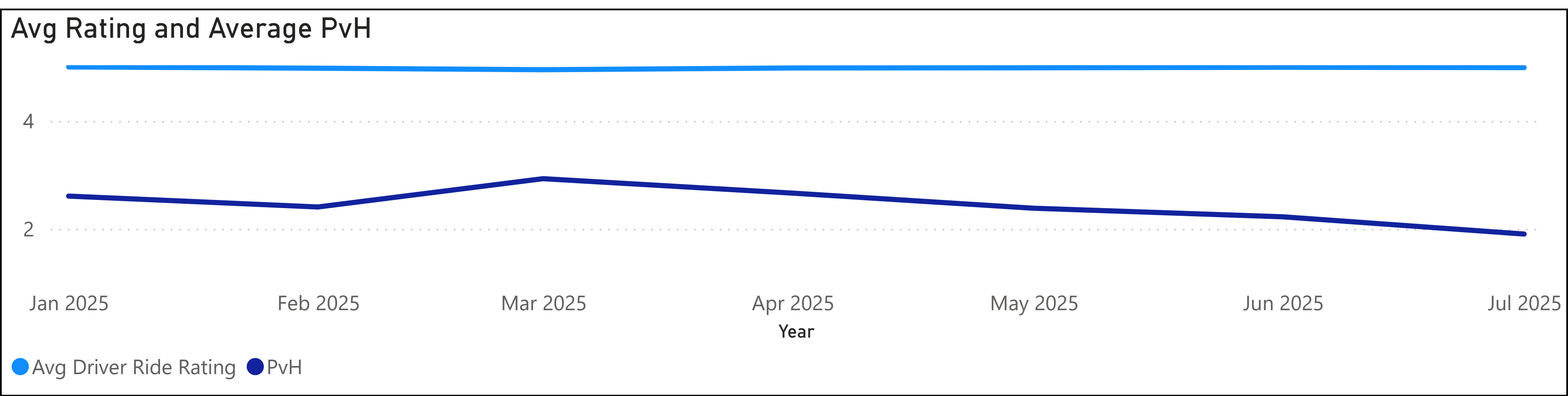
Date

1/1/2025

7/31/2025

97.59%

On Time Performance



Year	2025									
Month	January					February				
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance		Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	
Blackfalds	748	5.00	2.61	97.59%		660	4.98	2.41	98.59%	
Total	748	5.00	2.61	97.59%		660	4.98	2.41	98.59%	

Program

☒ Blackfalds

ServiceDay

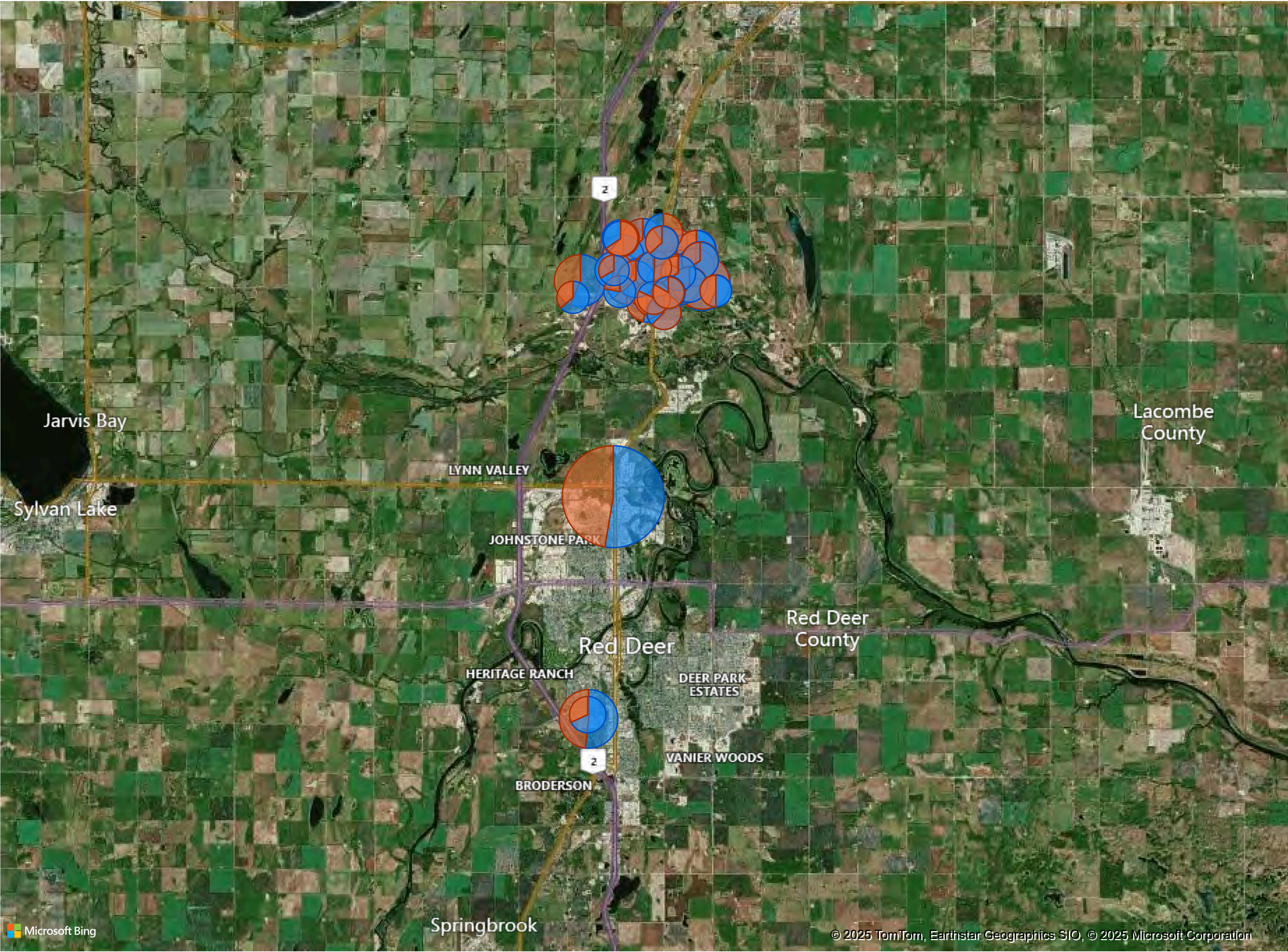
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- ☐ Fri
- ☐ Sat

Date

10/1/2021 7/31/2025



● Dropoff ● Pickup



Program

☒ Blackfalds

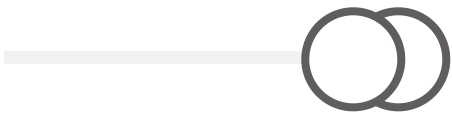
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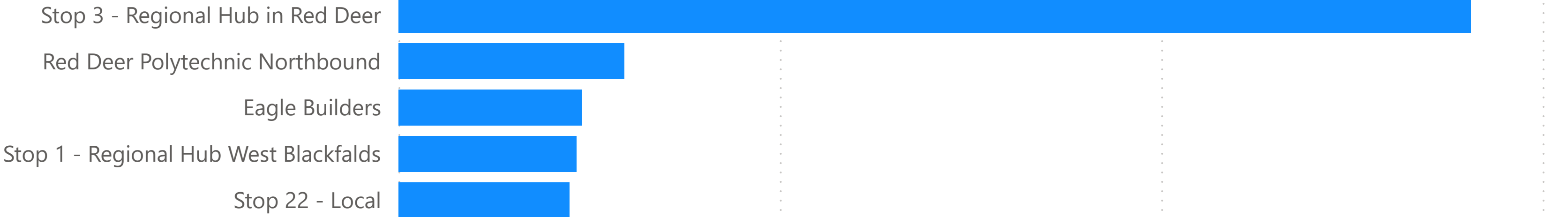
Date

1/1/2025

7/31/2025



Top 5 Pickup Locations



Top 5 Drop Off Locations



stopName	Dropoff	Pickup	Total
Stop 3 - Regional Hub in Red Deer	1157	1406	2563
Red Deer Polytechnic Northbound	381	296	677
Eagle Builders	272	240	512
Stop 1 - Regional Hub West Blackfalds	160	233	393
Stop 28 - Local	206	125	331
Stop 23 - Local	283	27	310
Womacks Rd at Blackfalds Skateboard Park	88	180	268
Stop 22 - Local	22	224	246
Eastpointe Dr at McKelvey CI - WR	32	205	237
Total	4435	4435	8870

MEMBERS PRESENT

Jim Sands – Chairperson, Town of Blackfalds Councillor
Brenda Dennis – Vice Chairperson, Town of Blackfalds Councillor
Jamie Hoover – Town of Blackfalds Mayor

OTHERS ATTENDING

Billie Scott, Development Officer II

REGRETS

Kara Hubbard, Member at Large
Alex Garcia, Member at Large

WELCOME AND CALL TO ORDER

Chairperson Sands welcomed all attending and called the Municipal Planning Commission Meeting to order at 6:16 p.m.

APPROVAL OF AGENDA

7/25 Member Dennis moved that the Municipal Planning Commission approve the agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

Chairperson Sands read a Land Acknowledgement to recognize that the Town of Blackfalds is on Treaty Six territory.

BUSINESS

Approval of Minutes

8/25 Member Hoover moved that the Municipal Planning Commission approve the Minutes from February 25, 2025, as amended.

CARRIED UNANIMOUSLY

Application 107-25 – Change of Use – Daycare Major
5101 Broadway Avenue (Lot 17 & 18, Plan RN17 (XV11))

Administration provided background information on the proposed development.

The Board held a general discussion regarding parking. Administration informed the Board that there would be a shortage of two stalls but highlighted that the Downtown Revitalization Plan promotes on-street parking and that there are also 2 public parking lots available.

9/25 MOVED by Member Hoover that the Municipal Planning Commission APPROVE the application for Change of Use – Daycare. Major as presented in Development Permit 107-25, located at 5101 Broadway Avenue (Lot 17 & 18, Plan RN17 (XV11)) and 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.

General Development Conditions

2. The proposed development shall be undertaken and completed in accordance with the approved plans.

3. Unless specifically exempted from the requirements to obtain a Development Permit, all signs, including relocation, enlargement, or modification to a sign, require a separate development permit.

MINUTES

4. Twelve on-site parking stalls must be provided for client use.

NOTES

1. *Prior to occupancy a fire inspection must be completed by the Town of Blackfalds Fire Department. Please call 403.885.4144 to schedule an inspection time.*
2. *The yellow Development Permit card must be displayed during the duration of development*
3. *Final approval **may** be required from Alberta Health Services (AHS) prior to operation of the approved use. Contact Alberta Health Services for more information. Please forward a copy of approval to the Town of Blackfalds Planning & Development Department, if applicable.*
4. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations affecting such development.*
5. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
6. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around.*
7. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

CARRIED UNANIMOUSLY

ADJOURNMENT

Chairperson Sands adjourned the Municipal Planning Commission Meeting at 6:28 p.m.



Jim Sands, Chairperson



Billie Scott, Recording Secretary/Development Officer II



**TOWN OF BLACKFALDS
COUNCIL REMUNERATION REVIEW COMMITTEE**
Civic Cultural Center – 5018 Waghorn Street
Thursday, July 24, 2025, at 6:00 p.m.
MINUTES

MEMBERS' PRESENT

Richard Poole
Monique Johnson
Denise Sumner
Kevin Hallet

OTHERS ATTENDING

Kim Isaak, Chief Administrative Officer

WELCOME AND CALL TO ORDER

Chair Hallet welcomed all attending and called the meeting to order at 6:01 P.M.

Member Poole moved That the Council Remuneration Review Committee 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

None.

BUSINESS

Approval of Committee Minutes – June 24, 2025

Member Sumner moved That the Council Remuneration Review Committee approve the Minutes as presented.

CARRIED UNANIMOUSLY

Council Survey Results

The Council Remuneration Committee, reviewed the Council Survey results.

Member Poole moved That the Council Remuneration Review Committee receive the Council Survey Results.

CARRIED UNANIMOUSLY

**TOWN OF BLACKFALDS
COUNCIL REMUNERATION REVIEW COMMITTEE**
Civic Cultural Center – 5018 Waghorn Street
Thursday, July 24, 2025, at 6:00 p.m.
MINUTES

Base Honorariums

The Committee concurred that the recommendation to Council for the base honorariums would be for them to remain at the 75% percentile and discussed two potential paths of bringing the percentile rate up to the 75%. One being a phased approach and the other being an increase in one budget year to the 75% percentile.

The Committee further concurred that the Committee would recommend to Council that a list of the minimum requirements for attendance at meetings outside of the monthly Regular and Standing Committee meetings be established as what would be covered off in the base honorariums.

The Committee concurred that a recommendation be made to Council that the optional provision of the base honorarium increasing by a set CPI approved by Council be removed and replaced with an automatic increase being applied based on the CPI set for the Town employees. Rationale for this change is based on the fact that without built in CPI increases the remuneration would fall behind and there would need to be a significant increase when the next review is completed prior to the 2029 municipal general election.

Per Diems Amounts

The Committee concurred that the recommendation to Council on the full day per diem rate remain as is. Further to this it was noted that if the external per diem rate paid by another agency was less than the town's rate that the town would top up the difference.

The Committee concurred that the recommendation to Council on the half day per diem rate would be to increase it from \$135.00 to \$145.00 to bring it to the 75% percentile.

The Committee further concurred that a recommendation be put forward outlining the hourly duration for half day per diems and full day per diems along with the maximum daily per diem.

Application of Per Diems

The Committee concurred that a recommendation would be put forward to Council to develop a list of approved activities that per diems could be applied for based on suggested policies from the Town of Morinville and Sylvan Lake.

Other

The Committee concurred that the recommendation to Council for compensation including benefits would remain the same as current.

The Committee further concurred that the Committee recommend to Council that the Abbey Centre pass benefit be included in the policy.

**TOWN OF BLACKFALDS
COUNCIL REMUNERATION REVIEW COMMITTEE**
Civic Cultural Center – 5018 Waghorn Street
Thursday, July 24, 2025, at 6:00 p.m.
MINUTES

The Committee concurred that the travel expense reimbursements for meals, vehicle use, accommodation, taxi/public transportation, vehicle rentals, parking costs and incidental expenses remain as in the current policy.

Next Meeting

The Committee concurred to attend the August 18, 2025, Standing Committee of Council to deliver the Committee recommendations to Council.

The Committee agreed that the next meeting date would be determined if required once CAO Isaak provided the Committees Recommendation Report to the Committee.

Chair Hallet adjourned the Council Remuneration Review Committee Meeting at 7:50 P.M.



Kevin Hallet, Chair



Kim Isaak, Chief Administrative Officer

Agenda Item 2.1: June 2025 Minutes

Town of Blackfalds Library Board Board Minutes

DATE: June 3, 2025

Meeting Started: 6:33 pm

Attendees: Richard Poole, Glenda Brown, Glyn Evans, Vincent Wolfe, Ray Olfert, Starr Sinclair & Peter Gomes

Online: Edna Coulter

Regrets: Marina Appel

1. Acceptance of Agenda items

Acceptance of Agenda items- Vincent Wolfe moved to accept the agenda with the addition that item 4.4 Budget Discussion be discussed in an in-camera session due to confidential information **CU**.

2. Acceptance of the Consented Agenda

Richard Poole moved to remove meeting minutes and statistics from consented agenda and placed under 3.0 Old Business 3.5 and 3.6. **CU**

3. Old Business:

3.1 The Library Operating Grant- Administrator completed library operating grant and we are waiting to hear back on when/how much we will receive.

3.2 General Personnel Policy Handbook- Update after meeting with Jessica on Thursday. Tips were offered for what should be removed from handbook and put into policy manual. Draft was shared with board member in package. Accept statement as information to be addressed until 4.5.

3.3 Treasurer- Glenda Brown and Administrator have been working together to ensure that information channels between Administrator and the Library Board are open. Discussion regarding information in Treasurer's report. Glenda has reviewed the Mastercard statement and asked if the board wants to review it line by line. Glyn suggested a synopsis instead. Accepted as information.

3.4 CRA account- Administrator not able to apply for CRA account access until the board passes last month's meeting minutes.

3.5 Minutes from May 6 2025 Town of Blackfalds Library Board Meeting

In the Blackfalds Library Board Meeting Minutes for May 6, 2025 (Board Package, page 3), Richard Poole noted that Ray Olfert's name was missing from the list of attendees. Richard Poole also noted that item 4.1 (Review of the new job description) did not include the board's review of the job description, nor did it include the title of the document in which the job description was saved.

Motion L47-25 Motion by Richard Poole that the job description document (May 2, 2025 Financial Controller) be added as an addendum to the Blackfalds Library Board Meeting Minutes for May 6, 2025 and that the minutes be accepted. **CU**

- 3.6** Statistics- Richard Poole requested clarification for the great increase in Wi-Fi and computer user hours, Wi-Fi usage, and sums for children's programs.

Motion L48-25- Richard Poole made a motion to accept the statistics. **CU**.

4. New Business

Motion L49-25 Motion at 7:06 pm by Glyn Evans that the meeting be recessed for a five-minute break. **CU**.

The meeting was called back to order at 7:11 pm

- 4.1** Acceptance of Income Statement, Budget Update & Direct Billy Payments for April
March was reported twice in the change of administration. Updated numbers for income statement, budget update, and direct bill payments will be reported mid-month for review. Any mid-month reported income statement, budget update, and direct bill payments will also be included in monthly meeting agenda.

Discussion about operational financial decisions vs those financial decisions required to be approved by the board.

Motion L50-25 Motion by Vincent Wolfe to accept the income statement, budget update & direct bill payments for April 2025. **CU**.

- 4.2** Library closure for training- staff PRL training in September requires a motion to close the library.

Motion L51-25 Motion by Star Sinclair to close the library on September 15 2025 for the whole day so that the staff can attend Parkland Regional Library training. **CU**.

- 4.3** Further closure for training- Joe is creating a de-escalation session for the staff and a local MMA fighter will donate his time to teach staff self-defense. Not sure when these sessions will be held, but need a motion to close library for these sessions when we know the date.

Motion L52-25 Motion by Richard Poole that the board approve closure of the library for de-escalation training as required with date and time to be approved by the board chair, Glynn Evans. **CU**.

- 4.4** Budget discussion- Discuss the hiring of the consulting bookkeeper, the budget, and the status of the Blackfalds Library's budget projections.

Motion L55-25 Motion by Richard Poole that the board consider the employee pay projection sheet as confidential. **CU**.

Motion L56-25 Motion by Edna Coulter to continue bookkeeper until July 31, 2025 to a maximum of \$2000.00, and to get the number of journal entries completed every month and number of hours the bookkeeper works on the library's pay period per month. **CU**.

- 4.5** **Quickbooks**- Nicole Rice asks if the board can make a motion to remove Carley Binder from Quickbooks as administrator and replace her with Nicole Rice in order to cancel Quickbooks. Glynn Evans accepts this new information and asks for a motion.

Motion L57-25 Motion by Starr Sinclair to add Nicole Rice to Quickbooks as administrator to cancel it. **CU**.

Motion L53-25 Motion by Ray Olfert that the meeting go into in-camera at 7:36 pm. **CU.**

Board Chair Glyn Evans left the meeting at approximately 8:30 pm and appointed Glenda Brown as Board Chair for the remainder of the meeting.

Motion L54-25 Motion by Ray Olfert that the meeting come out of in-camera at 9:10 pm. **CU.**

4.7 Review of General Policy Book- Glenda Brown suggested consolidation of the General Policy Book and Emergency Planning. Richard Poole suggested that a committee be formed.

Motion L58-25 Moved by Richard Poole to form subcommittee for policy and emergency planning consisting of Glenda Brown, Vincent Wolfe, Richard Poole and the PRL consultant (as advisory). **CU.**

4.4 Review of Emergency Planning- See above (4.7)

5. Board Basics Workshops PLSB –None offered

6. Policies

- Next policy to be reviewed: See above (4.5)

7. Plan of Service –

8. Bylaw –The Town of Blackfalds is reviewing and changing their bylaws in regards to the library. They have passed their changes by the PLSB. Can the board receive a copy of proposed bylaw for comment by email for review. Replies regarding bylaw go to Glyn Evans.

9. Emergency Planning

- See above (4.5)

10. Round Table Discussion

11. Adjournment at 9:19 pm

Next Board Meeting August 5, 2025 at 6:30pm

Regrets:



PUBLIC LIBRARY
BLACKFALDS

Agenda Item: 2.2 Programming Report

Date: June 2025

Prepared by: Jessica Decoteau

Programming Highlights:

- The Seniors Week Card club was a big hit. 30 people showed up and many played cards. There was quite a few there just for tea or coffee and snacks. Lots of laughs and conversations.
- Regular Card Club is still running smoothly as always.
- Anime club is becoming more popular, many kids that have been at the library during the time but haven't come before are now coming. The kids are talking about their favorite shows to watch and ones they like reading.
- Reading Buddies has gotten quite a few new kids coming. The difference I am noticing with their reading from when they first started too now, is wonderful. The parents are also very happy with the progress that their children are showing. I make sure to check in with the parents after every club to let them know how the kids are doing.
- Video game club this month was another big hit!! It ran smoothly and everyone was playing games together amazingly. They were talking about games they've played and sharing different games with each other that they thought would be liked.
- Minecraft club is also going really good for the tech-based clubs. The members were enjoying the new updates and playing around with them. They even all came and helped me with my build and showed each other the amazing things that they are building in their little parts of the map. Truly at awe of the things that they have made not only by themselves but also together as a team.
- Art Club wrapped up with our 3D paintings and started Wool needle felting. The kids are so excited for this project!! At first, they wanted something that they could do in one class, now they are commenting on how they enjoy taking their time on what they are working on. They are all very proud of themselves and what they've have created.
- Helped some kids make Minecraft accounts so they could join in on the club on Tuesdays. They are always so excited when it's Tuesday and can hang out on the server.
- It's been the month of going to schools to tell the kids and school staff about the Summer Reading Program and what we have going on.

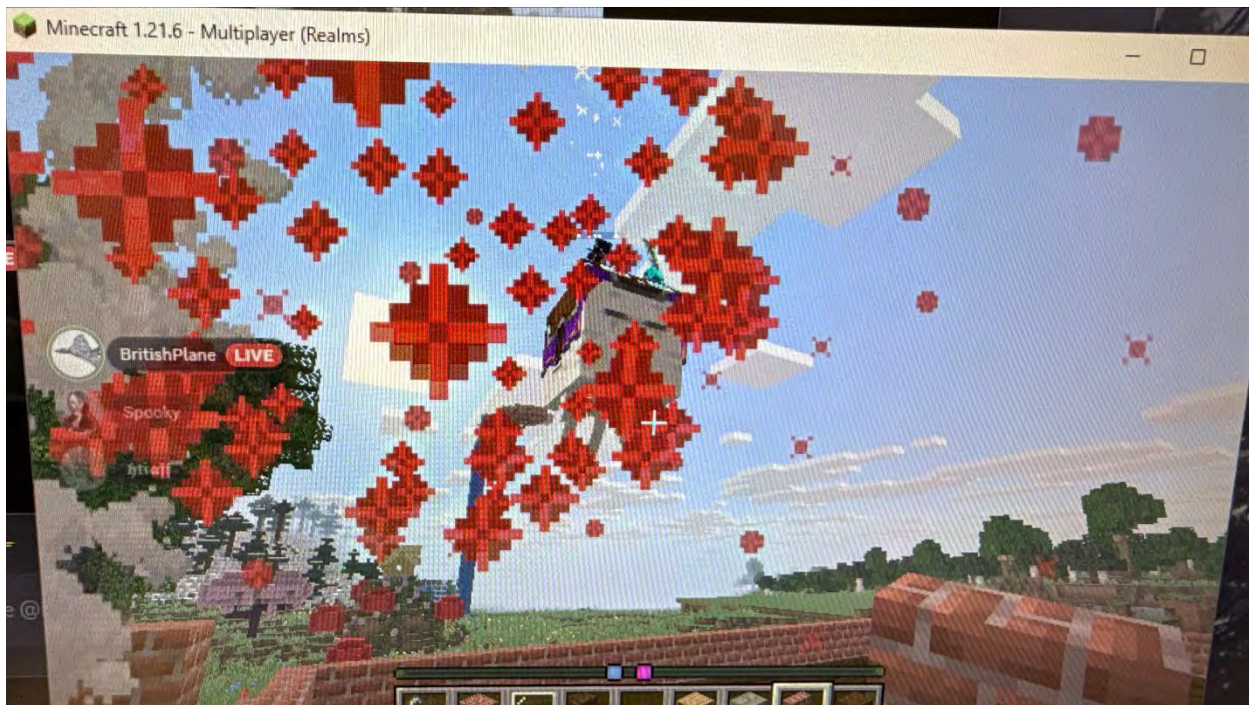
Those have been going really well with lots of interest in the programs and lots of questions.

- Walking club has been getting more and more people joining in and making awesome connections with each other. Of course, weather permitting, but Fridays are good walking days for all of those that have been coming to the club.





















Agenda Item: 6.2 Programming Report

Date: June 13 ,2025

Prepared by: Laura MacKenzie

Programming Highlights:

- The Little Star Kinders came to build with Lego.
- This month I have less classes so I am able to Fund raise, plan & prepare for the Summer Reading Program, visit schools and to give tours of our library (Tour, Story & craft or Lego building)
- We visited Iron Ridge Elementary School and went to most of the classes promote our Summer Reading Program. It was wonderful to see so many children who recognize us because they come to the library regularly! So many comments such as "I Know You!", "I go to the library..." The students are eager to read through the summer.
- One of my regular attendee's has a new baby sister. He loves coming to the library and told his mom he wants to go the Library class. They came with 6 day old baby.





City of Lacombe

COUNCIL HIGHLIGHTS

August 11th, 2025

2. Review of Agendas

2.1 Consent Agenda

- Council endorsed the County of Lacombe's grant application to the Municipal Affairs – Alberta Community Partnership Program under the Intermunicipal Collaboration component, for the development of the Lacombe Lake Management Plan in conjunction with the City of Lacombe and Town of Blackfalds.
- Council scheduled a public hearing on the proposed disposal of Reserve Land described as Part of Lot R1, Plan 772 0810, for Monday, September 8th, 2025, at 6:00 pm. Council gave first and second reading to Bylaw 400.74, as presented. Council scheduled a public hearing for Bylaw 400.74 on Monday, September 8th, 2025, at 6:00 pm.
- Council gave first reading of Bylaw 533 – Natural Gas Distribution Franchise Agreement.
- Council approved first reading of Bylaw 389.1 Fires Services Bylaw Amendment #1.
- Council gave first reading to Bylaw 511.1 as amended.

4. Presentations

4.1 Lacombe Market Study & Economic Analysis

Amir Kamyab-Nejad, CCIM Strategic Advisor, presented a Lacombe Market Study & Economic Analysis to Council.

4.2 Annual Economic Update – CIBC Hobson Chahal Advisory Group

James Hobson, Portfolio Manager; Charet Chahal, Portfolio Manager; and Jacob Cranham, Associate Investment Advisor, presented the Annual Economic Update from CIBC Hobson Chahal Advisory Group to Council.

4.3 Downtown Development Concepts and Future Development

Hannah Downton, Owner of Downton & Co., and Julie Downton, presented on Downtown Development Concepts and Future Development to Council.

6. Requests for Decision

6.1 Bylaw 379.4 – Tax Penalty and Payment Bylaw

Bylaw 379 currently sets fixed tax payment deadlines on June 30th, August 31st, October 31st, and March 31st. Penalties are applied to unpaid balances after those dates. However, if a deadline falls on a weekend or holiday when City offices are closed, it creates confusion about when payment is due and when penalties should begin.

Although Section 11 of the bylaw defers the penalty date to the next business day when the scheduled date falls on a non-working day, referencing a specific payment date (e.g., "June 30") has resulted in penalties being incorrectly applied. For example, when June 30th falls on a weekend, some penalties have been incorrectly applied on July 1st, requiring administrative reversals.

To ensure accuracy and consistency, Bylaw 379.4 proposes replacing the fixed dates above with "the last business day of the month." On June 14th, 2025, Council approved the first reading of this amended bylaw.

Council gave second and third reading to Bylaw 379.4

6.2 2026 Budget Direction and Schedule

This report outlines the 2026 budget timeline, key policies on property tax increases and cost-of-living adjustments (COLA), and anticipated budget changes. It is intended to provide Council and the public with a clear understanding of the core budget elements in advance of the November budget workshops.

Shortly after the October 20th municipal election, Council will begin its deliberation on:

- 2026 Operating Budget and 2027-2028 Operating Plan, and
- 2026 Capital Budget and 2027-2035 Capital Plan.

The Municipal Government Act (s.242(1) and s.245) requires Council to adopt an operating and capital budget for each calendar year by January 1. In compliance with that requirement, the City's 2025 budget timeline

While Administration recommends a 2.3% tax increase and COLA target in alignment with the City's Annual Budget and Taxation Preparation Policy, the current estimated tax rate increase is 6.25%.

Council directed Administration to prepare the draft 2026 Operating Budget less than or equal to a property tax increase target of 2.3%.

Council directed administration to prepare the draft 2026 budget with a wage correction allowance increase of up to 2.3%

6.3 Lacombe Public Schools Enhancement Society Playground Replacement Project

In a presentation at the April 28th, 2025, meeting of Council, Pam Dedora (Chairperson), Renee Spelt (Vice Chairperson), and Jason Lunn (Team Jigger Representative) introduced a funding request on behalf of the Lacombe Public Schools Enhancement Society (LPSE). Since that time, the Society has redesigned the project to be more financially feasible and has actively pursued other funding sources.

They are now requesting \$15K from the City of Lacombe to assist with completing their fundraising goal. This funding would help leverage a matching grant through the Alberta Government's Community Facility Enhancement Program (CFEP) and strengthen the LPSE Society's applications to Lacombe County and local businesses.

The JS McCormick playground is used not only by students but also by community members outside school hours and plays an important role in the broader community's recreational infrastructure.

Council approved a one-time contribution of \$15,000 to the Lacombe Public Schools Enhancement Society in support of the JS McCormick School Playground Replacement Project, to be funded out of the Community Builder fund.

6.4 Wolf Creek Maintenance Obligations: Update to Council

The City of Lacombe approved the original Wolf Creek Maintenance Policy in 2012, outlining an eight year rotational maintenance schedule across approximately 18 km of Wolf Creek—4.5 km within City boundaries and 13.5 km outside. This schedule proved challenging to meet due to operational limitations and rising costs. In response, the City began contracting external services and revisited the policy. On September 23rd, 2024, Council reviewed multiple options and directed Administration to revise the policy based on Option 2A, which maintains proactive creek maintenance within City limits and adopts a responsive approach outside City boundaries, triggered only by verified complaints of restricted flow.

The updated policy will prioritize proactive maintenance within City boundaries to meet drainage and stormwater management objectives. Outside City limits, service levels will shift to a reactive model, meaning maintenance will only be undertaken in response to confirmed flow restriction complaints. This reduces staff time and budget demands while ensuring the City responds to critical concerns.

Council approved the updated Wolf Creek Maintenance Policy as presented.

Council rescinded the existing Wolf Creek Maintenance Policy 31/210.01 2012PO.

6.5 Council Motion - Brought Forward from Notice of Motion (Councillor Hibbs – July 14, 2025)

Council approved the following motion:

- “Council schedule a Committee Meeting on Monday, September 29, 2025, for the purpose of identifying and discussing key topics to be addressed in a future report on the potential restriction of heavy truck through-traffic on 50th Avenue between C&E Trail and Highway 2A to encourage greater use of the 34th Street bypass, which remains underutilized. The intent of the meeting is to provide Council input on priority topics to guide the scope and focus of the Administration's forthcoming report.”

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

- Monday, August 25th, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall

- Monday, September 8th, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall

- Monday, September 22nd, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall

SPECIAL EVENT PERMIT

Permit #: 011.25

Date of Issue: August 18, 2025

Organization Name: Town of Blackfalds & Heart of Blackfalds Society
Name of Event Organizer: Kurt Jensen
Address: Box 220, Blackfalds, AB T0M0J0
Phone: 403-885-6371

Event Name: Blackfalds Street Dance
Event Date(s): August 21, 2025
Location: Broadway Avenue
Road Closure: Broadway Avenue at Indiana/Moore Street. Broadway Avenue at Piccolos just south of East Railway Street & Broadway Avenue intersection. Park Street just to the east of intersection with Broadway Avenue
Event Start Time: 5:00 PM **Event Finish Time:** 9:00 PM
Set-up to begin on: August 21, 2025 **Time:** 3:00 PM
Takedown to end by: August 21, 2025 **Time:** 9:30 PM
Number of Participants: 250 **Number of Spectators:** 250

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,
Chief Administrative Officer**

Blackfalds Street Dance

5 - 8 pm | Aug 21, 2025

ATTRACTIONS

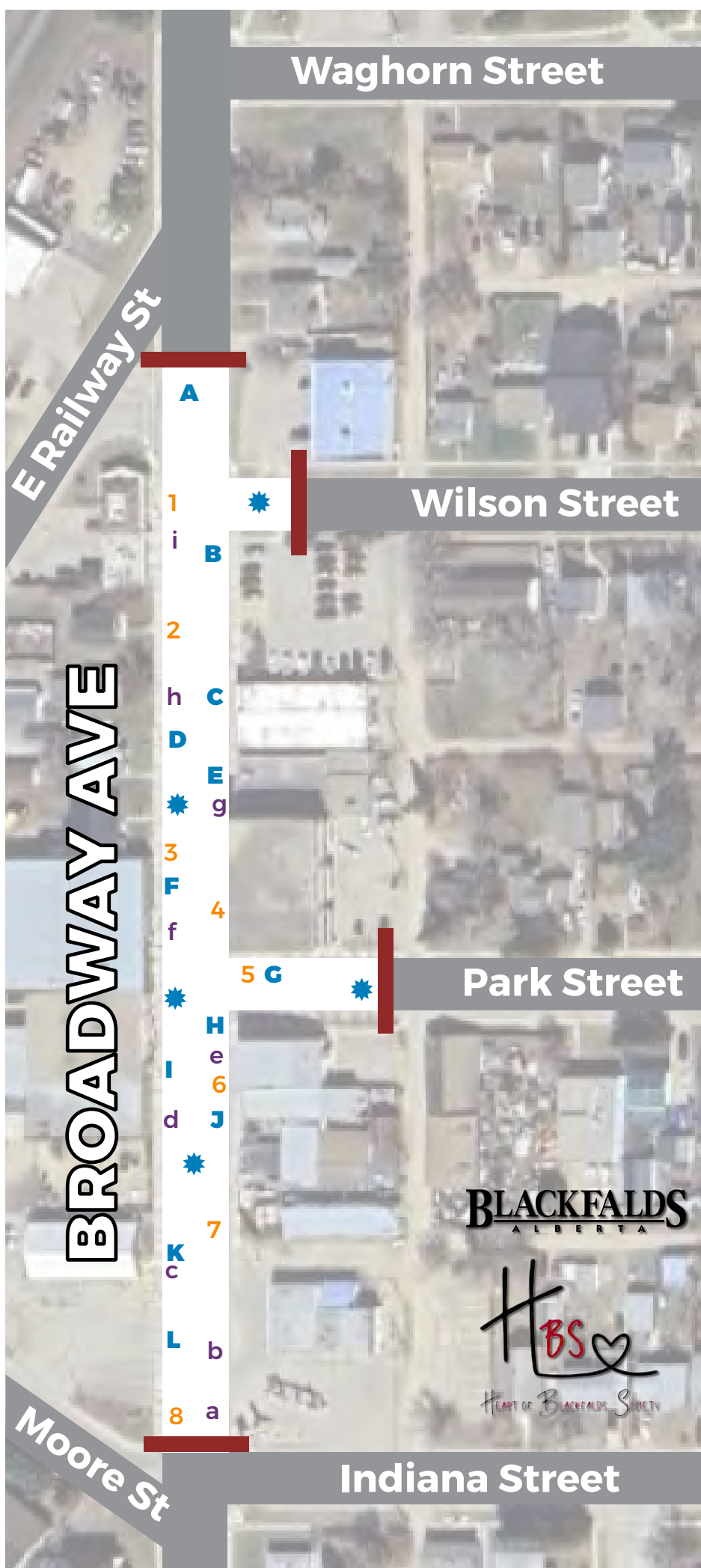
- 1 \$ Beer Gardens
- 2 Pet Adoption Event
- 3 DJ / Dance
- 4 \$ Dunk Tank Fundraiser
for FCSS' Back to School
program
- 5 Aerial Silks
- 6 Oasis Drop-in Centre
- 7 Glitter Tattoos
- 8 Fire Truck

GAMES / ACTIVITIES

- ★ HBS Cornhole
- A Blackfalds Figure Skating
- B Boys & Girls Club
- C Little Star
- D Rootz Hair
- E Faith Community Church
- F Nutters
- G The Studio - Mind, Body, Bliss
- H Big Brothers Big Sisters
- I Little Soldiers
- J Stride Physiotherapy
- K Servus Credit Union
- L Blackfalds Smiles

FOOD / DRINKS

- a \$ Hot Dogs | Fire Dept
- b Centex (in-store discounts)
- c \$ Corn on the Cob & Ice Cream
Optimist Club of Blackfalds
- d \$ Cotton Candy | UBAKA
- e \$ Chips | Oasis Centre
- f \$ Beverages | HBS
- g \$ Desserts | Faith Community
Church
- h \$ Chili, Nachos & Cheese |
Friends of Library
- i \$ Pizza | Piccolos
- j \$ Shnacks N' Thangs Hangry
Waggon & A Bit of Fayth
Designs



BLACKFALDS
ALBERTA

HBS
HEART OF BLACKFALDS SOCIETY

SPECIAL EVENT PERMIT

Permit #: 012.25
Date of Issue: August 18, 2025

Organization Name: Big Brothers Big Sisters of Lacombe and District
Name of Event Organizer: Brianna Berthiaume
Address: 5103 49 Street, Lacombe, AB. T4L 1J4
Phone: 403-782-7870

Event Name: Rubber Duck Drop
Event Date(s): September 27, 2025
Location: Sterling Industries Sports Park - Soccer Pitch
Road Closure: None
Event Start Time: 12:00 PM **Event Finish Time:** 3:00 PM
Set-up to begin on: September 27, 2025 **Time:** 9:00 AM
Takedown to end by: September 27, 2025 **Time:** 6:00 PM
Number of Participants: 150 **Number of Spectators:** 200

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:

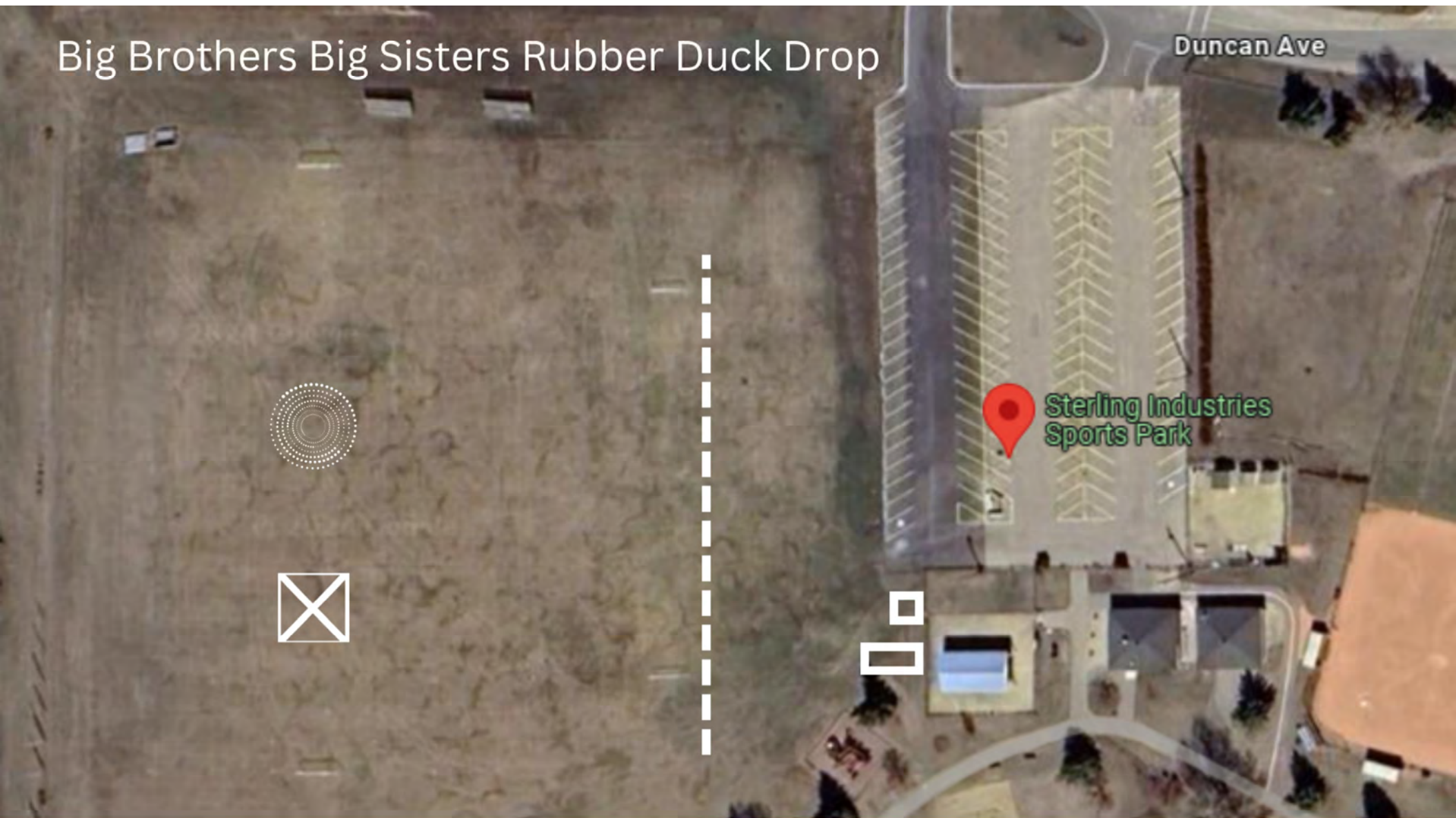
None

Approved By:

Kim Isaak

**Kim Isaak,
Chief Administrative Officer**

Big Brothers Big Sisters Rubber Duck Drop



-- Spectators stay behind

□ -Tent

▭ -Bounce House



-Duck Drop



-Helicopter Landing

Subject: CanEMERG: No-cost Emergency Mental Health and Wellbeing Resources for Your Team and Community

From: McKinnon, Margaret <mckinno@mcmaster.ca>

Sent: Wednesday, July 30, 2025 2:26:35 PM

To: Jamie Hoover <JHoover@blackfalds.ca>

Subject: CanEMERG: No-cost Emergency Mental Health and Wellbeing Resources for Your Team and Community

You don't often get email from mckinno@mcmaster.ca. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Report any suspicious activities using the Report Phishing Email Button above.

Dear Mayor Hoover,

I hope this message finds you well. In light of the emergencies and disasters that affect regions across Canada, including the wild fires raging this summer, we recognize the psychological and emotional burden placed on civilians, emergency personnel, municipal leaders, and entire communities.

As part of a group focused on psychological trauma and recovery at McMaster University, I wanted to take a moment to share a free, no-cost, national resource that may be helpful to you, your teams, and your communities: the **Canadian Emergency Response Psychosocial Support Network (CanEMERG) website**:

 <https://canemerg-urgencescan.com>

Funded through a financial contribution from the Public Health Agency of Canada, CanEMERG provides free, 24/7 access to evidence-based mental health tools and resources intended to prevent the development of longer-term mental health difficulties following an emergency or disaster.

Available, evidence-based, resources include:

- Navigation to federal, provincial, and local no-cost mental health services.
- Psychological First Aid guidelines for crisis support and community resilience/well-being.
- A self-assessment tool to check your own mental health status.
- Guidance for coping with stress, trauma, and PTSD.
- A community recovery toolkit to guide leaders and organizations through supporting their communities post-disaster.
- A personal mental health toolkit with strategies to manage stress during crises.

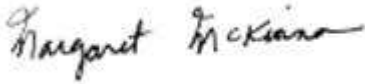
CanEMERG was created with all Canadians in mind, including civilians, public safety personnel, municipal leaders, healthcare workers, Veterans, and equity-deserving communities. The website is open and accessible free of charge to **all Canadians**. We hope this site can serve as a valuable tool in your work.

If you want to learn more about this website, please watch this short video:

<https://www.linkedin.com/feed/update/urn:li:activity:7312548027271954433/>

If you have any questions or would like to connect with our team, I would be happy to speak further. We are also happy to provide a social media post about the website that you can post to your community. I can be reached at: mckinno@mcmaster.ca.

Warm regards,



Margaret C. McKinnon, PhD, CPsych

Homewood Research Chair in Mental Health and Trauma
Professor and Associate Chair, Research
Department of Psychiatry and Behavioural Neurosciences
McMaster University
Research Lead, Mental Health and Addictions, St. Joseph's Healthcare Hamilton
Senior Scientist, Homewood Research Institute

web: <https://experts.mcmaster.ca/display/mckinno>

CanEMERG: Mental Health and Wellbeing Resources for all Canadians: <https://canemerg-urgencecan.com/>

Healthcare Salute: Mental Health and Wellbeing Resources for Healthcare Providers: <https://healthcaresalute-soinsdesantesalute.com/>

Trauma and Recovery Research Unit: <https://www.thetraumaandrecoverylab.com/>

McMaster University recognizes and acknowledges that it is located on the traditional territories of the Mississauga and Haudenosaunee nations, and within the lands protected by the Dish With One Spoon wampum agreement.



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR119711

August 8, 2025

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

Dear Mayor Hoover:

I am pleased to confirm your allocation for the 2025-26 Canada Community-Building Fund (CCBF). In 2025, Canada allocated Alberta \$276 million; this partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

For the Town of Blackfalds, your 2025 CCBF allocation is \$743,308.

Both the CCBF and Local Government Fiscal Framework (LGFF) funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at <https://open.alberta.ca/publications/canada-community-building-fund-allocations>.

I look forward to working together with you to support your local infrastructure needs, and building strong, vibrant communities across Alberta.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: Kim Isaak, Chief Administrative Officer, Town of Blackfalds

MEETING DATE: August 26, 2025

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

SUBJECT: **Bylaw 1336.25 – Land Use Bylaw Housekeeping Amendments**

BACKGROUND

The purpose of Bylaw 1336.25 is to amend the Land Use Bylaw to provide better clarity, consistency, and functionality of the Land Use Bylaw; treat Modular Homes the same as Detached Dwellings; bring “Religious Assembly” back in as a use in the majority of land use districts they were historically allowed in; move Temporary Signs and Fascia Signs into the Permitted Use category in the higher density residential districts, all Commercial and Industrial Land Use Districts, and the Public Facility District; add Home Based Business 1 as a use in the DC-1 and DC-2 Districts, and redistrict a trail adjacent to Blackfalds Crossing commercial development from Commercial Highway District (C-2) to Parks and Recreation District (PR).

First Reading was given to Bylaw 1336.25 on July 22, 2025.

Notice of this Public Hearing was advertised in accordance with Section 606 of *the Municipal Government Act* and the Town of Blackfalds’ Public Notification Bylaw and Public Participation Policy:

- On the bulletin board in the Town’s Civic Centre, upstairs outside of Council Chambers, commencing July 24, 2025.
- A hard copy of proposed Bylaw 1336.25 was available for viewing at the Town’s Civic Centre Front Counter (upstairs) as of July 24, 2025.
- Via email to all local authorities and agencies on July 24, 2025.
- Via email to internal departments on July 24, 2025.
- On the Town’s HWY 2A electronic sign commencing July 24, 2025.
- On the Town’s Broadway electronic sign commencing July 24, 2025.
- August 2025 edition of “Talk of the Town”.
- On the Town’s website commencing on July 24, 2025.
- Circulation to adjacent landowners on July 24, 2025.
- Via email to the Municipal Planning Commission on July 24, 2025.
- In the August 14, 2025 and August 21, 2025 editions of the Lacombe Express.
- On the Town’s social media channels in the weeks leading up to the Public Hearing.

The following written comments have been received to date:

- July 29, 2025, submission from Lacombe County
- August 20, 2025, submission from Alberta Health Services-Safe Healthy Environments

ATTACHMENTS

- *Bylaw 1336.25 – Land Use Bylaw Housekeeping Amendments*
- *July 29, 2025, submission from Lacombe County*
- *August 20, 2025, submission from Alberta Health Services-Safe Healthy Environments*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND LAND USE BYLAW 1268.22 SCHEDULE 'A'**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, (MGA) being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Land Use Bylaw No. 1268.22.

WHEREAS, the *Municipal Government Act* requires Council of a municipality to pass a Bylaw to regulate the use of land within the Town of Blackfalds,

WHEREAS, the Municipal Council of the Town of Blackfalds deems it necessary to amend Land Use Bylaw No. 1268/22 to ensure clarity, consistency, and alignment with current practices and contemporary development trends,

WHEREAS, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on August 14, 2025, and August 21, 2025, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto,

WHEREAS, a Public Hearing was held on August 26, 2025, to allow the general public to provide input into the proposed Bylaw amendments;

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Land Use Bylaw Housekeeping Amendments**”.
- 1.2 That Schedule “A” and “B” shall form part of this Bylaw.

PART 2 – AMENDMENTS

- 2.1 That Section 1.14 Definitions, **MANUFACTURED HOME** be amended to delete “...a Modular Home or...”.
- 2.2 That Section 1.14 Definitions be amended by deleting **MODULAR HOME** in its entirety.
- 2.3 That Section 1.14 Definitions, **MOVED-IN DWELLING** be amended to delete “Modular Home,”
- 2.4 That Section 1.14 Definitions, **MOVING STORAGE PODS** be amended to remove “...for no longer than 7 days” and “...residential”.
- 2.5 That Section 3.11.5 Development Setbacks from Easements or Right of Ways, subsection b) i) be amended to add “and/or Fortis Alberta” after “...ATCO Gas...”.
- 2.6 That Section 3.15 Landscaping General Requirements table, first row, first column be amended to add “R-2 (Duplex, Row Housing and Detached Dwelling)” under the “Land Use District” column.
- 2.7 That section 3.15 Landscaping General Requirements table, second row, first column be amended to state “R-2 (Multiple Housing Development and Mixed Use Development uses only)” under the “Land Use District” column.
- 2.8 That Section 3.17 Manufactured Homes, Ready to Move and Modular Homes be amended to remove “, and Modular Homes” and rename to “Manufactured Home and Ready to Move Homes”
- 2.9 That Section 3.20.1 General Parking and Loading Provisions parking table for 90-degree parking column “D” be amended to remove “18.0 m (59.06 ft)” and replace with “19.0 m (62.34 ft)”.
- 2.10 That Section 4.8.4 Regulations for Home Base Business 2, subsection a) xi) be amended to remove “...Municipal Planning Commission” and replace with “... Development Authority”.

- 2.11 That Section 5.2 Sign Definitions be amended by deleting the definition of “Mural” and replacing it with the following:

MURAL means any piece of artwork painted or applied directly onto a wall, ceiling, or other larger permanent surface, flat, concave, or convex with or without installation medium. Murals do not sell, promote, advertise, or solicit commercial activity for individuals, not-for-profits, businesses, or other organizations. A Mural is not considered a Sign.

- 2.12 That Section 5.5.6 Signs Prohibitions, subsection b) xii) be amended to remove the first “or” and replace with “to”.
- 2.13 That Section 5.5.7 Sign on Public Property, subsection a) be amended include “...or as allowed by Town Policy or Bylaw...” after “Town,”.
- 2.14 That Section 5.6.4 Painted Wall Sign and Murals, subsection b) be amended to add “or as otherwise delegated through Town Policy or Bylaw”.
- 2.15 That Section 5.8.3 Post Sign, subsection a) iii) be delete in its entirety.
- 2.16 That Section 5.11.2, subsection e) iv) be amended to remove reference to “...another Parcel or site” and replace it with “...a Residential Parcel”
- 2.17 That Section 6.1.2 Permitted and Discretionary Uses be amended to delete “Modular Home” as a Discretionary Use.
- 2.18 That Section 6.1.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.19 That Section 6.2.2 Permitted and Discretionary Uses be amended to delete “Modular Home” as a Discretionary Use.
- 2.20 That Section 6.2.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.21 That Section 6.3.2 Permitted and Discretionary Uses be amended to delete “Modular Home” as a Discretionary Use.
- 2.22 That Section 6.3.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.23 That Section 6.4.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.24 That Section 6.4.3 District Regulations under Minimum Setback Requirements be amended to delete “1.5 m (4.92 ft) from side Lot Line and 3.0 m (9.84 ft) from rear Lot Line”.
- 2.25 That Section 6.4.3 District Regulation under Minimum Setback Requirements in the regulations table be amended to delete reference to “4.88 m (16.01 ft) models...” and replace with “All units”.
- 2.26 That Section 6.4.3 District Regulation under Minimum Setback Requirements be amended to delete “Models larger than 4.88 m (16.01 ft) shall provide a minimum rear yard of 6.0 m (19.69 ft)” in its entirety and replace with “All Units shall provide a minimum rear yard of 3.0 m (9.84 ft).”
- 2.27 That Section 6.5.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.28 That Section 6.6.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.29 That Section 6.6.2 Permitted and Discretionary Uses be amended to add “Fascia Signs” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Signs and Temporary Signs)” under Discretionary Uses.

- 2.30 That Section 6.7.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.31 That Section 6.7.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.32 That Section 6.8.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.33 That Section 6.8.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.34 That Section 6.9.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.35 That Section 6.10.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.36 That Section 6.11.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.37 That Section 6.11.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.38 That Section 6.12.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.39 That Section 6.12.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.40 That Section 6.13.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.41 That Section 6.13.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.42 That Section 6.14.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.43 That Section 6.14.3 District Regulations be amended to delete the second reference to “Minimum Front Yard” in the regulations table and replace it with “9.0 m (29.53 ft)”.
- 2.44 That Section 6.15.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.45 That Section 6.16.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.46 That Schedule “A” attached form part of this Bylaw and be included as Schedule A1 – Direct Control District #1 (DC-1).
- 2.47 That Schedule A1 – Direct Control District #1 (DC-1) be amended to add “Home Base Business 1” as a Permitted Use.
- 2.48 That Schedule A2 – Direct Control District #2 (DC-2) be amended to add “Home Base Business 1” as a Permitted Use.

- 2.49 That Schedule A3 – Direct Control District #3 (DC-3) be amended to delete “Lot 2, Block 1, Plan 122 4194” and replace with “Lot 6, Block 1, Plan 202 0374”.
- 2.50 That a portion of Lot 1 & 2, Block 4, Plan 182 2757 be redistricted from Commercial Highway District (C-2) to Parks and Recreation District (PR), as shown in Schedule “B”.
- 2.51 That part 9.0 Land Use District Map be amended to reflect the redistricting proposed under this Bylaw.

PART 3 – DATE OF FORCE

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

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

SCHEDULE "A"**Schedule A1 – Direct Control District #1 (DC-1)****Purpose**

To provide for the Development of a 24-unit residential housing units known as *Units 1-24 (Inclusive)*, *Plan 092 3733*.

Permitted Uses

- Accessory Uses
- Apartment and Condominiums
- Home Base Business 1
- Public Utility Buildings
- Signs
- Any use that, in the opinion of Council, is similar or complementary to the Use listed above.

Development Criteria

- a) The land and Buildings in this Land Use District shall be developed to the satisfaction of Council and shall be developed in a manner that is sensitive to the surrounding neighbourhood taking into account the potential impacts on the neighbourhood, including visual impact, sight lines, sunlight, parking, and privacy.

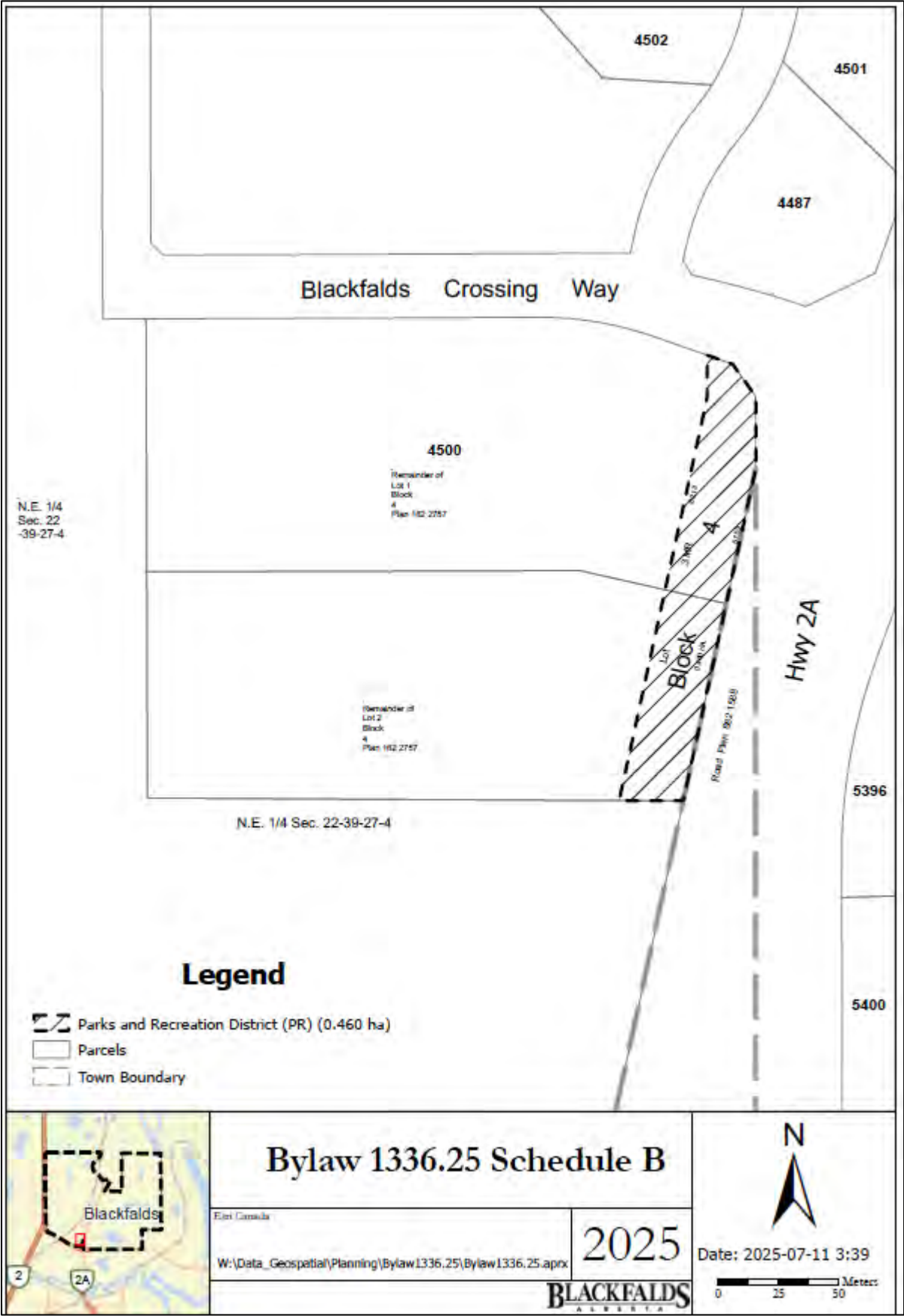
Development Standards

- a) Yard fronting Pioneer Way shall be a minimum of 3.5 m (11.60 ft) landscaped area with parking after.
- b) All yards shall be landscaped except for Walkways, Driveways, and parking areas. East and South property lines shall be fenced with white fencing as established within the District at a minimum height of 1.5 m (5.0 ft).
- c) Density shall be 24 units for the project. Parking shall be 1.5 stalls per unit or 36 stalls and additionally a minimum of 5 stalls for visitor parking.

Development Regulations

- a) The site plan, relationship between buildings, structures and open space, the architectural treatment of buildings, the provision of landscaped open space, and the parking layout shall be in accordance with the attached plans and approved by Council.

SCHEDULE “B”





July 29, 2025

Town of Blackfalds
Box 220 5018 Waghorn Street
Blackfalds AB T0M 0J0

**sent by email to Legislative@blackfalds.ca
original to follow in mail*

To whom it may concern:

**RE: Public Hearing Notice
Town of Blackfalds Bylaw 1336.25
Land Use Bylaw Amending Bylaw**

Thank you for the opportunity to comment on the above noted amending bylaw.

Lacombe County has no concerns with the updates to the Land Use Bylaw.

Should you require further information, please contact our office.

Sincerely,
LACOMBE COUNTY

A handwritten signature in blue ink, appearing to read "Will Cebuliak".

Will Cebuliak
Planning Intern



From: Pamela Kutuadu <Pamela.Kutuadu@albertahealthservices.ca>
Sent: August 20, 2025 4:10 PM
To: Legislative
Subject: Bylaw 1336.25

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)

Attention: Town of Blackfalds

Re: Bylaw 1336.25

Alberta Health Services-Safe Healthy Environments has no objection to the adoption of the proposed updates to the Town of Blackfalds Land Use Bylaw.

AHS-SHE supports the redesignation of the trail east of 4500 Blackfalds Crossing Way from C-2 to PR.

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

Sincerely,

Pamela Kutuadu B.Sc. B.EH (AD), MPH, CPHI(C)
Public Health Inspector II
Central Zone- Drinking Water and Land use Lead
300 Jordan Parkway
Red Deer, AB T4P 0G8
403-406-1029
Environmental Public Health – Central Zone
1-833-476-4743

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MEETING DATE: August 26, 2025
PRESENTED BY: Ryan Moore and Connor McIntosh
SUBJECT: **CIMCO Refrigeration – Arena Ice Plant**


BACKGROUND

Ryan Moore and Connor McIntosh will present the Eagle Builders Centre Arena Ice Plant Findings and Proposal.

ATTACHMENTS

- *CIMCO Presentation – Blackfalds Eagle Builders Ice Plant Findings*

APPROVALS



Kim Isaak,
Chief Administrative Officer

INNOVATIVE THERMAL SOLUTIONS
BUILT FOR YOU



Blackfalds Eagle Builders Centre

Ice Plant Replacement Proposal

Presented by: Ryan Moore and Connor McIntosh
CIMCO Refrigeration
Date: Aug 26, 2025

Why We're Here

- CIMCO refrigeration is the current service provider for the Eagle Builders Centre.
- We are here to summarize the findings from the 2024 Arena Audit conducted by CIMCO.
- This will provide an overview of existing equipment lifecycle, operational challenges, and code compliance concerns.
- We will put forward a strategic recommendation for improving ice plant operations.

Blackfalds Eagle Builders Centre – Ice Plant Overview

- Twin-pad recreation facility serving hockey and community programming.
- Ammonia-based refrigeration system using brine (salt water) to cool the two ice surfaces.
- Arena 1: Original 100-ton system (2008), designed as a standalone refrigeration system.
- Arena 2: New 50-ton system (2021), which is a shared system with the existing Arena 1 plant.
- This combined system has introduced operational and safety concerns.



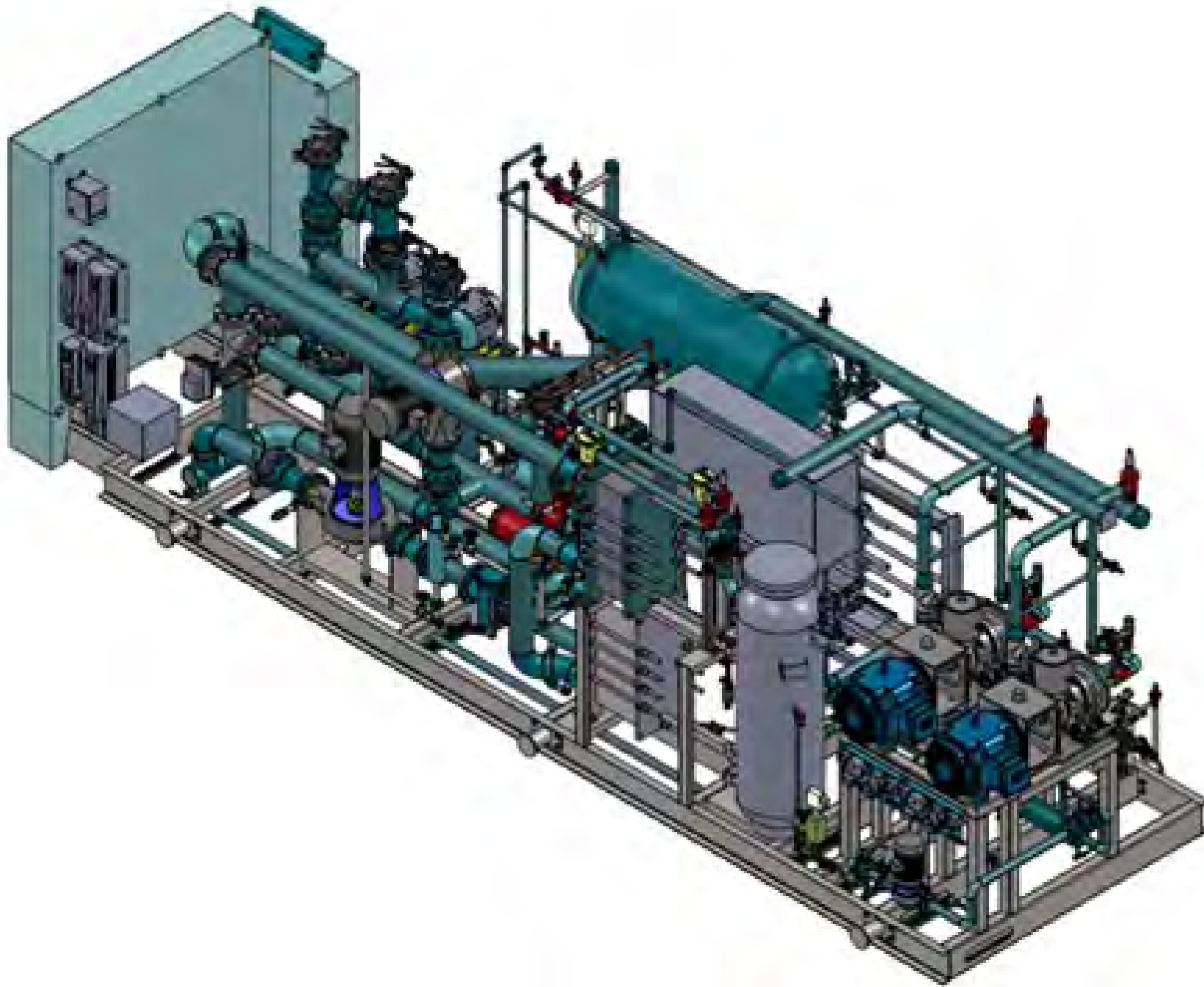
Arena 1 – Key Audit Findings

- 2008 System nearing end-of-life; components rated poor or urgent.
- Operational impacts: ice quality issues, reliability concerns & increased supervision.
- Code compliance gaps: CSA B52 violations, inadequate relief valves, missing guards, vibration concerns

Arena 2 – Key Audit Findings

- New 50-ton system installed in 2021 with modernized controls.
- Designed to operate as part of a combined system with 2008 package.
- Liquid refrigerant not feeding chillers properly—poor ice quality.
- Missing oil pot and high-level liquid safeties put system at high risk for major equipment failure
- No backup capacity—risk of full shutdown if compressor fails.





Recommended System Improvements

- Replace aging Arena 1 equipment with modern packaged ice plant.
- Install dedicated adiabatic condenser for Arena 2.
- Add oil pot and high-level liquid sensors.
- Upgrade piping, relief systems, controls, and ventilation.
- Introduce brine system redundancy with crossover valves.

Why This Matters

- Improves safety by addressing code compliance and equipment risks.
- Most of the 2021 system components will be retained—preserving recent investments.
- Restores system reliability—resolves refrigerant feed and ice quality issues.
- Adds redundancy—ensures backup capacity across both surfaces.
- Reduces operational strain—less supervision, fewer disruptions.
- Supports extended seasonal use—more events, programming and revenue through increased usage.
- Simplifies operation and maintenance with modern controls.

How CIMCO Supports This Project

- Full support from design through implementation.
- Detailed engineering and system design.
- Equipment selection and integration.
- Code compliance and safety planning.
- Project coordination with facility staff.
- Ongoing technical consultation and maintenance planning.

Next Steps

- The Audit identified clear risks and opportunities for improvement.
- A coordinated system upgrade addresses safety, reliability, and operations.
- We recommend moving forward with engineering and design planning.
- CIMCO is available to support the Town of Blackfalds through each phase.

Thank You

- We appreciate Council's time and consideration.
- We are available to support with next steps, guidance, and planning.
- Please reach out with questions or requests for more information.
- Ryan Moore – CIMCO Refrigeration | rmoore@toromont.com | 587-433-9702
- Connor McIntosh – CIMCO Refrigeration | cmcintosh@toromont.com | 780-242-2806

MEETING DATE: August 26, 2025
PRESENTED BY: S/Sgt. Andrew Allan, Detachment Commander
SUBJECT: **Blackfalds RCMP Semi-Annual Report**

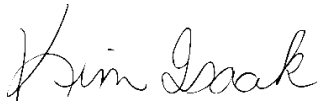
BACKGROUND

S/Sgt. Andrew Allan will present a semi-annual overview report on Blackfalds RCMP activities.

ATTACHMENTS

- *2025-08-18 Blackfalds Presentation August 2025 RCMP*
- *Community Letter to Blackfalds*
- *Blackfalds Q1 Municipal Crime Statistics*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Alberta RCMP - Municipal Policing Report

Detachment Information

Detachment Name

Blackfalds

Detachment Commander

Click or tap here to enter text.

Report Date

Click or tap to enter a date.

Fiscal Year

2025-26

Quarter

Q1 (April - June)

Community Priorities

Priority #1: Crime Reduction**Updates and Comments:**

This initiative is on track. Blackfalds General Investigation Section (GIS) has continued to target prolific offenders throughout this quarter. Blackfalds GIS targeted a multi jurisdictional fraud series obtaining high priced vehicles using fraudulent bank drafts. This investigation led to a search warrant in the Thorsby area recovering 5 additional stolen trailers value of the seized items is approximately \$150,000. This investigation has also led to charges of the fraud/thefts. Blackfalds GIS assisted General Duty with a bank card fraud used to make fraudulent purchases of clothing. This matter was diverted to Restorative Justice with both parties agreeing to take part. Blackfalds GIS assisted the Southern Alberta ICE team (SAICE) with multiple search warrants targeting child pornography investigations. Blackfalds GIS works closely with their surrounding counterparts in Sylvan Lake and Innisfail. This initiative is on track. Monthly Reports are shared to Sylvan Lake and Joint Forces Operations (JFO) are supported by both detachments and units.

Priority #2: Police / Community Relations - Police Visibility**Updates and Comments:**

This first quarter had some meetings moved and was without suitable meetings to introduce new officers. The Detachment has had two members arrive this first quarter and can attend upcoming meetings. Detachment commander and Ops Sgt attended several meetings such as Lacombe Committee of the Whole, Rural Crime Watch, Police Advisory Committee, Police Committee and meetings regarding service delivery with all partners. Smaller communities receiving sub zone reports



as well as quarterly statistical reports. We have included the regional Airport as an additionally engaged community. Weekly News updates continuing and well received with expanded recipients.

Priority #3: Traffic - Safety (motor vehicles, roads)

Updates and Comments:

For the first quarter of 2025, Blackfalds RCMP, concentrated its traffic enforcement on winter driving safety. Members attended 399 motor vehicle collisions. Police issued 69 violation tickets and 68 warnings. Members also worked on the continuing efforts to enforce impaired driving standards with 32 investigations. The average per quarter is 30.

**PRIORITY 4:
MENTAL HEALTH.
MAY - IN HOUSE**



Municipal Operations: Human Resources Overview

Staffing Category	Established Positions	Working	Special Leave	Hard Vacancies
Regular Members	10	9	0	1
Detachment Support	0	0	0	0

Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Once Regular Members are placed on "Special Leave" (e.g., Maternity/Paternity leave, medical leave more than 30 days, leave without pay, graduated return to work), they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police officers: Of the ten established positions, nine officers are currently working with none on special leave. There is one hard vacancy at this time.

- AD → AIS Actual move delay -



Municipal Operations: Financial Overview

Municipal Overview	Fiscal Year-to-Date	Revised Plan at Q1	2025-26 Financial Plan
Detachment Working FTE Levels	8.73 FTE	8.00 FTE	8.00 FTE
Divisionally Pooled Costs (at 100%)	\$ 16,755,716	\$ 79,216,319	\$ 79,216,319
Per Capita Rate (at 100%)	\$ 56,538	\$ 246,857	\$ 246,857
Partner Share of Pooled Costs (at 70%)	\$ 345,506	\$ 1,382,398	\$ 1,382,398
Location-Specific Costs	\$ 14,522	\$ 121,400	\$ 121,400
Total Costs after Final Adjustments (at applicable contract share)	\$ 360,028	\$ 1,503,798	\$ 1,503,798

Note: For detailed explanations of the terms and types of costs that are included above, please visit the definitions section on the next page.

Comments:

The financial figures as identified above are in alignment with the final Multi-Year Financial Plan (MYFP), which has been forwarded to your Detachment Commander for distribution and signature. If you have any questions or concerns with the Financial Plan, please do not hesitate to connect with your Detachment Commander, or directly with OSB, to discuss.

Quarter 1 invoicing for the 2025-26 fiscal year, as well as the prior-year reconciliation package, will be distributed before the end of July.

The Alberta RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions, to ensure projections are as accurate as possible. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.

Note: No revisions have been made to the 2025-26 Financial Plan at Q1.

★ JULY STATS

UNCLASSIFIED

Alberta RCMP

DCAS - Strategic Analysis and Research Unit

Blackfalds (Municipal) Crime Statistic Summary – January to July

2025/08/06

Blackfalds (Municipal) – Highlights

- **Break & Enters** are showing a 43.8% decrease when compared to the same period in 2024 (January to July). There were 7 fewer actual occurrences (from 16 in 2024 to 9 in 2025).
- **Theft of Motor Vehicles** decreased by 12.5% when compared to the same period in 2024 (January to July). There were 2 fewer actual occurrences (from 16 in 2024 to 14 in 2025).
- **Theft Under \$5,000** increased by 34.4% when compared to the same period in 2024 (January to July). There were 11 more actual occurrences (from 32 in 2024 to 43 in 2025).

Blackfalds (Municipal) – Criminal Code Offences Summary

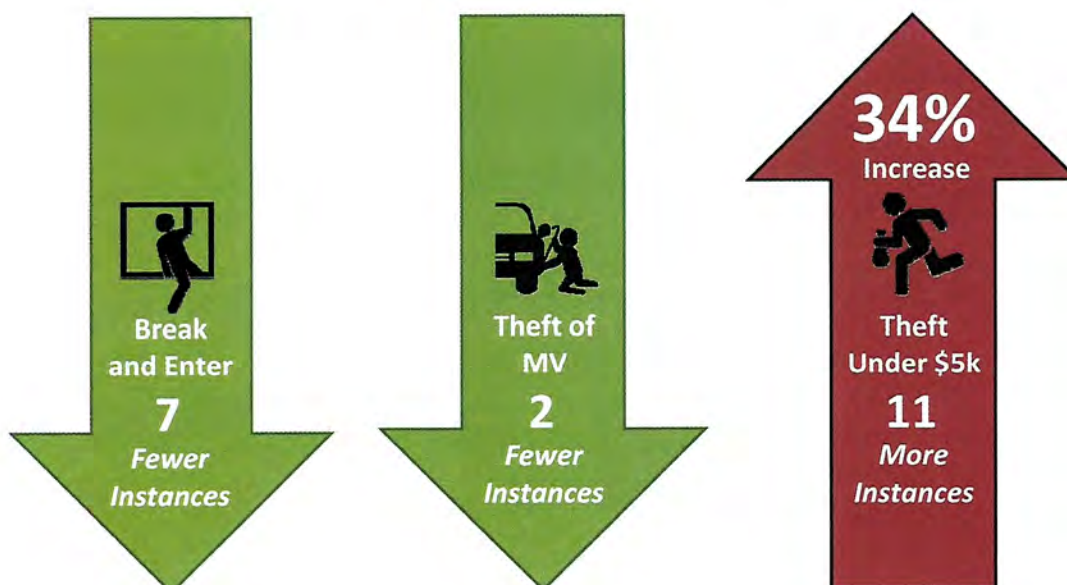
Crime Category	% Change 2024 – 2025 (January to July)
Total Persons Crime	23.3% Increase
Total Property Crime	0.0% Decrease
Total Criminal Code	7.0% Increase

From January to July 2025, when compared to the same period in 2024, there have been:

- 20 more **Persons Crime** offences;
- 0 more **Property Crime** offences; and
- 21 more **Total Criminal Code** offences;

Blackfalds (Municipal) – July, 2025

- There were 1 **Thefts of Motor Vehicles** in July: 0 cars, 1 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 0 other types of vehicles, and 0 vehicles taken without consent.
- There were 3 **Break and Enters** in July: 3 businesses, 0 residences, 0 cottages/seasonal residences, 0 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 1 **Provincial Roadside Suspensions** in July (1 alcohol related and 0 drug related). This brings the year-to-date total to 16 (15 alcohol related and 1 drug related).
- There were a total of 13 files with the **Spousal Abuse** survey code in July (July 2024: 8). This brings the year-to-date total to 72 (2024: 71).
- There were 179 files with **Victim Service Unit** referral scoring in Blackfalds Municipal: 5 accepted, 42 declined, 4 proactive, 0 requested but not available, and 128 files with no victim.

Blackfalds Municipal Crime Gauge**2025 vs. 2024
January to July*****Criminal Code Offences*****Total
Criminal Code
Offences:****7%*****Increase***When compared to
January to July, 2024***Select Property Crime***

Blackfalds Municipal Detachment - 2024 Crime Severity Index**2025/07/22**

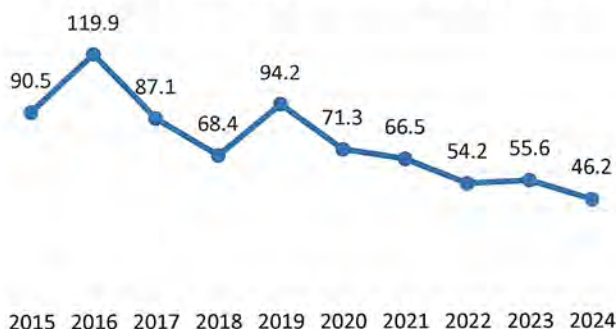
On July 22, 2025 Statistics Canada released their annual report *Police-reported crime statistics in Canada, 2024*. One portion of this report contained the calculated CSI values for 2024, as well as revised values for 2023.

CSI Values

The Blackfalds Municipal Detachment's 2024 CSI value is 46.2. This is a decrease of 17% when compared to the newly revised 2023 CSI value of 55.6.

The overall CSI in Alberta for 2024 was 95.6, a 9% decrease when compared to 2023.

The chart to the right shows the CSI values for the Blackfalds Municipal Detachment from 2015 to 2024.

Blackfalds Municipal Detachment CSI Values**Main Contributors and Drivers to CSI**

The table below contains the top 10 contributors to the Blackfalds Municipal Detachment's CSI in 2024.

Top 10 Contributors to CSI - 2024		
Crime Category	% of CSI	# of Offences
Break & Enter	16.0%	24
Fraud	14.3%	52
Other Criminal Code Offences	10.2%	34
Mischief To Property	7.6%	90
Assault	7.0%	62
Criminal Harassment	6.0%	47
Theft Under \$5,000	5.6%	61
Theft of Motor Vehicle	5.6%	23
Drug Enforcement - Trafficking	4.9%	6
Sexual Assaults	3.4%	4
Total for Top Ten	80.7%	403

In 2024 Break & Enter Offences accounted for 16.0% of the Blackfalds Municipal Detachment's CSI.

The top ten CSI contributors, listed in the table to the left accounted for a combined total of 80.7% of the Blackfalds Municipal Detachment's CSI.

The largest driver to the decrease in CSI from 2023 to 2024 was a decrease in Fraud offences. There were 21 less in 2024 than in 2023. This caused a CSI decrease of 2.8 points.

The top 3 drivers to the decrease in CSI, as well as the top 2 increases can be found in the tables below.

Top 3 Drivers to CSI Decrease from 2023 to 2024		
Crime Category	CSI Change	Offence Diff
Fraud	-2.8	-21
Break & Enter	-2.1	-7
Other Sexual Offences	-2.0	-3

Top 2 CSI Increases from 2023 to 2024		
Crime Category	CSI Change	Offence Diff
Other Criminal Code Offences	2.5	-6
Offensive Weapons	0.7	3

What is the Crime Severity Index (CSI)?

The CSI tracks changes in the severity of police-reported crime by accounting for both the amount of crime reported by police in a given jurisdiction, as well as the relative seriousness of these crimes. It tells not only how much crime is coming to the attention of police, but also how serious that crime is.

By design, the specific CSI value in a given jurisdiction depends on its mix of crimes and their relative seriousness. If a jurisdiction has a high proportion of less serious (and therefore lower weighted) offences, it will have a lower CSI value. Conversely, a jurisdiction with a high proportion of more serious crimes will have a higher CSI value. The base line for measurement of the CSI is 100.

Detachments with a population close to or less than 5,000 should compare CSI rates with caution (both previous year's rates for their own jurisdiction and with other detachments). The lower the population in a jurisdiction, the more easily a CSI value can be influenced by offences that are more serious in nature. Because of this, CSI values are not calculated by Statistics Canada for jurisdictions with populations of 1,000 or less.

What is used to Calculate the CSI?

Only Criminal Code occurrences that are submitted to the Canadian Centre for Justice Statistics (CCJS) are used in the calculation of CSI values. Of those occurrences, only the most serious offence (Line 1 of the UCR scoring) is taken into account. For example, if there is an occurrence that involved a Break & Enter, an Assault, and a Theft of Motor Vehicle, only the Assault would be counted towards the CSI calculation.

Each type of offence is assigned a "weight" to reflect its general severity. The total of all of the weights for a given jurisdiction are then calculated against the population for that area in order to come up with the CSI. The lower the population, the more influence the weights have on the final value.

Notes

Since the CSI is calculated using only Line 1 of UCR scoring of occurrences that are submitted to CCJS, any offence counts that are presented in this report will differ from other crime statistics reports by the Strategic Analysis and Research Unit.

The Crime Categories presented in this report contain numerous individual offences, each of which can have different weightings. Due to this, there can actually be a decrease in the total number of offences in a category but still an increase in that category's CSI contribution (or vice versa).

Statistics Canada uses population estimates to calculate CSI values. These estimates are updated every year. This is why there is a revised 2023 CSI value. When the 2025 CSI values are released in July 2026 there will also be revised 2024 values released.

Should there be any further questions regarding CSI values or trends, please contact RCMP "K" Division's Strategic Analysis and Research Unit.







2025 August 12th

Jamie Hoover
Mayor
Blackfalds, AB

Dear Mayor Hoover,

Please find attached the quarterly Community Policing Report covering the period from April 1st to June 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Blackfalds RCMP Detachment.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Staff Sergeant Andrew ALLAN
Detachment Commander
Blackfalds RCMP Detachment





Blackfalds Municipal Detachment

Crime Statistics (Actual)

Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		5	1	0	0	0	-100%	N/A	-1.1
Sexual Assaults		2	3	1	0	1	-50%	N/A	-0.5
Other Sexual Offences		1	5	2	2	1	0%	-50%	-0.3
Assault		28	12	21	15	29	4%	93%	0.5
Kidnapping/Hostage/Abduction		0	0	1	0	0	N/A	N/A	0.0
Extortion		0	1	1	2	1	N/A	-50%	0.3
Criminal Harassment		13	14	25	15	10	-23%	-33%	-0.5
Uttering Threats		15	8	10	8	10	-33%	25%	-1.0
TOTAL PERSONS		64	44	61	42	52	-19%	24%	-2.6
Break & Enter		13	10	8	11	4	-69%	-64%	-1.7
Theft of Motor Vehicle		20	7	7	6	6	-70%	0%	-2.9
Theft Over \$5,000		3	3	0	2	1	-67%	-50%	-0.5
Theft Under \$5,000		28	12	22	17	17	-39%	0%	-1.7
Possn Stn Goods		3	6	6	2	1	-67%	-50%	-0.8
Fraud		15	13	14	16	21	40%	31%	1.5
Arson		1	0	2	1	0	-100%	-100%	-0.1
Mischief - Damage To Property		22	18	16	23	17	-23%	-26%	-0.5
Mischief - Other		7	5	13	7	10	43%	43%	0.8
TOTAL PROPERTY		112	74	88	85	77	-31%	-9%	-5.9
Offensive Weapons		2	2	7	0	2	0%	N/A	-0.2
Disturbing the peace		7	4	8	9	11	57%	22%	1.3
Fail to Comply & Breaches		6	7	13	3	1	-83%	-67%	-1.4
OTHER CRIMINAL CODE		5	4	10	8	6	20%	-25%	0.6
TOTAL OTHER CRIMINAL CODE		20	17	38	20	20	0%	0%	0.3
TOTAL CRIMINAL CODE		196	135	187	147	149	-24%	1%	-8.2



Blackfalds Municipal Detachment

Crime Statistics (Actual)

Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Possession		1	1	0	1	1	0%	0%	0.0
Drug Enforcement - Trafficking		1	0	4	3	0	-100%	-100%	0.1
Drug Enforcement - Other		0	1	0	0	0	N/A	N/A	-0.1
Total Drugs		2	3	4	4	1	-50%	-75%	-0.1
Cannabis Enforcement		2	0	0	0	0	-100%	N/A	-0.4
Federal - General		2	1	6	0	0	-100%	N/A	-0.5
TOTAL FEDERAL		6	4	10	4	1	-83%	-75%	-1.0
Liquor Act		3	4	2	4	2	-33%	-50%	-0.2
Cannabis Act		2	0	0	1	1	-50%	0%	-0.1
Mental Health Act		27	14	24	17	23	-15%	35%	-0.5
Other Provincial Stats		40	26	31	44	40	0%	-9%	1.8
Total Provincial Stats		72	44	57	66	66	-8%	0%	1.0
Municipal By-laws Traffic		0	0	2	2	5	N/A	150%	1.2
Municipal By-laws		35	14	31	14	9	-74%	-36%	-5.2
Total Municipal		35	14	33	16	14	-60%	-13%	-4.0
Fatals		0	0	1	0	0	N/A	N/A	0.0
Injury MVC		2	0	0	1	2	0%	100%	0.1
Property Damage MVC (Reportable)		22	15	28	19	19	-14%	0%	-0.2
Property Damage MVC (Non Reportable)		3	1	6	6	5	67%	-17%	0.9
TOTAL MVC		27	16	35	26	26	-4%	0%	0.8
Roadside Suspension - Alcohol (Prov)		7	13	12	4	5	-29%	25%	-1.3
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		108	68	92	124	156	44%	26%	15.2
Other Traffic		1	1	0	0	0	-100%	N/A	-0.3
Criminal Code Traffic		10	4	3	5	7	-30%	40%	-0.5
Common Police Activities									
False Alarms		3	6	16	13	12	300%	-8%	2.5
False/Abandoned 911 Call and 911 Act		3	6	6	8	6	100%	-25%	0.8
Suspicious Person/Vehicle/Property		57	25	44	36	75	32%	108%	4.7
Persons Reported Missing		7	5	4	7	5	-29%	-29%	-0.2
Search Warrants		0	0	1	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		42	37	44	31	30	-29%	-3%	-3.0
Form 10 (MHA) (Reported)		3	1	2	0	3	0%	N/A	-0.1

MEETING DATE: August 26, 2025

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1336.25 – Land Use Bylaw Housekeeping Amendments**

BACKGROUND

Land Use Bylaws (LUB) provide the blueprint for all development that occurs within the Town's municipal jurisdiction so it is important that it is up-to-date, provides clear development requirements, and reflects the planning and development needs of our community.

The Planning and Development Department is constantly monitoring the effectiveness of the Town's LUB to ensure it continues to support our community's vision, and is responsive to trends in land use planning, development pressures, and the needs and desires of our residents and business communities. The Department maintains a comprehensive list of amendments and when time permits, an amending Bylaw is prepared and brought forward for Council's consideration. The amending Bylaw before Council captures the more minor amendments noted over the years that do not require extensive research or public consultation outside of the Public Hearing process; we call them "housekeeping" amendments.

Council gave First Reading to Bylaw 1336.25 at the July 22, 2025 meeting and set the Public Hearing for this evening's Regular Council Meeting:

197/25 Councillor Svab moved That Council give First Reading to Bylaw 1336.25, Land Use Bylaw Housekeeping Amendments, as presented.

CARRIED UNANIMOUSLY

198/25 Deputy Mayor Coulter moved That Council set a Public Hearing date for August 26, 2025, at 7:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

DISCUSSION

The following subheadings correspond to the amendment numbers provided in the proposed Bylaw 1336.25 attached to this report. A track changes version of the LUB clearly identifying where the proposed amendments will be located along with the corresponding amendment numbers in the Bylaw for ease of reference is also attached to this report.

Amendments Specific to Modular Homes (Amendment Nos. 2.1 – 2.3, 2.8, 2.17, 2.19, and 2.21)

The Federal Government recently launched the *Build Canada Homes* initiative, which is designed to accelerate the construction of affordable housing marking a significant shift towards innovative, prefabricated and modular housing. This initiative has sparked the proposed amendments to remove the distinction between Detached Dwellings and Modular Homes to better position the Town to accommodate this shift.

The only difference between the two types of housing is that one is built off site and moved onto a parcel (Modular Homes), and the other is built on site (Detached Dwelling). However, the Town's LUB lists Detached Dwellings as a Permitted Use in the lower density residential districts and Modular Homes as a Discretionary Use. The amending bylaw proposes to treat Modular Homes as Detached Dwellings which will streamline the permit process for Modular Home applications.

Amendments 2.1 – 2.3 reflect the changes to definitions required to remove the distinction between the two types of housing.

Amendment 2.8 proposes to rename a subheading by removing reference to Modular Homes. The regulations in this subsection are specific to Manufactured Homes so even if the distinction between Modular Homes and Detached Dwellings wasn't being removed, this subheading required an amendment to the subheading.

Amendments 2.17, 2.19, and 2.21 remove Modular Home as a Discretionary Use in the Residential Single Dwelling Large District (R-1L), Residential Single Dwelling Medium Lot District (R-1M), Residential Single Dwelling Small Lot District (R-1S) respectively. If these amendments are successful, a Modular Home would fall under the Detached Dwelling use, which is a Permitted Use in these districts.

Amendments Specific to LUB Clarity, Consistency, and Functionality (Amendment Nos. 2.4 – 2.7, 2.9 – 2.10, 2.12, 2.24 – 2.26, 2.43, 2.46 – 2.49)

Amendment 2.4 proposes to remove an inconsistency in the LUB under the Moving Storage Pod definition. The definition limits the moving pods to residential uses for a maximum of seven (7) days; however, the associated regulations allow them to be located for a maximum of fourteen days (14) and doesn't restrict them to just residential districts. Amendment 2.4 proposes to remove the regulations from the definition so the associated regulations in Section 4.12 are applicable as they are more flexible and reasonable.

Amendment 2.5 expands a setback requirement from an ATCO Gas easement to also pertain to easements held by Fortis Alberta.

Amendment 2.6 proposes to clearly state that properties zoned Residential Multi-Dwelling District (R-2) require a minimum 25% landscaping in the front yard, except for Multiple Housing Development and Mixed Use Development uses. The Multiple Housing Development and Mixed Use Development uses are proposed to still require the more robust landscaping standards, which is consistent with the way the higher density R-2 developments were previously regulated; please refer to Amendment 2.7 for the amendment reflecting this change. This was identified as a needed amendment when the Front Parking Pads amendments were brought before Council and will clearly communicate that R-2 properties that are eligible to apply for a Front Parking Pad will require 25% of the front yard to remain landscaped.

Amendment 2.9 fixes a minimum required length error regarding the overall depth of a parking stall at a 90-degree angle. This error was noted by our Municipal Engineer when reviewing a Development Permit Application.

Amendment 2.10 deletes specific reference to the Municipal Planning Commission (MPC) and replaces it with the Development Authority. This is being done because the Development Officer is

the approving authority for Home Based Business 2's, however they can bring any application to the MPC.

Amendment 2.12 corrects a small grammatical error.

Amendments 2.24 – 2.26 propose to clean up some confusing setbacks in the Residential Manufactured Homes Park District (R-MHP) along with removing specific setbacks for larger models. The prescribed setbacks should not be specific to the size of the manufactured home.

Amendment 2.43 brings back a previously established front yard setback into the Industrial Light District (I-1) that was missed in the 2022 LUB.

Amendment 2.46 proposes to include the first page of the Direct Control District #1 (DC-1), which was unintentionally omitted in the 2022 LUB. Administration is proposing a new use in this DC-1 District along with the DC-2; including Home Based Business 1 as a Permitted Use. When Administration brought forward the new DC District for the parcel adjacent to the Protective Services building, there was a lot of positive feedback about including Home Based Business 1 as a Permitted Use in that District, citing changes in the economy and more work from home opportunities. It was determined this use should also be allowed in the other DC Districts (Amendments 2.47 and 2.48).

Amendment 2.49 corrects the legal land description of the property governed by the Direct Control District #3 (DC-3).

Amendments Specific to Religious Assembly (Amendment Nos. 2.18, 2.20, 2.22, 2.23, 2.27, 2.28, 2.30, 2.32, 2.36, 2.38, and 2.40)

A recent inquiry from a resident brought to our attention that the use "Religious Assembly" has been significantly reduced in the new LUB. Previously "Religious Assembly", which is a use where people assemble for worship and related religious, charitable, or social activities, was a listed use in all residential, commercial and institutional land use districts; the only districts they were not allowed in were in Industrial, Agriculture, and Urban Reserve Districts. The 2022 LUB mistakenly removed the use from the majority of land use districts and only allows them in the Commercial Central District (C-1), Commercial Highway District (C-2), and the Public Facility District (PF). The amendment numbers listed above propose to bring "Religious Assembly" back into the land use districts that have historically allowed the use, except for the Direct Control Districts because lands designated DC district are specific to a type of development on the parcel.

Amendments Specific to Signs (Amendment Nos. 2.11, 2.13 – 2.16, 2.29, 2.31, 2.33 – 2.35, 2.37, 2.39, 2.41, 2.42, 2.44, and 2.45)

Amendment 2.11 proposes to replace the definition of "Mural" to align it with other definitions to provide consistency throughout all Bylaws and policies. Amendment 2.13 expands on how signs on public property may be authorized beyond an agreement with the Town to also include authorization by way of Town Bylaws or policy. Amendment 2.14 provides flexibility with the approval of Murals; the LUB currently requires all Murals to be approved by Council, this amendment would expand the approval mechanisms to also be considered by Town policy or Bylaw.

Amendment 2.15 proposes to remove a redundant setback requirement for Post Signs and Amendment 2.16 is to clarify that the setback from property line requirement for Portable Signs is specific to a setback from residential parcels.

The 2022 LUB simplified signage into one umbrella use category in all the land use districts and lists them as Discretionary Uses. This has caused unintended challenges when processing applications for Temporary Signs and unnecessarily long process timelines for Temporary and Fascia Signs. To address this, Administration is proposing to split out Temporary and Fascia Signs from the umbrella Sign use and move them into the Permitted Use category in the higher density residential districts that have uses contemplated that are more likely to require a Temporary or Fascia Sign (e.g. Apartments), all Commercial and Industrial Districts, and the Public Facility District (Amendments 2.29, 2.31, 2.33 – 2.35, 2.37, 2.39, 2.41, 2.42, 2.44 and 2.45).

Redistricting of the Blackfalds Crossing Trail (Amendment Nos. 2.50 and 2.51)

The Town's Subdivision Authority approved the subdivision of the trail that runs along the eastern side of the Blackfalds Crossing commercial development adjacent to Highway 2A to bring the land under Town ownership as a Municipal Reserve parcel. Now that the subdivision has been registered at land titles, Administration is recommending the zoning be changed from the current Commercial Highway District (C-2) to Parks and Recreation District (PR). The PR District is consistent with the zoning of other trail links throughout Town.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give Second Reading to Bylaw 1336.25 - Land Use Bylaw Housekeeping Amendments, as presented.
2. That Council give Third Reading to Bylaw 1336.25 - Land Use Bylaw Housekeeping Amendments, as presented.

ALTERNATIVES

- a) That Council give Second Reading to Bylaw 1336.25, Land Use Bylaw Housekeeping Amendments, as amended.
- b) That Council refers this item back to Administration for more information or amendments.


ATTACHMENTS

- *Bylaw 1336.25, Land Use Bylaw Housekeeping Amendments*
- *Land Use Bylaw No. 1268.22 Schedule 'A' (Track Changes Version)*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND LAND USE BYLAW 1268.22 SCHEDULE 'A'**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, (MGA) being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Land Use Bylaw No. 1268.22.

WHEREAS, the *Municipal Government Act* requires Council of a municipality to pass a Bylaw to regulate the use of land within the Town of Blackfalds,

WHEREAS, the Municipal Council of the Town of Blackfalds deems it necessary to amend Land Use Bylaw No. 1268/22 to ensure clarity, consistency, and alignment with current practices and contemporary development trends,

WHEREAS, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on August 14, 2025, and August 21, 2025, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto,

WHEREAS, a Public Hearing was held on August 26, 2025, to allow the general public to provide input into the proposed Bylaw amendments;

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Land Use Bylaw Housekeeping Amendments**”.
- 1.2 That Schedule “A” and “B” shall form part of this Bylaw.

PART 2 – AMENDMENTS

- 2.1 That Section 1.14 Definitions, **MANUFACTURED HOME** be amended to delete “...a Modular Home or...”.
- 2.2 That Section 1.14 Definitions be amended by deleting **MODULAR HOME** in its entirety.
- 2.3 That Section 1.14 Definitions, **MOVED-IN DWELLING** be amended to delete “Modular Home,”
- 2.4 That Section 1.14 Definitions, **MOVING STORAGE PODS** be amended to remove “...for no longer than 7 days” and “...residential”.
- 2.5 That Section 3.11.5 Development Setbacks from Easements or Right of Ways, subsection b) i) be amended to add “and/or Fortis Alberta” after “...ATCO Gas...”.
- 2.6 That Section 3.15 Landscaping General Requirements table, first row, first column be amended to add “R-2 (Duplex, Row Housing and Detached Dwelling)” under the “Land Use District” column.
- 2.7 That section 3.15 Landscaping General Requirements table, second row, first column be amended to state “R-2 (Multiple Housing Development and Mixed Use Development uses only)” under the “Land Use District” column.
- 2.8 That Section 3.17 Manufactured Homes, Ready to Move and Modular Homes be amended to remove “, and Modular Homes” and rename to “Manufactured Home and Ready to Move Homes”
- 2.9 That Section 3.20.1 General Parking and Loading Provisions parking table for 90-degree parking column “D” be amended to remove “18.0 m (59.06 ft)” and replace with “19.0 m (62.34 ft)”.
- 2.10 That Section 4.8.4 Regulations for Home Base Business 2, subsection a) xi) be amended to remove “...Municipal Planning Commission” and replace with “... Development Authority”.

- 2.11 That Section 5.2 Sign Definitions be amended by deleting the definition of “Mural” and replacing it with the following:

MURAL means any piece of artwork painted or applied directly onto a wall, ceiling, or other larger permanent surface, flat, concave, or convex with or without installation medium. Murals do not sell, promote, advertise, or solicit commercial activity for individuals, not-for-profits, businesses, or other organizations. A Mural is not considered a Sign.

- 2.12 That Section 5.5.6 Signs Prohibitions, subsection b) xii) be amended to remove the first “or” and replace with “to”.
- 2.13 That Section 5.5.7 Sign on Public Property, subsection a) be amended include “...or as allowed by Town Policy or Bylaw...” after “Town,”.
- 2.14 That Section 5.6.4 Painted Wall Sign and Murals, subsection b) be amended to add “or as otherwise delegated through Town Policy or Bylaw”.
- 2.15 That Section 5.8.3 Post Sign, subsection a) iii) be delete in its entirety.
- 2.16 That Section 5.11.2, subsection e) iv) be amended to remove reference to “...another Parcel or site” and replace it with “...a Residential Parcel”
- 2.17 That Section 6.1.2 Permitted and Discretionary Uses be amended to delete “Modular Home” as a Discretionary Use.
- 2.18 That Section 6.1.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.19 That Section 6.2.2 Permitted and Discretionary Uses be amended to delete “Modular Home” as a Discretionary Use.
- 2.20 That Section 6.2.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.21 That Section 6.3.2 Permitted and Discretionary Uses be amended to delete “Modular Home” as a Discretionary Use.
- 2.22 That Section 6.3.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.23 That Section 6.4.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.24 That Section 6.4.3 District Regulations under Minimum Setback Requirements be amended to delete “1.5 m (4.92 ft) from side Lot Line and 3.0 m (9.84 ft) from rear Lot Line”.
- 2.25 That Section 6.4.3 District Regulation under Minimum Setback Requirements in the regulations table be amended to delete reference to “4.88 m (16.01 ft) models...” and replace with “All units”.
- 2.26 That Section 6.4.3 District Regulation under Minimum Setback Requirements be amended to delete “Models larger than 4.88 m (16.01 ft) shall provide a minimum rear yard of 6.0 m (19.69 ft)” in its entirety and replace with “All Units shall provide a minimum rear yard of 3.0 m (9.84 ft).
- 2.27 That Section 6.5.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.28 That Section 6.6.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.29 That Section 6.6.2 Permitted and Discretionary Uses be amended to add “Fascia Signs” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Signs and Temporary Signs)” under Discretionary Uses.

- 2.30 That Section 6.7.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.31 That Section 6.7.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.32 That Section 6.8.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.33 That Section 6.8.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.34 That Section 6.9.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.35 That Section 6.10.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.36 That Section 6.11.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.37 That Section 6.11.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.38 That Section 6.12.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.39 That Section 6.12.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.40 That Section 6.13.2 Permitted and Discretionary Uses be amended to add “Religious Assembly” as Discretionary Use.
- 2.41 That Section 6.13.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.42 That Section 6.14.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.43 That Section 6.14.3 District Regulations be amended to delete the second reference to “Minimum Front Yard” in the regulations table and replace it with “9.0 m (29.53 ft)”.
- 2.44 That Section 6.15.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.45 That Section 6.16.2 Permitted and Discretionary Uses be amended to add “Fascia Sign” and “Temporary Sign” as a Permitted Use and delete “Signs” and replace with “Signs (except Fascia Sign and Temporary Sign)” under Discretionary Uses.
- 2.46 That Schedule “A” attached form part of this Bylaw and be included as Schedule A1 – Direct Control District #1 (DC-1).
- 2.47 That Schedule A1 – Direct Control District #1 (DC-1) be amended to add “Home Base Business 1” as a Permitted Use.
- 2.48 That Schedule A2 – Direct Control District #2 (DC-2) be amended to add “Home Base Business 1” as a Permitted Use.

- 2.49 That Schedule A3 – Direct Control District #3 (DC-3) be amended to delete “Lot 2, Block 1, Plan 122 4194” and replace with “Lot 6, Block 1, Plan 202 0374”.
- 2.50 That a portion of Lot 1 & 2, Block 4, Plan 182 2757 be redistricted from Commercial Highway District (C-2) to Parks and Recreation District (PR), as shown in Schedule “B”.
- 2.51 That part 9.0 Land Use District Map be amended to reflect the redistricting proposed under this Bylaw.

PART 3 – DATE OF FORCE

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

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

SCHEDULE "A"**Schedule A1 – Direct Control District #1 (DC-1)****Purpose**

To provide for the Development of a 24-unit residential housing units known as *Units 1-24 (Inclusive)*, *Plan 092 3733*.

Permitted Uses

- Accessory Uses
- Apartment and Condominiums
- Home Base Business 1
- Public Utility Buildings
- Signs
- Any use that, in the opinion of Council, is similar or complementary to the Use listed above.

Development Criteria

- a) The land and Buildings in this Land Use District shall be developed to the satisfaction of Council and shall be developed in a manner that is sensitive to the surrounding neighbourhood taking into account the potential impacts on the neighbourhood, including visual impact, sight lines, sunlight, parking, and privacy.

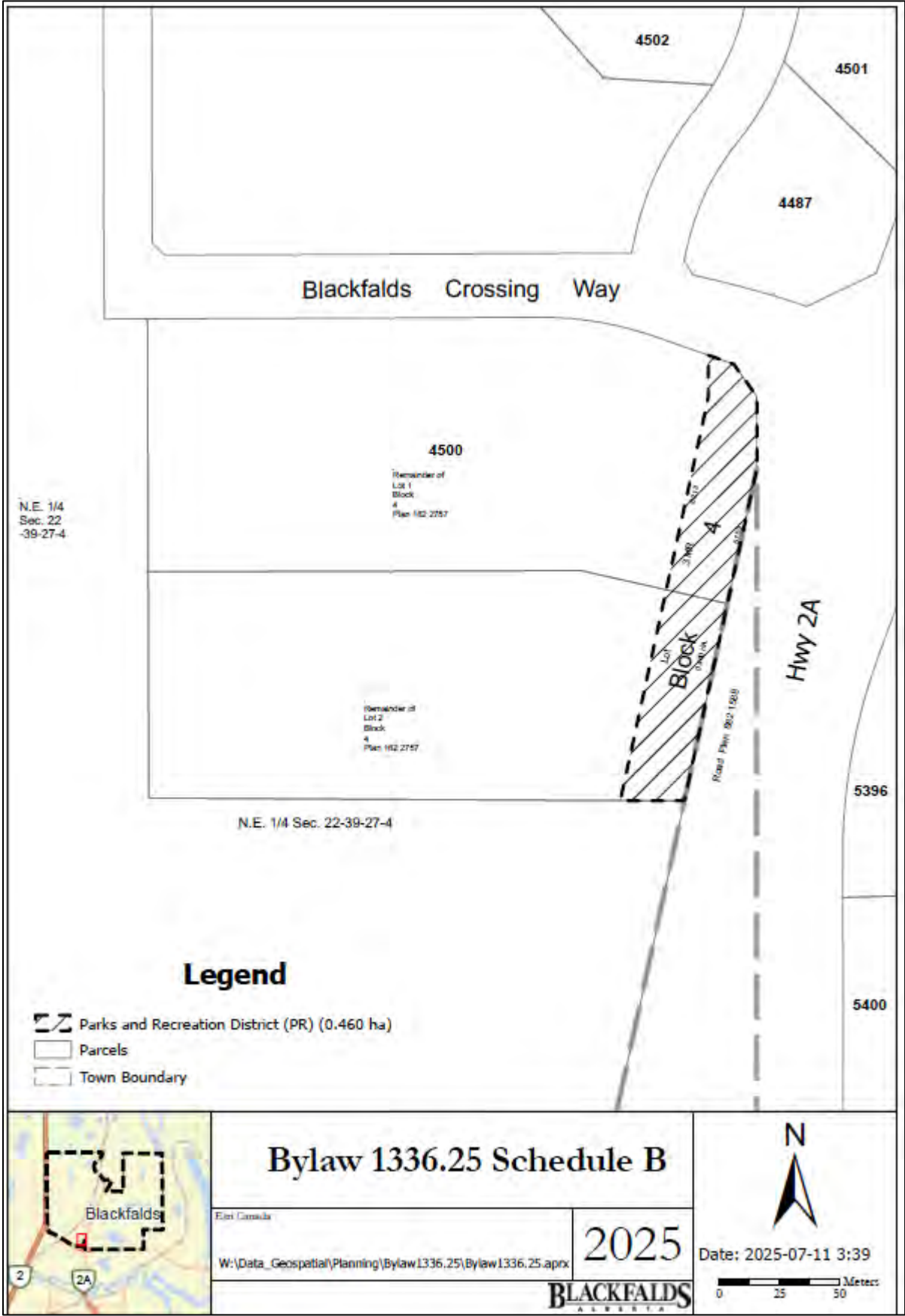
Development Standards

- a) Yard fronting Pioneer Way shall be a minimum of 3.5 m (11.60 ft) landscaped area with parking after.
- b) All yards shall be landscaped except for Walkways, Driveways, and parking areas. East and South property lines shall be fenced with white fencing as established within the District at a minimum height of 1.5 m (5.0 ft).
- c) Density shall be 24 units for the project. Parking shall be 1.5 stalls per unit or 36 stalls and additionally a minimum of 5 stalls for visitor parking.

Development Regulations

- a) The site plan, relationship between buildings, structures and open space, the architectural treatment of buildings, the provision of landscaped open space, and the parking layout shall be in accordance with the attached plans and approved by Council.

SCHEDULE “B”



Important Notice

This consolidated version of the Land Use Bylaw Schedule 'A' has been combined into a single publication for the convenience of users. The official Land Use Bylaw Schedule 'A' and all amendments thereto are available from the Town office.

In case of any dispute, the original Land Use Bylaw Schedule 'A' must be consulted. Where spelling, punctuation or font was corrected, the change has not been noted in this consolidated version of Land Use Bylaw Schedule 'A'.

The following is a list of amending bylaws to the original Land Use Bylaw Schedule 'A' that have been adopted by Council:

Bylaw No.	Amendment Summary	Date of Public Hearing	Date of Adoption
1328.25	That a portion of Lot 1, Block 2, Plan 112 4253 be redistricted from Urban Reserve District (UR) to Residential High Density District (R-4).	May 13, 2025	May 13, 2025
1325.25	The addition of Direct Control District #5 (DC-5). To redistrict Lot 3, Block 1, Plan 102 2233 to Direct Control District #5 (DC-5).	March 25, 2025	May 13, 2025
1320.25	That a portion of Lot 1, Block , Plan 112 4253 be redistricted from Urban Reserve District (UR) to Residential Single Dwelling Medium Lot District (R-1M), Residential Multi-Dwelling District (R-2), Parks and Recreation District (PR), and Public Facility District (PF). That a portion of Lot 2, Block 1, Plan 102 2396 be redistricted from Urban Reserve (UR) to Residential Single Dwelling Medium Lot District (R-1M), Residential Multi-Dwelling District (R-1M) and Parks and Recreation District (PR).	March 25, 2025	March 25, 2025
1315.24	Include a definition of Front Parking Pads; include Front Parking Pads as an allowable use in the Residential Single Dwelling Large Lot District (R-1L), Residential Single Dwelling Medium Lot District (R-1M), Residential Single Dwelling Small Lot District (R-1S), and the Residential Multi-Dwelling District (R-2) with the exception of Multiple Housing	November 26, 2024	November 26, 2024

	Development and Mixed Used Development Uses; and associated development standards.		
1309.24	Redistricting of a portion of NW 27-39-27-W4M from Residential Single Dwelling Medium Lot District (R-1M) and Public Facility District (PF) to Residential High Density District (R-4).	June 11, 2024	June 11, 2024
1303.24	Redesignation of Lot 1 Block 2 Plan 112 4253; Lot 2 Block 1 Plan 102 2396 Urban Reserve District (UR).	April 9, 2024	April 9, 2024
1302.24	Include Direct Control District #4 (DC-4), redistrict a portion of the East Half of SW 34-39-27-W4M to Public Facility District (PF), Lots 38 – 57 Block 14 Plan 162 0173 to Direct Control District #4 (DC-4), and redistrict the undeveloped remainder of the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 within Pt. SE 34-39-27-W4M to Urban Reserve District (UR).	March 26, 2024	March 26, 2024
1290.23	Include Recreational Vehicle Storage as a use in the Industrial Light District (I-1) and Industrial Heavy District (I-2); include a Similar Use definition; and site exceptions in the Public Facility District (PF) to allow for Health services at 5016 Waghorn Street and 5302 Broadway Avenue.	January 9, 2024	January 9, 2024
1275.23	Reflect changes to provincial legislation pertaining to subdivision and development; clarification of sign variances; clarification of driveway lengths when driveway access is through a lane; changing barrier free parking requirements to be in accordance with Alberta Building Code; removing a section specific to Compliance Certificates; the addition of Retail, Liquor as a use in the Commercial Central District (C-1), Commercial Highway District (C-2), Commercial Local District (C-3), and Commercial Mixed Use District (CMU); deleting Farmers Market as a Discretionary Use in the Public Facility District (PF); and removal of a site exception that is no longer required in the Commercial Central District (C-1).	May 23, 2023	May 23, 2023

1276.23	Redistricting a portion of Lot 3 Block 1 Plan 102 2233 (0.51 ha) from Commercial Highway District (C-2) to Public Facility District (PF).	February 28, 2023	February 28, 2023

CONTENTS

PART 1.0 INTERPRETATION OF THIS BYLAW	1
1.1 Title	1
1.2 Bylaw Content	1
1.3 Repeal of This Bylaw	1
1.4 Transitional Provision	1
1.5 Reference to Other Legislation	1
1.6 Purpose	2
1.7 Compliance with Other Legislation	2
1.8 Language and Interpretation	2
1.9 Illustrations and Measurements	3
1.10 Purpose Statements	3
1.11 Severability	3
1.12 Establishment of Supplementary Regulations	3
1.13 Establishment of Land Use Districts	3
1.14 Definitions (Amended, Bylaws 1315.24, 11/26/24; 1290.23, 01/29/24; 1275.23, 05/23/23)	5
PART 2.0 OPERATIONS AND ADMINISTRATIVE PROCEDURES	26 26 26
2.1 Establishment of Forms	26 26 26
2.2 Development Authority and Decisions on Development Permit Applications (Amended, Bylaw 1275.23, 05/23/23)	26 26 26
2.3 Land Use Amendment Applications	29 28 29
2.4 Amendment to Create a Direct Control District	29 29 29
2.5 Direct Control Bylaws	30 30 30
2.6 Conditions of Issuing a Development Permit	30 30 30
2.7 Development Securities	32 32 32
2.8 Development Control	33 33 33
2.9 Development Not Requiring a Development Permit	34 34 34
2.10 Development Permit Application Requirements (Amended, Bylaw 1275.23, 05/23/23)	35 35 35

2.11 Notification of Complete or Incomplete Development Permit Applications	383838
2.12 Deemed Refusal of a Development Permit	393939
2.13 Notification of Decision	393939
2.14 Validity, Expiry, Cancellation, and Resubmission of Development Permits	
404040	
2.14.1 Validity of a Development Permit	404040
2.14.2 Expiry of a Development Permit	404040
2.14.3 Cancellation, Revocation, or Suspension of a Development Permit	414041
2.14.4 Failure to Complete Development	414141
2.14.5 Resubmission Interval	424142
2.15 Temporary Approvals	424242
2.16 Variances (Amended, Bylaw 1275.23, 05/23/23)	434243
2.17 Appeals	434343
2.18 Contravention and Enforcement	444444
2.18.1 Right of Entry	464546
2.19 Subdivision Applications	464646
PART 3.0 GENERAL REGULATIONS	474747
3.1 Applicability	474747
3.2 Access Requirements	474747
3.3 Amenity Space	474747
3.4 Buildings Per Parcel	484848
3.5 Building Orientation and Design	484848
3.6 DELETED (Amended, Bylaw 1275.23, 05/23/23)	484848
3.7 Dangerous Goods and Assessment of Risk	484848
3.8 Decks	494949
3.9 Design Standards	494949
3.9.1 General Standards	494949
3.9.2 Residential Standards, Commercial or Institutional Development	494949
3.9.3 Industrial Standards Development	505050

3.10 Demolition _____	515151
3.11 Development Setbacks _____	515151
3.11.1 Development in Proximity to Oil and Gas Wells _____	515151
3.11.2 Development Setbacks from Wastewater Treatment Plants (Amended, Bylaw 1275.23, 05/23/23) _____	515151
3.11.3 Development Setbacks from Landfills and Solid Waste Sites (Amended, Bylaw 1275.23, 05/23/23) _____	525252
3.11.4 Development Setback from Water Bodies and Slopes _____	535353
3.11.5 Development Setbacks from Easements or Rights-of-Ways _____	535353
3.12 Environmental Features _____	535353
3.13 Fences, Walls, Gates, and Privacy Screening in Residential Districts _____	545454
3.13.1 Fences, Walls, and Gates _____	545454
3.13.2 Privacy Screening in Residential Districts _____	555555
3.14 Height _____	555555
3.15 Landscaping General Requirements _____	555555
3.15.1 Landscaping for all Land Use Districts _____	605959
3.15.2 Parking and Screening Landscape Requirements _____	626161
3.15.3 Review and Approval of Landscape Plans (Amended, Bylaw 1315.24, 11/26/24) _____	636262
3.16 Drainage _____	646363
3.17 Manufactured Homes, Ready to Move and Modular Homes _____	646464
3.18 Objects Prohibited or Restricted in Yards (Amended, Bylaw 1315.24, 11/26/24) _____	656464
3.19 Outdoor Lighting _____	666565
3.20 Parking and Loading Standards _____	666666
3.20.1 General Parking and Loading Provisions _____	666666
3.20.2 Alternate, Shared and Tandem Parking _____	717070
3.20.3 Shared Parking _____	717070
3.20.4 Tandem Parking (Amended, Bylaw 1315.24, 11/26/24) _____	717070
3.20.5 Bicycle Parking Requirements _____	717070
3.20.6 Driveways (Amended, Bylaw 1275.23, 05/23/23) _____	727171
3.20.7 Loading Space Requirement _____	727171

3.20.8 Residential Parking Requirements _____	737 <u>727</u>
3.20.9 Sight Lines (Amended, Bylaw 1315.24, 11/26/24) _____	747 <u>72</u>
3.20.10 Vehicle Access Parking Space Standards (Amended, Bylaw 1275.23, 05/23/23) _____	747 <u>37</u>
3.20.11 Barrier Free Parking Stalls (Amended, Bylaw 1275.23, 05/23/23) _____	747 <u>37</u>
3.21 Relocation of Buildings _____	757 <u>47</u>
3.22 Site Grading and Tree Clearing _____	767 <u>57</u>
3.22.1 Site Grading _____	767 <u>57</u>
3.22.2 Tree Clearing _____	777 <u>5</u>
3.23 Yards and Projections _____	777 <u>67</u>
3.23.1 Front Yard _____	777 <u>67</u>
3.23.2 Projections _____	797 <u>7</u>
3.24 Other Uses _____	797 <u>7</u>
PART 4.0 SPECIFIC USE REGULATIONS _____	817 <u>9</u>
4.1 Accessory Development and Accessory Buildings _____	817 <u>9</u>
4.1.1 Accessory Development _____	817 <u>9</u>
4.1.2 Accessory Buildings in Residential Land Use Districts _____	817 <u>9</u>
4.1.3 Other Land Use Districts _____	828 <u>0</u>
4.2 Accessory Suites _____	828 <u>0</u>
4.3 Alternative Energy Collecting and Storing Devices _____	838 <u>1</u>
4.3.1 Solar Energy Devices _____	838 <u>1</u>
4.3.2 Geothermal Energy Devices _____	848 <u>2</u>
4.4 Bed & Breakfast Establishments _____	848 <u>2</u>
4.5 Cannabis Retail Sales _____	858 <u>3</u>
4.6 Communication Facilities _____	858 <u>3</u>
4.7 Front Parking Pads (Amended, Bylaw 1315.24, 11/26/24) _____	868 <u>4</u>
4.8 Home Based Business _____	878 <u>5</u>
4.8.1 General Provisions _____	878 <u>5</u>
4.8.2 Application for Home Based Business _____	878 <u>5</u>
4.8.3 Regulations for a Home Based Business 1 _____	888 <u>6</u>

4.8.4 Regulations for Home Based Business 2	<u>8886</u>
4.8.5 Regulations for a Home Based Business 3	<u>8987</u>
4.9 Recreational Vehicle Storage (Amended, Bylaw 1315.24, 11/26/24)	<u>9088</u>
4.10 Residential Sales Service	<u>9088</u>
4.11 Satellite Dish and Amateur Radio Antennae	<u>9189</u>
4.12 Shipping Containers (Amended, Bylaw 1315.24, 11/26/24)	<u>9290</u>
4.13 Swimming Pools and Outdoor Hot Tubs	<u>9391</u>
4.14 Temporary Buildings	<u>9391</u>
PART 5.0 SIGNS	<u>9492</u>
5.1 General Purpose	<u>9492</u>
5.2 Sign Definitions	<u>9492</u>
5.3 Applicability	<u>999796</u>
5.4 Administration	<u>9997</u>
5.4.1 Development Permit Requirements for Signs (Amended, Bylaw 1275.23, 05/23/23)	<u>9997</u>
5.4.2 Conditions of Development Approvals for Signs	<u>10098</u>
5.4.3 Variances	<u>10098</u>
5.5 General Regulations	<u>10199</u>
5.5.1 Copy Area Sign Calculation	<u>102100</u>
5.5.2 Enforcement	<u>102100</u>
5.5.3 Illumination	<u>103101</u>
5.5.4 Maintenance	<u>103101</u>
5.5.5 Signs Exempt from a Development Permit (Amended, Bylaw 1275.23, 05/23/23)	<u>104102</u>
5.5.6 Sign Prohibitions	<u>104102</u>
5.5.7 Signs on Public Property	<u>105103</u>
5.6 Building Sign Development Standards	<u>106104</u>
5.6.1 Awning, Canopy or Under Canopy Sign	<u>106104</u>
5.6.2 Fascia Sign	<u>107105</u>
5.6.3 Integrated Roof Sign	<u>108106</u>
5.6.4 Painted Wall Sign and Murals	<u>109107106</u>
5.6.5 Projecting Sign	<u>109107</u>

5.6.6 Window Sign _____	110 108
5.7 Electronic Message Sign Regulations _____	110 108
5.7.1 Electronic Message, Changeable Copy Sign _____	111 109
5.8 Freestanding Sign Regulations _____	111 109
5.8.1 Monument or Pylon Sign _____	111 109
5.8.2 Neighbourhood Identification Sign _____	113 111
5.8.3 Post Sign _____	113 111
5.9 Other Sign Regulations _____	114 112
5.9.1 A-Frame Sign _____	114 112
5.9.2 Bed & Breakfast Sign _____	115 113
5.9.3 Custom Printed Insert Sign _____	115 113
5.9.4 Directional Sign _____	116 114 113
5.9.5 Flag Sign _____	116 114
5.9.6 Home Based Business Sign _____	116 114
5.9.7 Menu Board Sign _____	117 115
5.10 Special Event Sign Regulations _____	117 115
5.11 Temporary Sign Regulations _____	118 116 115
5.11.1 Banner Sign _____	118 116
5.11.2 Changeable Copy Sign, Manual and Portable Signs _____	118 116
5.11.3 Construction Sign _____	120 118 117
5.11.4 Future Development Sign _____	120 118
5.11.5 Garage Sale Signs _____	121 119
5.11.6 Inflatable Sign _____	121 119
5.11.7 Show Home Sign _____	122 120
PART 6.0 LAND USE DISTRICTS _____	124 122 121
6.1 Residential Single Dwelling Large District (R-1L) _____	125 123 122
6.1.1 Purpose _____	125 123 122
6.1.2 Permitted and Discretionary Uses _____	125 123 122
6.1.3 District Regulations (Amended, Bylaw 1315.24, 11/26/24) _____	125 123 122
6.2 Residential Single Dwelling Medium Lot District (R-1M) _____	127 125 124

6.2.1 Purpose _____	127125124
6.2.2 Permitted and Discretionary Uses _____	127125124
6.2.3 District Regulations (Amended, Bylaw 1315.24, 11/26/24) _____	127125124
6.3 Residential Single Dwelling Small Lot District (R-1S) _____	129127126
6.3.1 Purpose _____	129127126
6.3.2 Permitted and Discretionary Uses _____	129127126
6.3.3 District Regulations (Amended, Bylaw 1315.24, 11/26/24) _____	129127126
6.4 Residential Manufactured Home Park District (R-MHP) _____	131129128
6.4.1 Purpose _____	131129128
6.4.2 Permitted and Discretionary Uses _____	131129128
6.4.3 District Regulations _____	131129128
6.5 Residential Multi-Dwelling District (R-2) _____	134132131
6.5.1 Purpose _____	134132131
6.5.2 Permitted and Discretionary Uses _____	134132131
6.5.3 District Regulations (Amended, Bylaw 1315.24, 11/26/24) _____	134132131
6.6 Residential Medium Density District (R-3) _____	137135134
6.6.1 Purpose _____	137135134
6.6.2 Permitted and Discretionary Uses _____	137135134
6.6.3 District Regulations _____	137135134
6.7 Residential High Density District (R-4) _____	139137136
6.7.1 Purpose _____	139137136
6.7.2 Permitted and Discretionary Uses _____	139137136
6.7.3 District Regulations _____	139137136
6.8 Residential Multi-Unit District (R-5) _____	141139138
6.8.1 Purpose _____	141139138
6.8.2 Permitted and Discretionary Uses _____	141139138
6.8.3 District Regulations _____	141139138
6.9 Commercial Central District (C-1) _____	143141140
6.9.1 Purpose _____	143141140

6.9.2 Permitted and Discretionary Uses (Amended, Bylaw 1275.23, 05/23/23)	143141140
6.9.3 District Regulations (Amended, Bylaw 1275.23, 05/23/23)	143141140
6.10 Commercial Highway District (C-2)	145143142
6.10.1 Purpose	145143142
6.10.2 Permitted and Discretionary Uses (Amended, Bylaw 1275.23, 05/23/23)	145143142
6.10.3 District Regulations	147144143
6.11 Commercial Local District (C-3)	148145144
6.11.1 Purpose	148145144
6.11.2 Permitted and Discretionary Uses (Amended, Bylaw 1275.23, 05/23/23)	148145144
6.11.3 District Regulations	148145144
6.12 Business Park District (C-4)	150147146
6.12.1 Purpose	150147146
6.12.2 Permitted and Discretionary Uses	150147146
6.12.3 District Regulations	150147146
6.13 Commercial Mixed Use District (CMU)	152149148
6.13.1 Purpose	152149148
6.13.2 Permitted and Discretionary Uses (Amended, Bylaw 1275.23, 05/23/23)	152149148
6.13.3 District Regulations	152149148
6.14 Industrial Light District (I-1)	154151150
6.14.1 Purpose	154151150
6.14.2 Permitted and Discretionary Uses (Amended, Bylaw 1290.23, 01/09/24)	154151150
6.14.3 District Regulations	155152151
6.15 Industrial Heavy District (I-2)	156153152
6.15.1 Purpose	156153152
6.15.2 Permitted and Discretionary Uses (Amended, Bylaw 1290.23, 01/09/24)	156153152
6.15.3 District Regulations	156153152
6.16 Public Facility District (PF)	158155154
6.16.1 Purpose	158155154
6.16.2 Permitted and Discretionary Uses (Amended, Bylaws 1275.23, 05/23/23; 1290.23, 01/09/24)	158155154

6.16.3 Development Regulations _____	158155154
6.17 Parks and Recreation District (PR) _____	160157156
6.17.1 Purpose _____	160157156
6.17.2 Permitted and Discretionary Uses _____	160157156
6.17.3 Development Regulations _____	160157156
6.18 Environmental Open Space District (EOS) _____	162159158
6.18.1 Purpose _____	162159158
6.18.2 Permitted and Discretionary Uses _____	162159158
6.18.3 Development Regulations _____	162159158
6.19 Urban Reserve District (UR) _____	164161160
6.19.1 Purpose _____	164161160
6.19.2 Permitted and Discretionary Uses _____	164161160
6.19.3 Development Regulations _____	164161160
6.20 Agricultural District (AG) _____	165162161
6.20.1 Purpose _____	165162161
6.20.2 Permitted and Discretionary Uses _____	165162161
6.20.3 Development Regulations _____	166163162
6.21 Alderwood Close Overlay District _____	167164163
6.21.1 Purpose _____	167164163
6.21.2 Application _____	167164163
6.21.3 Alderwood Close Overlay Development Regulations _____	167164163
PART 7.0 DIRECT CONTROL DISTRICTS _____	168165164
7.1 Purpose _____	168165164
7.2 Application _____	168165164
7.3 Uses _____	168165164
7.4 Regulations _____	168165164
7.5 Interpretation _____	168165164
SCHEDULE "A" _____	169166165
Direct Control District #3 (DC-3) _____	169166165

PART 8.0 SCHEDULES	170167166
Schedule A1 – Direct Control District #1 (DC-1)	170167166
Schedule A2 – Direct Control District #2 (DC-2)	171168167
Purpose	171168167
Permitted Uses	171168167
Development Criteria	171168167
Development Standards	171168167
Schedule A3 – Direct Control District #3 (DC-3)	173170169
Purpose	173170169
Permitted Uses	173170169
Development Criteria	173170169
Development Standards	173170169
Schedule A4 – Parking Pads	175172171
Schedule A5 – Direct Control District #4 (DC-4) (Amended, Bylaw 1302.24, 03/26/24)	176173172
Purpose	176173172
Permitted Uses	176173172
Development Criteria	176173172
Accessory Suite Development Standards	176173172
Schedule A6 – Direct Control District #5 (DC-5) (Amended, Bylaw 1325.25, 05/13/25)	178175174
Purpose	178175174
Permitted and Discretionary Uses	178175174
District Regulations	178175174
PART 9.0 LAND USE DISTRICT MAP (Amended, Bylaws 1325.24/1328.24, 05/13/25;1303.24, 04/09/24; 1302.24, 03/24/24, 1275.23, 05/23/23)	181178177

PART 1.0 INTERPRETATION OF THIS BYLAW

1.1 Title

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

1.2 Bylaw Content

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

1.3 Repeal of This Bylaw

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

1.4 Transitional Provision

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

1.5 Reference to Other Legislation

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

1.6 Purpose

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

1.7 Compliance with Other Legislation

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

1.8 Language and Interpretation

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

1.9 Illustrations and Measurements

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

1.10 Purpose Statements

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

1.11 Severability

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

1.12 Establishment of Supplementary Regulations

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

1.13 Establishment of Land Use Districts

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

- Residential Multi Dwelling District (R-2)
 - Residential Medium Density District (R-3)
 - Residential High Density District (R-4)
 - Residential Multi Unit District (R-5)
 - Commercial Central District (C-1)
 - Commercial Highway District (C-2)
 - Commercial Local District (C-3)
 - Business Park District (C-4)
 - Commercial Mixed Use District (CMU)
 - Direct Control District (DC)
 - Direct Control District #2 (DC-1)
 - Direct Control District #2 (DC-2)
 - Direct Control District #3 (DC-3)
 - Industrial Light District (I-1)
 - Industrial Heavy District (I-2)
 - Public Facility District (PF)
 - Parks and Recreation District (PR)
 - Environmental Open Space District (EOS)
 - Urban Reserve District (UR)
 - Agricultural District (AG)
 - Alderwood Close Overlay District
- b) Land Use District boundaries are as delineated in Part 9 of this Bylaw, on the Land Use District Maps. All Roads, watercourses and lakes are excluded from the Land Use Districts.
- c) Where the location of Land Use District boundaries on the Land Use District Maps is not clearly understood, the following rules shall apply:
- i) a boundary shown as approximately following a Parcel boundary shall be deemed to follow the Parcel boundary;
 - ii) a boundary which does not follow a Parcel boundary shall be located by measurement of the Land Use District Maps; and
 - iii) a boundary location which cannot be satisfactorily resolved shall be referred to Council for an official interpretation.

1.14 Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COUNCIL means the Council of the Town.

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

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

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

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

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

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

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

DEVELOPMENT means:

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

DEVELOPMENT AUTHORITY means:

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

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

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

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

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

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

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

DRIVEWAY means the connection from an on-site parking area to an access and does not include a Front Parking Pad or the area used as a Walkway. (Amended, Bylaw 1315.24, 11/26/24)

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

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

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

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

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

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

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

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

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

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

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

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

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

FOOD SERVICE, RESTAURANT means a Development where the primary purpose is the preparation and sale of food for consumption on the Parcel, and the secondary purposes may include the sale of alcoholic or non-alcoholic beverages incidental to the meal, takeout food or Drive-Through services and catering. A Restaurant does not include a Drinking Establishment but does include any premises in respect of which a "Class A" liquor license has been issued and where minors are not prohibited by the terms of the license.

FRONT PROPERTY LINE means:

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

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

FRONT PARKING PAD means a portion of a Front Yard intended for the parking of vehicles and Recreational Vehicles that is not connected to a Garage and does not include a Driveway or the area used as a Walkway. (Amended, Bylaw 1315.24, 11/26/24)

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

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

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

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

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

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

GREENHOUSE, MAJOR means a commercial use of the Development primarily for the raising, storage and sale of produce, bedding, household, ornamental plants, and related material such as

tools, soil, and fertilizers. The main part of the Building must be plant-related, and any aggregate sales shall be a minor Accessory component only. This does not include a Cannabis Production & Distribution Facility.

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

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

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

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

HEIGHT, see BUILDING HEIGHT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

INTERIOR LOT means a Lot other than a Corner Lot.

KITCHEN means facilities for the preparation or cooking of food.

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

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

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

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

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

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

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

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

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

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

LOT AREA means the total area within the Lot Lines.

LOT LINE means the legally defined boundary of any Lot.

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

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

Commented [BS1]: Amendment 2.1

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

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

MATTERS RELATED TO SUBDIVISION AND DEVELOPMENT REGULATION means the *Matters Related to Subdivision and Development Regulation (AR 84/2022)*, as amended. (Amended, Bylaw 1275.23, 05/23/23)

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

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

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

Commented [BS2]: Amendment 2.2

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

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

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

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

Commented [BS3]: Amendment 2.3

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

Commented [BS4]: Amendment 2.4

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PERMANENT FOUNDATION means:

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

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

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

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

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

PUBLIC UTILITY means Public Utility in accordance with the MGA.

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

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

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

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

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

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

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

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

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

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

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

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

RESTAURANT, see FOOD SERVICE, RESTAURANT

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

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

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

RETAIL, LIQUOR means a Building or part of a Building for the sale of alcohol, including wine and cold beers, but not for consumption on site. (Amended, Bylaw 1275.23, 05/23/23)

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

ROAD means a Road in accordance with the MGA.

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

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

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

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

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

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

SIDE YARD means that portion of a Lot or site abutting a Side Property Line extending from the Front Yard to the Rear Yard. The Side Yard is situated between the Side Lot Line and the nearest wall of the Principal Building, not including Projections. Where there is no Principal Building, the Side Yard shall be determined at the minimum Side Yard prescribed in the Land Use District the Parcel is located in.

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

SIMILAR USE means a use of a site or Building in a District which, in the opinion of the Development Authority, is so similar to a Permitted Use or Discretionary Use in that District as set out in the purpose statement but does not include a use that is specifically defined as a Permitted Use or Discretionary Use in any other District. (Amended, Bylaw 1290.23, 01/09/24)

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

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

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

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

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

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

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

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

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

DELETED (Amended, Bylaw 1275.23, 05/23/23)

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

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

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

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

TOWN means the Town of Blackfalds.

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

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

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

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

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

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

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

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

PART 2.0 OPERATIONS AND ADMINISTRATIVE PROCEDURES

2.1 Establishment of Forms

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

2.2 Development Authority and Decisions on Development Permit Applications

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

- 2. with conditions necessary to ensure compliance.
- ix. may, with respect to a Development Permit application for any Discretionary Use in a residential Land Use District, except for a Home Based Business 3:
 - 1. Approve the application with or without conditions;
 - 2. Refuse the application with reasons stated; or
 - 3. Refer the application to the Municipal Planning Commission
- x. may, with respect to a Development Permit application for any Sign:
 - 1. Approve the application with or without conditions;
 - 2. Refuse the application with reasons stated; or
 - 3. Refer the application to the Municipal Planning Commission (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:
 - i) the prescribed application form signed by the landowner or authorized Agent, with proof of such authorization;
 - ii) applicable fee in accordance with the *Development Fees and Fines Bylaw*, as amended;
 - iii) a certificate of title for the lands subject to an application, searched and dated not more than 30 days prior to the application date;
 - iv) a written statement of the applicant's reason for the application;
 - v) In the case of a re-districting amendment, in addition to the forgoing, a plan showing the location and dimensions of the lands. The Development Authority may also require:
 - i. an Area Structure Plan, or amended Area Structure Plan, for the area to be re-designated, to the level of detail specified by the Development Officer; and
 - ii. payment of a fee equal to the costs incurred by the Town to review the proposed re-designation and/or related Area Structure Plan or amended Area Structure Plan.
 - vi) any additional report, drawing or study that may be required in preparation or evaluate and make a recommendation on the amendment. This may include, but not be limited to, an analysis by a qualified professional of the potential effect on the land, traffic, the environment, underground and above ground utilities and other municipal services and facilities.
- b) The Development Officer shall not accept an application for an amendment which is identical or similar to an application which was refused by Council, for a period of 6 months after the date of the refusal unless Council directs that Development Officer accept the application and place the application before Council in accordance with this Part.
- c) If the subdivision or Development for which land was re-designated does not occur within 1 year of the date of final passage of the re-designation Bylaw, Council may initiate a Bylaw to re-designate the land back to its former Land Use District and may adopt the re-designation Bylaw.

2.4 Amendment to Create a Direct Control District

- a) A Direct Control District shall only be used for the purpose of providing for Developments that require specific regulation unavailable in other Land Use Districts:
 - i) due to the unique characteristics or unusual site constraints of a proposed Development; or
 - ii) due to the scale, character, and complexity of a proposed Development.
- b) A Direct Control District shall not be used:
 - i) in substitution of any other Land Use District in this Bylaw that could be used to achieve the same result either with or without relaxation of this Bylaw; or

- ii) to regulate matters that may be addressed by subdivision or Development Permit approval conditions.
- c) In addition to the application information required in section 2.3, an application to create a Direct Control District shall include the following:
 - i) a written statement indicating why, the opinion of the applicant, a Direct Control District is necessary;
 - ii) a laid-out format outlining the purpose of the Direct Control District (i.e. residential, commercial, industrial, etc.);
 - iii) the proposed use(s) for the site; and
 - iv) at the discretion of the Development Officer, may require a site plan, landscape plan, and/or elevation plan.

2.5 Direct Control Bylaws

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

2.6 Conditions of Issuing a Development Permit

- a) The Development Authority may impose conditions of approval limiting the duration of the validity of a Development approval for a Discretionary Use, or a use or Structure that is intended to be temporary or that is inherently temporary.
- b) As a condition of approving a Development Permit for a Permitted Use that meets all applicable regulations of this Bylaw, the Development Officer may:
 - i) Require the applicant to make arrangements for the supply of water, electric power, sewer service, vehicular and pedestrian access, and circulation, or any of them as determined by the Development Authority, including payment of the costs of installation or construction of any such utility or facility by the applicant.
 - ii) Require the applicant to:
 - i. submit information, such as an environmental site assessment or risk assessment, to confirm the site is suited for the full range of uses contemplated in the application.
 - ii. provide phasing of the Development.
 - iii. consolidate Parcels subject to a Development proposal.
 - iv. Provide site design measures to mitigate the environmental hazards or risks inherent to or affecting the site.

- v. Repair or reinstate, or to pay for the repair or reinstatement, to original condition, any public property, Street furniture, curbing, boulevard Landscaping and tree planting or any other property owned by the Town which is damaged, destroyed or otherwise harmed by Development or construction upon the site.
 - vi. Where the application is for a Structure that encroaches on Town property, mitigate the impact of the encroachment, including compensation, indemnities, insurance, and a duty to remove the encroaching Structure on receipt of notice.
- c) As a condition of approving a Development Permit for a Permitted Use that does not meet all of the applicable regulations of this Bylaw, the Development Authority may:
 - i) impose any of the conditions listed in sections 2.6(a) and 2.6(b); and
 - ii) require that the use conform to any or all of the applicable regulations.
- d) As a condition of issuing a Development Permit for a Permitted Use where a variance has been granted, the Development Authority may:
 - i) impose any of the conditions listed in sections 2.6(a) – (c); and
 - ii) require the applicant to conform to a higher standard than required by the applicable regulations, if in the opinion of the Development Authority, conformance to a higher standard will off-set the impact of any variance which has been granted.
- e) The Development Authority may, as a condition of issuing a Development Permit for a Discretionary Use, impose conditions in respect of the following:
 - i) any of the conditions listed in sections 2.6(a) – (d);
 - ii) the construction or maintenance of the proposed Development in accordance with approved plans;
 - iii) the appropriate performance of a use;
 - iv) the time or times a use may be carried out;
 - v) limits imposed on the Development; and
 - vi) the furtherance of sound planning principles.
- f) As a condition of issuing a Development Permit for a Development or use in a Direct Control District, the Development Authority may impose such conditions as are deemed advisable, having regard to the regulations of the Land Use District and the provisions of any Statutory Plan.
- g) The Development Authority may, as a condition of issuing any Development Permit, require the applicant to enter into an agreement with the Town to do any or all of the following:
 - i) to construct or pay for the construction of a Road required to give access to the Development;
 - ii) to construct or pay for the construction of:
 - i. a pedestrian Walkway system to serve the Development; and/or

- ii. pedestrian Walkways to connect the pedestrian Walkway system serving the Development with a pedestrian Walkway system that serves or is proposed to serve an adjacent Development
 - iii) to install or pay for the installation of Utilities, on or off the Parcel of Land, that are necessary to serve the Development;
 - iv) to construct or pay for the construction of:
 - i. off-Street or other Parking Facilities;
 - ii. loading and unloading facilities;
 - v) to pay an off-site levy or redevelopment levy imposed by Bylaw;
 - vi) to give security to ensure that the terms of the agreement under this section are carried out.
- h) The Development Authority may impose a condition of Development Permit approval that requires an applicant to provide an irrevocable letter of credit, up to the value equal to the estimated costs of the proposed Landscaping and/or proposed paving, to ensure that the required Landscaping and/or paving is carried out with reasonable diligence. Landscaping and/or paving securities shall be collected in accordance with sections 2.7, 3.15(b), and 3.20.1.
- i) To ensure compliance with a Development agreement; the Town may register a caveat pursuant to the provisions of the Land Titles Act and the *MGA* against the Certificate of Title for the property being developed. This caveat shall be discharged once the agreement has been complied with.
- j) The developer shall be responsible for all costs associated with the preparation of a Development agreement, as well as the costs associated with registering the caveat at Land Titles and discharging the caveat when all conditions have been met.

2.7 Development Securities

- a) The Development Authority may require, at the time of subdivision or as a condition of a Development Permit that the Owner provide a letter of credit or other form of security equal to 100% of the estimated Landscaping and/or paving costs to ensure that Landscaping and/or paving is provided in accordance with this Bylaw and approved plans.
- b) Landscaping securities collected under this section and section 3.15 shall have the following conditions:
- i) if the Landscaping is not completed in accordance with the provisions of this Bylaw and the approved Landscape plan within 1 growing season after the completion of the Development, then the amount specified in the irrevocable letter of credit shall be paid to the Town on demand for its use.
 - ii) the Town shall not release the irrevocable letter of credit until an inspection of the Parcel of Land has demonstrated that the Landscaping has been well maintained, is in a healthy condition 2 growing seasons after completion of the Landscaping, and no deficiencies exist. This inspection will be performed at the discretion of the

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

- c) Landscaping securities collected under this section and 3.15(b) will be refunded to a maximum of 50% upon implementation of the Landscaping plan as approved. The balance will be retained by the Town for maintenance period of 1 year or 1 full growing season and will be returned where no deficiencies exist.
- d) Paving securities collected under this section and 3.2(d) and (e), and/or 3.20.1 shall have the following conditions:
 - i) if the paving is not completed in accordance with the provisions of this Bylaw and the approved plans once Development is completed, then the amount specified in the irrevocable letter of credit shall be paid to the Town on demand for its use.
 - ii) the Town shall not release the irrevocable letter of credit until an inspection of the Parcel of Land has demonstrated that the access paving has been done to the Town's satisfaction and no deficiencies exist. This inspection will be performed at the discretion of the Development Authority within 4 weeks from the date of receiving a written request from the applicant to perform said inspection.
- e) In circumstances where the Development Authority has identified that a Development or characteristics have not been completed to the satisfaction of the Development Authority and the Owner/applicant refuses to address any deficiencies identified to the satisfaction of the Development Authority, the Development Authority may:
 - i) draw on the securities collected, and the amount shall be paid to the Town for its use in completing the deficiencies as determined by the Development Authority;
 - ii) notwithstanding the lists identified in sections 3.2(d) and (e), 3.15(b) and 3.20.1, the Development Authority may use securities to complete any identified deficiencies of the Development relating to site functionality and safety issues and over all completion of the Development;
 - iii) in the event the Owner/applicant does not complete the required conditions of the Development Permit and the proceeds from the securities collected are insufficient for the Town to complete the required work, the Town may take any enforcement action deemed appropriate in accordance with the MGA.
- f) In accordance with sections 3.2(d) and (e), 3.15(b) and 3.20.1, and at the request of the Owner/applicant, securities collected shall be released by the Development Authority when the Development Authority is satisfied that the required Landscaping has been implemented and maintained and/or the paving is completed to the Town's satisfaction.

2.8 Development Control

- a) All Developments within the Town shall require a Development Permit, unless otherwise exempt under section 2.9.

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

2.9 Development Not Requiring a Development Permit

- a) The following Developments are exempt from the requirement of obtaining a Development Permit provided that the proposed Development complies with all other regulations of this Bylaw:
 - i) those uses or Development exempted by provincial or federal legislation
 - ii) any Development carried out by or on behalf of the Crown
 - iii) any Development carried out by or on behalf of the Town provided that such Development complies with all applicable provisions of this Land Use Bylaw
 - iv) the completion of a Building which was lawfully under construction at the date of the adoption of this Bylaw, provided the Building is completed in accordance with the terms and conditions of any permit granted
 - v) the carrying out of works of improvement, maintenance, or renovation to any Building, provided that such works do not include Structural Alterations or additions, a Deck that is unenclosed and not higher than 0.6 m (1.97 ft.) from the approved Grade level
 - vi) a retaining wall not higher than 0.6 m (1.97 ft) from the approved Grade level
 - vii) the use of any such Development as is referred to in section 2.9(a)(iv) for the purpose of which Development was commenced
 - viii) the erection or construction of gates, fences or other means of enclosure less than 1.0 m (3.28 ft) in Height in Front Yards and less than 2.0 m (6.56 ft) in Side and/or Rear Yards, and the maintenance, improvement and other alterations of any gates, fences or other means of enclosure
 - ix) the carrying out of any Landscaping provided that the approved Grade of the site is not altered
 - x) Tree Clearing in residential, commercial, industrial, PF and PR Districts

- x) the maintenance and repair of existing utilities and the installation of utility system extensions which are necessary to serve Developments that have been approved by the Development Authority
- xii) in a residential Land Use District, the construction of 1 Accessory Building used as a garden or tool shed, and may include play Structures and pergolas provided such Building does not to exceed 10.0 m² (107.64 sq²) in Floor Area and 2.5 m (8.20 ft) in Height;
- xiii) the temporary placement of Moving Storage Pods
- xiv) the temporary placement of campaign Signs in connection with federal, provincial, or municipal election or referendum, subject to their removal no later than 48 hours after the election
- xv) the routine Maintenance and repair, changing the copy or reduction of the Copy Area of a legal existing Sign
- xvi) the use of a Building as a temporary polling station, an election candidate's campaign Office or any other official temporary use in connection with a federal, provincial, or municipal election or referendum
- xvii) 1 satellite dish antennae less than 0.75 m (2.46 ft) in diameter subject to the provisions of section 4.10
- xviii) solar energy and geothermal energy infrastructure, provided it meets all requirements in section 4.3
- xix) demolition of a Building less than 10.0 m² (107.64 ft²)

2.10 Development Permit Application Requirements

- a) The Development Authority shall determine the number of paper or electronic copies or both for a complete submission for an application for Development Permit.
- b) An application for a Development Permit shall be made on the prescribed application form and be accompanied by the following information in writing and/or by electronic format when requested, to the satisfaction of the Development Officer:
 - i) Owner consent or, where applicable, the Agent authorized by the Owner. Should Owner consent be withdrawn, the application terminates.
 - ii) a copy of the Certificate of Title for the subject lands dated from within 30 days of the application date, copies of any caveats or restrictive covenants registered by the Town, and any other documents satisfaction to the Development Officer verifying that the applicant has legal interest in the lands.
 - iii) applicable fee in accordance with the *Development Fees and Fines Bylaw*, as amended.
 - iv) for a Principal Building, a detailed site plan prepared by an Alberta Land Surveyor, for an Accessory Building, a detailed site plan to an appropriate scale. A site plan shall include:
 - i. legal description of the subject property;
 - ii. identification of all abutting Roads, Highways and Road rights-of- way, and any existing or future access to the proposed Development;

- iii. identification of all Body of Water, water courses, drainage courses and flood hazard areas on or abutting the Lot or site including arrows indicating the direction of water flow;
 - iv. identification and location of all Easements and rights-of-way on-site or abutting the Lot or site;
 - v. location and dimensions of existing and proposed Development including front, rear, and side Setbacks;
 - vi. location of existing and proposed utilities;
 - vii. proposed on-site parking and loading facilities including location and dimensions of all aisles, the dimensions and number of all parking spaces, curbing, and location of any lighting;
 - viii. a Landscaping plan which shall include the following:
 - 1. the location of all existing and proposed Landscaping including trees, shrubs, and grass;
 - 2. any existing trees that are proposed to be removed; and
 - 3. the quantity, size, and species along with common names of all proposed trees and shrubs.
 - ix. location and access to garbage enclosures;
 - x. location and material of sidewalks, Patios, steps, porches, Decks, playgrounds, Amenity and Open Space areas, and other similar features;
 - xi. location of any abandoned, suspended, or active oil or gas wells;
 - xii. north arrow, scale, and date of drawing; and
 - xiii. schedule showing the area of the Lot or site, Building area, Density, number of units, parking and Loading Spaces, existing and proposed site Grades, and a calculation of site coverage, Height and number of storeys and Floor Area Ratio.
- v) in the case of a Manufactured Home Park or multiple unit residential project, a detailed plan showing the proposed unit locations and Amenity Spaces within the overall Development area.
 - vi) in the case of a Development of a Lot or site with multiple uses, a master site plan and preliminary engineering plan for the entire site to the satisfaction of the Development Officer.
 - vii) scaled floor plans showing all occupancies and uses, cross section, foundation plan, elevations, perspective of the proposed Development including a description of the exterior finishing materials.
 - viii) in the case of the Development of an Apartment, a report, or plan or both demonstrating how the Building design incorporates the Towns waste management practices.
 - ix) information from the *Alberta Energy Regulator* indicating that an abandoned oil and gas well site search was conducted for any proposed Dwelling or Building greater than 47.0 m² (505.90 ft.²).
 - x) any additional information as may be required by the Development Authority to assess or evaluate the proposed Development. The Development Authority may require any or all the following to be prepared by a qualified professional:
 - i. geotechnical report;

- ii. parking assessment;
 - iii. groundwater report;
 - iv. flood hazard mapping study;
 - v. noise attenuation study;
 - vi. reclamation plan;
 - vii. wetland conservation plan;
 - viii. tree preservation plan;
 - ix. landscape plan;
 - x. topographical survey;
 - xi. Site Grading or drainage plan;
 - xii. site servicing plan;
 - xiii. risk assessment report;
 - xiv. erosion or sediment control plan;
 - xv. a traffic impact analysis stamped by a professional engineer or a registered professional; and
 - xvi. any other report, study plan or information
- xi) the Development Authority may require the submission of an impact statement as part of the Development Permit application for any proposed non-residential use that is in proximity, as determined by the Development Authority, to 1 or more residential Land Use Districts. The impact statement shall outline the measures proposed to be taken to mitigate all confirmed or potential impacts (which may include noise, visual impacts, or other) so that the proposed use will not negatively affect the said residential Land Use District(s).
- xii) to ensure that confirmed or potential impacts on adjacent Parcels are mitigated, the Development Authority may require additional measures be taken including additional requirements for Landscaping, buffer zones, berming, fencing, Building orientation and appearance, or any combination thereof.
- xiii) the Development Authority shall require the following outdoor lighting information be included with a Development Permit application for a new commercial, multiple unit residential, industrial, or institutional use:
- i. parking lot and Walkway light poles;
 - ii. the location of all other outdoor lighting not mounted on a pole, both proposed and existing, including Walkway and Building lighting;
 - iii. descriptions of each style of lighting fixture that show that such fixture is either a full cut-off or directionally shielded lighting fixture. This may include, but not be limited to, catalogue cuts and illustrations by manufacturers (including sections where required), lamp types, photometric data showing angle of cut off of light emissions, wattages, and initial lumen outputs; and
 - iv. the Development Authority may require an applicant to submit a site lighting plan, which details site lighting conditions at the Property Lines, measured in LUX.

- c) An application for a Development Permit is not received until the Town has accepted an application for Development Permit and the applicant has paid the appropriate fee(s) in accordance with the *Development Fees & Fines Bylaw*, as amended. (Amended, Bylaw 1275.23, 05/23/23)
- d) An application for a Development Permit is complete if the application is received and contains the documents and information required by this section to the satisfaction of the Development Authority. Despite the forgoing, if an application does not contain all of the documents and information required by this section, the Development Authority may determine such application to be complete if in the opinion of the Development Authority that missing document or information is not necessary to review the application. (Amended, Bylaw 1275.23, 05/23/23)

2.11 Notification of Complete or Incomplete Development Permit Applications

- a) The Development Officer, upon receipt of a Development Permit application, shall within 20 days, unless a longer time period has been agreed to in writing with the applicant:
 - i) Issue a notice to the applicant advising the Development Permit application is complete; or
 - ii) Issue a notice to the applicant advising that the Development Permit application is incomplete. This notice shall outline the information required for the Development Permit application to be considered complete by the Development Officer and a date the information referred to must be submitted by. A later date may be agreed upon between the Development Officer and the applicant, should the applicant request additional time in order to provide the information necessary for an application to be considered complete.
- b) Notwithstanding section 2.11(a), if no notice is given by the Development Officer within the 20 days or an agreed upon time period, the application shall be considered complete.
- c) If the requested information in section 2.11(a)(ii) is not provided by the date indicated in the notice, or the later agreed upon date, the Development Officer shall issue a notice to the applicant deeming the Development Permit application refused and the reasons for the refusal.
- d) The Development Officer shall base a completed application decision on the information required to be submitted for Development Permits as outlined in section 2.10.
- e) In the opinion of the Development Officer, the quality of the information or materials submitted is inadequate to properly evaluate the proposed Development, the application shall be deemed incomplete until all required details have been submitted.
- f) the Development Officer may deal with an application and make a decision without all of the required information listed in section 2.10 if, in the opinion of the Development Officer, that a decision on the application can be properly made without such information.

- g) Despite that the Development Officer has issued a written acknowledgement of a completed application pursuant to this section, the Development Authority may request additional information or documentation from the applicant that the Development Authority considers necessary to review the application.
- h) Any written acknowledgment or notice issued pursuant to this section may be sent by electronic mail or regular mail to the applicant or hand delivered to the applicant.

2.12 Deemed Refusal of a Development Permit

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

2.13 Notification of Decision

- a) A decision of the Development Authority on an application for a Development Permit must be in writing and shall be:
 - i) sent by regular mail, hand delivered, or emailed to the applicant, whichever the applicant advises is their preferred method of communication on the Development Permit application form, a written notice stating the Development Authority's decision.
 - ii) if the Development Authority has refused an application for a Development Permit, the notice shall state the reasons for the refusal and rights of appeal.
 - iii) if the Owner is not the applicant, sent to the Owner by regular mail a copy of the written notice given to the applicant.
 - iv) post a notice for public viewing in Town Civic Administration Building and on the Town's website, stating the Development Authority's decision and the date of the decision.
- b) In addition to the requirements in section 2.13(a), if the Development Authority issued a Development Permit for a Discretionary Use or a Permitted Use with a variance, the Development Authority shall:
 - i) post a notice for public viewing in the Town Civic Administration Building.
 - ii) post a notice for public viewing on the Town's website.
 - iii) send by regular mail to Owners of Adjacent Land, as identified on the Town's assessment roll, a written notice stating the Development Authority's decision, the right of appeal therefrom, the date of the decision, and the nature and location of the Development.

- c) Where, in the opinion of the Development Authority, additional Lots may be affected by a Discretionary Use or by granting a variance, additional landowners, individual or groups may be notified.
- d) No notice is required to be given for a decision to approve an application for a Permitted Use for which no variance was granted.
- e) No Development Permit shall be issued while a decision of the Development Authority or any appeal from it is pending or until the time for filing an appeal of the decision of Development Authority has expired.

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

2.14.1 Validity of a Development Permit

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

2.14.2 Expiry of a Development Permit

- a) Once a Development Permit has been issued, it remains in effect until:
 - i) it expires, in cases where the Development Permit was issued for a limited period of time
 - ii) it expires, because of failure to commence Development in accordance with sections 2.14.2(b) and (c); or
 - iii) it is cancelled or suspended in accordance with section 2.14.3.
- b) Where a Development Permit is for a change of use, or a change of intensity of use, and no significant construction or reconstruction is necessary:

- i) Development must commence within 1 calendar year of the date of approval of the Development Permit
 - ii) Development commences when the use that was approved by the Development Permit is established or begins operation
- c) Where a Development Permit is for construction, construction combined with a change of use, or construction combined with a change of intensity of use, Development must commence within 1 calendar year of the date of approval.

2.14.3 Cancellation, Revocation, or Suspension of a Development Permit

- a) The Development Officer may cancel a Development Permit following its approval if:
- i) any person undertakes Development, or causes or allows any Development to take place on a property contrary to the Development Permit
 - ii) the application for the Development Permit contained a material misrepresentation
 - iii) material facts were not disclosed during the application for the Development Permit
 - iv) the Development Permit was issued as a result of a material error; or
 - v) the landowner requests, by way of written notice to the Development Officer, the cancellation of the Development Permit.
- b) Notwithstanding sections 2.14.3 (a)(i)–(v), the Development Officer shall not cancel a Development Permit that has been appealed to the in accordance with section 2.17, or until a decision is rendered or the appeal is otherwise resolved.
- c) Notice of the Development Officer’s decision to cancel the Development Permit shall be provided in writing by ordinary mail to the property Owner, and to the applicant of the Development Permit. Such notice shall state the reasons for the cancellation of the Development Permit.
- d) Any person who undertakes Development or causes or allows any Development after a Development Permit has been cancelled, shall discontinue such Development forthwith and shall not resume such Development until a new Development Permit has been approved by the Development Officer and is valid pursuant to section 2.14 of this Bylaw.
- e) All Development continuing after the Development Permit has been cancelled shall be deemed to be Development without a Development Permit.

2.14.4 Failure to Complete Development

- a) Upon initiation in relation to an approved Development Permit, the permit remains valid until the work is completed.

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

2.14.5 Resubmission Interval

- a) A Development Permit application for the same or similar use shall not be accepted by the Development Officer from the same or any other applicant for the same Parcel:
 - i) within 6 months of the date of a refusal by the Development Officer;
 - i. this 6 month resubmission interval may be waived at the discretion of the Development Officer, if it is the opinion of the Development Officer the reasons for refusal have been adequately addressed or the circumstances of the application have changed significantly.
 - ii) within 6 months of the date of a written decision of the Appeal Body on a previous application, if the previous application was appealed to, and subsequently refused by, the Appeal Body;
 - iii) within 6 months of the date of a written decision of the Alberta Court of Appeal or the Supreme Court of Canada on the previous application, if the application has been appealed to the Alberta Court of Appeal or the Supreme Court of Canada; or
 - iv) prior to the written decision of the Appeal Board, the Alberta Court of Appeal, or the Supreme Court of Canada, if the application has been appealed to the Subdivision and Development Appeal Board, the Alberta Court of Appeal, or the Supreme Court of Canada.
- b) Section 2.14.5 shall not apply in the case of an application for a Development Permit for a Permitted Use, or a use listed in a Direct Control Provision if the application complies with all the regulations of this Bylaw.
- c) If upon review of any application for a Development Permit, the Development Officer determines that section 2.9 applies, then the application shall be returned to the applicant, along with any fees that have been submitted. The application shall not be considered as having been refused but shall be deemed to have not been submitted.

2.15 Temporary Approvals

- a) The Development Authority may consider any Discretionary Use, within a Land Use District on a temporary basis.
- b) Where the Development Authority has approved a Development for a limited period, the use shall terminate, and removal of a Temporary Development shall occur at the expiration of the time period.

- c) When a Development Permit for a temporary use expires, a new application shall be required. There shall be no obligation to approve a new application on the basis that a previous permit had been issued.

2.16 Variances

- a) A variance shall be considered only in cases of unnecessary hardship or practical difficulties peculiar to the use, character or situation of land or a Building which are not generally common to other land in the same Land Use District, if, in the opinion of the Development Authority:
 - i) the proposed Development will not:
 - i. unduly interfere with the amenities of the neighbourhood; or
 - ii. materially interfere with or affect the use, enjoyment, or value of neighbouring Parcels Of Land.
 - ii) the proposed Development conforms with the Use prescribed for that Parcel or Building in this Bylaw.
- b) The Development Authority, upon the review of a variance request, shall:
 - i) take into consideration the purpose and intent of the Land Use District and the proposed Development to other land and uses in the Land Use District;
 - ii) not grant a relaxation if in doing so would result in a Development that does not comply with the requirements of the *MGA, Matters Related to Subdivision and Development Regulation* or any applicable Statutory Plan or Outline Plan. (Amended, Bylaw 1275.23, 05/23/23)

Where the test set out in section 2.16 (a) and (b) is met, the Development Officer may approve, with or without conditions, a variance of up to a total of 17% related to any development standard, unless the variance request is for a Sign, where section 5.4.3 shall apply. (Amended, Bylaw 1275.23, 05/23/23)

- c) Where the considerations set out in section 2.16 (a) and (b) are satisfactorily met, the Development Officer may approve, with or without conditions, a variance to residential Kennel regulations in the R1-L, R-1M, R-1S, R-MHC, and R-2 Districts, not exceeding a total of any combination of dogs or cats.
- d) The Development Officer shall refer to the Municipal Planning Commission, variance requests in excess of the total combined variance request of 17% of the regulations listed in section 2.16 (b) and residential Kennel variances in excess of section 2.16 (c).
- e) the Municipal Planning Commission may approve, with or without conditions, a variance of any regulation prescribed in this Bylaw.

2.17 Appeals

- a) An appeal may be made if the Development Authority:

- i) fails to make a decision within 40 days of a complete application or within any extension
- ii) refuses to issue a Development Permit
- iii) issues a stop order

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

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

2.18 Contravention and Enforcement

- a) Pursuant to the *MGA* and the provisions of this Bylaw, enforcement may be conducted by a Designated Officer through the issuance of a stop order, injunction or other such means authorized.
- b) A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- c) A person commits an offence if they contravene or cause, allow or permit a contravention of this Bylaw.

- d) The Development Authority may, by written notice, order the Owner, the person in possession of the land, Building or Structure, or the person responsible for the contravention, or any or all of them, to:
- i) stop the Development or use of the land, Building, or Structure in whole or in part as directed by the notice
 - ii) demolish, remove, or replace the Development or Structure, or
 - iii) carry out other actions required by the notice so that the Development or use of the land, Building, or Structure complies with this Bylaw, Part 17 of the *MGA*, the Regulations, a Development Permit, or subdivision approval
- within the time set out in the notice.
- e) If a person fails to comply with the notice issued in accordance with section 2.18 (d), the Town may take steps to enforce the notice in accordance with *MGA*.
- f) A person who violates the provision of this Bylaw or permits a contravention of this Bylaw, is guilty of an offence and is liable to a fine for a first offence and for each subsequent offense as specified in the *Development Fees and Fines Bylaw*, as amended.
- g) Where a Municipal Tag has been issued, the person to whom the Municipal Tag has been issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the Municipal Tag.
- h) A Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act* to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- i) If a Municipal Tag has been issued and the penalty specified on the Municipal Tag has not been paid within the prescribed time, a Peace Officer may issue a Violation Ticket to the person to whom the Municipal Tag was issued.
- j) Notwithstanding the above, a Peace Officer may immediately issue a Violation Ticket to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- k) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- i) specify the fine amount established by this Bylaw for the offence; or
 - ii) require the person to appear in court without the alternative of making a voluntary payment.
- l) A person who commits an offence may, make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Tickets, the specified penalty set out on the Violation Ticket:
- i) if a Violation Ticket is issued in respect of the offence; and

- ii) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence.

2.18.1 Right of Entry

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

2.19 Subdivision Applications

- a) Unless extended by an agreement in writing between the applicant and the Subdivision Authority, within 20 days after the receipt of an application for subdivision approval the Subdivision Authority shall:
 - i) issue a written acknowledgement to the applicant advising that the application is complete; or
 - ii) issue a written notice to the applicant advising that the application is incomplete, listing the outstanding documents and information, and setting a date by which the outstanding documents and information must be submitted for the application to be complete.
- b) If the outstanding documents and information are provided by the date set in the notice issued pursuant to section 2.19 (a)(i), the Subdivision Authority shall issue a written acknowledgement to the applicant advising that the application is complete.
- c) If the outstanding documents and information are not provided by the date set in the notice issued pursuant to section 2.19 (a)(i), the Subdivision Authority shall issue a written notice to the applicant that the application has been refused and the reason for the refusal.
- d) Despite that the Subdivision Authority has issued a written acknowledgement pursuant to this section, the Subdivision Authority may request additional information or documentation from the applicant that the Subdivision Authority considers necessary to review the application.
- e) Any written acknowledgement or notice issued pursuant to this section shall include:
 - i) the date of issuance of the notice of acknowledgement
 - ii) contact information for the Subdivision Authority
 - iii) the Subdivision Authority file number for the application, and
 - iv) any other information at the discretion of the Subdivision Authority, and
 - v) be sent by electronic mail or regular mail to the applicant, or hand delivered to the applicant.

PART 3.0 GENERAL REGULATIONS

3.1 Applicability

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

3.2 Access Requirements

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

3.3 Amenity Space

- a) Amenity Space shall be a minimum of 3.5 m² (37.67 ft²) per Dwellings for Apartments.
- b) Amenity Space shall consist of both common Amenity Space and private Amenity Space.
 - i) common Amenity Space shall:
 - i. consist of a minimum of 1 contiguous area;
 - ii. contain seating and may contain other amenities such as play Structures, gazebos, barbeques, swimming pools, or basketball or tennis courts; and
 - iii. if located outside, shall be provided in a general landscape area in accordance with section 3.15
 - iv. in a location accessible and highly visible from the Principal Building.
 - ii) private Amenity Space shall be a minimum of 1.5 m² (16.15 ft²) per Dwellings for Apartments.
- c) Amenity Space provided at ground level within 4.0 m (13.12 ft) of a Road, Lane, on-site parking area or adjacent Parcel shall be screened to the satisfaction of the Development Authority.

When considering the amount and type of screening required, the Development Authority shall consider the type of amenity provided (e.g., play area), and any safety issues and adverse effects arising from the amenity and its location.

3.4 Buildings Per Parcel

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

3.5 Building Orientation and Design

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

3.6 DELETED (Amended, Bylaw 1275.23, 05/23/23)

3.7 Dangerous Goods and Assessment of Risk

- a) Prior to making any decision on a Development application which involves Dangerous Goods or Development on Adjacent Land or in close proximity to any Dangerous Goods, the Development Officer shall refer the Development proposal to the appropriate regulatory authority for comments.
- b) When a Development Permit application is for an activity involving the use, manufacturing, or storage of Dangerous Goods, the Development Officer may require the applicant to submit a risk assessment prepared by a qualified environmental professional such as an engineer, biologist, planner, geologist, or hydrogeologist. The Development Officer may impose any conditions necessary to mitigate the risks associated with the use, manufacturing or storage of hazardous substances identified in the assessment.
- c) The risk assessment shall:
 - i) identify hazardous substances and their quantities
 - ii) estimate the expected frequency of the occurrence of a hazardous event
 - iii) assess the possible consequences of such an event
 - iv) determine annual individual risk
 - v) identify and recommend risk-based separation distances and other measures to reduce risk
 - vi) demonstrate how the proposed facility and operations shall contribute to the following risk management objectives:

- i. risk reduction at source (siting of facilities, modifications to processes, conformity to legislation e.g. The Safety Codes Act, the Dangerous Goods Act, monitoring, technical changes, training, etc.);
- ii. risk reduction through land use planning around industrial sites, pipelines, and Dangerous Goods corridors;
- iii. emergency preparedness;
- iv. emergency response; and
- v. risk communication and public participation.

3.8 Decks

- a) All Decks and covered Decks that are more than 0.6 m (1.97 ft) or greater in Height from the approved Grade require a Development Permit, unless they are indicated on the original site plan of the Development.
- b) All Decks and covered Decks must comply with section 3.23.
- c) When a Deck becomes covered or enclosed, it shall be considered an addition to and part of, the Principal Building and is required to meet all Land Use District requirements.

3.9 Design Standards

3.9.1 General Standards

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

3.9.2 Residential Standards, Commercial or Institutional Development

- a) A residential site shall be designed having regard for sensitivity to all adjacent Development to ensure new Development is complementary.
- b) A site shall be designed and consider the privacy of adjacent residential Development.

- c) Residential Development shall have Building Facades and rooflines articulated and varied to minimize Buildings mass and elongated or one-dimensional large Buildings, avoiding blank walls.
- d) All residential Buildings, where possible shall be oriented and designed to:
 - i) take advantage of solar opportunities
 - ii) minimum noise affects from arterial and/or collector Roads
 - iii) have regard to and minimize the impact on other Buildings, such things as daylight, sunlight, visual privacy, views, and ventilation
 - iv) to reduce massing in relation to Development, all Buildings should provide a transition in Building Height
- e) Building entrances shall be designed to connect to direct and clearly marked Walkways, aligned at a Grade that meets safety and accessibility requirements.
- f) All utility enclosures are to be located away from Street facing Facades and screened from public view.
- g) Where covered parking is utilized, the character shall be consistent with the overall Building design.
- h) Where lighting is required to provide security and visual interest, it shall be complementary to the design, character of the Building, and satisfy section 3.19.
- i) The Development Authority may require additional decorative light fixtures, foundation, sculptures, benches planters, retaining walls, Walkways and bicycle paths, bicycle parking Structures, trash receptables or enclosures, and fences.

3.9.3 Industrial Standards Development

- a) Any use or activity in an industrial Land Use District or a Land Use District of similar intent should have regard for the following appearance standards:
 - i) all loading, service, garbage facilities and accessory storage areas, and parking areas, where possible, shall be located to the rear or sides of the Principal Building, and be screened from view from any Road other than a Lane, and from adjacent sites, by Building walls, landscape materials, berms, fences, or a combination of these, to the satisfaction of the Development Officer
 - ii) the Development Authority may require that exposed Projections outside the Building such as mechanical and electrical equipment, transformer ducts, cooling towers and materials handling equipment be screened from view from any Road other than a Lane, and from adjacent sites if such Projections are inconsistent with the character and appearance of surrounding Development or the intended visual qualities of the Land Use District

- iii) Building construction and finish is to be with durable materials designed to maintain the initial appearance of the Development throughout the life of the project. The Development Authority may require that the appearance of metal, or concrete block walls exposed to public view from beyond the site be improved where such walls are inconsistent with the finishing materials or appearance characteristic of adjacent Development
- iv) where allowed, Outdoor Display Areas may be located to the side or front of the Principal Building, provided that such displays are limited to equipment or material related to the industry or business located on the site.

3.10 Demolition

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

3.11 Development Setbacks

3.11.1 Development in Proximity to Oil and Gas Wells

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

3.11.2 Development Setbacks from Wastewater Treatment Plants

- a) In this section, “working area” means those areas of a Parcel of Land that are currently being used or will be used for the processing of wastewater.
- b) Subject to section 3.11.3, the Subdivision Authority shall not approve a subdivision application for a School, hospital, or residential use unless each proposed Lot includes a suitable Building site for a School, hospital, food establishment or residential use that is 300.0 m (984.25 ft) or more from the working area of an operating wastewater treatment plant. (Amended, Bylaw 1275.23, 05/23/23)
- c) Subject to section 3.11.3, the Development Authority shall not issue a Development Permit for a School, hospital, or residence within 300.0 m (984.25 ft) of the working area of an operating wastewater treatment plant nor may a School, hospital, or residence be constructed if the Building site is within 300.0 m (984.25 ft) of the working area of an operating wastewater treatment plant. (Amended, Bylaw 1275.23, 05/23/23)
- d) Subject to section 3.11.3, the Subdivision Authority shall not approve an application for subdivision for the purposes of developing a wastewater treatment plant and a Development Authority may not issue a permit for the purposes of developing a wastewater treatment plant unless the working area of the wastewater treatment plant is situated at least 300.0 m (984.25 ft) from any School, hospital, or residence or Building site for a proposed School, hospital, food establishment or residence. (Amended, Bylaw 1275.23, 05/23/23)
- e) The requirements contained in sections 3.11.2 a)- d) above may be varied by the Subdivision Authority or the Development Authority if the applicant submits a report from a professional engineer, as defined in the *Engineering and Geoscience Professions Act*, that addresses the criteria for a variance stipulated in the Guide for Setback Reviews published by the Department of Environment and Parks in May, 2022, as amended from time to time. (Amended, Bylaw 1275.23, 05/23/23)
- f) A consent under section 3.11.3 may refer to applications for subdivision or Development Permits generally or to a specific application.

3.11.3 Development Setbacks from Landfills and Solid Waste Sites

- a) In accordance with the *Matters Related to Subdivision and Development Regulation*: (Amended, Bylaw 1275.23, 05/23/23)
 - i) a School, hospital, or residence must not be approved, and a residence must not be constructed if the Building site is within the distances from a sanitary landfill, modified landfill, hazardous waste management facility, dry waste site, solid waste processing site, waste storage site, waste sorting station or waste transfer station specified in the *Matters Related to Subdivision and Development Regulation*; and (Amended, Bylaw 1275.23, 05/23/23)
 - ii) a sanitary landfill, modified landfill, hazardous waste management facility, dry waste site, solid waste processing site, waste storage site, waste sorting station or waste transfer station must not be approved within the distances from the property boundary of a School, hospital, or residence specified in the *Matters Related to Subdivision and Development Regulation* (Amended, Bylaw 1275.23, 05/23/23)

unless the applicant submits a report from a professional engineer, as defined in the *Engineering and Geoscience Professions Act*, that addresses the criteria for a variance stipulated in the Guideline for Setback Reviews published by the Department of Environment and Parks in May, 2022, as amended from time to time. (Amended, Bylaw 1275.23, 05/23/23)

3.11.4 Development Setback from Water Bodies and Slopes

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

3.11.5 Development Setbacks from Easements or Rights-of-Ways

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

Commented [B55]: Amendment 2.5

3.12 Environmental Features

- a) A minimum Setback of 30.0 m (98.43 ft) is required from the top of high-water mark of any Body of Water unless the Development Authority is provided with an environmental and geotechnical assessment prepared by a qualified professional that verifies that a lesser Setback is warranted. The Development Authority shall require an increased Setback where determined by the assessment.

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

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

3.13.1 Fences, Walls, and Gates

- a) The regulations contained within this section apply to the Height of a material utilized in fence construction of a wall or gate such as boards, panels, masonry, ornamental, metal, and chain link, plus any additional elements used for screening such as lattice.
- b) The regulations for fences, walls and gates contained within this section do not apply to the Height of the posts or other supporting material used to anchor the fence, wall, or gate.
- c) The fence Height, in all Land Use Districts, is measured from approved Grade level of the Parcel to the top of the fence.
- d) Any fence constructed on top of a retaining wall or berm shall be subject to approval by the Development Authority. As part of the approval of a Development Permit for a fence atop a retaining wall or berm, the Development Authority shall specify the Height for the fence.
- e) Gates, fences, walls, and other means of enclosing a yard shall:
 - i) in all residential Districts, be less than 1.0 m (3.28 ft) in Height in Front Yards and less than 2.0 m (6.56 ft) in Side or Rear Yards
 - ii) be compatible with and complementary to the surrounding area in terms of design, character, and appearance
 - iii) in other Land Use Districts, be in accordance with the requirements of the Development Authority.
- f) Where construction of a vinyl fence is required, the fence shall be solid in nature to the satisfaction of the Development Authority.

- g) Where the construction of chain link fence is allowed, the use of decorative corrugated plastic inserts shall not be added for screening or privacy showing landscape or any other decorative feature or visual aide unless approved by the Development Authority.
- h) Notwithstanding section 3.13.1 (g), decorative corrugated plastic inserts may be utilized for added screening or privacy, in the Industrial Light (I-1) and Industrial Heavy (I-2) Land Use Districts except those properties abutting Queen Elizabeth II and Highway 597 and Roads.
- i) Except for Parcels located in the AG – Agricultural District, the use of barbed or razor wire on any fence in all other Land Use Districts shall require a Development Permit application.

3.13.2 Privacy Screening in Residential Districts

- a) The regulations contained within this section apply to the Height of the material used in the construction of privacy screening including lattice, wooden or masonry walls, parapet walls or translucent glass.
- b) The regulations for fences, walls and gates contained within this section do not apply to the Height of the posts or other supporting material used to anchor the fence, wall, or gate.
- c) Privacy screening, excluding vegetative screening, within a Front Yard at Grade shall not exceed 1.0 m (3.28 ft) in Height.
- d) Privacy screening, excluding vegetative screening within a Rear Yard, at Grade, shall not exceed 2.0 m (6.56 ft) in Height.
- e) The Development Officer may vary the Height of a privacy screening to a maximum of 15% of the maximum Height allowed, to prevent visual intrusion and provide additional screening from Adjacent Land.

3.14 Height

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

3.15 Landscaping General Requirements

- a) The general purpose of the Landscaping regulations is to have Development contribute to a reasonable standard of livability and appearance, having regard for low impact design features and the use of drought tolerant species, to provide a positive overall image for the Town through good environmental stewardship.

- b) The applicant may be required, as a condition of Development Permit approval, to provide an irrevocable letter of credit to the Town equal to 100% of the estimated Landscape costs, in accordance with section 2.7.
- c) Where security is required under section 2.7 and section 3.15 (b) above, Landscaping plans shall be accompanied by a quote from a certified landscape professional indicating the estimated cost of the Landscaping.

Land Use District	Landscaping Required	Areas to be Landscaped	Minimum Tree Ratio
Residential R-1S R-1M R-1L R-2 (Duplex, Row Housing and Detached Dwelling) all other residential uses	25% of the site Landscaping for all Front Yards visible from a Road.	See "All Districts" for REQUIREMENTS.	1 tree planted in Front Yards.
Residential R-2 (Multiple Housing Development and Mixed Use Development uses only) R-3 R-4 R-5		See "All Districts" for REQUIREMENTS.	a) 1 tree and 2 shrubs are required for each 25.0 m ² (269.10 ft ²) of gross landscape area. b) The proportion of deciduous trees and coniferous trees shall be approximately 2:3. c) 1 tree for each 20.0 m ² (215.28 ft ²) and 1 shrub for each 10.0 m ² (107.64 ft ²) of parking area islands, with a minimum of 1 tree per parking area island.
Residential R-MHP		See "All Land Use Districts" for REQUIREMENTS.	a) 1 tree and 2 shrubs are required for each 25.0 m ² (269.10 ft ²) of gross landscape area. b) The proportion of deciduous trees and coniferous trees shall be approximately 2:3.
Commercial C-1	At the discretion of the Development Authority.	See "All Land Use Districts" or REQUIREMENTS.	

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Land Use District	Landscaping Required	Areas to be Landscaped	Minimum Tree Ratio
Commercial C-2 C-3	Minimum 15% of gross site area with a minimum of 40% of the total Landscaping required being placed within the Front Yard of the property.	a) Shall include a 3.0 m (9.84 ft) strip of landscaped area adjacent to a Property Line that abuts a Road. b) See "All Land Use Districts" for REQUIREMENTS	a) 1 tree and 2 shrubs per 30.0 m ² (322.92 ft ²) of gross landscaped area. b) 1 tree and 2 shrubs for each 20.0 m ² (215.28 ft ²) of parking area islands, with a minimum of 1 tree per parking area island. c) Shall ensure that Off-Street Loading Spaces in any commercial Land Use District adjoining or fronting onto any residential property in a residential Land Use District area screened on each side by a wall, fence, berm, or hedge not less than 1.8 m (5.91 ft) in Height to the satisfaction of the Development Authority. d) Shall screen all outdoor storage areas from view of any adjacent arterial Road through the use of fencing, Landscaping masonry wall berm or combinations thereof, in addition to any other applicable regulations in this Part, to the satisfaction of the Development Authority.
Commercial C-4	Minimum 15% of gross site area with a minimum of 40% of the total Landscaping required being placed within the Front Yard of the property.	a) Shall include a 3.0 m (9.84 ft) strip of landscaped area adjacent to a Property Line that abuts a Road. b) See "All Land Use Districts" for REQUIREMENTS	a) 1 tree and 2 shrubs per 30.0 m ² (322.92 ft ²) of gross landscaped area. b) 1 tree and 2 shrubs for each 20.0 m ² (215.28 ft ²) of parking area islands, with a minimum of 1 tree per parking area island. c) Shall ensure that Off-Street Loading Spaces in any commercial Land Use District adjoining or fronting onto any residential property in a residential Land Use District area screened on each side by a wall, fence, berm or hedge not less than 1.8 m (5.91 ft) in Height to the satisfaction of the Development Authority. d) Shall screen all outdoor storage areas from view of any adjacent arterial Road through the use of fencing, Landscaping masonry wall berm or combinations thereof, in addition to any other applicable regulations in this Part, to the satisfaction of the Development Authority.

Land Use District	Landscaping Required	Areas to be Landscaped	Minimum Tree Ratio
Commercial CMU	Minimum 15% of gross site area with a minimum 40% of the total Landscaping required being placed within the Front Yard of the property.	a) Shall include a 3.0 m (9.84 ft) strip of landscaped area adjacent to a Property Line that abuts a Road. b) See "All Land Use Districts" for REQUIREMENTS	a) 1 tree and 2 shrubs per 30.0 m ² (322.92 ft ²) of gross landscaped area. b) 1 tree and 2 shrubs for each 20.0 m ² (215.28 ft ²) of parking area islands, with a minimum of 1 tree per parking area island. c) Shall ensure that Off-Street Loading Spaces in any commercial Land Use District adjoining or fronting onto any residential property in a residential Land Use District area screened on each side by a wall, fence, berm, or hedge not less than 1.8 m (5.91 ft) in Height to the satisfaction of the Development Authority. d) Shall screen all outdoor storage areas from view of any adjacent arterial Road through the use of fencing, Landscaping masonry wall berm or combinations thereof, in addition to any other applicable regulations in this Part, to the satisfaction of the Development Authority.
Industrial I-1 I-2	Minimum 15% of gross site area.	a) Minimum 5.0 m (16.40 ft) landscape buffer adjacent to the Property Line that abuts or is adjacent to a residential Land Use District or otherwise determined by the Development Authority. b) A minimum 5.0 m (16.40 ft) landscape buffer adjacent to the Property Line that abuts Broadway Avenue, South Street, Vista Trail, Queen Elizabeth II Highway, Highway 2A and Highway 597. c) A minimum 3.0 m (9.84 ft) landscape buffer adjacent to the Property Line that abuts any other Collector or Arterial Road. d) See "All Land Use Districts" for REQUIREMENTS.	a) 1 tree and 2 shrubs per 45.0 m ² (484.38 ft ²) of gross landscaped area. b) Shall screen all outdoor storage areas from view of any adjacent arterial Road through the use of fencing, Landscaping masonry wall berm or combinations thereof, in addition to any other applicable regulations in this Part, to the satisfaction of the Development Authority.

Land Use District	Landscaping Required	Areas to be Landscaped	Minimum Tree Ratio
Lands included in the Downtown Revitalization Plan and all Other Land Use Districts Urban Reserve, Public Facility, Municipal Reserve, Agricultural	At the discretion of the Development Authority.	See "All Land Use Districts" or REQUIREMENTS.	

3.15.1 Landscaping for all Land Use Districts

- a) A minimum of 300.0 mm (11.81 in) of topsoil to facilitate growth in the Landscaped areas shall be required.
- b) The following features shall apply:
 - i) deciduous trees must be at least 50% of trees provided with a minimum 60.0 mm (2.36 in) caliper;
 - ii) deciduous shrubs shall be a minimum 2.0 gallon;
 - iii) coniferous trees shall be a minimum 2.5 m (8.20 ft) in Height; and
 - iv) coniferous shrubs shall be a minimum 5.0 gallon;
 - v) ratio of deciduous/coniferous tree count shall represent between 25-75% of the required tree count as determined to be appropriate by the Development Authority;
 - vi) shrubs may be substituted for any 1 tree at the discretion of the Development Authority.
- c) All landscaped areas shall be designed to facilitate effective surface drainage consistent with a Lot grading plan.
- d) The developer is responsible for Landscaping boulevards and Road berms adjacent to the Lot of a Development site.
- e) Landscaping shall be completed by the end of the first full growing season following completion of construction or commencement of the use.
- f) Higher standard of Landscaping is required where properties are adjacent to Roads or Provincial Highways.
- g) Landscaping along the fence line should be positioned to the outside (Roadside) when the fence line is adjacent to a Road or Provincial Highway.
- h) Where practical, existing Landscaping or natural vegetation should be conserved which shall include water conversation methods and/or strategies, in accordance with the landscape plan

and used to meet the requirements of this Bylaw unless, in the opinion of the Development Officer, it is necessary to effectively accommodate the Development. The retention of existing Landscaping, or natural vegetation where approved, shall count toward the total requirement of Landscaping required under this section.

- i) Landscaping shall be provided on all Lots in all Land Use Districts unless otherwise stated and may be required, if the opinion of the Development Authority, a property has been substantially enlarged to, an intensity of or change in use of the property has occurred.
- j) Where planned phased Development is proposed, an overall concept plan for Landscaping shall be approved prior to the first phase approval. Landscaping of the undeveloped areas of the Development may be required, if in the opinion of the Development Authority Landscaping is required and shall be landscaped with an approved ground cover.
- k) All Landscaping shall be maintained to the minimum standards of the Bylaw on an ongoing basis. Any tree or shrub required to meet the minimum standards of this Bylaw that does not survive shall be replaced within 1 year.
- l) Tree planting shall be in groupings or mulched beds to encourage improved growth, survivability, and aesthetics.
- m) Parking or storing of vehicles is not allowed on landscaped areas unless approved as a display area on approved Development Permit drawings.
- n) Lot coverage shall not be so extensive in any Land Use District as to prohibit the minimum Landscaping requirements of this Bylaw. Where existing site conditions may make it difficult to achieve full compliance as otherwise required by the Bylaw, the Development Authority may allow a variance.
- o) Despite section 3.15.1 (k), if the Development Authority allows a variance from the requirements set out in this Part, the Development Authority may impose, as a condition of Development approval where feasible and practical, a Landscaping alternative that focus on the enhancement of streetscape and environmental performance by the addition of Landscaping between the Building and the adjacent Road, and in the parking areas adjacent to the Road.
- p) The Development Authority may require other types of screening at the discretion of the Development Authority to reduce visual impact between residential and non-residential Land Use Districts.
- q) Notwithstanding the Landscaping requirements set forth in this section, those lands in the C-1 and C-2 Land Use Districts included within the Downtown Revitalization Plan, Landscaping shall be determined by the Development Authority.

- r) When calculating the number of plantings required, the requirements shall be based on the amount of landscaped area required for the site. Where the calculation required results in a fractional number, the requirements shall be rounded up to the nearest whole number.
- s) Unless otherwise accepted by the Development Authority, trees or shrubs which are found at the time of an inspection that are identified as diseased or in a state of decline must be replaced within the next growing season.
- t) A xeriscaping plan, including drought tolerant and local plant species, prepared to the satisfaction of the Development Authority.
- u) To mitigate the impact of Development on stormwater run-off the developer, where practical, shall implement a plan for the incorporation of bioretention and bioswales prepared by a qualified professional and to the satisfaction of the Development Authority.

3.15.2 Parking and Screening Landscape Requirements

- a) All outdoor storage areas, Parking Facilities and loading areas must be appropriately screened from adjacent Buildings and Roads to the satisfaction of the Development Authority. All outdoor storage located along Queen Elizabeth II Highway, Highway 2A or Highway 597 must be screened by a 2.0 m (6.56 ft) solid white vinyl fence. Other forms of screening may include the use of a fence, berming, Landscaping or a combination of all 3.
- b) Where Off-Street Parking for 20 or more vehicles is required and is being provided at Grade, dispersed landscaped areas may be required within the interior of the parking area(s) for the purpose of providing visual relief and to break up large areas of parking into smaller cells, to the satisfaction of the Development Authority.
- c) Landscape islands and landscape peninsulas shall:
 - i) be dispersed evenly throughout the parking area after 10 consecutive parking stalls in a row. This does not apply where a landscape strip has been provided between a row of parking stalls;
 - ii) be provided at the ends of each row to separate drive aisles from the end parking stall;
 - iii) contain any combination of trees provided the location of the trees in the landscape island or peninsula do not interfere with sight lines for pedestrian or vehicular traffic;
 - iv) be a minimum of 2.0 m (6.56 ft) on at least 1 side with a minimum 2.0 m (6.56 ft) island or peninsula Width;
 - v) include a concrete curb utilizing low impact design techniques; and
 - vi) allow for water infiltration.
- d) Where deemed appropriate and in any Land Use District, the Development Authority may require the planting of trees and shrubs, may require the construction of berms, the planting of a solid hedge, other vegetative screening, fencing or any combination of to adequately buffer an adjacent site from a Nuisance or any adverse effect.

- e) Any garbage collection area, open storage area, outdoor service area including any loading and vehicular service area, visible from an adjacent site in a residential Land Use District or from a Road other than a Lane, shall be fenced or have a screen planting or both as approved by the Development Authority to a maximum ground Height not exceeding 2.0 m (6.56 ft).
- f) For uses including auto wrecking, lumber yards, outdoor storage areas and such similar uses, where because of height of materials stored, a screen planting that would not be sufficient, a fence, earth berm or combination of both creating a height to substantially block the view, shall be substituted for the requirements outlined in this Part.
- g) Where conditions are not beneficial to horticultural practices, and a screen planting cannot survive, the Development Authority may require a wood fence, earth berm, masonry wall or combinations thereof, to be substituted to meet the requirements of this Part.

3.15.3 Review and Approval of Landscape Plans

- a) The Development Officer shall review the landscape plan to verify its compliance with the provisions of this Part. Provided that the purposes of this Part are achieved, written requests for alternative Landscaping schemes may be submitted to the Development Officer and may be considered when the following conditions apply:
 - i) site conditions, topography or soil are such that full compliance is impossible or impractical
 - ii) safety considerations are involved, and no other alternative exists alternative exist to reduced potential hazards
- b) A landscape plan shall, to the satisfaction of the Development Officer, include the following:
 - i) name of the project and/or applicant;
 - ii) name and/or endorsement stamp of the landscape professional;
 - iii) north arrow, plan scale and legal and civic address;
 - iv) implement a temporary erosion and sediment control plan that includes how erosion and sediment control measures will be utilized until Landscaping is successfully vegetated;
 - v) a color rendering, as viewed from adjacent Street at full maturity of plant life;
 - vi) location of existing plant materials and indication as to whether they are to be removed or retained;
 - vii) new plant materials shall be accurately scaled to mature size;
 - viii) location of planting beds and identification of bedding material;
 - ix) minimum number of trees and shrubs, in the required coniferous/deciduous ratio, required to be provided pursuant to the requirements of this section;
 - x) total number of trees and shrubs proposed to be provided, and the proposed coniferous/deciduous ratio;
 - xi) a list of any proposed variances;

- xii) identification of proposed surfacing of parking and storage areas;
- xiii) plant material list identifying the species/type of trees and shrubs and their planted size, as well as their typical mature size;
- xiv) a table indicating the required quantities of plan material as required by this Bylaw;
- xv) if Landscaping is being proposed within a utility right-of-way the plan must be endorsed by all utility companies that have access to the right-of-way, indicating their approval of the proposed Landscaping;
- xvi) all other physical features, existing or proposed; including berms, walls, fences, outdoor furniture, and decorative paving; and
- xvii) a site plan indicating Lot boundaries and Lot dimensions and the location of proposed Landscaping and features in relation to all existing and proposed Buildings, Signs, outdoor storage areas, parking areas, display areas, approaches, Driveways, Front Parking Pads, fences, and utility rights-of-way. (Amended, Bylaw 1315.24, 11/26/24)

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

3.16 Drainage

- a) All roof drainage from a Building shall be directed onto the Parcel upon which the Building is located satisfactory to the Development Officer.
- b) Any Landscaping and/or recontouring shall be done so that the finished Grade does not direct surface drainage or cause an accumulation of drainage onto the adjoining site unless otherwise approved by the Development Authority.
- c) Maintenance and/or drainage and utility Easement(s) may be required between abutting Buildings and/or through private yards of 1 or more Dwellings to ensure adequate access for property, drainage, and utility maintenance.
- d) To improve urban environmental quality through the reduction of storm water, the Development Authority may consider the implementation of a low impact design measure for eco roof design prepared by a qualified professional and to the satisfaction of the Development Authority.

3.17 Manufactured Homes, Ready to Move and Modular Homes and Ready to Move Homes

Commented [B58]: Amendment 2.8

- a) For Manufactured Homes placed in a residential Land Use District other than in Residential Manufactured Home Park District (R-MHP), in addition to any other requirements in this Bylaw, the size, form and external appearance of a Manufactured Home shall be acceptable to the Development Authority having regard to compatibility with other Buildings in the vicinity; and a Manufactured Home shall:
 - i) be of new construction, such that it is being transported directly from the factory or sales dealership to the residential site
 - ii) maintain a minimum roof pitch of 4:12

- iii) possess a roof surface of asphalt shingles, clay or concrete tiles, slate, or wood shakes
- iv) have a minimum roof overhang or eaves of 0.4 m (1.31 ft) from each external wall
- v) maintain a minimum Width of 6.1 m (20.01 ft)
- vi) maintain a maximum length to Width ratio of 3:1
- vii) be placed on a Permanent Foundation consisting of a Basement, slab on Grade
- viii) ensure that all 4-sides of the Building be skirted or have the undercarriage fully concealed with false walls
- ix) a minimum Floor Area as required in the applicable Land Use District
- x) the Manufactured Home cannot be removed from the residential site unless approval and a Development Permit is granted by the Development Authority

3.18 Objects Prohibited or Restricted in Yards

- a) No Owner, or person in lawful possession and control, of a Parcel in a residential Land Use District, shall allow:
 - i) any vehicles or equipment of any kind that is in a state of disrepair, partially dismantled, inoperable, or dilapidated to remain on the Parcel;
 - ii) any temporary Structure or Canvas Covered Structure used for storage purposes are prohibited in all Land Use Districts, except those listed below:
 - i. temporary Structures or Canvas Covered Structures may be considered in the I-1 Industrial Light District, I-2 Heavy Industrial District and PF – Public Facility District subject to the provisions of section 4.1, Accessory Development.
 - iii) any excavation, storage or piling up of materials required during construction unless all necessary safety measures are taken, and they ensure that construction is completed as soon as practicable;
 - iv) a motor vehicle, boat, utility trailer/cargo trailer, Off Highway Vehicle or Recreational Vehicle to be parked or to remain on any part of any Landscaped area of any Front Yard or Side Yard of the Parcel in a residential Land Use District;
 - v) a commercial vehicle, loaded or unloaded with the following characteristics, to be parked or to remain on any part of the Parcel in a residential Land Use District, except when it is parked for the purpose of, and is in the process of, loading or unloading:
 - i. having a gross vehicle weight exceeding 7,500 kg; or
 - ii. having more than 1 rear axle; or
 - iii. being more than 6.65 m (21.82 ft) in length
 - vi) A Recreational Vehicle (including a holiday trailer, camper, motor home,) to be parked or to remain on the:
 - i. Front Yard of any Parcel, unless it is on a Parking Pad (Part 8, Schedule A4) or Front Parking Pad and perpendicular to the Road in front and does not, within 0.25 m (0.82 ft), overhang the sidewalk or curb, Lane, or Road, or in any manner that protrudes, poses a traffic or safety hazard, or is otherwise not entirely within the property boundaries of the Parcel; or, (Amended Bylaw 1315.24, 11/26/24)
 - ii. Side Yard of any Parcel when that Side Yard is adjacent to a paved Road unless it is on an approved Parking Pad.

- vii) Notwithstanding section 3.18 (vi) above, a Recreational Vehicle, boat or utility trailer in any manner that reduces the number of available Off-Street Parking stalls that are required for the uses of the Parcel listed in Part 6 and in accordance with section 3.20.
- viii) In a residential Land Use District, no person shall allow a Recreational Vehicle to be used for living or sleeping accommodations.
- ix) In all other non-residential Land Use Districts, a Recreational Vehicle may only be used for living and sleeping accommodation when parking in an approved Campground.

3.19 Outdoor Lighting

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

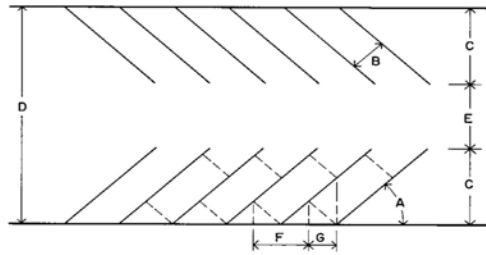
3.20 Parking and Loading Standards

3.20.1 General Parking and Loading Provisions

- a) The applicant may be required, as a condition of Development Permit, to provide an irrevocable letter of credit to the Town equal to 100% of the estimated paving costs associated with parking and loading, in accordance with section 2.7.
- b) Where security is required under section 2.7 and subsection a) above, site plans shall be accompanied by a quote from a certified professional indicating the estimated cost of the parking and loading paving.
- c) Any calculation of the number of parking stalls which produces a requirement for part of a stall shall be rounded up to the next highest whole number.
- d) Where an Electric Vehicle Charging Station is provided, the Development Authority shall determine what proportion of the Electric Vehicle Charging Station may contribute towards the minimum parking requirement.

- e) For uses not listed in this section, the number of stalls shall be determined by the Development Authority having regard to similar uses listed and the estimated traffic generation and attraction of the proposed use.
- f) The Development Authority may refuse a Development Permit if the application does not meet the parking and/or loading requirements.
- g) All Off-Street Parking areas, where entered onto by a paved Road, shall be Hard Surfaced as defined in this Bylaw.
- h) When a Building is enlarged or the use of a Parcel or Building is changed or increased in intensity, the additional parking stalls to be provided shall be limited to the difference between the requirement of the original Building or use and that of the enlarged Building or changed to intensified use.
- i) The parking stall requirement on a Parcel which has or is proposed to have more than 1 use shall be the sum of the requirements for each of those uses.
- j) Each parking stall shall have dimensions of not less than 2.75 m (9.02 ft) by 6.0 m (19.69 ft).

k) The dimensions of parking areas shall be as set out in the following diagram and table below:



A Parking Angle	B Stall Width	C Stall Depth	D Overall Depth	E Manoeuvring Space	F Curb Length	G Row End Length
0	2.75 m (9.02 ft)	2.75 m (9.02 ft)	9.0 m (29.53 ft)	3.5 m (11.48 ft)	6.7 m (21.98 ft)	0 m
30	2.75 m (9.02 ft)	5.0 m (16.4 ft)	13.5 m (44.29 ft)	3.5 m (11.48 ft)	5.45 m (17.89 ft)	0.85 m (2.79 ft)
45	2.75 m (9.02 ft)	5.7 m (18.7 ft)	15.4 m (50.52 ft)	4.0 m (13.12 ft)	3.85 m (12.63 ft)	2.05 m (6.75 ft)
60	2.75 m (9.02 ft)	6.0 m (19.69 ft)	17.5 m (57.41 ft)	5.5 m (18.04 ft)	3.2 m (10.49 ft)	2.0 m (6.56 ft)
90	2.75 m (9.02 ft)	6.0 m (19.69 ft)	19.0 m (62.34 ft)	7.0 m (22.97 ft)	2.75 m (9.02 ft)	0 m

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

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

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

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

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

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

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

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

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

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

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

3.20.2 Alternate, Shared and Tandem Parking

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

3.20.3 Shared Parking

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

3.20.4 Tandem Parking

- a) Detached Dwelling, Duplex, Manufactured Home, 2 parking stalls per Dwelling may be in tandem and may include 1 in a Garage space. Where possible, Tandem Parking accessed by way of the rear Lane shall be avoided.
- b) Stacked Row Housing and Row Housing may provide for Tandem Parking for Developments where individual Driveways or Front Parking Pads are provided. (Amended Bylaw 1315.24, 11/26/24)
- c) Tandem Parking, at the discretion of the Development Authority, may be considered for a Home Based Business 3.

3.20.5 Bicycle Parking Requirements

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

- ii) educational and recreational facilities shall provide a minimum of 10% of the required number of vehicular parking spaces.
- b) Required bicycle parking spaces shall be wholly provided on the same site as the Development.
- c) Required bicycle parking spaces shall be located on designated Hard Surfaced areas, not interfering with pedestrian traffic, and shall be illuminated.

3.20.6 Driveways

- a) Any Building into which a vehicle may enter shall have a Driveway on the Parcel at least 6.0 m (19.69 ft) in length:
 - i) except where a Driveway enters from a Lane where access shall be either at least 6.0 m (19.69 ft) from the Property Line or 1.0 m (3.28 ft) from the Property Line (Amended, Bylaw 1275.23, 05/23/23); OR
 - ii) except in those cases where an Easement has been placed along the Rear Property Line, in which case the Building Setback shall be either 6.0 (19.69 ft) or the width of the Easement plus 0.5 m (1.64 ft) from the Lane.
- b) Where no access by way of the Lane is provided to a Building, the Driveway shall meet the minimum requirements for a parking stall as listed in this section.
- c) Where the Driveway services not more than 4 Dwellings, all at Street intersection Driveways shall be Setback a minimum of 6.0 m (19.69 ft) except where existing or planned traffic volumes indicate that a greater distance is required to improve or maintain traffic safety and efficiency.
- d) The minimum width of a Driveway shall be 3.0 m (9.84 ft) and where possible shall be grouped together in pairs to maximize the space available for on Street parking.
- e) To ensure that the movement of traffic is both safe and efficient, the Development Authority will prohibit Driveways onto Highways/Expressways and arterial Roads as defined in the Town of Blackfalds Transportation Master Plan and amendments thereto, and where, in the opinion of the Development Authority, the Driveway would be liable to create a hazardous traffic situation.
- f) Where access is gained directly from a paved Road, Driveways and parking areas shall be Hard Surfaced.

3.20.7 Loading Space Requirement

- a) For new Development, change in use of existing Development, or enlargement of existing Development, on site Loading Space shall be provided and maintained in accordance with the requirements of this Bylaw.

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

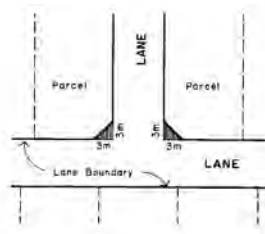
DEVELOPMENT TYPE	MINIMUM LOADING SPACE REQUIREMENT
Residential and residential related uses	n/a
Commercial and industrial uses, except those uses listed specifically	1 / 1,900.0 m ² (20,451 ft ²)
Hotel Motel Food Service, Restaurant Drinking Establishment	1 / 2,800.0 m ² (30,139 ft ²)
Institutional and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

3.20.8 Residential Parking Requirements

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

3.20.9 Sight Lines

- a) No person shall erect, place, or allow any Building, fence, vehicle or trailer, screening material or object, and no person shall plan or be allowed to grow any hedges, trees or vegetation which exceeded 1.0 m (3.28 ft) in Height on a portion of a corner site.
- b) In the Front Yard of a site in a residential Land Use District, no fence or hedge more than 1.0 m (3.28 ft) in Height shall be allowed within 6.0 m (19.69 ft) of the intersection of a Driveway, Front Parking Pad or Lane and a Road. (Amended Bylaw 1315.24, 11/26/24)
- c) In the case of a site which is at the intersection of a Lane, within a triangular area 2 sides of which shall be a minimum of 3.0 m (9.84 ft) long, measured from the corner of the corner site along the boundaries of the Lot which meet at the said intersection, and the third side by drawing a line to connect points so determined on each such boundary (for illustrative purposes).



3.20.10 Vehicle Access Parking Space Standards

- a) In locating a Building for which vehicle access is intended:
 - i) any private Garage shall not be erected or placed on the Rear Yard of a site closer to the side where the vehicle entrance to the Garage or Carport faces a Lane, the Building Setback shall be either 6.0 m (19.69 ft) or 1.0 m (3.28 ft) from the Lane, except in those cases where an Easement has been placed along the Rear Property Line, in which case the Building Setback shall be either 6.0 m (19.69 ft) or the width of the Easement plus 0.5 m (1.64 ft) from the Lane.
 - ii) where the vehicle entrance door to a Garage faces a side boundary of the site which abuts an adjacent Lot, the Building shall not be less than 6.0 m (19.69 ft) from that side boundary.
 - iii) any other Building into which a vehicle may enter shall be placed so that a 6.0 m (19.69 ft) minimum Driveway exists between the Property Line, Road or Lane and the vehicle entrance door.
 - iv) All accesses to any Garage, Carport, Parking Pad or Front Parking Pad must be Hard Surfaced if entering from a hard-surfaced Road or Street. (Amended Bylaw 1315.24, 11/26/24)

3.20.11 Barrier Free Parking Stalls

- a) Barrier free parking stalls shall be located as close as possible to ramps, Walkways and Building entrances.
- b) Parking shall be arranged in such a way that creates a barrier free path of travel.

- c) For conditions requiring more than 2 barrier free parking stalls, no more than 2 stalls shall be placed adjacent to each other. If there are several accessible Building entrances, a stall shall be located near each entrance.
- d) Each parking stall shall be clearly identified by painting the international symbol of accessibility. The symbol and minimum size of each barrier free parking stall shall be in accordance with the *Alberta Building Code*. (Amended, Bylaw 1275.23, 05/23/23)
- e) The international symbol of access shall be painted on the pavement of all Off-Street barrier free parking stalls with a nonslip paint and displayed with a vertically mounted Sign conforming to the Height requirement set forth in accordance with the *Alberta Building Code*.
- f) The access aisle shall lead to a curb cut to the adjacent sidewalk connecting to a Building entrance.
- g) The number of barrier free parking stalls provided shall be in accordance with the *Alberta Building Code*. (Amended, Bylaw 1275.23, 05/23/23)

3.21 Relocation of Buildings

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

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

3.22 Site Grading and Tree Clearing

3.22.1 Site Grading

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

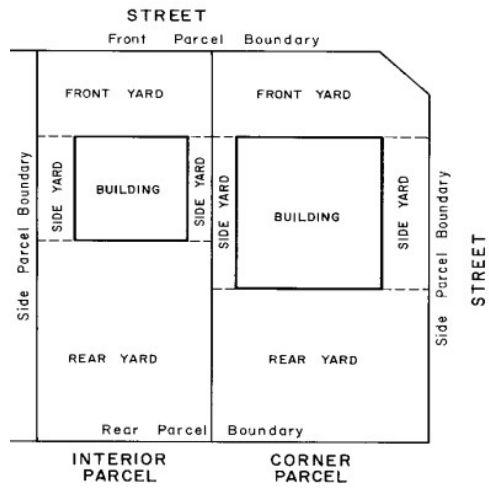
3.22.2 Tree Clearing

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

3.23 Yards and Projections

3.23.1 Front Yard

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



3.23.2 Projections

- a) The following features may project into a required Setback as provided for below, provided there is no encroachment onto an Easement or utility right-of-way:
 - i) in residential Districts, Structures such as fire pits and/or outdoor fireplaces, eaves, bay or bow windows, unenclosed decks and steps, canopies and balconies may project into a minimum Yard provided that the projection does not exceed:
 - i. 1.5 m (4.92 ft) into the minimum Front Yard;
 - ii. one half of the minimum Side Yard required for the Building;
 - iii. 3 m (9.84 ft) into the minimum Rear Yard; and
 - iv. no part of or attachment to a Principal Building, including unenclosed decks more than 1.6 m (5.25 ft) above grade, shall project into a Front Yard or Rear Yard any closer to the side property boundary than the distance in section 3.23.2 (ii) above.
 - ii) in all other Districts, the parts of and attachments to a Principal Building or an Accessory Building which may project over or on a minimum Yard are:
 - i. any projection not exceeding 1.5 m (4.92 ft) into a Front Yard or Rear Yard;
 - ii. any projection not exceeding 0.6 m (1.97 ft) into a Side Yard; and
 - iii. exterior fire escapes not exceeding 1.2 m (3.94 ft) in width.
- b) Except as otherwise provided in this Part, Projections to foundation walls and footings, or on piles, are deemed to be part of the Building and shall not be considered a Projection over a yard.
- c) No portion of a Building other than eaves, Signs or canopies shall project into a public or private right-of-way.
- d) Notwithstanding this section, accessibility ramps may project without limits into a required Setback provided:
 - i) the ramp provides access to the main floor or lower level of the Building
 - ii) in a residential Land Use District:
 - i. the area of any landing is less than 3.6 m² (38.75 ft²)
 - ii. the maximum ramp width is 1.2 m (3.94 ft)

3.24 Other Uses

- a) All uses which are not covered by specific regulations in this Bylaw shall, in accordance with the following guidelines, be:
 - i) separated from adjacent uses by such a distance as to ensure that there will be no adverse impact upon or by those adjacent uses
 - ii) at a Density which is consistent with that prevailing in the area, unless otherwise provided for in a Statutory Plan
 - iii) set back from any Parcel boundary abutting a Road a sufficient distance to ensure that the Development will not be visually intrusive, having regard to any possible changes in surrounding uses

- iv) of a Height which will be consistent with that prevailing in the area
- v) developed in such a manner that there will be no adverse impact upon or by traffic on adjacent Roads
- vi) developed in conformance with any applicable Statutory Plan designed, constructed and the exterior finished to the satisfaction of the Development Authority, who shall ensure, as far as practical, that materials will be used which are appropriate and compatible with the standard of surrounding Developments.

PART 4.0 SPECIFIC USE REGULATIONS

4.1 Accessory Development and Accessory Buildings

4.1.1 Accessory Development

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

4.1.2 Accessory Buildings in Residential Land Use Districts

- a) For the purposes of this section, sheds and detached Garages are classified as Accessory Buildings.
- b) There shall be no more than 2 Accessory Buildings per residential Lot.
- c) An Accessory Building shall:

- i) be situated so that the exterior wall is a minimum of 1.0 m (3.28 ft) from the side and rear boundaries of the Parcel, except Buildings having vehicle access, which are regulated by section 3.20
 - ii) not be situated closer to the other side Parcel boundary or the rear Parcel boundary, and where Sight Triangles are required at the intersection of Roads, it shall comply with subsection 3.20.9.
- d) An Accessory Building shall not be more than 5.0 m (16.40 ft) in Height and shall not exceed the Height of the Principal Building.
- e) An Accessory Building that is a shared Garage may be developed on the common Lot Line. The minimum Side Yard for the opposite side Lot Line shall be as required within the Land Use District provisions and,
 - i) a caveat, for any shared wall shall be registered onto the Certificate of Title for the affected Parcels.
- f) An Accessory Building or Structure on a double fronting Lot shall be sited as if a Front Yard is required on both Lot Lines abutting Roads unless it is a residential Lot with its access from 1 Street consistent with Lots on the same block.
- g) The Setback for an Accessory Building or Structure shall not be less than the Side Yard required for the Principal Building on the side Lot Line abutting a flanking Road .
- h) An Accessory Building to which a vehicle may enter shall conform to section 3.20.

4.1.3 Other Land Use Districts

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

4.2 Accessory Suites

- a) An Accessory Suite shall be a Discretionary Use within a Dwelling located in the R-1S Residential Single Dwelling Small Lot District, R-1M Residential Single Dwelling Medium Lot District, and the R-1L Residential Single Dwelling Large Lot District.
- b) An Accessory Suite includes the Development or conversion of Basement space or above Grade space to a separate Dwelling or the addition of new floor space for an Accessory Suite to an existing Detached Dwelling, and

- i) is a self-contained unit with a separate Kitchen, sleeping and sanitary facilities which are physically separate from those of the Principal Dwelling within the Structure
 - ii) has an entrance separate from the entrance to the Principal Dwelling either from a common indoor landing or directly from the side or rear of the Structure
 - iii) shall contain a maximum of 2 bedrooms.
- c) The maximum number of Accessory Suites per Detached Dwelling is limited to 1.
- d) An Accessory Suite shall provide 2 additional Off-Street Parking stall in addition to the minimum requirements of section 3.20. Tandem Parking shall not be allowed as a method for meeting the parking requirements for an Accessory Suite.
- e) The number of Dwellings allowed to have Accessory Suites within a neighbourhood area shall not exceed 10% of the total units in that subdivision, neighbourhood and the Accessory Suites are to have a distance of 10 Dwellings and/or Lots between Accessory Suites as per final approval by the Municipal Planning Commission.
- f) A Home Based Business 2 and Home Based Business 3 shall not be allowed within an approved Accessory Suite.

4.3 Alternative Energy Collecting and Storing Devices

4.3.1 Solar Energy Devices

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

4.3.2 Geothermal Energy Devices

- a) Geothermal energy devices shall ensure the underground components meet the required Setbacks for accessory and accessory residential Buildings in the Land Use District.
- b) In the case of above ground components, the geothermal energy devices shall:
 - i) in a residential Land Use District, be subject to the Land Use District requirements for an Accessory residential Building on the Parcel where the device is located
 - ii) in all other Land Use Districts, be subject to the Land Use District requirements for a Principal Building on the Parcel where the device is located.
- c) Geothermal energy devices do not require a Development Permit, subject to meeting the requirements of the Land Use District in which they are located.

4.4 Bed & Breakfast Establishments

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

- b) A Home Based Business 2 and Home Based Business 3 shall not be allowed within an approved Bed & Breakfast.

4.5 Cannabis Retail Sales

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

4.6 Communication Facilities

- a) Notwithstanding any of the municipal requirements or obligations outlined within the Land Use Bylaw, all proponents for Communication Towers must comply with the following Federal legislation and/or regulations, where applicable.
- b) Communication Facilities and in accordance with section 2.10 and the Town's Communication Facility Protocol, shall require a Development Permit.
- c) Communication Facilities are encouraged to be located in specific areas of the Town such as:
 - i) agricultural
 - ii) industrial
 - iii) non-residential areas where tower height is unlikely to be an issue.
- d) Where possible, visually unobtrusive antennas are encouraged to be located on existing infrastructure such as Signs located on private property, light standards, water towers or other utility infrastructure.
- e) Where appropriate, new facilities should be built to a standard to accommodate multiple devices. Any exclusivity agreement which limits access to other applications is strongly discouraged.
- f) If co-location is determined to be unfeasible, the clustering of communication facilities is preferred.

- g) The design or appearance of all communications facilities including antennas, antenna mounts, equipment shelters, and cable runs, should minimize the visibility of facilities through the use of colour, consistent architectural styles, and aesthetic design.
- h) The Town recommends that Signs only be placed on a Communication Facility to:
 - i) identify the facility
 - ii) identify the Owner
 - iii) warn of any safety issues.
- i) Communication Facility sites should be established with Setbacks to both Alberta Infrastructure and Transportation and Town Road network standards.

4.7 Front Parking Pads (Amended Bylaw 1315.24, 11/26/24)

- a) Front Parking Pads are Permitted Uses in the following Land Use Districts:
 - i) Residential Single Dwelling Large Lot District (R-1L)
 - ii) Residential Single Dwelling Medium Lot District (R-1M)
 - iii) Residential Single Dwelling Small Lot District (R-1S)
 - iv) Residential Multi-Dwelling District (R-2), except for Multiple Housing Development and Mixed Use Development Uses.
- b) The Development Authority shall not vary the minimum 25% Front Yard Landscaping requirements to accommodate a Front Parking Pad unless alternative access is not available, at the sole discretion of the Development Authority.
- c) The minimum length of a Front Parking Pad shall be 6.0 m (19.69 ft) measured from the back of the sidewalk or Walkway or where there is no sidewalk or Walkway, 6.0 m (19.69 ft) from the Road.
- d) The minimum width of a Front Parking Pad shall be 3.0 m (9.84 ft) to a maximum width of 7.0 m (22.97 ft) and where possible should be grouped together in pairs to maximize the space available for on-street parking.
- e) Front Parking Pads shall abut the back of the sidewalk or Walkway or where there is no sidewalk or Walkway, abut a Road.
- f) Front Parking Pads on a Corner Lot shall be located as far from the intersection with a Lane and/or Road as possible.
- g) To ensure that the movement of traffic is both safe and efficient, the Development Authority shall prohibit Front Parking Pads onto Highways/Expressways and arterial Roads, as defined in the Town's Transportation Master Plan and amendments thereto, and where, at the sole discretion of the Development Authority, the Front Parking Pad would be liable to create a hazardous traffic situation.

4.8 Home Based Business

4.8.1 General Provisions

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

4.8.2 Application for Home Based Business

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

4.8.3 Regulations for a Home Based Business 1

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

4.8.4 Regulations for Home Based Business 2

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

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

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4.8.5 Regulations for a Home Based Business 3

- a) The Home Based Business 3 shall:
 - i) be operated from within the Dwelling or an Accessory Building
 - ii) not employ more than 1 non-resident of the Dwelling and be authorized to work in the business
 - iii) there shall be no exterior display or Advertisement other than a business identification plaque or Sign 0.33 m x 0.45 m (1.08 ft X 1.48 ft) in size located on or in the Dwelling
 - iv) be no outside business activity, or storage of materials or equipment associated with the business allowed on the site. Indoor storage shall only be allowed inside the Dwelling or Accessory Building
 - v) no mechanical or electrical equipment shall be used which creates unreasonable noise, or visible and audible interference with home electronics equipment in adjacent Dwellings. The operation of such business shall not create any Nuisance by way of noise, dust, odour or smoke or anything of an offensive or objectionable nature
 - vi) not use any Dangerous Goods which would not be used in association with the residential use of the Dwelling
 - vii) no physical changes to the external appearance of the Dwelling or any Accessory Building shall be allowed as a result of the establishment of the Home Based Business
 - viii) the business shall not, in the opinion of the Municipal Planning Commission, generate pedestrian or vehicular traffic or parking in excess that would be detrimental to the amenities and safety of the residents in the vicinity of the Parcel

- ix) not operate without a valid Development Permit or Business Licence issued by the Town.
- b) In addition to the parking spaces required pursuant to section 3.20:
 - i) 1 Off-Street Parking stall for visitors
 - ii) 1 Off-Street Parking stall for the non-resident employee.
- c) Pursuant to section 3.20.4, Tandem Parking may be considered for a Home Based Business 3 where appropriate.
- d) Vehicles associated with the Major Home Based Business 3 including a trailer or truck shall be parked in the Rear Yard where permissible.
 - i) notwithstanding section 4.7.5 (d) above, the maximum vehicle allowed in a residential Land Use District, the commercial vehicle shall be restricted to a maximum gross vehicle weight of 7,500.0 kg.
- e) A Home Based Business 3 shall have a time limit of 3 years. Upon expiration of the original permit, the Development Authority may consider granting an approval with no time limit if the Home Based Business meets the regulations of this Bylaw.
- f) Shall not be operated within an approved Accessory Suite or Bed & Breakfast establishment.

4.9 Recreational Vehicle Storage

- a) No more than 1 Recreational Vehicle may be stored in a residential Land Use District.
- b) Recreational Vehicle Storage in the Front Yard is allowed on an approved Parking Pad or Front Parking Pad. (Amended Bylaw 1315.24, 11/26/24)
- c) Recreational Vehicle parking which enters onto a paved Road shall be Hard Surfaced and be located and constructed in accordance with the Town's standards and to the satisfaction of the Development Authority.

4.10 Residential Sales Service

- a) The Development Authority may issue a Temporary Development Permit for a Residential Sales Centre provided:
 - i) there are minimal effects, such as noise, lighting, traffic congestion on Roads and adjacent residents
 - ii) there is sufficient on-site and off-site parking
 - iii) it complements the scale and character of the neighbourhood in which it is located, with regard to:
 - i. the size of the Building; and
 - ii. the colour, material, and design of the exterior finish.

- iv) lighting shall be designed so it is not directed onto adjacent Lots. All lighting (except motion activated security lights) shall be off when the Residential Sales Centre is closed
- v) the number of other Residential Sales Centres in the area, the proximity to arterial or collector Roads, the effect on other Dwellings, the length of time the centre will be operating, and the location and proximity of properties being marketed is to the satisfaction of the Development Officer.

4.11 Satellite Dish and Amateur Radio Antennae

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

4.12 Shipping Containers

- a) A Shipping Container, allowed under this section, shall:
 - i) be used for storage purposes and are accessory to the Principal Use of the site
 - ii) are temporary to a maximum of 2 years, unless it is a Permitted Use
 - iii) require a Development Permit
- b) A Shipping Container shall:
 - i) not exceed the following dimensions: 13.8 m (L) x 2.5 m (W) x 2.9 m (H) [45.28 ft (L) X 8.20 ft (W) X 9.52 ft (H)]
 - ii) be placed on the ground or on skids, and shall not be stacked upon one another or on any other Structure
 - iii) be standalone so that they are not connected to one another or to any Structures on the property (e.g. through the Development of a roof Structure, or other means)
 - iv) be unmarked (e.g. no brand names of the Shipping Container, business or Third Party Advertising shall be on the Shipping Container)
 - v) be screened when visible from a Road, using either solid fencing measuring 1.8 m (5.91 ft) in Building Height on site or coniferous trees, planted at a minimum Height of 2.5 m (8.20 ft) and spaced to provide a wall of fencing.
- c) Where the Rear or Side Yard is adjacent to a residential Land Use District, or a public Street or Highway, additional Landscaping, and screening exceeding that of the minimum requirements found in section 3.15 shall be provided to screen the Shipping Containers, to the satisfaction of the Development Authority.
- d) Notwithstanding section 4.11 (a)(iv) above, Shipping Containers may be temporarily placed on a site in any Land Use District in accordance with the following:
 - i) during active construction on a site when the Shipping Container is solely for the storage of supplies and equipment that are used for the site, provided that a valid Building permit has been issued for the construction. The Shipping Container must be removed from the site upon completion of construction
 - ii) the purposes of loading and unloading of items associated with the Principal Use for a period of not more than 14 days in any 6-month period
 - iii) a Shipping Container for the purposes of a Moving Storage Pod shall have a maximum Height of 3.0 m (9.84 ft) and a maximum length of 6.0 m (19.69 ft) and be placed on a Driveway or Front Parking Pad, for a period not exceeding 14 days and only for the purpose of loading and unloading during the process of moving or renovating. (Amended Bylaw 13.15, 11/26/24)
 - iv) A container shall:
 - i. be located so as to not create a safety hazard
 - ii. not be located within 1.2 m (3.94 ft) of a Side Yard property boundary
 - iii. be located in the Rear Yard where possible.

4.13 Swimming Pools and Outdoor Hot Tubs

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

4.14 Temporary Buildings

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

PART 5.0 SIGNS

5.1 General Purpose

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

5.2 Sign Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FREESTANDING SIGN means a Sign that has independent supports placed in the ground and that is not part of a Building, Structure, or Development.

FUTURE DEVELOPMENT SIGN means a Temporary Sign used to identify a future Development area and the developers(s) or Builder(s) associated with the project.

HEIGHT as it pertains to Signs, means the maximum vertical distance between the average Grade at the base of the Sign and the highest point on the Sign. Any earth berms and elevated foundations supporting the Sign shall be included in the Height of the Sign.

HOME BASED BUSINESS SIGN means a Sign installed, erected, or displayed to identify a business located on a Lot within a residential Land Use District and contains only the name of the business on site.

ILLUMINATED SIGN means a Sign that is characterized by the use of artificial light reflecting off the surface of a Sign by the following means:

- a) externally illuminated meaning projecting through the surface of a Sign;
- b) internally illuminated; or
- c) projecting from behind the surface of a Sign (e.g. backlit).

INFLATABLE SIGN means the temporary use of a three-dimensional Sign, inflated with air or other gases or fluids, to which copy can be applied, and which is anchored or affixed to the ground or to the roof of a Building.

INTEGRATED ROOF SIGN means a Sign erected or constructed as an integral or essential part of a normal roof Structure.

MAINTENANCE means the cleaning, painting, repair, or replacement of any defective parts of a Sign in a manner that does not alter the basic design or Structure of the Sign and does not change the Sign Area.

MENU BOARD SIGN means a Sign associated with a Drive-Through Business and that is used to display a menu and associated prices.

MURAL means an artistic rendering or drawing that is painted or otherwise applied to the exterior wall or other integral parts of a Building which is intended for public display but does not include any advertising. A Mural is not considered a Sign. means any piece of artwork painted or applied directly onto a wall, ceiling, or other larger permanent surface, flat, concave or convex with or without installation medium. Murals do not sell, promote, advertise, or solicit commercial activity for individuals, not-for-profits, businesses, or other organizations. A Mural is not considered a Sign.

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NEIGHBOURHOOD IDENTIFICATION SIGN means a Permanent Sign erected by a developer at the entrances to a subdivision indicating the name of a subdivision or community.

OPEN HOUSE SIGN means an A-Frame Sign advertising a public viewing of a Dwelling or Dwellings that is for sale or rent.

PAINTED WALL SIGN means a Sign that is painted, inscribed, or marked directly on any exterior wall or other integral part of a Building but does not include a Fascia Sign or Mural.

PERMANENT SIGN means a Sign that cannot be readily relocated because of its attachment to the site. It does not include a Banner Sign, Inflatable Sign, or a Flag Sign, but includes Signs painted on or attached to a motor vehicle if the vehicle is parked on a regular basis to act as a Sign.

PORTABLE SIGN means a Sign that has independent supports and is easily moveable, with a flat Copy Area of 1 or 2 sides to which copy can be applied and is designed to allow for a message or advertising to be changed frequently and easily.

POST SIGN means a Sign consisting of a base of 1 or more upright supports placed in or on the ground and which has a flat Copy Area with 1 or 2 sides to which copy can be applied.

PRIMARY BUILDING FACE means 1 side of a Building that fronts onto a public Road, internal Road, or an internal Parking Facility and that is the main focus of external advertising. This side of the Building generally includes the main public access into the Building or business as well as the address of the Building.

PROJECTING SIGN means a single solid Structure affixed upright and perpendicular against the exterior Facade of a Building that supports a Copy Area with 1 or 2 sides to which copy can be applied. A Projecting Sign does not contain illumination.

PUBLIC NOTICE means a message of interest or waring to the public and is required by or erected pursuant to the provisions of federal, provincial, or municipal government legislation, regulation, Bylaw, or policy.

REAL ESTATE SIGN means an A-Frame or Post Sign that advertises property for sale, lease or rent.

SECONDARY BUILDING FACE means any side of a Building that is not intended to be the main focus of external advertising. This side of a Building generally does not include public access.

SHOW HOME SIGN means a Sign, either 1 sided or 2 sided, that advertises or directs attention to a Residential Sales Centre located on the property for which is being advertised. A Show Home Sign may be an A-Frame, Banner, or Window Sign.

SIGN means a device, notice or medium, including its support system and other components, that is used or is intended or capable of being used, to attract attention for advertising, identification or for information purposes.

SIGN AREA means the areas of a Sign that are available for copy (excluding the main support Structure).

SPECIAL EVENT SIGN means a Temporary Sign erected for a specified period of time advertising a Special Event.

TEMPORARY SIGN means a Sign that is not intended to be Permanent Sign and is allowed for a limited time period by the applicable development standards.

THIRD PARTY ADVERTISING means a Sign that refers to goods, activities, or services offered for sale or for free but are not obtained at the premises nor on the Parcel on which the Sign is located or displayed.

UNDER CANOPY SIGN means a Sign that is affixed to the exterior surface of a Canopy and may contain 1 or 2 sides.

VIDEO DISPLAY or VIDEO DISPLAY SIGNS means Signs or portions thereof which change its message or background in a manner or method of full color display characterized by motion or pictorial imagery, which may or may not include text and depicts action or a special effect to imitate movement or give the illusion of motion.

WINDOW SIGN means a Sign, picture, symbol, or combination thereof that is painted, pasted, inscribed, or otherwise placed on a window for viewing from the outside of the Building and does not include merchandise located in a window for display purposes.

5.3 Applicability

- a) The requirements contained in this Part shall apply to all Signs on lands within the Town except for:
 - i) any Sign located within a Building or Structure not intended to be displayed to the outside public
 - ii) any Sign required to be displayed under the provisions of federal, provincial, and municipal legislation.
- b) Notwithstanding the regulations of this Part, the land and Buildings included within the Plan Area of the Downtown Revitalization Plan are subject to the Downtown Architectural Guidelines.

5.4 Administration

5.4.1 Development Permit Requirements for Signs

- a) Unless specifically exempted from the requirements to obtain a Development Permit, all Signs, including relocation, enlargement, or modification to a Sign, requires a Development Permit.
- b) A Development Permit for a Sign shall be made in writing on the appropriate application form and submitted together with the appropriate fees as approved in the *Development Fees and Fines Bylaw*, as amended, and shall include:
 - i) the signature of the registered Owner(s) of the land (or their representatives or Agent)
 - ii) the civic address of the Building, Structure or Lot on which the Sign is to be erected, altered, or replaced
 - iii) drawings to scale, giving dimensions, materials, finishes, colour schemes, letter fonts and sizes, graphics, logos, and type of illumination
 - iv) drawings illustrating the position of the Sign and method of attachment
 - v) a site plan showing the location of any existing or proposed Signs, whether on a Building or on a Parcel of Land
 - vi) proposed purpose or message on the Sign
 - vii) Sign value
 - viii) a drawing signed and sealed by a professional engineer illustrating the details of attachment and assembly, at the discretion of the Development Authority
 - ix) any additional information as the Development Authority deems necessary.
- c) An application for a Sign permit shall not be considered complete and final and received for processing by the Town until the Development Authority determines that all requirements of section 5.4.1 (b) have been completed and notification of a complete application has been provided to the applicant, in accordance with section 2.11.
- d) The Development Authority may consider the following when it reviews an application for a Sign permit:
 - i) the scale and design of the area
 - ii) Statutory Plan requirements

- iii) streetscape improvements
 - iv) Downtown Revitalization Plan
 - v) Downtown Architectural Guidelines
 - vi) scale, form, and massing
 - vii) infrastructure and safety
 - viii) proximity to a residential area
- e) The Development Officer may issue a decision on a Sign permit if the application complies with the provisions of this Bylaw (Amended, Bylaw 1275.23, 05/23/23); and may:
- i) refer any application for a Permitted or Discretionary Use to the Municipal Planning Commission for its consideration; or
 - ii) refer, with recommendations, to the Municipal Planning Commission any application for a Development Permit that, in the opinion of the Development Officer, should be decided by the Municipal Planning Commission.

5.4.2 Conditions of Development Approvals for Signs

- a) In addition to section 2.6, and in deciding on the issuing of a Development Permit for a Sign, the Development Authority may impose conditions it considers appropriate, either on a permanent basis or for a limited time period on a Development Permit application and may:
- i) require the removal of existing Sign(s) on a site
 - ii) restrict the location, number, and type of new and existing Signs on a site
 - iii) reduce light levels or hours of operation of Illuminated Signs
 - iv) require other upgrades or changes to existing Signs on site
 - v) consider all safety and construction matters.

5.4.3 Variances

- a) The Development Authority may vary the following:
- i) Sign Height
 - ii) Sign width
 - iii) allowed number of Signs on a site, except for Electronic Message Signs which shall not be varied
 - iv) the minimum separation distance between a Freestanding Sign
 - v) total Sign Area
 - vi) minimum Clearance above Grade for Freestanding Signs
 - vii) Setbacks
- b) The Development Authority, in determining if a variance is justified, may consider:
- i) any approval to be temporary
 - ii) the size and location of the site
 - iii) the design or construction of a Building or a Sign
 - iv) Street context
 - v) topography and configuration of the site

- vi) all applicable policies, guidelines, and applicable Statutory Plans
 - vii) whether the proposed variance would unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment, or value of neighbouring sites.
- c) Any variance approved by the Development Authority may be temporarily approved and may be subject to conditions deemed appropriate.
 - d) Despite any other provision in this Bylaw, if necessary or for safety reasons, the Development Authority may require greater distance separations between Signs or increased Clearances of any Sign.
 - e) Despite section 5.4.3 (a), where an application for a Sign permit does not comply with the standards established in this Bylaw, the following tolerances shall not exceed:
 - i) 10% as approved by the Development Officer
 - ii) 10.1% and not exceeding 15% as approved by the Municipal Planning Commission
 - iii) 15.01% and over are prohibited.

5.5 General Regulations

- a) Despite any other provision in this Bylaw, a Permanent Sign shall be considered Accessory to an approved Use within a Land Use District.
- b) Where a Development Permit has been issued for a residential, commercial, or industrial Development that includes more than 1 Parcel, Signs may be erected or installed on the land as if the Development were located on a single Parcel.
- c) Where allowed under this Bylaw, any Sign adjacent to a Provincial Highway in undeveloped areas shall maintain a minimum of 300.0 m (984.25 ft) from the centreline of the Highway, except under the following circumstances:
 - i) 1 Sign advertising the sale of the subject property
 - ii) Signs for municipal purposes
 - iii) any Sign containing any part thereof with an Electronic Message Feature or Video Display feature shall not be allowed.
- d) Unless provided elsewhere within this Part, Signs and their Structures shall be located a minimum of:
 - i) 1.0 m (3.28 ft) back from an existing or future curb line
 - ii) 0.03 m (0.09 ft) from the inside edge of any sidewalk
 - iii) 3.0 m (9.84 ft) from any Road access
 - iv) 1.0 m (3.28 ft) from a Property Line, when located on private property.
- e) Signs shall not be located within an intersection corner visibility triangle.

- f) Signs shall not be placed in or on a required parking space or Loading Space and shall not be placed to reduce the number of required parking stalls or Loading Spaces, pursuant to this Bylaw or an approved Development Permit.
- g) Trees and shrubs shall not be removed or damaged to construct a Sign, to make a Sign more visible, to maintain a Sign, or to change copy on a Sign.
- h) A Permanent Sign shall not be constructed within, or encroach onto, a registered right of way within a Parcel of Land.

5.5.1 Copy Area Sign Calculation

- a) For a double-faced Sign, the Development Officer shall only use 1 face for the purposes of determining Sign Area and Copy Area.
- b) Where this Bylaw has a provision for maximum allowable Sign Area that is a percentage of the area of Building Face within a multiple tenant Development, the Development Authority shall determine the maximum Sign Area allowed by considering the Height of the Building and the width of the tenant's leased premises.
- c) The Development Officer shall determine the maximum Copy Area of a Sign:
 - i) as a percentage of the maximum Sign Area, as noted within this Bylaw; or
 - ii) a specified numerical figure, as noted within this Bylaw.

5.5.2 Enforcement

- a) in addition to section 2.18, the following regulations also apply to Sign enforcement:
 - i) where any portion of a Sign is placed on public property and contravenes any provisions of this Bylaw, a Designated Officer may remove the Sign or request the Sign be removed at the expense of the Sign Owner
 - ii) a Sign that is removed pursuant to this Bylaw shall be stored by the Town for a maximum 30 days, during which time the Sign Owner may claim and retrieve the Sign upon payment to the Town of the impoundment and storage fee, in accordance with the *Development Fees and Fines Bylaw*, as amended
 - iii) if a Sign is not claimed or retrieved by the Sign Owner after 30 days of its removal, a Designated Officer is authorized to destroy or otherwise dispose of the any Sign without any further notice or compensation to the Sign Owner
 - iv) despite sections 5.5.2 (a)(ii) and 5.5.2 (a)(iii), where a Sign constructed of poster board, foam core board, corrugated plastic or coroplast, illustration board or any other similar material is removed pursuant to this Bylaw, it may be disposed of within 24 hours without any notice or consideration to the Sign Owner
 - v) the costs incurred by the Town in removing the Sign, restoring a site, or destroying stored Sign, include the cost of any immediate measures taken to terminate an immediate danger are debts due to the Town that may be recovered in court action

- vi) the Owner of a Sign or any person responsible for the placement of any Sign or Sign Structure or both shall be liable and responsible for such Sign or Sign Structure
- vii) the Town shall not be liable for any damage to or loss of a Sign that was erected in contravention of the provisions of this Bylaw and removed by a Designated Officer.
- viii) the Town shall not be liable for any loss of revenue resulting from the removal of a Sign pursuant to the provisions of this Bylaw.

5.5.3 Illumination

- a) Electrical power supply to a Sign shall be located underground except when a Sign is powered by solar energy. The solar power device may be located above ground provided it is attached to the Sign and no wires, cords, or other components of the power supply device are located on the ground further than 0.3 m from the Sign Structure. All wiring and conduits shall be concealed from view.
- b) A Sign with illumination or an electronic message Sign shall not be allowed in residential Land Use Districts.
- c) All Signs that are illuminated shall have the capacity to be dimmed to the satisfaction of the Development Authority. Signs that are illuminated shall not:
 - i) shine or reflect light directly onto neighbouring properties, or, in the direction of oncoming traffic
 - ii) create a hazard for pedestrians or motorists
 - iii) be on an intensity or brightness that would interfere with the general welfare of residential or occupants of adjacent property, or with vehicular traffic
- d) Externally Illuminated Signs shall:
 - i) use full cut-off or shielded and screened external light sources
 - ii) be positioned in a manner that directs the light directly onto the Sign and minimizes glare
- e) Where allowed, internally Illuminated Signs shall have the light source completely shielded from direct view.

5.5.4 Maintenance

- a) Every Owner shall maintain all Signs in good repair, in safe condition and free of visible deterioration by:
 - i) ensuring all exposed Signs and Sign Structure surfaces are covered with an all-weather protective finish
 - ii) repainting or refinishing as often as necessary to prevent peeling, flaking of paint, corrosion or fading from light exposure

- iii) keeping Signs intact and operative and preventing them from deteriorating, peeling, breaking, or cracking.
- b) All Sign copy shall be fastened securely to the Sign Structure. Where a portion of copy has been removed, it shall be replaced within a reasonable timeframe, either with a new copy or filled in with material consistent with the Sign, as determined by the Development Authority.

5.5.5 Signs Exempt from a Development Permit

- a) In addition to section 2.9, the following Signs shall not require a Development Permit provided they comply with the regulations of this Bylaw and any other applicable policy or legislation:
 - i) Sign, notice, placard, or bullet required to be displayed by or on behalf of the federal, provincial, or municipal government
 - ii) Sign related to the function or work of the Town or other public authority
 - iii) Sign displaying community event information
 - iv) an Advertisement that is an integral part of a transit system, bus shelter or bench or on garbage or recycling bins located on Streets under an Agreement with the Town
 - v) Signs located in or on taxi cabs and as authorized under Taxi Bylaw, as amended
 - vi) flag, emblem, or insignia that does not exceed 10.0 m (32.8 ft) in Height or the maximum Height of a Principal Building, whichever is less
 - vii) an A-Frame Sign within all non-residential Land Use Districts, provided the Sign is located adjacent to the business that is being advertised
 - viii) Open House Sign
 - ix) Garage sale Sign
 - x) Real Estate Sign
 - xi) Construction Sign
 - xii) election Signs provided they are placed in accordance with the Election Sign Bylaw as amended (Amended, Bylaw 1275.23, 05/23/23)
 - xiii) Changeable Copy, Manual Sign in a which complies with the requirement and approval of a Special Event permit
 - xiv) Directional Sign as part of a commercial or industrial Development that is noted within an approved Development Permit
 - xv) Fascia Sign within a Sign Area not greater than 0.2 m² (2.15 ft²) in a residential Land Use District or 0.5 m² (5.38 ft²) in a non-residential Land Use District
 - xvi) Show Home Sign and a Flag Sign on a site with an Approved Residential Sales Centre
 - xvii) copy inserts being changed in existing Signs. This applies to existing Freestanding or Fascia Signs where no structural components are being modified or added, including illumination and the size and location of the Sign remains the same.

5.5.6 Sign Prohibitions

- a) Unless otherwise listed in this Bylaw, Third Party Advertising is not authorized.
- b) The Development Authority shall not permit a Sign or portion thereof that:

- i) includes Video Display, laser light projection, motion picture or an audible component
- ii) a Billboard Sign
- iii) is attached to, or makes up any portion of a fence, retaining wall, or other similar Structure unless the Sign is authorized under this Bylaw to identify a community or neighbourhood or is integrated into a Structure or fence to identify a commercial site
- iv) is attached to or constructed on or over a roof of a Building extending above the parapet portion of the Building, except for:
 - i. an Integrated Roof Sign
 - ii. a Sign on a mansard roof
 - iii. an Inflatable Sign located on a roof
- v) is attached, affixed, or displayed on any parked vehicle or trailer not normally used in the daily activity of the Sign subject
- vi) is attached, affixed, or displayed on a Shipping Container
- vii) any Sign that moves or assumes any motion constituting a non-stationary or non-fixed condition, unless expressly allowed within this Bylaw
- viii) has 1 of the following objects attached to it:
 - i. balloons
 - ii. flags
 - iii. Banners or streamers
 - iv. ribbons
 - v. spinners
 - vi. other similar devices
- ix) Obstructs the view of, or may be confused with, an official traffic control device
- x) displays lights resembling flashing, intermittent, or scintillating motion usually associated with danger or those used by police, fire, ambulance, and other emergency vehicles
- xi) uses chasing borders or movement of any kind
- xii) is unsafe ~~or to~~ persons or property in the opinion of the Development Authority
- xiii) is an overall state of dilapidation, disrepair, or Abandonment
- xiv) identifies a business, Development or service not authorized through the provisions of this Bylaw to operate within the Town.

Commented [BS12]: Amendment 2.12

5.5.7 Signs on Public Property

- a) Unless specifically allowed by this Bylaw or by agreement with the Town ~~or allowed by Town Policy or Bylaw~~, a Sign shall not be placed:
 - i) on or over any curb, sidewalk, post, traffic control device, Public Utility pole, hydrant, boulevard, median, bridge, fence, tree, or other surface
 - ii) across any Road or public thoroughfare
 - iii) within any municipal owned or occupied facility, or on or within any site upon which a municipal owned facility is located
 - iv) project across a property boundary into a Road or public property.
- b) The Development Authority may require as a condition of approval from the Sign Owner:

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- i) execution of an agreement provided by the Town to indemnify against, and to save harmless from any and all liability resulting from injury to a person or damage to a property, which may result from the presence, collapse, or failure, of the Sign
 - ii) a certified copy of a liability insurance policy (and subsequent renewals thereof), naming the Town as a co-insured, covering bodily injury and property damage for claims arising out of the ownership of such Sign in an amount specified by the Town. An endorsement in a form satisfactory to the Town may form part of the insurance policy.
- c) In the event there is the failure to maintain the required insurance policies specified within section 5.5.7 (b) above, the approval shall be revoked, and the Sign Owner shall be required to immediately remove the Sign.
- d) Temporary Signs, where authorized under this Bylaw and placed within a municipal Road right-of-way shall:
 - i) not be placed on a sidewalk, a centre median of a Road, any Lane or, within a roundabout/traffic circle area
 - ii) not be located to obstruct or interfere with Road maintenance, impede the use of utilities or bus stops, vehicular and pedestrian traffic, or otherwise create a hazard
 - iii) maintain the following minimum Setbacks:
 - i. 1.0 m (3.28 ft) back from an existing or future curb line
 - ii. 0.3 m (0.98 ft) from the inside edge of any sidewalk, path, or private property
 - iii. 10.0 m (32.81 ft) from the centreline of an intersection
 - iv. 10.0 m (32.81 ft) from any crosswalk
 - v. 5.0 m (16.40 ft) from a fire hydrant
 - iv) not be located within a corner visibility triangle
 - v) not be illuminated.

5.6 Building Sign Development Standards

- a) The following Permanent Signs may be allowed on any Building in commercial and industrial Land Use Districts:
 - i) Awning Sign
 - ii) Canopy Sign
 - iii) Channel Letter Sign
 - iv) Fascia Sign
 - v) Integrated Roof Sign
 - vi) Painted Wall Sign
 - vii) Projecting Sign
 - viii) Under Canopy Sign
 - ix) Window Sign

5.6.1 Awning, Canopy or Under Canopy Sign

- a) Subject to section 5.5.7 (b), an Awning or Canopy, that includes Signs integrated into the design and construction of a Canopy or Awning Structure, shall not extend:
 - i) more than 1.0 m (3.28 ft) from the Building if it is attached to an Awning Structure
 - ii) more than 2.4 m (7.87 ft) from the Building if it is attached to a Canopy Structure.
- b) A Canopy Sign or Awning Sign shall:
 - i) be considered part of the Building Face, and any copy attached to it shall contribute to the maximum cumulative Copy Area of the Building Face
 - ii) be a maximum of 1.5 m (4.92 ft) in Height measured from the lowest point of the Canopy or Awning to the highest point of the Canopy or Awning
 - iii) have a maximum total Copy Area of 50% of the front face of the Canopy or Awning Structure including under and above Canopy Sign or Awning Sign
 - iv) have a minimum separation distance of 2.0 m (6.56 ft) from another Canopy Sign or Awning Sign
 - v) be compatible with the Building on which it is located in terms of materials, colors, size, and location on the Building.
- c) An Under Canopy Sign or Awning Sign is attached to the top side of a Canopy or Awning Structure and is fastened to the bottom of a Canopy or Awning Structure and shall:
 - i) not extend horizontally beyond the Canopy or Awning Structure on which it is located
 - ii) have a maximum Height of 0.3 m (0.98 ft), measured from the lowest point of the Canopy Sign to the highest point of the Canopy Sign
 - iii) have a maximum Sign Area of 1.5 m² (16.15 ft²)
 - iv) be limited to 1 Sign per business or Building
 - v) be spaced a minimum 4.5 m (14.76 ft) from another Under Canopy Sign
 - vi) count towards the maximum allowable Copy Area for the Canopy or Awning on which it is attached
 - vii) have a minimum Clearance of 2.4 m (7.87 ft).

5.6.2 Fascia Sign

- a) A Fascia Sign shall be used to identify the name of the use, business, or occupant of a Building on which it is located.
- b) A Fascia Sign may consist of individual letters, symbols or logos that are attached directly to the Building.
- c) The materials and colour schemes of Fascia Signs shall be chosen to compliment with the architecture and colour scheme of the Building Facade.
- d) Fascia Signs shall not obscure architectural elements of a Building including windows, doorways, sills, moldings, and cornices.

- e) For the purposes of this part, Fascia Signs may be allowed in any commercial, industrial, and Direct Control Land Use Districts and shall:
- i) not exceed a maximum 25% of the total area of the Primary Building Face; and 15% of a Secondary Building Face, and at the rear entrance of a business be a maximum of 0.3 m²
 - ii) have a minimum Clearance of 2.4 m (7.87 ft) when measured from Grade to the bottom of the Sign Structure
 - iii) be separated a minimum of 1.0 m (3.28 ft) from adjacent Fascia Signs
 - iv) where located above any portion of a Street or project over public property, not extend or project more than 0.3 m (0.98 ft) beyond the Building Face to which it is attached
 - v) not extend above the roof line of a flat roofed Building or, if there is a parapet or mansard roof, 0.5 m (1.64 ft) above the eave line but not higher than the upper edge of the parapet or mansard roof and the eave line in all other cases
 - vi) not contain any Advertisement except to identify the name of a business or occupant of a tenant space, where such Sign is located above the first floor of a Building to which it is attached
 - vii) not be illuminated when directly abutting a residential Parcel or, where it could have an adverse impact on a residential Parcel
 - viii) shall not include Third Party Advertising
 - ix) does not include any Changeable Copy, Manual, Electronic Message Feature or Electronic Message, Changeable Copy or Video Display.
- f) A Fascia Sign may contain Changeable Copy, Manual feature, or Electronic Message feature provided that they comply with section 5.7 and the following:
- i) a maximum of 20% of the Sign is used for Changeable Copy, Manual or Electronic Message Feature
 - ii) not more than 1 Sign per Lot, site or Parcel that contains Changeable Copy, Manual or Electronic Message Feature shall be allowed
 - iii) the messages on the Changeable Copy, Manual or Electronic Message Feature shall relate to:
 - i. the use, business, or occupant of the site where the Fascia Sign is located
 - ii. the services of a use, business, or occupant of the site where the Fascia Sign is located
 - iii. information that may otherwise be included on a Sign relating to the lease or sale of the property
 - iv. a Special Event for a non-profit organization
 - v. not contain Third Party Advertising
- g) A tenant occupying a premises within a Building may place a Fascia Sign on a Secondary Building Face, regardless of its physical location within the Building itself.

5.6.3 Integrated Roof Sign

- a) No part of an Integrated Roof Sign shall extend above the highest portion of the roof.

- b) No part of an Integrated Roof Sign shall be separated from the rest of the roof by a space of more than 15.24 cm (6.00 in).

5.6.4 Painted Wall Sign and Murals

- a) Subject to the provisions of this Part, Painted Wall Signs are Discretionary on all properties containing approved commercial and industrial Land Use Districts.
- b) The size and location of a Mural is subject to the approval of Council or as otherwise delegated through Town Policy or Bylaw.
- c) A Painted Wall Sign shall conform to the following guidelines:
 - i) any text, picture, illustration, or similar graphic that advertises the name of a business or, is a logo or symbol of a business that occupies the Building or Structure on which the Painted Wall Sign is located may:
 - i. cover up to 30% of the front of the Building
 - ii. cover up to 60% of a secondary Building Façade
 - iii. not include more than 70%, for any text that advertises the name of the business or, a logo associated with the business.
- d) The Development Authority shall have regard to the content and imagery of the Sign ensuring it enhances the area and is suitable for the location proposed.
- e) The Development Authority may require that the Painted Wall Sign be periodically repainted.
- f) The Development Authority may ensure the Painted Wall Sign be removed and the wall refinished, to be consistent with the rest of the Building, if the business to which the Sign relates ceases to be located in the Building upon which the Sign is located.
- g) A Mural that includes any copy that is considered by the Development Authority to be advertising shall be considered a Painted Wall Sign and are subject to the regulations of this section.

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5.6.5 Projecting Sign

- a) Subject to section 5.5.7 (2), a Projecting Sign shall:
 - i) only be located on the Primary Building Face
 - ii) not have a separation of more than 0.6 m (1.97 ft) between the Sign and the Primary Building Face to which it is attached
 - iii) not project more than 2.0 m (6.56 ft) from the Building Face to which it is attached or, 0.3 m (0.98 ft) from the Road edge of the sidewalk, whichever is less
 - iv) have a maximum Copy Area of 2.23 m² (24.00 ft²) per side

- v) have a minimum Clearance of 2.5 m (8.20 ft) when measured from Grade to the bottom of the Sign's Structure
- vi) not project over public property unless written approval is provided by the Town
- vii) not project more than 0.3 m (0.98 ft) above the roof line or, the maximum allowable Height of the Building, whichever is less.

5.6.6 Window Sign

- a) For the purposes of this Part, 'window area' includes all contiguous panels of glass, including panes of glass that would be contiguous if not separated by mullions.
- b) Within a residential Land Use District, a Window Sign shall only be allowed in conjunction with an approved Home Based Business and shall comply with section 4.7.
- c) Within a commercial Land Use District, a Window Sign shall be limited to the first and second story of a Building, and not exceed 50% of the window area of a Primary Building Face and 25% of a Secondary Building Face.

5.7 Electronic Message Sign Regulations

- a) General Development standards for Electronic Message Signs may be allowed on a Freestanding Pylon Sign, a Freestanding Monument Sign and Fascia Sign and shall comply with sections 5.7 and 5.8.
- b) Unless otherwise provided for in this Part, an Electronic Message Feature Sign shall not exceed 40% of the Sign face, whichever is less; and
 - i) must relate to a use, business, or occupant of the site where the Sign is located
 - ii) or in the case of a Special Event being advertised, where a Special Event Permit has been issued
 - iii) not include Third Party Advertising.
- c) Any Sign with an Electronic Message Feature shall:
 - i) maintain a minimum of 300.0 m (984.25 ft) from any other sign with an Electronic Message Feature
 - ii) display messages for a minimum time period of 20 seconds
 - iii) ensure that message transitions are instantaneous
 - iv) must not include effects like motion, dissolving, blinking, flashing or intermittent lights, video, or the illusion of such effects.
- d) Must contain a default design that will freeze the Sign panel message in 1 position if a malfunction occurs.
- e) The Sign panel shall be equipped with a control system that automatically adjusts light emission level to ambient light conditions so as not to cause glare or excessive brightness.

- f) The Development Authority shall have the ongoing discretion to require the brightness, frequency, colors, or other qualities of the Sign panel be adjusted in order to address safety concerns.

5.7.1 Electronic Message, Changeable Copy Sign

- a) Subject to the provisions of this Part, an Electronic Message, Changeable Copy Sign shall be considered a Discretionary Use.

5.8 Freestanding Sign Regulations

- a) For the purposes of this Part, Freestanding Signs may be allowed in any commercial, industrial, DC-3 District or Public Land Use Districts.
- b) A Freestanding Sign may include the following types of Signs:
 - i) Community Event Information Sign
 - ii) Monument Sign
 - iii) Pylon Sign
 - iv) Neighbourhood Identification Sign
 - v) Post Sign
- c) Despite section 5.8 (a):
 - i) Freestanding Signs within C-2 and I-1 Land Use Districts, identified in the Downtown Revitalization Plan, are a Discretionary Use
 - ii) Freestanding Signs, Monument Signs, and Pylon Signs shall not be allowed within the C-1 District.
- d) A Freestanding Sign with Changeable Copy, Manual or electronic message sign shall not be allowed within any Land Use District adjacent to the Queen Elizabeth II (QEII) Highway and Highway 597.
- e) A Freestanding Monument Sign or Freestanding Pylon Sign shall be landscaped a minimum of 2.0 m (6.56 ft) extending around the centre base of the sign to the satisfaction of the Development Officer who shall consider access for Maintenance. This Part shall not exempt any Landscaping requirements within this Bylaw.

5.8.1 Monument or Pylon Sign

- a) Unless otherwise specified within this Bylaw, a Freestanding Monument or Freestanding Pylon Sign shall:
 - i) not have a Copy Area greater than 85% of the Sign Area
 - ii) a maximum Height of 9.0 m (29.53 ft)

- iii) have a maximum Sign Area of 25.0 m² (269.10 ft²).
- b) The maximum number of Freestanding Pylon Signs or Freestanding Monument Signs located on a Parcel in a non-residential Land Use District shall be:
 - i) 1 Sign per Parcel on a site of 50.0 m (164.04 ft) Frontage or less
 - ii) 2 Signs per Parcel on a site of more than 50.0 m (164.04 ft) Frontage but not greater than 100 m (328.08 ft)
 - iii) a maximum of 2 Signs per Parcel on a site greater than 100.0 m (328.08 ft) in Frontage.
- c) Despite section 5.8.1 (b)(iii), where a Parcel has Frontage on more than 1 Road, 1 additional Sign may be allowed, not exceeding 60% of the maximum Height allowed, provided the distance between each Freestanding Pylon Sign or Freestanding Monument Sign is 50.0 m (164.04 ft).
- d) The following Setbacks shall apply for Freestanding Monument and Freestanding Pylon Signs:
 - i) be separated a minimum of 50.0 m (164.04 ft) from any other Freestanding Sign
 - ii) maintain a minimum 15 m (49.21 ft) from a Property Line shared with another site
 - iii) maintain a minimum 1.0 m (3.28 ft) from a Property Line adjacent to a Road.
- e) A Freestanding Monument Sign and Freestanding Pylon Sign shall maintain a minimum Clearance of 3.0 m (9.84 ft) when measured from the ground to the bottom of the Sign Structure, except where it is a Freestanding Monument Sign; and:
 - i) does not interfere with traffic circulation or vehicle parking
 - ii) has electrical power supply supplied underground
 - iii) shall not be constructed within a parking area or such that it results in a reduction of the number of parking spaces.
- f) A Freestanding Monument Sign or Freestanding Pylon Sign may:
 - i) be internally or externally illuminated
 - ii) contain Changeable Copy provided the Changeable Copy, Manual, Electronic Message Feature or Electronic Message, Changeable Copy does not exceed more than 25% of the Sign Area.
- g) A Freestanding Monument Sign or Freestanding Pylon Sign located on a Parcel within the C-1, C-2, C-3, and I-1 Land Use Districts included within the Downtown Revitalization Plan, where approved, shall:
 - i) not exceed a maximum Sign Area of 5.0 m² (53.82ft²)
 - ii) not exceed a maximum Height of 8.5 m (27.89 ft)
 - iii) not have a rotating element
 - iv) not have a changeable copy or an Electronic Message Feature; except:
 - i. where a Gas Bar has been approved, in which case the changeable copy or an Electronic Message Feature shall be limited to fuel price display
 - v) be limited to 1 Sign per Parcel
 - vi) maintain a minimum Clearance of 2.44 m (8.00 ft) when measured from the ground to the bottom of the Sign Structure, except where it is a Freestanding Monument Sign.

- h) A Freestanding Monument or Freestanding Pylon Sign located on a non-residential Parcel adjacent to QEI or Highway 597 shall:
- i) not incorporate a rotating element
 - ii) shall be limited to 1 Freestanding Monument Sign or 1 Freestanding Pylon Sign per Parcel where the Sign Area is over 22.0 m² (236.81 ft²)
 - iii) maintain a maximum Height of 9.0 m (29.53 ft)
 - iv) not exceed a maximum Height of 9.0 m (29.53 ft)
 - v) may have a maximum Sign Area of 12.0 m² (12.179 ft²)
 - vi) not incorporate Changeable Copy, Manual component or Electronic Message Feature or Video Display feature.
- i) Freestanding Monument Signs within the R-3, R-4, R-5, R-MHC and R-MHP Land Use Districts, shall be used to identify the site and shall:
- i) be limited to 1 Sign per Lot, site, or Parcel
 - ii) not contain any illumination
 - iii) have a maximum Height of 3.0 m (9.84 ft)
 - iv) have a maximum Sign Area of 5.0 m² (53.82 ft²)
 - v) not have a rotating element, Changeable Copy, Manual or an Electronic Message Feature
 - vi) be limited to:
 - i. 1 Sign per Parcel on a site of 30 m (98.43 ft) Frontage or less
 - ii. 2 Signs per Parcel on a site of more than 30 m (98.43 ft) Frontage but not greater than 60 m (196.85 ft)
 - iii. a maximum of 3 Signs per Parcel on a site of more than a Frontage greater than 60 m (196.85 ft).

5.8.2 Neighbourhood Identification Sign

- a) The Neighbourhood Identification Sign, pursuant to the Development Agreement entered into at the time of subdivision, shall:
- i) be for neighbourhood identification purposes only and contain no advertising
 - ii) be constructed of Maintenance free material wherever possible
 - iii) not be internally illuminated or contain any Electronic Message Feature or Video Display
 - iv) not encroach upon any utility right of way
 - v) not affect traffic safety.

5.8.3 Post Sign

- a) A Post Sign located on private property shall:
- i) have a maximum Height of 1.2 m (3.94 ft)
 - ii) have a maximum Sign Area of 1.1 m² (11.84 ft²)
 - iii) ~~be separated a minimum of 5 m (16.40 ft) from all other Signs~~

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- ~~iv)~~ iii) not block any sidewalks or interfere with pedestrian or vehicular traffic
- ~~v)~~ iv) be separated a minimum of 5 m (16.40 ft) from other Signs located on-site or off-site.

- b) A Post Sign used as a Real Estate Sign shall have a maximum Height of 1.8 m (5.91 ft) and maximum Sign Area of 1.5 m² (16.15 ft²) within all residential Land Use Districts.
- c) A Post Sign used as a Real Estate Sign shall have a maximum Height of 4.0 m (13.12 ft) and a maximum Sign Area of 6.0 m² (64.58 ft²) within non-residential Land Use Districts.

5.9 Other Sign Regulations

- a) For the purposes of this Part, the following types of Signs may be allowed in any commercial, industrial, Direct Control or Public Land Use Districts:
 - i) A-Frame Sign
 - ii) Bed & Breakfast Sign
 - iii) Custom Printed Insert Sign
 - iv) Directional Sign
 - v) Election Sign
 - vi) Flag Sign
 - vii) Home Based Business Sign
 - viii) Menu Board Sign

5.9.1 A-Frame Sign

- a) An A-Frame Sign shall:
 - i) be limited to 1 Sign per business
 - ii) have a maximum Height of 0.9 m (2.95 ft)
 - iii) have a maximum Sign Area of 0.55 m² (5.92 ft²)
 - iv) not obstruct sidewalks or interfere with pedestrian or vehicular traffic
 - v) be displayed only during the business operating hours
 - vi) be separated a minimum of 5.0 m (16.40 ft) from other Signs located on or off-site
 - vii) be located on private property in front of the Building or premises to which the Sign pertains
 - viii) be of a painted finish, be neat and clean and be maintained at all times
 - ix) be constructed of materials that will collapse, cave in, give way upon impact (such as paper, cardboard, or other light weight material)
 - x) not use fluorescent, 'day-glow', luminous, or reflective lettering or backgrounds.
- b) For businesses with zero front Setbacks, 1 Sign may be placed on Town property adjacent to the front property boundary provided that the Sign is:
 - i) located as close as possible to the front of the Building
 - ii) the Sign is placed wholly within 1.0 m (3.28 ft) of the curb, placed as close as practical to any Street tree, garbage receptacle, or other pieces of Street furniture where

available in front of the business in order to maintain a minimum 2.0 m (6.56 ft) width for pedestrian passage.

- c) An A-Frame Sign used as an Open House Sign shall:
 - i) only include a directional arrow, the phrase 'open house' and the name and/or the logo of the real estate company hosting the open house
 - ii) not be located in a median of a Road, on a sidewalk, or within a traffic circle area
 - iii) have a maximum Height of 0.9 m (2.95 ft)
 - iv) have a maximum Sign Area of 0.55 m² (5.92 ft²)
 - v) be separated a minimum of 5.0 m (16.40 ft) from other Signs located on site or off-site
 - vi) be erected or placed no more than 3 hours prior to an open house and no later than 3 hours after an open house, except on weekends. Signs erected on a weekend may not be placed before 6:00 p.m. Friday or after 6:00 am on a Monday, except when a Friday or Monday is a statutory holiday, the display dates shall adjust to be displayed during the statutory holiday.
- d) An A-Frame Sign may not be located within a Road right-of-way.

5.9.2 Bed & Breakfast Sign

- a) Bed & Breakfast Signs shall:
 - i) require a permit
 - ii) be located entirely on private property
 - iii) be limited to a maximum of 2 Signs per approved Bed & Breakfast subject to the following:
 - i. authorized Sign types include, Post, Projecting and Window
 - ii. no 2 Signs on a single site may be the same type
 - iii. Signs allowed shall confirm to section 5.8.3, 5.6.5, and 5.6.6
 - iv. not be internally lit
 - v. not contain any Changeable Copy, Manual, or Electronic Message Feature.

5.9.3 Custom Printed Insert Sign

- a) Custom Printed Inserts are personalized corrugated plastic inserts which contain advertising or the display of the business logo or name and added to chain link fencing.
- b) Where chain link fencing is approved, Custom Printed Inserts may be considered in industrial Land Use Districts only; except:
 - i) any portion of a fence sharing a common property boundary with and adjacent to, the Queen Elizabeth II Highway and Highway 597

- c) The maximum Sign Copy Area containing advertising, the display of the business logo or name shall be limited to 25% per side of a perimeter chain link fence to a maximum of 2 sides.

5.9.4 Directional Sign

- a) A Directional Sign may contain a logo or name of business and may be illuminated.
- b) A Directional Sign within R-3, R-5, and R-MHP Land Use Districts shall:
 - i) have a maximum Height of 0.9 m (2.46 ft)
 - ii) have a maximum Sign Area of 0.4 m² (4.31 ft²)
 - iii) be limited to 2 Directional Signs per site or Parcel
 - iv) the Development Authority may approve a greater number of Directional Signs where the need for the requested additional Signs has been demonstrated by the applicant.

5.9.5 Flag Sign

- a) Flag Signs shall:
 - i) be limited to 1 Sign per business
 - ii) be limited to a maximum of 3 Signs per Parcel
 - iii) be considered in all commercial and industrial Land Use Districts, except within the C-1 Commercial Central District and I-1 Industrial Light District as identified in the Downtown Revitalization Plan
 - iv) not exceed a maximum Height of 4.0 m (13.12 ft)
 - v) not block sidewalks or interfere with pedestrian or vehicular traffic
 - vi) be located within the property boundaries
 - vii) be separated a minimum of 5.0 m (16.40 ft) from another Flag Banner Sign and any other Signs located on or off-site
 - viii) be located in front of the Building or premises to which the Sign pertains
 - ix) be displayed for a period of up to 30 consecutive days to a maximum of 3 times per calendar year.
- b) The maximum number of Flag Signs placed on a site within a non-residential Land Use District shall be:
 - i) 1 Sign on a Lot with a Frontage of 30 m (98.43 ft) or less
 - ii) a maximum of 3 Signs on a Lot with a Frontage greater than 30 m (98.43 ft).
- c) A Flag Sign used with a Residential Sales Centre shall be decorative in its design, be Freestanding and not attached to any other Sign or Structure.

5.9.6 Home Based Business Sign

- a) A Home Based Business Sign shall:
 - i) not display any Signs unless a valid Development Permit and Business License have been issued by the Town

- ii) not display any Sign other than 1 non-illuminated Window Sign, not exceeding 25% of the area of the window
- iii) not display an A-Frame Sign no larger than 0.3 m² (3.23 ft²) advertising the Home Based Business operating from the Parcel and shall:
 - i. be located entirely within the boundaries of the property.

5.9.7 Menu Board Sign

- a) A Menu Board Sign shall be located on a Parcel within a commercial Land Use District and shall:
 - i) have a maximum Height of 3.0 m (9.84 ft)
 - ii) have a maximum Sign Area of 3.0 m² (32.29 ft²)
 - iii) be limited to a maximum of 2 Menu Board Signs per business on a site
 - iv) incorporate Landscaping where required by the Development Authority
 - v) not create any off-site Nuisance with regards to noise or illumination to the satisfaction of the Development Authority.

5.10 Special Event Sign Regulations

- a) A Special Event Sign used for the purposes of advertising a Special Event or for providing Public Notices shall not require a Development Permit provided:
 - i) a Sign shall not contain advertising copy other than information specific to the Special Event
 - ii) when located in a Road right-of-way shall:
 - i. be limited to an A-Frame Sign or a Post Sign
 - ii. have a maximum Sign Area of 0.55 m² (5.92 ft²)
 - iii. have a maximum Height of 0.9 m (2.95 ft)
 - iv. be located 5.0 m (16.40 ft) from all other Signs within the right of way
 - v. be placed no more than 5 days prior to the event, if it is a singular occurring event
 - vi. be placed no more than 2 days prior to the event if it is a regularly scheduled event (i.e. Farmers Market)
 - vii. be allowed to remain within the right of way throughout the duration of the event
 - viii. be removed within 24 hours following the conclusion of the event.
 - iii) shall not contain any illumination or use any flashing or electronic device
 - iv) not be attached to any light standard, pole or any other Sign or Structure
 - v) be anchored and stabilized at all times.
- b) A Special Event Sign shall maintain the following Setbacks:
 - i) 1.5 m (4.92 ft) from the Front Property Line
 - ii) 10.0 m (32.81 ft) from any intersection whether controlled or uncontrolled
 - iii) 5.0 m (16.40 ft) from a hydrant
 - iv) 10.0 m (32.81 ft) from the Lot Line that abuts another Lot other than a residential Lot
 - v) 3.0 m (9.84 ft) from any access to or from a Lot or site
 - vi) 25 m (82.02 ft) from a Freestanding Sign.

5.11 Temporary Sign Regulations

a) A Temporary Sign may include the following types of Signs:

- i) Banner Sign
- ii) Changeable Copy, Manual Sign
- iii) Construction Sign
- iv) Flag Sign
- v) Future Development Sign
- vi) Inflatable Sign
- vii) Portable Sign
- viii) Show Home Sign
- ix) Open House and Real Estate Signs

5.11.1 Banner Sign

a) A Banner Sign shall:

- i) have a maximum of 1 Sign per Building or individual commercial or industrial unit within a Building or Parcel
- ii) only be located on a Parcel within C-2, C-3, C-4, CMU, I-1, I-2, and Direct Control Land Use Districts
- iii) a Banner Sign shall not be allowed within the I-1 Land Use District identified in the Downtown Revitalization Plan
- iv) have a maximum of 25% of the area of the wall of the premises to which it is attached
- v) be displayed for a period of up to 30 consecutive days to a maximum of 90 days in a calendar year.

5.11.2 Changeable Copy Sign, Manual and Portable Signs

- a) A Changeable Copy, Manual feature is the copy on a Sign that changes manually through the use of attachable letters, numbers or pictorial panels and may be contained within, or form part of a, Freestanding Monument Sign, Freestanding Pylon Sign, a Fascia Sign, or a Portable Sign and does not include Third Party Advertising or any Electronic Message Feature.
- b) A Changeable Copy Sign feature contained within a Freestanding Monument Sign, a Freestanding Pylon Sign or a Fascia Sign shall comply with sections 5.6.2 or 5.8; and
 - i) may contain a maximum of 30% of the Sign Area.
- c) A Changeable Copy, Manual feature on a Portable Sign is intended for temporary on-site advertising relating to the activities of the landowner or its occupants.
- d) A Changeable Copy, Manual feature on a Portable Sign with manual feature as part of the overall Sign, is allowed in all commercial and industrial Land Use Districts with the exception of:
 - i) C-1 and C-3 Land Use Districts; and may:
 - i. have a maximum Height of 2.0 m (6.56 ft)
 - ii. have a maximum Sign Area of 3.0 m² (32.29 ft²)

- iii. have a maximum width of 2.5 m (8.20 ft)
 - iv. be illuminated or non-illuminated
 - v. contain no audio feature.
- e) A Changeable Copy, Manual on a Portable Sign shall maintain the following Setbacks:
 - i) 30.0 m (98.43 ft) from any other Freestanding Sign
 - ii) 50.0 m (164.04 ft) from any other Portable Sign
 - iii) 6.0 m (19.69 ft) from any access
 - iv) 15.0 m (49.21 ft) from any Property Line shared with another Parcel or site of a Residential Parcel
 - v) 5.0 m (16.40 ft) from a hydrant
 - vi) 1.5 m (4.92 ft) from the Front Property Line
 - vii) 10.0 m (32.81 ft) from any intersection whether controlled or uncontrolled
 - viii) 10.0 m (32.81 ft) m from the Lot Line that abuts another Lot other than a residential Lot.
- f) A Changeable Copy, Manual, Portable Sign shall be limited to:
 - i) 1 Changeable Copy Sign per site where the total Frontage is 50.0 m (164.04 ft) or less
 - ii) a maximum of 2 Changeable Copy Signs per site where the total Frontage is greater than 100.0 m (328.08 ft).
- g) The maximum length of a permit for a Portable Sign shall:
 - i) be 60 days with the maximum duration of display per business for each Portable Sign being 60 days, 3 times per year
 - ii) not remain at 1 location for more than 60 consecutive days at 1 time
 - iii) not be applied for more than 30 days in advance of the date of placement
 - iv) upon expiry, the Development Authority shall require a new application for the Portable Sign. There shall be no obligation for the Development Authority to approve a permit on the basis that a previous permit had been issued.
- h) a Portable Sign located within a Road right-of-way or any other public property shall be used only for Public Notice as required by municipal, provincial, or federal legislation and shall:
 - i) comply with the requirements of this Bylaw
 - ii) be placed no more than 7 days prior to an activity or event
 - iii) be allowed to remain in the right of way throughout the duration of the event
 - iv) be removed within 24 hours following the conclusion of the event or activity.
- i) A Portable Sign shall not be allowed on:
 - i) a vacant or undeveloped Parcel
 - ii) a Parcel that contains, and has been approved for, Changeable Copy, Manual or Electronic Message Features.
- j) A Portable Sign or Changeable Copy Sign shall not interfere with site lines, any traffic control device; or impede on traffic or pedestrian movements at any time.

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5.11.3 Construction Sign

- a) A Constuction Sign shall not require a Sign permit, but shall comply with the following regulations.
- b) A Construction Sign may be placed on site no sooner than 14 days prior to commencement of construction.
- c) A Construction Sign shall:
 - i) be limited to 4 Signs per Parcel
 - ii) be removed within 7 days following construction completion.
- d) A Construction Sign for new construction, for a site with Frontage of 30.0 m (98.43 ft) or less, shall:
 - i) have a maximum Height of 3.0 m (9.84 ft)
 - ii) have a maximum area of 2.8 m² (30.14 ft²).
- e) A Construction Sign for new construction, for a site with Frontage greater than 30.0 m (98.43 ft), shall:
 - i) have a maximum Height of 4.0 m (13.12 ft)
 - ii) have a maximum area of 6.0 m² (64.58 ft²).

5.11.4 Future Development Sign

- a) A Future Development Sign is a Temporary Sign and may be placed on a site where a permit has been approved for Development or where a Development Agreement has been signed by the Town.
- b) A Future Development Sign relating to new construction, for a site with a Frontage of 30.0 m (98.43 ft) or less, a maximum of 1 Sign shall be allowed and shall:
 - i) have a maximum Height of 3.0 m (9.84 ft)
 - ii) have a maximum Sign Area of 2.8 m² (30.14 ft²)
 - iii) maintain Setback distances of 6.0 m (19.69 ft) from any Property Line or intersection.
- c) A Future Development Sign related to new construction, for a site with a Frontage greater than 30.0 m (98.43 ft), a maximum of 2 Signs shall be allowed and shall:
 - i) have a maximum Height of 4.0 m (13.12 ft)
 - ii) have a maximum Sign Area of 6.0 m² (64.58 ft²)
 - iii) maintain Setback distances of 6.0 m (19.69 ft) from any Property Line or intersection.
- d) A Future Development Sign shall be located at the entrance to a Lot or site and shall:
 - i) have a maximum Height of 3.0 m (9.84 ft)
 - ii) have a maximum Sign Area of 5.0 m² (53.82 ft²)

- iii) have a maximum width of 3.0 m (9.84 ft)
 - iv) have a maximum Copy Area of 75%
 - v) not include an Electronic Message Feature or changeable display feature
 - vi) be secured or anchored at all times
 - vii) not be located on a vacant or undeveloped Lot or site
 - viii) incorporate Landscaping where required by the Development Authority
 - ix) not interfere with any traffic movements or sight lines.
- e) A Future Development Sign shall not exceed a maximum of:
- i) 2 Signs per Lot or site with a Frontage of 90.0 m (295.28 ft) or less
 - ii) 3 Signs per Lot or site with a Frontage greater than 90.0 m (295.28 ft).
- f) Any permit issued for a Future Development Sign is valid for 2 years from the date of approval.

5.11.5 Garage Sale Signs

- a) A Garage Sale Sign shall not require a Sign permit but shall comply with the following regulations. Garage Sale Signs shall:
- i) not be more than 3 Signs per garage sale event
 - ii) be self-supporting
 - iii) not be placed on municipal poles, mailboxes, or any other freestanding Structure
 - iv) not exceed 0.37 m² (3.98 ft²)
 - v) contain the address of where the sale is taking place and the dates of the sale only
 - vi) be removed no later than 24 hours following the garage sale event.

5.11.6 Inflatable Sign

- a) An Inflatable Sign shall only be located on a Parcel that is within the C-2, C-3, C-4, CMU, DC-3, I-1 and I-2 Land Use Districts.
- b) Despite section 5.11.6 (a), an Inflatable Sign shall not be located on a Parcel adjacent to Queen Elizabeth II and Highway 597; and shall:
- i) maintain a minimum Setback of 100.0 m (328.08 ft) measured from the base of the Inflatable Sign to the boundary of any Parcel within residential Land Use Districts
 - ii) maintain a minimum separation of 5.0 m (16.40 ft) from any other Sign on-site
 - iii) not be located within any required Parcel Setback
 - iv) be securely attached or anchored and must touch the surface to which it is anchored
 - v) not interfere or obstruct access or sight lines to or from a site
 - vi) not exceed the maximum Height allowed within the Land Use District, to a maximum of 14.0 m (45.93 ft)
 - vii) be limited to a maximum of 1 Inflatable Sign per site.
- c) An Inflatable Sign may be placed on a site and shall follow these additional guidelines:

- i) placement shall be for 60 days with the maximum duration of display per business for each Inflatable Sign being 60 days 3 times per year
- ii) must not remain at 1 location for more than 60 consecutive days at 1 time
- iii) no permit may be applied for more than 30 days in advance of the date of placement
- iv) upon expiry, the Development Authority shall require a new application for the Inflatable Sign. There shall be no obligation for the Development Authority to approve a permit on the basis that a previous permit had been issued.

5.11.7 Show Home Sign

- a) A Show Home Sign shall only be placed on a site with an approved Residential Sales Centre. For the purposes of this Part, a Residential Sales Centre, on the Parcel, may be a self contained temporary portable Building or a Dwelling in a residential Land Use District.
- b) There shall be a maximum of:
 - i) 2 Show Home Signs on a Parcel less than 0.25 ha
 - ii) 4 Show Home Signs on a Parcel greater than 0.25 ha.
- c) The maximum combined Sign Area for all Show Home Signs shall be:
 - i) 3.0 m² (32.29 ft²) for a site less than 0.25 ha
 - ii) 12.0 m² (129.17 ft²) for a site greater than 0.25 ha but less than 1.0 ha
 - iii) 24.0 m² (258.33 ft²) for a site greater than 1.0 ha, however the maximum Sign Area for 1 Sign shall not exceed 6.0 m² (64.58 ft²).
- d) The minimum Setback from a Lot Line for a Show Home Sign shall be:
 - i) 3.0 m (9.84 ft) for a site less than 0.25 ha
 - ii) 6.0 m (19.69 ft) for a site greater than 0.25 ha
 - iii) a Show Home Sign required for a Dwelling shall maintain a minimum of 1.0 m (3.28 ft) from any Property Line.
- e) The maximum Height for a Show Home Sign shall be:
 - i) 3.0 m (9.84 ft) for a site less than 0.25 ha
 - ii) 6.0 m (19.69 ft) for a site greater than 0.25 ha.
- f) A Show Home Sign shall be removed upon the earlier of:
 - i) the completion of the subdivision for which it is advertising
 - ii) the removal of a temporary sales Office for which it is advertising
 - iii) the residential occupancy of the show home for which it is advertising
 - iv) or within 2 years from the date of approval of the Development Permit for a Residential Sales Centre.
- g) Flag Signs used for show home purposes shall not be included in the maximum number of Show Home Signs allowed for a site but are subject to the regulations of section 5.9.5.

- h) Show Home Signs on public or Road rights-of-way shall not be allowed.

PART 6.0 LAND USE DISTRICTS

LAND USE DISTRICTS	SYMBOL	PAGE
Residential Single Dwelling Large Lot District	R-1L	119
Residential Single Dwelling Medium Lot District	R-1M	121
Residential Single Dwelling Small Lot District	R-1S	123
Residential Manufactured Home Park District	R-MHP	125
Residential Multi-Dwelling District	R-2	128
Residential Medium Density District	R-3	131
Residential High-Density District	R-4	133
Residential Multi Unit District	R-5	135
Commercial Central District	C-1	137
Commercial Highway District	C-2	139
Commercial Local District	C-3	141
Business Park District	C-4	143
Commercial Mixed-Use District	CMU	145
Industrial Light District	I-1	147
Industrial Heavy District	I-2	149
Public Facility District	PF	151
Parks and Recreation District	PR	153
Environmental Open Space District	EOS	155
Urban Reserve District	UR	157
Agricultural District	AG	158
Alderwood Close Overlay District		160

6.1 Residential Single Dwelling Large District (R-1L)

6.1.1 Purpose

To provide an area to accommodate low Density residential Development on large Lots and uses herein listed which are compatible and are connected to municipal services.

6.1.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"> • Accessory Building • Detached Dwelling • Home Based Business 1 • Home Based Business 2 	<ul style="list-style-type: none"> • Accessory Suite • Accessory Use • Assisted Living Facility • Bed & Breakfast • Boarding or Lodging House • Daycare, Minor • Group Home • Home Based Business 3 • <u>Modular Home</u> • <u>Moved-in Dwelling</u> • <u>Religious Assembly</u> • Residential Kennel • Residential Sales Centre • Signs • Temporary Care Facility

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6.1.3 District Regulations

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

Minimum Front Yard	6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m
Minimum Side Yard	1.5 m (4.9 ft) except: <ul style="list-style-type: none"> • adjacent to a collector Road, where it shall be 4.5 m (14.76 ft) • adjacent to a Road, but not including a Lane, where it shall be 3.0 m (9.84 ft) or as required by Alberta Building Code, whichever is greater

	<ul style="list-style-type: none"> In a laneless subdivision, section 3.23 shall also apply, or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	<ul style="list-style-type: none"> 7.5 m (24.61 ft) with an attached Garage 10.0 m (32.81 ft) without an attached Garage 12.5 m (41.01 ft) where it abuts a major Collector
Minimum Parcel Area	<ul style="list-style-type: none"> Interior Parcels – 550.0 m² (5,920.15 ft²) Corner Parcels – 600.0 m² (6,458.35 ft²)
Minimum Parcel Width	<ul style="list-style-type: none"> Interior Parcels – 15.0 m (49.21 ft) Corner Parcels – 16.5 m (54.13 ft)
Maximum Parcel Coverage	40% (excludes Driveways, Front Parking Pads and Grade level open Decks) (Amended Bylaw 1315.24, 11/26/24)
Maximum Building Height	2 Storeys with a maximum overall Height of 10.0 m (32.81 ft)
Laneless Parcels	<p>Where no Lane exists, 1 Side Yard shall not be less than:</p> <ul style="list-style-type: none"> 1.5 m (4.92 ft) in the case of a Detached Dwelling with an attached Garage 3.0 m (9.84 ft) in the case of a Detached Dwelling without an attached Garage.

6.2 Residential Single Dwelling Medium Lot District (R-1M)

6.2.1 Purpose

To provide an area to accommodate low Density residential Development on medium Lots and other uses herein listed, which are compatible and connected to municipal services.

6.2.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Detached Dwelling• Home Based Business 1• Home Based Business 2	<ul style="list-style-type: none">• Accessory Suite• Accessory Use• Assisted Living Facility• Bed & Breakfast• Boarding or Lodging House• Daycare, Minor• Group Home• Home Based Business 3• Modular Home• Moved-in Dwelling• Religious Assembly• Residential Kennel• Residential Sales Centre• Signs• Temporary Care Facility

Commented [BS19]: Amendment 2.19

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6.2.3 District Regulations

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

Minimum Front Yard	6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.61 ft)
Minimum Side Yard	1.5 m (4.92 ft) except: <ul style="list-style-type: none">• adjacent to a collector Road, where it shall be 4.5 m (14.76 ft)• adjacent to a Road, but not including a Lane, where it shall be 3.0 m (9.84 ft) or as required by Alberta Building Code, whichever is greater

	<ul style="list-style-type: none"> In a laneless subdivision, section 3.23 shall also apply, or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	<ul style="list-style-type: none"> 7.5 m (24.61 ft) with an attached Garage 10.0 m (32.81 ft) without an attached Garage 12.5 m (41.01 ft) where it abuts a major collector Road
Minimum Parcel Area	<ul style="list-style-type: none"> Interior Parcels – 460.0 m² (4,951.40 ft²) Corner Parcels – 510.0 m² (5489.59 ft²)
Minimum Parcel Width	<ul style="list-style-type: none"> Interior Parcels – 12.5 m (41.01 ft) Corner Parcels – 14.0 m (45.93 ft)
Maximum Parcel Coverage	40% (excludes Driveways, Front Parking Pads and Grade level open Decks) (Amended Bylaw 1315.24, 11/26/24)
Maximum Building Height	2 Storeys with a maximum overall Height of 10.0 m (32.81 ft)
Laneless Parcels	<p>Where no Lane exists, 1 Side Yard shall not be less than:</p> <ul style="list-style-type: none"> 1.5 m (4.92 ft) in the case of a Detached Dwelling with an attached Garage 3.0 m (9.84 ft) in the case of a Detached Dwelling without an attached Garage.

6.3 Residential Single Dwelling Small Lot District (R-1S)

6.3.1 Purpose

To provide an area to accommodate low Density residential Development on small Lots and other uses herein listed which are compatible and all of which are connected to municipal services.

6.3.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"> • Accessory Building • Detached Dwelling • Home Based Business 1 • Home Based Business 2 	<ul style="list-style-type: none"> • Accessory Suite • Accessory Use • Assisted Living Facility • Bed & Breakfast • Boarding or Lodging House • Daycare, Minor • Group Home • Home Based Business 3 • Modular Home • Moved-in Dwelling • Religious Assembly • Residential Kennel • Residential Sales Centre • Signs • Temporary Care Facility

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6.3.3 District Regulations

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

Minimum Front Yard	6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.61 ft)
Minimum Side Yard	1.5 m (4.92 ft) except: <ul style="list-style-type: none"> • adjacent to a collector Road, where it shall be 4.5 m (14.76 ft) • adjacent to a Road, but not including a Lane, where it shall be 3.0 m (9.84 ft) or as required by Alberta Building Code, whichever is greater

	<ul style="list-style-type: none"> In a laneless subdivision, section 3.23 shall also apply, or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	<ul style="list-style-type: none"> 7.5 m (24.61 ft) with an attached Garage 10.0 m (32.81 ft) without an attached Garage 12.5 m (41.01 ft) where it abuts a major collector Road
Minimum Parcel Area	<ul style="list-style-type: none"> Interior Parcels – 360.0 m² (3,875.00 ft²) Corner Parcels – 410.0 m² (4413.2 ft²)
Minimum Parcel Width	<ul style="list-style-type: none"> Interior Parcels – 10.5 m (34.45 ft) Corner Parcels – 11.5 m (37.73 ft)
Maximum Parcel Coverage	50% (excludes Driveways, Front Parking Pads and Grade level open Decks) (Amended Bylaw 1315.24, 11/26/24)
Maximum Building Height	2 Storeys with a maximum overall Height of 10.0 m (32.81 ft)
Laneless Parcels	<p>Where no Lane exists, 1 Side Yard shall not be less than:</p> <ul style="list-style-type: none"> 1.5 m (4.92 ft) in the case of a Detached Dwelling with an attached Garage 3.0 m (9.84 ft) in the case of a Detached Dwelling without an attached Garage.

6.4 Residential Manufactured Home Park District (R-MHP)

6.4.1 Purpose

To provide an area for Manufactured Homes and other uses herein listed in a comprehensively designed park wherein sites are rented or owned as part of a registered condominium plan, connected to municipal services.

6.4.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Manufactured Home• Home Based Business 1	<ul style="list-style-type: none">• Accessory Use• Home Based Business 2• Religious Assembly• Residential Kennel• Residential Sales Centre• Signs

Commented [BS23]: Amendment 2.23

6.4.3 District Regulations

- A Development Permit application shall be provided for each Manufactured Home or Manufactured Home addition within a Manufactured Home Park
- Any additions or expansions to a Manufactured Home within a Manufactured Home Park shall have a foundation, Structure, and appearance the same as, or consistent with the Manufactured Home
- For the purposes of this Land Use District, "Lot" means the total area of land reserved for the placement of a Manufactured Home and for the exclusive use of its occupants.

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

Maximum Gross Density	17 Manufactured Homes/ha (7 ac)
Maximum Park Area	2.0 ha
	The following Setbacks shall be maintained: <ul style="list-style-type: none">• 4.5 m (14.76 ft) from park boundary

Minimum Setback Requirements	<ul style="list-style-type: none"> 3.0 m (9.84 ft) from internal access Road or common parking area 6.0 m (19.69 ft) from front Lot Line 1.5 m (4.92 ft) from side Lot Line 3.0 m (9.84 ft) from rear Lot Line 4.88 m (16.01 ft) models All units shall provide 1 Side Yard of a minimum of 4.5 m (14.76 ft) Models larger than 4.88 m (16.01 ft) All Units shall provide a minimum Rear Yard of 3.0 m (9.84 ft) All attached Structures shall maintain a minimum 1.5 m (4.92 ft) from any Lot Line.
Maximum Lot Area	As determined by the Development Authority meeting all requirements of this Land Use District.
Minimum Parcel Width	<ul style="list-style-type: none"> Interior Parcels – 10.5 m (34.45 ft) Corner Parcels – 11.5 m (37.73 ft)
Maximum Parcel Coverage	50% (excludes Driveways and Grade level open Decks)
Maximum Building Height	5.5 m (18.04 ft)
Minimum Manufactured Home Width	3.5 m (11.48 ft)
Minimum Manufactured Home Floor Area	80 m ² (861.11 ft ²)

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Building Design and Character:

Skirting or any attached Structure shall be fabricated to complement the exterior finish of the Manufactured Home and be of durable all-weather construction and designed in a manner that will enhance the appearance of the Manufactured Home. Each Manufactured Home shall be levelled, blocked, and skirted, within 30 days of being placed on a Lot so that the entire undercarriage, hitch, and support Structures are concealed from view.

Amenity / Recreation Area:

For the enjoyment of all residents of the Development, an amenity/recreation space shall be provided and designed in accordance with a recreation site plan and located in a suitable area approved by the Development Authority. This plan may include outdoor, indoor or a combination of both and shall be a minimum of 10% of the total area of a Manufactured Home Park.

Landscaped Area:

Any area not developed or occupied by park Roads, Walkways, Driveways, Buildings or other developed Buildings or facilities shall be landscaped.

Perimeter Landscaping of an area not less than 3.0 m (9.84 ft) in width between any Manufactured Home Lot and park boundary line shall be required. Fencing or screening may be required at the

discretion of the Development Authority within the 3.0 m (9.84 ft) perimeter. All Height, materials and location shall be at the discretion of the Development Authority.

Walkways:

Internal Walkways or paths shall be to the satisfaction of the Development Authority.

Access and Roadways:

Manufactured Home Parks greater than 50 units shall have 2 separate means of access within the Development area. All internal Roads shall meet the minimum standards of the Town.

Storage Areas:

All storage areas, separate from the Manufactured Home Lot, shall be provided for storage of seasonal recreational equipment. Such storage areas shall be adequately screened with all storage areas having an area of not less than 20.0 m² (215.28 ft²) per Manufactured Home Lot.

6.5 Residential Multi-Dwelling District (R-2)

6.5.1 Purpose

To provide an area to accommodate medium Density residential Development typically comprised of 2 to 4 attached Dwellings and uses herein listed which are compatible and connected to municipal services.

6.5.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Duplex• Home Based Business 1• Row Housing	<ul style="list-style-type: none">• Accessory Use• Assisted Living Facility• Bed & Breakfast, in Detached Dwelling only• Daycare, Minor• Detached Dwelling• Group Home• Home Based Business 2• Home Based Business 3• Mixed Use Development only on the following Parcels:<ul style="list-style-type: none">◦ Lots 1 through 8 (inclusive), Block 6, Plan 5629HW; and◦ Lots 25 through 40 (inclusive), Plan RN17A• Multiple Housing Development• Religious Assembly• Residential Sales Centre• Signs• Temporary Care Facility

Commented [BS27]: Amendment 2.27

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, Front Parking Pads and Grade level open Decks) (Amended Bylaw 1315.24, 11/26/24)

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

6.6 Residential Medium Density District (R-3)

6.6.1 Purpose

To provide an area to accommodate medium-high Density residential Development with shared Amenity Spaces and other uses herein listed which are compatible and connected to municipal services.

6.6.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Apartment• Fascia Sign• Home Based Business 1• Multiple Housing Development• Temporary Sign	<ul style="list-style-type: none">• Accessory Use• Assisted Living Facility• Group Home• Home Based Business 2• Religious Assembly• Residential Sales Centre• Signs (except Fascia Sign and Temporary Signs)• Temporary Care Facility

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6.6.3 District Regulations

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

Minimum Front Yard	<u>Temporary Care Facility</u> <ul style="list-style-type: none">• 6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.61 ft) <u>Apartment</u> <ul style="list-style-type: none">• 7.5 m (24.61 ft)
Minimum Side Yard	3.0 m (9.84 ft) except: <ul style="list-style-type: none">• adjacent to a collector Road, where it shall be 4.5 m (14.76 ft)• as required by Alberta Building Code, whichever is greater.
Minimum Rear Yard	7.5 m (24.61 ft) except when adjacent to a collector Road, where it shall be 10.0 m (32.81 ft).
Minimum Parcel Area	3,035.14 m² (0.30 ha)
Maximum Parcel Area	4.32 ac (1.75 ha)

Dwelling Density	45 units / hectare or 18 units per acre
Maximum Parcel Coverage	<u>Temporary Care Facility</u> <ul style="list-style-type: none"> • 55% (excludes Driveways) <u>Apartment</u> <ul style="list-style-type: none"> • 75% (excludes Driveways)
Maximum Building Height	<u>Temporary Care Facility</u> <ul style="list-style-type: none"> • 10.0 m (32.81 ft) <u>Apartment</u> <ul style="list-style-type: none"> • 12.0 m (39.37 ft) • 4 storeys
Minimum Landscaped Area	30% (Apartment, Multiple Housing Development, Assisted Living Facility, and Temporary Care Facility).
Amenity Space	<p>Amenity Spaces may consist of a single area or be divided into multiple areas. The Amenity Space shall include outdoor Open Space that provides an area for unstructured passive or active recreation to the satisfaction of the Development Officer and includes 2 or more of the following:</p> <ul style="list-style-type: none"> • Playground equipment • Benches, picnic tables, or other form of seating • Gazebo or other shelter • Patio • Courtyards • Gardens • Other recreational or amenity uses that would satisfy the needs of the residents for the Development. <p>Each Apartment unit shall provide a private outdoor Amenity Space of not less than 4.5 m² (48.44 ft²) in area.</p>

6.7 Residential High Density District (R-4)

6.7.1 Purpose

To provide an area for high Density residential Development with shared Amenity Spaces and other uses herein listed which are compatible and connected to municipal services.

6.7.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none"> • Accessory Building • Apartment • Fascia Sign • Home Based Business 1 • Multiple Housing Development • Temporary Sign 	<ul style="list-style-type: none"> • Assisted Living Facility • Boarding or Lodging House • Group Home • Home Based Business 2 • Mixed Use Development • Religious Assembly • Residential Sales Centre • Signs (except Fascia Sign and Temporary Signs) • Temporary Care Facility

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6.7.3 District Regulations

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

Minimum Front Yard	6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.61 ft)
Minimum Side Yard	<p><u>Apartments</u></p> <ul style="list-style-type: none"> • 3.0 m (9.84 ft) except where it abuts a Road other than a Lane, it shall be 3.5 m (11.48 ft) or as required in the Alberta Building Code, whichever is greater. <p><u>Row Housing; Multiple Housing Development (End Units)</u></p> <ul style="list-style-type: none"> • 1.5 m (4.92 ft) except where it abuts a Road other than a Lane, it shall be 2.75 m (9.02 ft).
Minimum Rear Yard	7.5 m (24.61 ft) except when adjacent to a collector Road, where it shall be 10.0 m (32.81 ft).
Minimum Parcel Area	5,000.00 m ² (0.50 ha)
Landscaping Area	A minimum of 30% of the site shall be landscaped.
Dwelling Density	80 units / ha

Maximum Parcel Coverage	75%
Maximum Building Height	The lessor of 4 storeys or 17 m (55.77 ft)

Amenity / Recreation Area:

An Amenity Space for the enjoyment of residents of the Development including hard and soft landscaped areas and recreational areas in a suitable location shall be incorporated into the plans.

Building Design and Character:

Row Housing and Multiple Housing Developments may provide for front attached Garages and unique front Facades that are aesthetically appealing.

Parking Areas:

To mitigate the dominance of front parking areas, no part of a Front Yard of a site developed with a Row Housing or Multiple Housing Development shall be utilized for vehicle parking.

6.8 Residential Multi-Unit District (R-5)

6.8.1 Purpose

To provide and area for multi-unit residential Developments at a higher Density and any other uses, herein listed, all of which are connected to municipal services.

6.8.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Apartment• Fascia Sign• Home Based Business 1• Temporary Sign	<ul style="list-style-type: none">• Accessory Building• Accessory Use• Assisted Living Facility• Home Based Business 2• Mixed Use Development• Religious Assembly• Residential Sales Centre• Signs (except Fascia Sign and Temporary Signs)• Temporary Care Facility

Commented [B532]: Amendment 2.32

Commented [B533]: Amendment 2.33

6.8.3 District Regulations

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

- a) To mitigate the dominance of front parking areas, no part of a Front Yard of a site developed with an Apartments, Row Housing or Multiple Housing Development shall be utilized for vehicle parking.

Minimum Front Yard	6.0 m (19.69 ft) except adjacent to a collector Road, where it shall be 7.5 m (24.61 ft)
Minimum Side Yard	3.0 m (9.84 ft) except where it abuts a Road other than a Lane it shall be 3.65 m (11.98 ft), or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	7.5 m (24.61 ft) except when adjacent to a collector Road, where it shall be 10.0 m (32.81 ft).

Minimum Parcel Area	3,035.14 m ² (0.30 ha)
Maximum Parcel Area	0.75 ha
Landscaping Area	Minimum 30%
Dwelling Density	150 units/ha or 60 units/ac
Maximum Parcel Coverage	75%
Maximum Building Height	The lessor of 4 storeys or 17.0 m (55.77 ft)
Amenity Space	<p>An Amenity Space for the enjoyment of residents of the Development including hard and soft landscaped areas and recreational areas in a suitable location shall be incorporated into the plans.</p> <p>Amenity Spaces may consist of a single area or be divided into multiple areas. The Amenity Space shall include outdoor Open Space that provides an area for unstructured passive or active recreation to the satisfaction of the Development Authority and includes 2 or more of the following:</p> <ul style="list-style-type: none"> • Playground equipment • Benches, picnic tables, or other form of seating • Gazebo or other shelter • Patio • Courtyards • Gardens <p>Other recreational or amenity uses that would satisfy the needs of the residents for the Development.</p> <p>Each Apartment unit shall provide a private outdoor Amenity Space of not less than 4.5 m² (48.44 ft²) in area.</p>

6.9 Commercial Central District (C-1)

6.9.1 Purpose

To provide an area for a variety of smaller commercial opportunities, which will create an attractive pedestrian friendly environment while promote organized redevelopment of the area in alignment with the Downtown Revitalization Plan.

6.9.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Business Support Service• Commercial Service Facility• Daycare, Minor• Drinking Establishment• Farmers Market• Fascia Signs• Food Service, Restaurant• Funeral Home without Crematorium• Health Services• Hotel• Mixed Use Development• Motel• Office• Pawnshop• Retail, General• Retail, Liquor (Amended, Bylaw 1275.23, 05/23/23)• Temporary Sign	<ul style="list-style-type: none">• Accessory Use• Automotive Service• Brewpub• Bus Depot• Commercial School• Daycare, Major• Light Equipment Sales, Service and Rental• Moved-in Building• Parking Facility• Patio• Religious Assembly• Retail, Adult• Retail, Cannabis• Signs (except Fascia Sign and Temporary Signs)• Similar Use

Commented [BS34]: Amendment 2.34

6.9.3 District Regulations

- Notwithstanding the provisions of Part 5.0, all Signs in the Land Use District shall be in accordance with the Downtown Revitalization Plan.
- Structural Alterations and additions to existing Buildings shall be developed in accordance with the Downtown Revitalization Plan where possible and this Bylaw to the satisfaction of the Development Authority.
- Home Based Business uses shall be allowed as an interim use within Buildings used for residential purposes until redevelopment takes place; and are subject to meeting the requirements as outlined in this Land Use Bylaw.
- DELETED (Amended, Bylaw 1275.23, 05/23/23)

- e) Screening: In this Land Use District, the Development Authority may require additional screening to reduce any impact a use may have on adjacent properties or from Roads. Screening, in accordance with section 3.15, may include, but not be limited to fencing, Building placement, Landscaping, or any combination thereof.
- f) Shipping Containers: The Development Authority shall prohibit the use of Shipping Containers as Accessory Buildings or Accessory Uses in this Land Use District.

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

Minimum Front Yard	Nil
Minimum Side Yard	Nil, or as required by the Alberta Building Code, whichever is greater.
Minimum Rear Yard	Shall provide for parking and Loading Spaces in accordance with section 3.20
Maximum Parcel Coverage	100%, provided that parking and Loading Spaces are provided as required in section 3.20
Maximum Building Height	17.0 m (55.77 ft)
Dwellings Entrance	Dwellings above the ground floor shall have an entrance separate from the entrance to any commercial component of the Building.
Building Design	<ul style="list-style-type: none"> All mechanical equipment on a roof shall be screened from view of adjoining Roads and residential Land Use Districts First storey windows or doors abutting a sidewalk shall be covered by an Awning or Canopy which is at least 2.0 m (6.56 ft) above the sidewalk, where there are residential units above.
Laneless Parcels	On a laneless Parcel in a commercial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.37 ft)

6.10 Commercial Highway District (C-2)

6.10.1 Purpose

To provide an area for commercial uses and other uses, herein listed, which are compatible with the area, adjacent to a major thoroughfare, which may require large open areas for parking by clientele, for display of merchandise, or both which will create an attractive environment primarily accessible to motor vehicles.

6.10.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Automotive Service• Automobile Sales and Rental• Business Support Service• Car Wash• Commercial Service Facility• Daycare, Minor• Daycare, Major• Drive-Through Business• Fascia Sign• Food Service, Restaurant• Funeral Home without Crematorium• Gas Bar• Health Services• Hotel• Light Equipment Sales, Service and Rental Shop• Motel• Manufactured and Modular Homes Sales and Service• Office• Pawnshop• Retail, General• Retail, Liquor (Amended, Bylaw 1275.23, 05/23/23)• Recreation Facility, Indoor• Recreational Vehicle Sales, Rental and Service• Temporary Sign• Veterinary Clinic	<ul style="list-style-type: none">• Accessory Use• Adult Entertainment• Brewpub• Bus Depot• Building Supply and Lumber Outlet• Commercial School• Community Facility• Drinking Establishment• Funeral Home with Crematorium• Farm Equipment Sales and Service Outlet• Farmers Market• Mixed Use Development• Parking Facility• Religious Assembly• Retail, Adult• Retail, Cannabis• Signs (except Fascia Sign and Temporary Signs)• Similar Use

Commented [BS35]: Amendment 2.35

6.10.3 District Regulations

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

Minimum Front Yard	9.0 m (29.53 ft)
Minimum Side Yard	3.0 m (9.84 ft) or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	6.0 m (19.69 ft)
Minimum Parcel Width	15.0 m (49.21 ft) adjacent to a service or local Road.
Maximum Parcel Coverage	80%
Maximum Building Height	17.0 m (55.77 ft)
Building Design	All mechanical equipment on a roof shall be screened from view of a Highway, arterial Road, and residential Land Use Districts.
Laneless Parcels	On a laneless Parcel in a commercial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.37 ft).

6.11 Commercial Local District (C-3)

6.11.1 Purpose

To facilitate the Development of local convenience trade centres to serve adjacent to residential neighbourhoods or non-commercial areas only.

6.11.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Commercial Service Facility• Daycare, Minor• Fascia Sign• Food Service, Restaurant• Gas Bar• Office• Retail, General• Retail, Liquor (Amended, Bylaw 1275.23, 05/23/23)• Office Temporary Sign	<ul style="list-style-type: none">• Accessory Use• Car Wash• Daycare, Major• Live Work Unit• Religious Assembly• Recreation Facility, Indoor• Public Facility• Signs (except Fascia Sign and Temporary Signs)• Similar Use

Commented [BS37]: Amendment 2.36

Commented [BS36]: Moved to reflect correct alphabetical order. Administrative correction

Commented [BS38]: Amendment 2.37

6.11.3 District Regulations

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

Minimum Front Yard	6.0 m (19.69 ft)
Minimum Side Yard	1.5 m (4.92 ft) except adjacent to a residential Parcel, where it shall be 3.0 m (9.8 ft).
Minimum Rear Yard	3.0 m (9.84 ft)
Minimum Parcel Area	2,000.00 m ² (0.2 ha)
Maximum Parcel Coverage	80%
Maximum Building Height	8.5 m (27.89 ft)
Building Design	

	All mechanical equipment on a roof shall be screened from view of a Highway, arterial Road, and residential Land Use Districts.
Laneless Parcels	On a laneless Parcel in a commercial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.37 ft).

6.12 Business Park District (C-4)

6.12.1 Purpose

To provide a broad range of commercial uses in a Business Park that create a diverse and walkable Business Park, comprehensively designed on a single site that are complementary of each other.

6.12.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Business Support Service• Commercial School• Commercial Service Facility• Daycare, Minor• Fascia Sign• Food Service, Restaurant• Health Services• Office• Retail, General• Temporary Sign• Veterinary Clinic• Veterinary Hospital	<ul style="list-style-type: none">• Accessory Use• Brewpub• Daycare, Major• Drinking Establishment• Patio• Public Utility Building• Religious Assembly• Retail, Adult• Retail, Cannabis• Signs (except Fascia Sign and Temporary Signs)• Similar Use

Commented [BS39]: Amendment 2.38

Commented [BS40]: Amendment 2.39

6.12.3 District Regulations

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

Minimum Front Yard	At the discretion of the Development Authority
Minimum Side Yard	At the discretion of the Development Authority
Minimum Rear Yard	At the discretion of the Development Authority
Minimum Parcel Width	15.0 m (49.21 ft)
Maximum Parcel Coverage	70%
Maximum Building Height	<i>Flat Roof Buildings</i> <ul style="list-style-type: none">• 9.5 m (31.17 ft)

	<u><i>Pitched Roof Buildings</i></u> <ul style="list-style-type: none"> • 12.0 m (39.37 ft)
Building Design	All mechanical equipment on a roof shall be screened from view from any Road and Adjacent Land uses.
Laneless Parcels	On a laneless Parcel in a commercial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.37 ft).
Landscaping	At the discretion of the Development Authority
Outdoor Storage	None allowed

6.13 Commercial Mixed Use District (CMU)

6.13.1 Purpose

To provide a site that is comprehensively designed to encourage a mixture of commercial and residential and other uses herein listed that are complimentary of each other.

6.13.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Business Support Service• Commercial Service Facility• Home Based Business 1• Daycare, Minor• Fascia Sign• Food Service, Restaurant• Health Services• Mixed Use Development• Office• Recreation Facility, Indoor• Retail, General• Temporary Sign	<ul style="list-style-type: none">• Accessory Building• Accessory Use• Car Wash• Apartment• Daycare, Major• Gas Bar• Public Utility Building• Religious Assembly• Retail, Liquor (Amended, Bylaw 1275.23, 05/23/23)• Signs (except Fascia Sign and Temporary Signs)• Similar Use

Commented [BS41]: Amendment 2.40

Commented [BS42]: Amendment 2.41

6.13.3 District Regulations

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

Minimum Front Yard	nil or at the discretion of the Development Authority, taking into consideration the amenities of adjacent properties.
Minimum Side Yard	At the discretion of the Development Authority.
Minimum Rear Yard	At the discretion of the Development Authority.
Floor Area Ratio	At the discretion of the Development Authority.
Maximum Building Height	At the discretion of the Development Authority.

Density	For residential portion of the Development the Density shall not exceed 30 units/ha based on the total Parcel area.
Outdoor Storage	none allowed
Laneless Parcels	On a laneless Parcel in a commercial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.37 ft).
Amenity Space	<p>Amenity Space for Mixed Use Development and Apartments and may consist of a single area or be divided into multiple areas. The Amenity Space shall include outdoor Open Space that provides an area for unstructured passive or active recreation to the satisfaction of the Development Authority and includes 2 or more of the following:</p> <ul style="list-style-type: none"> • Playground equipment • Benches, picnic tables, or other form of seating • Gazebo or other shelter • Patio • Courtyards • Gardens • Other recreational or amenity uses that would satisfy the needs of the residents for the Development. <p>Each Apartment and Dwelling within a Mixed Use Development shall provide a private outdoor Amenity Space or not less than 4.5 m² (48.44 ft²) in area</p>

6.14 Industrial Light District (I-1)

6.14.1 Purpose

To provide an area for light industrial uses and other uses herein listed, compatible with the area which do not cause any objectionable or dangerous conditions beyond the Parcel boundary.

6.14.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Automotive Service• Business Support Service• Car Wash• Contractor Operation, Minor• Commercial School• Fascia Sign• Funeral Home without Crematorium• Gas Bar• Greenhouse, Minor• Light Equipment Sales, Service and Rental Shop• Manufactured and Modular Home Sales and Service• Office, for Accessory Uses listed herein• Recreational Vehicle Sales, Rental and Service• Recycle Depot• Retail, General (as Accessory Use)• Shipping Container• Temporary Sign• Veterinary Clinic• Veterinary Hospital• Warehouse Sales• Warehouse and Storage	<ul style="list-style-type: none">• Accessory Building• Animal Boarding or Breeding Facility• Auction Facility, No Livestock• Autobody Repair and Paint Shop• Automobile Sales and Rental• Brewpub• Building Supply and Lumber Outlet• Bulk Fueling Depot• Cannabis Production and Distribution• Canvas Covered Structure• Communication Facility/Communication Tower• Contractor Operation, Major• Distribution Facility• Farm Equipment Sales and Service Outlet• Funeral Home with Crematorium• Greenhouse, Major• Heavy Equipment Assembly, Sales, and Service• Heavy Vehicle and Equipment Wash Facility• Industrial Business Service• Industrial Training School• Landscaping Sales and Service• Moved-in Building• Municipal Shop and Storage Facility• Open Storage Yard• Outdoor Fabrication Units• Patio• Parking Facility for uses listed herein• Public Utility Building• Recreational Vehicle Storage (Amended, Bylaw 1290.23, 01/09/24)• Residential Security/Operator Unit

- Signs [\(except Fascia Sign and Temporary Signs\)](#)
- Similar Use

Commented [BS43]: Amendment 2.42

6.14.3 District Regulations

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

Minimum Front Yard	Minimum Front Yard 9.0 m (29.53 ft)
Minimum Side Yard	3.0 m (9.84 ft)
Minimum Rear Yard	6.0 m (19.69 ft)
Minimum Parcel Width	15.0 m (49.21 ft)
Maximum Building Height	<p><u>Flat Roof Buildings</u></p> <ul style="list-style-type: none"> • 9.5 m (31.17 ft) <p><u>Pitched Roof Buildings</u></p> <ul style="list-style-type: none"> • 12.0 m (39.37 ft)
Density	For residential portion of the Development the Density shall not exceed 30 units/ha based on the total Parcel area.
Outdoor Storage	Shall be to a maximum of 30% of the site and shall be screened to the satisfaction of the Development Authority.
Laneless Parcels	On a laneless Parcel in an industrial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.41 ft).

Commented [BS44]: Amendment 2.43

6.15 Industrial Heavy District (I-2)

6.15.1 Purpose

To provide an area for service, repair and manufacturing and processing and other heavy industrial uses, herein listed that are compatible with the area and which may cause objectionable conditions beyond the Parcel boundary.

6.15.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">Animal Boarding or Breeding FacilityConcrete Plant, MinorContractor Operation, MajorFarm Equipment, Sales & Service OutletFascia SignFood Processing FacilityFuneral Home with CrematoriumFuneral Home without CrematoriumGreenhouse, MajorHeavy Equipment Assembly, Sales and ServiceIndustrial Business ServiceIndustrial Training FacilityLandscaping Sales and ServicePublic Utility BuildingShipping ContainerTemporary Sign	<ul style="list-style-type: none">Accessory BuildingAuction Facility, with LivestockBulk Fueling DepotCannabis Production and DistributionCanvas Covered StructureCommunication Facility/Communication TowerConcrete Plant, MajorHeavy Manufacturing and ProcessingHeavy Vehicle and Equipment Wash FacilityIndustrial Training SchoolMoved-in BuildingMunicipal Shop and Storage FacilityOpen Storage YardOutdoor Fabrication UnitsRecycling DepotRecreational Vehicle Storage (Amended, Bylaw 1290.23, 01/09/24)Residential Security/Operator UnitSigns (except Fascia Sign and Temporary Signs)Similar UseSolid Waste Transfer StationWrecking and Salvage Yard

Commented [BS45]: Amendment 2.44

6.15.3 District Regulations

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

Minimum Front Yard	9.0 m (29.53 ft)
Minimum Side Yard	3.0 m (9.84 ft)
Minimum Rear Yard	6.0 m (19.69 ft)
Minimum Parcel Width	15.0 m (49.21 ft)
Maximum Building Height	12.0 m (39.37 ft)
Maximum Parcel Coverage	80%, except adjacent to Highways 2 and 2A, Highway 597, or a residential Land Use District, in which case it shall be 70%.
Outdoor Storage	Shall be screened by white vinyl fencing 1.83 m (6.00 ft) in Height, and / or to the satisfaction of the Development Authority.
Laneless Parcels	On a laneless Parcel in an industrial Land Use District, 1 Side Yard shall not be less than 6.0 m (19.69 ft). This does not apply to an Accessory Building where such Building is located to the rear of the Principal Building and maintains a minimum distance of 12.0 m (39.41 ft).

6.16 Public Facility District (PF)

6.16.1 Purpose

To provide an area for the Development of public land for multi-use facilities and other uses herein listed, for the benefit and enjoyment of the public.

6.16.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Buildings• Accessory Uses• Campground• Cemetery• Community Facility• Daycare, Minor as Accessory Use• Farmers Market• Fascia Sign• Information Centre• Municipal Uses• Parks• Parking Facility• Recreation Facility, Indoor• Recreation Facility, Outdoor• Religious Assembly• School• Temporary Sign• Health Services only on the following Parcels (Amended, Bylaw 1290.23, 01/09/24):<ul style="list-style-type: none">o Lot 17, Block 7, Plan 052 1126; ando Lot P, Plan 1890MC	<ul style="list-style-type: none">• Assisted Living Facility• Canvas Covered Structure• Daycare, Major as Accessory Use• DELETED (Amended, Bylaw 1275.23, 05/23/23)• Group Home• Moved-in Building• Municipal Shop and Storage Facility• Office as Accessory Use• Recycle Depot• Senior Citizen Housing• Shipping Container• Signs (except Fascia Sign and Temporary Signs)• Similar Use• Temporary Care Facility• Solid Waste Transfer Site

Commented [BS46]: Amendment 2.45

6.16.3 Development Regulations

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

Minimum Front Yard	9.0 m (29.53 ft)
Minimum Side Yard	

	3.0 m (9.84 ft) or as required by the Alberta Building Code, whichever is greater.
Minimum Rear Yard	6.0 m (19.69 ft) except where a Rear Yard abuts a railway where no Rear Yard Setback is required.
Minimum Parcel Width	15.0 m (49.21 ft)
Maximum Building Height	<u>Flat Roof Buildings</u> <ul style="list-style-type: none"> • 11.5 m (37.73 ft) <u>Pitched Roof Buildings</u> <ul style="list-style-type: none"> • 14.0 m (45.93 ft)
Maximum Parcel Coverage	70%
Outdoor Storage	Shall be screened by white vinyl fencing 1.83 m (6.00 ft) in Height and / or to the satisfaction of the Development Authority.
Minimum Landscaping Requirement	As determined by the Development Authority

6.17 Parks and Recreation District (PR)

6.17.1 Purpose

To provide land for Parks and recreation areas and facilities for the use and enjoyment of the public.

6.17.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Park• Trails	<ul style="list-style-type: none">• Accessory Building• Accessory Use• Community Garden• Farmers Market• Off-leash Dog Park• Parking Facility• Public Utility Building• Recreation Facility, Outdoor• Signs

6.17.3 Development Regulations

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

Minimum Front Yard	9.0 m (29.53 ft)
Minimum Side Yard	3.0 m (9.84 ft) or as required by the Alberta Building Code, whichever is greater.
Minimum Rear Yard	6.0 m (19.69 ft) except where a Rear Yard abuts a railway where no Rear Yard Setback is required.
Minimum Parcel Width	15.0 m (49.21 ft)
Maximum Building Height	<u>Flat Roof Buildings</u> <ul style="list-style-type: none">• 11.5 m (37.73 ft) <u>Pitched Roof Buildings</u> <ul style="list-style-type: none">• 14.0 m (45.93 ft)

Maximum Parcel Coverage	70%
Minimum Landscaping Requirement	As determined by the Development Authority

6.18 Environmental Open Space District (EOS)

6.18.1 Purpose

To provide an area for either the preservation of public land in its natural state, or for its Development for benefit and enjoyment of the public.

6.18.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Campground• Community Facility• Farmers Market• Information Centre• Park• Public Utility Building• Recreation Facility, Outdoor	<ul style="list-style-type: none">• Accessory Use• Patio• Signs• Tree Clearing

6.18.3 Development Regulations

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

Minimum Front Yard	9.0 m (29.53 ft)
Minimum Side Yard	3.0 m (9.84 ft) or as required by the Alberta Building Code, whichever is greater.
Minimum Rear Yard	6.0 m (19.69 ft) except where a Rear Yard abuts a railway where no Rear Yard Setback is required.
Minimum Parcel Width	15.0 m (49.21 ft)
Maximum Building Height	<u>Flat Roof Buildings</u> <ul style="list-style-type: none">• 9.5 m (31.17 ft) <u>Pitched Roof Buildings</u> <ul style="list-style-type: none">• 12.0 m (39.37 ft)
Maximum Parcel Coverage	70%

Outdoor Storage	Shall be screened by white vinyl fencing 1.83 m (6.00 ft) in Height and/ or to the satisfaction of the Development Authority.
Minimum Landscaping Requirement	As determined by the Development Authority

6.19 Urban Reserve District (UR)

6.19.1 Purpose

To allow existing uses to continue until such time as the land is required for urban Development.

6.19.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
	<ul style="list-style-type: none">• Accessory Buildings to support existing Uses• Accessory Uses to support existing Uses• Existing Uses• Signs• Tree Clearing

6.19.3 Development Regulations

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

Minimum Parcel Area	All the land contained in the existing Certificate of Title, unless otherwise approved by the Municipal Planning Commission, having regard to future use of the Parcel and the form of future subdivision and Development.
Outdoor Storage	Shall be screened with solid fencing, 1.83 m (6.00 ft) in Height to the satisfaction of the Development Authority.

6.20 Agricultural District (AG)

6.20.1 Purpose

To allow existing uses to continue and to support a variety of agricultural operations and reserve land for future subdivision and Development. Uses should not negatively impact or impede future urban subdivision and/or Development.

6.20.2 Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">• Accessory Building• Agricultural Building• Agriculture• Home Based Business 1• Home Based Business 2	<ul style="list-style-type: none">• Accessory Use• Accessory Suite• Animal Boarding or Breeding Facility• Auction Facility, Livestock• Bed & Breakfast• Campground• Canvas Covered Structure• Detached Dwelling• Farmer's Market• Food Processing & Manufacturing Facility• Greenhouse, Minor• Greenhouse, Major• Home Based Business 3• Industrial Business Service• Landscaping Sales• Manufactured Home• Moved-in Building• Moved-in Dwelling• Public Utility• Public Utility Building• Residential Kennel• Shipping Container• Signs• Tree Clearing

6.20.3 Development Regulations

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

Minimum Parcel Area	All the land contained in the existing Certificate of Title area, unless otherwise approved by the Subdivision Authority.
Setbacks	<ul style="list-style-type: none">• Setbacks from rights-of-way shall be in accordance with this Bylaw• Setback from any Property Line adjoining a Lot located in any other Land Use District in this Bylaw shall be a minimum of 22.86 m (75.00 ft)• Setback from the property boundary in the Agricultural District shall be 7.62 m (25.00 ft)• Where a Lot adjoins a lake or river, no Building shall be placed in the area outside the Lot Property Lines as shown on the registered plan of subdivision or the original land survey, or on lands claimed by the Crown.

Objects Prohibited or Restricted in Yards

- a) No person shall keep in their yards:
- any unlicensed, dismantled, wrecked, or dilapidated vehicle, unless it is suitably housed or screened from view to the satisfaction of the Development Officer
 - any object or chattel which, in the opinion of the Development Officer, is unsightly or tends to adversely affect the amenities of the area
 - more than 2 Recreational Vehicles on a regular basis, unless otherwise approved by the Development Authority
 - a Recreational Vehicle that is used as permanent residence. However, a Recreational Vehicle may be used for living and sleeping accommodation by visitors on a temporary, short-term basis, no longer than 2 weeks, or as temporary accommodation by the landowner(s) or their building contractor for a period not exceeding 1 year following the issue of a Development Permit for the construction of a Dwelling on the property and where arrangements, satisfactory to the Development Officer, have been made for the disposal of wastewater effluent.

6.21 Alderwood Close Overlay District

6.21.1 Purpose

The purpose of this overlay District is to allow for a Rear Yard setback relaxation on Alderwood Close within the R-1M District.

6.21.2 Application

- a) The regulations in this overlay District apply to the lands legally and municipally described in Table 1:

Table 1: Alderwood Close Overlay District Application			
Lot	Block	Plan	Civic Address
1	7	082 4628	1 Alderwood Close
2	7	082 4628	5 Alderwood Close
3	7	082 4628	9 Alderwood Close
4	7	082 4628	13 Alderwood Close
5	7	082 4628	17 Alderwood Close
6	7	082 4628	21 Alderwood Close
7	7	082 4628	25 Alderwood Close
8	7	082 4628	29 Alderwood Close
9	7	082 4628	33 Alderwood Close
10	7	082 4628	37 Alderwood Close
11	7	082 4628	41 Alderwood Close

Legend

- Affected Properties
- Rear Yard Setback 7.5m

6.21.3 Alderwood Close Overlay Development Regulations

In addition to the Regulations contained in Part 3.0 | General Regulations, Part 4.0 | Specific Use Regulations, Part 5.0 | Signs, and the R-1M District, the minimum Rear Yard Setbacks in the underlying R-1M District are modified as follows:

Minimum Rear Yard	7.5 m (24.61 ft) where it abuts a major collector Road as designated in the Municipal Development Plan
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PART 7.0 DIRECT CONTROL DISTRICTS

7.1 Purpose

This Land Use District will be for specific uses and regulations as decided by Council to accommodate specific designs for specific Parcels of lands as approved by Council where control by other Land Use Districts would be inadequate. In the creation of a Direct Control District, regard to the surrounding Development, existing or future, and to the interest of the applicant and public are to be considered.

7.2 Application

- a) The following criteria shall apply, if in the opinion of Council that:
 - i) the proposed Development, having regard for the policies and objectives of the Municipal Development Plan and other applicable statutory the proposed Development, is considered appropriate for the site
 - ii) using any other Land Use District of the Bylaw would result in a conflict with the character and scale of existing or future surrounding Development when the full Development potential of such a Land Use District would be utilized
 - iii) the complexity, scale and character would require comprehensive planning and implementation; is unique or not contemplated or regulated reasonably by any other Land Use District.
- b) In addition to the requirements of section 2.4, the applicant shall provide supporting rationale explaining why a Direct Control District is appropriate for the site having regard for the conditions of application set out in section 7.2 (a) above and any additional information that may be required by Council.

7.3 Uses

- a) Where a Direct Control District is applied, all uses in the Direct Control District shall be specified by Council.

7.4 Regulations

- a) Regulations of this Bylaw, as amended, shall apply to all Development within Direct Control sites, unless such regulations are specifically excluded or revised by the Direct Control District.

7.5 Interpretation

- a) Direct Control Districts shall be included in DC Schedule "A" of this Bylaw.

SCHEDULE "A"

Schedule	Direct Control District	Affected Lands	Referencing Bylaw
Part 8 A1	DC-1	Blocks 1 - 24 (Inclusive), Plan 092 3733 (Formerly Lot 97, Block 14, Plan 072 4357)	Bylaw 1072/08
Part 8 A2	DC-2	Lot 1A, Block 1, Plan 162 2461	Bylaw 1070/08
Part 8 A3	DC-3	Lot 2, Block 1, Plan 122 4194	Bylaw 1177/14
Part 8 A4		Parking Pads	
Part 8 A5	DC-4	Lots 38-57, Block 14, Plan 162 0173	Bylaw 1302.24
Part 8 A6	DC-5	Lot 3, Block 1, Plan 102 2233	Bylaw 1325.25

Direct Control District #3 (DC-3)

- All Signs to be applied for under separate Development applications and Council hereby authorizes the Development Officer as the approving authority for the Signs.
- All construction to be in accordance with all provincial regulations including the *Safety Codes of Alberta*.
- In accordance with sections 2.7 and 3.15 of this Bylaw that a Letter of Credit be submitted to cover 100% of the cost of Landscaping and paving until such time as the work is completed.
- That the storm water, sewer, water, and grading plan be followed as per approvals given by the Director of Infrastructure and Property Services.

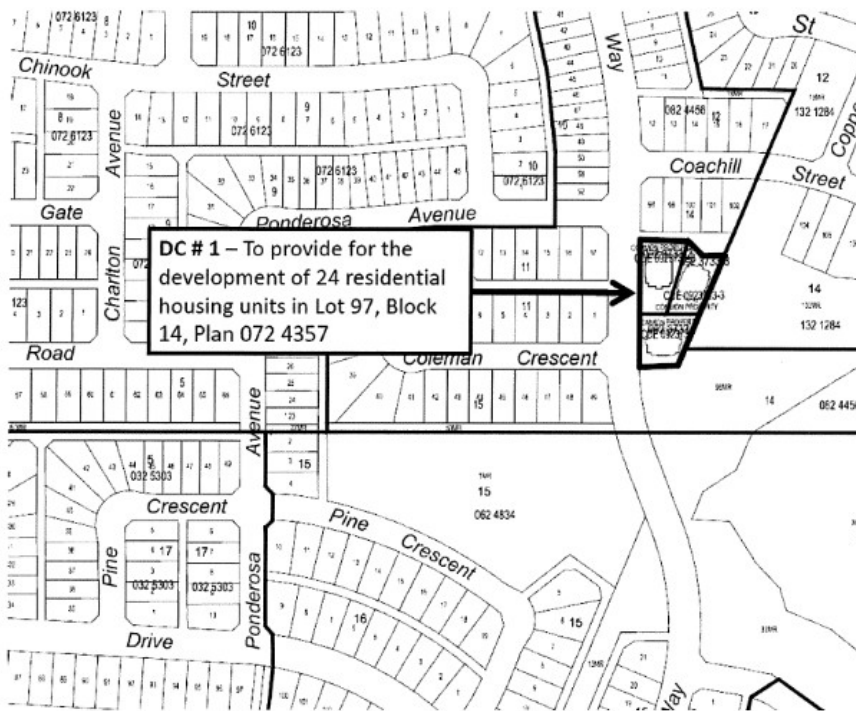
PART 8.0 SCHEDULES

Schedule A1 – Direct Control District #1 (DC-1)

Commented [BS47]: Amendment 2.46

Commented [BS48]: Amendment 2.47

DIRECT CONTROL DISTRICT #1 (DC-1) MAP



Schedule A2 – Direct Control District #2 (DC-2)

Purpose

To provide for the Development of a 35-unit Apartment Building on a Lot known as *Lot 1A, Block 1, Plan 162 2461* located east of the Parkwood Road and west of the Highway 2A Storm Pond.

Permitted Uses

- Accessory Uses
- Apartment
- [Home Base Business 1](#)
- Public Utility Buildings
- Any use that, in the opinion of Council, is similar or complementary to the Use listed above.

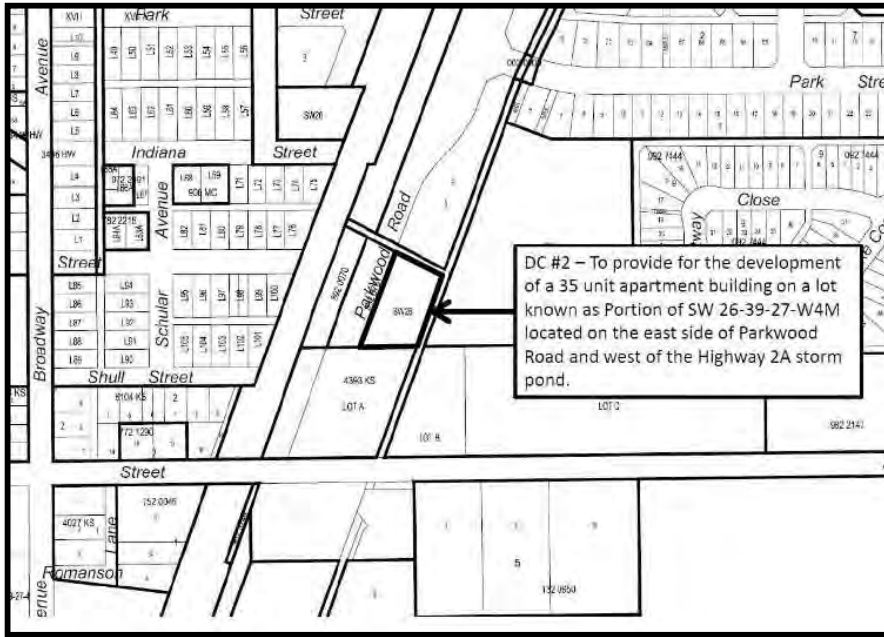
Commented [BS49]: Amendment 2.48

Development Criteria

- a) The land and Buildings in this Land Use District shall be developed to the satisfaction of Council and shall be developed in a manner that is sensitive to the surrounding neighbourhood taking into account the potential impacts on the neighbourhood, including visual impact, sight lines, sunlight, parking, and privacy.

Development Standards

- a) Yard fronting Parkwood Road shall be a minimum of 3.0 m (9.84 ft) landscaped area with parking after.
- b) All yards shall be landscaped except for Walkways, Driveways, and parking areas.
- c) Density shall be 35 units for the project. Parking shall be 1.5 stalls per unit or 53 stalls and additionally a minimum of 7 stalls for visitor parking be provided and that the Building shall not exceed 4 storeys in Height.



Schedule A3 – Direct Control District #3 (DC-3)

Purpose

To provide for the Development of a commercial Building on a Lot known as Lot 2, Block 1, Plan 122-4194 Lot 6, Block 1, Plan 202 0374 located south of Womacks Road and west of Leung Road – South of the Abbey Centre north of the Iron Ridge Junior Campus.

Commented [BS50]: Amendment 2.49

Permitted Uses

- Accessory Uses
- Offices
- Personal Service Uses
- Public and Quasi Public Uses
- Retail, General
- Food Service, Restaurant
- Signs
- Any use that, in the opinion of the Development Officer (as authorized by Council) is similar or complementary to the use listed above.

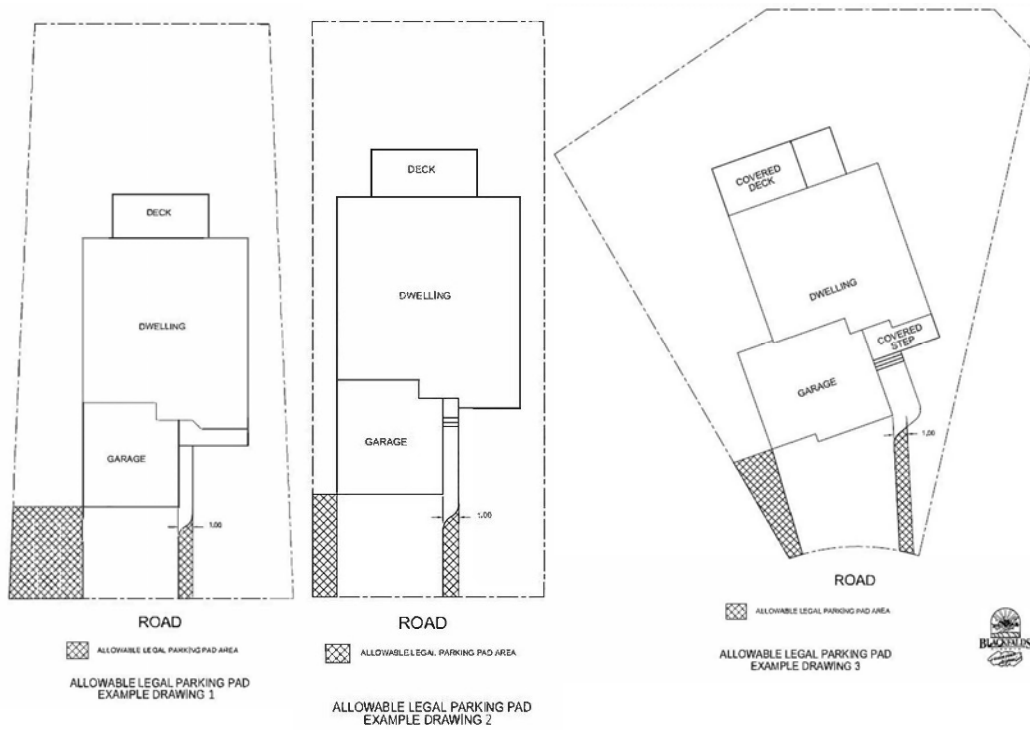
Development Criteria

- a) The land and Buildings within this Land Use District shall be developed in accordance with the plans attached forming part of this Direct Control District.

Development Standards

- a) All Landscaping to be as per the plans submitted.
- b) No access is to be allowed off Leung Road.
- c) Future Development area for Phase 2 is to be landscaped until such time as it is constructed.

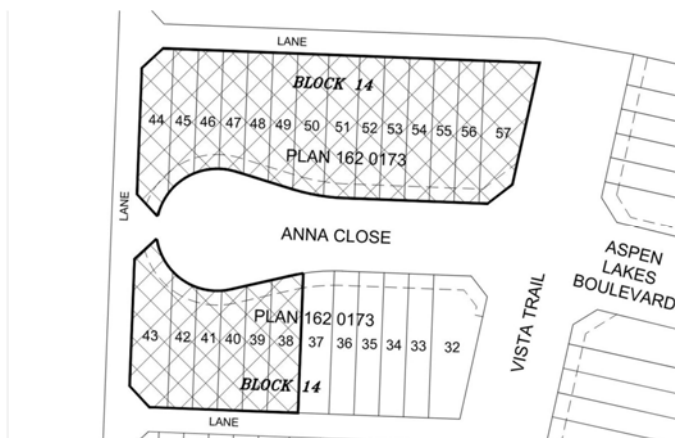
Schedule A4 – Parking Pads



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.
- 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.

Schedule A6 – Direct Control District #5 (DC-5) (Amended, Bylaw 1325.25, 05/13/25)

Purpose

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

Permitted and Discretionary Uses

PERMITTED USES	DISCRETIONARY USES
<ul style="list-style-type: none">ApartmentRow HousingAccessory UseHome Based Business 1	<ul style="list-style-type: none">Signs

District Regulations

The Development Officer will be the Development Authority for all uses. Any variances will require Council Approval.

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

Minimum Front Yard	7.5 m (24.61 ft)
Minimum Side Yard	Apartment: 4.0 m (9.84 ft) or as required in the Alberta Building Code, whichever is greater. Row Housing: 1.5 m (4.92 ft) or as required in the Alberta Building Code, whichever is greater.
Minimum Rear Yard	7.5 m (24.61 ft)
Parking	Apartment: 1.0 per one bedroom unit; 1.5 per two bedroom unit; 2.0 per three bedroom unit, plus 1.0 additional space for every 5.0 unit which must be clearly identified as guest parking. Stalls sized 2.7 m x 5.5 m. Row Housing: 1.5 per unit plus 1.0 additional space for every 5.0 unit, which must be clearly identified as guest parking. Stalls sized 2.7 m x 5.5 m.

Landscaping Area	Minimum 30%
Dwelling Density	150 units/ha or 60 units/ac
Maximum Building Height	Apartment: 17.0 Meters (55.77 Feet) Row Housing: 10.5 Meters (34.50 Feet)
Amenity Space	<p>An Amenity Space for the enjoyment of residents of the Development including hard and soft landscaped areas and recreational areas in a suitable location shall be incorporated into the plans.</p> <p>Amenity Spaces may consist of a single area or be divided into multiple areas. The Amenity Space shall include outdoor Open Space that provides an area for unstructured passive or active recreation to the satisfaction of the Development Authority and includes 2 or more of the following:</p> <ul style="list-style-type: none"> • Playground equipment • Benches, picnic tables, or other form of seating • Gazebo or other shelter • Patio • Courtyards • Gardens <p>Other recreational or amenity uses that would satisfy the needs of the residents for the Development.</p> <p>Each Apartment unit shall provide a private outdoor Amenity Space of not less than 4.5 m² (48.44 ft²) in area.</p>



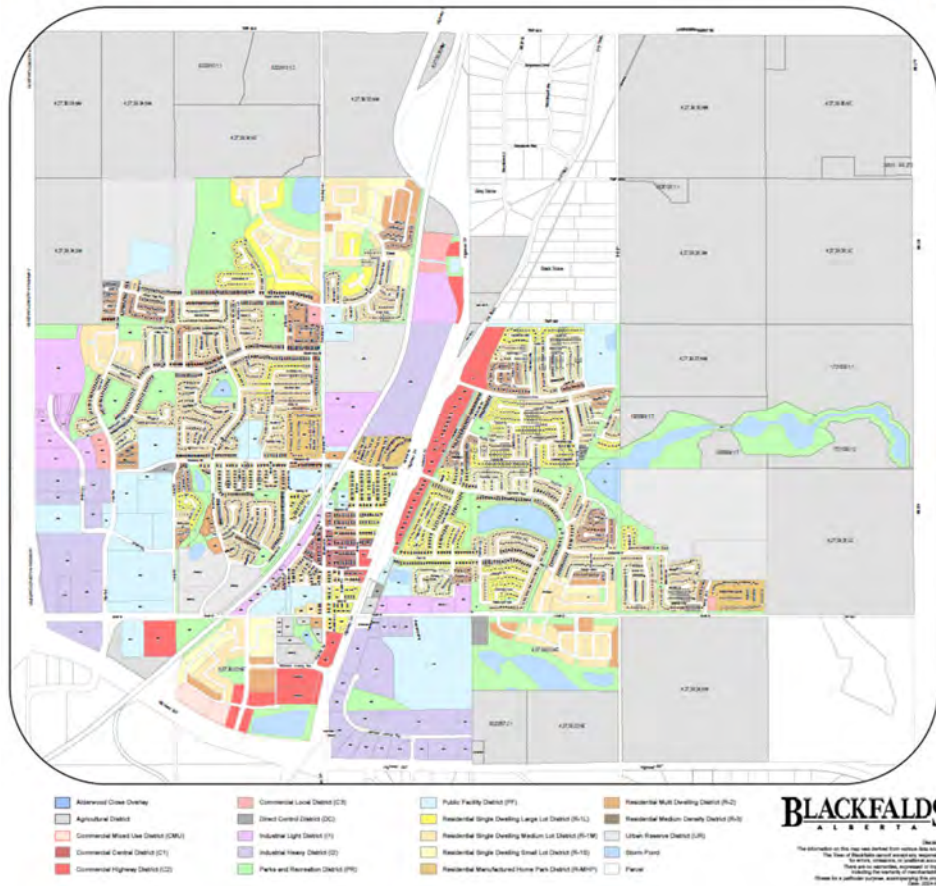
PART 9.0 LAND USE DISTRICT MAP

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Town of Blackfalds: Land Use Districts



(Amended, Bylaws 1325.25/1328.25, 05/13/25)

(Amended, Bylaw 1303.24, 04/09/24)

(Amended, Bylaw 1302.24, 03/26/24)

(Amended, Bylaw 1275.23, 05/23/23)

MEETING DATE: August 26, 2025

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Arena Ice Plant**

BACKGROUND

CIMCO Refrigeration provided an audit of the arena ice plant in 2024. In that audit, it was determined that most of the major equipment in the 100-ton system (Arena 1) is nearing the end of its lifecycle. This ice plant was installed in 2009 and was integrated with the new 50-ton ice plant in 2021 when the EBC was expanded. The new 50-ton ice plant operates the Arena 2 ice surface and is in good working condition. Initially, the 100-ton ice plant was to be replaced when the new arena was built, but the ice plant upgrade was deleted through value-engineering at that time. Currently, the ice plant in Arena 1 operates over 20 hours in a day and struggles to maintain ideal ice temperatures in the peak user times throughout the day.

DISCUSSION

Through consultation with CIMCO Refrigeration and their engineers, Administration is requesting Council's consideration for upgrading the ice plant in Arena 1. The solution provided by CIMCO will address safety, operational and long-term maintenance concerns. The proposed solution by CIMCO is to replace the existing 100-ton ice plant with a modern and more efficient 150-ton ice plant, install a new 50-ton condenser to support the 50-ton ice plant in Arena 2 and upgrade key components like code concerns, piping, safety systems and controls. The ice plant is currently in need of \$646,000 in repairs and equipment replacement as outlined in the audit. These costs would be negated by moving forward with this solution, saving \$170,000 in the long-run.

Overall, the proposed changes would remedy the issues that affect ice quality and reliability. The new plant would add redundancy should one system become inoperable and provide staff with a more modern system to work with. Upgrading the plant to a 150-ton package would allow the seasonal use to be extended in the future, if needed. The estimated total cost to replace the old 100-ton ice plant with a new 150-ton ice plant is approximately \$1.5 Million.

This item is being brought forward now as the lead time is six months and install is roughly 1 to 2 months. To have the plant ready for the 2026/2027 season the purchase would be required prior to the 2026 budget deliberations.

FINANCIAL IMPLICATIONS

Cost for full replacement of the ice plant is \$1.5 Million. This would be paid out of the General Capital Reserve which would leave a projected balance of \$2.3 Million in this reserve at the end of 2025, including the annual transfer into the reserve from ATCO and Fortis Franchise fees. Note that Administration is currently in the process of bringing forward a reserve policy that will reduce the number of reserve accounts. As a result the General Capital Reserve will see an increase as funds that are sitting in non-prescriptive accounts will be transferred to the reserve. If Administration would apply for eligible grant funding that will help lower costs.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:


1. That Council approve the replacement of the existing 100-ton ice plant in Arena 1 with a new 150-ton ice plant at an estimated cost of \$1.5 Million to be funded through the General Capital Reserve.
2. That Administration be directed to proceed with procurement and installation planning, and to apply for all eligible grant funding to offset project costs.

ALTERNATIVES

- a) That Council refer the Arena Ice Plant report back to Administration for more information.

ATTACHMENTS

- *CIMCO Refrigeration Arena Audit and Lifecycle Report*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

TOROMONT

CIMCO

Blackfalds Eagle Builders Centre

Arena Audit and Lifecycle Report

March 2024

A comprehensive Lifecycle Plan, devised to help your facility maintain the highest levels of safety and reliability



Ryan Moore RSE., Account Manager
rmoores@toromont.com
587-433-9702

and

Garth Howey, P. Eng, CIMCO Refrigeration



Table of Contents

1	Introduction.....	2
2	Refrigeration Plant Information	3
3	Summary of Recommendations.....	4
4	Equipment Life Cycle Analysis.....	5
4.1	Compressor 1 (Old Package)	6
4.2	Compressor 2 (Old Package)	7
4.3	Compressor 1 (New Package).....	8
4.4	Shell and Tube Chiller (2008)	9
4.5	Chiller Surge Drum (2008).....	10
4.6	Oil Pot (Old Package).....	11
4.7	Plate and Frame Chiller (2021).....	12
4.8	Chiller Surge Drum (2021).....	13
4.9	Oil Separator C1 (2008)	14
4.10	Oil Separator C2 (2008)	15
4.11	Oil Separator C1 (2021)	16
4.12	Underfloor Brine Heater (2008)	17
4.13	Underfloor Brine Heater (2021)	18
4.14	Snowmelt Heat Exchanger	19
4.15	Adiabatic Condenser	20
4.16	Secondary Refrigerant Pumps.....	21
4.17	Motor Control Panel.....	22
4.18	Refrigeration Piping System	23
5	ASHRAE Equipment Lifecycle Recommendations.....	24
6	CSA B52 Code Review	25
7	Appendix A – Sample Ventilation Control Circuit	35
8	Appendix B - Refrigerant Inventory	36
9	Appendix C – Sample Instructions.....	37
10	Appendix D – Field Equipment Reports	38

1 Introduction

The purpose of this **Arena Audit and Lifecycle Report** is to educate and inform key stakeholders on the existing condition of the refrigeration plant components, as well as the risks associated with failure. This will assist with addressing considerations for future capital replacement and short term service or maintenance items.

Once this report has been reviewed by The Town of Blackfalds, CIMCO will provide consultation on any recommendations that have been outlined in this report. Any questions or concerns can be addressed along with considerations for Capital Planning on future retrofits and replacements.

Disclaimer

Recommendations in this report are to the best of CIMCO's understanding of the CSA B52 Code and the Operating Engineers Act. CIMCO Refrigeration assumes no liability for errors or omissions in this report. Please be advised that the local safety standards officer is the ultimate authority on interpretations of these requirements and they may reference additional requirements, which were not identified in this report.

The Town of Blackfalds should be aware that there are other authorities such as municipal governments, food inspectors, fire marshals, etc. that may have additional requirements which are not part of the scope of this report.

All conditions noted are based on visual review of equipment exterior only. Non-destructive examination, eddy current testing, or other testing was not performed. This report does not provide any warranty or guarantee whatsoever of remaining equipment lifespan at this site.

2 Refrigeration Plant Information

Blackfalds Eagle Builders Center includes a two ice-skating surface recreation facility located in Blackfalds, Alberta. An ammonia (R717) mechanical refrigeration system, located at the west side of the building, provides chilled calcium chloride brine solution for refrigeration to the ice surfaces.

- **Primary Usage:** Recreation – Hockey
- **Location:** Blackfalds, AB
- **Refrigerant Group:** B2
- **Refrigerant Designation:** R717
- **Occupancy Classification:** Public Assembly
- **Leakage Probability:** Low
- **Refrigeration System Classification:** Indirect Vented
- **Estimated Refrigerant Quantity:** 685 lb [311 kg]
- **Prime Mover Nameplate Rating:** 250 HP [187 kW]
- **System Refrigeration Effect:** 149 TR [525 kW]
- **Lubricant Type:** Refrigeration Mineral Oil
- **Lubricant Quantity:** 19.1 US Gallons [72 Litres]
- **Design Pressure High Side:** 250 psig [1724 kPa] (test pressure 275 psig / 1896 kPa)
- **Design Pressure Low Side:** 250 psig [1724 kPa] (test pressure 275 psig / 1896 kPa)
- **Piping System Registered:** Unknown
- **B52 Annex B Emergency Discharge System:** In Place



3 Summary of Recommendations

The table below outlines the priority and expected replacement timelines for each piece of equipment in the system. For details on each particular component, please refer to Section 4 of this report.

Priority	Equipment	Replacement Timeline			
		Immediately	Less than 2 Years	Less than 5 years	Greater than 5 Years
1	Install High-Level Liquid Level Controls	X			
2	Replace Improvised Liquid "Receiver"	X			
3	Update Pressure Relief Piping and Valves	X			
4	Install Oil Pot on 2021 Chiller	X			
5	Install Missing Labels, Drawings, and Post Records	X			
6	Confirm Leak Detection Set points and Alarm Monitoring	X			
7	Ventilation System – Install Minimum Ventilation, Confirm Emergency Ventilation CFM	X			
8	Upgrade Exhaust Fan Controls to meet B52 Requirements	X			
9	Install Secondary Fluid Relief Valves/ Admin Controls	X			
10	Install Compressor Belt Guards, Remove Needle Valves	X			
11	Non-destructive Testing of Piping and Vessels		X		
12	Replace Old Package Pumps and Install Crossover Piping			X	
13	Replace Oil Separators (Old Package)			X	
14	Replace Motor Control Panel (Old Package)			X	
15	Replace 100 TON Chiller (Old Package)				X
16	Replace Underfloor Brine Heater (Old Package)				X

4 Equipment Life Cycle Analysis

Each refrigeration system component has been given a rating for the overall current condition as well as the potential safety risks and business risks associated with a failure.

Condition Rating System

Risk Rating	Description
Good	Equipment is operating as expected; annual maintenance is required to maximize service life
Average	Equipment is showing signs of deterioration that is typical for its age; continued annual maintenance is required to maximize service life and ensure safe operation
Poor	Equipment is not performing to expected standards or it is showing indications of approaching failure; elements are approaching the end of their service life
Urgent	Equipment shows signs of imminent failure or has already failed; replacement is required

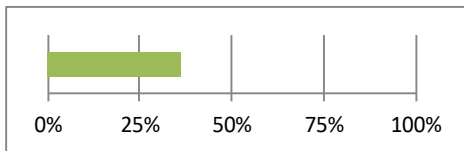
Risk Rating System

Risk Rating	Description
Low	Low impact risks may noticeably affect operating conditions
Medium	Medium impact risks may result in the costly loss of asset; risk that violate, harm, or impede operations; or risks that cause injury
High	High impact risks may result in the High costly loss of asset; risks that significantly violate, harm, or impede operations; or risks that cause serious injury
Critical	Critical impact risks may result in human death or serious injury in the loss of asset

4.1 Compressor 1 (Old Package)

Manufacturer: MYCOM
Model: N4WB
Serial Number: 431864
Year Installed: 2008
Equipment Age: 16 Years
Expected Lifecycle: 25 Years +

Remaining Life:



Condition Rating (Visual Inspection)

Fair	No major external leaks or issues apparent from visual inspection. Machinery guarding not adequate. Noticeable vibration. Insulation jacket weathering on suction lines. Compressor reliefs do not meet CSA B52 Annex E for swept volume at minimum regulated flow.
------	--

Safety Risk Rating

High	Potential for Serious Injury or Death: If a failure occurs, high-pressure ammonia vapor can be released into the machine room, creating an unsafe hazardous environment for workers.
------	--

Business Risk Rating

Medium	Lost Revenue/Poor Ice Quality: The south surface is served by two compressors, so in the event of a compressor failure the remaining compressor could provide some cooling. However, the frequency of ice resurfacing may have to be reduced and ice quality may be compromised. The 2008 package could possibly provide cooling to the north surface if the 2008 package north brine pump was serviceable. Emergency replacement of the compressor or associated package components would be strongly dependent on supply chain availability, during which time operation may be affected.
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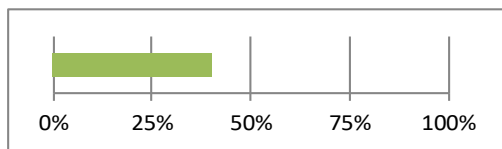
Recommendations

Replacement	Not recommended at this time.
Improvement	<ul style="list-style-type: none"> • Replace 2008 belt guards with full protection type units. • Remove needle valve between compressor and high pressure cut-out switches. • Install automatic capacity regulation on high pressure or increase relief valve size. • Consider crossing over brine mains between packages for back-up.
Service	<ul style="list-style-type: none"> • Follow manufacturer direction for regular service. Oil analysis can help spot issues before they become critical. • Overall compressors at manufacturer recommended intervals • Change lubricating oil at manufacturer recommend intervals. • Grease drive motor bearings on routine intervals.

4.2 Compressor 2 (Old Package)

Manufacturer: MYCOM
Model: N4WB
Serial Number: 437175
Year Installed: 2009
Equipment Age: 15 Years
Expected Lifecycle: 25 Years +

Remaining Life:



Condition Rating (Visual Inspection)

Fair	No major external leaks or issues apparent from visual inspection. Machinery guarding not adequate. Noticeable vibration. Insulation jacket weathering on suction lines. Compressor reliefs do not meet CSA B52 Annex E for swept volume at minimum regulated flow.
-------------	--

Safety Risk Rating

High	Potential for Serious Injury or Death: If a failure occurs, high-pressure ammonia vapor can be released into the machine room, creating an unsafe hazardous environment for workers.
-------------	--

Business Risk Rating

Medium	Lost Revenue/Poor Ice Quality: The south surface is served by two compressors, so in the event of a compressor failure the remaining compressor could provide some cooling. However, the frequency of ice resurfacing may have to be reduced and ice quality may be compromised. The 2008 package could possibly provide cooling to the north surface if the 2008 package north brine pump was serviceable. Emergency replacement of the compressor or associated package components would be strongly dependent on supply chain availability, during which time operation may be affected.
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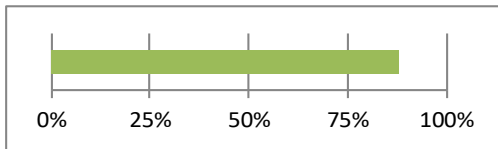
Recommendations

Replacement	Not recommended at this time.
Improvement	<ul style="list-style-type: none"> • Replace 2008 belt guards with full protection type units. • Remove needle valve between compressor and high pressure cut-out switches. • Install automatic capacity regulation on high pressure or increase relief valve size. • Consider crossing over brine mains between packages for back-up.
Service	<ul style="list-style-type: none"> • Follow manufacturer direction for regular service. Oil analysis can help spot issues before they become critical. • Overall compressors at manufacturer recommended intervals • Change lubricating oil at manufacturer recommend intervals. • Grease drive motor bearings on routine intervals.

4.3 Compressor 1 (New Package)

Manufacturer: MYCOM
Model: N4MII
Serial Number: 4110808
Year Installed: 2021
Equipment Age: 3 Years
Expected Lifecycle: 25 Years +

Remaining Life:



Condition Rating (Visual Inspection)

Good	None at this time.
------	--------------------

Safety Risk Rating

High	Potential for Serious Injury or Death: If a failure occurs, high-pressure ammonia vapor can be released into the machine room, creating an unsafe hazardous environment for workers.
------	--

Business Risk Rating

High	Lost Revenue/Poor Ice Quality: The north surface has one compressor for the refrigeration load, which means the entire system will be offline in the event of one compressor failure. Emergency replacement of the compressor or associated package components would be strongly dependent on supply chain availability, during which time operation may be affected.
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Recommendations

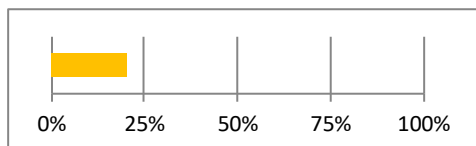
Replacement	Not recommended at this time.
Improvement	<ul style="list-style-type: none"> None to note.
Service	<ul style="list-style-type: none"> Follow manufacturer direction for regular service. Oil analysis can help spot issues before they become critical. Overall compressors at manufacturer recommended intervals Change lubricating oil at manufacturer recommend intervals. Grease drive motor bearings on routine intervals. Look at replacement thermostatic valve temperature element, potentially decrease to 85F set temperature.

4.4 Shell and Tube Chiller (2008)

Manufacturer: Chil-Con
Refrigerant(s): Ammonia/Brine
Serial Number: C280349A-1
Year Installed: 2008

Equipment Age: 16 Years
Expected Lifecycle: 20 - 25 Years

Remaining Life:



Condition Rating (Visual Inspection)

Urgent

- **Evaporators do not have high liquid level sensing device.**
- **Some weathering of insulation noted on 2008 unit. Solenoid coils for liquid make-up do not have CSA or CUL approval.**

Safety Risk Rating

High

Potential for Serious Injury or Death:

If a failure occurs, refrigerant may be released into the machinery room, creating an unsafe hazardous environment for workers.

Business Risk Rating

Critical

Lost Revenue:

The south ice surface is cooled by a single chiller. There is no redundancy; in the event of a failure, the ice surface will be non-functional. Emergency replacement of a complete chiller can be 12-20 weeks depending on material availability and vendor scheduling.

Recommendations

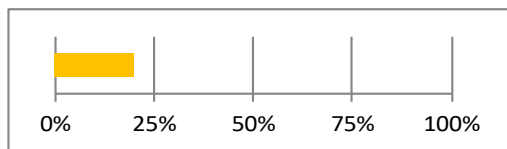
Replacement	Replacement should be budgeted for prior to 25 years of operation.
Improvement	<ul style="list-style-type: none"> • Install brine side relief valve for overpressure protection • Install high liquid level sensing devices and wire to compressor start circuits. • Replace solenoid coils with CUL approved Danfoss 018F4112 • Tie together 2008 and 2021 brine systems to allow for partial redundancy in the event of a chiller failure. • Continue routine side stream filtration to reduce solids content of cold floor brine.
Service	<ul style="list-style-type: none"> • Perform routine analysis of brine condition and adjust inhibitors and pH as needed. • Repair insulating caulking on ongoing basis • Filter brine using side stream filter with decreasing micron level filter bags to reduce solids content as needed. • Perform examination of vessel wall thickness using non-destructive techniques on basis established by the owner's pressure equipment integrity plan.

4.5 Chiller Surge Drum (2008)

Manufacturer: Chil-Con RA-18084-509
Refrigerant(s): Ammonia
Serial Number: C280349B-1
Year Installed: 2008

Equipment Age: 16 Years
Expected Lifecycle: 20 - 25 Years

Remaining Life:



Condition Rating (Visual Inspection)

Fair	No other major issues noted from visual observation. Some caulking at seams is weathered which may allow moisture under insulation.
------	---

Safety Risk Rating

High	Potential for Serious Injury or Death: If a failure occurs, refrigerant may be released into the machinery room, creating an unsafe hazardous environment for workers.
------	--

Business Risk Rating

Low	Nothing to note.
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Recommendations

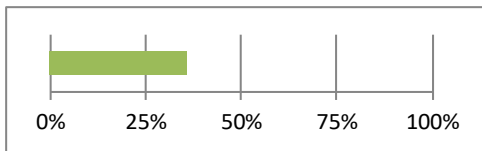
Replacement	Replacement should be budgeted for prior to 25 years of operation.
Improvement	<ul style="list-style-type: none"> Post current vessel operating permit in machinery room
Service	<ul style="list-style-type: none"> Replace pressure relief valves at required 5-year intervals. Perform examination of vessel wall thickness using non-destructive techniques on basis established by the owner's pressure equipment integrity plan.

4.6 Oil Pot (Old Package)

Manufacturer: Henry Technologies
Refrigerant(s): Ammonia
Size: 6-5/8" x 24"
Year Installed: 2008

Equipment Age: 16 Years
Expected Lifecycle: 25 Years

Remaining Life:



Condition Rating (Visual Inspection)

Urgent

Existing pressure relief device does not carry ASME certification as required by ASME BPVC VIII Div I. Isolation valve installed in relief flow path.

Safety Risk Rating

High

Potential for Serious Injury or Death:

If a failure occurs, refrigerant may be released into the machinery room, creating an unsafe hazardous environment for workers.

Business Risk Rating

Low

Nothing to note.

Recommendations

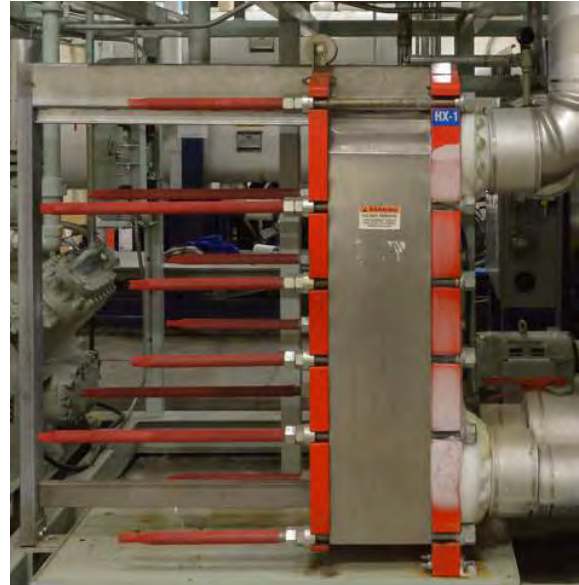
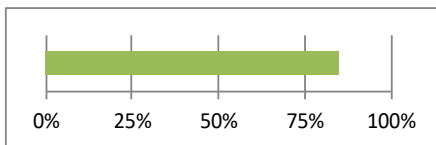
Replacement	Replace at same time as chiller.
Improvement	<ul style="list-style-type: none"> Install ASME certified relief valve per UG-128 Ensure relief flow path does not have any isolation valves. Clean up and re-paint based on condition or annually. Touch up paint on adjacent piping
Service	<ul style="list-style-type: none"> Replace pressure relief valves at required 5-year intervals. Perform examination of vessel wall thickness using non-destructive techniques on basis established by the owner's pressure equipment integrity plan. Continue to clean and paint unit annually to avoid corrosion.

4.7 Plate and Frame Chiller (2021)

Manufacturer: Danfoss SW-54-98-TK
Refrigerant(s): Ammonia/Brine
Serial Number: US-IRF30118
Year Installed: 2021

Equipment Age: 3 Years
Expected Lifecycle: 20 - 25 Years

Remaining Life:



Condition Rating (Visual Inspection)

Urgent

- **Evaporators do not have high liquid level sensing device.**
- **Solenoid coils for liquid make-up do not have CSA or CUL approval.**

Safety Risk Rating

High

Potential for Serious Injury or Death:

If a failure occurs, refrigerant may be released into the machinery room, creating an unsafe hazardous environment for workers.

Business Risk Rating

Critical

Lost Revenue:

The north ice surface is cooled by a single chiller. The north surface could be cooled by the 2008 plant in an emergency if the 2008 package brine pump is serviceable.

Recommendations

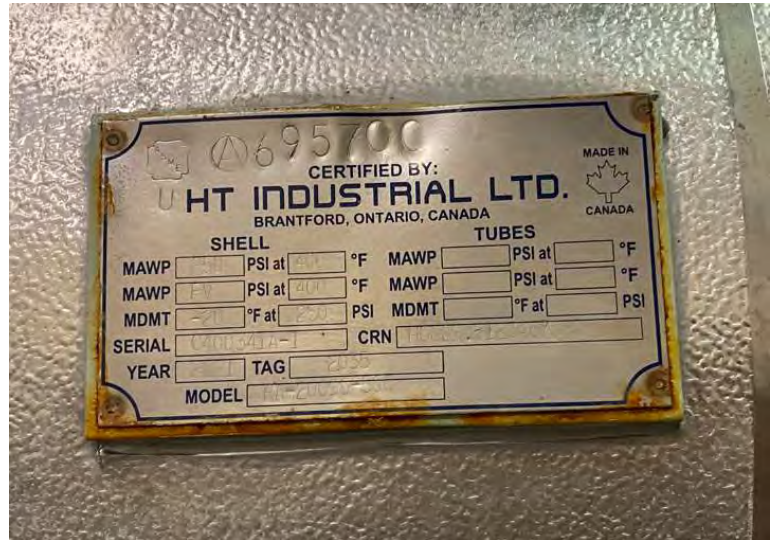
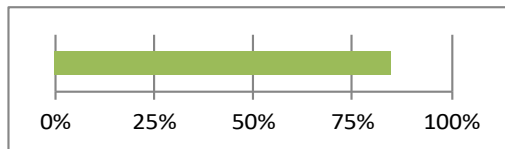
Replacement	None recommended
Improvement	<ul style="list-style-type: none"> • Install brine side relief valve for overpressure protection • Install high liquid level sensing devices and wire to compressor start circuits. • Install an oil pot on the 2021 evaporator to allow for more safe oil drainage. • Replace solenoid coils with CUL approved Danfoss 018F4112 • Install side-stream brine filter to provide brine filtration. • Tie together 2008 and 2021 brine systems to allow for partial redundancy in the event of a chiller failure.
Service	<ul style="list-style-type: none"> • Perform routine analysis of brine condition and adjust inhibitors and pH as needed. • Repair insulating caulking on ongoing basis • Filter brine using side stream filter with decreasing micron level filter bags to reduce solids content as needed. • Perform examination of vessel wall thickness using non-destructive techniques on basis established by the owner's pressure equipment integrity plan.

4.8 Chiller Surge Drum (2021)

Manufacturer: HT Industrial RA-20096-500
Refrigerant(s): Ammonia
Serial Number: C400341A-1
Year Installed: 2021

Equipment Age: 3 Years
Expected Lifecycle: 20 - 25 Years

Remaining Life:



Condition Rating (Visual Inspection)

Fair	No other major issues noted from visual observation. Some caulking at seams is weathered which may allow moisture under insulation.
------	---

Safety Risk Rating

High	Potential for Serious Injury or Death: If a failure occurs, refrigerant may be released into the machinery room, creating an unsafe hazardous environment for workers.
------	--

Business Risk Rating

Low	Nothing to note.
-----	------------------

Recommendations

Replacement	None recommended
Improvement	<ul style="list-style-type: none"> Post current vessel operating permit in machinery room
Service	<ul style="list-style-type: none"> Replace pressure relief valves at required 5-year intervals. Perform examination of vessel wall thickness using non-destructive techniques on basis established by the owner's pressure equipment integrity plan.

4.9 Oil Separator C1 (2008)

Manufacturer: Chil-ConCOS-070

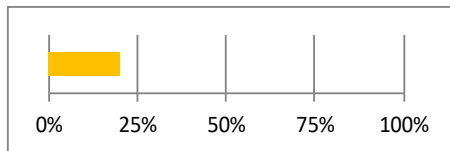
Refrigerant(s): Ammonia/Oil

Year Installed: 2008

Equipment Age: 16 Years

Expected Lifecycle: 20 Years

Remaining Life:



Condition Rating (Visual Inspection)

Good	Nothing to note.
------	------------------

Safety Risk Rating

High	Potential for Serious Injury or Death: If a failure occurs, refrigerant may be released into the machinery room, creating an unsafe hazardous environment for workers.
------	--

Business Risk Rating

Low	Nothing to note.
-----	------------------

Recommendations

Replacement	Budget for replacement of 2008 units in 1-4 years.
Improvement	None Recommended.
Service	<ul style="list-style-type: none"> • Replace pressure relief valves at required 5 year intervals. • Perform examination of vessel wall thickness using non-destructive techniques on basis established by the owner's pressure equipment integrity management plan. • Continue to clean and paint unit exterior as needed to prevent corrosion

4.10 Oil Separator C2 (2008)

Manufacturer: Chil-Con COS-070

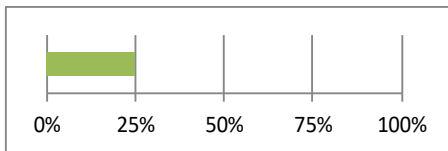
Refrigerant(s): Ammonia/Oil

Year Installed: 2009

Equipment Age: 15 Years

Expected Lifecycle: 20 Years

Remaining Life:



Condition Rating (Visual Inspection)

Good	Nothing to note.
------	------------------

Safety Risk Rating

High	Potential for Serious Injury or Death: If a failure occurs, refrigerant may be released into the machinery room, creating an unsafe hazardous environment for workers.
------	--

Business Risk Rating

Low	Nothing to note.
-----	------------------

Recommendations

Replacement	Budget for replacement of 2008 units in 1-4 years.
Improvement	None recommended.
Service	<ul style="list-style-type: none"> Replace pressure relief valves at required 5 year intervals. Perform examination of vessel wall thickness using non-destructive techniques on basis established by the owner's pressure equipment integrity management plan. Continue to clean and paint unit exterior as needed to prevent corrosion

4.11 Oil Separator C1 (2021)

Manufacturer: HT Industrial COSM-65

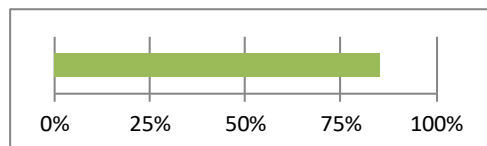
Refrigerant(s): Ammonia/Oil

Year Installed: 2021

Equipment Age: 3 Years

Expected Lifecycle: 20 Years+

Remaining Life:



Condition Rating (Visual Inspection)

Good	Nothing to note.
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Safety Risk Rating

High	Potential for Serious Injury or Death: If a failure occurs, refrigerant may be released into the machinery room, creating an unsafe hazardous environment for workers.
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Business Risk Rating

Low	Nothing to note.
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Recommendations

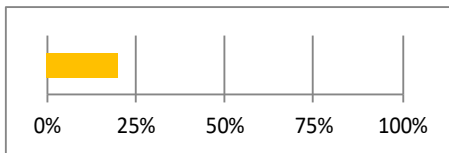
Replacement	Replace filter element when oil is no longer effectively being separated.
Improvement	None recommended.
Service	<ul style="list-style-type: none"> Replace pressure relief valves at required 5 year intervals. Perform examination of vessel wall thickness using non-destructive techniques on basis established by the owner's pressure equipment integrity management plan. Continue to clean and paint unit exterior as needed to prevent corrosion

4.12 Underfloor Brine Heater (2008)

Manufacturer: Chil-Con CBH-08042-100
Refrigerant(s): Ammonia/ Brine
Serial Number: C180194A-2
Year Installed: 2008

Equipment Age: 16 Years
Expected Lifecycle: 20 - 25 Years

Remaining Life:



Condition Rating (Visual Inspection)

Poor	2008 Unit is aging towards the end of its recommended service life. Some minor surface corrosion.
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Safety Risk Rating

High	Potential for Serious Injury or Death: If a failure occurs, refrigerant may be released into the machinery room, creating an unsafe hazardous environment for workers.
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Business Risk Rating

Low	If a failure occurs, generally the underfloor layer will takes weeks or months to cool down to a temperature of concern, during which time a replacement can be sourced and installed.
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Recommendations

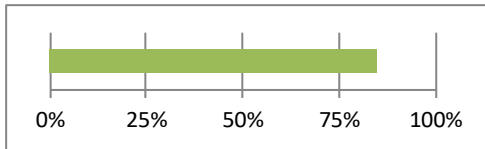
Replacement	Replacement should be budgeted for prior to 25 years of operation.
Improvement	<ul style="list-style-type: none"> • Install brine side relief valve for overpressure protection • Add side stream filtration to reduce solids content of underfloor brine
Service	<ul style="list-style-type: none"> • Replace relief valves at required 5-year intervals. • Perform routine analysis of brine condition and adjust inhibitors and pH as needed. • Filter brine using side stream filter to reduce solids content • Perform examination of vessel wall thickness using non-destructive techniques on basis established by the owner's pressure equipment integrity plan.

4.13 Underfloor Brine Heater (2021)

Manufacturer: HT Ind. CBH-06024-100
Refrigerant(s): Ammonia/ Brine
Serial Number: C400342A-1
Year Installed: 2021

Equipment Age: 3 Years
Expected Lifecycle: 20 - 25 Years

Remaining Life:



Condition Rating (Visual Inspection)

Good	Nothing to note.
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Safety Risk Rating

High	Potential for Serious Injury or Death: If a failure occurs, refrigerant may be released into the machinery room, creating an unsafe hazardous environment for workers.
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Business Risk Rating

Low	If a failure occurs, generally the underfloor layer will takes weeks or months to cool down to a temperature of concern, during which time a replacement can be sourced and installed.
-----	--

Recommendations

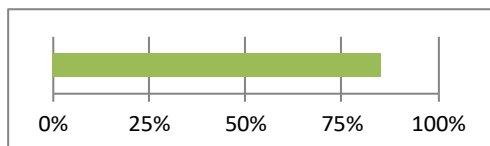
Replacement	Nothing to note.
Improvement	<ul style="list-style-type: none"> Install brine side relief valve for overpressure protection Add side stream filtration to reduce solids content of underfloor brine
Service	<ul style="list-style-type: none"> Replace relief valves at required 5-year intervals. Perform routine analysis of brine condition and adjust inhibitors and pH as needed. Filter brine using side stream filter to reduce solids content

4.14 Snowmelt Heat Exchanger

Manufacturer: HT Industrial LAX-08084
Refrigerant(s): Ammonia/ Glycol
Serial Number: C4000341B-1
Year Installed: 2021

Equipment Age: 3 Years
Expected Lifecycle: 20 - 25 Years

Remaining Life:



Condition Rating (Visual Inspection)

Good	Nothing to note.
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Safety Risk Rating

High	Potential for Serious Injury or Death: If a failure occurs, refrigerant may be released into the machinery room, creating an unsafe hazardous environment for workers.
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Business Risk Rating

Low	If a failure occurs, the ice shavings would need to be dumped outdoors until repairs could be effected.
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Recommendations

Replacement	Nothing to note.
Improvement	<ul style="list-style-type: none"> Change pipe configuration for better temperature control and reduce risk of melting glycol PVC piping. Add glycol side relief valve for overpressure protection Add side stream filter to ensure solids content of snowmelt glycol remains low
Service	<ul style="list-style-type: none"> Replace pressure relief valves at required 5-year intervals. Perform routine analysis of glycol condition and adjust inhibitors and pH as needed. Filter glycol using side stream filter to reduce solids content

4.15 Adiabatic Condenser

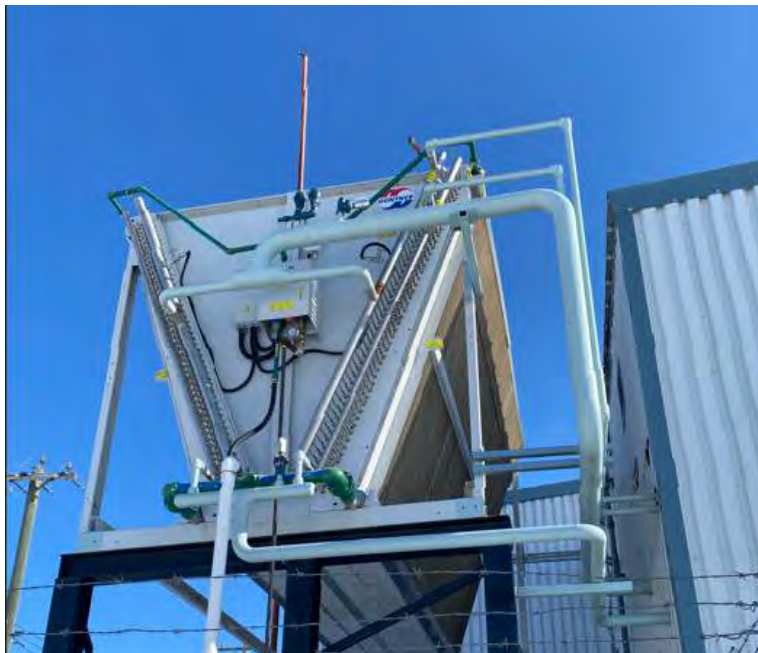
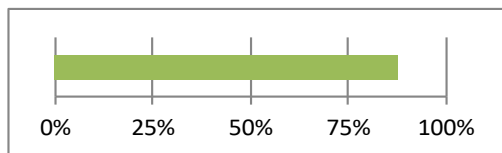
Manufacturer: Guntner AGVD

Year Installed: 2021

Equipment Age: 3 Years

Expected Lifecycle: 25 Years+

Remaining Life:



Condition Rating (Visual Inspection)

Good	Nothing to note.
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Safety Risk Rating

Medium	If a failure occurs, refrigerant may be released into the atmosphere, which may affect workers and nearby members of the public.
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Business Risk Rating

Critical	If the evaporative condenser fails, the refrigeration system will be inoperable. Emergency replacement parts are generally available for the fan drive system but a coil failure would generally require replacement of the unit with a lead-time of 6-14 weeks.
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Recommendations

Replacement	None recommended.
Improvement	<ul style="list-style-type: none"> Stand requires fixed access by code or lift equipment that is stored on site. Reliefs should be tied in to relief header.
Service	<ul style="list-style-type: none"> Check condition of coil, fans, Pre-cool pads, and electrical systems on a routine basis. Grease bearings on routine basis. Replace drift eliminators as needed based on condition and mineral build-up. Replace pre-cool pads based on condition and when mineral build-up is notable.

4.16 Secondary Refrigerant Pumps

Equipment	Data	Equipment Age	Expected Lifecycle
2008 Package (South Floor)			
P-101 (Unused) Cold Brine	Armstrong 4030 6x5x10	16 years	15-20 years
P-102 South Cold Brine	AP Aurora 6x6x9	15 years	15-20 years
P-202 South Warm Floor	Armstrong 4280 3x2.5x6	15 years	15-20 years
P-301 Jacket Pump	Armstrong 4280 1.5x1x6	16 years	15-20 years
2021 Package (North Floor)			
P-101 North Cold Brine	Armstrong 4030 6x5x10	3 years	15-20 years
P-201 North Warm Floor	Armstrong 4280 3x2x8	3 years	15-20 years
P-301 Jacket Pump	Armstrong E14.2	3 years	15-20 years
P-401 Snowmelt Glycol	Armstrong 4280 3x1.5x8	3 years	15-20 years

Condition Rating (Visual Inspection)

Varies	<ul style="list-style-type: none"> No major leaks visible. South and back-up brine pumps P-101, P-102 are in poor condition with significant corrosion of the bases and pumps.
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Safety Risk Rating

Low	If a failure occurs, brine or glycol solution can leak onto the machine room floor, presenting a slip/fall risk for workers.
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Business Risk Rating

Low	Repair parts for the pump should be readily available from nearby wholesalers and service could be made prior to issues with the ice although a delay may be required for resurfacing. In the future a crossover valve may be considered between the two supply lines so that one pump could provide flow to both surfaces in the event of a pump failure.
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Recommendations

Replacement	Monitor condition on an ongoing basis. Budget for replacement of 2008 pumps in 1-4 years. Cold brine pumps should be considered priority for replacement.
Improvement	None noted.
Service	<ul style="list-style-type: none"> Overhaul pumps on regular basis to prevent unexpected failure. Maintain motors in accordance with manufacturer instructions. Keep spare shaft seals and coupling inserts on hand to facilitate replacement. Clean up any surface rust and touch up paint as needed. Grease pump motor bearings on a routine basis.

4.17 Motor Control Panel



Equipment	Data	Equipment Age	Expected Lifecycle
Motor Control Panel	Pace Industrial	16 years	15-20 years
Motor Control Panel	TSE Technologies	3 years	15-20 years

Condition Rating (Visual Inspection)

Average	2008 Panel is near its nominal service lifespan. 2021 panel was contaminated with brine during its commissioning which may affect lifespan and reliability of components.
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Safety Risk Rating

High	Potential for Serious Injury or Death Only qualified workers should open panel with PPE.
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Business Risk Rating

Low	Failure of key components within the motor control panel could render the system, or portions of the system, inoperable. Replacement components are generally available from nearby wholesalers in a timely manner.
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Recommendations

Replacement	Budget for replacement of 2008 panel in 1-4 years.
Improvement	<ul style="list-style-type: none"> Ensure that 1m (40 inches) of free space is maintained in front of panel face. Mark floor with tape lines to ensure area is kept clear. Label main breakers at MCB with signs in conformance to CSA B52.
Service	<ul style="list-style-type: none"> Maintain a store of critical spare parts for panel.

4.18 Refrigeration Piping System

Condition Rating (Visual Inspection)

Poor	<p>It was noted during the site visit that there is some weathering of both jacket and insulation systems. Given the age of the ice plant and type of insulating products used, it is strongly recommended to perform non-destructive examination using radiography of piping wall thickness (especially insulated piping) and compare the remaining wall thickness to the nominal wall thickness. At any locations where the vapour barrier integrity of the insulation may be compromised, saturation of the insulation and corrosion of the steel piping is inevitable. IIAR-6 standard may be used as a reference to determine if corroded piping requires replacement. Ongoing monitoring of all pressure equipment condition should be a critical element of the owner's pressure equipment integrity management. Refer to ABSA documents AB-506, AB-538, AB-615, and the Pressure Equipment Safety Regulation.</p>
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Safety Risk Rating

High	<p>Potential for Serious Injury or Death Potential for Serious Injury or Death: If a failure occurs, refrigerant may be released into the machinery room, creating an unsafe hazardous environment for workers.</p>
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Business Risk Rating

High	<p>Failure of key components within the refrigeration piping system could render the system, or portions of the system, inoperable.</p>
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Recommendations

Service	<ul style="list-style-type: none"> Strongly recommended to perform non-destructive examination using radiography of piping wall thickness
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5 ASHRAE Equipment Lifecycle Recommendations

Chapter 36 of ASHRAE 2003 HVAC Applications Handbook lists the following estimated service lives:

- Packaged reciprocating chillers 20-25 years
- Electronic controls 15-20 years
- Electric Motors 18 years
- Air Cooled Condensers 15-20 years
- Base Mounted Pumps 15 years
- Motor Starters 17 years

As equipment gets older, repairs often turn into replacements. For example, if a motor requires bearings and the windings are twenty (20) years old the best option may be to replace the entire piece of equipment with a new high efficiency motor. The motor replacement is a more expensive fix in the short term than a bearing repair; however, more expensive repair is certainly in the best interest of maintaining the value of the equipment and providing maximum reliability and energy efficiency.

Table 3 Estimates of Service Lives of Various System Components^a

Equipment Item	Median Years	Equipment Item	Median Years	Equipment Item	Median Years
Air conditioners		Air terminals		Air-cooled condensers	20
Window unit	10	Diffusers, grilles, and registers	27	Evaporative condensers	20
Residential single or split package	15	Induction and fan-coil units	20	Insulation	
Commercial through-the-wall	15	VAV and double-duct boxes	20	Molded	20
Water-cooled package	15	Air washers	17	Blanket	24
Heat pumps		Ductwork	30	Pumps	
Residential air-to-air	15 ^b	Dampers	20	Base-mounted	20
Commercial air-to-air	15	Fans		Pipe-mounted	10
Commercial water-to-air	19	Centrifugal	25	Sump and well	10
Roof-top air conditioners		Axial	20	Condensate	15
Single-zone	15	Propeller	15	Reciprocating engines	20
Multizone	15	Ventilating roof-mounted	20	Steam turbines	30
Boilers, hot water (steam)		Coils		Electric motors	18
Steel water-tube	24 (30)	DX, water, or steam	20	Motor starters	17
Steel fire-tube	25 (25)	Electric	15	Electric transformers	30
Cast iron	35 (30)	Heat exchangers		Controls	
Electric	15	Shell-and-tube	24	Pneumatic	20
Burners	21	Reciprocating compressors	20	Electric	16
Furnaces		Package chillers		Electronic	15
Gas- or oil-fired	18	Reciprocating	20	Valve actuators	
Unit heaters		Centrifugal	23	Hydraulic	15
Gas or electric	13	Absorption	23	Pneumatic	20
Hot water or steam	20	Cooling towers		Self-contained	10
Radiant heaters		Galvanized metal	20		
Electric	10	Wood	20		
Hot water or steam	25	Ceramic	34		

Notes: 1. ASHRAE makes no claims as to the statistical validity of any of the data presented in this table.

2. Table lists base values that should be adjusted for local conditions (see the section on Service Life).

Source: Data obtained from a survey of the United States by ASHRAE Technical Committee TC 1.8 (Akalin 1978).

^a See Lovvorn and Hiller (1985) and Easton Consultants (1986) for further information.

^b Data updated by TC 1.8 in 1986.

6 CSA B52 Code Review

Scope

The CSA B52 applies to all mechanical vapour compression refrigeration systems and the premises in which the refrigeration systems are installed in Canada. The applicable code revision is governed by paragraph 1.2.3 of the B52. In the case of the Eagle Builders Centre, the refrigeration system installations in 2008 and 2021 mean that CSA B52:18 is applicable for the 2021 system and its installation premises, while CSA B52:05 is applicable to the 2008 system where components are original. In Alberta, the CSA B52 is adopted as law in both the Pressure Equipment Safety Regulation and the Alberta Building Code. In addition to the PESR, other code requirements for the refrigeration system include CSA B51, ASME B31.5, ASME BPVC, and the Canadian Electrical Code.

Application Requirements

Due to the use of R717 refrigerant, and the public assembly classification the building, the refrigeration system must be installed entirely in a designated refrigeration machinery room (other than condensers, which may be installed outdoors). The refrigeration machinery room must conform to paragraphs 6.2 and 6.3 when a group B2 refrigerant is used. Access to the refrigeration machinery room must be restricted to qualified persons at all times. Leak detection must be provided where vapour from a leak will be concentrated. The room must be tightly sealed at all openings and be provided with two ventilation systems, one based on the floor surface area and a second based on the refrigerant inventory or motor heat loading.

Equipment Design and Construction

The owner must ensure that the refrigeration system is compliant with CSA B51; since this system is existing it is difficult to confirm the registration status of existing fittings and piping systems. In Alberta there are no category exemptions for CRN registration of pressure containing components. The owner should specify for future work that all fittings, valves, and components are supplied with valid CRN's when used in the primary refrigerant system. For any future piping work the owner must ensure that the contractor holds a registered Quality Management System for B31.5 piping systems, and register the pressure piping system when required.

It was noted that the vessels do have stamped "A" numbers indicating they were approved by ABSA for use but the current hard copy operating permit forms were not posted in the refrigeration machinery room. While not necessarily required, many owners choose to post the blue operating permits either in the machinery room or in the vestibule to give staff and contractors confirmation that the operating permits for the pressure vessels and heat exchangers are current.

Drawings and documentation for this system should be maintained to include the minimum content as required by paragraph 5.3.2. The owner must maintain system documentation such as drawings and notes, which must include the following at a minimum:

- a) Occupancy classification
- b) Refrigerant: group number, name, and weight of charge
- c) Machinery room: construction details, including ventilation if applicable
- d) Position of equipment
- e) Size, run, material, and type of piping
- f) Compressors: manufacturer, displacement, setting of relief valves, and prime mover power rating
- g) Pressure vessels: size, CRN, and data reports
- h) Existing machinery: full particulars, where applicable
- i) Safety devices: relieving pressures, manufacturer's name, and size and number of safety valves, relief valves, and rupture members.

Drawings containing the required information were located inside the operating and maintenance documentation but consideration should be made for posting framed flow diagrams in ANSI D format or larger on the wall. While there are drawings for each fabrication refrigeration package, there is no drawing showing the final as-built system configuration.

With respect to design pressures, this system meets the B52 code at 250 psig MAWP on High side and 250 psig MAWP on Low side. However, it should be noted that the B52 calls for testing at 100% of design pressure for field assembled systems, and 125% of design pressure for factory assembled systems, while ASME B31.5 (piping code for refrigeration systems) calls for testing at minimum of 110% of design pressure. The nameplate currently shows the ASME B31.5 defined test pressure at 110% of design for the 2008 package and 125% of design for the 2021 package. The exterior system nameplate currently notes the 110% value.

This system utilizes low side liquid make-up whereby the make-up of refrigerant to each evaporator is governed by the elevation of the liquid inside the evaporator or surge vessel. The remaining vapour space in each surge vessel is required to separate liquid from the returning two phase flow. Operating with excess liquid inside the evaporator can cause liquid carryover when liquid is entrained in the suction vapour flow to the compressors. Compressors are intended to be vapour pumps only and mixed flow or liquid slugging can damage the compressor. In order to protect the compressors, the CSA B52 5.6.3.1 requires that any system that is not critically charged (i.e. the refrigerant charge cannot fill the evaporator to a point where liquid carryover is inevitable) to be equipped with a liquid level sensing device to stop the compressors. As presently configured, this system is not equipped with a high liquid level sensing device on either evaporator.

At the time of the field review, it was noted that the 2021 evaporator is not equipped with an oil pot. An oil pot makes the collection of waste oil from the system low side much safer and is strongly recommended for all flooded ammonia evaporators.

Per 5.11.1 A system nameplate sign containing the required information was installed. The system nameplate includes the following information items as required by the CSA B52:

- (a) Name and address of installer;
- (b) Refrigerant type;
- (c) Lubricant type and amount;
- (d) Total weight of refrigerant required for normal operation;
- (e) Field test pressures applied;
- (f) Refrigeration capacity and design or nominal conditions;
- (g) Prime mover rating in kW or HP
 - a. NB: currently noted as total power, should be updated to only compressor motors

As this system contains more than 100 lb of refrigerant, the following items must be marked as per 5.11.3 with durable signs with lettering not less than ½" tall:

- (a) Main electrical disconnect switches;
- (b) Remote control switches;
- (c) Pressure limiting devices;
- (d) Each pressure vessel;
- (e) Main shut-off valve to each vessel

The required signs (a) through (e) are not in place at this facility and it is recommended that appropriate signage be ordered and installed at the owner's earliest convenience.

Also required per 5.11.3(f) is pipe labelling including state and pressure information. In order to maintain consistency with ASME standard A13.1 for future work, use of safety orange is recommended for all primary refrigerant piping paint and labels. Secondary refrigerant piping should typically use safety green paint and labels.

The 2021 package has reasonable pipe labelling but the 2008 package should be properly labelled at the owner's convenience.

It is also required that a set of instructions in accordance with 5.11.5 be posted near the compressors. An example instruction is attached as an appendix to this document and may adapted by the owner for use at this site.

It was noted that the refrigerant receiver is currently constructed as part of the refrigeration piping system and does not have an ASME nameplate. The CSA B52 clause 5.6.1 requires that all refrigerant receivers shall comply with the CSA B51. The CSA B51 figure 1(a) requirements flow diagram in turn requires that this article be registered as a pressure vessel and be inspected by an Authorized Inspector as it is greater than 6.00" inside diameter. A receiver should be sized to pump down parts of the system that would be intended to be pumped out. In this case it would be relatively easy to size to store at least one chiller and not significantly larger to store the entire system charge, which would allow for service to be performed on components of the system that would need to be emptied without bringing recovery cylinders to site. Any new receiver should be provided with a full height gage glass to allow the owner and technicians to quickly visually confirm the system is correctly charged.

The existing oil pot on the 2008 package is constructed and certified as a pressure vessel but is not equipped with an approved pressure relief valve. As per ASME BPVC VIII Division I, pressure relief devices for pressure vessels constructed to that code must bear the ASME certification mark. The current A2BK relief regulator is not an ASME certified pressure relief device. An ASME certified pressure relief device should be installed on this vessel.

The 2021 system operates with excessive liquid elevation. Based on the pressure drop through the evaporator provided by Danfoss/Sondex, an operating liquid elevation of approximately 1'-6" above the evaporator inlet would be sufficient to provide the required ammonia flow through the evaporator. The current liquid level control float switch could be re-purposed to function as a high liquid level sensing device and a new control switch placed lower on the system to control the liquid level at the correct elevation.

Installation

A refrigeration machinery room in the building encloses the refrigeration system at the Eagle Builders Centre in accordance with paragraph 4.5.2(h). In accordance with clauses 6.3(c) and 6.3(d) the entire machinery room envelope (including the vestibule) must be of tight construction and shall have not less than one-hour fire-resistive construction per the National Building Code of Canada.

Each brine trench wall was cast concrete with fire caulking around the lines, and penetrations above grade appear to be consistently sealed with fire rated caulking.

Entrance to the refrigeration machinery room is from a vestibule connected to the building in accordance with paragraph 6.3(b). An exit door directly to outdoors was installed in accordance with paragraph 6.3(b). The doors at the vestibule were equipped with sweeps and perimeter seals, which are in good condition.

A remote pilot control switch for the refrigeration system was installed in accordance with paragraph 6.3(h) immediately outside the refrigeration machinery room in the vestibule and in each emergency discharge valve box. However, no labels were noted on any of the switches. The suggested label for this switch should be to "Refrigeration Pilot Control Switch" in ½" tall text to make its function clear and consistent with the wording of the CSA B52.

It was noted that the machinery guards on the 2008 package compressor belt drives are open on one side which presents a hazard. Guards which block access to both sides of the belt power transmission system are available and would comply with clause 6.1.2 which requires that all moving machinery comply with workplace health and safety regulations.

The adiabatic condenser was installed on a steel stand outside the building exterior. As per B52 clause 6.1.3 (b) for access to the unit, a permanent ladder or staircase is required, or the unit shall be accessible by lifting equipment. If the lifting equipment option is selected the vehicle must be stored permanently on site.

Ventilation and ventilation control for the refrigeration machinery room was not consistent with CIMCO's experience of typical installation practices for refrigeration machinery rooms. For reference, the ventilation requirements are given in paragraph 6.2.5. There should be two operating ventilation flow rates to meet the requirements of the B52 code. Make-up air must be provided in accordance with paragraph 6.2.5.3 by an intake assembly to replace air that is exhausted outside the room. Calculation of required flow rates for the machinery room ventilation system:

- a. The minimum flow ventilation system should be sized for 0.5 CFM per sq.ft of the machinery room floor area. Control this this ventilation fan so that it runs when the lights are on (indicating the room is occupied) or the refrigeration system is running. The refrigeration machinery room floor area is approximately 1200 ft² so the **minimum ventilation flow should be 600 CFM** or greater. At the time of the field review no minimum flow ventilation system appeared to be in place or operational. In order to reduce energy consumption this is a good application for a heat recovery ventilator.
- b. The maximum flow ventilation system should be sized for the greater of $100 \times \sqrt{\text{charge in lb}}$ or 18°F temperature rise caused by the motors and electrical equipment in the machinery room. Assuming typical motor efficiencies, the heat gain to the room is approximately 63,200 BTU/hr. The required refrigerant charge is estimated at 685 lb of Refrigerant as calculated based on the equipment.
 - i. For 685 lb refrigerant change, $Q = 100 \times \sqrt{685} = 2,617$ CFM
 - ii. For 53,000 BTU/hr estimated internal heat gain from motors and equipment, $Q = 63,200 / (1.085 \times 18) = 3,236$ CFM.
 - iii. Therefore, the **maximum flow ventilation shall be sized for 3,236 CFM.**

The maximum flow ventilation fan should have a manual switch that will start but not stop the ventilation system located inside the refrigeration machinery room and inside the vestibule. The reset to automatic control switch should only be located inside the machinery room. A sample wiring diagram is included as an appendix to this report. At the time of the field review the manual start toggle switch in the vestibule had no function and the maximum flow ventilation system would only start based on the programming in the BMS. This does not give workers the ability to flush the room when performing routine task such as oil draining.

When operating, the existing maximum flow system provided substantial air movement throughout the machinery room however its flow could not be verified due to the inability to start the fan in hand mode. Supplementary heat was provided to the machinery room by two hydronic unit heaters. During the field review it appeared to maintain a satisfactory temperature inside the refrigeration machinery room.

Refrigerant Leak Detection

A refrigerant leak detector panel was installed in the refrigeration machinery room in accordance with 6.2.3. The leak detector does not appear to be equipped with audible and visual alarms, although it did produce a relatively low volume audible signal inside the machinery room when ammonia was present. It is strongly suggested to install audible visual alarm annunciator units located at the building side of the vestibule, inside the refrigeration machinery room, and at the exterior door.



Standard audible visual annunciator for refrigeration leak

It is generally recommended that the leak detector start the maximum flow ventilation system at a detected ppm concentration of no more than 25 ppm (the TWA/TLV concentration for ammonia). At no more than 35 ppm concentration (the STEL concentration for ammonia) local alarm annunciation should occur to warn workers of a leak. At no more than 300ppm the leak detector must activate a supervised alarm. While the B52 code does not define supervised, CIMCO recommends this be tied to a security or fire alarm panel that has 24-hour monitoring service. The existing leak detection system set-points were not confirmed during the field review.

The refrigerant leak detector should be calibrated annually using calibration gas and the calibration certificate updated accordingly and posted at the leak detector controller.

The CSA B52 requires that overhead piping pass at no less than 2.3m (91") above the floor level. This facility appears to meet that requirement.

Overpressure Protection

The present relief system branch and outlet piping was required to have been sized in accordance with the CSA B52:05 and later requirements. As presently installed a number of the relief valves have branch piping that appears to be undersized based on the relief vent piping back pressure requirements on CSA B52:05 and later which permits a maximum of 15% overpressure imposed by the vent piping network. The requirement for the design is to end up with a positive resource at the final termination point which would be a back pressure of less than 15% of the pressure relief set pressure, or 38 PSID.

The 2008 compressor relief valves do not meet the flow requirements per CSA B52 Annex based on the full swept volume. Unless equipped with automated capacity regulation on high pressure the code requires that the relief valve be sized based on swept volume at the operating RPM.

Isolation valves in the relief flow path are not permitted in refrigeration systems per CSA B52 7.3.1.2. All isolation valves in the relief flow path must be removed.



Valve in relief flow path not permitted by CSA B52

Pressure relief valves should always be installed with the spring and spindle in the vertical up position per ASME BPVC Appendix M-11.

A needle valve is presently installed between the 2008 package compressors and the pressure limiting device (high pressure cut-out switch). This is not permitted by the wording of paragraph 7.2.2.3.



Needle valve not permitted by CSA B52

It was noted that the secondary refrigerant (brine, glycol) systems are not equipped with any method or controls to prevent damaging rise in pressure that could be caused by accidental closure of valves followed by refrigerant leak into the fluid, or rise in temperature. The following actions are recommended:

- Install an engineering control to limit the pressure in all secondary fluid systems (such as a pressure relief valve)
- Install an administrative control on all valves between the system and the HDPE atmospheric expansion tank (such as a lock on the valve handle). One hand written tag was in place on the 2008 package.

Engineering controls generally have less overall risk than administrative controls and are therefore recommended in preference. For fluid service an ASME VIII liquid type relief may be piped to the system, and the outlet may be piped to a closed container or back into the expansion tank.



Expansion tank valves with no administrative control present on valve handle

System Maintenance

As required per paragraph 8.4.1(a) the pressure relief valves must be replaced or re-certified on a five-year interval. As per paragraph 8.4.1(b), (c) pressure limiting and other safety devices shall be tested on 12 month intervals. It could not be determined if this was completed as the devices did not have an inspection or calibration tag. The service provider should leave a signed tag on the equipment stating the last date of test. Leak detectors shall be tested on 12 month intervals as well. Other maintenance requirements are listed below in paragraph 8.4.1 (a) through (h). The owner should ensure all requirements are being met, whether it is their own personnel or a contractor performing the work (see also ABSA document AB-615 and AB-538).

8.4.1

The following minimum maintenance requirements shall apply to all refrigeration systems unless exempted by Clause 8.4.2:

- (a) Pressure-relief valves shall be replaced or recertified at intervals no longer than five years. Recertification of relief valves shall be conducted in accordance with the requirements of the regulatory authority having jurisdiction and CSA B51.*
- (b) Pressure-limiting devices shall be tested at least once every 12 months for set point accuracy and for their ability to properly stop the affected equipment.*
- (c) Other safety devices shall be tested at least once every 12 months for set point accuracy and for their ability to properly stop the affected equipment.*
- (d) Leak detectors shall be tested for function at the specified refrigerant concentration in accordance with the manufacturer's instructions. The maximum interval between tests shall not exceed one year. The leak detector, in the simulated leak test, shall initiate an audible and visible alarm and begin ventilation at a rate not less than that specified in Clause 6.2.5.5. Failure of any of the three functions shall require corrective action.*

- (e) All safety-related maintenance recommendations by the equipment manufacturer(s) shall be followed.*
- (f) All power and control electrical terminations shall be checked at least once every 12 months and tightened if necessary.*
- (g) Periodic visual inspection for developing problems shall be carried out at intervals appropriate to the nature of the equipment involved.*
- (h) Testing for refrigerant leaks shall be carried out periodically. At the end of each test, a tag noting the test date and the tester's name shall be affixed to the tested components specified in Items (a) to (h).*

Secondary refrigerants should be tested by a competent laboratory on a regular basis as part of the preventative maintenance plan. The fluid test results should be logged and reviewed for condition changes and contamination with primary refrigerant, which indicates a leak at a heat exchanger. Deficiencies in concentration, pH, and corrosion inhibitor concentration shall be corrected in accordance with the supplier recommendations.

CIMCO strongly suggests that in accordance with Alberta Regulation 161/2022 only licenced refrigeration and air conditioning mechanics as defined in the regulation perform work on the refrigeration system.

It is recommended that the owner continue to maintain a schedule and log of all maintenance work performed, as well as to maintain the usual operating conditions log.

Precautions

The owner must ensure that all required personal protective equipment is supplied, available, and in good working order. Consideration should be made for hydrostatic expansion for refrigerant or fluid trapped between isolation valves with either overpressure protection and/or appropriate warning signs or other administrative controls. It is the owner's responsibility to take action to correct the deficiencies noted in this report.

Evaporator Operating Temperature Split

The expected delta T across a chiller can be computed from the known refrigeration effect and the nominal brine flow using the following formula. The density of brine is 75.5 lb/ft³ and has a specific heat of 0.71 BTU/lb/°F

$$\Delta T = \frac{Q}{C_p * \dot{m}}$$

For the 2008 chiller, if the operating brine flow is 865 USGPM, the expected delta T would be

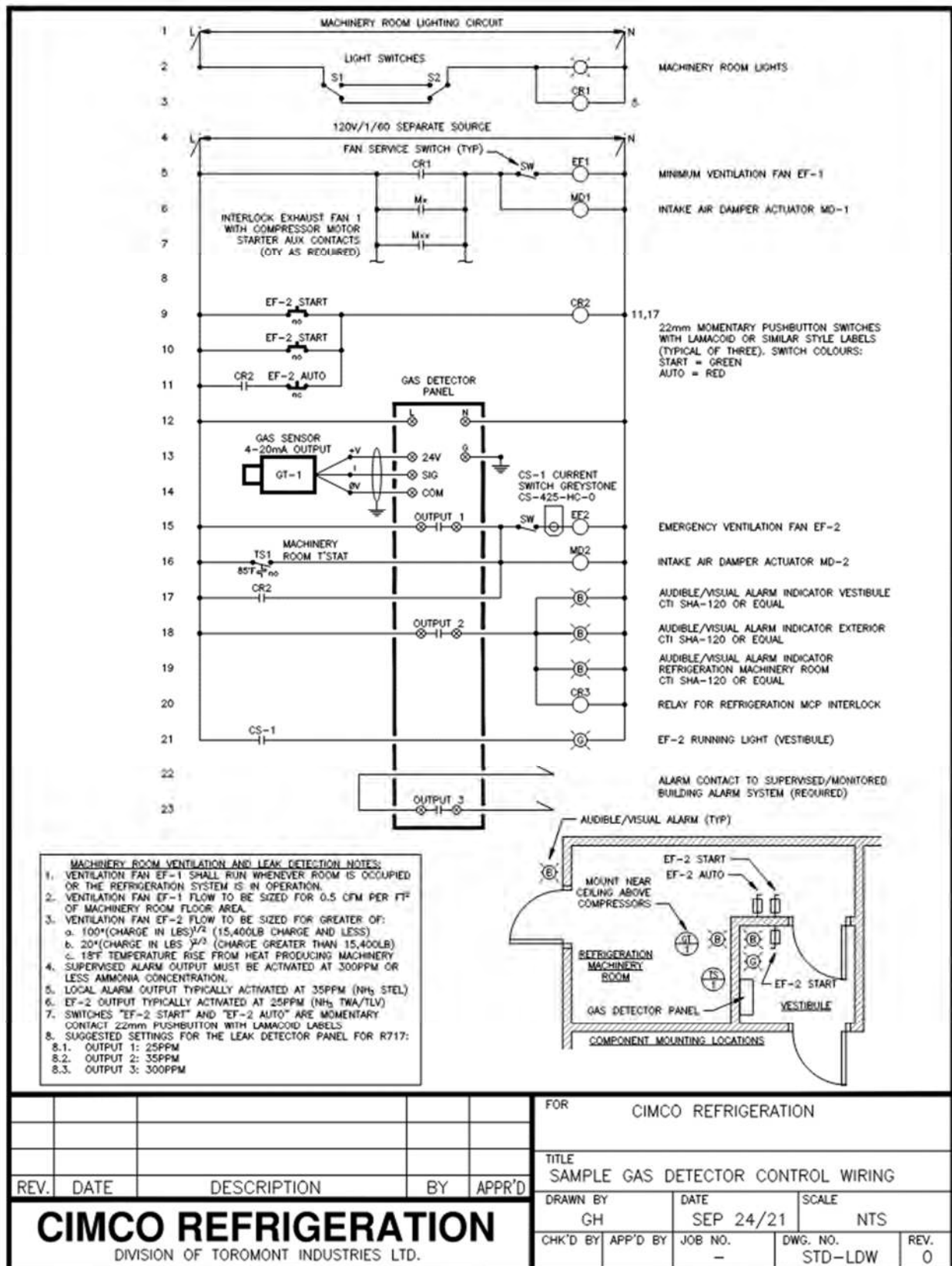
$$1,147,200 \text{ BTU/hr} / (0.7117 \text{ BTU/lb/°F} * 524,037 \text{ lb/hr}) = 3.1^\circ\text{F}$$

For the 2021 chiller, if the operating brine flow is 850 USGPM, the expected delta T would be

$$643,200 \text{ BTU/hr} / (0.7117 \text{ BTU/lb/°F} * 514,950 \text{ lb/hr}) = 1.8^\circ\text{F}$$

If the brine flow exceeds designs, due to the pump operating further right on the pump curve, the delta T will be less than the nominal. If the refrigerant suction pressure is lower than design, the refrigeration effect will decrease and the delta T will also be less than nominal.

7 Appendix A – Sample Ventilation Control Circuit



8 Appendix B - Refrigerant Inventory

	Equipment	R717 Charge (lb)
Condenser	Guntner Adiabatic	85
Chiller V-101	Chil-Con 24" OD x 8'-0" NTL	321
Chiller HX-1 *	Danfoss SW-54-98-TK	141
Underfloor HX-2	Chil-Con 8 5/8" OD x 3'-6" NTL	6
Underfloor HX-2	HT Industrial 6 5/8" OD x 2'-0" NTL	2
Snowmelt HX-3	Henry 8 5/8" OD x 7'-0" NTL	0
Liquid Receiver	-	95
Liquid Piping	-	35
	Total	685 lb

CSA B52:05 6.2.5.5

Minimum Ventilation

Operates when any of the following are true: system is in operation; refrigeration machinery room is occupied

Q = Airflow in CFM

A = Machinery Room Floor Area in ft²

$$Q = 0.5 * A$$

$$Q = 0.5 * 1200 = \mathbf{600\ CFM}$$

Maximum Flow Mechanical Ventilation Operates when any of the following are true: 25ppm Refrigerant concentration; room temperature exceeds 85°F; or override control is in on state.

Q = Airflow in CFM

G = Refrigerant Charge in lb

H = Motor Heat Load in BTU/hr

ΔT = Temperature Rise as Defined in 5.2.5.5.2

Greater of:

$$Q = 100 * \sqrt{G}$$

$$Q = 100 * \sqrt{685} = 2,617\ CFM$$

or

$$Q = \frac{H}{1.085 * \Delta T}$$

$$Q = \frac{63,200}{1.085 * 18} = \mathbf{3,236\ CFM}$$

9 Appendix C – Sample Instructions

Post this notice in a conspicuous location near the compressor(s)

IN CASE OF BREAKDOWN OR LEAK

In the event of an emergency situation dial: **911 Emergency Services**

Organization emergency contact: _____

Refrigeration system 24-hour service:

Regulatory Agencies Contact:

Notify in the event of an emergency, leak, or spill:

Alberta Boilers Safety Association: 780-437-9100
9410 20 Ave. NW Edmonton, AB

Alberta Environment: 1-800-222-6514
9915 108 St. NW Edmonton, AB

EMERGENCY SHUTDOWN PROCEDURE

If it is deemed necessary by the refrigeration operator or service mechanic to shut down the refrigeration system, proceed refrigeration compressor room entrance vestibule. Switch the refrigeration pilot electrical control switch to the off position. When suitable call the refrigeration service provider and advise them of the situation. In the event of an emergency situation always get to a safe place and call the emergency services prior to calling the refrigeration service provider. In the event of a leak or spill do not enter the refrigeration compressor room.

10 Appendix D – Field Equipment Reports

MEETING DATE: August 26, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Blackfalds RCMP Multi-Year Financial Plan**

BACKGROUND

The Town of Blackfalds is served by the Royal Canadian Mounted Police, and this service is formalized through the Municipal Police Service Agreement (MPSA). On an annual basis, at the start of the policing fiscal year, a Multi-Year Financial Plan (MYFP) is prepared by the RCMP and provided to the Municipality for the purpose of engaging in long-term financial planning and future resource requirements through collaborative engagement.

In previous years Administration has taken the information provided in the MYFP for consideration in the annual budget process and updating of the Staffing Plan. The MSPA includes a cost-sharing arrangement of 70% paid by the Municipality and 30% paid by the federal government, which is the cost-sharing ratio adopted for municipalities with populations between 5,000 and 14,999.

DISCUSSION

S/Sgt. Allan provided an overview of the MPSA along with the presentation of the semi-annual report on policing activities earlier through the delegation portion of the meeting. The purpose of the Request for Decision is not only to provide a copy of the most current MYFP but to have an “Agreement in Principle” in support of the plan by Council.

The MYFP provides valuable data, metrics, and forecasted resources anticipated to assist the RCMP in maintaining the goal of ensuring the safety and security of our citizens. Our detachment strength for urban enforcement is ten (10) positions this tenth position was approved in the 2025 budget but has yet to be filled. In addition to cost-sharing on these positions, we employ two (2) municipal administrative support positions to augment the federal support staff at the detachment.

The Town of Blackfalds owns the RCMP Detachment Building and provides space to the RCMP provincial resources, which is over and above the ten (10) municipal resources. The provincial resources include nineteen (19) rural members, Six (6) public service employees, Six (6) RCMP Traffic employees which includes one (1) Public Service employee and five (5) RCMP Members, as well there are two (2) Victim Services positions.

The MYFP includes the forecasting of future human resources, accommodation, equipment, and fleet needs. Costs have been estimated for current and future years as divisional pooled costs. As a community of less than fifteen thousand (15,000) in population, costs are pooled together and divided over the full-time equivalent utilization in the respective police service.

Over the past number of years, accommodation of facility space for the enforcement has been a topic of discussion as the detachment has reached capacity in the housing of members. This concern has been brought up on a number of fronts, including annual discussions with K Division.

FINANCIAL IMPLICATIONS

There will be financial implications in the budget, both operational and capital costs, over the term identified in the plan. These costs will be taken into consideration in the Town's annual and long-term budget cycles.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council acknowledge support of the Multi-Year Financial Plan from April 1, 2026, to March 31, 2031, with an Agreement in Principle only and consideration as part of the Municipal annual budget development process.
2. That Council authorize the Mayor's signature of the Multi-Year Financial Plan from April 1, 2026, to March 31, 2031, acknowledging the Agreement in Principle and effective collaboration in strategic planning for policing expenditures over the term identified in the plan.

ALTERNATIVES

- a) That Council refer the Blackfalds RCMP Multi-Year Financial Plan back to Administration for more information.

ATTACHMENTS

- *Blackfalds MYFP 2026-2031*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author



BLACKFALDS MUNICIPAL POLICE SERVICE MULTI-YEAR FINANCIAL PLAN (MYFP) APRIL 1, 2026 TO MARCH 31, 2031

Prepared for:

The Town of Blackfalds

Prepared by:

Blackfalds Detachment Commander

Dated:

July 11, 2025

Table of Contents

Introduction.....	5
Progress and Accomplishments 2024-25	5
Operational Priorities	6
Multi-Year Plans (MYP).....	6
Contributors to financial pressures	7
SECTION 1 - Human Resources.....	8
1.1 Annex A – Authorized Strength	8
1.2 Resource Requests.....	8
1.2.1 Summary of Personnel Growth Assigned to the Municipal Service – FY 2026-27 and Beyond	8
1.2.2 Summary of Personnel Growth Assigned to Divisional Administration – Fiscal Year 2026-27 and Beyond.....	9
1.2.3 Summary of Personnel Growth Assigned to Regional Administration – Fiscal Year 2026-27 and Beyond	10
1.3 Regular Member Pay Raises	10
1.4 Reservist Utilization	10
SECTION 2 - Accommodation	12
2.1 Accommodation Program Charge.....	12
2.2 Greening Government	12
2.2.1 Real Property	12
2.2.2 Fleet	12
2.3 Real Property	13
2.3.1 Workplace Modernization	13
SECTION 3 – Equipment.....	14
3.1 Criminal Operations.....	14
3.1.1 Modernization of Intervention Equipment.....	14
3.1.2 Pistol Modernization.....	15
3.1.3 General Duty (GD) Hand-Held Thermal Device.....	16
3.1.4 National Tactical Support Group Program (NTSGP) Equipment	16

3.1.5 National Marine Program – Thermal Flotation and Dry Suits	16
Not Applicable.	16
3.1.6 Criminal Operations Equipment Plan: 2025-26 to 2030-31.....	16
3.2 Informatics Equipment	17
3.2.1 Information Management/Information Technology (IM/IT) Projects and Initiatives	17
3.2.2 Digital Collaboration and Information Management (DCIM)	19
3.2.3 RCMP Network Modernization.....	20
3.2.4 Next Gen 9-1-1.....	20
3.2.5 Informatics Plan: 2025-26 to 2030-31	20
3.3 Air Services.....	21
3.4 Police Vehicles	21
3.4.1 General Duty.....	21
3.4.2 Specialized Vehicles	21
3.4.3 Police Vehicle Plan: 2025-26 to 2030-31	21
SECTION 4 – Divisional Administration and Other Operational Expenditures	22
4.1 Well Being Ambassadors	22
4.2 National Reintegration Program (NRP).....	22
4.3 Training Requirement	23
SECTION 5 – Special Projects and Initiatives.....	24
5.1 Emergency Response Team (ERT).....	24
5.2 Cybercrime.....	24
5.3 Corporate & Human Resources Enterprise Resource Planning (ERP) Modernization (2022-26)	24
5.4 Uniform Modernization (New Uniform)	25
5.4.1 Duty Shirt	25
5.4.2 Hijab.....	26
5.4.3 Inclusive Respirator:	26
5.5 Crypto Currency:.....	26

5.6 Ongoing Commissions, Assessments and Reports (includes MCC Recommendations, MMIWG Inquiry & Discoveries of Unmarked Graves/Truth and Reconciliation).....	27
5.6.1 Missing and Murdered Indigenous Women and Girls (MMIWG) Inquiry.....	27
5.6.2 Discoveries of Unmarked Graves/Truth and Reconciliation.....	28
SECTION 6 – Financial Summary and Projections.....	29
SIGNATURES	32

INTRODUCTION

This Multi-Year Financial Plan (MYFP), the “Plan”, has been prepared by the Alberta Royal Canadian Mounted Police (RCMP) in consultation with the Town of Blackfalds, pursuant to Article 17.1 of the Municipal Police Service Agreement (MPSA). This Plan is for the Fiscal Year (FY) starting on April 1, 2026 and covers a period of five years. In addition, the forecast for the 2025-26 fiscal year will be updated and finalized through this process.

This Plan reflects ongoing cooperation between the RCMP and the Town of Blackfalds to ensure adequate and effective Municipal policing is provided pursuant to the MPSA. The safety and security of the citizens of the Town of Blackfalds and the police officers serving within the Municipal Police Service (MPS) remains the ultimate goal.

The MYFPs are a five-year cost projection for the following areas:

- Human Resources
- Accommodation
- Equipment
- Divisional Administration and Other Direct and Indirect Costs
- Special Projects and Initiatives
- Financial Summary and Projections

The MYFP is a planning and reporting tool designed to establish enhanced consultation and collaboration between the Detachment Commander and Mayor/CAO on financial matters to ensure all contract parties have the information they require to effectively manage the finances of the Service and Divisional and/or Regional administration. The Plan includes items highlighted in recent Contract Management Committee (CMC) Consultation Documents, items noted in bilateral discussions and other national direction or initiatives that will have program or financial implications in contract jurisdictions.

Understanding that approved Municipal budgets are not available at the time of this submission as Municipal and Federal budget processes and timelines do not normally align, Alberta RCMP worked cooperatively with the Town of Blackfalds to obtain notional support for projected annual budgets and resource forecasts (together forming the “approval in principle” budget and personnel figures).

PROGRESS AND ACCOMPLISHMENTS 2024-25

In 2024-25, the Town of Blackfalds and the Detachment Commander identified three community priorities, including:

Crime Reduction: Project Focus is the Detachment’s main initiative to reduce crime. Under the Project Focus banner in the 2024-25 fiscal year, a copper wire theft operation saw the arrest of several individuals in conjunction with neighbouring detachments; targeted stolen vehicle recovery project, drug trafficking investigations, and a combination of a fraud education series along with “Project Kasha” which seeks out the selling of stolen goods off sites such as Kijiji.

Police / Community Relations – Police Visibility: Non-management officers attended several community meetings over the past fiscal year, allowing front-line officers to engage directly with the community and oversight bodies such as Police Advisory Committees and Council meetings. This gives both the members and community members to meet in a positive setting and provides a stage for future leadership

development for our officers. Blackfalds Detachment continues to grow its distribution of the “Blackfalds Weekly News” to community partners, providing statistics and communication to all our communities.

Traffic Safety: As a result of this priority, one of our members successfully conducted 47 impaired investigations. As a Detachment, members participated in Joint Force Operations (JFO’s) conducting check stops and roving patrols in the Town of Blackfalds, along with the rural areas surrounding. These JFO’s result in enhancing relationships with our community enforcement partners.

OPERATIONAL PRIORITIES

For the 2025-26 Fiscal Year, the Town of Blackfalds and the Detachment Commander are identifying similar community priorities, but with an increased focus on mental health and youth.

This year’s initiatives will include projects focused in crime reduction, traffic safety, and Joint Forces traffic operations. In addition, there will be other initiatives that will focus on mental health, both internally and externally, along with youth engagement. Finally, the Detachment will continue to use community reporting tools such as: Weekly News Reports, Police Committees, and attending formal Council meetings.

MULTI-YEAR PLANS (MYP)

In September 2024, the Commissioner provided CMC with the suite of MYPs (the Plans) for the National Programs, which includes the National Recruiting Program (NRP), Cadet Training Program (CTP) and Police Services Dog Training Program (PSDTC), as well as MYPs for the Accommodations Program Charge (APC), Police Reporting Occurrence System (PROS) and Body Worn Cameras (BWC).

The purpose of the Plans is to provide information to CMC in relation to the identified RCMP Programs in accordance with the reporting requirements in the Police Service Agreements (PSA).

As per the PSAs, the Plans are to include the costs to Canada of maintaining and providing these services in order to calculate annual per capita billing rates that are used to recover costs from the contract jurisdictions in relation to their police service’s use. The estimated RCMP Program annual per capita billing rates for Fiscal Year 2026-27 are:

- **National Recruiting Program (NRP):** \$2,372 per capita.
- **Cadet Training Program (CTP):** \$5,996 per capita.
- **Police Dog Services Training Centre (PDSTC):** \$54,873 per capita.
- **Police Reporting and Occurrence System (PROS):** \$917.06 per capita.
- **Body-Worn Camera (BWC):** \$2,892 per capita.
- **Accommodation Program Charge (APC):** The Plan on accommodations is quite different than the Plans for Recruiting, Cadet Training at Depot and PDSTC. It consists of a national summary and analysis of the individual accommodations plans that are approved bilaterally with each PT.

Discussions are ongoing within RCMP NHQ on the development of a national rate(s) which will encompass expenditures related to current and future operational systems projects, as well as enterprise information management solutions, and will be supported through annual Multi-Year Plan(s) (MYP). Though the specific mechanics on how these rate(s) will be calculated are still to be determined, the RCMP is currently targeting implementation starting in FY 2027-28 at the earliest. CMC will continue to be consulted on the development and implementation of this rate.

Additional details outlining budgetary considerations, infrastructure and equipment plans, the methodology used to estimate the per capita rate, how the cost recovery will be processed and any other relevant information including future forecasts can be found in the individual Plans.

CONTRIBUTORS TO FINANCIAL PRESSURES

Alberta municipalities face mounting financial pressures that impact their ability to sustain effective policing services. While financial strains are currently being felt across provincial and national levels as well, their impact may be more acute on a local scale due to limited fiscal capacity and community service delivery expectations.

Inflation and recent global trade disruptions are significantly impacting the cost of policing across multiple operational areas. Fuel prices have increased approximately 7-10% year-over-year, with potential increases incoming due to geopolitical conflicts. The cost of patrol vehicles, equipment, and protective gear has also risen sharply due to supply chain pressures and tariffs set by the United States and their global trading partners. Canada's introduction of a 25% retaliatory tariff on U.S. sourced goods, with further tariffs potentially incoming in upcoming weeks, have impacted the costs of goods such as vehicles, tactical gear, firearms, ballistic protection, and electronics.

Although Canada's annual inflation rate has moderated at 1.7% year-over-year in recent months, the ongoing tariff and supply chain issues continue to exert pressure on costs of policing. These factors are not within the control of the Alberta RCMP but will ultimately impact the overall costs associated to delivering services to our communities. Keeping the safety of communities in the forefront, strategies to mitigate increases in expenditures continue to be exercised.

SECTION 1 - HUMAN RESOURCES

1.1 Annex A – Authorized Strength

In accordance with Article 5 of the Companion Document to the Police Service Agreements, the number of positions noted in Annex “A” of the MPSA is also known as “authorized strength”. Authorized strength is the benchmark information used by the Municipality when reporting to the public, or Treasury Boards, on the size of the Service and/or Divisional/Regional administration.

The number of current Municipal positions noted in Annex “A” as of April 1, 2025 is ten Regular Members (RM). In addition, there are two Municipal Employees (ME) providing support to the detachment. A breakdown of these resources and their functions are outlined in the tables below:

Municipal Detachment: Regular Members	Supt	Insp	S/Sgt	Sgt	Cpl	Cst	Total
General Duty				1	1	6	8
School Resource Officer						1	1
General Investigation Section						1	1
				1	1	8	10

Note: The Town of Blackfalds recently submitted an Article 5 letter to call up one new position effective January 1, 2025 (position creation is underway).

Municipal Detachment: Municipal Employees (ME) - [Please provide job role/function]	Total
Administrative Support	2
	2

1.2 Resource Requests

1.2.1 Summary of Personnel Growth Assigned to the Municipal Service – FY 2026-27 and Beyond

Police Service Agreement	Allocation	Category of Employee Rank/Group & Level (if available)	2026-27*	2027-28	2028-29	2029-30	2030-31
MPSA Alberta RCMP	Contract Policing	RM	1	1	1	1	1
		S/Cst	0	0	0	0	0
		CM	0	0	0	0	0
		PSE	0	0	0	0	0
		ME	1	0	0	0	1

*Growth is ‘approved in principle’ by the Contract Partner for the 2026-27 Fiscal Year.

An increase of five Members and two Support Staff resources to the Municipal Service over five years beginning in Fiscal Year 2026-27 is included in this MYFP as follows:

1.2.1.1 General Duty Members: Five (5) RM. One (1) RM Constable in each Fiscal Year from 2026-27 to 2030-31

These Members will be uniformed Members and responsible for proactive policing as well as responding to calls for service and general public safety.

1.2.1.2 Administrative Support: Two (2) ME. One (1) ME in Fiscal Year 2026-27 and One (1) ME in Fiscal Year 2030-31

These employees will be Detachment Services Assistants providing support to the Detachment Commander as needed. Their duties include Member support, capturing data, reporting for municipalities, court disclosure, quality control, service to the public and more.

1.2.2 Summary of Personnel Growth Assigned to Divisional Administration – Fiscal Year 2026-27 and Beyond

Police Service Agreement	Allocation	Category of Employee	2026-27*	2027-28	2028-29	2029-30	2030-31
		Rank/Group & Level (if available)					
PPSA "K" Division	Contract Policing	RM	0	0	0	0	0
		S/Cst	0	0	0	0	0
		CM	0	0	0	0	0
		PSE	2	0	0	0	0

*Growth is 'approved in principle' by the contract partner for the 2026-27 Fiscal Year.

Anticipated financial impacts to the Divisional Administration rate resulting from these increased resources is expected to be minimal as these Divisional costs will be spread amongst all partners within the Division.

An increase of two (2) Support Staff resources to Divisional Administration for the FY 2026-27 is included in this MYFP as follows:

1.2.2.1 Access to Information Program (ATIP): Two (2) Public Service Employees (PSE) in FY 2026-27

Having access to government information and protecting privacy is a service Canadians expect. Privacy laws across Canada are similar and provide Canadians with a legal right to access their personal information or information under the control of provincial, territorial and federal governments. The RCMP is seeking to expand its ATIP footprint in the divisions by creating 16 new positions across the country, to create dedicated ATIP Liaison Officer Bureaus within each division to coordinate requests, validate information returned to National Headquarters (NHQ), and act as a central advisor to divisional

management on information and privacy issues. In FY 2026-27, the ATIP Modernization Team supports the addition of two (2) PSE resources within the Alberta RCMP to bolster the ATIP Program and data collection.

1.2.3 Summary of Personnel Growth Assigned to Regional Administration – Fiscal Year 2026-27 and Beyond

Police Service Agreement	Allocation	Category of Employee	2026-27*	2027-28	2028-29	2029-30	2030-31
		Rank/Group & Level (if available)					
PPSA "K" Division	Contract Policing	RM	0	0	0	0	0
		S/Cst	0	0	0	0	0
		CM	0	0	0	0	0
		PSE	0	0	0	0	0

*Growth is 'approved in principle' by the contract partners for the 2026-27 Fiscal Year.

No increase of Regular Members and Support Staff resources to Regional Administration has been identified over five years beginning in FY 2026-27.

1.3 Regular Member Pay Raises

A non-contractual estimate of 3.5% has been put forward for inclusion in the MYFPs for planning purposes, and this figure has been acknowledged by CMC. Negotiated salary increases or those imposed through third party arbitration could result in increases below or above the planning rate. Given that the NPF has access to binding arbitration (in the absence of a negotiated settlement) there is inherent uncertainty in projecting settlements. As such, should Contract Partners wish to build contingencies into their planning figures to mitigate potential fluctuations in negotiated rates or the possibility of arbitration, they are encouraged to do so.

The anticipated costs associated with Regular Member Pay Raises for Fiscal Year 2025-26 are included within the Pay section of the supporting MYFP Financial tables (Excel).

1.4 Reservist Utilization

The Alberta RCMP Reserve Program was created as a tool to alleviate short-term pressures on operational units, and has evolved to continue to meet the ever-changing complexities of policing. Reservists can provide the much-needed relief to operational members and can also be a resource to meet cyclical demands for service, without adversely impacting ongoing priorities.

In order to align with the National Mandate and better meet operational needs, all reservists will fall under the Alberta RCMP's Recruiting/Reserve Policing. The Alberta RCMP Reservists will no longer be attached to a detachment or work area and all costs associated to the recruiting, medical, and training will be covered by the Alberta RCMP Reserve Program. There are currently 22 Reservists deployed as part of this

program. For the 2025/26 fiscal year the Alberta RCMP is anticipating no growth in the Reservist Program and similarly to prior year will utilize seven Reservists.

SECTION 2 - ACCOMMODATION

According to Article 12 of the MPSA, municipalities with a population of 5,000 or more are responsible for providing and maintaining accommodations for their Municipal Police Service, at no cost to Canada. Regardless of whether municipalities are to provide their own accommodations or occupy federal government detachment facilities; municipalities with MPSAs are responsible for 100% of the costs for providing and maintaining these accommodations. This includes furnished office space, cell-block facilities, garage space, as well as 100% of operating and maintenance costs.

In order to support the financial planning for municipal accommodations, which includes upgrading, renovating and/or life cycling of building assets, discussions between the Town of Blackfalds and the Detachment Commander should be shared with the Alberta RCMP Real Property Asset Management unit. This allows both parties to plan, budget, approve and provide guidance to ensure that it meets the standards set forth in policy.

The Town of Blackfalds owns the existing RCMP Detachment and leases the space to the RCMP provincial resources. The building is subject to space pressures; expansion options are being explored, pending approvals.

2.1 Accommodation Program Charge

Not Applicable.

2.2 Greening Government

The RCMP continues to make progress in supporting the Greening Government Strategy, a Government of Canada directive to achieve net-zero carbon and climate-resilient operations by 2050. The RCMP is taking the following steps in order to meet reporting requirements:

2.2.1 Real Property

2.2.1.1 Waste Diversion (Facilities >10,000 m2)

Not Applicable.

2.2.1.2 Climate Resilience Vulnerability Assessments (CRiVA)

Not Applicable.

2.2.2 Fleet

2.2.2.1 Conversion to Electric Operational Vehicles

The Government of Canada's Greening Government Strategy has a requirement to achieve net-zero greenhouse gas emissions (GHGs) by 2050. In an effort to achieve net-zero GHG emissions for light-duty vehicles which fall under National Safety and Security Fleets (NSSF) by 2050, the RCMP has committed that 50% of the RCMP's (NSSF) light-duty fleet will be comprised of Zero Emission Vehicles (ZEVs) by 2030 and increasing to 100% by 2035. Discussions continue between RCMP and Government of Canada

regarding this commitment, exact details regarding timeline and costing are unknown at this time but will be shared with CMC once determined.

The Alberta RCMP does not anticipate any costs related to the conversion to Electric Operational vehicles for Fiscal Years 2026-27 to 2030-31 (5FYs).

2.3 Real Property

2.3.1 Workplace Modernization

The move to a hybrid work environment has enabled the RCMP to consider flexible work arrangements for non-operational personnel, thanks to significant Government of Canada investments in new technology and related infrastructure. The RCMP will be exploring opportunities for modern, flexible, and technology-enabled portfolio changes to meet future needs of the force while supporting operations and government socio-economic objectives (e.g. greening, accessibility, Indigenous reconciliation).

To meet accessibility requirements and the goal of becoming barrier-free by 2040, an Accessibility Plan is under development that will identify buildings for undertaking Accessibility Audits. The cost of an Accessibility Audit is approximately \$20,000/building. In addition, as part of Budget 2024 the Government of Canada announced plans to reduce its office portfolio by 50%. The RCMP is working with PSPC to develop a long-term plan.

Until the Accessibility Plan is developed, divisions are unable to identify costs and timelines applicable to their individual jurisdiction.

SECTION 3 – EQUIPMENT

The accompanying financial documentation provides estimates for several groupings of equipment over the length of the Plan. Equipment purchases have been grouped into four areas focused on Criminal Operations, Informatics, Air Services and Police Vehicles.

Anticipated equipment costs are outlined in the Tables under Sections 3.1.6, 3.2.5 and 3.4.3 of this document.

3.1 Criminal Operations

3.1.1 Modernization of Intervention Equipment

The Alberta RCMP is committed to providing officers with lightweight, ergonomic and modern equipment that is readily available. Within this strategy, modern Pistols and Long Gun Rifles will have features that ensure the firearm is suitable for use by the widest demographic of police officer possible. Less lethal technologies, such as the Extended Range Impact Weapon provides officers with more opportunities to de-escalate dangerous situations rather than resorting to lethal force. In addition, Hard Body Armour have become lighter, allowing officers to wear it for longer periods of time and promoting optimal performance under hazardous conditions. Portable Ballistic Shields provide officers a form of ballistic protection should the need arise to rescue a member of the general public or a fellow officer in active shooter or similar situations. Breaching Equipment will also ensure officers are able to respond to an active threat as a result of entrances being barricaded. This strategy advances the vision of a modern police officer by ensuring RCMP officers have the appropriate tools to perform their duties as safely and effectively as possible.

3.1.1.1 Portable Ballistic Shields (PBS)

Research has identified a need for the PBS in a general duty capacity. In exigent circumstances, PBS can be deployed for preservation of life to affect a rescue of an officer or member of the general public in an open environment. As part of containment in open areas where no ballistic cover is available, PBS can provide increased ballistic protection from armour piercing rounds and would supplement the protection provided by Hard and Soft Body Armour. Costs are expected to be upwards of \$10,000 per item, multiplied by a recommended two PBS per the number of detachments. The RCMP is actively working through a two-stage procurement process. The Notice of Planned Procurement was posted and is now closed and it is anticipated that a Standing Offer will be in place in Fiscal Year 2025-26. The roll-out schedule will be dictated by vendor production capability, lot testing, timing and operational demand/priority.

Alberta RCMP's anticipated average costs associated with the implementation of PBS for Fiscal Years 2025-26 to 2027-28 are \$800,000/year. The forecast is based on deploying at least one PBS each in detachments in Fiscal Year 2025-26, 1/3 of locations in Fiscal Year 2026-27, and the rest in Fiscal Year 2027-28 (3 Fiscal Years) to reduce budgetary pressures.

3.1.1.2 Hard Body Armour (HBA)

HBA is currently assigned per operational police vehicle which does not provide immediate access to all officers and does not optimally fit everyone. There is also a need for a Gender Based Analysis Plus (GBA+) approach given the changing demographic of the RCMP. Contract has been awarded and is expected to

be available for 5 Fiscal Years (2025-26 to 2029-30) before re-solicitation. There are three sizes available with an average estimated cost of \$1,150 per frontline officer. It has been suggested that Alberta RCMP consider allocating their unit-issued HBA to all frontline officers and then calculate their remaining need, multiplied by an estimated \$1,150 per unit, to be purchased as required based on the 10-year lifecycle and proper fit. New officers will be issued HBA at Depot. An initial order of 5,000 units to replace expired and ill-fitting HBA, plus provisioning Depot was made. After the initial order, there is no forecast available because these will replace existing HBA one-for-one as needed.

Although there are plates in circulation that are well within their life expectancy, the Uniform and Equipment Program had ample supply when the ordering system went live on March 19, 2025 for replacement of expired HBAs set to accommodate orders and the capability to call-up more. The Alberta RCMP can expect to receive some product, starting as early as Q1 in Fiscal Year 2025-26, and the pricing in the cost breakdown remains accurate.

3.1.1.3 Extended Range Impact Weapons 40mm (ERIW)

Appropriate use of crisis intervention and de-escalation techniques often requires that the officers have time and distance. It was identified that front line officers did not have a less lethal intervention option that allowed them to maintain an increased distance from the subject. The initial delivery of ERIWs was completed in Fiscal Year 2024-25 with existing orders being received in the Albert RCMP and was removed from the pilot phase in February 2025. The actual cost per system is \$4,950 and a Standing Offer (SO) is anticipated to be put in place in Fiscal Year 2025-26. A SO for Extended Range Sponge Rounds has been awarded and is available for divisions to purchase on the annual bulk buy. Additional O&M costs could include the modular style vehicle rack which can accommodate any two of the Carbine, ERIW, or Shotgun at a cost of \$700 each and from the bulk buy, a higher ammunition cost of \$25/round which may cause cost increases for training and annual recertification (per trainee, an estimated 20 rounds are used in initial training and an estimated 8 to 10 rounds are used in annual recertification).

Alberta RCMP's anticipated average cost associated with the implementation of ERIW for the next two Fiscal Years 2025-26 and 2026-27 is \$346,290/year.

3.1.2 Pistol Modernization

The RCMP has concluded that the in-service 9mm Smith and Wesson (S&W) 5946 and 3953 general duty pistols must be replaced. The current pistols have been in service since 1995 and have exceeded their life expectancy. There is a need for Gender Based Analysis Plus (GBA+) given the changing demographic of the RCMP. In addition, there exists a tactical disadvantage to the pistol due to the lack of a mounted-flashlight. Forecasted costs for Pistol Modernization is \$2,415 per officer, plus an additional \$445 per officer for Pistol Transition Training costs. The Request for Proposal (RFP) submitted in June 2024, resulted in no compliant bids being received and a new RFP was posted in March 2025. It is anticipated that RFP completion and testing will occur early Fiscal Year 2025-26 and that training and limited product delivery will occur fall/winter of the same Fiscal Year. Roll-out will occur over a maximum of four Fiscal Years (2025-26 to 2028-29) with the first being 600 pistols for train the trainer followed by the delivery of up to 1/3 of the divisional allotment per Fiscal Year. Training at Depot will be priority and roll-out training sessions are being planned in the Divisions to ensure instructors are trained and prepared for roll out.

Alberta RCMP's anticipated average costs associated with the implementation of Pistol Modernization for

the next four Fiscal Years 2025-26 to 2028-29 is \$1,895,292/year. Although the National roll-out plan stated indicates that the implementation of Pistol Modernization should be planned for three years, Alberta RCMP's current training capacity estimates that will take up to four years for a complete roll-out.

3.1.3 General Duty (GD) Hand-Held Thermal Device

The RCMP are currently examining a number of historical and more recent critical incidents, as well as previous recommendations related to low-light operations and equipment that could augment RCMP officer and public safety during these incidents. Technology has significantly improved in recent years and the RCMP is examining potential options such as hand-held Thermal, InfraRed and Night Vision optics that may be suitable for general duty applications. A hand-held, rugged thermal optic will be best suited to considerably improve officer safety during these scenarios. The RCMP is currently examining various options and associated costs are estimated at \$4,000 per device with a recommended minimum of two devices per detachment. It is anticipated that the appropriate procurement vehicle will be posted in early Fiscal Year 2025-26 with a three-year roll-out commencing the same year as determined by production capacity of the vendor.

Alberta RCMP's anticipated average costs associated with the implementation of Pistol Modernization for the next three Fiscal Years 2025-26 to 2027-28 is \$304,000/year. The target deployment is for at least one Hand Held Thermal Device in every detachment this fiscal year with the second requirement issued through a phased approach in the next two fiscal years.

3.1.4 National Tactical Support Group Program (NTSGP) Equipment

Not Applicable.

3.1.5 National Marine Program – Thermal Flotation and Dry Suits

Not Applicable.

3.1.6 Criminal Operations Equipment Plan: 2025-26 to 2030-31

The Table below breaks out the Criminal Operations Equipment Plan for the Municipal Police Service for Fiscal Years 2025-26 to 2030-31.

Muni Under - Operational Equipment Plan							
Priority Level		2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
1	Taser 7, Holsters and subscription	\$ 324,400	\$ 327,360	\$ 342,240	\$ 353,400	\$ 368,280	\$ 383,160
1	Portable Ballistic Shields	\$ 125,400	\$ 125,400	\$ -	\$ -	\$ -	\$ -
1	Replacement Equip (ASDs, TDD, Breaching Tool)	\$ 18,617	\$ 24,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
1	Extended Range Impact Weapons 40mm	\$ 39,576	\$ 39,576	\$ -	\$ -	\$ -	\$ -
1	Forward Looking Infrared (Thermal Imaging)	\$ 66,000	\$ 33,000	\$ 33,000	\$ -	\$ -	\$ -
1	Ammunition	\$ 48,192	\$ 49,638	\$ 51,127	\$ 52,661	\$ 54,241	\$ 55,868
1	Pistol Modernization	\$ 159,390	\$ 196,400	\$ 199,238	\$ 201,954	\$ 205,879	\$ -
1	Investigational Aids (Livescans, ATAK, TVs)	\$ 138,154	\$ 64,099	\$ 65,242	\$ 80,319	\$ 41,630	\$ 42,880
1	Protective Technical Services	\$ 289,785	\$ 180,964	\$ 186,954	\$ 163,812	\$ 169,360	\$ 173,375
1&2&3	Other Equipment (Fume Hood, Carry forward, C	\$ 80,407	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Operational Equipment Costs	\$1,289,921	\$1,040,437	\$ 902,800	\$ 877,147	\$ 864,389	\$ 680,282
	Body Worn Cameras (+DEMS)	\$ 958,610	\$1,078,716	\$ 1,119,000	\$ 1,119,000	\$ 1,119,000	\$ 1,119,000

3.2 Informatics Equipment

3.2.1 Information Management/Information Technology (IM/IT) Projects and Initiatives

As part of the RCMP's Digital Policing Strategy, known as "The Connected RCMP", the RCMP is focused on ensuring the organization has the right technology required to deal with the digital era's impacts on policing. This technology needs to be delivered quickly and in a way that meets the needs of citizens, businesses, partners, and RCMP employees. Since 2019, work has been done to define a future digital operating environment to make the RCMP a more data-driven and automation-enabled police force and advance the capabilities and efficiency of front-line policing through four target operating environments: improved situational awareness, advanced analytics, workflow automation, and partner and citizen engagement.

RCMP's Digital Policing Strategy provides an overarching roadmap for the RCMP and although there are no costs to contract partners directly associated with the Digital Policing Strategy itself, the IM/IT projects and initiatives identified below that fall under the umbrella of the Digital Policing Strategy will result in costs being incurred by the contract partners.

Discussions are ongoing on the development of a national rate(s) which will encompass expenditures related to current and future operational systems projects, as well as enterprise information management solutions, and will be supported through annual Multi-Year Plan(s) (MYP). Though the specific mechanics on how these rate(s) will be calculated are still to be determined, the RCMP is currently targeting implementation starting in FY 2027-28 at the earliest. CMC will continue to be consulted on the development and implementation of this rate.

3.2.1.1 Computer Aided Dispatch Next Generation (CAD NG)

The RCMP is currently developing a Statement of Requirements/Statement of Work (SOW/SOR) for a Request for Proposal (RFP) through procurement to replace the RCMP's Computerized Integrated Information and Dispatch System (CIIDS) with a commercial off the shelf Computer Aided Dispatch (CAD) system. The RCMP continues to maintain its existing CAD system, with more upgrades planned before the end of the contract to maintain efficient tools for police operations. All RCMP jurisdictions within Provinces and Territories are currently working with the CIIDS/CAD, with the exception of British Columbia and Halifax District who have implemented the Versaterm application (which remains out of scope for this update). Though the specific mechanics on how this rate will be calculated are still to be determined, the RCMP is currently targeting implementation of the system starting in FY 2028/29. Rate updates will be provided as this initiative is further developed.

3.2.1.2 Electronic Major Case Management (eMCM)

The RCMP is looking at maximizing the effectiveness and efficiency of RCMP business and police operations through the national implementation of a new eMCM solution. The Evidence and Reporting (E&R) system, currently being used for eMCM was not designed to address the overall needs of Major Case Management as it is cumbersome to use, requires redundant data entry, and does not facilitate the management of unstructured data collected. It has limited analytical capability and has been broadly deployed locally with limited to no capability for data sharing or administration. As a result, in March 2020, a contract was awarded to Xanalis for the implementation of their commercial off-the-shelf software

solution called “PowerCase”. This enhanced solution provides the required capabilities, flexibility and scalability to manage major case investigations at various levels of complexity while complying with the Information Management policies, standards, and practices.

Various risks are being monitored in relation to equipment, configuration, and testing. The project is working in close collaboration with the vendor, Shared Services Canada and various stakeholders to ensure a successful deployment of this solution. The planning and design phases have been completed and testing is underway. Testing cycles have indicated issues that are being resolved along with updated requirements for disclosure to ensure the end users are provided the best viable product. Another release is expected in Feb/March 2025 followed by a Disclosure Release, testing, training and a phased deployment. Timelines are being re-evaluated due to the testing delays and will be provided once solidified.

3.2.1.3 Status and Messaging Model (SAMM)

The SAMM, mobile component of the Computerized Integrated Information and Dispatch System (CIIDS), application was implemented in the mid-1990’s and has received limited upgrades due to the old technology platform it was built on. It is now considered to be at “end of life” and there are stability concerns with maintaining SAMM until the CIIDS Computer Aided Dispatch (CAD) application is replaced. The Gartner and Accenture CAD market assessments identified SAMM as a major pain point for our officers that creates an increased risk to officer safety as it is susceptible to crashes which leaves them off the Operational Communications Centre’s (OCC) radar from a dispatch perspective.

The RCMP has continued to keep a “lights on” approach with SAMM, but due to the increased safety concerns for officers and members of the general public, the RCMP is proceeding with a project to replace SAMM with Bell CAD Mobile as an interim sole source solution until the CAD Next Generation (NG) project is complete in approximately 5 FYs. The project began a pilot starting in November 2023 and was completed on June 27, 2024. The Vendor corrected identified items and the test team and QCS are currently working through testing cycles with the full implementation to be completed by the end of FY 2025-26.

3.2.1.4 Blue Force Tracking (BFT) formerly Android Team Awareness Kit (ATAK)

The BFT project team has completed the roll-out of the Team Awareness Kit (TAK) software suite to all officers. This suite consists of the ATAK software used on RCMP issued smart phones and tablets for front line responders, and the WinTAK software designed for use on RCMP desktops and tablets for the command and control component of the incidents. Although the BFT suite of applications are currently available at no charge, the adoption of this kit will result in additional costs which includes the purchase and licensing of servers, purchasing of new hardware (smart phones and tablets), airtime service fees, etc. The estimated cost is based on \$60/Member FTE Utilization/year beginning in FY 2024-25.

Requiring dedicated staffing in Divisions and NHQ in order to maximize situational awareness, interoperability and officer safety in critical situations, the BFT Enhancement Project is in its pre-planning stages to address divisional requirements that could not be met by the scope of The Blue Force Tracking (BFT) Enterprise (Z-00908) Project. BFT Enhancements will particularly focus on the interoperability with

both internal and external partners and procure a third-party vendor for development and maintenance support through a formal Request for Proposal (RFP) process.

3.2.2 Digital Collaboration and Information Management (DCIM)

The RCMP requires an enterprise solution to allow for alignment to an evolving digital environment which will support the management of electronic administrative and employee information and collaboration across multiple devices and platforms. This impacts both operational effectiveness of RCMP Divisions and the ability to meet GC directives and legislated requirements (such as ATIP and legal holds). The solution will allow for improved access to high availability, authentic, reliable and timely information, allowing front-line members to better support decision-making and day-to-day activities more efficiently. Meeting this need effectively for business lines across the RCMP requires the careful design of business applications (user-facing software) and records management tools. To do this, the Analytics, Data and Information Management (ADIM) branch launched the Digital Collaboration and Information Management (DCIM) Project. This project was approved at the Investment Oversight and Prioritization Committee (IOPC) in September 2024 for Project Approval and Expenditure Authority. Some professional services resources were onboarded in October 2024, and additional resources have been identified for upcoming project activities.

The DCIM project solution will leverage Microsoft 365 (M365) suite including SharePoint Online (SPO), One Drive, and Exchange Online. It will deploy a centralized, Protected B modern information management solution that is hosted on cloud-based Software as a Service (SaaS) technology and aligns with the RCMP's use of M365. This solution offers significant savings of time, effort, maintenance, integration, and licensing costs as well as meets information management user experience (UX) requirements.

An enterprise modern information management solution must be available to the entire enterprise across multiple devices to provide the best value to the organization. The DCIM project's objective is to implement an effective enterprise modern information management solution for the RCMP through modernizing approaches to digital information management and collaboration to improve the RCMP's ability to use information effectively, improve business processes with updated information flows and meet legislative and regulatory responsibilities surrounding the management of information. The work represents phase 1 of the DCIM project that will implement the base functionality for the modern information management solution requirements while phase 2 and 3 will build on functionality such as further collaboration and file sharing capabilities with external partners and stakeholders. Phase 2 and 3 will be run as separate and distinct projects.

The DCIM project has been asked to accelerate onboarding for the organization. The next steps for the DCIM project will be to complete a revised plan for onboarding along with the design and build activities, initiate training development, finalize security and privacy compliance activities and execute the pilots that are planned for early 2025.

Discussions are ongoing within RCMP NHQ on the development of a national rate(s) which will encompass expenditures related to current and future operational systems projects, as well as enterprise information management solutions, and will be supported through annual Multi-Year Plan(s) (MYP). Though the specific mechanics on how these rate(s) will be calculated are still to be determined, the RCMP is currently

targeting implementation starting in FY 2027-28 at the earliest. CMC will continue to be consulted on the development and implementation of this rate.

3.2.3 RCMP Network Modernization

The RCMP is located at over 950 locations across Canada, many of which are not in urban centres. RCMP operations rely on a robust, available and reliable network to enable access to our critical business applications and services. Alberta RCMP is requiring increases to their network capacity to enable modern applications across their sites ensuring continued availability and access to Alberta RCMP's operational systems and supporting ongoing police operations and administrative services. Network modernization in partnership with Shared Services Canada (SSC) will aim to address the following:

- Procurement of new technologies for enhancing nationwide network capacity.
- Implementation of new and emerging connectivity technologies for RCMP's remote and northern sites.
- Implementation of new, modernized wide area network technology that will further enhance cloud applications and off-loaded non-critical traffic for priority of operational traffic.

This operational initiative is a generational investment in the RCMP's national digital networking ecosystem which will open the door for greater resiliency, national Cloud connectivity, and better access to RCMP national data centers.

The RCMP's digital network must be modernized to ensure that the continued availability and access to core police operational and administrative systems is maintained. Without the necessary additional network capacity, many of the RCMP's sites in the North and other remote locations across Canada will not be fully enabled to leverage modern policing applications. Working with SSC, the RCMP will ensure that the continued availability and access to core police operational information systems is maintained. RCMP with the support of SSC will manage the deployment of the network enhancement tools including the ongoing evolution and changes to the RCMP's national digital network footprint.

SSC has upgraded bandwidth to 50 locations to date this year in order to support Body Worn Camera roll-out, including 20 Northern locations using Low Earth Orbital Satellite. SSC has completed initial large procurement for new technologies for enhancing nationwide network capacity and continues to pilot the technology. Full roll-out to all locations is anticipated to commence in Q1 FY2025-26.

****This initiative is to be funded by Canada with no impact to Contract Partners. This item is included for information purposes only**.**

3.2.4 Next Gen 9-1-1

Not Applicable

3.2.5 Informatics Plan: 2025-26 to 2030-31

The Table below breaks out the Informatics Plan for the Municipal Police Service for Fiscal Years 2025-26 to 2030-31.

Municipalities Under 15K - Technology Plan							
Priority Level		2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
1	Tech Rentals/Software	\$ 210,675	\$ 216,996	\$ 223,506	\$ 230,211	\$ 237,117	\$ 244,231
1	Radios (All AFFRCS) + Equipment	\$ 128,066	\$ 832,506	\$ 871,493	\$ 912,351	\$ 955,170	\$1,000,045
1	Radio Parts and Consumables	\$ 83,504	\$ 86,009	\$ 88,589	\$ 91,247	\$ 93,984	\$ 96,804
1	Mobile Work Stations & in-car equipment	\$ 150,280	\$ 154,788	\$ 159,432	\$ 164,214	\$ 169,141	\$ 174,215
1	Workstation Life Cycling & Contingency	\$ 129,075	\$ 132,948	\$ 136,936	\$ 141,044	\$ 145,275	\$ 149,634
2	Licenses and software expansion	\$ 9,725	\$ 10,017	\$ 10,318	\$ 10,627	\$ 10,946	\$ 11,274
2	Repairs and Maintenance	\$ 58,278	\$ 60,027	\$ 59,439	\$ 61,223	\$ 63,059	\$ 64,951
	Total Technology Forecast	\$ 769,603	\$1,493,291	\$1,549,712	\$1,610,917	\$1,674,693	\$1,741,154
	Telecommunications (non-billable)	\$ 136,327	\$ 140,416	\$ 144,629	\$ 144,629	\$ 144,629	\$ 144,629

3.3 Air Services

Not Applicable.

3.4 Police Vehicles

3.4.1 General Duty

Police vehicles are subject to an evergreen cycle requiring regular replacement. Working within the RCMP's Strategic Fleet Management Framework with regard to the Land Fleet Rationalization Plan and deployment standards, Alberta RCMP has taken a strategic and measured approach with lifecycles for vehicles varying from 5-8 years (typically reaching lifecycle based on mileage rates/usage and condition). This approach takes into consideration both the varied operational requirements of Alberta RCMP's various contract and non-contract partners in consideration of the capacity and available resources to provide Fleet Services for the whole Division.

Estimated inflation associated with vehicle costs and fit up, unscheduled replacements, lifecycle requirements, as well as capacity, were all built into the five-year forecast. However, it should be noted that due to unpredictable and non-controllable factors (such as market conditions, supply chain constraints, unforeseen divisional priority changes), the expenditures are expected to vary from the initial forecast. At this time, it is unknown what the impact of the evolving U.S. Tariffs situation may be, tariffs are not considered or factored into this forecast.

3.4.2 Specialized Vehicles

Not Applicable.

3.4.3 Police Vehicle Plan: 2025-26 to 2030-31

The Table below identifies anticipated costs associated with the Municipal Detachment Police Vehicles for Fiscal Years 2025-26 to 2030-31.

Municipalities Under 15K Population - Police Vehicles Plan						
	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Vehicles	2,321,800	2,193,400	2,348,800	2,412,800	2,476,800	2,540,800
Fit-Up	516,195	476,300	508,080	520,880	536,080	550,080
Contingency	258,700	185,600	191,600	191,600	203,600	209,600
Equipment	25,000	-	-	-	-	-
Total Police Vehicle Costs	3,121,695	2,855,300	3,048,480	3,125,280	3,216,480	3,300,480

SECTION 4 – DIVISIONAL ADMINISTRATION AND OTHER OPERATIONAL EXPENDITURES

4.1 Well Being Ambassadors

Mental health and wellness has been identified as an emerging area of concern and as a key priority within the RCMP and across the federal government. Currently, the RCMP Mental Health Champions (MHC) assumes these duties in addition to their regular duties, placing undue pressure on individuals who do not have sufficient time to fully support and effectively promote employee well-being initiatives.

Well-Being Ambassadors ensure coordinated and collaborative implementation of key initiatives in response to survey results (PSES, Pulse Survey) by establishing action plans across the country, raise awareness of the importance of mental health and how the various programs and services protect, support and strengthen overall well-being.

The psychological health and safety policy marks a pivotal step in fostering a supportive workplace culture, but its success hinges on the active development and implementation of a robust Psychological Health and Safety Management System (PHSMS) ensuring alignment with the *National Standard for Psychological Health and Safety in the Workplace*. Well-Being Ambassadors play a vital role in ensuring this system is not only created effectively but also sustained to promote long-term well-being among employees. Their responsibilities span advocacy, planning, implementation, monitoring, and continuous improvement, ensuring the policy's goals translate into actionable outcomes.

Once the psychological health and safety policy is in place, Well-Being Ambassadors will assume a dual role: (1) facilitating the creation of a PHSMS aligned with the policy, and (2) ensuring its effective implementation across all levels of the organization. This dual responsibility positions them as leaders in cultivating a workplace where psychological well-being is prioritized alongside physical safety.

This initiative is considered implemented and it is anticipated that contract partners will begin incurring expenses in FY 2025-26.

The Alberta RCMP has one resource performing these duties. The anticipated costs associated with Well Being Ambassadors for FYs 2026-27 to 2030-31 (5 FYs) are \$111,697/year and are based on EDS-02 public servant 2024 salary pay rate including O&M and excluding Employee Benefit Plan. Forecasted costs are identified in Table 6 - Division Administration and Other Direct/Indirect Costs.

4.2 National Reintegration Program (NRP)

The RCMP approved an NRP in spring 2021 which focuses on building officers' confidence in order to support them in a respectful and safe return to operational duties following occurrences such as, but not limited to, an officer-involved shooting, involvement in any form of traumatic or critical incident, gradual return to work, or return from long term absence. The NRP facilitates a structured, supportive return to duty, enhancing operational readiness, improving member confidence, performance, and morale. The Program has emerged as a proven standard of support for officers and has expanded across the Country. The National Reintegration Program has been launched nationally and there is a Course Training Standard to ensure consistent delivery of services.

Reintegration Coordinators play a vital role in the Program, ensuring seamless referrals, timely access to services, and increased program awareness. This initiative is considered fully implemented and full-time Reintegration Coordinators are available in every division. It is anticipated that contract partners will begin incurring expenses in FY 2025-26 as costs are migrated to Divisions.

The Alberta RCMP has three Reintegration Coordinators regular member positions, two of them are currently filled. The anticipated costs for FYs 2026-27 to 2030-31 (5 FYs) are \$299,107/year per member and are based on a Sergeant 2024 salary pay rate including O&M, Overtime and capital, excluding Employee Benefit Plan.

4.3 Training Requirement

Demands within mandatory training programs, including pistol and carbine training, annual operational skills, have substantially increased over the past few years due to requirements stemming from the RCMP's response to the McNeil Report. In addition, as new equipment being rolled-out as part of the modernization of intervention equipment, mandatory training must be maintained to meet operational requirements. This fiscal year, implementation of identified training requirement for the Tactical Vehicle Intervention Techniques training will begin which is anticipated to slightly increase training costs for 2025-26.

Upcoming equipment such as the Portable Ballistic Shield, Forward Looking Infrared (FLIR) and the new Pistol Conversion are forecasted to begin rolling out in 2025-26 fiscal year. The estimated training cost per member for Pistol Modernization is \$445 which will include targets, travel costs, simunition barrels and ammunition. The Extended Range Impact Weapon will require one day training with an annual recertification. With a higher ammunition cost, this may cause cost increases for training.

As of January 2023, block training has resumed as a five-day course that is mandatory for all police officers to complete on a three-year cycle. Approximately one-third of provincial police officers will require block training on an annual basis. In the past half of the police officers were completing their training in Alberta, however due to capacity constraints and the five-day course, the majority of those resources will travel to Regina Depot to complete their training. This will increase costs for travel and potentially overtime for those travelling out of province. An initiative to increase Block Training capacity is being considered and reviewed, this will aid in the reduction of travel costs incurred to ensure members are trained accordingly.

Muni Under - Training Plan						
Priority	2025/26	2026/27	2027/28	2028/29	2029/30	2030/2031
Non-Negotiable	\$ 262,084	\$ 269,946	\$ 278,045	\$ 286,386	\$ 294,978	\$ 303,827
Operational Requirement	\$ 34,465	\$ 35,499	\$ 36,563	\$ 37,660	\$ 38,790	\$ 39,954
Business Enhancement	\$ 309,381	\$ 318,663	\$ 328,223	\$ 338,069	\$ 348,211	\$ 358,658
Other	\$ 87,318	\$ 89,937	\$ 92,636	\$ 95,415	\$ 98,277	\$ 101,225
Total	\$ 693,248	\$ 714,045	\$ 735,466	\$ 757,530	\$ 780,256	\$ 803,664

SECTION 5 – SPECIAL PROJECTS AND INITIATIVES

5.1 Emergency Response Team (ERT)

Not Applicable.

5.2 Cybercrime

The National Integrated Operations Council (NIOC) Sub-Committee on cyber is exploring methods that contract partners may use in order to increase RCMP capacity to investigate cybercrime. This may include creating dedicated investigative teams to respond to cybercrime outside of the scope of the federal mandate. There has been recent advancement within some jurisdictions who are now considering a defined approach to addressing cybercrime. Considerations are being given to dedicating capacity with a mandate to undertake law enforcement activities targeting cybercrime. The NC3 is providing support to divisional partners as they examine options.

Since seeking CMC's input and feedback on this initiative in September 2022, and the ensuing RCMP Touchpoint meeting in January 2024, several jurisdictions are now considering a defined approach to addressing cybercrime. NC3 continues to provide support to divisional counterparts as they examine options with considerations being given to specifically dedicate capacity with a mandate to undertake law enforcement activities targeting cybercrime.

Based on current data, approximately 140 RCMP National Cybercrime Solution (NCS) and 50 external partner (Police Agency – P3) users across Canada were activated in Fiscal Year 2024-25. For Fiscal Year 2025-26 it is anticipated that P3 users will increase with current plans for an onboarding of an additional 20+ agencies. From a technical perspective the onboarding of RCMP users/teams is straight forward, but requires training. The overall implementation plan will depend on each province & territory and how they would like the RCMP to proceed in their division. It is hopeful that this initiative will be fully operational in Fiscal Year 2025-2026.

Continued discussions between divisions, contract partners and the RCMP Program to determine the best way forward. As such, divisions are unable to identify costs and timelines associated with this initiative at this time.

5.3 Corporate & Human Resources Enterprise Resource Planning (ERP) Modernization (2022-26)

Providing effective and efficient police services requires a robust Enterprise Resource Planning (ERP) system to sustain Corporate and Human Resource management functions such as Finance, Property Management, Procurement Services, Training, Staffing, Recruitment, etc. In order for Corporate and HR support functions to remain relevant and effective today and into the future, the RCMP plans to make significant investments over a multi-year period to implement the following strategic transformations:

Corporate System Modernization (S4 - SAP) Update: The RCMP has secured the services of a Systems Integrator (SI) to advance the project with planning and initial design that began in Fiscal Year 2024-25. The development of a new system will begin in Fiscal Year 2025-26.

Member Pay System Modernization (Vendor TBD) Update: The current Member Pay system will no longer be supported as of December 2027. The RCMP is working with Public Services and Procurement Canada (PSPC) to examine the feasibility of Dayforce as the replacement pay-system solution by

December 2027. The transition to a new pay solution will ensure end-to-end testing and provide some contingency time before MPS is no longer supported.

A dedicated project team from the RCMP is also working with PSPC and Ernst & Young (EY) / Dayforce consultants, under the direction of the executive director, National Compensation Services and an Assistant Deputy Minister Committee from the RCMP and PSPC, to ensure the best outcome for our members. A final decision on the Dayforce solution will be made following the conclusion of this work by Public Services and Procurement Canada (PSPC), in consultation with the RCMP, likely mid 2025 following the Federal Election.

HR System Modernization (Vendor TBD) Update: The replacement and modernization of the Human Resources Management Information System (HRMIS) v8.9 platform is the focus of an internal options analysis and is progressing in line with branch priorities and current capacity in order to secure long-term system stability and support the HR transformation agenda.

RCMP will realize these broad business outcomes:

- Operational support to Contract Policing – Provide efficient business processes and systems.
- Modernization – support common, shared systems that replace outdated technologies and reduce customizations.
- Cost Effectiveness – deliver affordable and sustainable management services.
- Standardization – enable streamlined processes and common data structures across the RCMP.
- Integration – enhance internal and external national integration and collaboration.

The RCMP will continue to engage and communicate its plans for system modernization and the associated business transformation with our Contracting Partners and key stakeholders to ensure the alignment of strategic priorities. Until this occurs, divisions are unable to identify costs and timelines associated with this initiative.

5.4 Uniform Modernization (New Uniform)

As part of an ongoing effort to modernize operational uniforms, the RCMP is looking at new uniform articles that better meet the unique needs of its mandate, operational requirements and considerations related to a diverse workforce.

5.4.1 Duty Shirt

A contract was awarded to a Canadian manufacturer on December 19, 2024. The end goal is to have 2 styles of shirts to accommodate both internal and external soft body armour (SBA):

Style 1 - For wear under external SBA:

The first style to be rolled out - the new, modernized navy-blue duty shirt, is designed to be worn under the external SBA. This style will also offer a female fit version as part of the RCMP uniform for the first time. There will be limited quantities of the new duty shirts available upon initial rollout. Uniformed members will continue to wear their grey duty shirt, along with the new duty shirt, until a stable inventory of the new duty shirt is in place. The current phased roll-out plan is to launch in August 2025 with L Division which will provide an opportunity to stabilize requirements around sizing and fit to avoid a future large volume of returns and exchanges. Some divisions are not likely to see deliverables until late Fiscal Year

2025-26. The cost for the short sleeve shirt will increase from \$29 to \$72 each, and the long sleeve will similarly increase from \$35 to \$87.

Style 2: Button-up style shirt for wear over internal SBA

The second style, is a button-up navy-blue duty shirt that is designed to be worn over an internal SBA carrier. This style is currently in development as an alternative to the new duty shirt and will not be included in the initial roll out.

5.4.2 Hijab

The initial wear trial was launched in Fall 2022 to test samples of a modernized hijab with improved style, fabric, comfort, safety, durability and fit. Based on the feedback collected from trial participants, the proposed design of the next RCMP-issued hijab was updated, and a second wear trial was conducted in the summer of 2024 due to the limited results after the first survey. A second survey is underway and results are expected by the end of fiscal 2024-25.

5.4.3 Inclusive Respirator:

In 2020, the RCMP began to explore the development of new respirator options for frontline officers who have facial hair for religious, cultural, medical and/or gender identity reasons. A project was initiated through Innovative Solutions Canada (ISC), a procurement program the RCMP participates in, designed to connect government departments with Canadian small businesses. In Fiscal Year 2022-23, several successful prototypes were identified but Alberta-based Win-Shield Medical Devices was selected to complete in-depth research and testing of all elements of their prototype which is currently in the final testing phase and set to conclude in January 2025. Consultation and input have been, and continues to be sought out from various internal stakeholders including CBRNE, the Uniform and Equipment Program, and members in a number of operational roles. Based on this feedback from the most recent testing, Win-Shield sent a second prototype for wearing in early November 2024. Awaiting survey feedback for the second prototype.

The development of the respirator has been completed and is awaiting necessary certifications for operational use.

Alberta RCMP anticipates that all uniform modernization requirement will be unit-purchased and roll-out is expected to be implemented from FY 2025-26 and ongoing.

5.5 Crypto Currency:

Crypto Currency, as a criminal enabler, is a serious threat to Canadian infrastructure and the economy, and its use is prevalent in operational investigations across the RCMP. Sixty-five percent of RCMP Crypto Currency files are fraud complaints falling under the Contract Policing mandate which represents a growing crisis that requires urgent attention.

Crypto Currency is a technical subject matter that is highly susceptible to loss, which requires specific expertise to properly understand and manipulate. With a current market capitalization of approximately \$ 3.7 Trillion (December 2024), and an increase in global accessibility, an increase of Crypto Currency in criminal investigations has been observed. Failure to ensure proper mechanisms and support are in place for the investigation and subsequent search and seizure of evidence, puts the RCMP at risk of financial liability, creating negative case law, and loss of reputation. Dedicating resource(s) to oversee operations will ensure investigators have access to the knowledge and skills necessary to safely manage the inherent

risks associated with the technology, and will increase opportunities for illicit asset recovery and forfeiture.

RCMP is exploring methods that contract partners may use in order to increase RCMP capacity to investigate Crypto Currency-enabled crime. This may include integrating dedicated provincial resources into existing Federal Crypto Currency Teams to respond to Crypto Currency files outside of the federal mandate. Given that there are structures and initiatives already established, immediate front-line operational support could be achieved through allocation of designated resources into these teams. It is recommended that the designated PT resources be embedded within the existing Crypto Currency Tactical Operational Support (CTOS) teams that are already operating in Vancouver, Calgary, Toronto and Montreal.

Given the complexity of the subject matter and the need for specialized complements of knowledge, the CTOS team will be responsible for the identification and/or hiring of the PT resources.

It is hopeful that this initiative will commence in Fiscal Year 2025-26 and will be fully operational in Fiscal Year 2026-27 but it will depend on each contract partner and how they direct the RCMP to proceed across each division. Continued discussions between divisions, contract partners and the RCMP Program to determine how this initiative best suits their jurisdictions is required.

At this point, although it is anticipated that this initiative will be fully operational in Fiscal Year 2026-27, it is understood that it is in the early stages of development and therefore, costs cannot be determined. As such, divisions to are unable to identify costs applicable to their individual jurisdiction.

5.6 Ongoing Commissions, Assessments and Reports (includes MCC Recommendations, MMIWG Inquiry & Discoveries of Unmarked Graves/Truth and Reconciliation)

5.6.1 Missing and Murdered Indigenous Women and Girls (MMIWG) Inquiry

The National Inquiry released its Final Report on June 3, 2019 and the Government of Canada (GoC), through Crown- Indigenous Relations and Northern Affairs Canada (CIRNAC), led the response and released the Missing and Murdered Indigenous Women, Girls, and 2SLGBTQQIA+ People National Action Plan and Federal Pathway in 2021. Engagement continues with contract partners and Indigenous organizations at the national level while the Indigenous Support and Services (ISS) directorate within Contract and Indigenous Policing continues to review RCMP actions aligning and addressing the Calls for Justice. Continued additions or modifications to current policy, recruitment, Indigenous engagement and training remain part of the RCMP's plan.

The RCMP's Contract & Indigenous Policing (C&IP) business line has authored two separate guides for families, inspired by the testimony of families during the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG). They address three specific concerns: lack of information from police, confusion about the criminal justice system (CJS), and jurisdiction. They are trauma-informed and provide information to family, friends and other interested parties. The guides are not specific to the RCMP and can be used by any police service or victim services in Canada, including self-administered First Nations police services. The guides use the word "police" rather than the RCMP. The guides have been endorsed and reviewed by two Canadian Association of Chiefs of Police (CACP) committees: Policing with Indigenous People and Victims of Crime. Although the RCMP is the author, the CACP has a letter in each guide, supporting their use by other police services. The guides were highlighted in the February 2024 CACP Police Chief Magazine article. The CACP are a co-sponsor of the guides.

- The Guide for Families of Missing Persons covers: making a report, investigations, media, long-term missing persons, supports for families, and a worksheet to assist in making a report.
- The Guide for Families of Homicide Victims is unique in that it covers the entire criminal justice system, not just the police investigation. Thus, it covers investigations (including the medical examiner's responsibilities), appeals, sentencing, young offenders, corrections, parole, supports for families, messages from faith communities and a glossary.

Although the Guides include considerable information specific to Indigenous families, the content aims to provide information for all families of missing persons and homicide victims, which includes information on financial and other supports. They are also inclusive of 2SLGBTQIA+ people. The English and French versions of the guides are ready for printing. The Inuktitut versions will be the next language to be released. Translation is complete for most of the Indigenous languages (Inuktitut, Cree, Michif, Mi'kmaq, Ojibwe and Cree) and other languages (Spanish, Arabic, simplified and traditional Chinese, Hindi, and Tagalog), and will be completed this fiscal year or early 2025-26. All of the translation for the Missing Persons guide is complete.

5.6.2 Discoveries of Unmarked Graves/Truth and Reconciliation

The tragic discoveries of hundreds of children buried on, or near, the grounds of former residential schools have brought renewed attention to this dark time in Canada's history. The RCMP may be asked to assist in activities in response to the Calls to Action. RCMP contributions will be culturally sensitive and trauma-informed, and will take place in partnership with CIRNAC, local Indigenous communities and organizations, as well as with the input of a number of local, provincial/territorial and federal departments and agencies. In addition, fulfilling the Truth and Reconciliation Commission of Canada's Calls to Action 73 to 76 requires the active participation of all levels of government, Indigenous leaders and communities, Residential School survivors, churches and current landowners. The RCMP is fully committed to supporting CIRNAC and the rest of the GoC in the implementation of these recommendations, and to reconciliation with Indigenous communities.

SECTION 6 – FINANCIAL SUMMARY AND PROJECTIONS

The MYFP Table at the end of this section provides a financial summary for the Town of Blackfalds. It is also attached in Excel format for your reference. This summary includes the previous year actual (2024-25), the current year planned forecast (2025-26) and the five years on which this MYFP is based (2026-27, 2027-28, 2028-29, 2029-30 and 2030-31). Forecasts are identified in both 100% and 70% terms.

Adequate funding is critical to providing policing services to ensure the safety of your community and its citizens. Based on the forecasts identified within the financial tables, the estimated basic average cost per RM for 2025-26 has decreased to \$172,800 in 70% terms, and is projected to increase to \$182,079 in 2026-27 in 70% terms.

Indirect costs have also been impacted by the pay raise for RMs; including the Division Administration rate. This rate is determined by the sum of several cost categories, including the cost of core administration, members on special leave (such as medical leave), and health-care costs, and allocating the total costs by the number of working FTE members in the province. With increased health-care costs and more RMs on special leave, the Division Administration rate is forecasted at a rate of \$46,516 per working member for the 2025-26 fiscal year.

The annual estimate of costs for the Town of Blackfalds for the 2025-26 Fiscal Year, based on a working member FTE utilization of 8.00, is estimated at \$1,503,798.

In order for your community and the Alberta RCMP to more strategically plan for policing expenditures, the total expenditures (listed above) will be divided into quarters and reflected equally on each quarterly invoice in the 2025-26 Fiscal Year; similar to an equalized payment plan, and will be reconciled following Quarter 4. Your community's estimated quarterly invoice payments for 2025-26 are as follows:

Quarterly Invoice Amount	25-26 Estimated Quarterly Invoice
Quarter 1 (April 1, 2025 - June 30, 2025)	375,949
Quarter 2 (July 1, 2025 - September 30, 2025)	375,949
Quarter 3 (October 1, 2025 - December 31, 2025)	375,949
Quarter 4 (January 1, 2026 - March 31, 2026)	375,949

***Projected pay raises are not included in the 2025/26 pay forecast.**

In order to minimize the risk of significant over or under payment, the RCMP will review actual expenditures in comparison to the forecast throughout the year and adjust accordingly if there are significant variances.



Contract Policing Year to Date Report
2025-2026

Division: K
Contract Type: Municipal
Contract Partner: Blackfalds
Customer Number: 74026

Established Positions	23-24	24-25 YTD	25-26 Forecast
Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	352.00	352.00	364.00
Police Dog	291.21	279.44	320.90
	-	-	-

Pooled Direct Costs

Resource Type	DIV_Responsibility_Center	Commitment Item Number/Name	23-24	24-25 YTD	25-26 Forecast
Pay	Pay*	030 - Pay - Members	33,382,277	35,463,614	40,101,000
		030 - Pay - Members Prior Year Retro	-	1,217,629	-
Pay Total			33,382,277	36,681,243	40,101,000
O&M	CADC Credits		0	-33,692	-
	Administration		7,069	11,390	12,000
	Air Services		-	-	-
	CROPS		466,839	750,079	1,289,921
	Fleet (Vehicle Fit-up)		327,433	389,327	492,395
	Informatics		515,192	373,919	769,603
	Secret Expense (580)		27,201	38,931	45,000
	Training		460,771	532,995	693,248
	Unit O&M		3,427,779	3,585,644	4,269,000
O&M Total			5,232,283	5,648,592	7,571,167
Capital	Fleet		1,263,001	2,115,032	2,522,500
Capital Total			1,303,997	2,131,342	2,522,500
Grand Total			39,918,557	44,461,178	50,194,667

Total Pooled Direct Costs	39,918,557	44,461,178	50,194,667
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Pooled Indirect Costs

Type	Indirect Category	Indirect Item	23-24	24-25 YTD	25-26 Forecast
Rate	Member EBP	Member Superannuation	19.44%	20.13%	20.13%
		Member CPP	3,830	4,149	4,253
		Member EI	1,180	1,239	1,270
	Non-Member EBP	Non-Member Superannuation	9.86%	9.86%	9.30%
		Non-Member CPP	3,830	4,149	4,253
		Non-Member EI	1,420	1,479	1,516
	Member Rate	Cadet Training Program	4,726	5,044	5,331
		CRCC/ERC/PCC	836	834	834
		ERA	122	122	122
		Legal Services	211	209	212
		PDSTC	42,535	45,168	46,646
		PROS	764	901	908
		Recruiting	1,463	1,607	1,996
		Body Worn Cameras	-	-	2,570
		Division Administration	43,876	47,271	46,516
	Member EBP	Member Superannuation	6,328,382	7,383,934	8,072,331
		Member CPP	1,115,250	1,159,438	1,364,749
		Member EI	343,642	346,277	407,595
	Non-Member EBP	Non-Member Superannuation	-	-	-
		Non-Member CPP	-	-	-
		Non-Member EI	-	-	-
	Member Rate	Cadet Training Program	1,376,258	1,409,496	1,710,718
		CRCC/ERC/PCC	243,431	233,017	267,589
		ERA	35,592	34,153	39,220
		Legal Services	61,472	58,274	68,051
		PDSTC	-	-	-
		PROS	222,482	251,831	291,396
		Recruiting	426,040	449,060	640,516
		Body Worn Cameras	-	-	824,713
		Division Administration	12,777,171	13,209,408	14,926,980

Total Pooled Indirect Costs	22,929,720	24,534,889	28,613,859
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Adjustments to Pooled Costs

Shared Services	354,902	407,793	407,793
Total Adjustments to Pooled Costs	354,902	407,793	407,793

Total Pooled Costs 100%	63,203,179	69,403,860	79,216,319
Total Pooled Costs 70%	44,242,225	48,582,702	55,451,423

Per capita Rate (Cost Per Member) 100%	217,036	248,368	246,857
Per capita Rate (Cost Per Member) 70%	151,926	173,857	172,800

Blackfalds Established Positions	8.00	9.00	10.00
Blackfalds Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	6.89	7.27	8.00
Estimated Pooled Direct and Indirect Costs for Blackfalds	1,046,767	1,263,543	1,382,398

Additional Costs (Non-Pooled Costs) Billed by Location

Location	MUNI_UNDER_COST_TYPE	Commitment Item Number/Name	23-24	24-25 YTD	25-26 Forecast
BLACKFALDS	Non Pooled - CS	031 - Extra Duty Pay - Mem	120,515	137,237	152,000
Grand Total			120,515	137,237	152,000

Total Costs at 70%	84,360	96,066	106,400
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Location	Non-Pooled Costs	Commitment Item Number/Name	23-24	24-25 YTD	25-26 Forecast
BLACKFALDS	Non Pooled - No CS	213 - Corps of Commission	13,376	12,127	15,000
		570 - Prisoners' Expenses	-	-	-
		830 - Furniture & Fixtures	-	-	-
Grand Total			13,376	12,127	15,000

Total Costs at 100%	13,376	12,127	15,000
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Total Costs (After Final Adjustments)	1,144,503	1,371,735	1,503,798
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Quarterly Invoice Amount	25-26 Estimated Quarterly Invoice
Quarter 1 (April 1, 2025 - June 30, 2025)	375,949
Quarter 2 (July 1, 2025 - September 30, 2025)	375,949
Quarter 3 (October 1, 2025- December 31, 2025)	375,949
Quarter 4 (January 1, 2026 - March 31, 2026)	375,949

*Projected pay raises are not included in the 2025/26 pay forecast.



Contract Policing Year to Date Report

2026-27 to 2030-31

Division: K
Contract Type: Municipal
Contract Partner: Blackfalds
Customer Number: 74026

Established Positions	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	379.00	385.00	391.00	394.00	398.00
Police Dog	329.20	333.70	338.70	344.20	349.70
	-	-	-	-	-

Pooled Direct Costs

Resource Type	DIV_Responsibility_Center	Commitment Item Number/Name	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
Pay	Pay*	030 - Pay - Members	43,730,000	45,879,000	48,196,000	50,693,000	53,306,000
		030 - Pay - Members Prior Year Retro	-	-	-	-	-
Pay Total			43,730,000	45,879,000	48,196,000	50,693,000	53,306,000
0 Administration	Administration		12,300	12,608	12,923	13,246	13,577
	Air Services		-	-	-	-	-
	CROPS		1,040,437	902,800	877,147	864,389	680,282
	Fleet (Vehicle Fit-up)		476,300	508,080	520,880	536,080	550,080
	Informatics		1,493,291	1,549,712	1,610,917	1,674,693	1,741,154
	Secret Expense (580)		48,000	51,000	54,000	57,000	60,000
	Training		714,045	735,466	757,530	780,256	803,664
O&M Total	Unit O&M		3,997,000	4,096,925	4,199,348	4,304,332	4,411,940
Capital	Fleet		2,379,000	2,540,400	2,604,400	2,680,400	2,750,400
Capital Total			2,379,000	2,540,400	2,604,400	2,680,400	2,750,400
Grand Total			53,890,373	56,275,992	58,833,145	61,603,396	64,317,097

Total Pooled Direct Costs	53,890,373	56,275,992	58,833,145	61,603,396	64,317,097
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Pooled Indirect Costs

Type	Indirect Category	Indirect Item	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
Rate	Member EBP	Member Superannuation	20.13%	20.13%	20.13%	20.13%	20.13%
		Member CPP	4,359	4,468	4,580	4,694	4,812
		Member EI	1,302	1,334	1,368	1,402	1,437
	Non-Member EBP	Non-Member Superannuation	9.34%	9.34%	9.34%	9.34%	9.34%
		Non-Member CPP	4,359	4,468	4,580	4,694	4,812
		Non-Member EI	1,554	1,592	1,632	1,673	1,715
	Member Rate	Cadet Training Program	5,996	5,996	5,996	5,996	5,996
		CRCC/ERC/PCC	834	834	834	834	834
		ERA	122	122	122	122	122
		Legal Services	215	218	222	225	228
		PDSTC	54,873	54,873	54,873	54,873	54,873
		PROS	917	926	936	936	936
		Recruiting	2,372	2,372	2,372	2,372	2,372
		Body Worn Cameras	2,892	2,892	2,892	2,892	2,892
		Division Administration	49,424	50,007	51,364	52,762	54,202
	Member EBP	Member Superannuation	8,802,849	9,235,443	9,701,855	10,204,501	10,730,498
		Member CPP	1,435,049	1,491,032	1,551,207	1,615,806	1,682,666
		Member EI	428,591	445,311	463,283	482,576	502,544
	Non-Member EBP	Non-Member Superannuation	-	-	-	-	-
		Non-Member CPP	-	-	-	-	-
		Non-Member EI	-	-	-	-	-
	Member Rate	Cadet Training Program	1,973,883	2,000,865	2,030,845	2,063,823	2,096,801
		CRCC/ERC/PCC	274,510	278,263	282,432	287,018	291,605
		ERA	40,235	40,785	41,396	42,068	42,740
		Legal Services	70,858	72,904	75,107	77,471	79,890
		PDSTC	-	-	-	-	-
		PROS	301,896	309,090	316,898	322,044	327,190
		Recruiting	780,862	791,536	803,396	816,442	829,488
		Body Worn Cameras	952,046	965,060	979,520	995,426	1,011,332
		Division Administration	16,270,291	16,687,280	17,396,901	18,160,578	18,954,435

Total Pooled Indirect Costs	31,331,071	32,317,569	33,642,840	35,067,755	36,549,189
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Adjustments to Pooled Costs

Shared Services	407,793	407,793	407,793	407,793	407,793
Total Adjustments to Pooled Costs	407,793	407,793	407,793	407,793	407,793

Total Pooled Costs 100%	85,629,237	89,001,353	92,883,778	97,078,944	101,274,079
Total Pooled Costs 70%	59,940,466	62,300,947	65,018,645	67,955,261	70,891,856
Per capita Rate (Cost Per Member) 100%	260,113	266,711	274,236	282,042	289,603
Per capita Rate (Cost Per Member) 70%	182,079	186,697	191,965	197,430	202,722

Blackfalds Established Positions	12.00	13.00	14.00	15.00	16.00
Blackfalds Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	8.50	9.00	9.50	10.00	10.50
Estimated Pooled Direct and Indirect Costs for Blackfalds	1,547,673	1,680,277	1,823,670	1,974,296	2,128,580

Additional Costs (Non-Pooled Costs) Billed by Location

Location	MUNI_UNDER_COST_TYPE	Commitment Item Number/Name	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
BLACKFALDS	Non Pooled - CS	031 - Extra Duty Pay - Mem	157,320	162,826	168,525	174,423	180,528
Grand Total			157,320	162,826	168,525	174,423	180,528
Total Costs at 70%			110,124	113,978	117,968	122,096	126,370
Location	Non-Pooled Costs	Commitment Item Number/Name	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
BLACKFALDS	Non Pooled - No CS	213 - Corps of Commission	15,375	15,759	16,153	16,557	16,971
		570 - Prisoners' Expenses	-	-	-	-	-
		830 - Furniture & Fixtures	-	-	-	-	-
Grand Total			15,375	15,759	16,153	16,557	16,971
Total Costs at 100%			15,375	15,759	16,153	16,557	16,971
Total Costs (After Final Adjustments)			1,673,172	1,810,015	1,957,791	2,112,949	2,271,921

SIGNATURES

This Multi-Year Financial Plan is presented in accordance with the provisions of the MPSA. The RCMP remains committed to balancing operational requirements with the sound stewardship of public resources in a complex and evolving landscape.

In acknowledgement of your support for the above multi-year plan and the 2025-26 FTE utilization target, forecast and quarterly invoice amount, please review and sign the Approval in Principle included at the end of this document by June 1, 2025.

Allan,Andrew
Howard

Digitally signed by
Allan,Andrew Howard
Clark,000085275

Signature Block of Detachment Commander
Blackfalds Municipal Police Service
Clark,000085275
Date: 2025.07.09 12:37:15
-06'00'

Date:

I acknowledge receipt of this Multi-Year Financial Plan (MYFP) that has been prepared as required under Article 17.1 of the MPSA. This MYFP, including the proposed budget and any changes to the number of personnel, is approved “in principal” only and will be considered as part of the Municipal annual budget development process. At the conclusion of our budget process, we will supply the Detachment Commander a budget letter which will include confirmation of any changes in the number of Members and Support Staff for the Municipal Police Service and an explanation for any difference between the most recent projected budget figure and the approved budget, including any suggestions for addressing the difference.

Signature Block of Mayor/CEO

Town of Blackfalds

Date:



Contract Policing Year to Date Report
2025-2026

Division: K
Contract Type: Municipal
Contract Partner: Blackfalds
Customer Number: 74026

Established Positions	23-24	24-25 YTD	25-26 Forecast
Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	352.00	352.00	364.00
Police Dog	291.21	279.44	320.90
	-	-	-

Pooled Direct Costs

Resource Type	DIV_Responsibility_Center	Commitment Item Number/Name	23-24	24-25 YTD	25-26 Forecast
Pay	Pay*	030 - Pay - Members	33,382,277	35,463,614	40,101,000
		030 - Pay - Members Prior Year Retro	-	1,217,629	-
Pay Total			33,382,277	36,681,243	40,101,000
O&M					
	CADC Credits		0	-33,692	-
	Administration		7,069	11,390	12,000
	Air Services		-	-	-
	CROPS		466,839	750,079	1,289,921
	Fleet (Vehicle Fit-up)		327,433	389,327	492,395
	Informatics		515,192	373,919	769,603
	Secret Expense (580)		27,201	38,931	45,000
	Training		460,771	532,995	693,248
	Unit O&M		3,427,779	3,585,644	4,269,000
O&M Total			5,232,283	5,648,592	7,571,167
Capital	Fleet		1,263,001	2,115,032	2,522,500
Capital Total			1,303,997	2,131,342	2,522,500
Grand Total			39,918,557	44,461,178	50,194,667

Total Pooled Direct Costs39,918,55744,461,17850,194,667

Pooled Indirect Costs

Type	Indirect Category	Indirect Item	23-24	24-25 YTD	25-26 Forecast
Rate	Member EBP	Member Superannuation	19.44%	20.13%	20.13%
		Member CPP	3,830	4,149	4,253
		Member EI	1,180	1,239	1,270
	Non-Member EBP	Non-Member Superannuation	9.86%	9.86%	9.30%
		Non-Member CPP	3,830	4,149	4,253
		Non-Member EI	1,420	1,479	1,516
	Member Rate	Cadet Training Program	4,726	5,044	5,331
		CRCC/ERC/PCC	836	834	834
		ERA	122	122	122
		Legal Services	211	209	212
		PDSTC	42,535	45,168	46,646
		PROS	764	901	908
		Recruiting	1,463	1,607	1,996
		Body Worn Cameras	-	-	2,570
		Division Administration	43,876	47,271	46,516
	Member EBP	Member Superannuation	6,328,382	7,383,934	8,072,331
		Member CPP	1,115,250	1,159,438	1,364,749
		Member EI	343,642	346,277	407,595
	Non-Member EBP	Non-Member Superannuation	-	-	-
		Non-Member CPP	-	-	-
		Non-Member EI	-	-	-
	Member Rate	Cadet Training Program	1,376,258	1,409,495	1,710,718
		CRCC/ERC/PCC	243,431	233,017	267,589
		ERA	35,592	34,153	39,220
		Legal Services	61,472	58,274	68,051
		PDSTC	-	-	-
		PROS	222,482	251,831	291,396
		Recruiting	426,040	449,060	640,516
		Body Worn Cameras	-	-	824,713
		Division Administration	12,777,171	13,209,408	14,926,980

Total Pooled Indirect Costs22,929,72024,534,88928,613,859

Adjustments to Pooled Costs

Shared Services	354,902	407,793	407,793
	-	-	-
Total Adjustments to Pooled Costs	354,902	407,793	407,793

Total Pooled Costs 100%63,203,17969,403,86079,216,319
Total Pooled Costs 70%44,242,22548,582,70255,451,423

Per capita Rate (Cost Per Member) 100%217,036248,368246,857
Per capita Rate (Cost Per Member) 70%151,926173,857172,800

Blackfalds Established Positions	8.00	9.00	10.00
Blackfalds Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	6.89	7.27	8.00
Estimated Pooled Direct and Indirect Costs for Blackfalds	1,046,767	1,263,543	1,382,398

Additional Costs (Non-Pooled Costs) Billed by Location

Location	MUNI_UNDER_COST_TYPE	Commitment Item Number/Name	23-24	24-25 YTD	25-26 Forecast
BLACKFALDS	Non Pooled - CS	031 - Extra Duty Pay - Mem	120,515	137,237	152,000
Grand Total			120,515	137,237	152,000

Total Costs at 70%84,36096,066106,400

Location	Non-Pooled Costs	Commitment Item Number/Name	23-24	24-25 YTD	25-26 Forecast
BLACKFALDS	Non Pooled - No CS	213 - Corps of Commission	13,376	12,127	15,000
		570 - Prisoners' Expenses	-	-	-
		830 - Furniture & Fixtures	-	-	-
Grand Total			13,376	12,127	15,000

Total Costs at 100%13,37612,12715,000

Total Costs (After Final Adjustments)1,144,5031,371,7351,503,798

Quarterly Invoice Amount	25-26 Estimated Quarterly Invoice
Quarter 1 (April 1, 2025 - June 30, 2025)	375,949
Quarter 2 (July 1, 2025 - September 30, 2025)	375,949
Quarter 3 (October 1, 2025 - December 31, 2025)	375,949
Quarter 4 (January 1, 2026 - March 31, 2026)	375,949

*Projected pay raises are not included in the 2025/26 pay forecast.



Contract Policing Year to Date Report
2026-27 to 2030-31

Division: K
Contract Type: Municipal
Contract Partner: Blackfalds
Customer Number: 74026

Established Positions	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	379.00	385.00	391.00	394.00	398.00
Police Dog	329.20	333.70	338.70	344.20	349.70
	-	-	-	-	-

Pooled Direct Costs

Resource Type	DIV_Responsibility_Center	Commitment Item Number/Name	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
Pay	Pay*	030 - Pay - Members	43,730,000	45,879,000	48,196,000	50,693,000	53,306,000
		030 - Pay - Members Prior Year Retro	-	-	-	-	-
Pay Total			43,730,000	45,879,000	48,196,000	50,693,000	53,306,000
0	Administration		12,300	12,608	12,923	13,246	13,577
	Air Services		-	-	-	-	-
	CROPS		1,040,437	902,800	877,147	864,389	680,282
	Fleet (Vehicle Fit-up)		476,300	508,080	520,880	536,080	550,080
	Informatics		1,493,291	1,549,712	1,610,917	1,674,693	1,741,154
	Secret Expense (580)		48,000	51,000	54,000	57,000	60,000
	Training		714,045	735,466	757,530	780,256	803,664
	Unit O&M		3,997,000	4,096,925	4,199,348	4,304,332	4,411,940
O&M Total			7,781,373	7,856,592	8,032,745	8,229,996	8,260,697
Capital	Fleet		2,379,000	2,540,400	2,604,400	2,680,400	2,750,400
Capital Total			2,379,000	2,540,400	2,604,400	2,680,400	2,750,400
Grand Total			53,890,373	56,275,992	58,833,145	61,603,396	64,317,097

Total Pooled Direct Costs53,890,37356,275,99258,833,14561,603,39664,317,097

Pooled Indirect Costs

Type	Indirect Category	Indirect Item	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
Rate	Member EBP	Member Superannuation	20.13%	20.13%	20.13%	20.13%	20.13%
		Member CPP	4,359	4,468	4,580	4,694	4,812
		Member EI	1,302	1,334	1,368	1,402	1,437
	Non-Member EBP	Non-Member Superannuation	9.34%	9.34%	9.34%	9.34%	9.34%
		Non-Member CPP	4,359	4,468	4,580	4,694	4,812
		Non-Member EI	1,554	1,592	1,632	1,673	1,715
	Member Rate	Cadet Training Program	5,996	5,996	5,996	5,996	5,996
		CRCC/ERC/PCC	834	834	834	834	834
		ERA	122	122	122	122	122
		Legal Services	215	218	222	225	228
		PDSTC	54,873	54,873	54,873	54,873	54,873
		PROS	917	926	936	936	936
		Recruiting	2,372	2,372	2,372	2,372	2,372
		Body Worn Cameras	2,892	2,892	2,892	2,892	2,892
		Division Administration	49,424	50,007	51,364	52,762	54,202
	Member EBP	Member Superannuation	8,802,849	9,235,443	9,701,855	10,204,501	10,730,498
		Member CPP	1,435,049	1,491,032	1,551,207	1,615,806	1,682,666
		Member EI	428,591	445,311	463,283	482,576	502,544
	Non-Member EBP	Non-Member Superannuation	-	-	-	-	-
		Non-Member CPP	-	-	-	-	-
		Non-Member EI	-	-	-	-	-
	Member Rate	Cadet Training Program	1,973,883	2,000,865	2,030,845	2,063,823	2,096,801
		CRCC/ERC/PCC	274,510	278,263	282,432	287,018	291,605
		ERA	40,235	40,785	41,396	42,068	42,740
		Legal Services	70,858	72,904	75,107	77,471	79,890
		PDSTC					
		PROS	301,896	309,090	316,898	322,044	327,190
		Recruiting	780,862	791,536	803,396	816,442	829,488
		Body Worn Cameras	952,046	965,060	979,520	995,426	1,011,332
		Division Administration	16,270,291	16,687,280	17,396,901	18,160,578	18,954,435

Total Pooled Indirect Costs31,331,07132,317,56933,642,84035,067,75536,549,189

Adjustments to Pooled Costs

Shared Services	407,793	407,793	407,793	407,793	407,793
Total Adjustments to Pooled Costs	407,793	407,793	407,793	407,793	407,793

Total Pooled Costs 100%85,629,23789,001,35392,883,77897,078,944101,274,079
Total Pooled Costs 70%59,940,46662,300,94765,018,64567,955,26170,891,856

Per capita Rate (Cost Per Member) 100%260,113266,711274,236282,042289,603
Per capita Rate (Cost Per Member) 70%182,079186,697191,965197,430202,722

Blackfalds Established Positions	12.00	13.00	14.00	15.00	16.00
Blackfalds Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	8.50	9.00	9.50	10.00	10.50
Estimated Pooled Direct and Indirect Costs for Blackfalds	1,547,673	1,680,277	1,823,670	1,974,296	2,128,580

Additional Costs (Non-Pooled Costs) Billed by Location

Location	MUNL_UNDER_COST_TYPE	Commitment Item Number/Name	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
BLACKFALDS	Non Pooled - CS	031 - Extra Duty Pay - Mem	157,320	162,826	168,525	174,423	180,528
Grand Total			157,320	162,826	168,525	174,423	180,528

Total Costs at 70%110,124113,978117,968122,096126,370

Location	Non-Pooled Costs	Commitment Item Number/Name	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
BLACKFALDS	Non Pooled - No CS	213 - Corps of Commission	15,375	15,759	16,153	16,557	16,971
		570 - Prisoners' Expenses	-	-	-	-	-
		830 - Furniture & Fixtures	-	-	-	-	-
Grand Total			15,375	15,759	16,153	16,557	16,971

Total Costs at 100%15,37515,75916,15316,55716,971

Total Costs (After Final Adjustments)1,673,1721,810,0151,957,7912,112,9492,271,921

MEETING DATE: August 26, 2025

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Proclamation - Alberta Development Officers' Week**

BACKGROUND

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

DISCUSSION

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

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

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council proclaim September 23 – 26, 2025 as Alberta Development Officers Week in the Town of Blackfalds.


ALTERNATIVES

- a) That Council refers Proclamation - Alberta Development Officers' Week back to Administration for further consideration.

ATTACHMENTS

- *Proclamation for Alberta Development Officers Week September 2025*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

Proclamation

WHEREAS,

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

WHEREAS,

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

WHEREAS,

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

WHEREAS,

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

NOW THEREFORE,

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

September 23 to 26, 2025 to be designated as
Alberta Development Officers Week.

I call upon everyone in our community and area to join in the celebration of Alberta Development Officers Week to recognize the valuable contributions of Development Officers in the Town of Blackfalds.

Proclaimed on Tuesday, August 26, 2025

Mayor Jamie Hoover



MEETING DATE: August 26, 2025

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

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

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

BACKGROUND

Since September 1, 2020, the Town of Blackfalds has been operating the new BOLT 2.0 service as an On-demand digital community commuter

Approval was granted at the June 27, 2023, Council meeting to renew the contract for two years, as per the renewal of the contract for the Blackfalds Transit Service On-Demand Contract Service (BOLT). Base Service Span 1 was approved for 2 years, as per the following motion:

RES. 212/23

Councillor Svab moved That Council authorize Administration to extend the current contract with Prairie Bus Lines Ltd. for the provision of the transit operations and maintenance - Base Service Span 1, operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$213,338 for 2024 and \$221,871 for 2025.

CARRIED UNANIMOUSLY

Rate from Aug 31 st , 2023, to December 31 st 2023	
Town owned vehicle Cost per Service Hour:	\$59.95
Contractor owned vehicle Cost per Service Hour use:	\$81.75

Rate from January 1 st , 2024 to December 31 st 2024	
Annual Total Service Cost:	\$213,338
Town owned vehicle Cost per Service Hour (year 1):	\$62.95
Contractor owned vehicle Cost per Service Hour use (year 1):	\$85.84

And year 2

Rate from January 1 st , 2025 to December 31 st 2025	
Annual Total Service Cost:	\$221,871
Town owned vehicle Cost per Service Hour (year 2):	\$65.47
Contractor owned vehicle Cost per Service Hour use (year 2):	\$89.27

As outlined above, our current contract for On Demand Transit Services is provided by Prairie Bus Lines Ltd. They manage the application, the call centre, the van routes and have been maintaining the Town-owned van since the service commenced. Prairie Bus Lines and their parent company, Pacific Western Transportation, came highly recommended and are the main provider of On-Demand services in Canada.

As the contract is coming due at the end of August and to allow for service level discussions with the new Council, Administration approached the service provider to provide a quote for a contract extension of 1 year and 2 years as outlined below:

This is how it would look for 2026/27 for Year 1 of the extension at a 3% increase

Annual Total Service Cost:	\$228,527.20
Town owned vehicle Cost per Service Hour (year 1):	\$67.43
Contractor owned vehicle Cost per Service Hour use (year 1):	\$91.95 vs. \$88.42

And year 2 of the extension at a 3% increase

Annual Total Service Cost:	\$235,379.93
Town owned vehicle Cost per Service Hour (year 2):	\$69.49
Contractor owned vehicle Cost per Service Hour use (year 2):	\$94.71

This item was brought before the Standing Committee of Council on August 18th 2025 where the following motion was made:

RES. 040/25

Councillor Sands moved That Standing Committee of Council recommend to Council to support the Administrative Recommendation to extend the current contract with Prairie Bus Lines Ltd. for the provision of the transit operations and maintenance - Base Service Span 1, operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$228,527.20 for the remainder of 2025 and until August 31st, 2026.

CARRIED UNANIMOUSLY

DISCUSSION

Administration has had the last 5 years to review the contractor's service level and ability to operate and manage this service on behalf of the residents of Blackfalds. We substantiate that they have the facilities, equipment, and professional expertise to provide our local On-Demand Transit Service future needs for the Town. They have worked very closely with us to ensure that the program is

working well and have mitigated concerns as they arise. They pride themselves on providing our riders and future riders with the confidence in customer service that one needs in a Municipal Transit Service.

Administration is recommending that Council consider extending this contract by 1 year. This time period will not only allow for service level discussions with the new Council but also provide an opportunity to explore partnership opportunities with our regional neighbours. The City of Lacombe's recent planning documents highlight transportation as a key priority for their community. The 2024-2026 Strategic Plan specifically identifies the need for improved transportation options to support community growth and accessibility.

Their 2024 Social Needs Assessment emphasizes exploring public transit to improve access to services and reduce transportation barriers. The Recreation and Culture Master Plan also notes that better transportation connections could enhance residents' access to recreational opportunities. Given this alignment, proactively approaching Lacombe to explore potential collaboration on transit could benefit both communities, enhancing service viability and efficiency.

Key Insights for Contract Extension:

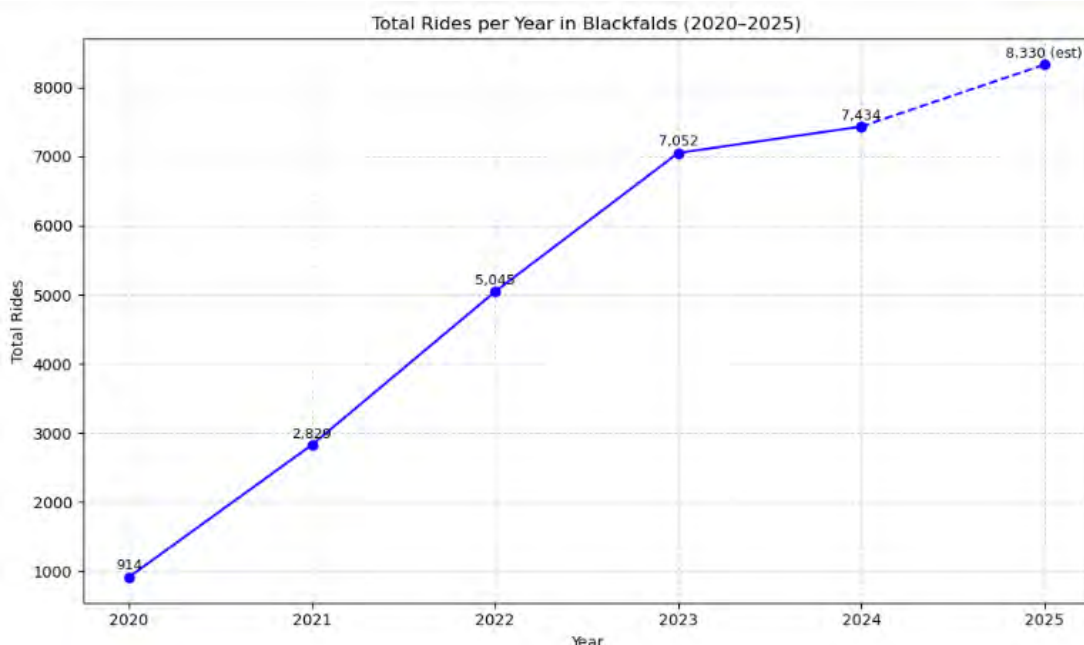
Consistent Growth: Total rides have increased every year since 2020, with a compound annual growth rate (CAGR) of over 50% from 2020 to 2024.

Strong 2025 Start: The first half of 2025 already shows 4,165 rides, putting it on track to exceed 8,000 rides by year-end if trends continue.

Service Maturity: The average monthly rides have nearly tripled from 2021 (236) to 2024 (620), indicating growing adoption and reliance on the service.

Post-Pandemic Recovery: 2021 showed modest growth, likely reflecting pandemic recovery, followed by a sharp rise in 2022 and beyond.

Sustained Demand: The steady increase in average monthly rides suggests that Bolt has become an integral part of local transit.



We are happy to report that the service has completed over 27,439 total rides since September 1, 2020, through to June 2025.

Our arrangement with this service provider has been working very well and Administration is confident that they would be the best option to continue this transit service past the contract deadline of August 31st, 2025, if Council so wishes.

The 2026 budget will propose a full year of continued use of the Base Service Span 1 (our current hours of operation with a single van), in anticipation of this discussion. If this program continues, we suggest maintaining this level of service based on the timetable of On-demand Service below.

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

Administration is confident that there are no other service providers that can provide this type of service in the region, as they are the only privately run transit provider in Alberta. For this reason, and their excellent service to date, we are comfortable recommending a 1-year extension on this service. By setting up a continued service for a period of 1 year, our current riders and future riders can start planning for the 2026 school year to take the transit without worrying about the service shutting down in the following school year.

If the new Council wishes to change or discontinue this service, there is a termination clause built into this agreement of 60 days' notice.

FINANCIAL IMPLICATIONS

The existing contract rate is \$65.47 per hour using the Town's van for service and \$89.27 for the contractor owner van. They are proposing a 3% increase for each additional year as detailed above. Under the 2025 budget, we will be on budget as the increase in 2025 was valid until the end of this year. For the 2026 budget, we can update the yearly figures in future budgets to include this 3% increase.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council extend the current contract with Prairie Bus Lines Ltd for the provision of the transit operations and maintenance - Base Service Span 1, operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$228,527.20 for the remainder of 2025 and until August 31st, 2026.

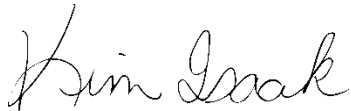
ALTERNATIVES

- a) That Council not to extend the current contract with Prairie Bus Lines Ltd for the provision of the transit operations and maintenance past August 31, 2025.
- b) That Council refer the Blackfalds Transit Service On-Demand Contract Extension back to Administration for more information.

ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: August 26, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Regional Collaboration Committee**

BACKGROUND

On July 24, 2024, Council passed a resolution to refer the matter of a tri-party Alberta Community Partnership (“ACP”) Grant to the Lacombe, Blackfalds and Lacombe County Intermunicipal Development Plan and Intermunicipal Collaborative Framework Committee for discussion.

On October 15, 2024, representatives from the City of Lacombe, Lacombe County and the Town of Blackfalds Intermunicipal Development Plan and Intermunicipal Collaborative Framework Committee met to discuss the matter of a tri-party Alberta Community Partnership Grant. At this same meeting discussion was held around the development of a Regional Collaboration Committee similar to the City of Red Deer and Red Deer County Regional Collaboration Committee. A subsequent motion was unanimously passed to explore the development of a Regional Collaboration Committee between the three parties.

At the May 13, 2025, Regular Meeting of Council, Council approved the following resolution:

127/25 Councillor Appel moved That Council direct Administration to work with the City of Lacombe and Lacombe County on a draft Terms of Reference for a Regional Collaboration Committee and to refer the draft Terms of Reference to each respective Council for consideration.

CARRIED UNANIMOUSLY

At the August 18, 2025 Standing Committee of Council Meeting, the draft Terms of Reference was reviewed by Council and directed them to the August 2025, Regular Meeting of Council for consideration.

DISCUSSION

Administration recommends that Council adopt the terms of reference for the North Blindman River Tri-Municipal Collaborative and appoint Council members at the Organizational Meeting following the Municipal General Election.

FINANCIAL IMPLICATIONS

There are no financial implications to the approval of the terms of reference.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council approve the Terms of Reference for the North Blindman River Tri-Municipal Collaborative and consider appointments at the Organizational Meeting of Council following the Municipal General Election.

ALTERNATIVES

- a) That Council refer the Regional Collaboration Committee report back to Administration for additional information.

ATTACHMENTS

- *North Blindman River Tri-Municipal Collaborative – Terms of Reference*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author



Terms of Reference

1. Purpose:

The North Blindman River Tri-Municipal Collaborative (NBRTC) is a tri-party forum created by the City of Lacombe, Lacombe County, and the Town of Blackfalds. Its purpose is to strengthen regional collaboration by discussing issues and opportunities of mutual interest and recommending areas for cooperation. The NBRTC is not intended to replace existing Intermunicipal Collaboration Framework (ICF) or Intermunicipal Development Plan (IDP) Committees already established between Lacombe County and the two urban municipalities. It serves as a strategic advisory committee, with all decisions remaining the responsibility of each respective Council.

2. Shared Values:

NBRTC members commit to being accountable to each other for these shared values:

- Mutual respect and professionalism
- Collaborative, solution-focused dialogue
- Recognition and respect for each municipality's distinctiveness
- Shared success and equitable benefit
- Honest, open-minded, and candid discussions
- A safe space to address challenges
- Focused attendance,
- Productive discussions

3. Membership:

- 1) The NBRTC includes six (6) Council representatives and three (3) CAOs comprised of:
 - a) Two (2) elected Council members from each municipality
 - b) Chief Administrative Officers (CAOs) from each municipality in an advisory (non-voting) capacity
- 2) Each municipality shall also appoint one (1) additional Council member to serve as an alternate if their regular elected member cannot attend,
- 3) Existing municipal processes will be used for making appointments to the NBRTC.
- 4) It is intended that all members will be present for NBRTC meetings. If a regular Council member is unavailable, they may send their alternate, permit the meeting to proceed without representation, or request rescheduling.

4. Committee Scope:

- 1) New, emerging, existing, and ongoing regional issues or opportunities impacting the member municipalities.



- 2) Topics may include (but are not limited to) strategic growth, infrastructure, recreation, culture, economic development, emergency services, and regional planning.
- 3) NBRTC discussions will focus on strategic, high-level collaboration. Operational discussions will remain with administrative bodies unless referred otherwise.
- 4) Additional stakeholders may be invited to participate in topic discussions by agreement of the NBRTC.
- 5) An annual "social event" will be hosted to strengthen relationship-building among members.

5. Out of Scope:

- 1) Direct management of operational or administrative matters already governed under separate agreements or committees unless strategic oversight is appropriate.
- 2) Topics not approved by the NBRTC to discuss.

6. Initial Topics Workshop:

- 1) A workshop will be held shortly after the NBRTC's formation facilitated by qualified third party.
- 2) Each municipality will bring forward potential discussion topics.
- 3) The workshop will collaboratively prioritize an initial list of topics for NBRTC discussion.
- 4) Topics identified will guide the NBRTC's initial workplan.

7. Scoping New Topics:

- 1) Any member municipality can propose new topics.
- 2) The proposing municipality must submit a briefing report outlining:
 - a) the rationale for the topic
 - b) potential regional benefits
 - c) relevant information and supporting data.
- 3) The NBRTC will determine whether the topic fits within the committee's scope.

8. Meeting Expectations:

- 1) Host Municipality responsibilities will rotate annually in the following order:
Year 1: City of Lacombe,
Year 2: Lacombe County, and
Year 3: Town of Blackfalds.
- 2) Meetings will be primarily in person.





- 3) The Host Municipality will provide a suitable meeting space accommodating the Committee's needs.
- 4) Frequency and Duration:
 - a) Meetings will occur semi-annually unless otherwise agreed.
 - b) Meetings will not exceed three (3) hours unless otherwise agreed.

9. Roles and Responsibilities:

- 1) Appointed Council Members shall:
 - a) engage collaboratively and respectfully,
 - b) speak freely but focus on ideas,
 - c) prepare by understanding their municipality's perspective,
 - d) identify objectives for each topic,
 - e) direct administration in a timely manner.
- 2) Chief Administrative Officers (CAOs) shall:
 - a) provide general administrative support and background reports,
 - b) advise their Appointed Council Members,
 - c) collaborate to prepare draft agendas and joint Council reports.
- 3) The Host Municipality CAO shall:
 - a) facilitate the selection of a meeting Chair in consultation with their Appointed Council Members,
 - b) provide a meeting location,
 - c) coordinate meeting logistics and scheduling,
 - d) draft the meeting agenda based on input from other CAOs,
 - e) prepare and circulate meeting materials, and
 - f) record and circulate meeting notes.
- 4) The Host Municipality Meeting Chair shall:
 - a) provide structure, uphold shared values, and facilitate effective meetings,
 - b) serve as a fair and objective facilitator, encouraging balanced participation from all members, and
 - c) model collaborative tone, ensuring discussions remain constructive and respectful.
- 5) Municipal Councils retain full decision-making authority regarding NBRTC recommendations.

10. Communications:

- 1) Unless otherwise agreed upon, discussions at NBRTC are considered confidential to foster open dialogue and the free exchange of ideas, enabling participants to form well-informed opinions.
- 2) Updates, and the review of meeting notes, to each full Council will occur through confidential, in-camera sessions as appropriate.
- 3) Media communication will occur through joint news releases, with the Mayor/Reeve (or designate) serving as spokespeople.

11. Decision-Making Model:

- 1) The NBRTC aims to reach decisions by consensus.
- 2) If consensus is not achievable within agreed timelines, "consensus-minus-one" will be used; meaning a decision can be made even with one dissenting Appointed Council Member, but a second dissenter would block it.
- 3) If consensus-minus-one fails, the recommendation will not proceed to Councils.
- 4) All recommendations to Councils will be documented through joint administrative reports.

12. Joint Administrative Council Reports:

- 1) Reports will be prepared jointly by administrations.
- 2) Reports will be vetted through each municipality's internal processes before submission to Councils.
- 3) Collaboration between administrations will ensure consistency and clarity.

13. Conflict Resolution Framework:

- 1) NBRTC members commit to resolving disputes informally through facilitated collaboration first.
- 2) If unresolved, mediation may be initiated jointly.
- 3) Mediation costs will be shared equally.
- 4) If mediation fails to resolve the issue, the disputed topic will not be forwarded to Councils for consideration.

14. Terms of Reference Review:

- 1) This Terms of Reference will be reviewed after one (1) year.
- 2) Future reviews will be scheduled at regular intervals or as needed.



15. Adoption and Approval

This Terms of Reference shall come into effect once it has been adopted by resolution of all three municipal Councils.

Approved by the City of Lacombe Council on [Insert Date]

Approved by the Lacombe County Council on [Insert Date]

Approved by the Town of Blackfalds Council on [Insert Date]

MEETING DATE: August 26, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Council Remuneration Review Report**

BACKGROUND

The Council Remuneration and Compensation Policy – CP-189.25 outlines that a review of the Remuneration and Compensation for Council will be completed in the year of a Municipal General Election. It further identifies that the report will be delivered prior to the first meeting in August.

Due to timing and meeting cancellations, the report was scheduled to be presented to Council at the Standing Committee on August 18, 2025.

However, following a review with the consultants and further analysis completed by the Financial Services Team, it was determined that the findings do not adequately account for the differences in how municipalities report Council compensation and remuneration in their financial statements.

In light of this the Committee requested additional information. Therefore, Administration recommends that report be rescheduled for presentation at the September 9, 2025, Regular Meeting of Council to allow sufficient time for both Administration and the Committee to collect and review the requested data.

DISCUSSION

As the Policy states that the report is to be delivered prior to the first meeting in August, Administration is recommending that Council pass a resolution to authorize this variance to the policy.

FINANCIAL IMPLICATIONS

There are no financial implications to authorizing the variance to the policy.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council authorizes a one-time variance to the Council Remuneration and Compensation Policy to allow for the 2025 report to be presented to Council no later than the first meeting in September

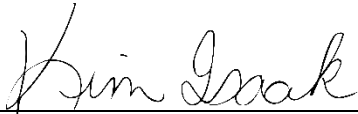
ALTERNATIVES

- a) That Council refer the Council Remuneration Review Report variance back to Administration for more information.

ATTACHMENTS

- *Council Remuneration and Compensation Policy – CP-189.25*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

COUNCIL REMUNERATION AND COMPENSATION

POLICY NO	CP-189.25
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 The *Municipal Government Act* allows for compensation to be made to members of Council for duties performed. It is the intention of the Town of Blackfalds to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This Policy provides guidelines for the provision of remuneration to elected officials.

2. POLICY STATEMENT

- 2.1 In recognition of the value and contributions of the Town of Blackfalds Council, the Mayor and Councillors will receive fair and equitable compensation with standards that reflect the roles and responsibilities of elected officials of the Town. To achieve this, the following principles will be applied:
- Compensation will be fair and reasonable and will attract a diverse and representative pool of candidates from Blackfalds residents wishing to seek election for Council.
 - Recognition that the work of the Mayor and Council is demanding and important, and as such, they should be appropriately compensated.
 - Recognition of the complexity, responsibilities, time commitments and accountabilities associated with the role of Mayor and Council.
 - Demonstrates fiscal responsibility and aligns with the Town of Blackfalds Strategic Plan.

3. DEFINITIONS

- 3.1 **“Administrative Procedure”** means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2 **“CAO”** means the individual appointed by Council to the position of Chief Administrative Officer.
- 3.3 **“Council”** means all elected officials of the Town of Blackfalds, including the Mayor.
- 3.4 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy applies to Council for the Town of Blackfalds.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

- 5.2 Chief Administrative Officer to:

5.2.1 Advise Council on the development, implementation, and amendment of this Policy.

5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

5.2.3 Establish any Administrative Procedures required for carrying out this Policy.

6. POLICY

- 6.1. A review of the Council Remuneration and Compensation will be conducted on a four-year cycle completed in the year of a Municipal General Election. A dollar amount per capita modifier will be used and derived by the 75% percent median from the analysis of comparator municipalities that align with the Town of Blackfalds within a +/- 10 percent median of compensation. Council will determine the appropriate manner in which to conduct a Council Remuneration and Compensation Review using one or more of the following strategies:

- Administrative review
- Third party review
- Volunteer Committee of Residents or Task Force Review (Combination of Volunteers with the assistance of external consultants)

- 6.2 A compensation adjustment will be brought forward annually to Council for consideration at budget to reflect changes in the Alberta Consumer Price Index which will align with salary and wage adjustments provided to staff. Adjustments will be effective on the first pay period in question unless otherwise directed by Council.

- 6.3 Health Benefits provided under the Municipality's current benefit provider are offered as an option for Council members to participate. Coverage is similar to that provided to the organization, with the exclusion of short and long-term disability.

- 6.4 Compensation provided to Mayor and Council is outlined in Appendix “A” – Compensation Provided to Mayor and Council of this Policy.
- 6.5 Council member expenses incurred shall be reimbursed as per Appendix “B” – Council Member Expenses / Reimbursements, and upon submission and approval of a claim form.
- 6.6 Professional development will be provided to Council members as outlined in the Town of Blackfalds Policy Elected Officials Development Opportunities.
- 6.7 Honorarium and per diem claims will be submitted on the applicable form and submitted no later than two (2) days prior to the pay date. All payment requests must be approved by the Mayor prior to submission.
- 6.8 The Mayor shall be responsible for approving individual Councillor expense claim forms, and the Deputy Mayor will be responsible for approving the Mayor’s expense forms.
- 6.9 If a Committee or Task Force is established, the Terms of Reference – Council Remuneration Review attached as Appendix “C” will be used.

7. EXCLUSIONS

None

8. SPECIAL SITUATIONS

None

9. RELATED DOCUMENTS

- 9.1. Appendix “A” – Compensation Provided to Mayor and Council
- 9.2. Appendix “B” – Council Member Expenses / Reimbursement
- 9.3. Appendix “C” – Terms of Reference – Council Remuneration Review Committee
- 9.4. Town of Blackfalds Policy 155.21 – Elected Officials Development Opportunities Policy

10. END OF POLICY

-Original Signed-

Mayor

-Original Signed-

Chief Administrative Officer

-Original Dated-

Date

-Original Dated-

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	059/25	March 11, 2025
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

1. Preamble

- 1.1 Council’s Salary/Honorarium will be in place for a four-year cycle with only annual adjustments made based on the Consumer Price Index (CPI), as approved by Council and in alignment with amounts provided to municipal employees. Council has the duty to participate in Council and Standing Committee Meetings and any other meetings of other bodies to which they are appointed by Council. It is the authority and responsibility of Council to define and determine which meetings will qualify for per diem payments. This recognized responsibility for developing and evaluating the policy and programs of the municipality is included in the Town’s annual operating budget.

2. Council Salaries/Honorariums

- 2.1 Monthly honorariums are provided for attendance at all Council Meetings, Standing Committee Meetings, Public Hearings, Appointed Boards and Committees and Community Organization Meetings as determined.
- 2.2 The monthly honorarium for Council member activities and attendance as indicated in 2.1 is as follows:
- | | |
|------------------------|---------|
| Chief Elected Official | \$4,980 |
| Councillor | \$2,369 |
- 2.3 Additional honorariums or fees paid from other organizations such as regional or provincial bodies or commission boards will be accepted by a Council member for their participation or attendance. Compensation will not be provided by the Town of Blackfalds in these instances.
- 2.4 Emergency payments for honorariums may be requested by Council upon arrangements with the Chief Elected Official.

3. Per Diems

- 3.1 A per diem will be provided to members of Council for attendance at Council recognized conferences, conventions, workshops, meetings or other recognized and budget approved activities.
- 3.2 A per diem will be provided to Council members for attendance at Municipal Workshops, Open Houses, Retreats, and Budget Meetings.
- 3.3 Per diem meeting rates are as follows:
- | | |
|-----------|------------------|
| Flat Rate | \$135 (half day) |
| Flat Rate | \$255 (full day) |

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

- 3.4 Per diem rates do not apply to attendance at community events such as Canada Day, Remembrance Day and similar events, general public appearances and social events and activities.

4. Health Benefits

- 4.1 Council members are provided the option to participate in the Towns' Employee Benefits Program. The option to participate must take place within 60 days from the beginning of their term and will remain in effect through the duration of their political service.
- 4.2 Specific coverage includes:
 - 4.2.1 Basic Group Life Insurance, which entitles Council to coverage of \$25,000. Council members pay 20% of the premiums for this coverage.
 - 4.2.2 Dependent Life Insurance, which entitles Council to coverage of \$10,000 for Spouse and \$5,000 per child if they choose family coverage for Extended Health Benefits. Council members pay 20% of the premiums for this coverage.
 - 4.2.3 Dental benefits, which entitles Council members to coverage of 100% Basic, 80% Major, 100% Dentures with a combined calendar year maximum of \$2,500. Dental also includes 50% Adult and Child Orthodontic to a lifetime maximum of \$3,000. Council members pay 20% of the premiums for this coverage.
 - 4.2.4 Extended Health Care benefits, which entitles Council members to coverage of 100% of prescription drugs and 100% of medical supplies and services to limits as outlined by the Benefits Provider. Council members pay 20% of the premiums for this coverage.
 - 4.2.5 Vision Coverage of \$400.00 per year for children if family coverage is chosen and every 2 years for an adult. Council members pay 20% of the premiums for this coverage.
 - 4.2.6 Accidental Death and Dismemberment coverage of \$25,000 for Council members. Council members pay 20% of the premiums for this coverage.
 - 4.2.7 Employee Family Assistance Program is offered to Council members with the premiums fully paid by the Town of Blackfalds.

APPENDIX “A”

COMPENSATION PROVIDED TO MAYOR AND COUNCIL

- 4.2.8 Optional benefits are available, with full premiums being the responsibility of the Council member. These options include optional life insurance, optional critical illness, and optional dependent life insurance.

5. Health/Wellness Spending Account

- 5.1 Council will be provided with a \$500 annual Health and/or Wellness Spending Account.

6. Electronic Device and Internet Connection Reimbursement

- 6.1 Members of Council will receive the required electronic devices and software once per Council term (4 years) following the Municipal Election in order to conduct Council duties; equipment will be returned at the expiry of the term should the Council member not be returning to Council.
- 6.2 Reimbursement for the cost of an average high-speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications combined with the research required via the web make a reliable high-speed internet connection is a necessary service to properly execute the duties of Council.
- 6.3 Reimbursement for the cost of the internet connection will be paid on a monthly basis and is set at \$100 per month.
- 6.4 The Mayor shall be provided with a cell phone by the Town or a payment equal to an amount in lieu of the average cost to supply a cell phone will be paid on a monthly basis.

APPENDIX “B”

COUNCIL MEMBER EXPENSES / REIMBURSEMENT

REIMBURSEMENT TYPE	AMOUNT		
*Travel Allowance – Meals (Unreceipted)	Breakfast 65% of Current CRA Rate	Lunch 65% of Current CRA Rate	Dinner 65% of Current CRA Rate
Travel Allowance – Meals (Receipted)	Breakfast \$ Amount	Lunch \$ Amount	Dinner \$ Amount
Travel Allowance – Vehicle Use	As per current Canada Revenue Agency Mileage Rate		
Travel Allowance – Accommodation Hotel/Motel Private Home	As per receipted expense		
Travel Allowance – Taxi / Public Transportation	As per receipted expense		
Rental Vehicles	When authorized as per receipted expenses		
Parking Costs	As per receipted expense		
Incidental Expense – Laundry and Dry Cleaning	As per receipted expense		

APPENDIX “C”

TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE

1. Purpose/Mandate

- 1.1. The Council Remuneration Committee is established to review and make recommendations for compensation and benefits provided for Mayor and Council prior to the Municipal Election. The compensation and benefits recommendations will be reviewed by the sitting Council with all decisions made through formal resolution and come into effect for the new Council following the Municipal General Election.

2. Membership

- 2.1 Five (5) citizens from the Town of Blackfalds who are active and connected in the Community and have a professional background in finance, business, education, law or governance.
- 2.2 Chief Administrative Officer and any other Administrative Staff that the Chief Administrative Officer deems necessary.
- 2.3 The citizen appointees will be the only Committee members with voting rights.
- 2.4 The term of the Committee appointments will not exceed one (1) year.
- 2.5 Quorum shall consist of three (3) voting members.

3. Meetings

- 3.1 Meeting dates and times shall be held at the discretion of the Committee.

4. Committee Roles and Responsibilities

- 4.1. Will elect a Chair and Vice Chair for the Committee.
- 4.2. The role of the Chair includes the following:
 - 4.2.1 Spokesperson for the Committee except for specifically authorized instances;
 - 4.2.2 Ensure that deliberations during Committee meetings will be fair, transparent, efficient and thorough;
 - 4.2.3 Chair Committee meetings; and
 - 4.2.4 Ensure that decisions are documented in written format and that recommendations are put in writing for presentation.
- 4.3. Make recommendations to Council in relation to Council remuneration based on the survey information provided by the Chief Administrative Officer. inclusive of the following:
 - 4.3.1 Honorarium/Salary;

APPENDIX “C”

TERMS OF REFERENCE – COUNCIL REMUNERATION REVIEW COMMITTEE

- 4.3.2 Per Diem Rates (daily rates for attendance at conferences, workshops, seminars etc.); and
 - 4.3.3 Benefits Package.
- 4.4 Make recommendations to Council on the responsibilities that are covered under the monthly Honorarium.
- 4.5 Make recommendations to Council in relation to the application of the use of per diems.
- 4.6 Make recommendations to Council in relation to a benefits package.
- 4.7 Provide final recommendations to Council prior to the first Council meeting in August in the year of a Municipal General Election.
- 4.8 Each member of the Committee will observe and keep confidential matters relating to the business and affairs of Council members of the Town of Blackfalds which may directly or indirectly come to their knowledge through the Committee activities. Committee members will not discuss or disclose same with any person who is not entitled to such knowledge.

MEETING DATE: August 26, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Bylaw 1342.25 - Municipal Election Sign Bylaw**

BACKGROUND

The current Election Sign Bylaw was adopted on March 28, 2023. The bylaw regulated federal, provincial, municipal and school board election signage on road right-of-ways and regulated the maximum size.

Bill 54 – *Election Statutes Amendment Act* which received Royal Assent on May 15, 2025 prohibits Municipalities from regulating provincial election signage. To comply with this revision the Election Signage Bylaw has been re-written to remove any reference to provincial or federal election signage.

Council reviewed the Municipal Election Sign Bylaw at the August 18, 2025 Standing Committee of Council and directed the Bylaw to a Regular Meeting of Council for consideration.

DISCUSSION

Administration recommends that Council consider three readings to the Municipal Election Sign Bylaw.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1342.25 - Municipal Election Sign Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1342.25 - Municipal Election Sign Bylaw, as presented.
3. That Council give unanimous consent to move to Third Reading of Bylaw 1342.25 - Municipal Election Sign Bylaw.
4. That Council give Third Reading to Bylaw 1342.25 - Municipal Election Sign Bylaw, as presented.

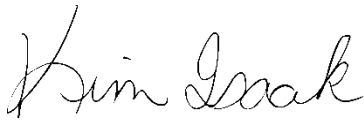
ALTERNATIVES

- a) That Council refer Bylaw 1342.25 - Municipal Election Sign Bylaw back to Administration for amendments or additional information.

ATTACHMENTS

- *Bylaw 1342.25 - Municipal Election Sign Bylaw*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ENCOURAGE THE EFFECTIVE USE OF MUNICIPAL ELECTION SIGNS AS A MEANS OF COMMUNICATION IN A MANNER THAT ENSURES SAFETY AND AESTHETICS AND THAT WILL BE EQUITABLY APPLIED AND ENFORCED.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* (MGA), being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of regulating the placement of Municipal Election Signs within the Town of Blackfalds.

WHEREAS, pursuant to Section 7 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, authorizes Council to pass Bylaws for the safety, health, and welfare of people, and the protection of people and property, as well as for people, activities, and things in, on or near a public place or place that is open to the public;

WHEREAS, pursuant to Section 8 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, Council is authorized to regulate and prohibit, as well as to impose fines and penalties for infractions;

WHEREAS, pursuant to Section 18 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, a municipality has the direction, control, and management of all roads within the municipality;

AND WHEREAS, pursuant to Section 13 of the *Traffic Safety Act*, Council is authorized to make Bylaws with respect to a highway under its direction, control, and management; and

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Municipal Election Sign Bylaw**”.

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:

- (a) “**Advance Vote**” means a vote taken in advance of Election day.
- (b) “**Candidate**” means an individual who has been officially nominated to run for Election in a municipal, or school board Election.
- (c) “**Council**” means the duly elected Council of Town of Blackfalds and includes the Mayor, and all Councillors.
- (d) “**Town**” means the Town of Blackfalds.
- (e) “**Court**” means a Court of competent jurisdiction in the Province of Alberta.
- (f) “**Education Act**” means the *Education Act*, RSA 2000, c E-0.3, as amended or replaced from time to time.
- (g) “**Election**” means a general election, by-election, and a vote on a Bylaw or question as administered by the Town of Blackfalds under the *Local Authorities Election Act*, and a school board election under the *Education Act*.
- (h) “**Election Sign**” means a sign:
 - a. Used to promote a Candidate for an Election administered by the Town under the *Local Authorities Election Act* and school board Elections under the *Education Act*;
 - b. With a maximum sign face dimensions not exceeding 3.0 m² (32 ft²);
 - c. May be either 1 sided or 2 sided;
 - d. That is not illuminated; and
 - e. That indicates the name of a nominated Candidate or Registered Third Party.

- (i) **“Enforcement Officer”** means a member of the Royal Canadian Mounted Police (RCMP), a Community Peace Officer appointed by the Solicitor General of Alberta in accordance with the *Peace Officers Act*, and a Bylaw Enforcement Officer employed by the Town in accordance with the *Municipal Government Act*.
- (j) **“Land Use Bylaw”** means the Town of Blackfalds Land Use Bylaw currently in force, as amended or replaced from time to time.
- (k) **“Local Authorities Election Act”** means the *Local Authorities Election Act*, RSA 2000, c L-21, as amended or replaced from time to time.
- (l) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time.
- (m) **“Person”** means a natural person or a corporate body and includes a partnership or a group of persons acting in concert or an association.
- (n) **“Registered Third Party”** means a third party that has been registered with the Town or the provincial registrar for third party advertising referred to in section 163 of the *Local Authorities Election Act*.
- (o) **“Roadway”** means the portion of the Road Right-of-Way intended for use by vehicular traffic, pedestrians, cyclists, or other modes of transportation, and includes paved or gravel shoulders, medians, traffic circles, and roadway structures, including but not limited to bridges, guardrails, retaining walls, or concrete barriers.
- (p) **“Road Right-of-Way”** means land that is under the direction, control, and management of the Town and is:
 - a. Shown as a road on a plan of survey that has been filed or registered in a land titles office; or
 - b. Used as a public road and includes a bridge forming part of the public road, together with any structure incidental to the public road or road allowances including, but not limited to, boulevards, ditches, swales, fences, retaining walls, sidewalks, pathways, trails, streetlights, traffic control devices, and traffic control signals, and which may or may not contain a developed road.
- (q) **“Town”** means the Town of Blackfalds as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.
- (r) **“Sign Owner”** means a Person who is indicated on an Election Sign, who created an Election Sign, who installed the Election Sign, who is in lawful control of the Election Sign or who is the subject of or otherwise benefits from the message of the Election Sign; for the purposes of this Bylaw, there may be more than one Sign Owner.
- (s) **“Traffic Safety Act”** means the *Traffic Safety Act*, RSA 2000, c T-6 as amended from time to time.
- (t) **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedure Act*, RSA 2000, c P-34, as amended from time to time.
- (u) **“Voting Station”** means the entire building where Election voting will occur, and the property associated with the building; also known as a polling place, polling station, or voting place.

PART 3 – ELECTION SIGN INSTALLATION AND ERECTION GUIDELINES ON PUBLIC LANDS

- 3.1 Election Signs may be placed on Town owned property provided they are placed only in the following pre-determined locations, as shown on Schedule “A”:
 - 3.1.1 East side of Broadway Avenue in front of water reservoir only.
 - 3.1.2 Along the west side of Grigg Street.
 - 3.1.3 South Street east of the Leung Road intersection, on either side of South Street up until the Bark Park vehicular access point.

- 3.1.4 Along the west side of Vista Trail from the intersection with South Street north to the northern property line of 4308 South Street, approximately 228.0 m (748.03 ft.) from the intersection.
- 3.1.5 Along the east side of Vista Trail from the intersection with South Street north until the intersection with Womacks Road.
- 3.1.6 Along either side of Blackfalds Crossing Way, setback a minimum of 30.0 m (98.43 ft.) away from Highway 2A.
- 3.1.7 South of Park Street adjacent to the Town of Blackfalds location signage.
- 3.1.8 West side of Parkwood Road north of Panorama Drive, setback a minimum of 30.0 m (98.43 ft.) away from Highway 2A east asphalt edge.
- 3.1.9 West side of Parkwood Road and C&E Trail extending 30.0 m (98.43 ft.) each direction from the intersection with Cottonwood Drive.
- 3.2 Election Signs shall not be placed in a manner that obstructs Election Signs placed by other Candidates.
- 3.3 Election Signs shall not be placed within 20.0 m (65.62 ft.) of another Election Sign from the same Candidate.
- 3.4 Election Signs shall not be placed within 2.0 m (6.56 ft.) from the edge of Roadway pavement.
- 3.5 Election Signs shall be a maximum of 3.0 m² (32 ft²) in size and 3.6 m (12 ft) in height and shall not be illuminated.
- 3.6 Enforcement Officers employed by the Town may remove any Election Signs which have been erected, affixed, posted, or placed on any Town property in contravention of this Bylaw.
- 3.7 Election Signs shall be placed outside of the 6.0 m (19.69 ft.) sight triangles at intersections, as shown in Schedule "B".
- 3.8 The Sign Owner is responsible for ensuring all Election Signs are kept free from damage and disrepair. Sign Owners are responsible to remove any damaged or vandalized Election Signs immediately.

PART 4 – ELECTION SIGN INSTALLATION AND ERECTION GUIDELINES ON PRIVATE PROPERTY

- 4.1 An Election Sign may only be placed on private property with the consent of the property owner.
- 4.2 An Election Signs shall be a maximum of 3.0 m² (32ft²) in size and 3.6 m (12 ft) in height and shall not be illuminated.
- 4.3 Election Signs shall be placed outside of the 6.0 m (19.69 ft.) sight triangles at intersections, as shown in Schedule "B".
- 4.4 Notwithstanding section 4.1 of this Bylaw, all other forms of signage on private property are subject to the requirements of the *Land Use Bylaw*.
- 4.5 An Election Sign placed on private property pursuant to this Bylaw does not require a development permit.

PART 5 – ELECTION SIGN ERECTION AND REMOVAL TIMES

- 5.1 Election Signs may be erected at any time starting:
 - 5.1.1 45 days prior to a municipal general Election; or
 - 5.1.2 After nomination day for a municipal by-Election.
- 5.2 Election Signs shall be removed within 72 hours after the close of the Voting Station or polls on Election Day.
- 5.3 Subject to 5.1 of this Bylaw, Election Signs on private property that are not removed will no longer be deemed an Election Sign under this Bylaw and will be subject to enforcement provisions under the *Land Use Bylaw*.

PART 6 – OTHER GUIDELINES

- 6.1 An Election Sign shall not be erected at a Voting Station or within the boundaries of the land on which a building used for a Voting Station is located on Election day or an Advance Vote.
- 6.2 An Election Sign shall not be erected in any place that may obstruct or impede any exit routes, escape routes, or the free access of emergency vehicles.
- 6.3 No Person shall use or display the Town of Blackfalds logo or brand, in whole or in part, on any Election Sign.
- 6.4 Nothing in this Bylaw relieves a Person from complying with any federal or provincial legislation or regulation, other municipal Bylaws, or requirement of any lawful permit, order, or licence.
- 6.5 Specific references to legislation in this Bylaw are meant to refer to the current laws applicable within the Province of Alberta at the time this Bylaw was enacted, as they are amended from time to time, including any successor legislation.
- 6.6 Where any provision regulating an Election Sign under this Bylaw conflicts with any other federal or provincial Election legislation, the federal or provincial legislation prevails to the extent of the conflict.

PART 7 – ENFORCEMENT

- 7.1 Any Election Sign that impedes or interferes with the work of the Town operations may be removed by an Enforcement Officer or any other Town employees without providing notice to the Sign Owner.
- 7.2 Any Election Sign that poses a public safety risk may be removed by an Enforcement Officer or any other Town employee without providing notice to the Sign Owner.
- 7.3 Any Election Sign that an Enforcement Officer finds in breach of this Bylaw may be removed and impounded without prior notice to the Sign Owner.
- 7.4 Any Election Sign impounded for a period of 30-days that has not been claimed by the Sign Owner may be destroyed by the Town without compensation to the Sign Owner.
- 7.5 A Sign Owner is liable for any and all damage, loss, and expense caused by or arising from the erection, maintenance, removal, or destruction of the Election Sign.

PART 8 – PROSECUTIONS AND PENALTIES

- 8.1 Where an Enforcement Officer has reasonable grounds to believe that a Person has contravened any provision of this Bylaw, they may serve upon the Person:
 - 8.1.1 A municipal ticket, allowing a voluntary payment of the penalty for the offence to the Town, which shall be accepted by the Town in lieu of prosecution for the offence if payment is received by the Town within 21 days of service of the municipal ticket; or
 - 8.1.2 A Violation Ticket, allowing voluntary payment of the specified penalty for the offence, or, requiring a Person to appear in Court without the alternative of making a voluntary payment, and the recording of the payment of a penalty made to the Town or the Provincial Court of Alberta shall constitute an acceptance of a guilty plea and conviction for the offence.
- 8.2 When an Enforcement Officer issues a Person a Violation Ticket in accordance with this Bylaw, the Enforcement Officer may either:
 - 8.2.1 Allow the Person to pay the specified penalty established by this Bylaw for the offence by including such specified penalty in the Violation Ticket; or
 - 8.2.2 Require a Court appearance of the Person when the Enforcement Officer believes that such an appearance is in the public interest pursuant to the provisions of Part 2 of the *Provincial Offences Procedure Act*.

- 8.3 Any Person that violates any provisions of this Bylaw is guilty of an offence and is liable, upon conviction, to a maximum fine of \$10,000.00, or, in default of payment of the fine, to imprisonment for a period of not exceeding one year, or to both fine and imprisonment in such amounts.
- 8.4 Any Person who contravenes any section of this Bylaw is guilty of an offence and is liable upon conviction to a minimum specified penalty of \$100.00.
- 8.5 No provision of this Bylaw, nor any action taken pursuant to any provision of this Bylaw, shall in any way restrict, limit, prevent, or preclude the Town from pursuing any other remedy in relation to an offence as may be provided by the *Municipal Government Act* or any other law of the Province of Alberta.

PART 9 – SEVERABILITY

- 9.1 Each provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a Court, all other provisions of this Bylaw remain valid and enforceable.

PART 10 – DATE OF FORCE

- 10.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed and that Bylaw 1280.23 and any amendments thereto are repealed.

READ for the First time this ____ day of _____, A.D. 2025.

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the Second time this ____ day of _____, A.D. 2025.

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the Third time this ____ day of _____, A.D. 2025.

MAYOR JAMIE HOOVER

CAO KIM ISAAK

MEETING DATE: August 26, 2025

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator

SUBJECT: **Penhold Fall Festival Parade**

BACKGROUND

The Town of Penhold is hosting its annual Penhold Fall Festival Parade on Saturday, September 6, 2025, starting at 11:00 a.m.

DISCUSSION

On July 31, 2025, an invitation was received for the Mayor and/or Councillor to attend the Penhold Fall Festival Parade, Saturday, September 6, 2025, starting at 11:00 a.m.

FINANCIAL IMPLICATIONS

Funds are allocated annually for parade candy and the use of the Town's golf cart float.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council designate a dignitary to attend the Penhold Fall Festival Parade on Saturday, September 6, 2025.

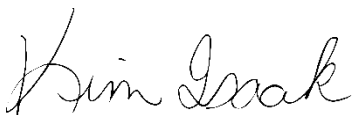
ALTERNATIVES

- a) That Council refer the Penhold Fall Festival Parade invite back to Administration.
- b) That Council send regrets for the Penhold Fall Festival Parade.

ATTACHMENTS

- *Invitation from The Town of Penhold – Penhold Fall Festival Parade.*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



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

TOWN OF PENHOLD

OFFICE OF THE MAYOR

1 Waskasoo Avenue
P.O. Box 10
Penhold, AB T0M 1R0

PHONE: 403.886.4567

FAX: 403.886.4039

EMAIL: info@townofpenhold.ca

www.townofpenhold.ca

July 31, 2025

RE: Town of Penhold Fall Festival September 5 & 6th, 2025

Dear Jamie,

We are thrilled to be organizing the Town of Penhold's annual Fall Festival, taking place on Friday, September 5th and Saturday, September 6th, 2025. I warmly invite you to join us in celebrating this much-anticipated community event.

Friday evening will feature a variety of festivities including the Mayor's Mini-Marathon, Craft Beer Night, live entertainment, fireworks, and midway rides—a perfect kickoff to the weekend! On Saturday, we invite you to represent your municipality in our "Timeless Toys, Endless Joys" themed parade. This year's theme reflects both nostalgia and celebration, as we mark a significant transition in our community: the closing of Penhold Elementary School and the opening of the new Penhold Waskasoo Middle School.

In recognition of the generations of students and educators who have shaped our town, we are proud to announce that the Honourary Parade Marshals will be the teachers and students of Penhold's schools: Jessie Duncan School, Penhold Waskasoo Middle School, and Penhold Crossing Secondary School.

As in previous years, you are welcome to join myself and Council on the Dignitary Float, or you may choose to bring your own vehicle for the parade. Please let Bonnie know your preference to ensure appropriate space is reserved in the parade lineup.

All dignitaries will receive:

- Two tickets to the Community T.I.E.S. Pancake Breakfast, now held at the Drop-In Centre (3001 Minto Street)
- A small token of appreciation from the Town of Penhold

The parade will begin at 11:00 a.m. on Saturday, September 6th. We kindly ask that all dignitaries arrive between 9:30 and 10:00 a.m. The dignitary lineup will be along Newton Drive (please see the attached map for details).

To confirm your participation in the parade and/or the Pancake Breakfast, please contact Bonnie directly at 403-886-3281 or via email at bstearns@townofpenhold.ca by Monday, August 25th, 2025.

Should you have any questions, feel free to reach out to Bonnie directly. We look forward to celebrating with you at this year's Fall Festival!

Warm regards

A handwritten signature in blue ink, appearing to read 'Mike Yargeau', with a long horizontal flourish extending to the right.

Mayor Mike Yargeau