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1. **Call to Order**
  2. **Land Acknowledgement**
    - 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
  3. **Adoption of Agenda**
    - 3.1 Agenda for February 28, 2023
  4. **Delegation**
    - 4.1 Train Cessation, *Jeff Morrison*
  5. **Public Hearing**
    - 5.1 Bylaw 1276.23, Redistricting a Portion of Lot 3 Block 1 Plan 102 2233
  6. **Business Arising from Minutes**
    - 6.1 Request for Decision, Integrity Commissioner Consulting Service
  7. **Business**
    - 7.1 Request for Decision, Bylaw 1276.23, Redistricting a Portion of Lot 3 Block 1 Plan 102 2233 (*Second, Third and Final Reading*)
    - 7.2 CAO Report (*verbal*)
    - 7.3 Request for Decision, Urban Hens
    - 7.4 Request for Decision, Green Capital Project – EV Charging Stations
    - 7.5 Request for Decision, Appointment of Member at Large
  8. **Action Correspondence**

None
  9. **Information**
    - 9.1 Roll e-Scooter Service Suspension (*verbal*)
    - 9.2 Report for Council, 2023 Red Deer Home Show
    - 9.3 Report for Council, Volunteer Recognition Awards 2023 Plans
    - 9.4 Report for Council, Eagle Builders Centre Deficiencies
    - 9.5 Lacombe Foundation Organization Meeting Minutes - December 5, 2022
    - 9.6 Lacombe Foundation Board Meeting Minutes - December 5, 2022
    - 9.7 County of Lacombe Highlights February 9, 2023
  10. **Round Table Discussion**
    - 10.1 Mayor Hoover
    - 10.2 Deputy Mayor Svab
    - 10.3 Councillor Dennis
    - 10.4 Councillor Sands
    - 10.5 Councillor Coulter
    - 10.6 Councillor Stendie
    - 10.7 Councillor Appel
  11. **Adoption of Minutes**
    - 11.1 Minutes from the Regular Council Meeting on February 14, 2023
  12. **Notices of Motion**
    - 12.1 Eagle Builders Centre (EBC) Deficiencies
  13. **Business for the Good of Council**

None
  14. **Confidential**
    - 14.1 Third Party FOIP Section 16
  15. **Adjournment**
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**MEETING DATE:** February 28<sup>th</sup>, 2023

**PREPARED BY:** Myron Thompson, Chief Administrative Officer

**PRESENTED BY:** Myron Thompson, Chief Administrative Officer

**SUBJECT:** **Integrity Commissioner Consulting Service**

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## **BACKGROUND**

The Town of Blackfalds, through a Request for Proposal process undertaken in 2022, secured the service of a consultant to undertake a Council Code of Conduct investigation. A secondary service that was provided in the firm's formal proposal was for service pertaining to the role of a Local Integrity Commissioner on a time and material basis.

## **DISCUSSION**

The role of Local Integrity Commissioner is to act independently of Council and Administration to support a transparent and impartial process in key aspects relating to making recommendations and improvements to the Council Code of Conduct Bylaw. Their role would also include supporting members of Council in the performance of their functions and procedures relative to their governance role, providing advice and rulings on ethical challenges and issues, and completing investigations of complaints and alleged breaches of the Council Code of Conduct Bylaw.

The understanding of the consultant is that initiation of actions undertaken in the Integrity Commissioner role would be actioned through administration. This process has not been formally addressed previously to Council and recent discussions with Council indicated a desire of Council to have the ability for Council members to be able to contact the Integrity Commissioner directly to act on matters outlined in the role of the Integrity Commissioner. For this reason, this matter is before Council to seek direction to update and formalize the process.

Funding for this activity will fall under Legislative Services with budget amounts determined and included through the spring budget adjustment process. There will also be a need to have a standardized form created that would be utilized to initiate the process to be undertaken by the Local Integrity Commissioner.

Through further discussion at the February 14<sup>th</sup> Regular Council Meeting, the following resolution was formally adopted:

041/23      *Councillor Appel moved That Council directs Administration to create a formal process to activate the role of the Local Integrity Commissioner in assisting with Council performance functions.*

**CARRIED UNANIMOUSLY**

Further discussion on the role of the Local Integrity Commissioner and the options relating to a process in utilizing the services of the Local Integrity Commissioner was further discussed at the second Governance Workshop held on February 21<sup>st</sup> and facilitated by Russ Farmer & Associates Consulting Ltd.

Discussions at this meeting included concerns in having issues first brought before Council for consensus approval prior to being brought before the Integrity Commissioner. This option has the potential to politicize the role of the Commissioner whereby a majority of Council could block investigations. Other options were discussed that included the existing process of code of conduct concerns first brought forward to the CAO for review prior to having the involvement of the Integrity Commissioner. This would provide the opportunity to look at alternative options that may better align or address (i.e. mediation) and also from a financial tracking standpoint but could place the CAO in a difficult position determining the validity of the complaint or appearing partisan in matters between two or more Council members. A third option discussed whereby the Integrity Commissioner would be available to answer questions or to consider complaints with the power to determine if a matter warrants investigation. In this option, the Integrity Commissioner would be required to track time and activities and provide itemized billing monthly. Council would therefore always be aware of all inquiries or complaints going to the Integrity Commissioner. Also, individuals who bring forward repeated complaints could be deemed vexatious by Council and have their power to directly contact the Integrity Commissioner without the direction of Council withdrawn.

The existing Council Code of Conduct Bylaw 1272.22 (*as attached*) includes Part 17 – Informal Complaint Process and Part 18 – Formal Complaint Process does already provide a formal process. These processes articulate the procedure to be taken to address complaints and minor amendments could be made to improve clarity in the process. As an example, the term “Investigator” is identified in the bylaw as being Council or the individual or body established by Council to investigate and report on complaints. It is anticipated that some minor amendments in the bylaw will more clearly identify the investigation body and the initial processes in undertaking complaint investigations depending on the will of Council relating to the options outlined. Administration will expect to make amendments to the bylaw, based on Council’s decision, and to have the amended bylaw back before Council for adoption.

### **FINANCIAL IMPLICATIONS**

Tracking budgetary costs will have to be further determined to ensure financial oversight by Administration.

### **ADMINISTRATIVE RECOMMENDATION**

1. That Council directs Administration to make determined changes in the process to activate the role of the Local Integrity Commissioner in assisting with formal and informal complaint processes.

### **ALTERNATIVES**

- a) That Council refers this matter back to Administration for further review and action.

### **ATTACHMENTS**

- *Council Code of Conduct Bylaw 1272.22*

### **APPROVALS**

  
\_\_\_\_\_  
CAO Myron Thompson  
\_\_\_\_\_  
Department Director/Author

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**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO  
ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL**

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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 compliance under the modernized MGA.

**WHEREAS**, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of members;

**WHEREAS** the Alberta Code of Conduct for Elected Officials Regulation provides minimum requirements for the contents of the Code of Conduct

**AND WHEREAS**, pursuant to section 153 of the *Municipal Government Act*, members have a duty to adhere to the code of conduct established by the council;

**AND WHEREAS**, the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Blackfalds;

**AND WHEREAS**, the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

**AND WHEREAS**, a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of members;

**NOW THEREFORE**, the Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts as follows:

**PART 1 - TITLE**

1. This Bylaw may be referred to as the **“Council Code of Conduct Bylaw”**.

**PART 2 - DEFINITIONS**

2. In this Bylaw, words have the meanings set out in the Act, except that:
  - a. **“Act”** means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
  - b. **“Administration”** means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;
  - c. **“CAO”** means the chief administrative officer of the Municipality, or their delegate;
  - d. **“FOIP”** means Alberta’s Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
  - e. **“Investigator”** means Council or the individual or body established by Council to investigate and report on complaints;
  - f. **“Member”** means a member of Council and includes a Councillor or the Mayor;
  - g. **“Municipality”** means the municipal corporation of the Town of Blackfalds.



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**PART 3 - PURPOSE AND APPLICATION**

3. The purpose of this Bylaw is to establish standards for the ethical conduct of members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.
4. This Code of Conduct applies to the Mayor and all members of Council.
5. The purpose of the Code of Conduct is to provide a formal document setting out expectations and support for high standards of member conduct and to prevent ethical conflicts and assist in their resolution.

**PART 4 – PROPOSED ADDITION ON ROLES****6. COUNCIL ROLE**

- a. The fundamental role of Council is to provide direction, make policy decisions and to represent the public interest.
- b. Council must not exercise a power, function or duty that is specifically assigned to the Chief Administrative Officer provided through legislation or bylaw.

**7. COUNCIL DUTIES**

- a. To consider and promote the welfare and interests of the municipality as a whole.
- b. To promote intermunicipal land use planning and service delivery.
- c. Develop and evaluate policies, programs, and services of the municipality.
- d. Actively and diligently participate in Council and Committee meetings.
- e. Keep in confidence matters discussed in closed sessions (in-camera) at Council or Committee meetings until such time as the issue is discussed at a meeting held in public.
- f. To support the role of the Council and its Administration, the policies and Bylaws of the municipality and the decisions of the Council.
- g. To attend mandatory member orientation training which shall be held no later than 90 days after a member takes the oath of office.
- h. To adhere to all policies, procedures and bylaws enacted by Council, including this Code of Conduct.

**8. MAYOR DUTIES**

- a. Performs the duties of a member.
- b. Presides at Council meetings, including the preservation of good order and decorum, ruling on Points of Order and deciding all questions relating to the orderly procedure of the meeting.
- c. Acts as Official Council spokesperson.

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**PART 5 - REPRESENTING THE MUNICIPALITY**

9. Members shall:
- a. act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
  - b. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
  - c. conduct themselves in a professional manner, with dignity, and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
  - d. arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.
  - e. be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

**PART 6 - COMMUNICATING ON BEHALF OF THE MUNICIPALITY**

10. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
11. A member must not claim to speak on behalf of Council unless authorized to do so by the whole of Council.
12. A member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the member personally disagrees with Council's position.
13. No member shall make a statement when they know that statement is false.
14. No member shall make a statement with the intent to mislead Council or members of the public.

**PART 7 – USE OF SOCIAL MEDIA**

15. Members may use social media either with a personal account or a government official account; however, they shall conduct themselves respectfully and ethically.
16. Members utilizing social media shall abide by any Town policies in place with respect to behavior and content and shall support the role of Council and respect the differences of opinion.
17. Abiding by Town policies will include both elected official social media accounts as well as private social media accounts when content relates to Town business and activities.

**PART 8 - RESPECTING THE DECISION-MAKING PROCESS**

18. Decision making authority lies with Council, and not with any individual member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present.

19. No member shall attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
20. Members shall conduct and convey Council business and all their duties in an open and transparent manner and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions, except those matters that are exceptions to disclosure required by the Freedom of Information and Protection of Privacy Act.
21. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

#### **PART 9 - ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS**

22. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
23. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
24. Members must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

#### **PART 10 - RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS**

25. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
26. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
27. No member shall use indecent, abusive, or insulting words or expressions toward another member, any employee of the Municipality, or any member of the public.
28. No member shall speak or conduct themselves in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
29. Members shall not involve themselves in matters of Administration which fall within the jurisdiction of the Chief Administrative Officer, or which are identified as powers of the Chief Administrative Officer by the Municipal Government Act, the Chief Administrative Officer Bylaw, or by any other legislation or enactment of Council
30. Members shall demonstrate compliance with any other policy or bylaw relating to respectful behavior in the workplace.
31. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any member or group of members.

32. Members must not:

- a. involve themselves in matters of Administration, which fall within the jurisdiction of the CAO, as defined by Part 2 of this Bylaw;
- b. use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
- c. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

**PART 11 - CONFIDENTIAL INFORMATION**

33. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

34. In the course of their duties, members may also become privy to confidential information received outside of an in-camera meeting. Members must not:

- a. disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council;
- b. access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

35. No member shall use confidential information for personal benefit or for the benefit of any other individual organization.

**PART 12 - CONFLICTS OF INTEREST**

36. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

37. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

38. Members shall approach decision-making with an open mind that is capable of persuasion.

**PART 13 - IMPROPER USE OF INFLUENCE**

39. No member shall use the influence of the member's office for any purpose other than for the exercise of the member's official duties.

40. No member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a Committee of Council or any other body established by Council.

41. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position.

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**PART 14 - USE OF MUNICIPAL ASSETS AND SERVICES**

42. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a member, subject to the following limited exceptions:
- a. municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges
  - b. electronic communication devices, including but not limited to desktop computers, laptops, tablets, and smartphones, which are supplied by the Municipality to a member, may be used by the member for personal use, provided that the use is not for personal gain, or activities generally considered to be offensive or inappropriate.

**PART 15 - ORIENTATION AND OTHER TRAINING ATTENDANCE**

43. Every member must attend the orientation training offered by the Municipality within 90 days after the member takes the oath of office.
44. Unless excused by Council, every member must attend any other training organized at the direction of Council for the benefit of members throughout the Council term.

**PART 16 – GIFTS AND HOSPITALITY**

45. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
46. Gifts received by a member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the member ceases to hold office.
47. No member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

**PART 17 - INFORMAL COMPLAINT PROCESS**

48. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

**49. INFORMAL COMPLAINT PROCEDURE**

- a. Any person or a representative of an organization who has identified or witnessed behavior or an activity by a member of Council, that they believe is in contravention of the Council Code of Conduct (the “Code”), may wish to address the prohibited behavior or activity themselves as follows:
  - i. Advise the member that the behavior or activity contravenes the Code;
  - ii. Encourage the member to stop the prohibited behavior or activity;
  - iii. Keep a written record of the incident(s) including dates, times, locations, other persons present, and any other relevant information;

- iv. If applicable, confirm to the member your satisfaction with the response of the member; or if applicable, advise the member of your dissatisfaction with the response; and
  - v. Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part 18, or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.
- b. All persons and organizations are encouraged to initially pursue this informal complaint procedure as a means of stopping and remedying a behavior or activity that is prohibited by the Code. With the consent of the complaining individual or organization and the member, the Integrity Commissioner may be part of any informal process. However, it is not a precondition or a prerequisite that those complaining must pursue the informal complaint procedure before pursuing the Formal Complaint Procedure in Part B.

## **PART 18 - FORMAL COMPLAINT PROCESS**

### **50. FORMAL COMPLAINT PROCEDURE**

- a. Any person who has identified or witnessed conduct by a member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
  - i. All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
  - ii. All complaints shall be addressed to the Investigator;
  - iii. The complaint must set out reasonable and probable grounds for the allegation that the member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation including date, time, witnesses, and points of the code that were breached;
  - iv. If the facts, as reported, include the name of one or more members who are alleged to be responsible for the breach of this Bylaw, the member or members concerned shall receive a copy of the complaint submitted to the Investigator;
  - v. Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
  - vi. Successive complaints received by the same party and determined to be frivolous or vexatious will not be considered nor acted upon.
  - vii. If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
  - viii. If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the member who is the subject of the complaint, the results of the Investigator's investigation;



- ix. A member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- x. A member who is the subject of an investigation is entitled to be represented by legal counsel, at the member's sole expense.
- xi. Council, the CAO and the Integrity Commissioner, and every person acting under his or her instructions, shall preserve confidentiality with respect to all matters that come to his or her attention in the course of any investigation under the Code except as required by law in a criminal proceeding.

## **PART 19 - COMPLIANCE AND ENFORCEMENT**

- 51. Members shall uphold the letter and the spirit of intent of this Bylaw.
- 52. Members are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 53. No member shall:
  - a. undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - b. obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 54. Sanctions that may be imposed on a member, by Council, upon a finding that the member has breached this Bylaw may include:
  - a. a letter of reprimand addressed to the member;
  - b. requesting the member to issue a letter of apology;
  - c. publication of a letter of reprimand or request for apology and the member's response;
  - d. suspension or removal of the appointment of a member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
  - e. suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
  - f. suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
  - g. reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
  - h. any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a member from fulfilling the legislated duties of a member and the sanction is not contrary to the Act.

## **PART 20 - REVIEW**

- 55. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers

appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of members.

**PART 21 - DATE OF FORCE**

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

**PART 22– REPEAL OF BYLAW 1226.18**

57. Bylaw 1226.18 – Council Code of Conduct Bylaw, and any amendments thereto, are hereby repealed.

READ for the first time this 24<sup>th</sup> day of May, A.D. 2022.

**(RES. 153/22)**

-Original Signed-

**MAYOR JAMIE HOOVER**

-Original Signed-

**CAO MYRON THOMPSON**

READ for the second time this 14<sup>th</sup> day of June, A.D. 2022.

**(RES. 173/22)**

-Original Signed-

**MAYOR JAMIE HOOVER**

-Original Signed-

**CAO MYRON THOMPSON**

READ for the third and final time this 14<sup>th</sup> day of June, A.D. 2022.

**(RES. 174/22)**

-Original Signed-

**MAYOR JAMIE HOOVER**

-Original Signed-

**CAO MYRON THOMPSON**



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**MEETING DATE:** February 28, 2023

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

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

**SUBJECT:** **Bylaw 1276.23**  
**Redistricting a Portion of Lot 3 Block 1 Plan 102 2233 (0.50 HA) from**  
**Commercial Highway District (C-2) to Public Facility District (PF)**

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## **BACKGROUND**

The Planning & Development Department is currently processing a subdivision application to subdivide a 25 m strip of land off the eastern boundary of Lot 3 Block 1 Plan 102 2233 (~0.50 ha in size) and consolidate it into Lot 2 Block 1 Plan 102 2233. A subdivision sketch is attached as Schedule "A" to Bylaw 1276.23.

Both of these parcels have different land use districts attributed to them. Lot 2, where the Protective Services Building is located, is currently designated Public Facility District (PF) and Lot 3, a vacant Town-owned parcel, is currently designated Commercial Highway District (C-2).

This amending Bylaw before Council proposes to redistrict the sliver of land being subdivided and consolidated into Lot 2 to the Public Facility District (PF) so the entire parcel has the same land use district.

Council gave First Reading to Bylaw 1276.23 to redistrict this sliver of land at their January 24, 2023 meeting and set the Public Hearing for this evening's regular Council Meeting:

**Request for Decision – Bylaw 1276.23, Redistricting a Portion of Lot 3 Block** **1**  
**Plan 102 2233**

Manager Tejkl brought forth for Council's consideration, First Reading to Bylaw 1276.23, and to set a Public Hearing for February 28, 2023.

**021/23** Councillor Dennis moved That Council give First Reading to Bylaw 1276.23.

**CARRIED UNANIMOUSLY**

**022/23** Councillor Appel moved That Council set a Public Hearing date for February 28, 2023, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

## **DISCUSSION**

This proposed redistricting and eventual subdivision of Lot 3 Block 1 Plan 102 2233 and consolidation into Lot 2 Block 1 Plan 102 2233 is being done to accommodate a future expansion of the Protective Services Building.

Council, as the Subdivision Authority, will be presented with the proposed subdivision at this meeting after the Public Hearing for proposed Bylaw 1276.23 is closed and Second and Third and Final Reading is given to facilitate this redistricting.

**FINANCIAL IMPLICATIONS**

None

**ADMINISTRATIVE RECOMMENDATION**

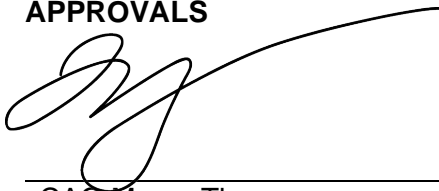
1. That Council, upon closing the Public Hearing for Bylaw 1276.23, gives Second Reading to Bylaw 1276.23.
2. That Council, upon giving Second Reading to Bylaw 1276.23, gives Third and Final Reading to Bylaw 1276.23

**ALTERNATIVES**

- a) That Council give Second Reading to Bylaw 1276.23 as amended.
- b) That Council refers this item back to Administration for more information or amendments.

**ATTACHMENTS**

- *Bylaw 1276.23*

**APPROVALS**

CAO Myron Thompson



Department Director/Author

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**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW 1268.22 TO REDESIGNATE A PORTION OF LOT 3 BLOCK 1 PLAN 102 2233 FROM COMMERCIAL HIGHWAY DISTRICT (C-2) TO PUBLIC FACILITY DISTRICT (PF) SO AS TO BE ABLE TO CONSOLIDATE A PORTION OF LOT 3 BLOCK 1 PLAN 102 2233 INTO LOT 2 BLOCK 1 PLAN 102 2233**

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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 amending Land Use Bylaw No. 1268.22.

WHEREAS, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on February 16, 2023 and February 23, 2023, in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto,

WHEREAS, notification letters have been mailed to adjacent landowners on January 26, 2023

WHEREAS, a Public Hearing was held on February 28, 2023 to allow the general public to provide input into the proposed Bylaw amendments;

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

**PART 1 – TITLE**

1.1 That this Bylaw shall be cited as “Redesignation of Lot 3, Block 1, Plan 102 2233”.

**PART 2 – AMENDMENT**

2.1 That the Land Use Bylaw be amended to “redistrict a portion of Lot 3, Block 1, Plan 102 2233 (2.53 HA) from Commercial Highway District (C-2) to Public Facility District (PF) designation”; and

2.2 That Schedule “A” as attached form part of this Bylaw showing the subject parcels and future consolidation.

**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 24<sup>th</sup> day of January, A.D. 2023.

(RES. 016/23)

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**MAYOR JAMIE HOOVER**

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**CAO MYRON THOMPSON**

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

(RES. )

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**MAYOR JAMIE HOOVER**

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**CAO MYRON THOMPSON**

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

(RES. \_\_\_\_\_ )

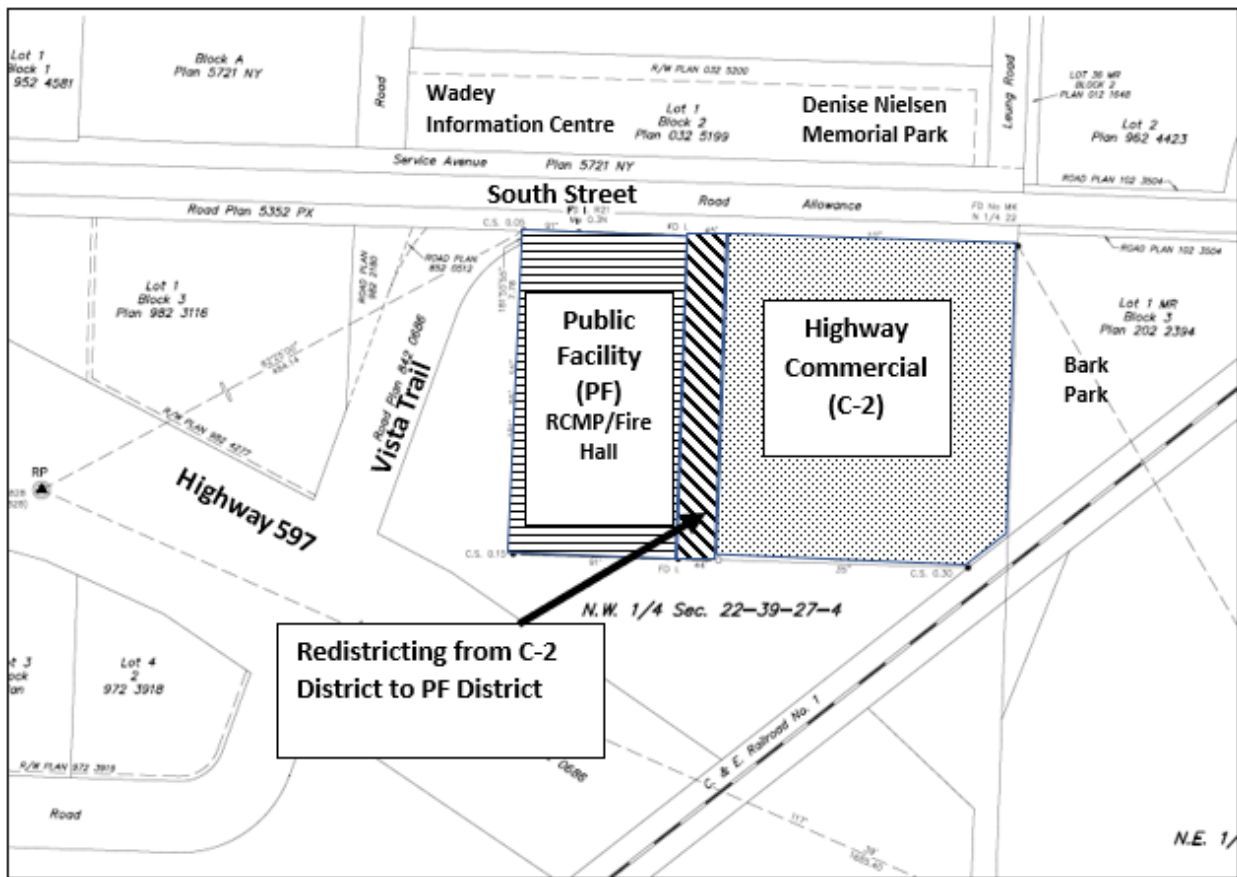
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**MAYOR JAMIE HOOVER**

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**CAO MYRON THOMPSON**

**Schedule “A”**



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**MEETING DATE:** February 28, 2023

**PREPARED BY:** Myron Thompson, Chief Administrative Officer

**PRESENTED BY:** Myron Thompson, Chief Administrative Officer

**SUBJECT:** Urban Hens

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## **BACKGROUND**

At the January 16<sup>th</sup> Standing Committee of Council Meeting, a delegation provided a presentation on urban chickens that included resources provided by The Alberta Farm Animal Care and various Urban Chicken Bylaws from other municipalities.

The same presenter, Linda Murrell, also presented on urban chickens to Council at the Regular Council Meeting on May 14, 2019. Subsequent to the presentation at the Standing Committee of Council had further discussion on an urban hen program and at that time directed Administration to determine the viability of an urban hen program and to undertake a public survey. This information was then provided to Council at the Regular Council Meeting of September 10<sup>th</sup>, 2019 (*information provided as attachments*). Council accepted the Urban Hen Review and public survey as information at the September 10<sup>th</sup>, 2019 meeting.

## **DISCUSSION**

Similar information was provided to the Standing Committee of Council at the January 16<sup>th</sup> meeting as was provided previously in 2019 and this information is provided within this agenda item. With the urban hen program once again brought before Council for consideration, Administration is seeking Council's input on the program.

## **FINANCIAL IMPLICATIONS**

Financial implication for implementation and providing this program is unknown at this time.

## **ADMINISTRATIVE RECOMMENDATION**

1. That Council review the information assembled and provide further direction to Administration on this matter.

## **ALTERNATIVES**

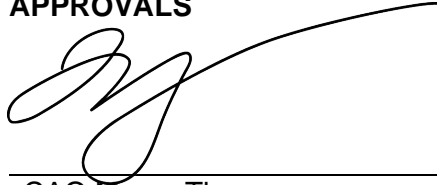
- a) NA

## **ATTACHMENTS**

- Copy – June 17, 2019 SCC Request for Direction – Urban Hen Bylaw
- Copy – September 10, 2019 RCM Request for Decision – Urban Hen Review and Survey Results

- *Copy – September 10 2019 RCM minutes*
- *Copy – January 16, 2023 – Delegation presentation package*

**APPROVALS**



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CAO Myron Thompson

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Department Director/Author



**TOWN OF BLACKFALDS  
STANDING COMMITTEE OF COUNCIL  
REQUEST FOR DIRECTION**

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**MEETING DATE:** June 17, 2019

**ORIGINATED BY:** Myron Thompson, Chief Administrative Officer

**SUBJECT:** Urban Hen Bylaw

---

**BACKGROUND:**

The Town of Blackfalds recently received a letter from a resident requesting Council's consideration to allow urban hens. The resident also attended the May 14 Regular Council meeting as a delegation to speak on the subject. Administration has not received any other enquires or solicitation regarding this matter.

**DISCUSSION:**

There has been an increasing popularity for people wanting to raise hens in an urban environment in many communities, including those within our region. Implementation of an Urban Hen Program could be introduced in the Town of Blackfalds and take place through the development and approval of a bylaw, either as a stand-alone bylaw or incorporation into an amended Animal Control Bylaw.

The Urban Hen Program could also be introduced as a pilot for a defined period of time to determine the viability and potential success if the program was implemented over the long term. Further to that processes would have to be assembled including guidelines, permitting and inspection requirements and other associated processes.

Planning & Development has gathered some information from numerous communities within the region and beyond that will be provided verbally to the SCC. This information will provide some additional insight to the various processes, opportunities and challenges of the communities that have introduced an urban hen policy. The link included in the attachment section provides a good source of information through Alberta Agriculture and Forestry.

Administration is seeking direction from the Standing Committee of Council on whether an Urban Hen program is a feasible initiative for our community by Council and if further work is desired to progress towards formally implementing an Urban Hen Program.

**FINANCIAL IMPLICATIONS:**

There will be no direct financial implications at this time.

**ADMINISTRATIVE RECOMMENDATION:**

1. That the Standing Committee of Council determine the viability of an Urban Hen Program for the Town of Blackfalds, and through this determination make recommendation to be advanced through Town Council.





**TOWN OF BLACKFALDS  
STANDING COMMITTEE OF COUNCIL  
REQUEST FOR DIRECTION**

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**ALTERNATIVES:**

- A) That the Standing Committee of Council request further information of this subject matter to be brought back to a subsequent Standing Committee of Council meeting.

Attachments:

1. [\*Raising Chickens in Alberta – a guide for small flock owners\*](#)

**Approvals:**

\_\_\_\_\_  
CAO Myron Thompson

\_\_\_\_\_  
Department Director/Author



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

**MEETING DATE:** September 10th, 2019

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

**SUBJECT:** Urban Hen Program Review and Survey Results

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**BACKGROUND:**

The Town of Blackfalds received a letter from a resident requesting Council's consideration to allow urban hens. The resident also attended the May 14, 2019 Regular Council meeting as a delegation to speak on the subject. Currently, the Town's animal control bylaw does not allow any livestock (hens) in residential areas. Administration has not received any other enquires or solicitation regarding this matter as of late.

There has been an increasing popularity for people wanting to raise hens in an urban environment in many communities across Canada, including those within our region. At the standing committee on July 17<sup>th</sup>, 2019 discussion of an Urban Hen Program or pilot for the Town of Blackfalds took place. The discussion centered around details such as setbacks from adjacent parcels, notification area and support percentage of notified neighbors in support or against use, number of hens allowed and number of licenses allowed, zones allowing this use, coop specifications, provincial regulations, training required, ability of applicants to maintain conditions and the resourcing required of the Town to plan, implement, monitor and control this new use.

**SCC. 11/19**

*Councillor Svab moved that Standing Committee of Council, through Administration, determine the viability of an Urban Hen Program for the Town of Blackfalds, following through with a public survey and a possible tour of a neighboring Community, and through this determination make recommendation to be advanced through Town Council.*

*CARRIED UNANIMOUSLY*

**DISCUSSION:**

Planning & Development has completed a public engagement survey and gathered some information from numerous communities within the region and beyond, see attached info. We have not determined a tour location at this time but would be happy to schedule a visit if Council so wishes.

The survey results indicate that overall 50% of respondents are in favor of a hen program while the other 50% are not in support. Administration notes that this ratio may be different, if the respondents were informed that this program requires tax dollars to enact. If this policy does move forward, we would suggest a public hearing for the Urban Hen Bylaw to ensure public support.

To provide a proving ground for this change, the idea of a pilot program over a period of 1 year, starting in May 2020 to May of 2021 could be done. To justify this change and costs for this new policy across the 4,400 dwellings, we could have the pilot program only move forward if we had at least 22 applicants (0.5%) come forward for pre-application prior to the policy and bylaw revisions. If there isn't enough uptake on the program, we would not move any further with this policy.



## TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

If Council would like to move forward with a Urban Hen Program for 2020, the following points must be considered in detail by the department for Council endorsement prior to the 2020 budget being finalized:

1. Maximum number of Licenses allowed per year;
2. Maximum number of hens per site;
3. Training requirements for applicants;
4. Provincial registration requirements;
5. Notification area and percentage of support;
6. Minimum size of property to allow use;
7. Increased staff resources for communications, control, bylaw revisions, inspections and enforcement of this use under the animal control bylaw;
8. Increased concerns around waste generation and disposal of manure, animal slaughtering, odour and standard of (winter) care of animals;

The issues above provide some insight into what various processes, concerns and challenges that could be in store for our community if introducing an urban hen policy pilot program. If a pilot program, as suggested above, moves forward, we would more than likely use the City of Red Deer's application process form, Bylaw and specifications in the interim.

Therefore, Administration is seeking direction from Council on whether an Urban Hen program is a feasible initiative for our community. If so, more work and engagement is required to progress towards formally moving forward with an Urban Hen Program as a pilot (or program) and properly plan for this service level increase for budget 2020.

### FINANCIAL IMPLICATIONS:

Internal and external financial implications to be determined.

### ADMINISTRATIVE RECOMMENDATION:

That Council move to accept the Urban Hen Program Review and Survey Results report as information.

### ALTERNATIVES:

- A) That Council move forward with an urban hen pilot program for 2020, once Administration finalizes the details and timeframes.
- B) That Council refer this item back to Administration for further information.

### Attachments:

- *City of Red Deer Website Info*
- *City of Red Deer Application and Bylaw for Keeping Urban Chickens*
- *City of Edmonton Urban Hens Keeping Procedures and Guidelines*
- *Town of Blackfalds Urban Hens Public Engagement Survey Results*

Approvals:

  
Acting CAO Sean Barnes

  
Department Director/Author

**From City of Red Deer's Website:**

#### Urban Chicken Licences

A chicken licence is required to keep chickens on your property.



### What is an Urban Chicken?

An urban chicken is a hen that is at least 16 weeks of age kept in an urban area within the city of Red Deer.

### What do I need to know before I apply for an Urban Chicken Licence?

You must apply for an Urban Chicken Licence and have it approved before you can start keeping chickens on your property. If your application is approved, you must pay a licence fee and renew the licence annually.

Please note:

- Hens only. No roosters are allowed.
- Licences are issued for a specific property and are non-transferable.



## TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

- A maximum of 4 chickens are allowed.
- There is a maximum number of licenses we can issue based on population growth.

Please refer to the Chicken Bylaw found on our [Bylaws](#) page to learn about the rules and regulations.

### To Apply:

- Fill out the [Urban Chicken Application \(pdf\)](#)
- If you are not the owner of the property, a Letter of Authorization is required from the registered property owner.
- Bring application and any other required documentation to Inspections and Licensing on the third floor, City Hall, or email it to [licensing@reddeer.ca](mailto:licensing@reddeer.ca).

### More information and resources

For Provincial and Federal information and regulations, please visit:

- [Alberta Agriculture & Rural Development](#)
- [Canadian Food Inspection Agency](#)
- [Premises Identification \(PID\)](#)

A local group called CLUCK Red Deer (Canadian Liberated Urban Chicken Klub) is a good place to get more information on how to keep urban chickens. They offer courses, coop tours and information to residents interested in learning more.

Website: <http://cluckreddeer.blogspot.ca/>

Email: [cluck.reddeer@gmail.com](mailto:cluck.reddeer@gmail.com)

**CHICKEN LICENSE APPLICATION*****Chicken Licenses are effective from January 1 to December 31, and are required to be renewed annually******(Applicant must be 18 years of age or older)*****PLEASE PRINT AND COMPLETE THE ENTIRE FORM**Name of  
Applicant: \_\_\_\_\_Complete  
Address: \_\_\_\_\_Phone  
Number(s): \_\_\_\_\_Email  
Address: \_\_\_\_\_Number Of Chickens  
At This Location: (Max. 4 ) \_\_\_\_\_

Circle One:

Owner

Tenant\*\*

\*\*if tenant, a letter of authorization is required from the registered  
property owner, along with this application form

Further information regarding other regulations can be obtained by contacting The City Inspections & Licensing Department at 403-342-8182. The granting of this license shall in no way relieve the owner from complying with the requirements of City of Red Deer bylaw 3517/2014, *Chicken Bylaw*, or any other bylaws of the City of Red Deer, or other Provincial or Federal Statutes or Regulations in force.

I acknowledge that I am required to apply for a Premises Identification Number through Alberta Agriculture and Rural Development.

I certify that I will abide by all regulations after I have received my License, knowing that failure to comply may result in cancellation of the Chicken License.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Any personal information on this form is collected under the authority of section 33 (c) the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of issuing chicken licenses, and for monitoring and animal control purposes. If you have any questions about the collection, use and protection of this information please contact the Inspections & Licensing Department at (403) 342-8190, 4914 – 48 Avenue, Red Deer.

**FOR OFFICE USE ONLY**

Date: YYYY/MM/DD

Account No.

## BYLAW NO. 3517/2014

### BEING A BYLAW OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, TO REGULATE THE KEEPING OF CHICKENS IN URBAN AREAS

WHEREAS pursuant to section 7 of the *Municipal Government Act* 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 *Municipal Government Act* the council of a municipality may, in a bylaw, regulate or prohibit and to provide for a system of licences, permits and approvals.

NOW THEREFORE, COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

1. This bylaw may be called the “Chicken Bylaw”.
2. For the purposes of this bylaw:
  - (a) “**Chicken License**” means a license issued by the City Manager pursuant to this Bylaw authorizing the license holder to keep Urban Chickens on a specific property within an Urban Area;
  - (b) “**Coop**” means a fully enclosed weather proof structure and attached Outdoor Enclosure used for the keeping of Urban Chickens, that is no larger than 10 m<sup>2</sup> in floor area, and no more than 2.4m in height;
  - (c) “**Hen**” means a domesticated female chicken;
  - (d) “**Municipal Tag**” means a document alleging an offence issued pursuant to the authority of a Bylaw of the City;
  - (e) “**Outdoor Enclosure**” means a securely enclosed, roofed outdoor area attached to and forming part of a Coop having a bare earth or vegetated floor for Urban Chickens to roam;
  - (f) “**Peace Officer**” has the same meaning as in the *Provincial Offences Procedure Act*;
  - (g) “**Rooster**” means a domesticated male chicken;

- (h) **“Urban Chicken”** means a Hen that is at least 16 weeks of age;
- (i) **“Violation Ticket”** has the same meaning as in the *Provincial Offences Procedure Act*;
- (j) **“Urban Area”** means lands located within the City on which agricultural operations, including but not limited to the keeping of livestock are neither a permitted or discretionary use under the City’s Land Use Bylaw.

### **Purpose**

- 3. The purpose of this bylaw is to regulate and control the keeping of chickens within Urban Areas.

### **Prohibitions**

- 4. In an Urban Area, no person shall:
  - (a) keep a Rooster;
  - (b) keep a Hen, other than an Urban Chicken for which a valid Chicken License has been issued.

### **Chicken License**

- 5. A person may apply to keep no more than (4) Urban Chickens by:
  - (a) submitting a completed application, on the form approved by the City Manager, and
  - (b) paying a licence fee of \$28.00.
- 6. The City Manager may not issue or renew a Chicken License unless satisfied that:
  - (a) the applicant is the owner of the property on which the Urban Chickens will be kept, or that the owner of the property has provided written consent to the application;
  - (b) the land use districting of the property on which the Urban Chickens will be kept allows the placement of a Coop for the keeping of Urban Chickens;



- (c) the applicant resides on the property on which the Urban Chickens will be kept;
  - (d) the applicable fee has been paid; and
  - (e) all required information has been provided.
7. <sup>1</sup>The maximum number of Chicken Licenses that may be issued shall be one Chicken License per one thousand (1000) persons based on the population of the City of Red Deer as determined in the most recent municipal census.
8. The City Manager may refuse to grant or renew a Chicken License for the following reasons:
- (a) the applicant or license holder does not or no longer meets the requirements of this bylaw for a Chicken License;
  - (b) the applicant or license holder:
    - i. furnishes false information or misrepresents any fact or circumstance to the City Manager or a Peace Officer;
    - ii. has, in the opinion of the City Manager based on reasonable grounds, contravened this bylaw whether or not the contravention has been prosecuted;
    - iii. 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 Chickens;
    - iv. fails to pay any fee required by this or any applicable Bylaw; or
  - (c) in the opinion of the City Manager based on reasonable grounds it is in the public interest to do so.

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<sup>1</sup> 3517/A-2017

9. If the City Manager refuses to grant or renew a Chicken License, the applicant may appeal the decision to the Red Deer Appeal & Review Board, in accordance with the procedures set out in the City of Red Deer Appeal Boards Bylaw.
10. A Chicken License is valid only for the period January 1 to December 31 in the year for which it is issued.
11. A Chicken License is not transferable from one person to another or from one property to another.
12. A person to whom a Chicken License has been issued shall produce the license at the demand of the City Manager or a Peace Officer.

### **Keeping of Urban Chickens**

13. A person who keeps Urban Chickens must:
  - (a) provide each Hen with at least 0.37 m<sup>2</sup> of interior floor area, and at least 0.92 m<sup>2</sup> of Outdoor Enclosure, within the Coop;
  - (b) provide and maintain, in the Coop, at least one nest box per coop and one perch per Hen, that is at least 15 cm long;
  - (c) keep each Hen in the Coop at all times;
  - (d) provide each 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 Hen in good health;
  - (e) maintain the Coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
  - (f) 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;
  - (g) keep a food container and water container in the Coop;
  - (h) keep the Coop secured from sunset to sunrise;

- (i) remove leftover feed, trash, and manure in a timely manner;
- (j) store feed within a fully enclosed container;
- (k) and manure within a fully enclosed container, and store no more than 3 cubic feet of manure at a time;
- (l) remove all other manure not used for composting or fertilizing and dispose of same in accordance with City bylaws;
- (m) follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak; and
- (n) keep Hens for personal use only.

14. No person who keeps Urban Chickens shall:

- (a) sell eggs, manure, meat, or other products derived from Hens;
- (b) slaughter a Hen on the property;
- (c) dispose of a Hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of Hens; and
- (d) keep a Hen in a cage, kennel, or any shelter other than a Coop.

### **Offence and Penalties**

15. A person who contravenes any provision of this Bylaw is guilty of an offence.

16. A person who is guilty of an offence is liable to a fine in an amount not less than \$100.00.

17. Without restricting the generality of section 16, the fine amount established for use on Municipal Tags and for Violation Tickets if a voluntary payment option is offered is \$150.00.

### **Municipal Tag**

18. A Peace Officer is authorized and empowered to issue a Municipal Tag to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

19. A Municipal Tag may be issued to such person:

- (a) either personally; or
- (b) by mailing a copy to such person at his or her last known post office address.

20. The Municipal Tag shall be in a form approved by the City Manager and shall state:

- (a) the name of the Person;
- (b) the offence;
- (c) the specified penalty established by this Bylaw for the offence;
- (d) that the penalty shall be paid within 14 days of the issuance of the Municipal Tag; and
- (e) any other information as may be required by the City Manager.

### **Payment in Lieu of Prosecution**

21. Where a Municipal Tag is issued pursuant to this Bylaw, the person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the City the penalty specified within the time period indicated on the Municipal Tag.

### **Violation Ticket**

22. If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.

23. Despite section 22, a Peace Officer is authorized and empowered to issue a Violation Ticket to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

24. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:

- (a) specify the fine amount established by this Bylaw for the offence; or
- (b) require a person to appear in court without the alternative of making a voluntary payment.

### **Voluntary Payment**

25. A person who commits an offence may

- (c) if a Violation Ticket is issued in respect of the offence; and
- (d) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

### **Obstruction**

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

### **Powers of City Manager**

27. Without restricting any other power, duty or function granted by this Bylaw, the City Manager may:

- (a) carry out any inspections to determine compliance with this Bylaw;
- (b) take any steps or carry out any actions required to enforce this Bylaw;
- (c) take any steps or carry out any actions required to remedy a contravention of this Bylaw;
- (d) establish forms for the purposes of this Bylaw; and
- (e) delegate any powers, duties or functions under this Bylaw to a City employee.

### **General**

28. Nothing in this Bylaw relieves a person from complying with any Federal or Provincial law or regulation, other City Bylaw, or any requirement of any lawful permit, order or licence.

**Severability**

29. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

**Enactment**

30. This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ A FIRST TIME IN OPEN COUNCIL this 23 day of June 2014.

READ A SECOND TIME IN OPEN COUNCIL this 7 day of July 2014.

READ A THIRD TIME IN OPEN COUNCIL this 7 day of July 2014.

AND SIGNED BY THE MAYOR AND CITY CLERK this 7 day of July 2014.

"Tara Veer"

"Frieda McDougall"

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MAYOR

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CITY CLERK

# URBAN HEN KEEPING PROCEDURES AND GUIDELINES

*These procedures and guidelines establish the regulatory framework for the keeping of urban hens within the City of Edmonton limits, and provide guidance for the selection of appropriate sites, the application processes and enforcement procedures to ensure successful urban hen keeping. In the development of these procedures and guidelines, the City of Edmonton reviewed best practices, communication plans, outcomes, and mitigation strategies of other municipalities who have made allowances for urban hen keeping. Zoning Bylaw requirements, potential health concerns, and provincial legislations were also carefully considered.*

## 1

### SITE REQUIREMENTS FOR HEN COOP AND RUN

- Coops may only be located in backyards of properties that are completely fenced and secured. Some properties, due to the smaller size of a backyard or other situational factors, may not be deemed suitable for urban hen keeping through the application process.
- Coop sites should take into consideration backyard locations that would minimize impact to adjacent neighbours (away from bedroom windows, furthest point from building, etc).
- An approved site may house only one coop and run, and they must be in compliance with *Zoning Bylaw 12800*. All coops are reviewed against the *Zoning Bylaw 12800* and require Development Permits unless they meet the specific criteria for exemption under Section 12.2. Consultation with a Development Officer/ Planner is recommended before purchasing or installing an accessory structure. Standard setback requirements are outlined in the *Zoning Bylaw*. The *Zoning Bylaw* requires that an accessory structure be located:
  - a minimum of 0.9m from a side property line,
  - a minimum of 18.0m from a front property line,
  - a minimum of 0.6m from the rear property line, and,
  - a minimum of 0.9m from any other buildings on the site.

## 2

### NUMBER OF HENS AND COOP SIZE

- Approved sites must keep a minimum of three hens and shall not exceed six hens per site. **Roosters are not permitted.** Hen Breed and numbers shall be indicated through the application process. Young hens (also called pullets) shall not be younger than 16 weeks old.
- A minimum of 0.37 square meters per hen is required for the coop, along with a minimum of 0.93 square meters per hen of for the run
- All coops must contain sufficient perch locations, have adequate ventilation, and be weather and predator proof.
- All hens must remain in the coop or an enclosed run unless directly supervised where they must then stay on the Licensed property.

## 3

### NUISANCE CONDITIONS

- The site and coop must be properly maintained to prevent negative impacts, including but not limited to: attracting nuisance animals, the spread of food over the property, and excessive smells or noise.



4

**STANDARD OF CARE**

- Hen sites shall adhere to good management and husbandry practices, maintain hens in such a condition so as to prevent distress, disease, and welfare issues. Hens require appropriate food, liquid (unfrozen) water, shelter, light, warmth, ventilation, veterinary care and opportunities for essential behaviours such as scratching, pecking, dust-bathing and roosting, in order to be comfortable and healthy.
- Animal Control must be notified immediately of any disease or welfare issues that arise that may affect the public and the steps taken to rectify the situation.
- In the winter months, runs are required to be wrapped. Runs can be wrapped with a hard material like corrugated plastic or a soft material like polyethylene film (poly wrap) or a tarp. Adequate ventilation in the run and coop area is important to reduce moisture and mitigate the conditions that contribute to frostbite. Pre-made coops and runs may need to be modified to ensure proper ventilation and insulation.

5

**WASTE & DISPOSAL**

- Manure must be removed, discarded, and/or properly composted to prevent nuisance orders.
- There is to be no on-site slaughter or euthanizing of hens within City limits. Removal methods include (but are not limited to) humane euthanasia by a veterinarian, relocation to a farm, or taking hens to a licensed abattoir. Deceased birds should be double-bagged and placed for garbage collection or taken to a veterinarian for disposal. All changes to flock size must be reported to Animal Control as a Licence requirement.

6

**TRAINING & MENTOR**

- The Licensee(s) must have completed an accepted urban hen keeping course. It is also recommended that for the first year each site have support and assistance from a recognized mentor. These conditions must be met, or reasonable steps towards meeting the requirement must be made prior to a permanent Urban Hen Keeping Licence being issued. The Licensee shall provide proof of completion of a training course recognized by Animal Control as comprehensive and specific to the Alberta climate. Licensees will be required to take a competency test before the end of their first year.

7

**INSPECTIONS**

- The Licensee(s) shall make themselves and the coops available for inspection on reasonable request from Animal Control Peace Officers.
- An initial inspection of the coop and site will be conducted prior to final site approval and the licence being granted by the City of Edmonton. Hens can be obtained after approval.

8

**REGISTRATION**

- The Licensee must comply with all Provincial regulations around the keeping of hens. The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a Premise Identification (PID) Number. The PID enables the province to keep track of livestock site locations in case of potential disease outbreak. The Province will maintain communication with site owners should any information or incidents occur that would require site owners to take action.
- Neighbour notification process will be completed and letters submitted back to the City as part of the application submission.

9

**ENFORCEMENT**

- Poultry keeping is enforced under Section 27 of the *Animal Licensing and Control Bylaw 13145*.
- Animal Control Peace Officers will respond to all complaints and initiate investigations when warranted. When enforcement or other animal husbandry issues arise, City administration will work with hen keepers, neighbours, and other external stakeholders to ensure they are addressed and resolved in a timely manner. Failing to comply with the terms and conditions of an Urban Hen Keeping Licence may result in a fine of \$100, or a licence being revoked. Keeping hens without a licence will result in a \$500 fine.
- Egg production is for self-consumption. No sale of eggs is permitted.
- All public complaints shall be directed through 311; this reporting approach is consistent with the City of Edmonton bylaw complaint process.



# Constant Contact Survey Results

**Survey Name:** Urban Hen Survey close Jul 11 - Aug 30

**Response Status:** Partial & Completed

**Filter:** None

Sep 03, 2019 2:12:22 PM

## Are you a resident of Blackfalds?

	Number of Response(s)	Response Ratio
Yes	317	96.3%
No	10	3.0%
No Responses	2	<1%
<b>Total</b>	329	100%

## Do you own or rent your property?

	Number of Response(s)	Response Ratio
Own	297	90.2%
Rent	30	9.1%
No Responses	2	<1%
<b>Total</b>	329	100%

## Are you interested in the Urban Hen Program???

	Number of Response(s)	Response Ratio
Yes	165	50.1%
No	162	49.2%
No Responses	2	<1%
<b>Total</b>	329	100%

How many hens should be allowed on a lot?

	Number of Response(s)	Response Ratio
4	93	28.2%
6	59	17.9%
No Responses	177	53.7%
Total	329	100%

What is the maximum size of coop and hen yard?

	Number of Response(s)	Response Ratio
100 sq. ft.	29	8.8%
120 sq. ft.	56	17.0%
160 sq. ft.	67	20.3%
No Responses	177	53.7%
Total	329	100%

How many total Urban Hen licenses should be issued per year?

	Number of Response(s)	Response Ratio
8	12	3.6%
10	16	4.8%
12	124	37.6%
No Responses	177	53.7%
Total	329	100%

What should be the minimum size of lot required?

	Number of Response(s)	Response Ratio
4000 sq. ft.	126	38.2%
5000 sq. ft.	21	6.3%
No Responses	182	55.3%
Total	329	100%

**What percentage of the neighbors within 150m radius should be required to approve the program on your lot?**

	Number of Response(s)	Response Ratio
50%	108	32.8%
75%	27	8.2%
100%	17	5.1%
No Responses	177	53.7%
<b>Total</b>	329	100%

**Should this be a pilot program for a 2 year period?**

	Number of Response(s)	Response Ratio
Yes	114	34.6%
No	38	11.5%
No Responses	177	53.7%
<b>Total</b>	329	100%

**Should a license be revoked if there are any complaints regarding smell, well being of hens, predators becoming more prevalent due to the hens/sale of the eggs?**

	Number of Response(s)	Response Ratio
Immediately	24	7.2%
After a warning	128	38.9%
No Responses	177	53.7%
<b>Total</b>	329	100%

**Comments? Let us know your thoughts on the Urban Hen Program.**

167 Response(s)

## Constant Contact Survey Results

**Survey Name:** Urban Hen Survey close Jul 11 - Aug 30

**Response Status:** Partial & Completed

**Filter:** None

Sep 03, 2019 2:12:22 PM

### Comments? Let us know your thoughts on the Urban Hen Program. - Responses

Answer	Respondent
chickens are not pets	Anonymous
Do not wish for this programme to be implemented.	Anonymous
I don't think that this should be allowed here. Livestock needs to be kept on an acreage or farm. Thank you.	Anonymous
I previously had a neighbour in Blackfalds who had chickens. They were noisy. They were pets. It was ridiculous. They disappeared not long after I had the town look into it. I have some neighbours now who might inclined to set up with hens. They are nuisance neighbours as it is and dont want livestock in my area.	Anonymous
This is a program we have been looking forward to for years! Neighbour approval can be a tricky thing and can jeopardize the program. If looking for information of similar programs with neighbour approval look at beekeeping in St. Albert.	Anonymous
Opposed to the urban hen program.	Anonymous
If people want chickens let them buy rural properties, in town people dont look after thier dogs & cats as is	Anonymous
Absolutely not. It smells. No need for that in a small town	Anonymous
Too much noise in my area as it is.	Anonymous
They should remain on a farm or an acreage.	Anonymous
No chickens! My dog would go crazy every time she goes in the yard making my property useless.	Anonymous
Unfortunately, I don't think the survey is fair. I had to put no because there wasn't enough explanation on what the rules would be. I would be in favor if it was managed correctly and with strict bylaws the way Lacombe does. But because the survey is a yes or no, I had to put no. Very disappointed in the choice of survey.	Anonymous
I do not support urban chickens in Blackfalds.	Anonymous
There are enough people complaining about the noise from dogs, do we really need to add hens to the list.	Anonymous
I don't think approval from neighbors is necessary. I dont have a say in whether my neighbors are allowed to get dogs that bark constantly. I know people with hens and they are less of a nuisance than many normal pets. And they eat ticks and insects. Putting the hens in the coop at night will keep predators at bay.	Anonymous
Please dont allow this. Want hens move to the country.... noice and smell and people actually upkeeping will be huge issues. Bylaw isnt available 24/7 as it is to enforce the rules in town now.....	Anonymous

Honestly I think the potential for abuse of the rules is to great to make this a viable project within the town of Blackfalds. Our lots are too small and too close together. Even allowing 4 hens would create tremendous potential for noise and air pollution if the owners aren't meticulous about the care of their flock.	Anonymous
This would be wonderful for our town!	Anonymous
Not sure this is a good idea for this community when they cant even regulate there other bylaws like fences and speed limits	Anonymous
Don't want hens in town anywhere near me!!!!!! Please don't approve.	Anonymous
Being raised on a farm, I understand that hens are more work than people think. Neighbours have a hard enough time keeping their yards mowed and tidy as it is I cannot imagine adding chickens to the mix.	Anonymous
I don't think hens or other livestock animals should be allowed to be kept in urban areas. While I understand, hens are quieter than roosters, I would be concerned on the impact of my dogs. I own a hunting breed with a strong prey drive. My concern is that my dogs will bark more and try to escape my yard.	Anonymous
Follow up in regards to the warning given should be done within a week to ensure proper maintenance & that a difference is being made. <input type="checkbox"/> An inspector should check out the property in question before allowing them to receive a UH license. <input type="checkbox"/> Certain rules should be stipulated regarding over-wintering the hens to ensure their well-being.	Anonymous
I am totally against this. The noise and the mess no thank you.	Anonymous
I think this is an excellent idea... in Red Deer I have many friends that have done this and found it rewarding ...making more of a connection to where our food comes from is vital especially in city and town environments where many children have not had the opportunity to see where their food comes from	Anonymous
If I wanted farm animals around me, I'd move out of town. Although I hear it has been successful in other urban areas, I have zero desire to own chickens in town, and don't want them in the next backyard.	Anonymous
From what I have heard, many of these animals die because people don't tend to them properly. Just like all the poor dogs and cats in this town you see mistreated.	Anonymous
NO NO NO. I would not want to live next door to stinky chickens! Neighbor once had dog and never picked up poop in their yard I can easily see people neglecting the maintenance of yard (ie "feces"removal). Chickens belong on the farm! Too many people get chickens for the novelty without the knowledge of avian health and upkeep	Anonymous
NOT interested in the coop revival ~- definitely don't want it living next door!	Anonymous
I'd suggest having a course that residents interested in the urban hen program must take before being allowed to get a permit.	Anonymous

To each their own. The smell sucks though	Anonymous
I think trying this for 2 years would be a great start. I have owned hens in the past and would love to be able to have some again in town. They are amazing animals and so fun to watch. You could always request applicants have previous experience with hens to ensure people are qualified and have knowledge on how to care for them.	Anonymous
I would also like to see educational courses offered before a license is provided.	Anonymous
Don't think it's a good idea.	Anonymous
I have nothing against the Urban Hen Program. I vote Yes. I'm not interested in raising any myself, but I'm not bothered if others do.	Anonymous
I've often said to friends and family that it would be a great way to supplement normal groceries and decrease the need for factory farming. Home grown eggs have much more health benefits as well. I love this town and this will make me love it and be even more proud of our community.	Anonymous
I think this can be a wonderful way to increase sustainability as a community. As well as give those interested a chance to reconnect to where our food is coming from. With the right guidelines this can be a beautiful success.	Anonymous
What an excellent program! A wonderful experience for young families to be able to raise their own food!	Anonymous
I think if someone wants to own hens, they should be allowed. I also dont think there should be a cap on how many licenses are given in a year	Anonymous
I think anyone who wants them should be allowed them. In yard chicken coops would be cleaner and quieter than most dogs.	Anonymous
I do not think it is a good idea.	Anonymous
Absolutely letâdo it! Hens are not loud animals; certainly not louder than dogs! And they are actually very clean and helpful creatures!	Anonymous
One of the reasons I decided to reside in Blackfalds is due to the very great bylaws about being a great pet owner. Unfortunately the hen program sometimes gets out of hand and is a cause for disturbance in nice quiet neighbourhoods. I know they have their place on farms, and I love farm fresh eggs, but that my opinion on where they should stay.	Anonymous
Please DO NOT ALLOW chickens in Blackfalds.	Anonymous
I think people should be able to eat healthy and know where their food sources come from.	Anonymous
Growing up on a farm, I know firsthand the odor that comes with coops and I do not care to experience that while trying to enjoy our backyard. There are already enough issues with people who can't maintain their current yards or those who let their cats roam freely - Urban Hens are going to be a draw for domestic and wildlife alike.	Anonymous
I personally raise chickens, outside of the city on a farm. In town It will be nothing but a problem. People already get upset over a cat being out of its yard, imagine chickens on the loose. NOt to mention, poultry attracts insects, and predators. While this sounds exciting to people, many won't upkeep the cleanliness of their coop.	Anonymous

I strongly support this & would also urge the Blackfalds Town Council to consider an Urban Beekeeper Program similar to Lacombe's - that I would be first in line for as my son has already completed his Beekeeping Green Certificate through ELCHS	Anonymous
People cant look after their cats & dogs, if they Want hens they should buy rural property	Anonymous
I have many reservations about allowing hen houses in town. I would not want to be a neighbor to a hen house.	Anonymous
People are irresponsible with pets and likely will be with hens. I don't see the need to allow this, it will create more work for the town and benefit very few people.	Anonymous
We had chicken on an acreage that we rented and it helped our kids learn responsibility and gave them a chance to make money selling the eggs. We also enjoyed the fresh eggs	Anonymous
If I wanted to live on a farm, I would have bought one. I live in an urban place so I didn't have to deal with livestock and other farm animals. Do you not remember the chicken place where the protective services is at now. Granted it was an intensive operation, but there are smells and noise associated with a smaller operation. No!	Anonymous
If their not cleaned properly it won't be pleasant smell!	Anonymous
I really feel that hens belong in the country not in an urban area. I do not want to have to go out in my yard and have to have the smell from unkempt animals or to listen to them.	Anonymous
If you want chickens live in the country. If you don't live in the country than buy farm fresh eggs...	Anonymous
Having chickens would be amazing!	Anonymous
I am not in support of getting any type of livestock in an urban setting. There may be rules and bylaws set in place for hens, but with the record of bylaw enforcement not enforcing current bylaws how can we expect them to enforce more?	Anonymous
When adults can learn to properly care for their dogs and cats without allowing them to roam freely should the town consider allowing an urban hen option.	Anonymous
What are the rules gonna be?	Anonymous
I believe they will draw rodents	Anonymous
Even a few number of hens produce smells...seriously we r not on farms...if u want this lifestyle live in appropriate areas..n lets not forget that the number allowed is never followed ...having tons of animals around attract other animals & rodents	Anonymous
We need better enforcement of bylaws. People already have hens illegally and even a goat. People do not care about bylaws unless they are enforced. I'm afraid the hens would lead to problems with neighbors if not cared for properly.	Anonymous
Chickens do not belong in the city/town. They are noisy and smell. Besides that there is already people in town with chickens. Town people it's a free for all. That once the bylaw is passed it anyone and everything goes. There is already soooooo much complaining about noise, dogs, cats, and lawn neglect. This would be just another thing on the list.	Anonymous

I personally don't know where I stand with the program. I am torn, part of me doesn't feel it is my business. However, I don't know what sort of mess or noise this creates and I think that with the homes being so close together in Blackfalds I wouldn't want to hear chickens endlessly from neighbouring homes.	Anonymous
This would have to be well regulated. Unlike the snow removal regulations which are cited but rarely enforced, this can't be as casually monitored since there are living animals at risk. Regular inspections would have to be mandatory.	Anonymous
Hens should never be allowed to roam and should be in their enclosed area at all times. I do believe they should be able to see the eggs. Many buy eggs that aren't inspected. It's a buyers beware. Also, they should need to have an inspection at least once a year or more if needed. dead chicken needs to be disposed by a vet by law	Anonymous
I think it is a good idea and letâ individuals be more self sufficient especially in this economy. Chickens are also a natural form of pest control. People just need to make sure they keep the coops clean as to avoid the foul smell associated with chickens.	Anonymous
Bylaws must be in place and enforced	Anonymous
I am interested in having chickens.	Anonymous
This is a great idea! Would be great full for the eggs as our family goes through a doz. every couple days.	Anonymous
Interested to know how many people who are thinking of owning hens understand how much attention they require?	Anonymous
Although Iâ not personally interested in having hens, the concept is interesting. Iâ happy that our town is progressive enough to consider this and I have no objections to this idea.	Anonymous
I am against chickens coming into town. They are noisy and stink and can attract rodents. Chickens are for farms.	Anonymous
Strongly against. Chickens do not belong in town	Anonymous
This is a waste of the town's time and money to implement a program for such few people. Chickens require a lot of work. What happens if a kid gets sick from playing in the coop? What about mice coming in because chickens can attract them? Chickens do not belong in town.	Anonymous
If the town decides to allow Urban Chicken farms I will go out and buy a deep fryer!!!!	Anonymous
Chicken manure stinks and they can be very noisy. How would the town enforce proper care and cleanup of chicken pens and houses? They have no place in town.	Anonymous
I would not want hens next door	Anonymous
I don't think the neighbors of the people with hens will appreciate the noise or smell. There is no way to eliminate either of those problems.	Anonymous
My family and I live in an urban setting to GET AWAY from rural living: hens, which will also likely include roosters, will be noisy when we are needing quiet (ie: morning crowing), they will attract predators to our residential areas (putting children and domesticated pets at risk), and they eminate a stench with their excrement.	Anonymous
I don't want to be forced to live near farm animals.â They stink, they're noisy, and they'll attract predators to our community.	Anonymous



I'm not for it at all.	Anonymous
Do not want them in town	Anonymous
none	Anonymous
They are dirty, stink and noisy. Don't feel like waking up to the sound of roosters at 4am. Lots of land around Blackfalds to have them outside of town.	Anonymous
I think more than 12 licenses should be considered... Blackfalds isn't small. Could even go up to 30?	Anonymous
Chickens belong on a farm not in a town!	Anonymous
I think it is a great program that would allow residence to teach their children a little of farm life. □ As well as provide eggs for a household and a compost type resource as chickens can eat food scraps.	Anonymous
Hens are noisy dirty, and people really do not take proper care of them. They should be raised on farms not in town.	Anonymous
They are noisy, dirty, and if not taken care of they can catch disease, and most people think there are cute when they are little and loose interest as they get older. Chickens were meant to be raised on a farm. I don't see why they are set against it	Anonymous
All people are asking by having urban hens is unwanted animal guests	Anonymous
I grew up on a farm and wet chickens smell, not to mention their droppings and their pen bedding. Chickens molt once a year. I wouldn't want feathers blowing into my yard. What happens when the owners no longer want them, and the fad gets old. Feral chickens come to mind, as they can't expect that there will be someone to buy them.	Anonymous
Urban Hygiene is a very real concern, with feral cats unleashed dogs the quality of our urban environment is degraded. This is a town not a farm, the two should never be confused. Chickens are not just an individual home owners concern, they are a neighbour hood concern. Manure, feathers and wet bedding does not make a clean town.	Anonymous
This small town does not need this	Anonymous
if revoking a license after a warning give them so many days to clean it up or fix the problem. I can remember my dad raising pigeons for the meat. People pay good money for squawb and it is not hard to keep the cage clean if built right and to keep predators away either if done right. He did this in town and on the farm with no complaints	Anonymous
I love this idea!! I think that we should be allowed to have non laying in with the laying chickens, to a max of 50% of the coop.	Anonymous
Not interested in urban hens as there are plenty of local options for people to get chicken and eggs. I grew up on a farm and personally don't want to smell/hear chickens when we're in our backyard or early in the morning. There are more than enough irresponsible pet owners in town without adding chickens to the list.	Anonymous
There's already a big enough problem with loose dogs. I don't think adding loud, smelly birds is going to help. If this is to go through, I would like to see strict policies/procedures and/or courses on how to properly care for and confine the chickens.	Anonymous

With this program there will need to be some solid rules/by-laws in place to make it favorable for all town of Blackfalds residence. Unfortunately there is little to no enforcement to the by-laws already in town. I don't see adding more beneficial to anyone.	Anonymous
Don't let there be chickens in town	Anonymous
Poop will stink if left. Which it will be	Anonymous
Too much time and effort has been spent on this	Anonymous
I think this is meant to be only in the country. I would not be happy if I had that scent in or around my house.	Anonymous
I don't support backyard chickens. Too much opportunity for noise and smell. They can be done well but if not it is unpleasant for neighbors.	Anonymous
Non domesticated animals should be kept to rural areas.	Anonymous
I do not want a bunch of stinky chickens and hens near my house or the noise associated with them. If you want chickens live in the country.	Anonymous
If people want hens, let them purchase in the rural. People loose cats & dogs running around and shitting on other peoples property is enough	Anonymous
I'm very pleased you are considering this program, many communities have had great success with urban hens.	Anonymous
Chickens smell, chickens belong on a farm or acreage! Not a fan of this idea AT ALL!	Anonymous
Please DO NOT bring farm animals into town.	Anonymous
Move to country. Leave our town clean and quiet	Anonymous
Please no. I really don't want to hear chickens and roosters in the middle of the day and night. Dogs and trains and loud mufflers are enough. Please don't pass a bylaw allowing back yard chickens!!	Anonymous
I do not want our town to smell like a barn yard. A lot of people don't take care of the pets they are allowed to have, we do not need to add to the problems.	Anonymous
No license fees No limits on amount of people allowed to keep them No permission from neighbors should be required	Anonymous
I think the noise and the smell would be bothersome. Not to mention that my dogs would go crazy if there were hens/chickens on the other side of the fence. That would also contribute to the noise.	Anonymous
Concerned about noise (unlike dogs that are barking or cats that are meowing, a homeowner cannot move a hen into their home when it is being noisy or disruptive). Also concerned about smell. I think the program would cause a lot of disputes and tension among neighbours	Anonymous
Town has enough dogs barking through out the neighbourhoods. Hens really? This can not and will not be a good thing	Anonymous
Although I don't want to participate, I'm interested in the idea. If there are people who want to follow all of the rules in order to have hens, then I think They should be allowed to. I would want to be sure that the rules and bylaws are strict enough, that if there are any issues, They will be dealt with quickly and to the full extent.	Anonymous
I do not support having hens in town.	Anonymous

A part of the licensing should include training or a course on how to care for the hens as most urban dwellers do not know how and these animals may suffer	Anonymous
More than 12 licenses should be allowed	Anonymous
Get with the times. Urban hens are in major cities as well as smaller ones like red deer and Lacombe. Your not reinventing the wheel here, your allowing people to produce their own food.	Anonymous
The smell nd noise are not meant to be in town.	Anonymous
Anyone seeking a permit or license to have urban hens should first be required to demonstrate they have the knowledge and skills to raise hens. There is much more to it than just thinking "how nice it would be to have ones' own birds"	Anonymous
I don't mind people having hens in their yard...I am afraid of the stink when people don't clean them...they won't pick up their dog poop...so I am afraid after the novelty wears off they will stop cleaning the coops as well	Anonymous
I think this is a fabulous idea, fresh food, learning experience, and it us working well in other communities. I cannot imagine that a chicken is louder than the neighborhood dogs or the seasonal frogs and geese. Everyone should be encouraged to grow what they can at home!	Anonymous
Chickens & hens are noisy, stinky and belong on rural properties, not in suburban/urban areas. I don't want to be forced to live beside neighbours with "farm animals". I don't live on a farm.□ I definitely would file complaints with the town council, RCMP and any other body/group that I could to get rid of hens in my immediate neighbourhood.	Anonymous
I meant to tick the now box. I don't think we have the square footage for any hens. The noise and the smell would be dreadful for the neighbors. I am totally against it.	Anonymous
Mobile coops should be used, not permanent ones. Proper cleaning of coops should be monitored to reduce any chance of odours	Anonymous
Don't do it	Anonymous
I am 100% against this, this will only drive down resale, the smell of chickens is gross and I donât support this at all.	Anonymous
Chicken coops create a mess, stink, and unnecessary noise. Lots are not big enough in town for farm animals.	Anonymous
Donât want a hen place next door to me	Anonymous
I do not believe hens should be allowed in urban areas. I previously lived in a rural subdivision that allowed hens. The coops were not kept clean and the smell in the summer was too strong to enjoy being outside near the house.They are farm animals not urban .	Anonymous
They belong on a farm	Anonymous
There should be no minimum on the amount of licenses issued each year. If people are only allowed a small amount of hens then they shouldn't smell so the only thing that should revoke a license is the mistreatment of the birds.	Anonymous
Other places already have this in place and it's working well .	Anonymous
These questions are very leading and restrictive. Open forums should be held to see what hen owners would agree to facilitating with regards to rules and regulations.	Anonymous

The smell and sound we are way too close to one another we do not have big enough lots to support farm animals	Anonymous
I think chickens are smelly animals. Not only do they smell but they will bring down the resale price of your home and your neighbors. Chickens do not belong in town.	Anonymous
i just want this to pass so the people who whine about not wanting it on facebook don't get their way lol	Anonymous
son had chickens in Red Deer and no problems arose from that.☐ have no problem with people having chickens in town just no roosters.	Anonymous
This is a great idea! Great organic food source for those willing to work for it...natural bug control...FAR easier to contain and quiet than a cat or a dog.	Anonymous
I think itâs very worth while program to consider	Anonymous
If you would like to raise farm animals, please move to a rural area.	Anonymous
I am all for others to use the program !!	Anonymous
Just request the pen kept off neighboring fence by a couple feet. I can see a lot of already trained and settled dogs getting fence aggression, leading to unnecessary noise.	Anonymous
In this economy I think families should be allowed to explore any and every avenue to save money when feeding their families healthy food. As long as itâs not disturbing anyone itâs great. Also its a great educational tool and provides quality family time. My grandkids love collecting eggs and learning about chicken life.	Anonymous
I think it is a neat idea, it needs a close eye on it though. Mostly concerned with unkempt coops, not good for the chickens or neighbours.	Anonymous
This is a terrible idea. I don't want to hear or smell anyone's chickens. Yes I have kept chickens before, they should not be in a city setting. With the amount of cats at large in this community it will be a disaster. Before you even think of putting money into a pilot project look at other communities failed attempts. Waste of our money.	Anonymous
Chickens need to stay on farms.	Anonymous
This is awesome!	Anonymous
No thank you.☐ Neighbours can't even cut their grass, replace shingles, or cut down dead black knot infested trees.	Anonymous
I would be concerned about smell, & hope a bylaw would properly address that. Also of concern would be what hen owners do with them over winter and what precautions would be required to ensure rodents didnât move into the coops and subsequently encouraged into the neighbourhood during the cold months.	Anonymous
Against Urban Hen Program, the yards are too small, the noise and smell is not very welcoming. If you look at most yards in Blackfalds they are over run by uncut grass and the clover and other weeds. If residents can keep on their yards now, they certainly won't be able to keep up the mess the chickens will make.	Anonymous
please do not allow chickens in town....	Anonymous
I may rent but have lived here for 14 years. If I wanted to wake up to barnyard noises at 5am like I did as a kid, lâd live on a farm. Also, the smell is hideous. Please donât allow this	Anonymous

Chickens are a stinky animal. Taste great but they smell. Also with all the stray cats around we will have to listen to people whine about the potential massacre of their chickens. I do not support the urban hen project	Anonymous
There are plenty of rural properties for people who want hens.	Anonymous
I grew up on a mixed farm (18 years) so I know from personal experience that Chickens have, by far, the most pungent of manures. The last thing I want is to smell that inside city limits.	Anonymous
Possibly noisy, and very likely smelly. I don't think it's necessary in residential areas. I hope if it does get approved, that they would have to get approval from neighbors first.	Anonymous
I donât believe we should have hens in town.	Anonymous
There should not be a limit on the amount of licenses issued. If people are willing to pay for a license to have chickens, they are more likely to be respectful of neighbors and what not. □ Red deer and Lacombe have both been successful for chickens and bees. Blackfalds should be leading like these two cities instead of following many years later.	Anonymous
I'm looking to move to town from nearby a nearby rural location. Being able to bring chickens to town is a major deciding factor.	Anonymous
Not in town	Anonymous
The town had the common sense to ban chickens in their urban area and should do the me with hens.	Anonymous



**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
CIVIC/CULTURAL CENTRE – 5018 WAGHORN STREET  
Tuesday, September 10 2019 7:00pm  
MINUTES**

Page 1

A Regular Council meeting for the Town of Blackfalds was held on Tuesday, September 10, 2019, at the Civic/Cultural Center, 5018 Waghorn Street, Blackfalds, Alberta, commencing at 7:00pm.

**MEMBERS PRESENT**

Mayor Richard Poole  
Deputy Mayor Jamie Hoover  
Councillor Marina Appel  
Councillor Ray Olfert  
Councillor Rebecca Stendie  
Councillor Laura Svab  
Councillor Will Taylor

**ATTENDING**

CAO Myron Thompson  
Community Services Director Sean Barnes  
Infrastructure and Property Services Director Preston Weran  
Interim Director of Corporate Services Darolee Bouteiller  
Community Services Administrative Assistant Shelby Craig  
IT Analyst Cory Babey  
Executive Assistant Anne Peck  
Municipal Clerk Lorrie Logan

**REGRETS**

None

**MEDIA**

Ashli Barrett, Lacombe Globe

**PUBLIC**

Paul White, Sunshine Construction  
Johnathan White, Sunshine Construction  
Stacey Friedrich, Blackfalds  
Linda Murrell, Blackfalds  
Conrad Maki, Blackfalds  
Glyn Evans, Blackfalds  
Craig Saunders, Blackfalds  
Lana Hoover, Blackfalds

**REGULAR COUNCIL MEETING CALLED TO ORDER**

Mayor Poole called the Regular Council Meeting to order at 7:00pm.

**AGENDA APPROVAL**

Additions/Deletions: None

**RES. 284/19**

Councillor Stendie moved that Council approve the September 10, 2019 agenda as presented.

**CARRIED UNANIMOUSLY**

**DELEGATION**

None

**PUBLIC HEARING**

- Bylaw 1236/19 – LUB Amendment – 5017 Wilson Street

**BUSINESS ARISING FROM THE MINUTES**

**Bylaw 1236/19 – LUB Amendment – 5017 Wilson Street**

IPS Director Weran presented LUB Amending Bylaw 1236.19 for consideration of Second and Third and Final reading following the public hearing that was held earlier this evening. The purpose of Bylaw 1236/19 is to amend the Land Use Bylaw 1198/16 for the redistricting of Lot 38, Plan RN 17A (5017 Wilson Street) from R-1L (Residential Single-Family Large Lot) to R-2 (Residential Multi Dwelling District). First Reading was given to Bylaw 1236/19 on July 23, 2019. Director Weran asked that Council move as presented.



**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
CIVIC/CULTURAL CENTRE – 5018 WAGHORN STREET  
Tuesday, September 10 2019 7:00pm  
MINUTES**

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**RES. 285/19**

Councillor Taylor moved that Council give Second Reading to Bylaw 1236/19 being a Bylaw to amend the Town of Blackfalds Land Use Bylaw 1198/16.

**CARRIED UNANIMOUSLY**

**RES. 286/19**

Councillor Olfert moved that Council give Third and Final Reading to Bylaw 1236/19 being a Bylaw to amend the Town of Blackfalds Land Use Bylaw 1198/16.

**CARRIED UNANIMOUSLY**

**BUSINESS**

**Urban Hen Program Review and Survey Results**

IPS Director Weran provided the public survey results from the Urban Hen Program Review for Council's information and asked Council to provide direction on whether Council sees an Urban Hen Program as a feasible initiative for Blackfalds.

**RES. 287/19**

Councillor Stendie moved to accept the Urban Hen Program Review and Survey Results report as information.

**CARRIED**

**Video/Live Streaming Council and Committee Meetings**

CAO Thompson presented reasoning for a delayed public start date for Video/Live Streaming outlining the need for policy approval and amendments to Procedural Bylaw 1183.14, as amended by 1233.19, along with budget considerations and staffing requirements to implement and support the technology required.

**RES. 288/19**

Councillor Appel moved that Council accept the Video/Live Streaming report as information.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE**

None

**INFORMATION**

Building and Development Permit Monthly Report - August 2019  
Protective Services Monthly Report - August 2019  
Recreation Culture and Parks Board Meeting Minutes June 5 2019  
Lacombe County Council Highlights August 22 2019  
Central AB Falls Prevention Coalition - 2019 Walk with the Mayors Nov 1 2019  
Service Alberta Minister Glubish Registry Services  
Alberta Municipal Affairs MSI and GTF Funding  
Canadian Pacific News Release August 25 2019  
Canadian Union of Postal Workers - Election Issues  
The Great Trail 2018\_2019 Annual Report  
2020 Prime Minister's Awards – Exceptional Educator Nominations

**RES. 289/19**

Councillor Stendie moved that Council accept the information items as presented.

**CARRIED UNANIMOUSLY**

**ROUND TABLE DISCUSSION**

None





**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
CIVIC/CULTURAL CENTRE – 5018 WAGHORN STREET  
Tuesday, September 10 2019 7:00pm  
MINUTES**

Page 3

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**APPROVAL OF MINUTES**

**RES. 290/19**

Deputy Mayor Hoover moved that Council accept the Regular Council Meeting Minutes from August 27, 2019, as presented.

**CARRIED UNANIMOUSLY**

**Addition:** APEGA (Alberta Professional Engineers and Geoscientists of Alberta) recently presented a 2019 Project Achievement Award to the North Red Deer Regional Wastewater Services Commission. Each partner was given an award and the Town of Blackfalds will display ours in the Council Chambers display case. Council acknowledgment was given.

**BREAK**

**RES. 291/19**

Councillor Svab moved for a 5-minute recess at 8:00pm.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Poole called the Regular Council Meeting back to order at 8:12pm.

**CONFIDENTIAL**

- FOIP S.24
- FOIP S.29
- FOIP S.17
- FOIP S.19

**RES. 292/19**

Councillor Appel moved to go in-camera at 8:12pm.

**CARRIED UNANIMOUSLY**

**Closed Meeting Attendance – S.24, S.29, S.17**

*Mayor Richard Poole, Deputy Mayor Jamie Hoover, Councillor Marina Appel, Councillor Ray Olfert, Councillor Rebecca Stendie, Councillor Laura Svab, Councillor Will Taylor, CAO Thompson, IPS Director Weran, Community Services Director Sean Barnes*

**Closed Meeting Attendance – S.19**

*Mayor Richard Poole, Deputy Mayor Jamie Hoover, Councillor Marina Appel, Councillor Ray Olfert, Councillor Rebecca Stendie, Councillor Laura Svab, Councillor Will Taylor*

**RES. 293/19**

Councillor Olfert moved to come out of camera at 9:26pm.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Poole called the Regular Council Meeting back to order at 9:26pm.

**Regular Meeting Attendance**

*Mayor Richard Poole, Deputy Mayor Jamie Hoover, Councillor Marina Appel, Councillor Ray Olfert, Councillor Rebecca Stendie, Councillor Laura Svab, Councillor Will Taylor*

**RES. 294/19**

Councillor Appel moved that Council direct Administration to advance the negotiation of a formal agreement process to support building and lands acquisition to support municipal operations.

**CARRIED UNANIMOUSLY**





TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
CIVIC/CULTURAL CENTRE – 5018 WAGHORN STREET  
Tuesday, September 10 2019 7:00pm  
MINUTES

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**RES. 295/19**

Councillor Olfert moved that Council approve the amended Town of Blackfalds Organizational Chart/Structure as presented on September 10, 2019.

**CARRIED UNANIMOUSLY**

**RES. 296/19**

Councillor Taylor moved that Council endorse the CAO contract presented on September 10, 2019 and present to CAO Myron Thompson as an offer to continue CAO duties for a further three (3) years subject to the conditions within the contract.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**ADJOURN**

Mayor Poole adjourned the meeting 9:55pm.

  
\_\_\_\_\_  
MAYOR RICHARD POOLE

  
\_\_\_\_\_  
CAO MYRON THOMPSON

# Urban Chickens

## Community Package



Growing Forward 2   
A federal-provincial-territorial initiative

Alberta  Canada   
Government

### URBAN CHICKENS

In recent years, there has been increased interest from individuals and communities on keeping backyard chickens. Several communities across Alberta currently allow residents to raise backyard chickens or are considering amending their bylaws to allow it. Residents may be interested in keeping chickens for various reasons including for fresh eggs, as an educational opportunity for children, compost, pest control, or the desire to know more about how their food is produced.

Alberta Farm Animal Care (AFAC) is a multi-species livestock welfare organization and aims to ensure continuous improvement in animal care and welfare. In 2017, AFAC created an Urban Chicken/Small Flock Care Manual and resources for current and potential chicken owners. This suite of learning materials includes a comprehensive, user-friendly manual that focuses on urban chicken care, training video resources, and workshops that include hands-on training. These resources are available to interested residents and communities by contacting us at [info@afac.ab.ca](mailto:info@afac.ab.ca) or 403-652-5111. You can find more information on our website: [www.afac.ab.ca](http://www.afac.ab.ca).



### CONSIDERATIONS

If a community is considering permitting residents to keep urban chickens, the following should be taken into consideration:

- Is there a local veterinarian who can provide support and treat poultry?
- Are there trained municipal representatives who can process applications and licenses, deal with concerns that may arise, conduct coop inspections, etc.?
- Does the area have a high number of wildlife and predators?
- Does the municipality have a designated area where poultry owners can dispose of chicken manure/bedding material and any mortalities?
- Is there a poultry professional nearby who can provide an educational workshop to residents on keeping urban chickens, and provide ongoing expertise and support? (*Highly recommended*)





## RESPONSIBILITIES

Backyard chickens can be successful in an urban municipality, provided chicken owners fulfill the following responsibilities:

- Provide basic needs such as food, water, shelter, light, and ventilation
- Keep the coop in sanitary condition, with regular disposal of manure and bedding material, and in good repair
- Ensure the coop provides adequate protection from vermin, wild animals, and predators
- Provide the chickens with opportunities to perform essential behaviors such as dust-bathing, roosting, and scratching
- Follow basic biosecurity procedures to keep the chickens and themselves safe
- Be knowledgeable about proper food safety practices
- Know how to act accordingly if one of their chickens gets sick or if there is a disease outbreak
- Be cognizant of the time and financial commitment required to care for the chickens
- Have a plan for what to do with the chickens once they quit laying; it is not uncommon for backyard chickens to live 8-10 years
- Have an emergency contact who can provide care for the chickens in case of an emergency.



## SAMPLE BYLAWS

The following are examples of bylaws from communities across Alberta that permit residents to raise backyard chickens:

- Any person wanting to keep urban chickens must obtain a Premises Identification (PID) under the Alberta Animal Health Act
- An application must be submitted and approved
- An approved license is required to be renewed annually
- In order to be approved for a license, each urban chicken keeper must take urban chicken training or equivalent, designed to provide adequate information regarding the successful keeping of chickens in an urban area.
- Only hens will be allowed to be kept; no person shall keep a rooster
- Maximum number of hens is 3 to 8 per household.
- Hens must be a minimum of 16 weeks of age
- Provide each Hen with at least 0.37m<sup>2</sup> of interior floor area, and at least 0.92m<sup>2</sup> of outdoor enclosure, within the coop
- Provide at least one nest box per every 4 birds
- Locate the coop in a place that is mindful and considerate of neighbours
- Have a town representative inspect the coop prior to approval
- No hen shall be slaughtered on the property
- Residents cannot sell eggs, manure, meat or other hen related products
- Follow procedures recommended by the Federal and Provincial Governments to reduce potential disease outbreak.

## AFAC ALERT LINE

The ALERT Line is an anonymous help line. If residents or town representatives see backyard chickens that are in distress or neglected, or have a question about backyard chicken care, they can call 1-800-506-2273. The ALERT Line will send out an individual knowledgeable in the keeping of chickens who can offer solutions to improve care and provide knowledgeable counsel.



# Urban Chickens

## Community Package



Growing Forward 2 

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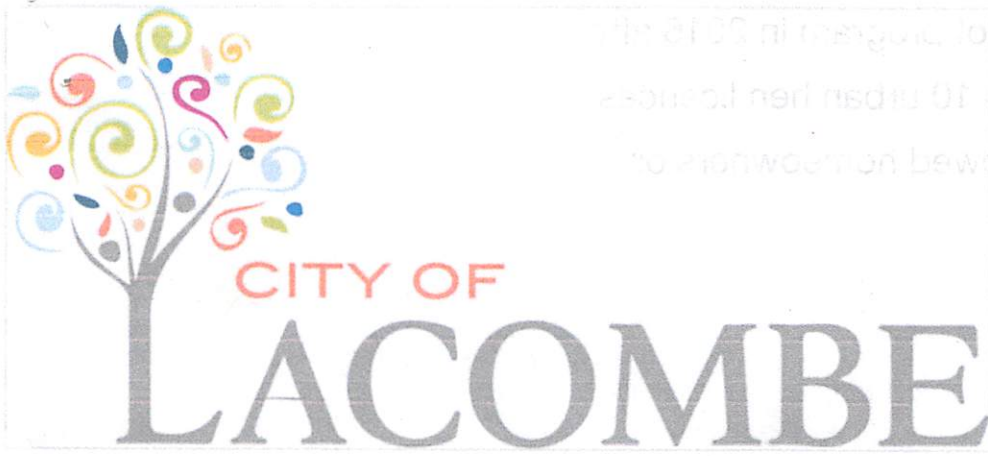
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- Have a town representative inspect the coop prior to approval
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File photo

## Lacombe urban hen program to stay

RED DEER ADVOCATE STAFF / Nov. 28, 2018 11:08 a.m. / LOCAL NEWS / NEWS

Lacombe residents will be able to keep chickens on residential properties permanently.

Council has approved the Urban Hen Bylaw, which regulates the keeping of chickens on residential properties, after removing restrictions on the number of available licences and making the program permanent.

"The citizens who participate in the program are very passionate about their urban hens," said Mayor Grant Creasey.

"Council recognizes that urban hen keeping is a growing trend in the region and is supported by many in the community.

"We are also committed to promoting a healthy, connected and active community, and this program gives residents access to fresh, locally grown food year round."

The city began an urban hen pilot program in 2016 after receiving public requests. Up to 10 urban hen licences were issued annually, which allowed homeowners or

## **BYLAW NO. 419**

### **BEING A BYLAW OF THE CITY OF LACOMBE, IN THE PROVINCE OF ALBERTA, TO REGULATE THE KEEPING OF CHICKENS IN URBAN AREAS**

**WHEREAS** pursuant to section 7 of the *Municipal Government Act* 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 *Municipal Government Act* the council of a municipality may, in a bylaw, regulate or prohibit and to provide for a system of licences, permits and approvals.

NOW THEREFORE, COUNCIL OF THE CITY OF LACOMBE, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

1. This bylaw may be called the "Urban Hen Bylaw".
2. For the purposes of this bylaw:
  - (a) **"Chicken License"** means a license issued by the Chief Administrative Officer pursuant to this Bylaw authorizing the license holder to keep Urban Chickens on a specific property within an Urban Area;
  - (b) **"Coop"** means a fully enclosed weather proof structure and attached Outdoor Enclosure used for the keeping of Urban Chickens, that is no larger than 10 m<sup>2</sup> in floor area, and no more than 2.4m in height;
  - (c) **"Hen"** means a domesticated female chicken;
  - (d) **"Municipal Tag"** means a form prescribed by the Chief Administrative Officer of the City or his designate allowing for voluntary payment to the City for a fine amount established by this bylaw;
  - (e) **"Outdoor Enclosure"** means a securely enclosed, roofed outdoor area attached to and forming part of a Coop having a bare earth or vegetated floor for Urban Chickens to roam;
  - (f) **"Peace Officer"** means a member of the City of Lacombe Police Service, a member of the Royal Canadian Mounted Police, a Community Peace Officer, or a By-Law Enforcement Officer.;



- (g) **"Rooster"** means a domesticated male chicken;
- (h) **"Urban Chicken"** means a Hen that is at least 16 weeks of age;
- (i) **"Urban Area"** means lands located within the City on which agricultural operations, including but not limited to the keeping of livestock are neither a permitted or discretionary use under the City's Land Use Bylaw.
- (j) **"Violation Ticket"** means a violation ticket as defined in the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34;

### **Purpose**

- 3. The purpose of this bylaw is to regulate and control the keeping of chickens within Urban Areas.

### **Prohibitions**

- 4. In an Urban Area, no person shall:
  - (a) keep a Rooster;
  - (b) keep a Hen, other than an Urban Chicken for which a valid Chicken License has been issued.

### **Chicken License**

- 5. A person may apply to keep no more than (4) Urban Chickens by:
  - (a) submitting a completed application, on the form approved by the Chief Administrative Officer, and
  - (b) paying a licence fee of \$50.00.
- 6. The Chief Administrative Officer may not issue or renew a Chicken License unless satisfied that:
  - (a) the applicant is the owner of the property on which the Urban Chickens will be kept, or that the owner of the property has provided written consent to the application;
  - (b) the land use districting of the property on which the Urban Chickens will be kept allows the placement of a Coop for the keeping of Urban Chickens;
  - (c) the property on which the Urban Chickens will be kept contains a detached or semi-detached dwelling;

- (d) the applicant resides on the property on which the Urban Chickens will be kept;
  - (e) the applicable fee has been paid; and
  - (f) all required information has been provided.
7. The maximum number of Chicken Licenses that may be issued for the year in which this Bylaw comes into force shall be ten (10).
8. The Chief Administrative Officer may refuse to grant or renew a Chicken License for the following reasons:
- (a) the applicant or license holder does not or no longer meets the requirements of this bylaw for a Chicken License;
  - (b) the applicant or license holder:
    - i. furnishes false information or misrepresents any fact or circumstance to the Chief Administrative Officer or a Peace Officer;
    - ii. has, in the opinion of the Chief Administrative Officer based on reasonable grounds, contravened this bylaw whether or not the contravention has been prosecuted;
    - iii. 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 Chickens;
    - iv. fails to pay any fee required by this or any applicable Bylaw; or
  - (c) Fifty percent or more of the neighbours, having contiguous boundaries with the property where the Urban Chickens will be kept, are not in support of the application;
  - (d) in the opinion of the Chief Administrative Officer based on reasonable grounds it is in the public interest to do so.
9. If the Chief Administrative Officer refuses to grant or renew a Chicken License, the applicant may appeal the decision to the Lacombe Subdivision & Development Appeal Board, in accordance with the procedures set out in the City of Lacombe Subdivision & Development Appeal Board Bylaw.

10. A Chicken License is valid only for the period January 1 to December 31 in the year for which it is issued.
11. A Chicken License is not transferable from one person to another or from one property to another.
12. A person to whom a Chicken License has been issued shall produce the license at the demand of the Chief Administrative Officer or a Peace Officer.

### **Keeping of Urban Chickens**

13. A person who keeps Urban Chickens must:

- (a) provide each Hen with at least 0.37 m<sup>2</sup> of interior floor area, and at least 0.92 m<sup>2</sup> of Outdoor Enclosure, within the Coop;
- (b) locate the Coop in a rear yard and located no less than 0.9 metres from the side and rear boundaries;
- (c) provide and maintain, in the Coop, at least one nest box per coop and one perch per Hen, that is at least 15 cm long;
- (d) keep each Hen in the Coop at all times;
- (e) provide each 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 Hen in good health;
- (f) maintain the Coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
- (g) 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;
- (h) keep a food container and water container in the Coop;
- (i) keep the Coop secured from sunset to sunrise;
- (j) remove leftover feed, trash, and manure in a timely manner;
- (k) store feed within a fully enclosed container;
- (l) and manure within a fully enclosed container, and store no more

than 3 cubic feet of manure at a time;

- (m) remove all other manure not used for composting or fertilizing and dispose of same in accordance with City bylaws;
- (n) follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak;
- (o) register their hen flock with the Province through the Premise Identification Program and/or any other registration system required by Provincial or Federal regulation or legislation; and
- (p) keep Hens for personal use only.

14. No person who keeps Urban Chickens shall:

- (a) sell eggs, manure, meat, or other products derived from Hens;
- (b) slaughter a Hen on the property;
- (c) dispose of a Hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of Hens; and
- (d) keep a Hen in a cage, kennel, or any shelter other than a Coop.

### **Offence and Penalties**

15. A person who contravenes any provision of this Bylaw is guilty of an offence.

16. A person who is guilty of an offence is liable to a fine in an amount not less than \$100.00.

17. Without restricting the generality of section 16, the fine amount established for use on Municipal Tags and for Violation Tickets if a voluntary payment option is offered is \$150.00.

### **Municipal Tag**

18. A Peace Officer is authorized and empowered to issue a Municipal Tag to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

19. A Municipal Tag may be issued to such person:

- (a) either personally; or
- (b) by mailing a copy to such person at his or her last known post office address.

20. The Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:

- (a) the name of the Person;
- (b) the offence;
- (c) the specified penalty established by this Bylaw for the offence;
- (d) that the penalty shall be paid within 14 days of the issuance of the Municipal Tag; and
- (e) any other information as may be required by the Chief Administrative Officer.

#### **Payment in Lieu of Prosecution**

21. Where a Municipal Tag is issued pursuant to this Bylaw, the person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the City the penalty specified within the time period indicated on the Municipal Tag.

#### **Violation Ticket**

22. If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.

23. Despite section 22, a Peace Officer is authorized and empowered to issue a Violation Ticket to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

24. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:

- (a) specify the fine amount established by this Bylaw for the offence; or
- (b) require a person to appear in court without the alternative of

making a voluntary payment.

### **Voluntary Payment**

25. A person who commits an offence may

- (a) if a Violation Ticket is issued in respect of the offence; and
- (b) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

### **Obstruction**

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

### **Powers of Chief Administrative Officer**

27. Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer may:

- a. carry out any inspections to determine compliance with this Bylaw;
- b. take any steps or carry out any actions required to enforce this Bylaw;
- c. take any steps or carry out any actions required to remedy a contravention of this Bylaw;
- d. establish forms for the purposes of this Bylaw; and
- e. delegate any powers, duties or functions under this Bylaw to a City employee.

### **General**

28. Nothing in this Bylaw relieves a person from complying with any Federal or Provincial law or regulation, other City Bylaw, or any requirement of any lawful permit, order or licence.

### **Severability**

29. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

**Repeal**

30. City of Lacombe Bylaw #35, the "Livestock Control Bylaw" is amended by adding the following to the beginning of Section 3: "Unless authorized and licensed under Bylaw 419,"

**Enactment**

31. This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

INTRODUCED AND GIVEN FIRST READING THIS 14<sup>th</sup> day of March, 2016.

GIVEN SECOND READING THIS 10<sup>th</sup> day of June, 2016.

GIVEN THIRD AND FINAL READINGS THIS 27<sup>th</sup> day of June, 2016.

\_\_\_\_\_  
Original Signed

Mayor

\_\_\_\_\_  
Original Signed

Chief Administrative Officer

## BYLAW NO. 3517/2014

### BEING A BYLAW OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, TO REGULATE THE KEEPING OF CHICKENS IN URBAN AREAS

WHEREAS pursuant to section 7 of the *Municipal Government Act* 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 *Municipal Government Act* the council of a municipality may, in a bylaw, regulate or prohibit and to provide for a system of licences, permits and approvals.

NOW THEREFORE, COUNCIL OF THE CITY OF RED DEER, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

1. This bylaw may be called the "Chicken Bylaw".
2. For the purposes of this bylaw:
  - (a) "**Chicken License**" means a license issued by the City Manager pursuant to this Bylaw authorizing the license holder to keep Urban Chickens on a specific property within an Urban Area;
  - (b) "**Coop**" means a fully enclosed weather proof structure and attached Outdoor Enclosure used for the keeping of Urban Chickens, that is no larger than 10 m<sup>2</sup> in floor area, and no more than 2.4m in height;
  - (c) "**Hen**" means a domesticated female chicken;
  - (d) "**Municipal Tag**" means a document alleging an offence issued pursuant to the authority of a Bylaw of the City;
  - (e) "**Outdoor Enclosure**" means a securely enclosed, roofed outdoor area attached to and forming part of a Coop having a bare earth or vegetated floor for Urban Chickens to roam;
  - (f) "**Peace Officer**" has the same meaning as in the *Provincial Offences Procedure Act*;
  - (g) "**Rooster**" means a domesticated male chicken;



- (h) **"Urban Chicken"** means a Hen that is at least 16 weeks of age;
- (i) **"Violation Ticket"** has the same meaning as in the *Provincial Offences Procedure Act*;
- (j) **"Urban Area"** means lands located within the City on which agricultural operations, including but not limited to the keeping of livestock are neither a permitted or discretionary use under the City's Land Use Bylaw.

### **Purpose**

- 3. The purpose of this bylaw is to regulate and control the keeping of chickens within Urban Areas.

### **Prohibitions**

- 4. In an Urban Area, no person shall:
  - (a) keep a Rooster;
  - (b) keep a Hen, other than an Urban Chicken for which a valid Chicken License has been issued.

### **Chicken License**

- 5. A person may apply to keep no more than (4) Urban Chickens by:
  - (a) submitting a completed application, on the form approved by the City Manager, and
  - (b) paying a licence fee of \$28.00.
- 6. The City Manager may not issue or renew a Chicken License unless satisfied that:
  - (a) the applicant is the owner of the property on which the Urban Chickens will be kept, or that the owner of the property has provided written consent to the application;
  - (b) the land use districting of the property on which the Urban Chickens will be kept allows the placement of a Coop for the keeping of Urban Chickens;

- (c) the applicant resides on the property on which the Urban Chickens will be kept;
  - (d) the applicable fee has been paid; and
  - (e) all required information has been provided.
7. <sup>1</sup>The maximum number of Chicken Licenses that may be issued shall be one Chicken License per one thousand (1000) persons based on the population of the City of Red Deer as determined in the most recent municipal census.
8. The City Manager may refuse to grant or renew a Chicken License for the following reasons:
- (a) the applicant or license holder does not or no longer meets the requirements of this bylaw for a Chicken License;
  - (b) the applicant or license holder:
    - i. furnishes false information or misrepresents any fact or circumstance to the City Manager or a Peace Officer;
    - ii. has, in the opinion of the City Manager based on reasonable grounds, contravened this bylaw whether or not the contravention has been prosecuted;
    - iii. 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 Chickens;
    - iv. fails to pay any fee required by this or any applicable Bylaw; or
  - (c) in the opinion of the City Manager based on reasonable grounds it is in the public interest to do so.

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<sup>1</sup> 3517/A-2017

9. If the City Manager refuses to grant or renew a Chicken License, the applicant may appeal the decision to the Red Deer Appeal & Review Board, in accordance with the procedures set out in the City of Red Deer Appeal Boards Bylaw.
10. A Chicken License is valid only for the period January 1 to December 31 in the year for which it is issued.
11. A Chicken License is not transferable from one person to another or from one property to another.
12. A person to whom a Chicken License has been issued shall produce the license at the demand of the City Manager or a Peace Officer.

### **Keeping of Urban Chickens**

13. A person who keeps Urban Chickens must:
  - (a) provide each Hen with at least 0.37 m<sup>2</sup> of interior floor area, and at least 0.92 m<sup>2</sup> of Outdoor Enclosure, within the Coop;
  - (b) provide and maintain, in the Coop, at least one nest box per coop and one perch per Hen, that is at least 15 cm long;
  - (c) keep each Hen in the Coop at all times;
  - (d) provide each 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 Hen in good health;
  - (e) maintain the Coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
  - (f) 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;
  - (g) keep a food container and water container in the Coop;
  - (h) keep the Coop secured from sunset to sunrise;

- (i) remove leftover feed, trash, and manure in a timely manner;
- (j) store feed within a fully enclosed container;
- (k) and manure within a fully enclosed container, and store no more than 3 cubic feet of manure at a time;
- (l) remove all other manure not used for composting or fertilizing and dispose of same in accordance with City bylaws;
- (m) follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak; and
- (n) keep Hens for personal use only.

**14. No person who keeps Urban Chickens shall:**

- (a) sell eggs, manure, meat, or other products derived from Hens;
- (b) slaughter a Hen on the property;
- (c) dispose of a Hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of Hens; and
- (d) keep a Hen in a cage, kennel, or any shelter other than a Coop.

**Offence and Penalties**

15. A person who contravenes any provision of this Bylaw is guilty of an offence.

16. A person who is guilty of an offence is liable to a fine in an amount not less than \$100.00.

17. Without restricting the generality of section 16, the fine amount established for use on Municipal Tags and for Violation Tickets if a voluntary payment option is offered is \$150.00.

**Municipal Tag**

18. A Peace Officer is authorized and empowered to issue a Municipal Tag to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

19. A Municipal Tag may be issued to such person:

- (a) either personally; or
- (b) by mailing a copy to such person at his or her last known post office address.

20. The Municipal Tag shall be in a form approved by the City Manager and shall state:

- (a) the name of the Person;
- (b) the offence;
- (c) the specified penalty established by this Bylaw for the offence;
- (d) that the penalty shall be paid within 14 days of the issuance of the Municipal Tag; and
- (e) any other information as may be required by the City Manager.

#### **Payment in Lieu of Prosecution**

21. Where a Municipal Tag is issued pursuant to this Bylaw, the person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the City the penalty specified within the time period indicated on the Municipal Tag.

#### **Violation Ticket**

22. If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.

23. Despite section 22, a Peace Officer is authorized and empowered to issue a Violation Ticket to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

24. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:

- (a) specify the fine amount established by this Bylaw for the offence; or
- (b) require a person to appear in court without the alternative of making a voluntary payment.

### **Voluntary Payment**

25. A person who commits an offence may

- (c) if a Violation Ticket is issued in respect of the offence; and
- (d) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

### **Obstruction**

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

### **Powers of City Manager**

27. Without restricting any other power, duty or function granted by this Bylaw, the City Manager may:

- (a) carry out any inspections to determine compliance with this Bylaw;
- (b) take any steps or carry out any actions required to enforce this Bylaw;
- (c) take any steps or carry out any actions required to remedy a contravention of this Bylaw;
- (d) establish forms for the purposes of this Bylaw; and
- (e) delegate any powers, duties or functions under this Bylaw to a City employee.

### **General**

28. Nothing in this Bylaw relieves a person from complying with any Federal or Provincial law or regulation, other City Bylaw, or any requirement of any lawful permit, order or licence.

**Severability**

29. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

**Enactment**

30. This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ A FIRST TIME IN OPEN COUNCIL this 23 day of June 2014.

READ A SECOND TIME IN OPEN COUNCIL this 7 day of July 2014.

READ A THIRD TIME IN OPEN COUNCIL this 7 day of July 2014.

AND SIGNED BY THE MAYOR AND CITY CLERK this 7 day of July 2014.

"Tara Veer"

"Frieda McDougall"

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

# URBAN HEN PILOT PROJECT

[Home](#) » [Urban Hen Pilot Project](#)

In March 2021, Innisfail Town Council passed a bylaw to initiate an Urban Hen Pilot Project.

The Town of Innisfail is now taking applications from residents interested in participating in the project.


To learn more about the application process, read below.





 [Application Process](#)

 [Application Package](#)

 [BYLAW 1662-2021 - Urban Hen Pilot Program](#)

Search

[Family & Support Services: Quick Links](#)

[FCSS Programs & Events](#)

**TOWN OF INNISFAIL  
BYLAW 1662-2021  
URBAN HEN PILOT PROGRAM**

**WHEREAS:** pursuant to provisions of the Municipal Government Act, Council has the authority to regulate or prohibit certain activities for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property, wild and domestic animals, and certain activities in relation to them; and

**WHEREAS:** pursuant to provisions of the Municipal Government Act, Council has the authority to provide for a system of licenses, permits and approvals; and

**WHEREAS:** Council deems it necessary to assess the viability of keeping urban hens with the Town; and

**NOTWITHSTANDING:** any Town Bylaws or Regulations enacted by Council;

**NOW THEREFORE:** the Council of the Town of Innisfail enacts a time constrained Urban Hen Pilot Program as follows:

**1. SHORT TITLE**

This bylaw may be known as the "Urban Hen Pilot Program Bylaw".

**2. DEFINITIONS**

In this document, unless the context otherwise requires:

(a) **Act** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto;

(b) **Animal Health Act** means Statute of Alberta 2007, Chapter A-40.2;

(c) **Coop** means a fully enclosed weather proof structure and attached outdoor enclosure used for the keeping of urban hens that is no larger than 10 metres square in floor area, and no more than 2 meters in height;

(d) **Council** means the Council of the Town of Innisfail;

(e) **Hen** means a female chicken;

(f) **Land Use Bylaw** means Bylaw 1470 as amended from time to time;

(g) **Manager** means the person appointed as the Manager of the Town's Municipal Enforcement section.

(h) **Outdoor enclosure** means a securely enclosed, roofed outdoor area attached to and forming part of a coop having a bare earth or vegetated floor for urban hens to roam;

(i) **Officer** means:

(i) A Community Peace Officer as appointed by the Solicitor General of Alberta;

(ii) A Bylaw Enforcement Officer as appointed by the Town to enforce bylaws of the Town;

(j) **Rooster** means a domesticated male chicken;

(k) **Sell** means to exchange or deliver for money or its equivalent;

(l) **Town** means the Town of Innisfail, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof;

(m) **Urban area** means lands located within the Town on which agricultural operations, including but not limited to the keeping of livestock, are neither a permitted or discretionary use under the Bylaws of the Town;

(n) **Urban hen** means a hen that is at least 16 weeks of age and kept for non-commercial purposes;

(o) **Urban hen license** means a license issued by Town pursuant to the Urban Hen Pilot Program which authorizes the license holder to keep urban hens on a specific property within the Town.

### **3. PURPOSE**

(a) The purpose of the Urban Hen Pilot Program is to regulate and control the keeping of urban hens in the Town during a defined pilot program period.

### **4. PROHIBITIONS**

(a) No person shall be permitted to keep a rooster or hen in an urban area, other than an urban hen for which a valid urban hen license has been issued.

### **5. PILOT PROGRAM REGULATIONS**

(a) The length of the Urban Hen Pilot Program shall be two (2) years, effective May 1, 2021

(b) Participants must acknowledge the Pilot Program as a trial.

(c) Should the Pilot Program not result in the implementation of a formal Municipal Urban Hen program, participants will have 90 days from the end of the Pilot to re-home urban hens.

### **6. URBAN HEN LICENSES**

(a) A person may apply to keep a minimum of two (2) and a maximum of four (4) urban hens by:

(i) Submitting a completed application, on the form provided by the Town, including:

- a site plan including coop dimensions and identified setbacks;
- proof of approval from neighbours having contiguous boundaries with the property where the Urban Hens will be kept; and,

(ii) Paying a license fee of \$65.00 which is due and payable at the time of the application, prior to approval and annually thereafter.

(b) License fees shall not be reduced or prorated no matter the month of purchase or total number of urban hens.

(c) License fees that have been paid shall not be refunded or rebated.

(d) There shall be a maximum of five (5) urban hen licenses available during the pilot program

(e) The Manager may not issue or renew an urban hen license unless satisfied that:

- (i) The applicant is the owner of the property on which the urban hens will be kept, or that the owner of the property has provided written consent;
- (ii) All pilot program guidelines and regulations are being complied with; and,
- (iii) The applicant has complied with all other Provincial and Federal regulations for the keeping of livestock.

(f) An urban hen license is only valid the duration of the pilot program.

(g) A person to whom an urban hen license has been issued shall produce the license on the demand of the Manager, or a Peace Officer.

(h) A person who keeps urban hens is required to take training which is designed to provide adequate information regarding the successful keeping of hens in an urban area through a winter cycle, and remain current with best management practices of Hen Keeping guidelines.

(i) An Urban Hen License is non-transferrable from one person to another or from one property to another.

## **7. KEEPING OF URBAN HENS**

(a) A person who keeps urban hens must:

(i) Provide each urban hen with at least 0.37 square metres (4 sqft) of interior floor area, and at least 0.92 square metres (10 sqft) of outdoor enclosure, with the coop;

(ii) Ensure rear yards shall be fully enclosed with fencing at least 5 feet (1.82m) in height;

(iii) Ensure that each coop is:

i. Located within the rear yard of the lot behind a detached or semi-detached dwelling, as defined in the Land Use Bylaw;

ii. A minimum 3.0m (10ft) from a dwelling unit;

iii. A minimum 1.0m (3.2ft) from any lot line;

iv. A minimum 1.0m (3.2ft) from any other buildings;

v. A minimum 3.60m (12ft) from any street adjacent to the property;

vi. No larger than 10 metres square (108sqft) in floor area, and

vii. No more than 2 meters (6.5ft) in height.

(b) Only one (1) coop per property shall be permitted;

(c) Provide and maintain, in the coop, at least one nest box per coop and one perch per urban hen that is at least 15cm long;

(d) Keep each urban hen in the coop at all times;

(e) Provide each urban hen with food, water, shelter, light, ventilation, care and opportunities for essential behaviours such as scratching, dustbathing, and roosting, all sufficient to maintain the urban hen in good health;

(f) Maintain the coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;

(g) 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;

(h) Keep a food container and water container in the coop;

(i) Keep the coop secured from sunset to sunrise;

(j) Remove leftover feed, trash, and manure in a timely manner;

(k) Store feed within a fully enclosed container;

(l) Store manure within a fully enclosed container, and store no more than 3 cubic feet of manure at any time;

(m) Remove all other manure not used for composting or fertilizing and dispose of such in accordance with Town Bylaws;

(n) All urban hen related waste shall be in compostable bags and not loose in the organic carts;

(o) All urban hen related waste shall be in a secure location on site until collection day;

(p) Follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak;

(q) Must obtain a Premises Identification (PID) under the Premises Identification Regulation (200/2008) in the Animal Health Act and submit a copy to the Town; and,

(r) Keep urban hens for personal use only;

(s) No person who keeps urban hens shall:

- (i) Sell eggs, manure, meat, or other products derived from an urban hen;
- (ii) Slaughter any urban hen on the property or within Town boundaries;
- (iii) Dispose of an urban hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of such; and,
- (iv) Keep an urban hen in a cage, kennel, or any other form of shelter other than a coop.

## **8. PENALTIES & ENFORCEMENT**

(a) Where an Officer has reasonable grounds to believe that a person has contravened any provision of this Bylaw he or she may serve upon the person a Municipal Ticket allowing payment of the specified fine as set out in Schedule "A" of this Bylaw.

(b) Should a hen keeping site, Coop, or Hen Keeper be found to be non-compliant with this Bylaw at any time, enforcement action may be taken including without limitation: issuing a Municipal Violation Tag or Violation Ticket, revocation of a Hen Licence or issuance of a Stop Order under Section 645 of the Municipal Government Act.

(c) In the event of the revocation of a Hen License, the Licensee will be given 30 days to rehome the Hens.

(b) Should Hens and/or a Coop be ordered to be removed, all costs and associated expenditures related to the removal shall be the responsibility of the property owner.

## **9. INTERFERENCE WITH TOWN FORCES**

(a) No person shall hinder, interrupt, or cause to be hindered any employee of the Town or its contractors, servants or agents or workers, in the exercise of the powers or duties as authorized or required in the Urban Hen Pilot Program Bylaw.

## **10. AUTHORITY OF THE MANAGER**

(a) Without restricting any other power, duty, or function granted by the Urban Hen Pilot Program Bylaw, the Manager may:

- (i) Carry out any inspections to determine compliance with the Urban Hen Pilot Program;
- (ii) Take any steps or carry out any actions required to enforce the Urban Hen Pilot Program Bylaw;
- (iii) Take any steps or carry out any actions required to remedy a contravention of the Urban Hen Pilot Program Bylaw;
- (iv) Establish forms for the purposes of the Urban Hen Pilot Program Bylaw; and,
- (v) Delegate any powers, duties, or functions under the Urban Hen Pilot Program Bylaw to a Town employee.



## 11. GENERAL

(a) Nothing in the Urban Hen Pilot Program Bylaw relieves a person from complying with any Federal or Provincial law or regulation, other Urban Hen Pilot Program Bylaw, or any requirement of any lawful permit, order, or license.

Read a first time on the 8 day of March, 2021

Read a second time on the 8 day of March, 2021

Read a third and final time on the 8 day of March, 2021



Mayor



Chief Administrative Officer

**SCHEDULE "A"**

<b>Section</b>	<b>Offense</b>	<b>First</b>	<b>Second</b>
4(a)	Fail to license Urban Hen coop	\$115.00	\$230.00
4(a)	Rooster within town boundaries	\$115.00	\$230.00
6(a)	Keeping more than 4 hens	\$115.00	\$230.00
7(s)(ii)	Slaughter of hens on property	\$115.00	\$230.00
7(s)(iii)	Unlawful disposal of deceased hens	\$115.00	\$230.00
7(a)	Coop fails to meet size / enclosure requirements	\$115.00	\$230.00
7(a)	Coop not located properly on parcel	\$115.00	\$230.00
7(f)	Fail to maintain coop in a sanitary condition/good repair	\$115.00	\$230.00
7(l)	Waste not stored in an enclosed structure or container	\$115.00	\$230.00
7(s)(i)	Meat or eggs produced from the keeping of hens sold commercially	\$115.00	\$230.00
7(d)	Hens Running at Large	\$115.00	\$230.00

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**MEETING DATE:** February 28, 2023

**PREPARED BY:** Jason Baranec, Economic Development Officer

**PRESENTED BY:** Jason Baranec, Economic Development Officer

**SUBJECT:** **Green Capital Project – EV Charging Stations**

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## **BACKGROUND**

At the November 22<sup>nd</sup> Regular Council Meeting, Council directed Administration to bring back the Electric Vehicles and Electric Charging stations with more information for consideration in the 2023 Capital Budget. This information was provided and further discussed at the December 22<sup>nd</sup> Council Meeting following which the EV for Enforcement Services was approved for purchase. The EV charging stations were referred back to Administration for further review.

The 2016 Municipal Sustainability Plan (“**MSP**”) identified the Environmental Stewardship Strategy (*Appendix A*) as a priority and was subsequently adopted by [Council in 2021](#). A key focus area of this plan was how the Town manages energy use and increases the use of renewable energy. Goal #2 (Page 36) is to promote the reduction of energy usage through the implementation of conservation strategies, incentives, and policies. This key focus area highlighted the move away from fossil fuel vehicles to electric resulting in decreased Green House Gas Emissions

In order to secure the available grants and meet the grant timeline of March 31<sup>st</sup>, 2023, Administration is seeking Council’s approval for the EV Charging station locations. The grant application has been submitted and accepted and needs to be signed off by the municipality so the finalization of the two (2) charging stations needs to be determined.

## **DISCUSSION**

The EV charging stations grant was initially presented to Council at the February 22 2022 [Regular Council Meeting](#). At that time, Council had discussions on where such charging stations would be best suited in the Town. The item was referred back to Administration to gather further information.

The item was brought forward again at the March 22 2022 [Regular Council Meeting](#) where the following motions were made:

**074/22** Councillor Svab moved that Council supports the application for the EV charging station grant being offered through the Municipal Climate Change Action Centre.

**CARRIED UNANIMOUSLY**

**075/22** Councillor Sands moved that Council support the implementation of an EV charging program for the community.

**CARRIED UNANIMOUSLY**

**076/22** Councillor Coulter moved that Council move to provide electric vehicle charging stations free of charge for the level 2 users with an established maximum rate of \$15/hr for the Level 3 charging systems.

**CARRIED UNANIMOUSLY**



Based on the above motions the then Economic Development Officer applied for one Level 3 charging unit and one Level 2 charging unit. The locations that were chosen were done so considering access to the power supply that was required. The Level 3 requires a high demand therefore the Civic Center was ideal with access already available along the south side of the building. The accepted grant application also listed the Level 2 location on a portion of Town owned property adjacent to the LED sign at the front of the Blackfalds Motor Inn. This site is easily accessible from Highway 2A with the power supply readily accessible as well. Additional or alternate locations as outlined below proved to be cost-prohibitive at this time.

As previously discussed, there is currently a charging station behind Mainstreet Hardware. This charging station is not located on any maps and there is no signage to direct residents and visitors to the station. Administration has made enquiries with Mainstreet Hardware to find out the number of vehicles that use the charger however, they were unable to answer the question because it's free to use. The level of charging is Level 2 which would be similar to the installation at the Blackfalds Motor Inn if approved. Upon approval and installation of the two (2) charging stations Marketing and Communications will request map updates from the major internet providers showing the location of all charging facilities, including Mainstreet Hardware.

Administration sees the installation of the two (2) charging stations as an initial phase. Additional charging stations will be required in the future, and it is expected additional grant funding opportunities will also become available.

Additional phase locations that will be considered as grant funding becomes available include:

- Blackfalds Crossing Commercial site (not Town funded)
- Tutty Pond Park parking lot
- Town owned parking lot across from Piccolo's
- Eagle Builders Parking lot
- Wadey Centre Parking lot
- Site location to be determined in the east area of the Town

As additional development takes place and the Community continues to grow other locations will likely be identified, including commercial areas. The Economic Development Officer will engage in ongoing collaboration to seek these opportunities. It has also been determined that new residential development areas will be required to have the additional power supply to lots to provide EV charging capabilities.

As vehicle manufacturers continue to advance EV model production, we can expect to see a growing need for charging stations. Also, there has been a steady increase of EV charging stations installed at conventional service station locations and it is expected that we will see further expansion of charging stations at these locations.

## **FINANCIAL IMPLICATIONS**

### **Electric Vehicle Charging Stations**

Type	Total Cost	Grant	Municipal Cost
Level 3	\$81,252	\$37,375	\$43,877
Level 2	\$17,730	\$8,155	\$9,575

The General Capital Reserve has been identified as the funding source for the EV projects.

**ADMINISTRATIVE RECOMMENDATION**

1. That Council moves to accept the recommendation of Administration to install a level 3 and level 2 charging station at the Civic Centre and on Town owned lands at the SW corner of Park Street and Highway 2A.

**ALTERNATIVES**

- a) That Council refers this item back to Administration.

**ATTACHMENTS**

- *EV charging station location map (current and future)*

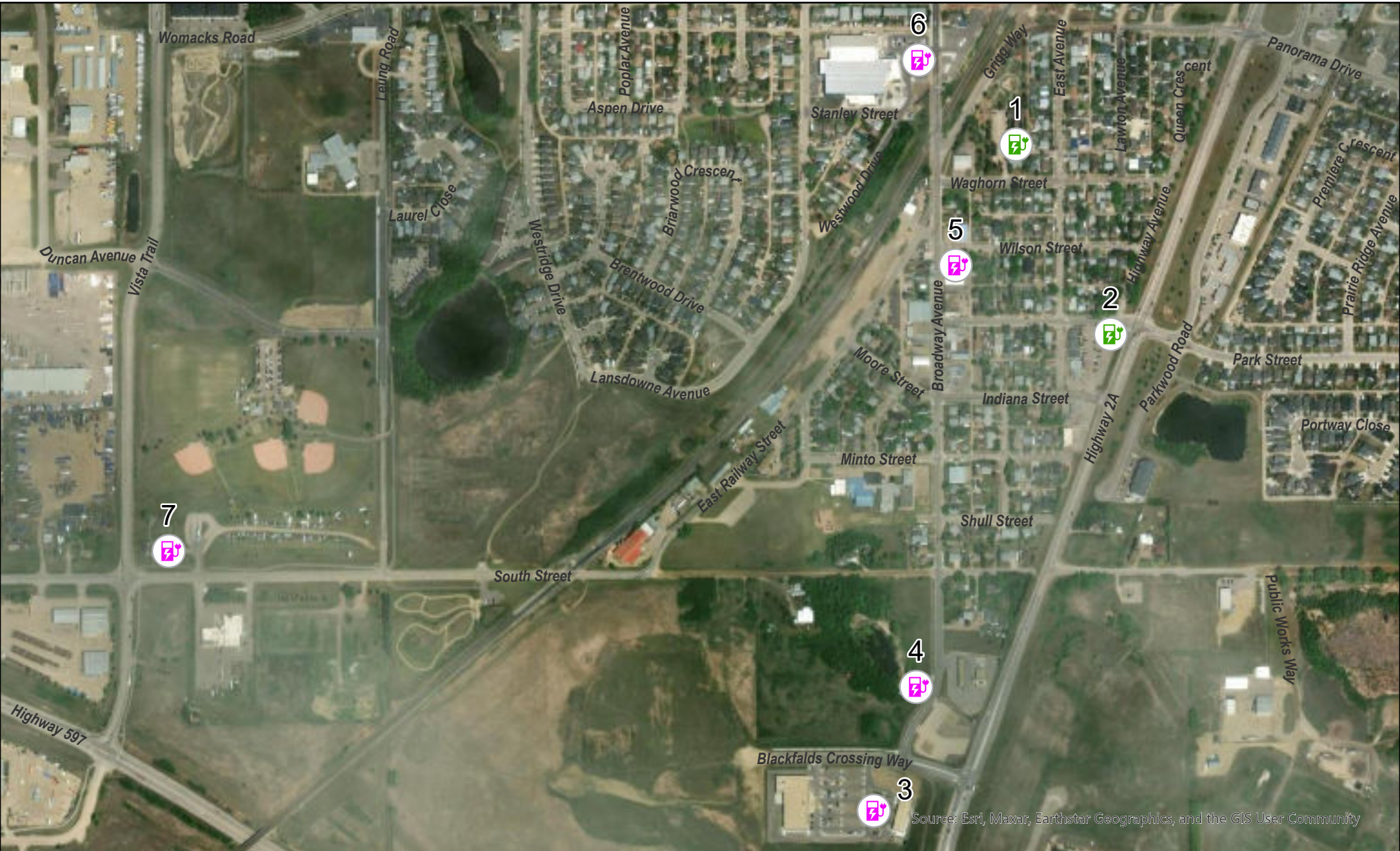
**APPROVALS**

CAO Myron Thompson



Department Director/Author

# Green Capital Project – EV Charging Stations



## Initial Phase Sites



Site 1: Civic Centre  
Parking Lot



Site 2: Adjacent to LED  
Sign

## Potential Additional Phase Sites



Site 3: Blackfalds  
Crossing Parking Lot



Site 4: Tutty Pond Park  
Parking Lot



Site 5: Town Owned  
Parking Lot



Site 6: Eagle Builders  
Parking Lot



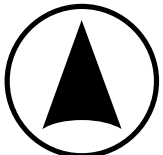
Site 7: Wadey Centre  
Parking Lot



Site 8: To Be Determined  
East Area of Town

23/02/2023

**BLACKFALDS**  
ALBERTA



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**MEETING DATE:** February 28, 2023

**PREPARED BY:** Sue Bornn, FCSS Manager

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

**SUBJECT:** **Appointment of Member at Large**

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## **BACKGROUND**

The Blackfalds & District Recreation, Culture & Parks Board currently has one (1) vacancy for a member at large, due to a recent resignation. The Committee has four (4) public at large appointments, two (2) Council appointments and one (1) member appointed by Lacombe County.

Blackfalds & District Recreation, Culture & Parks Board Bylaw 1120/11 states that the Board shall consist of eight (8) voting members:

- Two (2) members of Council
- Five (5) public at large
- One (1) appointed by Lacombe County

## **DISCUSSION**

Due to the recent advertising campaign, the Volunteer Programmer has received applications from two (2) residents.

The board appointment volunteer worksheet is attached and provided for Council's review. Included are the details of all volunteer appointments, terms, and vacancies.

If a Council appointment is made, this position would fill the Board as outlined in the bylaws.

## **FINANCIAL IMPLICATIONS**

None

## **ADMINISTRATIVE RECOMMENDATION**

1. That Council appoints a public member at large to the Blackfalds & District Recreation, Culture & Parks Board effective immediately with the position ending October 31, 2025.

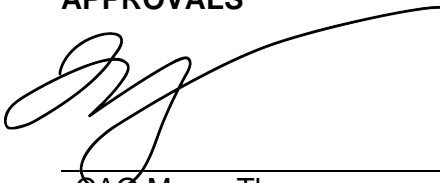
## **ALTERNATIVES**

- a) That Council does not approve the appointment as presented.
- b) That Council send this item back to Administration for further review.

**ATTACHMENTS**

- *Board Appointment Volunteer Worksheet*
- *Blackfalds & District Recreation, Culture & Parks Board Bylaw 1120/11*

**APPROVALS**



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CAO Myron Thompson



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Department Director/Author



## February 28, 2023 Meeting

Economic Development & Tourism Advisory Committee	Family and Community Support Services (FCSS)	Municipal Library Board	Recreation Culture & Parks Board	Policing Committee	Municipal Planning Commission	Council Remuneration (2025)	Grievance Committee	Municipal Emergency Management Committee	55+ Housing Building Committee	Wolf Creek Grading Committee
Minimum 10 members: 2 Members of Council Minimum 8 Members-at-Large	Minimum 8 members/max 10: 2 Members of Council 5-7 Members-at-Large 1 Lacombe County resident	As per Library Act/Regulations	8 Members: 2 Members of Council 5 Members-at-Large 1 Appointed by Lacombe County	7 Voting Members: 2 Members of Council 5 Members-at-Large - 1 of whom may be a youth 16-18 years of age who attends school	Minimum 5 Members: 3 Members of Council 2 Members-at-Large - May not include members of Subdivision & Development Appeal Board	3 members at large - no Council appointments	2 Members of Council per Term	3 Members of Council Invited representatives	Joint with Bethany Group	Joint with Wolf Creek Public School Division, Lacombe County, and the City of Lacombe
Council Member	Council Member	Council Member	Council Member	Council Member	Council Member		Council Member	Council Member	Council Member	Council Member
Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio		Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio	
1 Appel	1 Sands	1 Coulter	1 Stendie	1 Appel	1 Svab / CHAIR		Appel/Coulter / Oct 21 - Feb 23	1 Appel	Coulter	
2 Dennis	2 Stendie	2 Svab	2 Svab	2 Svab	2 Sands / VICE-CHAIR		Dennis/Sands / Mar 23 - Jun 24	2 Stendie		
					3 Dennis	Stendie/Svab / Jul 24 - Oct 25				
Appointed Members at Large:	Appointed Members at Large:	Appointed Members at Large:	Appointed Members at Large:	Appointed Members at Large:	Appointed Members at Large:	Appointed Members at Large:		Invited Representatives:	Appointed Members at Large:	Appointed Members at Large:
1 Joshua McQueen 2023	1 Melissa MacLeod 2023	1 Glyn Evans 2023	1 Kim Sommerville 2023	1 Theresa Franko 2023	1 Alejandro Garcia Miranda 2023	1 Vacant		Invited Representatives: See 8 and 8A of Bylaw		
2 Ray Offert 2023	2 Tannielle Gilchrist 2023	2 Caitlin Ranger 2024	2 Kala Pandit 2023	2 Lance Chalmers 2023	2 Richard Poole 2023	2 Vacant				
3 Robert Hogan 2024	3 Dena Thomas 2024	3 Ray Offert 2024	3 Jill Bried 2024	3 Laurie Copland 2023		3 Vacant				
4 Denise Sumner 2024	4 Sheila Giffin 2024	4 Richard Poole 2024	4 Trent Kroetsch 2024	4 Tom Tompkins 2023						
5 Craig Schroh 2024	5 Glenda Brown 2025	5 Vincent Wolfe 2025	5 Vacant	5 Sheila Giffin 2024						
6 Kyle Braithwaite 2024	6 Vacant	6 Glenda Brown 2025								
7 Melissa MacLeod 2024	7 Vacant	7 Starr Sinclair 2025								
8 Cliff Soper 2024		8 Vacant								
	Lacombe County Resident		Lacombe County Rep							
	1 Clifford Soper 2023		Barb Shepherd							

BOARD MEMBERS REAPPLYING - REAPPOINTMENT ON CURRENT BOARDS					
Economic Development & Tourism Advisory Committee	Family and Community Support Services (FCSS)	Municipal Library Board	Recreation Culture & Parks Board	Policing Committee	Municipal Planning Commission

[illegible]

Org Meeting Worksheet Legend		
Active Member at Large Term	Vacancy	Mayor/Active Council Member Term
Lacombe County Representative	Lacombe County Resident	Town Staff/Member
		Outside Agency/Member
<p align="center"><b>NEW APPLICATIONS</b>  <b>Volunteer Programmer RECOMMENDATIONS</b>            (Numbers indicate order of preference)</p>		
New Applications - not being recommended (numbers indicate order of preference)	Expiring Council Member/Term	Expiring Members at Large - Eligible to reapply

TOWN OF BLACKFALDS 2022- 2023 EXTERNAL BOARDS, COMMITTEES AND COMMISSIONS  
February 28, 2023 Meeting

Economic Development & Tourism Advisory Committee	Family and Community Support Services (FCSS)	Municipal Library Board	Recreation Culture & Parks Board	Policing Committee	Municipal Planning Commission	Council Remuneration (2025)	Grievance Committee	Municipal Emergency Management Committee	55+ Housing Building Committee	Wolf Creek Grading Committee
Terms of Reference	Bylaw 1221/18	Bylaw 1224/18	Bylaw 1120/11	Bylaw 1125/11	Bylaw 1075/08	Policy 288/13	RES. 1004/13	Bylaw 1117/11	Ad-Hoc / Project	Ad-Hoc / Project
Typically First or Second Monday of Sept, Nov, Jan, Mar and May	Second Thursday of each month	First Tuesday of the month	First Wednesday of the month	Meets quarterly, the first Wednesday of the month	Prior to Council meetings as required	Review by policy in a municipal election year - no council appointments	16 month alphabetical rotation - as required	Typically once per year	Ad-Hoc / Project	Ad-Hoc / Project
<b>TERM:</b> Two (2) year period. Members may reapply but reappointment is not guaranteed	<b>TERM:</b> Three (3) year period not to exceed two (2) consecutive terms or six (6) consecutive years	As per Library Act/Regulations	<b>TERM:</b> Three (3) year period not to exceed two (2) consecutive terms or six (6) consecutive years	<b>TERM:</b> One (1), Two (2) or Three (3) year period unless appointed to complete a resigned term	<b>TERM:</b> One (1) year period			By Resolution Council appointments typically determined annually at the Org Meeting	Town Staff: Myron, Sue B	Town Staff: Jolene
<b>Minimum 10 members:</b> 2 Members of Council Minimum 8 Members-at-Large	<b>Minimum 8 members/max 10:</b> 2 Members of Council 5-7 Members-at-Large 1 Lacombe County resident	As per Library Act/Regulations	<b>8 Members:</b> 2 Members of Council 5 Members-at-Large 1 Appointed by Lacombe County	<b>7 Voting Members:</b> 2 Members of Council 5 Members-at-Large <i>- 1 of whom may be a youth 16-18 years of age who attends school</i>	<b>Minimum 5 Members:</b> 3 Members of Council 2 Members-at-Large <i>- May not include members of Subdivision &amp; Development Appeal Board</i>			3 members of Council invited representatives	Joint with Bethany Group	Joint with Wolf Creek Public School Division, Lacombe County, and the City of Lacombe
Council Member	Council Member	Council Member	Council Member	Council Member	Council Member			Council Member	Council Member	Council Member
Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio	3 members at large - no Council appointments	2 members of Council per term	Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio	Mayor Hoover - Ex Officio
<b>1 Appel</b>	<b>1 Sands</b>	<b>1 Coulter</b>	<b>1 Stendie</b>	<b>1 Appel</b>	<b>1 Svab / CHAIR</b>			<b>Appel/Coulter</b> Oct 21 - Feb 23	<b>1 Appel</b>	Coulter
<b>2 Dennis</b>	<b>2 Stendie</b>	<b>2 Svab</b>	<b>2 Svab</b>	<b>2 Svab</b>	<b>2 Sands/ VICE-CHAIR</b>			<b>Dennis/Sands</b> Mar 23 - Jun 24	<b>2 Stendie</b>	
					<b>3 Dennis</b>			<b>Stendie/Svab</b> Jul 24 - Oct 25		
Appointed Members at Large:	Appointed Members at Large:	Appointed Members at Large:	Appointed Members at Large:	Appointed Members at Large:	Appointed Members at Large:	Appointed Members at Large:		Invited Representatives:	Appointed Members at Large:	Appointed Members at Large:
1 Joshua McQueen 2023	1 Melissa MacLeod 2023	1 Glyn Evans 2023	1 Kim Sommerville 2023	1 Theresa Franko 2023	1 Alejandro Garcia Miranda 2023	1 Vacant		Invited Representatives: See 8 and 8A of Bylaw		
2 Ray Olfert 2023	2 Tenniferle Gilchrist 2023	2 Caitlin Ranger 2024	2 Kala Pandit 2023	2 Lance Chalmers 2023	2 Richard Poole 2023	2 Vacant				
3 Robert Hogan 2024	3 Dena Thomas 2024	3 Ray Olfert 2024	3 Jill Bried 2024	3 Laurie Copland 2023		3 Vacant				
4 Denise Sumner 2024	4 Sheila Giffin 2024	4 Richard Poole 2024	4 Trent Kroetsch 2024	4 Tom Tompkins 2023						
5 Craig Schroh 2024	5 Glenda Brown 2025	5 Vincent Wolfe 2025	5 Vacant	5 Sheila Giffin 2024						
6 Kyle Braithwaite 2024	6 Vacant	6 Glenda Brown 2025								
7 Melissa MacLeod 2024	7 Vacant	7 Starr Sinclair 2025								
8 Cliff Soper 2024	Lacombe County Resident	8 Vacant								
			Lacombe County Rep							
	1 Clifford Soper 2023		Barb Shepherd							

OUTSIDE BOARDS	COUNCIL REPRESENTATIVE									
Lacombe Foundation	Mayor Hoover	Dennis (alt)								
IDP - Inter-Municipal Development Plan Board	Stendie	Sands	Appel (alt)		Lacombe County Barb Shepherd	Lacombe County Paula Law				
ICF - Inter-municipal Collaboration Committee	Mayor Hoover	Stendie	Appel (alt)		Lacombe County Barb Shepherd	Lacombe County Paula Law (alt)				
Blackfalds Chamber of Commerce	Appel	Stendie (alt)			Lacombe County Barb Shepherd					
Central Alberta Economic Partnership	Mayor Hoover	Dennis (alt)				VACANT				
Parkland Regional Library	Coulter	Dennis (alt)								
Blackfalds School Parent Council - IREC	Dennis	Appel (alt)								
Blackfalds School Parent Council - IRIC	Mayor Hoover	Sands (alt)								
Blackfalds School Parent Council - IRJC	Svab	Mayor Hoover (alt)								
St. Gregory the Great Catholic School Parent Council	Mayor Hoover	Appel (alt)								
Central Alberta Regional Trails Society	Mayor Hoover	(alt)								
North Red Deer River Water Commission	Mayor Hoover	Appel (alt)								
North Red Deer Regional Wastewater Services Commission	Mayor Hoover	Appel (alt)								
Lacombe County Fire Service Advisory Committee	Svab	Dennis (alt)								
Lacombe Regional Emergency Partnership - LREMP /	Sands	Stendie (alt)	CHAIR CAO Thompson			Lacombe County Ken Wignmore	Lacombe County Barb Shepherd (alt)			
Red Deer River Municipal Users Group	Mayor Hoover	(alt)								
Red Deer River Watershed Alliance	Mayor Hoover	Sands (alt)								
Blackfalds Health Practioners Attraction & Retention Committee	Appel	Coulter (alt)								
Rural Red Deer Restorative Justice Advisory Council	Dennis	Sands (alt)								



## TOWN OF BLACKFALDS BY-LAW 1120/11

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### A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH THE BLACKFALDS AND DISTRICT RECREATION, CULTURE & PARKS BOARD.

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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.

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

#### PART 1 – TITLE

- 1.1 This By-law may be cited as “Blackfalds and District Recreation, Culture and Parks Board By-Law” of the Town of Blackfalds.

#### PART 2 – DEFINITIONS

- 2.1 **BOARD** shall mean and include all members of the Blackfalds and District Recreation, Culture and Parks Board.
- 2.2 **COUNCIL** shall mean the Council of the Town of Blackfalds.
- 2.3 **DIRECTOR** shall mean the Director of Community Services or his/her designate.
- 2.4 **MEMBER** shall mean a member of the Blackfalds and District Recreation, Culture Parks Board.
- 2.5 **TOWN** shall mean the Town of Blackfalds.
- 2.6 **COUNTY** shall mean Lacombe County.
- 2.7 **DISTRICT** shall mean the Regional Recreation District established by the Regional Recreation Agreement with the Lacombe County as outlined in Schedule “A” attached hereto.
- 2.8 **COMMUNITY ORGANIZATION** shall mean a local society, organization or club which provides services to residents within the district.

#### PART 3 – ESTABLISHMENT

- 3.1 There is hereby established and constituted an advisory board to be known as the “Blackfalds and District Recreation, Culture and Parks Board” to exercise the duties and powers and to perform the functions as prescribed in this By-Law.
- 3.2 The Board shall consist of eight (8) members: five (5) members shall be appointed by Council from the public-at-large, two (2) shall be appointed from the Council of the Town of Blackfalds and one (1) shall be appointed by Lacombe County. Appointments to the Board shall be made or reviewed annually at the Organizational Meeting of Council.
- 3.3 The five (5) public-at-large members of the Board shall be a resident of the Regional Recreation District (Schedule A). Whenever possible and practical, these members



of the Board shall be appointed so as to represent the different age groups and interests of the Regional Recreation District.

3.4 The one (1) Lacombe County member shall be a Councillor or resident of the Regional Recreation District (Schedule A).

3.5 Wherever possible, the Board shall ensure new members are aware of:

- a) Local, regional, provincial, and federal government legislation which effect municipal recreation.
- b) Local policy and procedures regarding municipal recreation services.
- c) Local community clubs and organizations which are involved, in some way, with municipal recreation service.
- d) Current and proposed projects, programs, and services of the Board, and;
- e) The local Recreation Master Plan and General Municipal Plan.

3.6 There shall be appointed by the Town, a Director of Community Services, or a designate from the Community Services Department staff, who shall assist and advise the Board. The Director, or designate, shall undertake the administrative duties of the Board including, but not limited to, the notifying of members of meetings, preparing of agendas, preparing of minutes, maintaining records and facilitating the actions of the Board.

3.7 In addition to the Director, the Board may solicit information and advice from representatives from the following agencies or organizations, and/or associations that the Board feels assistance can be obtained from:

- a) Alberta Tourism, Parks and Recreation
- b) Alberta Culture and Community Spirit
- c) Alberta Recreation and Parks Association (A.R.P.A.)
- d) Alberta Sport, Recreation, Parks and Wildlife Foundation (A.S.R.P.W.)
- e) Alberta Association of Recreation Facility Personnel (A.A.R.F.P.)
- f) Any other agency or organization that the Board feels assistance can be obtained from.

3.8 Neither the Director, designate or any Advisor shall have voting privileges.

#### **PART IV – TERM**

4.1 Council shall appoint two (2) members of Council the Board. Council appointments shall be made at the Organizational Meetings.

4.2 The Council of the Town of Blackfalds shall designate members to the Board who shall hold office for a three (3) year period.

4.3 The term of any member so appointed shall not exceed two (2) consecutive terms, or six (6) consecutive years.

4.4 Any member may resign from the Board at any time upon sending written notice to the Board and to Council to that effect.

4.5 An appointed member ceases to be a member of the Board when:

- a) He or she fails to attend three (3) consecutive regular meetings of the Board or one third (1/3) or more of the regular meetings of the Board scheduled in a year between Council Organizational Meetings unless otherwise excused by resolution of the Board.

- b) His or her term expires,
  - c) He or she is removed from office by resolution of Council,
  - d) He or she ceases to be a resident of the Regional Recreation District,
  - e) He or she provides written notice of resignation from the Board, and in the case of a member appointed from Council, he or she resigns his or her position on Council.
- 4.6 If a member ceases to be a member of the Board before the expiration of his or her term, Council shall appoint another eligible person as follows:
- a) If the term being vacated is less than one (1) year, the appointment of an eligible person shall hold office.
    - i) Until the annual Organization Meeting of the second year following the date of appointment;
    - ii) Until the annual Organizational Meeting of the third year following the date of appointment;
  - b) If the term being vacated is more than one (1) year, the appointment of an eligible person shall hold office for the remainder of the term.
  - c) To allow for Council's and Administration's discretion to ensure that there are not more than three members of the Board leaving at one time.

## **PART V – MEETINGS**

- 5.1 At the first meeting of the Board following the annual Organization Meeting of Council in each year, the Board shall appoint a Chairperson. Immediately thereafter, the Board shall appoint a Vice-Chairperson who shall act in the absence of the Chairperson.
- 5.2 The Board shall hold at least eight (8) regular meetings annually at a time and place so designated by the Board.
- 5.3 A special meeting may be called by the Chairperson at any time or by special request of any four (4) members of the Board.
- 5.4 A majority of the members of the Board constitutes a quorum.
- 5.5 Each member present at a meeting of the Board shall vote when the vote is taken unless a pecuniary interest in a matter is declared.
- 5.6 In the event of a tie when a vote is taken, the motion shall be lost.
- 5.7 Meetings of the Board shall be open to the public. Individuals and groups may make a presentation to the Board at a meeting if the presentation is related to the Board and its mandate.
  - a) One week prior to the next scheduled meeting, notice (in writing) must be received by the Chairperson or the Director of Community Services from any delegation wishing to address the Board.
  - b) Delegations will be given a maximum of fifteen (15) minutes to address the Board.



- 5.8 The Board shall ensure meetings are conducted using Roberts Rules of Order.

## **PART VI – ROLE OF THE BOARD**

- 6.1 The Board shall advise and make recommendations to Council on the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs, board members appointments, parks and green spaces in the Regional Recreational Districts.
- 6.2 The Board shall advise and make recommendations to Council on the allocation of grants and funds to community organizations.
- 6.3 The Board shall promote a co-operative spirit throughout the district to encourage the sharing of all available resources towards the provision of recreation opportunities for everyone in the district.
- 6.4 Each member of the Board is responsible for representing the broad recreation, culture, and parks interests of the Regional Recreation District, as well as contributing to the responsible and prudent direction regarding these interests to the elected officials of the municipality.
- 6.5 The Board shall function as a Liaison by:
- a) Maintaining effective lines of communication with all agencies and organizations by delivering recreation and cultural services in the Regional Recreation District.
  - b) Acting on behalf of all residents of the Regional Recreation District by bringing forth their concerns to Council.
  - c) Reporting to Council, via Council Representatives monthly regarding the status of municipal recreation, cultural, and parks services which may be of concern to Council.
- 6.6 The Board shall advise and make recommendations regarding the preparation of a Recreation Master Plan at least every five (5) years outlining, in order of priority, the basic development of recreation, cultural and parks resources.
- 6.7 The Board shall monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of by-laws, policies, and procedures relating to recreation, culture and parks matters in accordance with the Recreation Master Plan.

## **PART VII – PROCEEDINGS**

- 7.1 In fulfilling its mandate, the Board is empowered to:
- a) appoint sub-committees of the Board to deal with specific components of its duties as determined by the Board; and
  - b) appoint special committees of its members and/or citizens at large to deal with any special study of assignment within its jurisdiction; a committee so appointed shall deal only with the matter of question referred to it for consideration and shall be disbanded upon completion of the assignment.

- 7.2 Annually, at a date established from time to time by Council, the Board shall submit to Council a written budget showing in reasonable form and detail, expenditures proposed to be made by the Board during the next following year with respect to all matters over which the Board has jurisdiction. If Council does not establish such a date, December 1 shall be considered the date by default.
- 7.3 Donated recreation funds remaining at the end of any budget year may be held in Municipal Reserves for Council Approved Municipal Recreation Projects providing these funds are reported and shown in the annual Audit Report.
- 7.4 Members of the Board shall serve without remuneration.

## PART VIII – LIMITATIONS

- 8.1 By Law 705/91 and 828/98 are rescinded.
- 8.2 This By-Law shall take full force and effect upon the date of its passage.

Read for a first time this 26<sup>th</sup> day of April A.D. 20 11  
(RES NO. 40/11)

  
MAYOR MELODIE STOL

  
CORINNE NEWMAN  
CHIEF ADMINISTRATIVE OFFICER

Read for a second time this 26<sup>th</sup> day of April A.D. 20 11  
(RES NO. 41/11)

  
MAYOR MELODIE STOL

  
CORINNE NEWMAN  
CHIEF ADMINISTRATIVE OFFICER

READ FOR A THIRD TIME THIS 26<sup>th</sup> DAY OF April A.D. 20 11  
(RES NO. 43/11)

  
MAYOR MELODIE STOL

  
CORINNE NEWMAN  
CHIEF ADMINISTRATIVE OFFICER

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**MEETING DATE:** February 28, 2023

**PREPARED BY:** Jason Baranec, Economic Development Officer

**SUBJECT:** 2023 Red Deer Home Show

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## **BACKGROUND**

For more than a decade the Town of Blackfalds has participated as a vendor in the annual Red Deer Home Show. This event typically occurs in March and the Town booth is set up and manned by the EDO, Planning Manager, various administration and staff, volunteers from the Economic Development & Tourism Advisory Committee (EDTAC), and Council.

The community benefits received from participation in this event include:

- Opportunity to promote Blackfalds as a desirable place to live by the showcasing quality of life factors including BOLT transit, outstanding recreational amenities, family-friendly community events and cultural offerings, and more.
- Facilitating contacts between prospective residents and residential developments.
- Marketing commercial and industrial land, business, and property opportunities to prospective entrepreneurs and investors.
- Means for attaining input/feedback on a variety of Town initiatives through informal dialogue with community members.

## **DISCUSSION**

The 2023 Red Deer Home Show takes place March 10-12 at Westerner Park. The setup for the event has changed this year and as such, the Town will have a new booth location.

The attached volunteer schedule sign-up sheet was circulated electronically to EDTAC members and is now being presented to Council so they may select the time slots that work best for them, should they be interested and able to participate. The remaining time slots will be filled by Administration and staff.

Once the volunteer schedule is complete, the EDO will provide participants with a Home Show package, containing a vendor badge and all the relevant event details.


## **FINANCIAL IMPLICATIONS**

The total cost for participation in this event is approximately \$5,000, an expense included in the 2023 Operating Budget – Cost Centre – Economic Development.

## **ATTACHMENTS**

- *2023 Home Show Volunteer Schedule*

## **APPROVALS**

  
\_\_\_\_\_  
CAO Myron Thompson  
\_\_\_\_\_  
Department Director/Author

**2023 RED DEER HOME SHOW****MARCH 10-12****VOLUNTEER SCHEDULE****\*minimum three representatives per time slot**

<b>FRIDAY, MARCH 10</b>	12-3	1: Jason Baranec 2: Jolene Tejkl 3: Denise Sumner 4:
	3-5	1: Robert Hogan 2: Marina Appel 3: Jolene Tejkl 4:
	5-8	1: Cliff Soper 2: Jason Baranec 3: 4:
<b>SATURDAY, MARCH 11</b>	10-12	1: Cliff Soper 2: Marina Appel 3: Jason Baranec 4:
	12-3	1: Jason Baranec 2: Ray Olfert 3: Denise Sumner 4:
	3-6	1: Robert Hogan 2: Jason Baranec 3: 4:
<b>SUNDAY, MARCH 12</b>	10-12	1: Cliff Soper 2: Jolene Tejkl 3: 4:
	12-2	1: Jolene Tejkl 2: 3: 4:
	2-5	1: Robert Hogan 2: Jolene Tejkl 3: 4:

Please contact Jason at [jbaranec@blackfalds.ca](mailto:jbaranec@blackfalds.ca) or at 403.885.6246 if you need to make changes to your schedule or if you have any questions.

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**MEETING DATE:** February 28, 2023

**PREPARED BY:** Sue Bornn, FCSS Manager

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

**SUBJECT:** **Volunteer Recognition Awards 2023 Plans**

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## **BACKGROUND**

The FCSS Staff is currently working on plans to celebrate and recognize the contributions made by our valued community ambassadors. Whether they are involved in Town of Blackfalds special events, community programs, community organizations and groups, or as part of our Town boards/committees/commissions; volunteers are the backbone of our community.

Options to hold awards presentations in the last couple of years were limited due to the public health restrictions that were in place. In 2022, award recipients received their awards at Council Chambers while a videographer created a video of the presentation and included greetings from elected officials. In addition, community volunteers received an invitation to attend the Volunteer Movie Nights that were held during National Volunteer Week and National Youth Week.

## **DISCUSSION**

It is our intention to offer recognition in the following manner:

1. Selection process will be carried out the same as in past years:
  - Carol Simpson Volunteer of the Year Award (Town Council)
  - Gloria House Mentor Award (FCSS Board)
  - Outstanding Group Awards (FCSS Board)
  - Dylan Stork Youth Ambassador Award (Town Council)
  - Leaders of Tomorrow Awards (The Mayor, FCSS Youth Programmer and an FCSS Board Representative)
2. Awards presentation during National Volunteer Week: Blackfalds FCSS presents the inaugural *Best of Blackfalds – Volunteer Edition!* The event will include appetizers from our *best food restaurants*, a cash bar, live music from one of our *best local musicians* and an awards presentation highlighting our *best community ambassadors* and the contributions they make to our community. The Best of Blackfalds event is scheduled to take place on the evening of April 19; the awards presented will include:
  - Carol Simpson Volunteer of the Year Award,
  - Gloria House Mentor Award, and
  - Outstanding Group Award (adult category).
3. Awards presentation during National Youth Week: We're excited to announce the return of our Oscar-themed Youth Recognition Night, scheduled to take place May 3. There will be a Red-Carpet, complete with VIP lanyards, paparazzi, and a Walk of Fame, invitees will be asked to wear their Oscar-worthy ensemble. There will be appetizers, and small performances from local youth singers and dancers, as well as an awards presentation. Awards presented will include:
  - Dylan Stork Youth Ambassador Award,



- Leaders of Tomorrow (elementary, junior high and high school category), and
- Outstanding Group Award (youth category).

All marketing for National Volunteer Week is being facilitated through the Town's usual social media channels, on the NEW Blackfalds FCSS Facebook page, on the website events calendar, and in the FCSS Volunteer Newsletter.

We hope that Council will be able to participate, in roles to be determined as planning is formalized, as we celebrate and recognize the valuable contributions made by our dedicated community ambassadors.

We are accepting volunteer nominations until March 1, 2023. If you know someone in our community who selflessly gives their time, please consider nominating them.

### **FINANCIAL IMPLICATIONS**

The total budgeted amount for the 2023 Volunteer Recognition events is \$12,000, including sponsorship (\$3,000) and Volunteer Alberta grant funding (\$500).

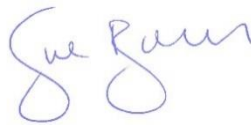
### **ATTACHMENTS**

- *Event Marketing Posters*

### **APPROVALS**



CAO Myron Thompson



Department Director/Author

PRESENTING

- THE -

# Best of Blackfalds



- IN RECOGNITION OF -

**NATIONAL VOLUNTEER WEEK 2023**

WEDNESDAY

**04.19**

COMMUNITY CENTRE

**6-8 PM**

LIVE MUSIC

**AWARDS**

CASH BAR

**18+**

Evening will include appetizers, 1 complimentary cocktail, and presentation of the Carol Simpson Volunteer of the Year Award, Gloria House Mentor Award and Outstanding Group (adult) Award.

**RSVP REQUIRED by April 10 | [volunteer@blackfalds.ca](mailto:volunteer@blackfalds.ca) | 403.885.6360**





MEGlobal Presents....

# YOUTH RECOGNITION NIGHT

Roll out the red carpet and make way for our  
youth volunteers and award recipients!

★★★★ VIP DETAILS ★★★★★

Wednesday, May 3, 2023

Doors open at 6 PM

★★★★ ON LOCATION AT ★★★★★

Blackfalds Community Centre

★★★★ RSVP TO ★★★★★

[volunteer@blackfalds.ca](mailto:volunteer@blackfalds.ca) by April 24



**BLACKFALDS**  
**FCSS**  
FAMILY & COMMUNITY  
SUPPORT SERVICES

Evening will include appetizers, live music, and presentation of the  
Dylan Stork Youth Ambassador Award, Leaders of Tomorrow Awards,  
and Outstanding Group (youth) Award.

*Alberta*

**MEGlobal**  
An EQUATE Company

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**MEETING DATE:** February 28, 2023

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

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

**SUBJECT:** **Eagle Builders Center Deficiencies**

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## **BACKGROUND**

At the last Regular Council Meeting on February 14, 2023, Council requested an update on the list of deficiencies and an expected timeline for those deficiencies to be repaired. Administration met with Delnor on October 20<sup>th</sup>, 2022, and did a walkthrough of the arena and made note of any deficiencies. Since that time, Delnor has completed several of the items identified and Administration has maintained ongoing communication to advance the remedy of the outstanding items.

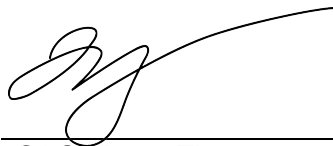
## **DISCUSSION**

Administration is working with Delnor to further complete the remaining deficiencies. Some of the items will have to wait until the season is complete or when we have warmer weather. We are anticipating that the deficiencies will be addressed by the timeline indicated in the attached spreadsheet. It should be noted that a few additional items were determined to be issues following the deficiency walkthrough with Delnor and include undersized HVAC blower motors for the Library and Junior A space and the library lighting issues. We are working with Delnor, the engineers and the manufacturers to resolve these issues.

## **ATTACHMENTS**

- *List of Eagle Builders Center Deficiencies*

## **APPROVALS**



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CAO Myron Thompson

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Department Director/Author

List of Eagle Builders Center Deficiencies

Deficiency Item	Notes/Comments	Status/Progress	Estimated Completion
Ice Surface Lighting	Lights are on site	Lights ready for installation	Immediately following season (April 24), while ice is still in to see effect
Library Lighting	Small lights in library keep going out	With Electrical Engineers to determine issues	Awaiting review from Engineers
FM&H Security Gate	Bottom lock post not working properly	Completed	
Library HVAC	New motor required for air flow	Completed	
Junior A HVAC	New motor required for air flow	Parts ordered	March 3, 2023
Snow Dump	Add puckboard to snow dump area	Supplies ordered	Will complete at the end of the season
Ref Room Hallway water drips	Water residue on floor from dripping water	Completed	
Main Entrance Accessible Door	Accessible door control, main entrance	Completed	
Painting of outside south-facing wall by the Zamboni door	South-facing wall requires another coat of paint	Contractor notified of the work to be completed	Completed in Spring with warmer weather
Lobby Lights	Programming issues with lights	Completed	
Washroom Painting	Washroom entrances require painting	Completed	
Cooler Access Panel	Access for bar cooler	Completed	
Drywall Touchups	Drywall cracking in spots	Completed	
Washroom Grout	Identified issues with grout bleeding on tile	Contractor aware of issue	Following season when showers are not in use
Plant Room Drywall/Painting	Old Zamboni room access sealed with drywall and paint ready	Completed	
Jr. A Dressing Room Door Alignment	Door was not aligned properly	Completed	
Exterior Flashing	Flashing needs to be installed around the side of the Bulldogs dressing room	Contractor aware of issue	Completed in Spring with warmer weather
No Parking Signs	Exterior signage in front of library and Jr. A Room	Signs ordered, temporary signage up	March 10, 2023



Organizational Meeting  
December 5, 2022 @ 1:00pm  
Lacombe Lodge

## Organizational Meeting Minutes

In Attendance:	Colleen Ebdon	Town of Eckville
	Lenore Eastman	Town of Bentley
	Barb Gilliat	Village of Alix
	Barb Shepherd	Lacombe County
	Tracy Hallman	Village of Clive
	Reuben Konnik	City of Lacombe
	Jamie Hoover	Town of Blackfalds
	The Bethany Group	Carla Beck (regrets), Shannon Holtz, Melodie Stol (recorder)
	Lacombe Foundation	Ann Hultink

1.	<b>Call to Order</b> The meeting was called to order at 1:06 pm.
2.	<b>Appointment of Officers</b> The Chair was handed over to Melodie Stol, who called for nominations for Board Chair. Barb Gilliat nominated Jamie Hoover, who accepted the nomination. A second and third call for nominations was made. <i>With no further nominations, Jamie Hoover was declared Board Chair.</i> The Chair was handed to Jamie Hoover, who called for nominations for Board Vice Chair. Barb Shepherd nominated Barb Gilliat, who accepted the nomination. A second and third call was made. <i>With no further nominations, Barb Gilliat was declared Board Vice Chair.</i>
3.	<b>Review of Honorarium</b> Recommended that honorarium remain at \$83/half day, \$166/whole day and mileage increase to the CRA reasonable rate, currently 0.61/km. <i>Moved by C. Ebdon to adjust mileage to the 2022 CRA Reasonable rate of \$0.61. CARRIED</i>
4.	<b>Signing Authorities</b> The signing authority positions and names were reviewed. No changes were made from the 2021 Organizational meeting.

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	<p><i>Moved by R. Konnik to confirm the Signing Authorities as follows:</i></p> <p><i>General Operating Accounts and Investment Accounts</i></p> <p><i>Chief Executive Officer – Carla Beck</i></p> <p><i>Director, Lodges and Housing – Shannon Holtz</i></p> <p><i>Chair – Jamie Hoover</i></p> <p><i>Vice Chair – Barb Gilliat</i></p> <p><i>ATB Administrator</i></p> <p><i>Chief Executive Officer – Carla Beck</i></p> <p><i>Director, Lodges and Housing – Shannon Holtz</i></p> <p><i>Financial Manager- Ann Hultink</i></p> <p style="text-align: right;"><i>CARRIED</i></p>
5.	<p><b>2023 Meeting Dates</b></p> <p>Mondays January 30, March 27, May 15, June 19, September 25 and November 27, 2023 with the January 30 to be held by Zoom.</p> <p><i>Moved by B. Gilliat that the 2023 Meeting Schedule be accepted as presented.</i> <span style="float: right;"><i>CARRIED</i></span></p>
6.	<p><b>Adjournment</b></p> <p>The December 5, 2022 Organizational meeting was declared adjourned at 1:15 pm.</p>

\_\_\_\_\_  
Jamie Hoover  
Board Chair, Lacombe Foundation

Date

January 30, 2023

  
\_\_\_\_\_  
Carla Beck or Shannon Holtz,  
The Bethany Group

Date

January 30, 2023

*Caring Communities*



## MINUTES

In Attendance:	Colleen Ebdon	Town of Eckville
	Lenore Eastman	Town of Bentley
	Barb Gilliat	Village of Alix
	Barb Shepherd	Lacombe County
	Tracy Hallman	Village of Clive
	Reuben Konnik	City of Lacombe
	Jamie Hoover	Town of Blackfalds
	The Bethany Group	Carla Beck (regrets), Shannon Holtz, Melodie Stol (recorder)
	Lacombe Foundation	Ann Hultink

<b>1.</b>	<b>Call to Order</b> The meeting was called to order at 1:15 pm by Board Chair Jamie Hoover.
<b>2.</b>	<b>Approval of Agenda</b> <i>B. Shepherd moved to accept the Agenda as presented.</i> <span style="float: right;"><i>CARRIED</i></span>
<b>3.</b>	<b>Approval of Minutes</b> <i>R. Konnik moved to approve the Regular Meeting Minutes of September 26, 2022 as presented.</i> <span style="float: right;"><i>CARRIED</i></span>
<b>4.</b>	<b>Correspondence</b>
	a. Seniors and Housing Business Plan
	b. Seniors Income Amounts October-December 2022
	c. The Bethany Group Annual Report
	<i>T. Hallman moved to accept the Correspondence as information.</i> <span style="float: right;"><i>CARRIED</i></span>
<b>5.</b>	<b>Reports</b>
	a. Financial Reports Review of financial statements and explanatory notes for the 10 months ending October 31, 2022  Lodges: Covid funding still being received for occupancy loss to the 2019 benchmark. Increase in guest meals as more families are joining meals and an increase in Meals on Wheels. Staffing costs are under as vacant shifts are not being backfilled because of the lower occupancy numbers. Utilities are in a good position with our contracts thru 87/60.

		<p>Pendant system and dry sprinkler repairs in Eckville.</p> <p>Affordable Housing: Good financial position with full occupancy of the units and rental rates increase of July 2022. Expenses include a hot water tank replacement in Blackfalds, and the increase to mortgage rates in July.</p> <p>Deferred Contribution: Bus Fund: Replacement of bus tires was funded through the bus fund. Amount remaining is \$2274.</p>
	b.	<p>Occupancy Stats to November 30, 2022</p> <p>Affordable: Full occupancy.</p> <p>Lodges: Some Eckville lodge residents have moved to the DSL side. In Lacombe 6 move-ins were balanced off with 6 move-outs. TBG has started a Lodge marketing working group to share ideas and develop plans with the Lodge managers.</p>
	c.	<p>CAO Report</p> <p>Flu and Booster Immunizations offered at each lodge site. CLAC contract ratified by their members. Full staffing levels of HCA's, including a casual pool. Financial analyst position is vacant, TBG is providing payroll support while recruitment is ongoing. QI project meal time experience is wrapping up, with focus on lessons learned and best practices. Menu feedback from residents. Ministry change to Seniors, Community and Social Service, update on HUB affordable housing project and ASCHA regional meeting.</p>
	<p><i>L. Eastman moved to accept the Reports as information.</i> <span style="float: right;"><i>CARRIED</i></span></p>	
<b>6.</b>	<b>New Business</b>	
	a.	<p>Budget 2023</p> <p>Affordable: Revenues based on 95% occupancy with no increase to rental rates in 2023. Expenses include increases related to the CPI, insurance, operating maintenance up from \$850 to \$1000 per door. Non-recurring maintenance of \$15,000 for shingles replacement. Favorable utilizes futures contracts with 87/60. TBG management fee increase of 7% and mortgage renewal in July 2023.</p> <p>Lodges: Revenues based on no Covid funding, conservative occupancy estimate. No changes to rental rates, service fees or LAP funding. Still waiting to hear about DSL transitioning to enhanced lodge services model. Expenses include increases related to the CPI, new union contract with wage increases, operating maintenance up from \$850 to \$1000 per door. Non-recurring maintenance of \$20,000 for window replacement. This work has become critical as lodge replacement has not been approved. Not in budget is replacement of nurse call system in Eckville. Grant funding through the CMR program will be pursued for the windows and nurse call. Favorable utilizes futures contracts with 87/60. TBG management fee increase of 7%.</p> <p>Discussion on how to address the budget deficit of \$335,751 through a combination of requisition increase and using retaining earnings. Requisition has not been increased in ten years since 2012. Increasing from \$624,600 to \$775,000 would be an increase of \$150,400 and cover about 50% of the deficit.</p>



		<p><i>B. Shepherd moved to approve the 2023 Lodges Budget with a requisition of \$775,000 and the projected deficit to be drawn from retained earnings. CARRIED</i></p> <p><i>R. Konnik moved to approve the 2023 Affordable Housing budget as presented. CARRIED</i></p> <p><i>C. Ebden moved to approve the July 2023 rate sheets with no changes to rental rate calculations, no increases to service fees and changes to the Guest Meal rates and an increase of \$1.00 to the Eckville Manor cable charges. CARRIED</i></p>
	b.	<p>Affordable Housing</p> <p>Chair Hoover shared that the Town of Blackfalds is nearing completion of a social needs assessments. Discussion on the affordable housing program.</p>
7.	<p><b>Next Meeting Date</b></p> <p>Monday January 30, 2023 at 1:00 pm via Zoom.</p>	
8.	<p><b>Adjournment</b></p> <p>The December 5, 2022 Lacombe Foundation meeting was declared adjourned at 3:03pm.</p>	

Jamie Hoover, Board Chair  
Lacombe Foundation

Carla Beck, CEO or Shannon Holtz, Director  
The Bethany Group

January 30, 2023

Date

January 30, 2023

Date

*Caring Communities*



WHERE PEOPLE ARE THE KEY

## **HIGHLIGHTS OF THE REGULAR COUNCIL MEETING FEBRUARY 9, 2023**

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### **SANDY POINT RESORT/SUNBREAKER COVE BOAT LAUNCH PAID PARKING**

In 2022, paid parking was implemented for the summer season at Sandy Point Resort and Sunbreaker Cove Boat Launch. By resolution of Council the Lacombe County paid parking program for Sandy Point Resort and the Sunbreaker Cove Boat launch will be maintained in its current form.

### **CERTIFICATE OF RECOGNITION 2022 AUDIT**

Lacombe County participates in the voluntary Partnerships in Injury Reduction Program that awards a Certification of Recognition (COR) for the health and safety management system. The program is a collaboration between the Alberta Ministry of Jobs, Economy, and Northern Development, the Workers' Compensation Board (WCB), and employers through certifying partners, such as the Alberta Municipal Health and Safety Association (AMHSA).

To participate in the program, Lacombe County must evaluate its health and safety program annually and complete a recertifying audit every third year. A presentation was provided on the 2022 COR audit for Lacombe County. The 2022 Audit Score was 97%. Lacombe County is recognized as a leader in exceeding regulatory requirements.

### **POLICY RC(1) ALIX ARENA ASSOCIATION**

Lacombe County will provide financial support in the amount of \$ 12,000 to the Alix Arena Association's plexiglass and painting project.

### **GULL LAKE WATERSHED SOCIETY REQUEST**

Lacombe County will write a letter to the Minister of Alberta Environment and Protected Areas and the Minister of Forestry, Parks and Tourism, with copies to Minister Ron Orr and MLA Jason Nixon, urging that the Province of Alberta give a timely response of the Gull Lake Watershed Society's Prussian Carp pressurized filtration system proposal.

### **ECKVILLE ARENA OPERATING ASSOCIATION – REPRESENTATION**

A request from the Eckville Arena Operating Association that Lacombe County appoint a representative to the Association was received for information.

### **NURSE PRACTITIONER PROGRAM**

The County Manager was directed to a report for presentation at a future Council meeting regarding developing a resolution for the 2023 Fall RMA Convention with respect to funding of the Nurse Practitioner Program. .

### **QUEEN ELIZABETH II JUBILEE MEDALS**

Recipients of the Queen Elizabeth II Jubilee Medal, as nominated by Lacombe County, will be presented with their medal at a future Council meeting.

### **BYLAW NO. 1384/23 – SOUTH OF HIGHWAY 11(East of Haynes) AREA STRUCTURE PLAN**

Bylaw No.1384/23, a bylaw of Lacombe County to adopt the South of Highway 11 (East of Haynes) Area Structure Plan received first reading. A public hearing for Bylaw No. 1384/23 will be held on March 9, 2023, commencing at 9:10 a.m.



WHERE PEOPLE ARE THE KEY

**BYLAW NO. 1363/22 – PALM COVE AREA OFF-SITE LEVY**

Bylaw No.1363/22, a bylaw of Lacombe County to adopt an off-site levy for land that is to be subdivided or developed within the Palm Cove Area on Sylvan Lake received first reading. A public hearing for Bylaw No. 1363/22 will be held on March 9, 2023 commencing at 9:00 a.m.

**BYLAW NO. 1385/23 RATES AND FEES 2023**

Bylaw No. 1386/23, a bylaw of Lacombe County to authorize the establishment of Council Committees for Lacombe County was read a first, second and third time and so passed by Council.

**Next Regular Council Meeting is**  
**Thursday, February 23, 2023 - 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**April 4, 2023 – 9:00 a.m.**

**Lacombe County Administration Building**

**\*\*For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website ([www.lacombecounty.com](http://www.lacombecounty.com)) after approval.**

[illegible]

<b>TO</b>		Members of Council		
<b>FROM</b>		Deputy Mayor Laura Svab		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary or key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: January 16 – February 16, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
January 18	x			Governance Workshop
February 1	x			Recreation, Culture, and Parks Board Meeting
February 7	x			Library Board Meeting
February 14	x			Regular Council Meeting



<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Brenda Dennis</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: January 15 – February 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
January 16	X			Standing Committee Meeting
January 18	X			Governance Workshop
January 20		X		Cheemo Club – to be rescheduled
January 24	X			MPC Meeting
January 24	X			Regular Council Meeting
February 14			X	Pink Shirt Pictures
February 14	X			Regular Council Meeting

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Jim Sands</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: Jan 15/ 23- Feb 15/ 23, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Jan 16/ 23	X			Standing Committee Meeting
Jan 18/ 23			X	Governance Workshop
Jan 20/ 23			X	Councillors Corner Submission
Jan 24/ 23	X			MPC Meeting
Jan 24/ 23	X			Regular Council Meeting
Feb 9/ 23	X			ICF Meeting- Lacombe County
Feb 14/ 23	X			Pink Shirt Photo Day
Feb 14/ 23	X			Regular Council Meeting

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Edna Coulter</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: January 16 to February 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Jan 18, 2023			X	Governance Work Shop
Jan 19, 2023	X			Blackfalds Health Practitioner Attraction and Retention Committee
Jan 20, 2023	X			Special Council Meeting
Jan 24, 2023	X			Regular Council Meeting
Jan 25, 2023	X			Blackfalds Youth Action Coalition Meeting
Feb 7, 2023	X			Blackfalds Library Meeting
Feb 14, 2023	X			Regular Council Meeting

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Rebecca Stendie</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: January 16, 2022 to February 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
January 16, 2023				Standing Committee of Council
January 18, 2023				Governance workshop
January 24, 2023				Regular Council meeting
February 1, 2023				Recreation, Culture, and Parks committee meeting
February 9, 2023				Inter-collaborative Framework meeting with Lacombe County
February 14, 2023				Regular Council meeting

TO		Members of Council		
FROM		Councillor Marina Appel		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary of key issues, decisions and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: 16 January – 15 February, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Jan 16	X			SCC Meeting
Jan 18		X		Governance Workshop
Jan 19	X			BHPARC Meeting
Jan 20			X	Joined the Cheemo Club for an afternoon event – however was turned away due to an apparent scheduling mishap. This happened to multiple councillors.
Jan 20	X			Special Council Meeting
Jan 24	X			RCC Meeting
Feb 2	X			Blackfalds Chamber of Commerce Meeting
Feb 3	X			Youth Engagement Planning Subcommittee – IRJC Discussions regarding creating focus groups for specific areas on concern.
Feb 9	X			IDP/ICF Meeting – Lacombe County Offices
Feb 14	X			RCC Meeting
Feb 15	X			Youth Engagement Planning Subcommittee – IRJC Focus groups created and discussions took place.

**MINUTES**

A Regular Council Meeting for the Town of Blackfalds was held on February 14, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Myron Thompson, CAO  
Justin de Bresser, Director of Corporate Services  
Rick Kreklewich, Director of Community Services  
Laura Thevenaz, Infrastructure Services Manager  
Darolee Bouteiller, Finance Manager  
Marco Jadie, IT Tech  
Danielle Nealon, Executive & Legislative Coordinator

**REGRETS**

Preston Weran, Director of Infrastructure and Property Services

**MEDIA**

None

**OTHERS PRESENT**

None

**CALL TO  
ORDER:**

Mayor Hoover called the Regular Council Meeting to order at 7:00 p.m.

**TREATY SIX LAND ACKNOWLEDGEMENT**

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

**ADOPTION OF AGENDA**

Addition of Business item 7.4 - Consulting Service – CAO Recruitment  
Addition of Business item 7.5 - Consulting Service – Governance Workshop

**038/23**

Deputy Mayor Svab moved That Council adopt the February 14, 2023, Agenda as amended.

**CARRIED UNANIMOUSLY**

**DELEGATION**

None

**PUBLIC HEARING**

None

**BUSINESS ARISING FROM MINUTES**

None



**MINUTES****BUSINESS****Request for Decision, 2024 Budget Planning Timeline**

Manager Bouteiller presented to Council the proposed 2024 Budget Timeline.

- 039/23** Councillor Stendie moved That Council accepts the recommendations of Administration to approve the 2024 Budget Timeline as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, Lorne Avenue Rehabilitation Project & Pavement Management Study Update**

Manager Thevenaz brought forward for Council's consideration the selection of Lorne Avenue for the pavement rehabilitation project.

- 040/23** Councillor Sands moved That Council approve the selection of Lorne Avenue for the pavement rehabilitation project under the approved 2023 Capital Budget.

**CARRIED UNANIMOUSLY**

**Request for Decision, Integrity Commissioner Consulting Service**

CAO Thompson requested Council's direction, to determine the changes to the process to activate the role of the Local Integrity Commissioner.

- 041/23** Councillor Appel moved That Council directs Administration to create a formal process to activate the role of the Local Integrity Commissioner in assisting with Council performance functions.

**CARRIED UNANIMOUSLY**

**Consulting Service – CAO Recruitment**

Mayor Hoover brought forward for discussion the new anticipated timeline for Consulting Services for the CAO recruitment.

**Consulting Service – Governance Workshop**

Mayor Hoover brought forward for discussion the dates for a follow-up Council Governance Workshop.

- 042/23** Deputy Mayor Svab moved That Council's next Governance Workshop will be on February 21, 2023.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE**

None

**INFORMATION**

- Report for Council, Enforcement and Protective Services Monthly Report – January 2023
- Report for Council, Development & Building Monthly Report – January 2023
- Report for Council, BOLT KPI Monthly Report – January 2023
- Municipal Planning Commission Meeting Minutes – November 22, 2022
- Recreation, Culture and Parks Board Meeting Minutes – January 4, 2023
- Family & Community Support Services Board Meeting Minutes – January 12, 2023
- City of Lacombe Highlights – January 23, 2023

**MINUTES**

- 
- County of Lacombe Highlights – January 26, 2023

**043/23** Deputy Mayor Svab moved That Council accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**ROUND TABLE DISCUSSION**

None

**ADOPTION OF MINUTES**

**044/23** Councillor Appel moved That Council accept the Special Meeting of Council Minutes from January 20, 2023, as presented.

**CARRIED UNANIMOUSLY**

**045/23** Councillor Sands moved That Council accept the Regular Council Meeting Minutes from January 24, 2023, as presented.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**BUSINESS FOR THE GOOD OF COUNCIL**

None

**CONFIDENTIAL**

None

**ADJOURNMENT**

Mayor Hoover adjourned the Regular Council Meeting at 7:51 p.m.

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Jamie Hoover, Mayor

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Myron Thompson, CAO



**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
NOTICE OF MOTION**

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**MEETING DATE:** February <sup>28</sup>~~14~~, 2023

**PRESENTED BY:** Brenda Dennis

**SUBJECT:** EBC Deficiencies

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I, Councillor Dennis, move that Council receives a list of deficiencies of the Eagle Builders Centre, inside and outside including the library and the concession, along the agreement with Delnor. I also request a timeline that these deficiencies expect to be completed and a weekly progress report to Council when the deficiencies have been completed.

**Brenda Dennis, Councillor**

Your Name, Title