

1. **WELCOME AND CALL TO ORDER**

- 1.1 Welcome
  - 1.2 Call to Order
  - 1.3 Review of Agenda
- 

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.
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3. **PRESENTATIONS**

- 3.1 BMX Supercross Track
  - 3.2 Disc Golf Course
- 

4. **BUSINESS**

- 4.1 Request for Direction, Central Alberta BMX Supercross Track Proposal
  - 4.2 Request for Direction, Optimist Club of Blackfalds Disc Golf Course Proposal
  - 4.3 Request for Direction, Urban Hen Pilot Program 1 Year Check-in
  - 4.4 Request for Direction, Cemetery Bylaw
- 

5. **CONFIDENTIAL**

None

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6. **ADJOURNMENT**

***Future Meetings/Events:***

- Regular Council Meeting – July 23, 2024
- Standing Committee of Council – August 19, 2024

**MEETING DATE:** July 15, 2024  
**PREPARED BY:** Lorrie Logan, Municipal Clerk  
**PRESENTED BY:** The Central Alberta BMX Supercross Group  
**SUBJECT:** **BMX Supercross Track**

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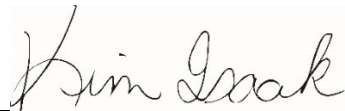
## **BACKGROUND**

The Central Alberta BMX Supercross Group will be presenting to Standing Committee of Council a proposal for a BMX Supercross Track.

## **ATTACHMENTS**

- *BMX Supercross Track Renderings*

## **APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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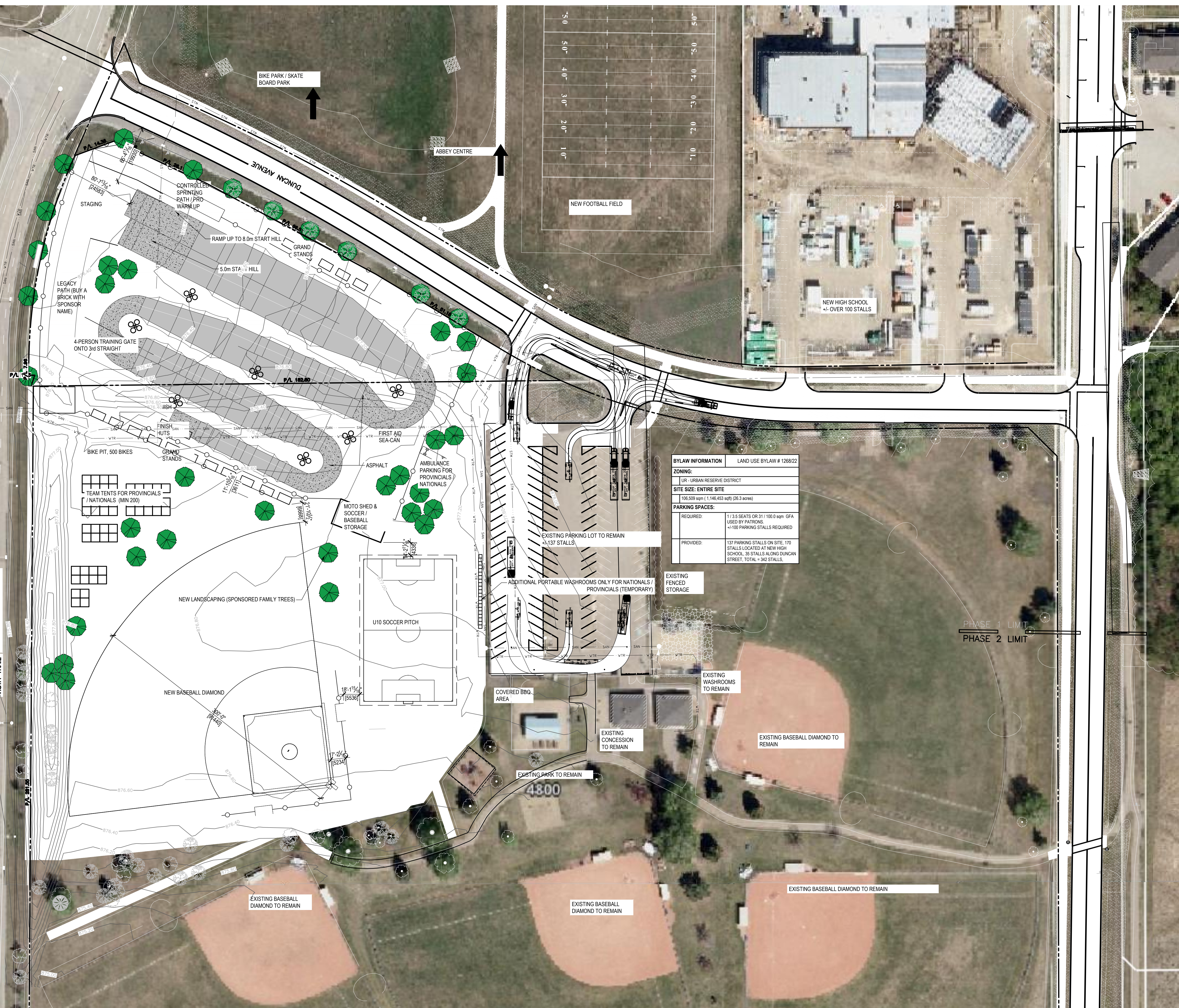
Department Director/Author



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VISTA TRAIL  
 VISTA TRAIL  
 VISTA TRAIL

ACCESS TO OVERFLOW PARKING 300-400 STALLS



**BYLAW INFORMATION** LAND USE BYLAW # 1268/22

<b>ZONING:</b>	UR - URBAN RESERVE DISTRICT
<b>SITE SIZE - ENTIRE SITE</b>	108,509 sqm ( 1,146,483 sqft) (26.3 acres)
<b>PARKING SPACES:</b>	
REQUIRED:	1 / 3.5 SEATS OR 31 / 100.0 sqm GFA USED BY PATRONS. +/- 100 PARKING STALLS REQUIRED
PROVIDED:	137 PARKING STALLS ON SITE, 170 STALLS LOCATED AT NEW HIGH SCHOOL, 35 STALLS ALONG DUNCAN STREET, TOTAL = 342 STALLS.

PROJECT INFORMATION:  
**ALL STAR PAK REDEVELOPMENT**

LOT: \_\_\_\_  
 BLOCK: \_\_\_\_  
 PLAN:  
 CIVIC ADDRESS: 4800 LEUNG ROAD  
 BLACKFALDS, ALBERTA

STAMPS:

REVISIONS:

ISSUE	DATE YYYY-MM-DD	DESCRIPTION
C	2024-06-05	ISSUED FOR REVIEW
B	2024-04-03	ISSUED FOR REVIEW
A	2023-12-08	ISSUED FOR REVIEW

DRAWING TITLE:  
**SITE PLAN**

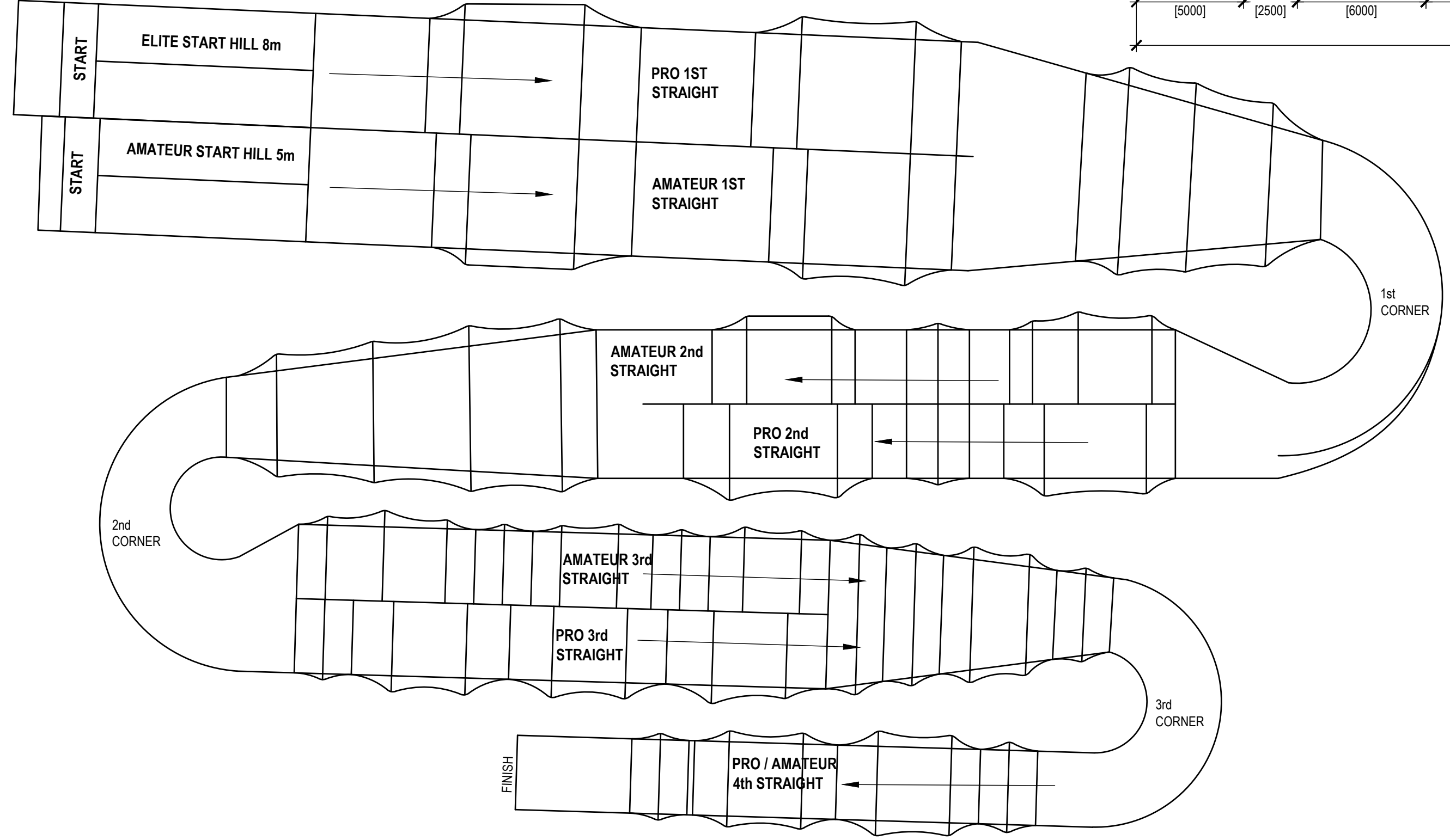
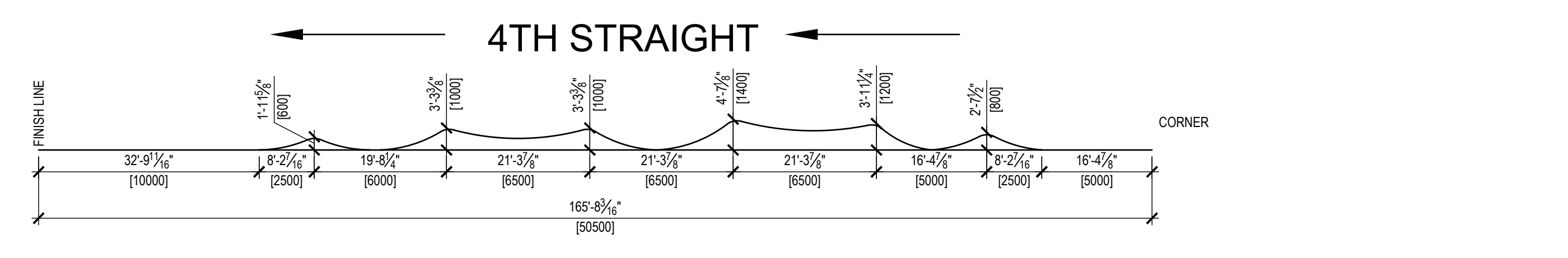
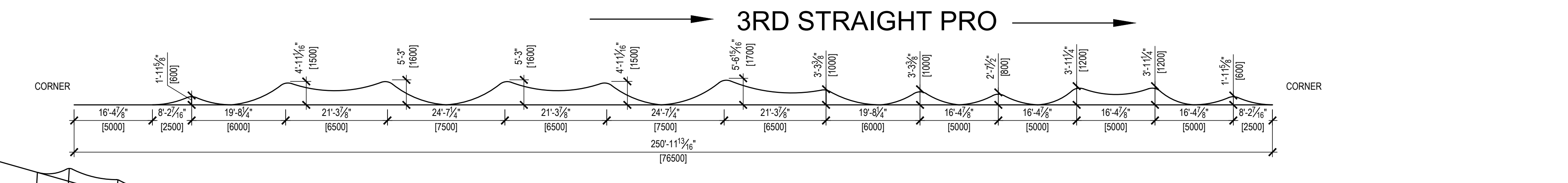
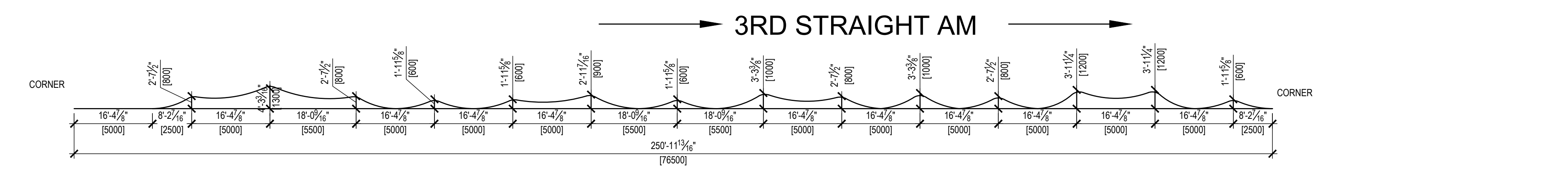
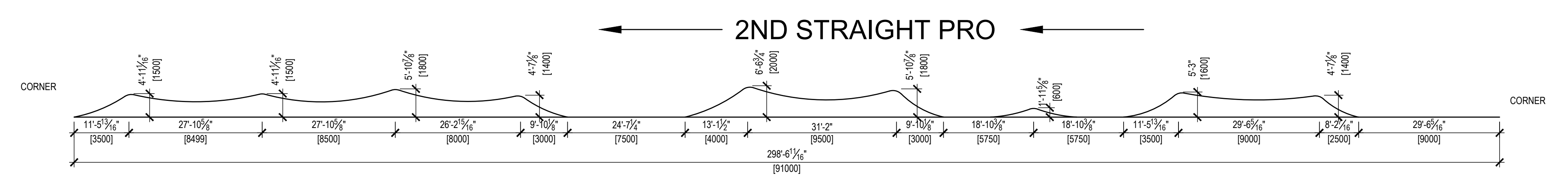
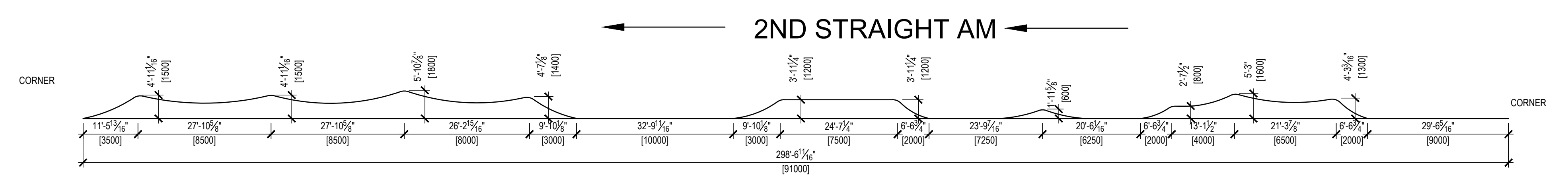
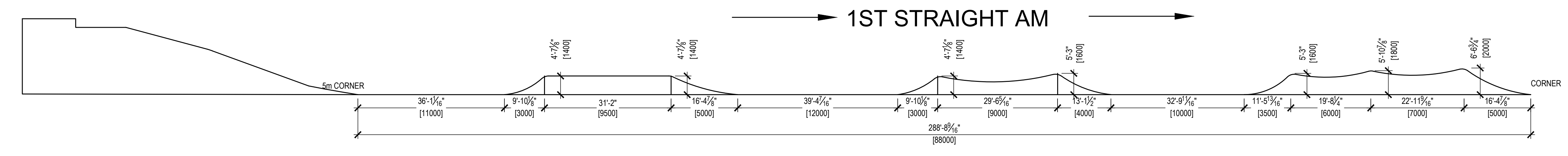
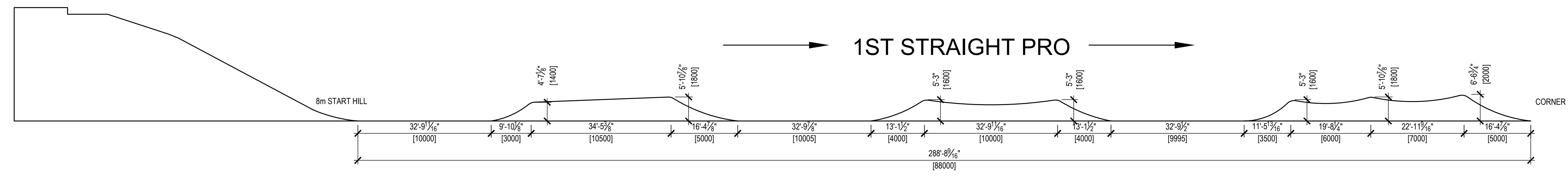
JOB NUMBER: \_\_\_\_\_  
 DATE: Jul. 10, 24  
 DRAWN BY: RM

**A100**



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PROJECT INFORMATION:  
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 PLAN: CIVIC ADDRESS: 4800 LEUNG ROAD  
 BLACKFALDS, ALBERTA

STAMPS:


REVISIONS:


C	2024-06-05	ISSUED FOR REVIEW
B	2024-04-03	ISSUED FOR REVIEW
A	2023-12-08	ISSUED FOR REVIEW
ISSUE	DATE	DESCRIPTION

DRAWING TITLE:  
**TRACK PROFILE**

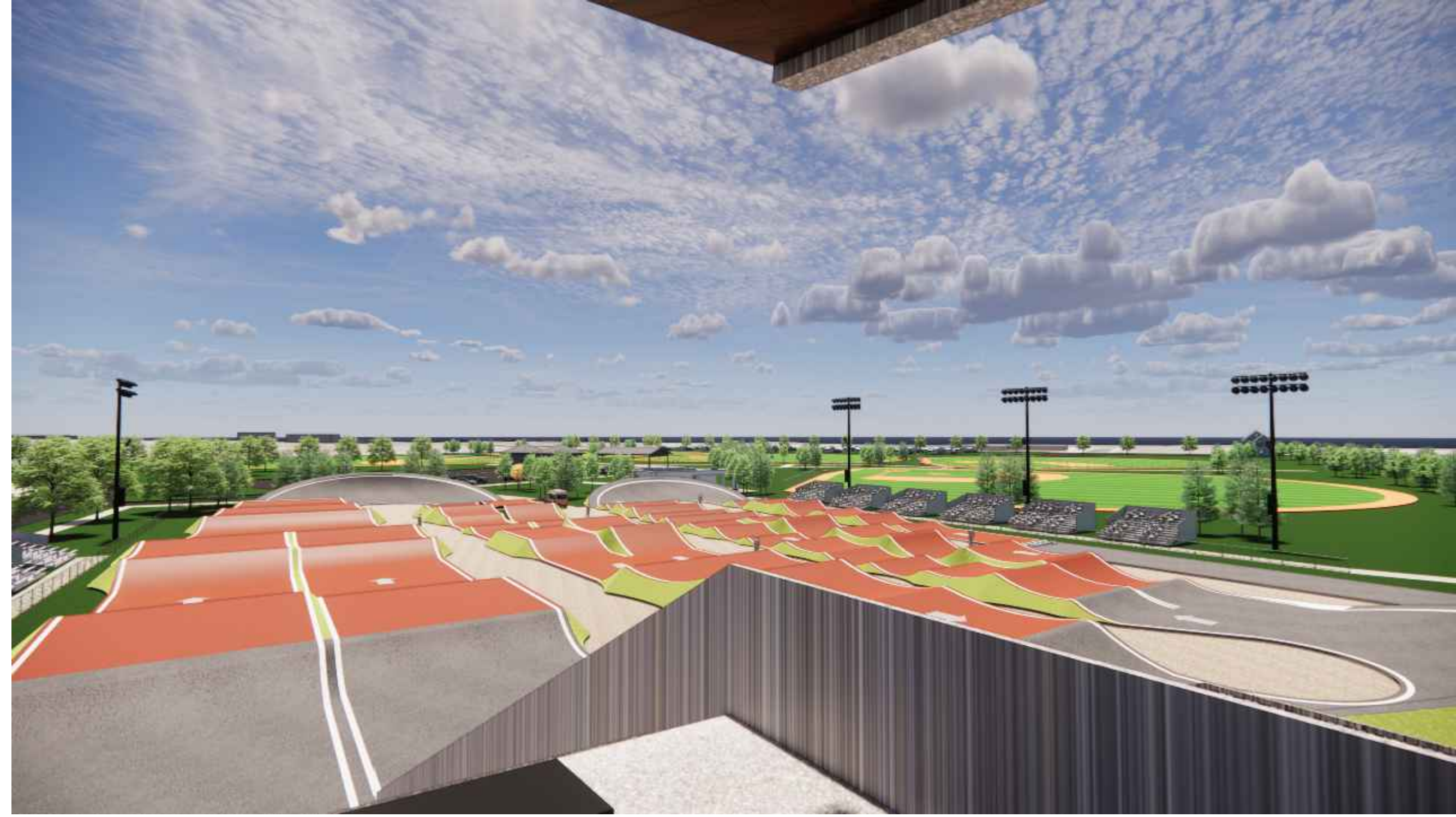
JOB NUMBER: \_\_\_  
 DATE: Jul. 10, 24  
 DRAWN BY: RM

**A101**

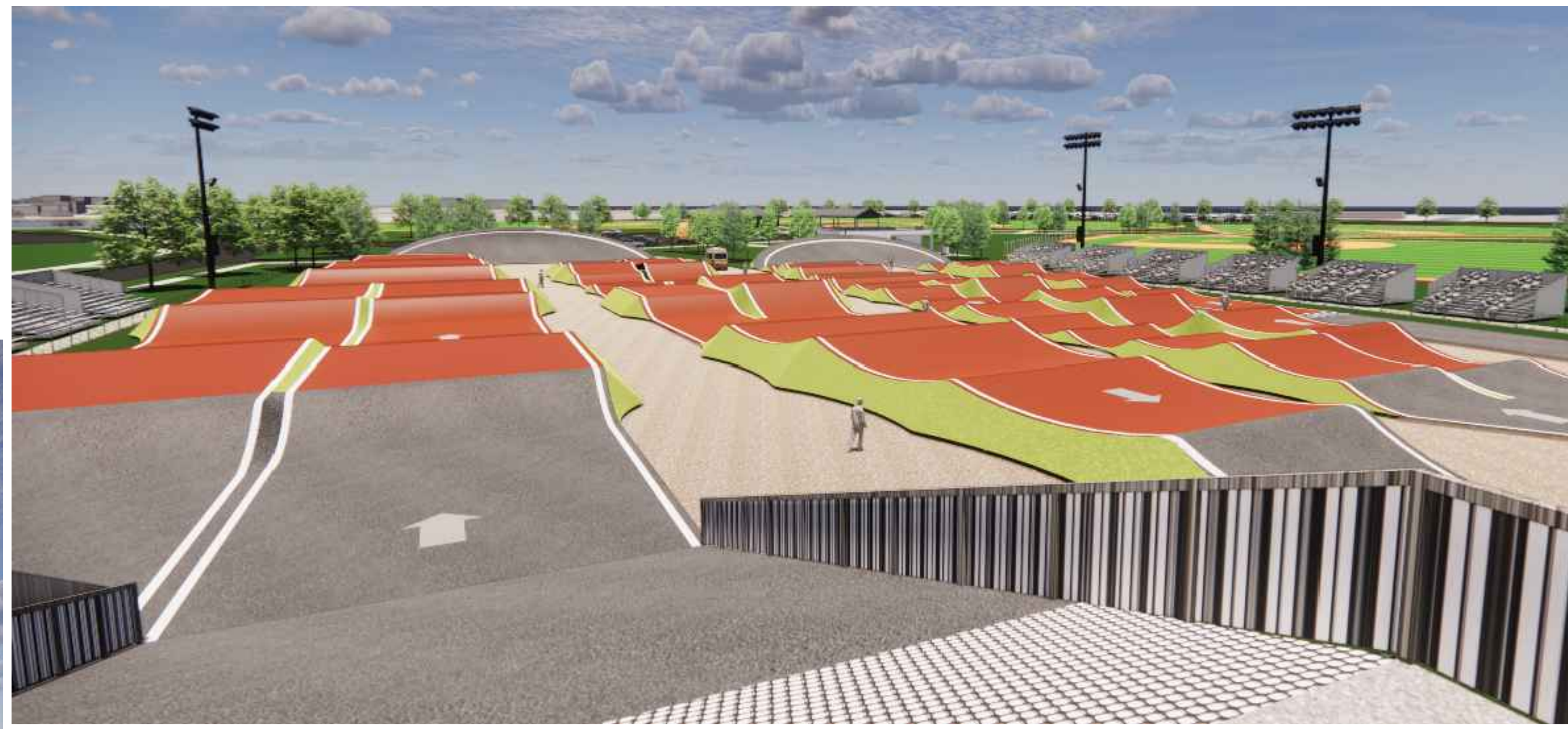


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VIEW FROM 8m START HILL



VIEW FROM 5m START HILL



OVERALL SITE



CORNER OF DUNCAN AVE AND VISTA TRAIL




PROJECT INFORMATION:  
**ALL STAR PAK REDEVELOPMENT**

LOT: \_\_  
 BLOCK: \_\_  
 PLAN:  
 CIVIC ADDRESS: 4800 LEUNG ROAD  
 BLACKFALDS, ALBERTA

STAMPS:


REVISIONS:

NO.	DATE	DESCRIPTION

ISSUE	DATE	DESCRIPTION
C	2024-06-05	ISSUED FOR REVIEW
B	2024-04-03	ISSUED FOR REVIEW
A	2023-12-08	ISSUED FOR REVIEW

DRAWING TITLE:  
**RENDERINGS**

JOB NUMBER:	
DATE:	Jul. 10, 24
DRAWN BY:	RM

**A300**



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OVERALL SITE



VIEW WITHIN PARK



ALONG VISTA TRAIL



**PROJECT INFORMATION:**  
**ALL STAR PAK REDEVELOPMENT**

LOT: \_\_  
 BLOCK: \_\_  
 PLAN:  
 CIVIC ADDRESS: 4800 LEUNG ROAD  
 BLACKFALDS, ALBERTA

**STAMPS:**


**REVISIONS:**

NO.	DATE	DESCRIPTION

ISSUE	DATE YYYY-MM-DD	DESCRIPTION
C	2024-06-05	ISSUED FOR REVIEW
B	2024-04-03	ISSUED FOR REVIEW
A	2023-12-08	ISSUED FOR REVIEW

**DRAWING TITLE:**  
**RENDERINGS**

**JOB NUMBER:** \_\_\_\_  
**DATE:** Jul. 10, 24  
**DRAWN BY:** RM

# A301



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**MEETING DATE:** July 15, 2024  
**PREPARED BY:** Lorrie Logan, Municipal Clerk  
**PRESENTED BY:** The Optimist Club of Blackfalds  
**SUBJECT:** **Disc Golf Course**

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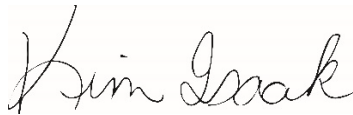
## **BACKGROUND**

The Optimist Club of Blackfalds will be presenting to Standing Committee of Council a proposal for a Disc Golf Course.

## **ATTACHMENTS**

- *None*

## **APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

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**MEETING DATE:** July 15, 2024

**PREPARED BY:** Rick Kreklewich, Director of Community Services

**PRESENTED BY:** Rick Kreklewich, Director of Community Services

**SUBJECT:** **Central Alberta BMX Supercross Track Proposal**

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**BACKGROUND**

At the June 5, 2024, Recreation, Culture and Parks Board Meeting, the Central Alberta BMX Supercross group presented their proposal for a BMX Supercross Track in Blackfalds. The group presented their proposal at tonight's Standing Committee of Council Meeting.

**DISCUSSION**

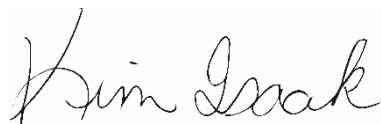
In December 2023, Administration was approached by the Central Alberta BMX Supercross group to consider the provision of land for the group to build a BMX Supercross Track. Administration has been working with this group to provide a preliminary design and is seeking direction from Standing Committee of Council on how to move forward with this initiative. The proposed location of the Track is southeast of the Duncan Avenue and Vista Trail intersection.

**ADMINISTRATIVE RECOMMENDATION**

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council receive The Central Alberta BMX Supercross delegation presentation as information and further that this item be brought back to a future Regular Council Meeting.

**APPROVALS**



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Kim Isaak  
Chief Administrative Officer



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Department Director/Author



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**MEETING DATE:** July 15, 2024

**PREPARED BY:** Rick Kreklewich, Director of Community Services

**PRESENTED BY:** Rick Kreklewich, Director of Community Services

**SUBJECT:** **Optimist Club of Blackfalds Disc Golf Course Proposal**

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**BACKGROUND**

At the June 5, 2024, Recreation, Culture and Parks Board Meeting, the Optimist Club of Blackfalds presented their proposal for a disc golf course within Blackfalds. The Optimist Club presented their proposal at tonight's Standing Committee of Council Meeting.

**DISCUSSION**

Administration has been working with the Optimist Club on finding a suitable location for the disc golf course and is seeking direction from The Standing Committee of Council on how to move forward with this initiative. Baskets for the course have already been purchased and are currently being stored at the Operations Centre.

**ADMINISTRATIVE RECOMMENDATION**

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council receive the Optimist Club of Blackfalds delegation presentation as information and further that this item be brought back to a future Regular Council Meeting.

**APPROVALS**



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Kim Isaak  
Chief Administrative Officer



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Department Director/Author



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**MEETING DATE:** July 15, 2024  
**PREPARED BY:** Jolene Tejkl, Planning & Development Manager  
**PRESENTED BY:** Jolene Tejkl, Planning & Development Manager  
**SUBJECT:** **Urban Hens Pilot Program 1 Year Check-in**

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## **BACKGROUND**

At the January 16, 2023, Standing Committee of Council (SCC) meeting, a delegation expressed their desire to have urban hens permitted in the Town of Blackfalds. Council unanimously passed a motion at the February 28, 2023, Council meeting that directed Administration to assemble a survey to solicit the community's opinions if residents would like to see urban hens allowed in Blackfalds residential areas, and if not, their reasons why.

The results of the survey were shared with Council at the May 23, 2023, meeting that confirmed the majority of Blackfalds respondents were in favour of allowing urban hens in Blackfalds. At this same Council meeting, a motion was carried unanimously directing Administration to prepare a Urban Hen Bylaw in preparation for a 2-year Urban Hen Pilot Program.

Temporary Urban Hen Bylaw 1286.23 received Third Reading at the July 11, 2023, Council meeting, thereby allowing residents to apply to have up to four (4) hens on their residential property on a trial basis. A copy of the Bylaw is attached to this report and highlights include:

- Pilot program only in effect for two (2) years, effective July 11, 2023, and an urban hens license is only valid from July 11<sup>th</sup> in the year that it was issued to July 10<sup>th</sup> of the following year.
- Annual application fees are \$70 and not prorated;
- A complete prohibition on roosters;
- A maximum coop size and minimum coop area/hen consistent with researched municipalities;
- Appeal provisions have been built in allowing appeals by the applicant;
- Provisions to ensure the hen's basic health and well-being are looked after;
- Prohibition on selling eggs or meat, slaughtering hens on the property, and keeping hens in anything other than a coop; and
- Municipal enforcement mechanisms and general penalties for contravening the Bylaw have been built in.

Now that the pilot program's first year has come to a close, Administration is sharing how it is going so far along with the correspondence the Town has been providing Urban Hens Licensees to assist them with compliance. Administration is also proposing public engagement in anticipation of the expiration of the pilot program next summer.

## **DISCUSSION**

To date, the Town has issued four (4) Urban Hen Licenses; everyone who has submitted an application has received approval and no complaints have been received. When a license is issued,



the applicant receives a cover letter that clearly notes the dates the license is valid for and solicits applicants input on the program while it's in the trial phase along with a copy of the Urban Hen Bylaw. A copy of the template approval letter is attached to this report.

The back side of the Urban Hen License contains all of the terms and conditions of the license regarding number of hens and coop requirements, animal welfare responsibilities, what to do with waste and disposal, and the requirement that the registration of all hens with the provincial Premise Identification Program (PID) must be retained throughout the duration of the license. A copy of the back side of an Urban Hen license is attached to this report.

Administration has received two emails about the program since its inception. One from a local Veterinarian asking if there is anything they can do to assist with the program and suggested they could offer a short course for those interested in Urban Hens but have no experience with hen care. Another email was received from the Extension Coordinator with Alberta Farm Animal Care who advised of their 3-hour Urban Hen training program that some municipalities are using as part of their licensing for interested residents. Alberta Farm Animal Care also offers bylaw officer training, so they are prepared to respond appropriately to calls about Urban Hens. Copies of these emails are attached to this report.

Administration does not recommend any changes to the temporary bylaw at this time to require training, but it may be something Council wants to consider when considering a permanent Urban Hens program next summer.

With the first round of Urban Hens Licenses about to expire, reminder letters were sent to License holders on June 26, 2024, advising that they will need to reapply and once again requested input on the program. A copy of the letter is attached to this report.

Given that the temporary Urban Hen Bylaw expires in July 2025, Administration wants to avoid having a gap between when the temporary bylaw expires, and a new one comes into force. To avoid any gap, Administration is proposing that public engagement about the program occurs in the fall/winter of 2024 with a survey out to the public. The results of the survey will be shared at a future Council meeting along with any proposed amendments stemming from the engagement process to the Urban Hen Bylaw, if it is determined the Town should continue with the program in perpetuity.

## **FINANCIAL IMPLICATIONS**

None.

## **ADMINISTRATIVE RECOMMENDATION**

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommends to Council to direct Administration to conduct public engagement pertaining to the Urban Hens pilot program and report the findings back to Council for consideration.



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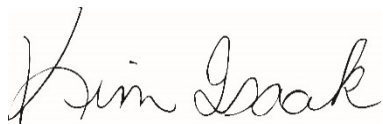
**ALTERNATIVES**

- a) That Standing Committee of Council refer this item back to Administration for additional information and/or amendments.

**ATTACHMENTS**

- *Bylaw 1286.23*
- *Back Side of Urban Hen License*
- *Correspondence Received*
- *License Expiration Reminder Letter*

**APPROVALS**



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Kim Isaak, Chief Administrative  
Officer



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Department Director/Author



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

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

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

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

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

**PART 1 – TITLE**

1.1 That this Bylaw shall be cited as the “**Urban Hen Bylaw**”.

1.2 That Schedule ‘A’, as attached, form part of this Bylaw.

**PART 2 – DEFINITIONS**

2.1 In this Bylaw:

- (a) “**Chief Administrative Officer**” or “**CAO**” means the person appointed to the position established under Bylaw 1170.14.
- (b) “**Coop**” means a fully enclosed weatherproof structure used for the keeping of Urban Hens that is no larger than 10.0 m<sup>2</sup> in floor area, and no more than 2.4 m in height.
- (c) “**Urban Hen**” means a domesticated female chicken that is at least 16 weeks of age.
- (d) “**Municipal Ticket**” means a municipal ticket issued on behalf of the Town for a violation under this Bylaw.
- (e) “**Officer**” includes an Animal Control Officer, a Bylaw Enforcement Officer, a Peace Officer, a Special Constable and a Member of the Royal Canadian Mounted Police.
- (f) “**Outdoor Enclosure**” means a security enclosed outdoor area attached to a Coop for Urban Hens to roam.
- (g) “**Owner**” includes any person, partnership, association, or corporation:
  - a. Owning, possessing, having charge of, or control over, any Urban Hen;
  - b. Harboring any Urban Hen;
  - c. Suffering or permitting any Urban Hen to remain about their house or premises; and
  - d. Any person to whom an Urban Hen License has been issued under this Bylaw.
- (h) “**Principal Building**” means a building which is considered the principal use of the lot on which it is erected.
- (i) “**Rear Yard**” means the portion of a lot or site abutting the rear property line extending across the full width of the Subject Property, situated between the rear property line and the nearest wall of the Principal Building. Where there is no Principal Building, the Rear Yard shall be determined at the minimum Rear Yard prescribed in the land use district the Subject Property is located on.



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

### **PART 3 – PROHIBITIONS**

3.1 In the Urban Area, no person shall:

3.1.1 Keep a Rooster; or

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

### **PART 4 – PILOT PROGRAM REGULATIONS**

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

4.1.1 Participants must acknowledge the pilot program as a trial.

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

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

### **PART 5 – LICENSING PROVISIONS**

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

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

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

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

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

5.1.5 Any other information reasonably required by the CAO, or designate, including but not limited to:

5.1.5.1 The name, address and contact information of the Owner and any person(s) who may act as a Temporary Caregiver;

5.1.5.2 A copy of the Certificate of Title for the Subject Property dated within thirty (30) days of the date of application; and



5.1.5.3 Written consent to keep Hens on the Subject Property, from the registered landowners of the Subject Property as shown on the Certificate of Title, if the Owner is not the registered landowner.

5.2 The CAO, or designate, may issue or renew an Urban Hen License if they are satisfied:

- 5.2.1 The applicant is the Owner of the Subject Property on which the Urban Hens will be kept, or that the Owner of the Subject Property has provided written consent to the application;
- 5.2.2 The applicant resides on the Subject Property on which the Urban Hens will be kept;
- 5.2.3 The land use district of the Subject Property allows the placement of a Coop for the keeping of Urban Hen(s);
- 5.2.4 The applicable fee has been paid; and
- 5.2.5 All required information has been provided.

5.3 The CAO, or designate, may refuse to grant or renew an Urban Hen License for any of the following reasons:

- 5.3.1 The applicant or Owner:
  - 5.3.1.1 Does not or no longer meets the requirements of this Bylaw;
  - 5.3.1.2 Provides false information or misrepresents any fact or circumstance to the CAO, or designate, or an Officer;
  - 5.3.1.3 Has, in the opinion of the CAO, or designate, based on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted;
  - 5.3.1.4 Has been convicted of any offence involving abuse, mistreatment or negligent treatment or keeping of animals;
  - 5.3.1.5 Has previously been the holder of an Urban Hen License that was revoked for non-compliance with this Bylaw, or in respect of which an order has been made under Section 645 of the *Municipal Government Act*;
  - 5.3.1.6 Has not complied with all other Provincial or Federal regulations for the keeping of livestock;
  - 5.3.1.7 Fails to pay a fine imposed by a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of Urban Hens;
  - 5.3.1.8 Fails to pay any fee required by this or any applicable Bylaw; or
- 5.3.2 In the opinion of the CAO, or designate, based on reasonable grounds, it is in the best interests of the public to do so.

5.4 An Urban Hen License is valid only for the period July 11<sup>th</sup> to July 10<sup>th</sup> in the year for which it is issued.

5.5 An Urban Hen License is not transferable from one person to another person nor from one property to another.

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

## **PART 6 – APPEALS**

6.1 An appeal lies from a decision of the CAO, or designate, to:

- 6.1.1 Impose conditions on an Urban Hen License, if the appellant is the applicant who applied for the Urban Hen License;
- 6.1.2 Refuse an Urban Hen License, if the appellant is the applicant for the Urban Hen



License; or

6.1.3 Revoke an Urban Hen License, if the appellant is the holder of the Urban Hen License that was revoked.

6.2 An appeal under Section 6.1 shall be in writing, addressed to the Chief Administrative Officer, and must be received not later than fourteen (14) days after the decision subject to the appeal is issued.

6.3 As soon as reasonably practicable, and in any event not more than fourteen (14) after receiving a notice of appeal the Chief Administrative Officer shall appoint an Appeal Committee for the purpose of hearing the appeal, and apart from appointing the Appeal Committee and providing it with administrative support, the Chief Administrative Officer shall not be involved in the appeal process.

6.4 The Appeal Committee shall consist of three (3) members, none of whom is an employee or Council Member of the Town and that the Chief Administrative Officer may appoint members as deemed appropriate..

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

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

6.6.1 Uphold the decision of the CAO, or designate;

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

6.6.3 Overturn the decision of the CAO, or designate.

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

## **PART 7 – KEEPING OF URBAN HENS**

7.1 An Owner shall:

7.1.1 Have a valid Urban Hen License;

7.1.2 Provide each Urban Hen with at least 0.37 m<sup>2</sup> (4.0 ft<sup>2</sup>) of interior floor area within the Coop to a maximum Coop size of 10.0 m<sup>2</sup> in floor area, and at least 0.92 m<sup>2</sup> (9.9 ft<sup>2</sup>) of Outdoor Enclosure;

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

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

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

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

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

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

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

7.1.10 Keep the Coop secured from sunset to sunrise;

- 7.1.11 Remove left over feed, trash, and manure in a timely manner;
- 7.1.12 Store feed within a fully enclosed container;
- 7.1.13 Store manure within the fully enclosed container, and store no more than 3 cubic feet of manure at a time;
- 7.1.14 Remove all other manure not used for composting or fertilizing and dispose of manure in accordance with Town bylaws;
- 7.1.15 Follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak;
- 7.1.16 Register all Urban Hens with the Province through the Premise Identification (PID) Program and/or any other registration system required by Provincial or Federal regulation or legislation; and
- 7.1.17 Keep Urban Hens for personal use only.

7.2 An Owner shall not:

- 7.2.1 Sell eggs, manure, meat or other products derived from Urban Hens;
- 7.2.2 Slaughter an Urban Hen on the Subject Property;
- 7.2.3 Dispose of an Urban Hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of Urban Hens; and
- 7.2.4 Keep an Urban Hen in a cage, kennel, or any shelter other than a Coop.

## **PART 8 – MUNICIPAL TICKETS AND VIOLATION TICKETS**

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

- 8.1.1 They may serve upon the person a Municipal Ticket allowing payment of the specified fine as set out in Schedule 'A' of this Bylaw, which payment will be accepted by the Town or the Contractor on behalf of the Town in lieu of prosecution for the offence if paid within 21 days of the date of service; or
- 8.1.2 They may issue and serve a Violation Ticket in accordance with the Provincial Offences Procedure Act, RSA 2000, c. P-34 and amendments thereto, allowing a voluntary payment or requiring a person to appear in court, without the alternative of making a voluntary payment.

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

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

- 8.3.1 Served personally on the Owner, or left at the Owner's residence; or
- 8.3.2 Mailed to the address of the Owner.

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

## **PART 9 – OBSTRUCTION**

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

## **PART 10 – DATE OF FORCE**

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



READ for the first time this 27<sup>th</sup> day of June, A.D. 2023.

**(RES. 207/23)**

-Original Signed-

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

-Original Signed-

\_\_\_\_\_  
**INTERIM CAO  
JUSTIN DE BRESSER**

READ for the second time this 11<sup>th</sup> day of July, A.D. 2023.

**(RES. 230/23)**

-Original Signed-

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

-Original Signed-

\_\_\_\_\_  
**INTERIM CAO  
JUSTIN DE BRESSER**

READ for the third and final time this 11<sup>th</sup> day of July, A.D. 2023.

**(RES. 231/23)**

-Original Signed-

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

-Original Signed-

\_\_\_\_\_  
**INTERIM CAO  
JUSTIN DE BRESSER**

UNCERTIFIED COPY

**SCHEDULE 'A'**

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

UNCERTIFIED



June 26, 2024

[Name]  
[Address]

**Re: Urban Hen License Approval**

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Dear **Name**,

Please be advised that your application for an Urban Hen License has been approved, a copy of your Urban Hen License is enclosed. It is important to note that this license is valid from July 11, 2023 until July 10, 2024 and if you would like to continue to keep Urban Hens, you will need to reapply prior to July 10, 2024.

Urban Hen licenses are not transferable and the enclosed license must be retained and provided on the demand of the Town's CAO or an Officer as defined in the Urban Hen Bylaw 1286.23.

The Urban Hen program is currently being offered as a two (2) year pilot program, which will expire on July 10, 2025. Council will revisit this program in the summer of 2025 and make a determination if the program will be implemented on a permanent basis. Throughout the duration of this pilot program, we welcome your input on the bylaw and the program; if you would like to provide your input, please forward it to:

Jolene Tejkl, RPP MCIP  
Planning & Development Manager, Town of Blackfalds  
Ph: 403-885-9679  
Email: [jtejkl@blackfalds.ca](mailto:jtejkl@blackfalds.ca)

Sincerely,

**[Add name]**  
Town of Blackfalds

Encl. *Urban Hen License No. 1-23*  
*Urban Hen Bylaw 1286.23*

# TOWN OF BLACKFALDS

## Urban Hen License

### TERMS AND CONDITIONS

#### Number of Hens and Coop Requirements

- Size of brood is limited to a maximum of four (4).
- All coops must be located in the rear yard of the property.
- Each hen must have a minimum of 0.37 m<sup>2</sup> (4.0 ft<sup>2</sup>) of interior floor area within the coop with a maximum coop size of 10.0 m<sup>2</sup> in floor area and at least 0.92 m<sup>2</sup> (9.9 ft<sup>2</sup>) of outdoor enclosure.
- At least one (1) nest box per coop and one (1) perch per hen that is at least 15 cm long must be provided at all times.
- All hens must be fully contained within the coop and outdoor enclosure at all times.
- The coop must always be maintained in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances.
- The coop must be constructed and maintained to prevent rodents from harbouring underneath or within it or within its walls, and to prevent entrance from any other animal.
- Food and water containers must be kept within a coop at all times.
- The coop is to remain secured from sunset to sunrise.

#### Animal Welfare

- All hens must be provided with food, water (unfrozen), shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dust-bathing, and roosting to ensure they remain in good health.

- All feed must be stored within a fully enclosed container.
- All hen owners must follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak.
- Urban hens are for personal use only and hen owners must not:
  - Sell eggs, manure, meat or other products derived from hens;
  - Slaughter a hen on the property;
  - Dispose of a hen except for delivering it to a farm, abattoir, veterinarian or other operation that is lawfully permitted to dispose of hens; or
  - Keep a hen in a cage, kennel, or any shelter other than a coop.

#### Waste & Disposal

- All leftover feed, trash, and manure must be removed in a timely manner.
- Manure must be stored within a fully enclosed container, and store no more than 3 cubic feet of manure at a time.
- All manure not used for composting or fertilizing must be removed and disposed of in accordance with Town Bylaws.

#### Conditions

- Registration of all hens with the provincial Premise Identification (PID) Program must be retained throughout the duration of the license.

**BLACKFALDS**  
A L B E R T A



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**From:** Ken Hubbard **FOIP 17 (1)**  
**Sent:** June 29, 2023 4:11 PM  
**To:** Jolene Tejkl  
**Subject:** Urban chickens

Hi Jolene

**FOIP 16**



I notice that Blackfalds is moving forward with urban chickens which I think is great. When the topic came up earlier, I was going to e-mail and offer our wisdom as Veterinarians. I personally have a few chickens and I know the Veterinarians at our Blackfalds Vet Hospital see and treat them. If there is any thing that we can do to help move things forward let me know. Perhaps a short course for those who are interested but have no experience, hen care etc.????  
Have a great long weekend.  
Cheers

*Ken Hubbard*

*Serenity Developments Ltd.  
Phantom Farms 2021 Ltd.  
Blackfalds Veterinary Hospital  
403-597-1652*

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**From:** Sarah Linde <sarah@afac.ab.ca>  
**Sent:** July 19, 2023 10:31 AM  
**To:** Planning & Development Staff  
**Subject:** Urban hen Program

Hello,

We recently saw the launch of your new urban hen pilot project and wanted to reach out to you regarding our Urban Hen training program. We offer a 3 hour training session (usually over zoom) that municipalities are using as part of their licencing for interested residents. This has helped communities limit the number of calls to urban hen participants who are not appropriately caring for their animals. For example, Calgary requires all applicants to first take our course before they can apply. At the same time we also offer bylaw officer training so your staff feel prepared to respond appropriately. This has helped ensure overall animal health and community support. We can tailor our courses to the specific bylaws your community needs to ensure residents are getting the most accurate information.

If this is something you might be interested in offering if your community please let me know!

Sarah

**Sarah Linde**

Extension Coordinator  
Alberta Farm Animal Care  
P: 403-652-5111

[Instagram](#) | [Facebook](#) | [LinkedIn](#)



*[Alberta Farm Animal Care \(AFAC\)](#) works to ensure farm animals in Alberta are respected, well cared for, and experience a high state of welfare. With collaboration and support from our members and partners, AFAC promotes best practices and continued advancement in responsible livestock care by engaging the public and building trust through transparency. To learn more about becoming a member of AFAC, [click here](#).*



July 3, 2024

[Name]  
[Address]

**Re: Urban Hen License Set to Expire**

Dear **Name**,

Please be advised that the Urban Hen Pilot program is reaching the end of its first year. All Urban Hen licenses are set to expire on **July 10, 2024**.


If you would like to continue to keep Urban Hens, you will need to reapply prior to July 10, 2024 and pay the full application fee as per the Urban Hen Bylaw 1268.23, a copy of the bylaw is attached.

At this time, we also welcome your input on the bylaw and the program. If you would like to provide your input, please forward it to:

Jolene Tejkl, RPP MCIP  
Planning & Development Manager, Town of Blackfalds  
Ph: 403-885-9679  
Email: [jtejkl@blackfalds.ca](mailto:jtejkl@blackfalds.ca)

Council will revisit this program in 2025 and will decide if the program will be implemented on a permanent basis.

Sincerely,



Jolene Tejkl, RPP MCIP  
Planning & Development Manager  
Town of Blackfalds

Encl. *Urban Hen Application Form*  
*Urban Hen Bylaw 1286.23*

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**MEETING DATE:** July 15, 2024  
**PREPARED BY:** Rick Kreklewich, Director of Community Services  
**PRESENTED BY:** Rick Kreklewich, Director of Community Services  
**SUBJECT:** Cemetery Bylaw

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## **BACKGROUND**

The Cemetery Bylaw provides regulations for the management of the Blackfalds Cemetery. The Cemetery Bylaw was last reviewed in 2014 and is due for updates and review.

## **DISCUSSION**

Administration has reviewed and proposed changes to update the Cemetery Bylaw. Rate comparisons from neighbouring communities were factored into the rate increases being proposed in this Bylaw. Notable changes include adding a perpetual care fee to help recover costs of maintaining the cemetery grounds and rate increases across all areas. Significant increases have been made to the columbaria niche rates which aligns with the rates in comparable communities. Administration is seeking direction from Standing Committee of Council on this Bylaw.

## **ADMINISTRATIVE RECOMMENDATION**

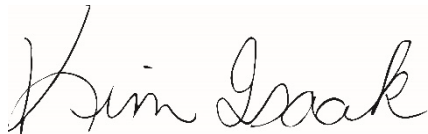
That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommends to Council that the Cemetery Bylaw be brought forward to a future Regular Council Meeting for consideration.

## **ATTACHMENTS**

- *Newly Revised Cemetery Bylaw - Draft*
- *Schedule A – Cemetery Bylaw 1180/14*

## **APPROVALS**



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Kim Isaak  
Chief Administrative Officer



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Department Director/Author



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**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH AUTHORITY FOR THE BLACKFALDS CEMETERY.**

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A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of regulating the use and disposition of the Cemetery lands and property within the Town of Blackfalds.

**WHEREAS** the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended or repealed and replaced from time to time, authorizes a Municipality to regular services provided by or on behalf of a Municipality.

**AND WHEREAS**, the *Cemeteries Act*, RSA 2000, Chapter C-3, as amended or repealed and replaced from time to time and the regulations passed thereunder, requires a Municipality which owns and operates cemeteries within its boundaries to operate and maintain the cemeteries in accordance with the *Cemeteries Act* and any regulations passed thereunder;

**AND WHEREAS** the *Cemeteries Act*, RSA 2000, Chapter C-3, as amended or repealed and replaced from time to time and the regulations passed thereunder, requires every operator of a cemetery to make bylaws, including bylaws respecting the organization, operation and management and the rights, privileges and responsibilities of the cemetery operator.

**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 "**Cemetery Bylaw**".
- 1.2 Schedule "A" shall form part of this Bylaw as the established fees and charges for services provided under this Cemetery Bylaw.

**PART 2 - DEFINITIONS**

- 2.1 In this Bylaw:
  - a. "**Act**" means the Cemetery Act, RSA 2000, Chapter C-3, as amended, repealed or replaced from time to time;
  - b. "**Base**" shall mean the structure utilized to support a Monument or Marker and shall be constructed of concrete, granite, marble or slate and shall be a minimum of 150mm thick and placed so as to be level with the adjacent ground level and shall be 150mm wider than the base of the Monument or Marker that it supports;
  - c. "**Burial Permit**" means a permit for burial issued by the Town of Blackfalds under the Vital Statistics Act, S.A. 2007, c V-4.1, as amended.
  - d. "**Burial Lot**" means a single Grave Lot within a Plot, measuring 3.66m (12') in length and 1.83m (6') in width and used for the purposes of interment of a casket;
  - e. "**Cemetery Attendant**" shall mean the designated staff member of the CAO in the Town of Blackfalds, and unless the context otherwise implies, any person authorized to carry out his/her duties;
  - f. "**Cemetery**" means the Cemetery in the Town known as the Town of Blackfalds Cemetery which is owned and operated and under the control of the Town of Blackfalds. The Cemetery contains burial Plots, cremation Plots, and a Columbaria;

- 
- g. **"Cremation Lot"** means one-third of a single Grave Lot measuring 1.84m in width and 1.23m in length and used for the purposes of Interment of cremated remains;
- h. **"Cremation Urn"** means an approved vessel used to hold ashes from cremated human remains, required for cremated remains to be placed in the Columbaria Niche;
- i. **"Columbaria"** means multiple Columbarium.
- j. **"Columbarium"** means a structure designed for storing the ashes of deceased human bodies or other human remains that have been cremated;
- k. **"Deed"** means the application for a burial Lot deed;
- l. **"Employee"** means the Town employee actually working at the cemetery under the instruction and supervision of the Town;
- m. **"Funeral Director"** means any registered or licensed embalmer or mortician who holds a funeral director license issued under the *Funeral Services Act*, R.S.A. 2000, c.F-29;
- n. **"Grave"** means a Lot used as a place of burial of human remains or cremated human remains;
- o. **"Grave Decoration"** means anything placed on a grave for memorial purposes;
- p. **"Grave Liner"** means a concrete liner utilized to encase a casket;
- q. **"Holiday"** means all holidays proclaimed or adopted by the Town;
- r. **"Interment"** means, in a manner prescribed by the Act and this Bylaw, placing human remains in a suitable container underground, or cremated human remains in a suitable container underground or within a Niche in the Cemetery;
- s. **"Lot"** means a parcel within a Plot;
- t. **"Marker"** means a flat structure constructed of bronze, granite, marble or slate placed on a base for memorial purposes;
- u. **"Monument"** means any upright structure constructed of granite, marble, or slate and placed on a base for memorial purposes;
- v. **"Niche"** means a single compartment of a columbarium large enough to house one or two cremation urns;
- w. **"Non-Resident"** means a person who, immediately prior to his or her death or his or her application to purchase a Lot did not live within the Town of Blackfalds or Lacombe County;
- x. **"Perpetual Care"** means the upkeep of the Cemetery including the maintenance and repair of Town owned infrastructure and excludes privately owned monuments, memorial plaques, and Grave liners, except as the Town, at its sole discretion, deems appropriate;
- y. **"Perpetual Care Fee"** means the fee charged to the purchaser for the purpose of providing perpetual care of the Cemetery;
- z. **"Plot"** means four (4) Lots, as shown on a Cemetery plan on record in the Towns Municipal Office;

- aa. **"Resident"** means a person who has been ordinarily living in the Town and has resided in the Town immediately preceding his or her death or his or her application to purchase a Lot;
- bb. **"Town"** means the Town of Blackfalds, in the Province of Alberta.
- cc. **"Urn"** means an approved vessel used to hold ashes from cremated human remains;
- dd. **"Vault"** means a concrete structure used to encase a casket; and
- ee. **"Working Hours"** means regular hours of work from 8:30 a.m. to 4:30 p.m. each day, Monday through Friday, excluding holidays;

### **PART 3 - DUTIES, RIGHTS AND POWERS OF THE CAO**

- 3.1 The CAO may delegate any or all powers of this Bylaw to a designate.
- 3.2 All the powers granted to the Employees by this Bylaw shall be subject to the supervision and control of the Town.
- 3.3 The Town shall have the authority to order that the Graves in any particular section of the Cemetery shall be laid in any direction the Town may consider suitable.
- 3.4 The Town shall have the authority to remove any Grave Decoration designs or floral pieces which may become wilted, or any other article or thing after the expiration of five (5) days of placement or as deemed appropriate.
- 3.5 The Town shall ensure that no person shall disturb the quiet or good order of the Cemetery and will ensure that it is maintained.
- 3.6 A member of the Royal Canadian Mounted Police or any Employees of the Town, or the Bylaw Enforcement Office/Peace Officer may evict therefrom, using such force as is reasonably necessary, or deny entrance to any person who contravenes paragraph 3.5 above.

### **PART 4 - PLOTS, LOTS AND NICHEs**

- 4.1 The Cemetery plans of the Plots, Lots and Niches made available by the Town for burial purposes are kept on record in the municipal office of the Town, together with subsequent plans of Cemetery lands approved by the Town. All burial records are maintained at the municipal office in accordance with such plans.
- 4.2 A burial Lot Deed is provided to the purchaser upon purchase of a burial Lot or Niche. The purchase price for burial Lots and Niches shall be as established in Schedule "A" attached hereto.
- 4.3 Burial Lots are identified by Plot number and Lot number and have dimensions of:
  - 4.3.1 3.66m by 1.83m for full Lots (12' x 6'); and
  - 4.3.2 1.83m by 1.23m for Cremation Lots (6' x 4');
  - 4.3.3 Columbaria Niches are sized .30m H x .30m W x .35m D (12"x12"x14") and Urns should be sized small enough to ensure the Niche can hold one or two Urns.
- 4.4 The Town of Blackfalds shall administer all sales of Deeds and Interments in the Cemetery and receive all monies from the sales. Upon payment by any person of the full price of any Deed, the Town shall furnish such person with a receipt for the sum paid.



- 4.5 No Deed shall be resold to any other party; however, Deeds may be transferred from one family member to another family member, but no transfer shall be valid unless such transfer is duly registered with the Town.
- 4.6 Notwithstanding Section 4.5, a burial Lot Deed may be exchanged or transferred back to the Town, upon which the owner shall be entitled to a refund of the original purchase price, less an administration fee of 15%.
- 4.7 No Plots or Niches shall be used for any purpose other than the burial of human bodies and the cremated remains of human bodies.
- 4.8 The Town shall not be liable for damages resulting from theft, vandalism or damage, howsoever caused to Monuments erected upon a burial Plot, Lot or Niche.

#### **PART 5 - BURIALS**

- 5.1 No Interment shall be permitted until a Burial Application and Permit has been completed and given to the municipal office.
- 5.2 Whenever a Lot or Niche is held by two or more persons, an order for Interment in such Lot or any part thereof will be accepted by the Town from any one of the said persons or their personal representative, as indicated on Burial Application and Permit.
- 5.3 Between the dates of May 1 and October 31 inclusive in any year, all applications for burials shall be made to the Town at least forty-eight (48) hours before the time for the Interment.
- 5.4 Between the dates of November 1 of one year and April 30 of the following year inclusive, all applications for burials shall be made at least seventy-two (72) working hours before the time for Interment.
- 5.5 The Deed holder or the person instructing the Town to open a Grave shall give complete and precise instruction, and the Town shall not be responsible for any errors resulting from the lack of proper instruction.
- 5.6 Excavation for all Lots, including for cremation burial, must be carried out by Employees or designates of the Town.
- 5.7 Interment of cremated remains into Columbaria Niches will be undertaken by the Funeral Director or designate granted by the family of the deceased. An Employee of the Town must be in attendance for the opening and closing of Columbaria Niches.
- 5.8 No person or persons not under the control or supervision of the Town shall open any Grave for the purpose of interring or removing a body.
- 5.9 The burial of cremated remains shall be in areas of the Cemetery as designated by the Town.
- 5.10 The cremated remains of up to two (2) additional persons are to be buried in the same regular Lot in which a body is or is to be buried and shall be placed adjacent to the Monument.
- 5.11 The cremated remains of a maximum of three (3) persons shall be allowed on a cremation Lot.
- 5.12 No burial of cremated remains on designated cremation Lots on which an existing Monument is erected shall be allowed between November 1 of one year and April 30 of the following year.

- 5.13 No additional Interments shall be permitted in any Lot in the Cemetery on which there are unpaid charges due and payable to the Town.
- 5.14 Burials or Interments shall not take place at the Cemetery anytime during a funeral or burial service at such Cemetery.
- 5.15 All work in the immediate vicinity of a Grave shall be discontinued during a burial service.
- 5.16 The Town requires the use of a concrete Grave Liner, for all burials.

## **PART 6 – MONUMENTS**

- 6.1 All persons employed in the construction and erection of Monuments or doing other work in the Cemetery, whether employed by the Town or not, shall be subject to the direction and control of the Town.
- 6.2 No Monument or Marker shall be placed on a Plot or Lot until an application is made to the municipal office and a Burial Permit has been issued by the Town.
- 6.3 Monuments shall be constructed of granite, marble or slate and have dimensions not to exceed 1.83m wide x .46m deep x 1m high.
- 6.4 Markers shall be constructed of granite, marble, slate or bronze and have dimensions not to exceed 1.83m wide x .46m deep x .20m high.
- 6.5 Bases for Monuments shall be constructed of concrete or the same stone material as the Monument or marker that it supports. Placement shall be done so in a manner as to maintain whenever possible, a proper alignment consistent with Grave Monuments on adjacent Lots. Bases shall be a minimum of 150mm thick, and placed so as to be level with the adjacent ground level and shall be 150mm wider than the base of the Monument or Marker that it supports.
- 6.6 Persons erecting Monuments shall ensure that such Monuments are firmly secured to the foundation with glue and/or setting compound.
- 6.7 Monuments with Urns attached are prohibited.
- 6.8 Markers may be utilized on regular Lots where cremated remains are also interred.
- 6.9 Not more than (3) three memorials shall be placed upon a single Lot, with a Monument placed at the head of the Grave and the second and third structures being that of Markers.
- 6.10 All memorials for cremation Lots shall be Markers.
- 6.11 All foundations and Monuments not installed in strict conformance to this Bylaw shall be removed at the request of the Town within five (5) working days.
- 6.12 Whenever the owner of a Monument neglects to make the required repairs or alterations to a Monument within thirty (30) days after receiving written notice from the Town to do so, the Town shall have the power to repair such Monument and charge the cost thereof to the living owner or family members, if possible, which may be recovered as a debt to the Town.
- 6.13 Niche Plates:
  - 6.13.1 Niche plate, first engraving, and first open/close is included in the purchase of the Niche;
  - 6.13.2 Engraving will be completed upon payment of Burial Permit fees and a completed and signed Blackfalds Niche Plate Engraving Form;

6.13.3 Engraving will be managed by the Town of Blackfalds at their certified engraving vendor;

6.13.4 Engraving shall follow these specifications:

- 6.13.4.1 Last Name: 1 ¼" Maximum 11 spaces
- 6.13.4.2 Given Name(s): 7/8" Maximum 16 spaces
- 6.13.4.3 Year Birth/Death: 5/8" Month DD, YYYY (format)
- 6.13.4.4 Epitaph: 5/8" 19 spaces per line (2 lines max.)

6.13.5 Engraving shall be in white colour only; and

6.13.6 Engraving will be completed by the qualified vendor secured by the Town of Blackfalds;

- 6.13.6.1 Second engraving cost will be the responsibility of the purchaser of the Niche;
- 6.13.6.2 Engraving must follow the guidelines in the Memorial Niche Plate Engraving form;
- 6.13.6.3 Niche Plates shall only have one engraved design or an epitaph;
- 6.13.6.4 Surface attachments are not permitted on the curved Columbaria Niche plates;

## **PART 7 - VISITORS**

- 7.1 No person other than an Employee under the direction of the Town shall enter or remain in the Cemetery between sunset of one day and sunrise of the day next following.
- 7.2 No person shall drive any vehicle through the Cemetery at a speed more than twenty (20) km/h.
- 7.3 The Town may prohibit the driving of vehicles in any part of the Cemetery.
- 7.4 The Town may prohibit the driving of any vehicle in the Cemetery when the roads are in an unfit condition.
- 7.5 The owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the Cemetery.

## **PART 8 - GENERAL PROVISIONS**

- 8.1 Any group or society desiring to hold a memorial service at the Cemetery shall give the Town at least ten (10) days' notice in writing of their intention to do so.
- 8.2 No person shall:
  - 8.2.1 Erect fences, railings, walls, copings, hedges, or use landscape rock in or around any Plot or Lot;
  - 8.2.2 Destroy, damage, deface or write upon any monument, or other structure or object in the Cemetery;
  - 8.2.3 Deposit any paper, sticks, or refuse of any kind on any portion of the lands within the boundaries of the Cemetery except in receptacles provided for that purpose; and



- 8.2.4 Remove the sod in Graves or from any portion of any Plot in the Cemetery without first obtaining the consent of the Town.
- 8.3 All grading, seeding of grass and sodding work shall be done under the direction of the Town and by Employees of the Town.
- 8.4 No person, other than an Employee of the Town, the owner of a Deed or his agent, shall be permitted to care for any Plot, Lot or Niche in the Cemetery.
- 8.5 No animals shall be allowed in the Cemetery unless such animal is on a leash and under the control of an adult person over the age of 18.

**PART 9 – PENALTY**

- 9.1 Any person who commits a breach of any of the provisions of this Cemetery Bylaw shall, on conviction for such breach, be liable to a penalty of not less than One Hundred (\$100.00) Dollars and not exceeding One Thousand (\$1,000) Dollars exclusive of costs, or in the case of non-payment of the fine and cost imposed to imprisonment for any period not exceeding sixty (60) days;

**PART 10 - REPEAL**

- 10.1 That Bylaw 1180/14 is hereby repealed upon this Bylaw coming into effect.

**PART 11 - DATE OF FORCE**

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

READ for the first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

\_\_\_\_\_  
MAYOR JAMIE HOOVER

\_\_\_\_\_  
CAO KIM ISAAK

READ for the second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

\_\_\_\_\_  
MAYOR JAMIE HOOVER

\_\_\_\_\_  
CAO KIM ISAAK

READ for the third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

(RES. )

\_\_\_\_\_  
MAYOR JAMIE HOOVER

\_\_\_\_\_  
CAO KIM ISAAK

**SCHEDULE "A"**  
**Cemetery Fees**

**Grave Plots (4 Lots per Plot)**

Single Lot - Resident	\$600.00
Single Lot - Non- Resident	\$800.00
Perpetual Care	\$200.00

**Cremation Plot (Up to 12 Lots per Plot)**

Single Lot - Resident	\$300.00
Single Lot - Non-Resident	\$500.00
Perpetual Care	\$100.00

**Plot/Lot Opening and Closing**

Single Lot – Resident	\$600.00	Winter \$700.00 (November 1 – April 30)
Single Lot – Non-Resident	\$800.00	Winter \$900.00 (November 1 – April 30)
Cremation Lot - Resident	\$300.00	Winter \$400.00 (November 1 – April 30)
Cremation Lot – Non-Resident	\$500.00	Winter \$600.00 (November 1 – April 30)

\*Second Opening for Cremation Plot on top of Full Lot

Resident	\$300.00	Winter \$400.00 (November 1 – April 30)
Non-Resident	\$500.00	Winter \$600.00 (November 1 – April 30)

\*Weekend rate for plot opening/closing will be an additional \$500.00

**Columbaria Niche (includes Niche plate, first engraving, and first open/close)**

Resident	\$1,750.00
Non-Resident	\$1,950.00
Perpetual Care	\$100.00

Second Engraving	\$250.00
Artwork (simple)	\$75.00
Custom Artwork	\$140.00

Second Opening	\$100.00
Weekend Second Opening	\$250.00

\*Weekday first open and close, during regular business hours, is included

\*Weekend or Evening (after regular business hours) first open and close shall include an overtime/call-out charge of \$100.00



SCHEDULE "A"  
TOWN OF BLACKFALDS BYLAW 1180/14  
CEMETARY FEES

**Grave Plot – Full**

Single Plot - Resident	\$400
Single Plot - Non Resident	\$600

**Cremation Plot**

Single Plot - Resident	\$200
Single Plot - Non Resident	\$300

**Columbarium Niche (includes tablet and initial open/close)**

Single Niche - Resident	\$500
Single Niche - Non Resident	\$700
Double Niche - Resident	\$800
Double Niche - Non Resident	\$1000
Double Niche – Second Opening & Closing	\$75

**Grave/Cremation Plot/Niche Opening & Closing**

	Summer	Winter	Weekend/After Hrs
Plot – Resident	\$300	\$400	\$400
Cremation Plot – open & close	\$100	\$125	\$250
Niche – additional open/close	\$100	\$100	\$200
Other - including Overtime	Based on assigned overtime rate plus overhead		