
1. **WELCOME AND CALL TO ORDER**

2. **LAND ACKNOWLEDGEMENT**

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

3. **ADOPTION OF AGENDAS**

- 3.1 Regular Agenda for June 10, 2025
3.2 Consent Agenda for June 10, 2025
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
 - b) **Adoption of Minutes**
 - o Special Council Meeting Minutes - May 13, 2025
 - o Regular Council Meeting Minutes - May 13, 2025
 - o Standing Committee of Council Meeting Minutes - May 20, 2025
 - o Special Council Meeting Minutes - June 4, 2025
 - c) **Council Reports**
None
 - d) **Administrative Reports**
 - o Report for Council, Enforcement & Protective Services Monthly Report - May 2025
 - o Report for Council, Development & Building Monthly Report - May 2025
 - o Report for Council, 2024-2026 Mid-Term Strategic Plan Actions Update
 - e) **Boards, Committee and Commission Minutes and/or Reports**
 - o Lacombe Foundation Board Meeting Minutes - March 24, 2025
 - f) **Information**
 - o Parkland Regional Library Audit Report - 2024
 - o Watershed Management & Land Use Planning Proceedings Summary - March 24, 2025
 - o Lacombe County Council Highlights - May 8, 2025
 - o City of Lacombe Council Highlights - May 12, 2025
 - o Lacombe County Council Highlights - May 22, 2025
 - o Servus Credit Union Public Library Blackfalds Programming Report - May 23, 2025
 - o City of Lacombe Council Highlights - May 25, 2025
 - g) **Correspondence**
 - o Letter and Guide from C. Peirce - Battle River Watershed Alliance - May 12, 2025
 - o Letter from Deputy Premier and Minister of Public Safety and Emergency Services - May 30, 2025

4. **PUBLIC HEARING**

- 4.1 Request for Decision, Postponement of Public Hearing - Bylaw 1329.25 – 5401 & 5403 South Street Redistricting

5. **DELEGATION**

- 5.1 Long Service Recognition Award - CAO Kim Isaak (20 Years Public Service), *Mayor Hoover*
5.2 STARS Annual Update - *Shannon Paquette, Donor Relations and Development Officer*

6. **BUSINESS**

- 6.1 Request for Decision, Bylaw 1333.25 - Elections Bylaw (*First Reading*) and 2025 Municipal General Election
6.2 Request for Decision, Bylaw 1334.25 - Smoking and Vaping Bylaw Amendment (*First, Second & Third Reading*)
6.3 Request for Decision, Bylaw 1335.25 - Animal Control Bylaw (*First, Second & Third Reading*)
6.4 Request for Decision, 2025 Budget - Spring Adjustments
6.5 Request for Decision, 25th Kickin' Country Parade (Camrose)
6.6 Request for Decision, Bowden Daze Rodeo Parade 2025
6.7 Request for Decision, Annual Rimbey Rodeo Weekend Parade

7. **NOTICES OF MOTION**

None

8. **CONFIDENTIAL**

None

9. **ADJOURNMENT**

Future Meetings/Events:

- Standing Committee of Council Meeting – June 16, 2025
- Regular Council Meeting – June 24, 2025

MINUTES

A Special Council Meeting for the Town of Blackfalds was held on May 13, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 6:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Kim Isaak, Chief Administrative Officer
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

Deputy Mayor Edna Coulter

MEDIA

None

OTHERS PRESENT

None

WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Special Council Meeting of May 13, 2025, and called the meeting to order at 6:00 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

103/25 Councillor Svab moved That Council adopt the Special Meeting Agenda for May 13, 2025, as presented.

CARRIED UNANIMOUSLY

CONFIDENTIAL

- **CAO Evaluation – FOIP Section 19(1) – Confidential Evaluations**

104/25 Councillor Sands moved That Council move to a closed session commencing at 6:00 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 19 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

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

105/25 Councillor Appel moved That Council move to come out of the closed session at 6:46 p.m.

CARRIED UNANIMOUSLY

MINUTES

SPECIAL COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Special Council Meeting back to order at 6:46 p.m.

Special Council Meeting Attendance: *Mayor Jamie Hoover, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis, Councillor Jim Sands and CAO Kim Isaak.*

106/25 Councillor Appel moved That Council approve the CAO Evaluation for 2025.

CARRIED UNANIMOUSLY

107/25 Councillor Appel moved That Council approve \$5,000 in the 2026 Budget for the CAO Evaluation for 2026.

CARRIED UNANIMOUSLY

ADJOURNMENT

Mayor Hoover adjourned the Special Council Meeting at 6:47 p.m.

Jamie Hoover, Mayor

Kim Isaak, Chief Administrative Officer

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on May 13, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Kim Isaak, Chief Administrative Officer
Preston Weran, Director of Infrastructure & Planning Services
Rick Kreklewich, Director of Community Services
Ken Morrison, Director of Emergency Management & Protective Services
Jolene Tejkl, Planning & Development Manager
Sawyer Hick, FCSS Manager
Marco Jadie, Information Technology Analyst
Renan Bravo, IT Technician
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

Deputy Mayor Edna Coulter

MEDIA

None

OTHERS PRESENT

None

WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Regular Council Meeting of May 13, 2025, and called the meeting to order at 7:01 p.m. and indicated that Deputy Mayor Coulter sent her regrets.

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDAS

Regular Agenda Business items 6.7 Request for Decision, Bylaw 1325.25 – 4409 South Street Redistricting and 6.8 Request for Decision, Bylaw 1306.24 – Municipal Development Plan, Map 2 Amendments were reversed in order.

108/25 Councillor Svab moved That Council adopt the Regular Agenda for May 13, 2025, as amended.

CARRIED UNANIMOUSLY

109/25 Councillor Sands moved That Council adopt the Consent Agenda for May 13, 2025, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
 - Regular Council Meeting Minutes - April 22, 2025

MINUTES

- **Council Reports**
None
- **Administrative Reports**
 - Report for Council, Enforcement & Protective Services Monthly Report - April 2025
 - Report for Council, Development & Building Monthly Report - April 2025
 - Report for Council, 2025 Blackfalds Community Events
- **Boards, Committee and Commission Minutes and/or Reports**
 - Lacombe Foundation Financial Statements 2024
- **Information**
 - STARS Town of Blackfalds Ally Impact Report 2024
 - Lacombe County Council Highlights - April 24, 2025
 - City of Lacombe Council Highlights - April 28, 2025
 - Special Event Permit 004.25 - Blackfalds Days Parade
 - Special Event Permit 005.25 - Blackfalds Days Fireworks
 - Special Event Permit 006.25 - Little of This Market Blackfalds Days 2025
- **Correspondence**
None

CARRIED UNANIMOUSLY**PUBLIC HEARING****Bylaw 1328.25 - McKay Ranch Phase 6A Redistricting**

Mayor Hoover declared the Public Hearing open at 7:04 p.m. for Bylaw 1328.25.

The purpose of Bylaw 1328.25 is to amend the Land Use Bylaw to redistrict a portion of Lot 1 Block 2 Plan 112 4253 from Urban Reserve District (UR) Residential High Density District (R-4).

First Reading was given to Bylaw 1328.25 on April 8, 2025.

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

- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers, commencing April 10, 2025.
- A hard copy of proposed Bylaw 1328.25 was available for viewing at the Town's Civic Centre Front Counter (upstairs) as of April 10, 2025.
- Via email to all local authorities and agencies on April 10, 2025.
- Via email to internal departments on April 10, 2025.
- On the Town's electronic sign commencing April 10, 2025 (Note only advertised on HWY 2A sign).
- April 2025 and May 2025 edition of "Talk of the Town".
- On the Town's website commencing on April 10, 2025.
- Circulation to adjacent landowners on April 10, 2025.
- Via email to the Municipal Planning Commission on April 9, 2025.
- In the May 1 and May 8, 2025 editions of the Lacombe Express.
- On the Town's social media channels in the weeks leading up to the Public Hearing.

The following written comments have been received to date:

- April 14, 2025, submission from Telus
- April 15, 2025, submission from Lacombe County
- April 17, 2025, submission from Rogers
- April 29, 2025, submission from Alberta Transportation and Economic Corridors
- April 29, 2025, submission from Fortis

There were no late submissions relating to the Bylaw.

MINUTES

Those in Favour of the Bylaw

None came forward, and none attended virtually.

Those Opposed to the Bylaw

None came forward, and none attended virtually.

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

None came forward, and none attended virtually.

Comments from the Planning & Development Department

None

Mayor Hoover declared the Public Hearing for Bylaw 1328.25 closed at 7:06 p.m.

DELEGATION

None

BUSINESS

Request for Decision, T15 Tandem Truck Replacement

Director Weran brought forward a report regarding the replacement of the T15 Tandem Truck and requested Council's direction.

110/25 Councillor Appel moved That Council instruct Administration to investigate the purchase of a new tandem truck and mounting of accessories as an emergency purchase.

CARRIED UNANIMOUSLY

111/25 Councillor Sands moved That Council allocate \$340,000 to be drawn from the General Capital Reserve, to fund this fleet purchase.

CARRIED UNANIMOUSLY

Request for Decision, Proclamation - National Public Works Week

Director Weran presented a request for Council to proclaim Public Works Week.

112/25 Councillor Sands moved That Council move to proclaim May 18 – 24, 2025, as Public Works Week in the Town of Blackfalds.

CARRIED UNANIMOUSLY

Request for Decision, Aspen Lakes West Phase 2 - Shallow Utilities Project Award

Director Weran presented an overview of the tender results for the Aspen Lakes West Phase 2 - Shallow Utilities Project and the recommendation for awarding the project.

113/25 Councillor Svab moved Council award the Aspen Lakes West Ph 2 Shallow Utility Project to Charger Utility Services Ltd. for \$291,030.85 excluding GST.

CARRIED UNANIMOUSLY

Request for Decision, Broadway Reservoir Expansion Contract 1 Tender Award

Director Weran presented an overview of the tender results for the Broadway Reservoir Expansion Contract 1 and the recommendation for awarding the project.

114/25 Councillor Appel moved That Council award the Broadway Reservoir Expansion Contract 1 Project to Timcon Construction Ltd. for \$6,475,241.40 excluding GST.

CARRIED UNANIMOUSLY

MINUTES

Request for Decision, Bylaw 1328.25 - McKay Ranch Phase 6A Redistricting

Following the closing of the Public Hearing, Manager Tejkl brought forward Bylaw 1328.25, pertaining to McKay Ranch Phase 6A Redistricting for Council's consideration of Second and Third Reading.

- 115/25** Councillor Dennis moved That Council give Second Reading to Bylaw 1328.25, McKay Ranch Phase 6A Redistricting, as presented.

CARRIED UNANIMOUSLY

- 116/25** Councillor Sands moved That Council give Third Reading to Bylaw 1328.25, McKay Ranch Phase 6A Redistricting, as presented.

CARRIED UNANIMOUSLY

Request for Decision, Subdivision File No. S-03-25, McKay Ranch Phase 6A

Manager Tejkl brought forward Subdivision File No. S-03-25, pertaining to McKay Ranch Phase 6A Redistricting for Council's consideration.

- 117/25** Councillor Svab moved That That Council, being the designated Subdivision Authority for the Town of Blackfalds, is satisfied that the proposed subdivision meets the relevant considerations and moves to APPROVE the subdivision of a 2.17 hectare (5.36 acre) parcel out of Part of Lot 1, Block 2, Plan 112 4253 in SW 25-39-27-W4M, subject to the following conditions:

1. That the Plan of Subdivision shall be updated to remove the Temporary Turnaround R/W at the eastern portion of Eastpointe Drive.
2. That the Plan of Subdivision for McKay Ranch Phase 4 (our subdivision file no. S-06-24) be registered at the Land Titles Office prior to the registration of this subdivision for McKay Ranch Phase 6A (our file number S-03-25).
3. That pursuant to Section 84 of the *Land Titles Act*, the subdivision, as amended pursuant to Condition of Subdivision Approval 1, is registered by Plan of Survey.
4. That pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes are to be paid, or some other arrangements satisfactory to the Town of Blackfalds for payment thereof be made.
5. That pursuant to Section 655(1)(d) of the *Municipal Government Act*, the developer enters into a Development Agreement with the Town of Blackfalds concerning the servicing and development of the subdivision and the payment of off-site levies.

CARRIED UNANIMOUSLY

Request for Decision, Bylaw 1306.24 - Municipal Development Plan, Map 2 Amendments (4409 South Street)

Manager Tejkl brought forward Bylaw 1306.24 to amend Map 2 of the Municipal Development Plan for Council's consideration of Third Reading.

- 118/25** Councillor Appel moved That Council give Third Reading to Bylaw 1306.24, to amend 4409 South Street on Map 2 of the Municipal Development Plan to Residential.

CARRIED UNANIMOUSLY

MINUTES

Request for Decision, Bylaw 1325.25 - 4409 South Street Redistricting

Manager Tejkl brought forward Bylaw 1325.25 pertaining to the redistricting of 4409 South Street for Council's consideration of Third Reading.

- 119/25** Councillor Sands moved That Council give Third Reading to Bylaw 1325.25, to redistrict 4409 South Street to Direct Control District #5, as presented.

CARRIED UNANIMOUSLY

Request for Decision, Bylaw 1329.25 - 5401 & 5403 South Street Redistricting

Manager Tejkl brought forward Bylaw 1329.25, being a Bylaw to redistrict 5401 & 5403 South Street for Council's consideration and subsequent setting of a Public Hearing.

- 120/25** Councillor Svab moved That Council give First Reading to Bylaw 1329.25 – 5401 & 5403 South Street Redistricting, as presented.

CARRIED UNANIMOUSLY

- 121/25** Councillor Appel moved That a Public Hearing date be set for June 10, 2025, at 7:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

Request for Decision, 2025 FCSS Funding Allocation Recommendation

Manager Hick brought forward the Family and Community Support Services Board's recommendation for allocating the FCSS funding.

- 122/25** Councillor Dennis moved That Council accept the FCSS Board recommendation to allocate FCSS grant funding in the amount of \$5,775 to Iron Ridge Elementary Campus, \$9,000 to Big Brothers Big Sisters Lacombe and District and \$9,000 to BGC of Wolf Creek Blackfalds.

CARRIED UNANIMOUSLY

Request for Decision, Proclamation - Seniors' Week

Manager Hick brought forward a request for Council to proclaim June 2 – 8, 2025, as Seniors' Week.

- 123/25** Councillor Svab moved That Council proclaim June 2 to June 8, 2025, as Seniors' Week in the Town of Blackfalds.

CARRIED UNANIMOUSLY

Request for Decision, Community Initiatives Grant - Blackfalds Silverbacks Lacrosse Provincials

Director Kreklewich brought forward Blackfalds Silverbacks Lacrosse's Community Grant Application for Council's consideration.

- 124/25** Councillor Appel moved That Council provide funding to the Blackfalds Silverbacks Lacrosse Team from the Community Initiatives Grant in the amount of \$2,500.

CARRIED UNANIMOUSLY

Request for Decision, Appointments to Council Remuneration Review Committee Task Force

CAO Isaak presented an overview of the purpose of the Council Remuneration Review Committee Task Force and requested Council establish the task force and make member appointments.

- 125/25** Councillor Svab moved That Council establish the Council Remuneration Review Committee Task Force for a term ending no later than December 31, 2025.

CARRIED UNANIMOUSLY

MINUTES

- 126/25** Councillor Sands moved That the following individuals be appointed to the Council Remuneration Review Committee Task Force:
- Kevin Hallet
 - Richard Poole
 - Monique Johnson
 - Denise Sumner

CARRIED UNANIMOUSLY

Request for Decision, Regional Collaboration Committee

CAO Isaak requested Council's direction regarding the formation of a Regional Collaboration Committee and drafting of a Terms of Reference.

- 127/25** Councillor Appel moved That Council direct Administration to work with the City of Lacombe and Lacombe County on a draft Terms of Reference for a Regional Collaboration Committee and to refer the draft Terms of Reference to each respective Council for consideration.

CARRIED UNANIMOUSLY

Request for Decision, Sylvan Lake 1913 Days Celebration Parade

Coordinator Nealon brought forward the Sylvan Lake 1913 Days Celebration Parade invite for Council's consideration to designate a dignitary to attend.

- 128/25** Councillor Appel moved That Council designate Mayor Hoover to attend the Sylvan Lake 1913 Days Celebration Parade.

CARRIED UNANIMOUSLY

Request for Decision, 1st Annual Stettler Canada Day Parade

Coordinator Nealon brought forward the 1st Annual Stettler Canada Day Parade invite for Council's consideration to designate a dignitary to attend.

- 129/25** Councillor Appel moved That Council designate Councillor Sands to attend the 1st Annual Stettler Canada Day Parade.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

None

RECESS

Mayor Hoover called for a five-minute recess at 8:26 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:32 p.m.

CONFIDENTIAL

- **Development Density – FOIP Section 24(1) Advice from Officials**

- 130/25** Councillor Sands moved That Council move to a closed session commencing at 8:32 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

Closed Session Attendance: Mayor Jamie Hoover, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis, Councillor Jim Sands, CAO Kim Isaak and Manager Jolene Tejkl.

MINUTES

131/25 Councillor Sands moved That Council move to come out of the closed session at 8:59 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:59 p.m.

Regular Council Meeting Attendance: *Mayor Jamie Hoover, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis, Councillor Jim Sands, CAO Kim Isaak and Manager Jolene Tejkl.*

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 8:59 p.m.

Jamie Hoover, Mayor

Kim Isaak, Chief Administrative Officer

MINUTES

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

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Edna Coulter
Councillor Marina Appel
Councillor Laura Svab
Councillor Brenda Dennis
Councillor Jim Sands (*virtual*)

ATTENDING

Kim Isaak, Chief Administrative Officer
Justin de Bresser, Director of Corporate Services
Preston Weran, Director of Infrastructure & Planning Services (*Acting CAO*)
Sawyer Hick, FCSS Manager
Marco Jadie, Information Technology Analyst
Renan Bravo, IT Technician
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

None

MEDIA

None

OTHERS PRESENT

Lauren Reid, CEO of Central Alberta Regional Victim Services Society

WELCOME AND CALL TO ORDER:

Deputy Mayor Coulter called the Standing Committee of Council Meeting to order at 7:00 p.m. and indicated that Councillor Sands was attending virtually.

REVIEW OF AGENDA

024/25 Mayor Hoover moved That Standing Committee of Council receive the Agenda for May 20, 2025, as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

DELEGATIONS

Central Alberta Regional Victim Services Society - Update on Local Victim Services

Lauren Reid representing Central Alberta Regional Victim Services Society, presented an update to the Committee on local victim services and how things were going with the regionalization process.

MINUTES

BUSINESS**Report for Committee, Area Structure Plan Approval Process Graphic**

Director Weran presented the updated Area Structure Plan Approval Process Graphic for Standing Committee's information.

- 025/25** Councillor Svab moved That Standing Committee of Council receive the updated Area Structure Plan Approval Process Graphic for information.

CARRIED UNANIMOUSLY

Request for Direction, Family & Community Support Services Board Terms of Reference

Manager Hick brought forward FCSS's recommendation regarding the Board's Terms of Reference.

- 026/25** Councillor Dennis moved That Standing Committee of Council recommend the Terms of Reference for the Family & Community Support Services Board be included in the Master Committee Bylaw that will be brought forward.

CARRIED UNANIMOUSLY

Request for Direction, Economic Development and Tourism Advisory Committee Terms of Reference

Director de Bresser, on behalf of Economic Development Officer Peter McGee, brought forward EDTAC's recommendation regarding the Committee's Terms of Reference.

- 027/25** Councillor Appel moved That Standing Committee of Council recommend the Terms of Reference for the Economic Development and Tourism Advisory Committee be included in the Master Committee Bylaw that will be brought forward.

CARRIED UNANIMOUSLY

Request for Direction, Smoking and Vaping Bylaw Amendment

CAO Isaak brought forward an amendment to the Smoking and Vaping Bylaw for the Standing Committee of Council's direction.

- 028/25** Mayor Hoover moved That Standing Committee of Council recommend to Council that the Smoking and Vaping Bylaw Amendment Bylaw be brought forward to a Regular Meeting of Council for consideration.

CARRIED UNANIMOUSLY

RECESS

Deputy Mayor Coulter called for a five-minute recess at 7:36 p.m.

STANDING COMMITTEE OF COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Coulter called the Regular Council Meeting back to order at 7:43 p.m.

CONFIDENTIAL

- **Mayor for a Day – FOIP Section 19(1) Confidential Evaluations**

- 029/25** Mayor Hoover moved That Standing Committee of Council move to a closed session commencing at 7:45 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 19(1) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

MINUTES

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

030/25

Councillor Appel moved That Standing Committee of Council move to come out of the closed session at 8:09 p.m.

CARRIED UNANIMOUSLY

STANDING COMMITTEE OF COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Coulter called the Standing Committee of Council Meeting back to order at 8:09 p.m.

Standing Committee of Council Meeting Attendance: Mayor Jamie Hoover, Deputy Mayor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis, Councillor Jim Sands, Councillor, CAO Kim Isaak and Coordinator Danielle Nealon.

ADJOURNMENT

Deputy Mayor Coulter adjourned the Standing Committee of Council Meeting at 8:10 p.m.

Edna Coulter, Deputy Mayor

Kim Isaak, Chief Administrative Officer

MINUTES

A Special Council Meeting for the Town of Blackfalds was held on June 4, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 6:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Edna Coulter
Councillor Marina Appel (*virtual*)
Councillor Laura Svab
Councillor Brenda Dennis
Councillor Jim Sands (*virtual*)

ATTENDING

Kim Isaak, Chief Administrative Officer

REGRETS

None

MEDIA

None

OTHERS PRESENT

None

WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Special Council Meeting of June 4, 2025, and called the meeting to order at 6:00 p.m. and indicated that Councillors Appel and Sands were attending the meeting virtually.

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

132/25 Councillor Svab moved That Council adopt the Special Meeting Agenda for June 4, 2025, as presented.

CARRIED UNANIMOUSLY

CONFIDENTIAL

- **Ratification of CUPE Memorandum of Understanding – FOIP Section 24(1) Advice from Officials**

133/25 Deputy Mayor Coulter moved That Council move to a closed session commencing at 6:03 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

Closed Session Attendance: Mayor Jamie Hoover, Deputy Mayor Edna Coulter, Councillor Marina Appel (*virtual*), Councillor Laura Svab, Councillor Brenda Dennis, Councillor Jim Sands (*virtual*) and CAO Kim Isaak.

134/25 Deputy Mayor Coulter moved That Council move to come out of the closed session at 6:17 p.m.

CARRIED UNANIMOUSLY

MINUTES

SPECIAL COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Special Council Meeting back to order at 6:17 p.m.

Special Council Meeting Attendance: *Mayor Jamie Hoover, Deputy Mayor Edna Coulter, Councillor Marina Appel (virtual), Councillor Laura Svab, Councillor Brenda Dennis, Councillor Jim Sands (virtual) and CAO Kim Isaak.*

135/25 Councillor Svab That Council having reviewed the report from the Chief Administrative Officer dated June 4, 2025, hereby ratifies the Mediator's Recommended Terms of Settlement between the Town of Blackfalds and the Canadian Union of Public Employees, Local 417 which provides for the following:

1. The term of the Collective Agreement will be for three years, from January 1, 2025, to December 31, 2027.
2. There will be a \$1.00/hr wage increase, retroactive to January 1, 2025, for members of the bargaining unit employed at any time since this date.
3. There will be a 2% wage increase on January 1, 2026.
4. There will be a 3% wage increase on January 1, 2027.
5. The Collective Agreement will include all items agreed to by the parties in negotiations to date, set out in the attachment to these recommendations.

CARRIED UNANIMOUSLY

ADJOURNMENT

Mayor Hoover adjourned the Special Council Meeting at 6:18 p.m.

Jamie Hoover, Mayor

Kim Isaak, Chief Administrative Officer

MEETING DATE: June 10, 2025

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

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

BACKGROUND

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

DISCUSSION

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

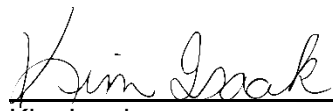
FINANCIAL IMPLICATIONS

None

ATTACHMENTS

- *Protective Services Monthly Report May 2025*
- *Fire May 2025 Monthly Incident Summary*
- *M.E. Incident Summary Report May 2025*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Director/Author

Protective Services Monthly Report

Blackfalds Municipal Enforcement - Monthly Report

Reporting Period: May 2025

Overview

A total of **155 files** were submitted into the reporting system OmniGo. The files encompass a wide range of service requests, violations, and complaints addressed by municipal enforcement officers.

Incident and Service Reports

- **Specific Incidents:**
 - Dog attack involving a youth (details pending, will be concluded within a few days).
 - Three violations issued for passing a school bus with flashing red lamps.
 - Other notable service calls include requests for assistance, damage reports, and trespassing issues.
 - **Calls Received:**
 - **20-47 Dispatch Centre:** 82 calls for service.
 - **Online Reporting via Town Website:** 9 complaints.
-

Complaint Types Addressed

Officers responded to a diverse set of complaints, including:

- **Parking issues:**
 - Parking too close to driveways or in alleys.
 - Vehicles or trailers left on vacant lots or roadways.
 - Parking during prohibited hours.
 - **Noise complaints:**
 - Construction noise.
 - Dogs barking and causing disturbances.
 - **Property and environmental concerns:**
 - 34 files created for unsightly premises including graffiti, bulging, and lawn parking.
 - Obscene or disruptive behavior.
 - **Animal-related complaints:**
 - Dogs and cats at large.
 - Animal disturbance.
 - **Other complaints:**
 - Homeless/displaced persons.
 - Driving violations.
 - Damage to Town property.
 - Trespassing.
 - Violations issued under the Transportation Safety Act (TSA) Section 160(1)(A) and other regulations.
-

Permits and Authorizations

- **Permits Approved:** 71 permits approved through Travis (the government website for heavy vehicle movement tracking).

Traffic Counts and Speed Monitoring

- **Womacks Road (Eastbound):**
 - Total Vehicles: 56,264
 - Enforcement Activity: Active monitoring with violations and warnings issued.
- **Park Street (Westbound):**
 - Total Vehicles: 50,413
 - Enforcement Activity: Active monitoring with violations and warnings issued.
- **Solar Traffic Count and Speed Signs:**
 - **Vista Trail (Southbound):** 75,696 vehicles last month.
 - **Cottonwood Drive (Westbound):** 59,983 vehicles last month.

Provincial E-Ticketing Data

- **Total Violations Issued: 53**
 - Traffic Safety Violations: 30
 - Highway Rules & Regulations: 13
 - Vehicle Equipment Violations: 7
 - Dangerous Goods Regulations: 1
 - Operating Licensing Violations: 1
 - Vehicle Control & Fuel Tax Violations: 1
- **Vehicle Seizures (under provincial enforcement):**
 - One vehicle seized for 60 days due to operator suspension.
 - One vehicle seized for 30 days for similar reasons.
- **Traffic Violations via APIS (Advanced Projects Information System):**
 - 36 violations issued including suspensions, speeding, window tinting, unregistered vehicles, fuel tax issues, and distracted driving.

Patrol and Community Engagement

- Officers utilized Segways for patrols of parks, trails, and the Skills Park to enhance community engagement and ensure safety.

Summary & Next Steps

The enforcement efforts this month have addressed numerous violations and complaints across various categories, enhancing public safety and community standards. Ongoing monitoring, enforcement, and community engagement will continue into the next month.

Blackfalds Fire Rescue

During the month of May we brought on two new recruits and have started them in the 6 month mentoring and probationary training on Monday evenings. The new recruits also take part in our regularly scheduled Wednesday evening training as well.

This month our regular training was focused on Firefighter Survival in Emergency situations. This training focused on what to do if your breathing apparatus failed, firefighter down scenarios, Rapid intervention teams, and bail out scenarios.

The Fire Department's Fire Apparatus pump tests and pump servicing were completed.

We had Iron Ridge Elementary Kindergarten Classes come through the fire hall for five class tours approximately 100 students.



During the month of May, the department responded to twenty three incidents.

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

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

Occupational Health & Safety

Five incidents were reported over the month, vehicle collision, with minor damages, A tripping incident at the Abbey again with no injuries, Minor damage to vehicle when a mud flap was torn off, Town truck came into contact with another truck causing damage to vehicle no injuries, Beacon cap fell off Parks truck into the back of the truck repaired later. A woman was hurt when she tripped at the Transfer site resulting in two sprained ankles First Aid was declined, A Parks & Facilities staff member was threatened by a camper at the campground subject ended up being removed from the camping area.

One hazard was identified in the Operations center (oily/contaminated rags found on the floor), and 3 Near misses were reported.

Four inspections were conducted by Alberta OHS inspector, any concerns raised during these have all been addressed.

With the resignation of the OHS advisor, the position has been advertised, and we have seen several applications come in. Rhonda Stierle and D/Chief Mike Elder have stepped up to assist in OHS while we await the hiring process.

RCMP

RCMP have had a very busy time over the last while, they are seeing a demand for deployments as needed for both Wildfire relief and G7. This is not having a dramatic impact on operations as they are also seeing additional personnel arriving over the next month.

Emergency Management

14 People are slated for the two days of ESS training taking place on June 10/11 of 2025 which is being hosted by Blackfalds with LREMP partners taking part as well.

A meeting was held with FCSS staff, going over the work assignments in the reception center during an emergency. We will be looking at providing training to Volunteers in the fall with further ESS training taking place.

The LREMP agreement has been re-written in draft and will be reviewed by the Agency prior to going to the Committee in June. This document has also been reviewed by AEMA with some valuable suggestions put forward.

Ken Morrison

Director of Emergency Management & Protective Services

Blackfalds Fire Rescue

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

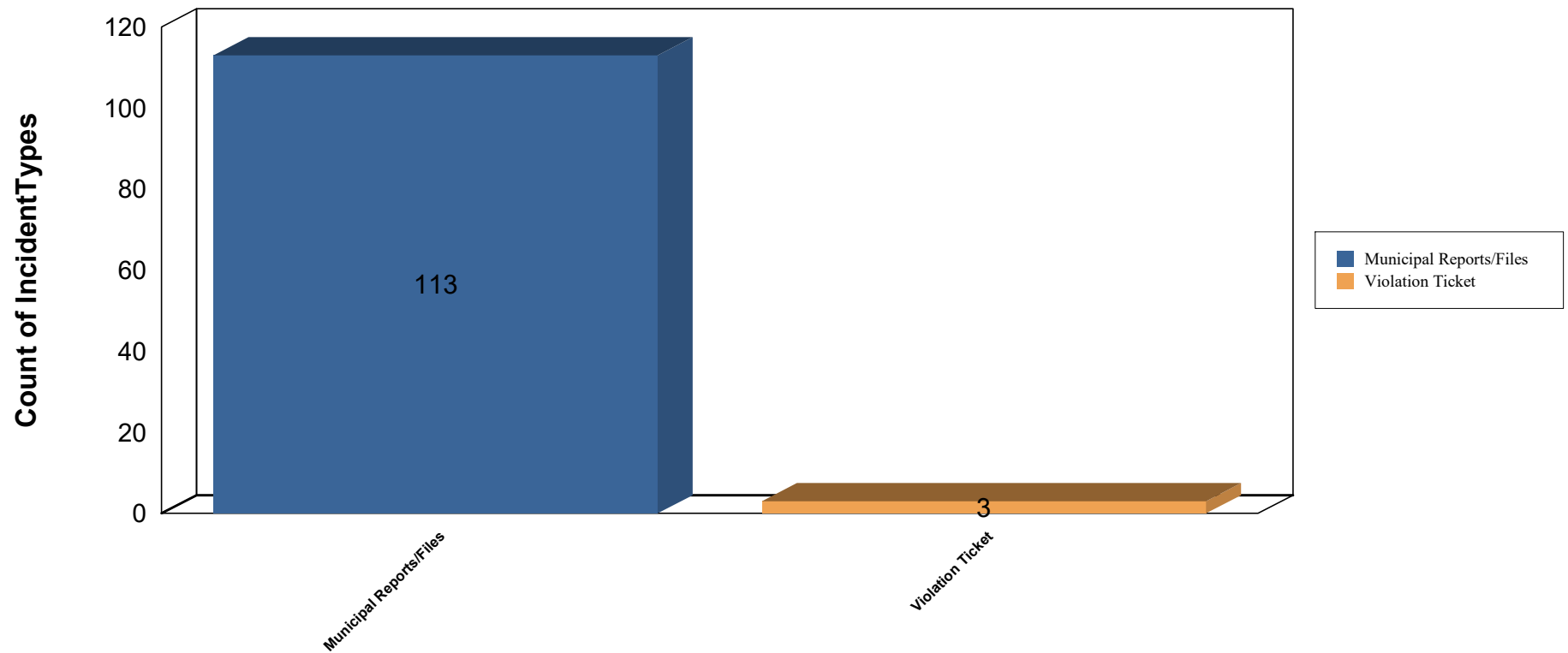
Phone: 403 -885 - 4144

Fax: 403 - 885 - 5499

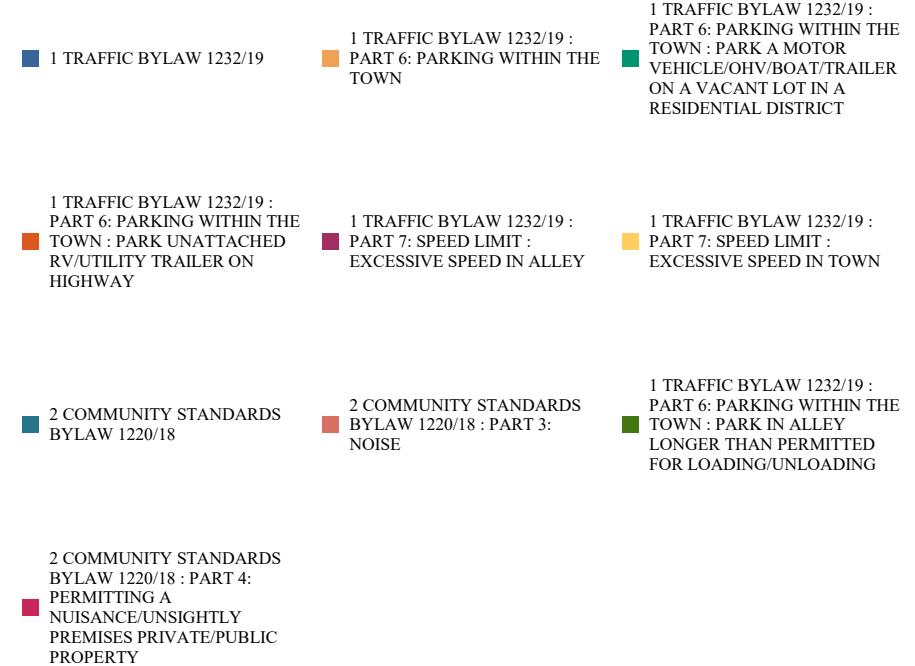
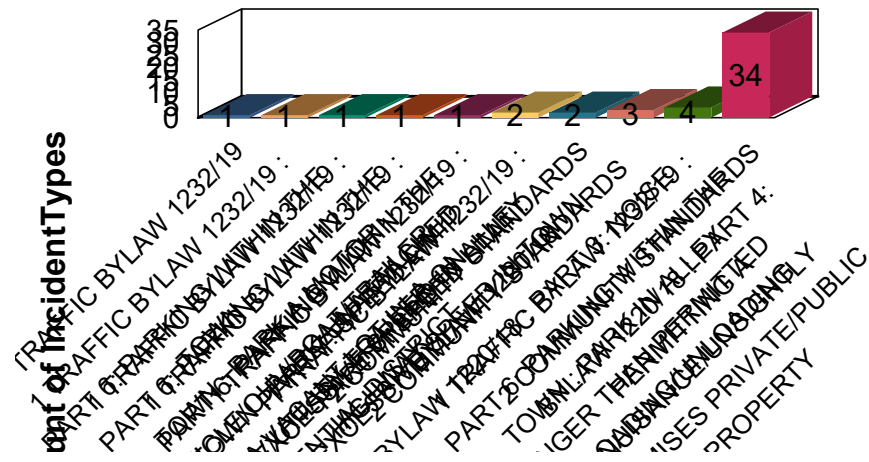
INCIDENT SUMMARY - PAGE 1 OF 1

Blackfalds Fire Rescue Department				BLF	MAY		2025
CALL #	DATE	INCIDENT TYPE	DISPATCH EVENT #	LOCATION		RCMP FILE #	MAFP 1244
0070	1	MUTUAL AID	BLK2500071	Lacombe County		N/A	N/A
0071	2	FIRE GRASS/BRUSH	BLK2500076	Lacombe County		N/A	YES
0072	3	FIRE GRASS/BRUSH	BLK2500077	Lacombe County		N/A	N/A
0073	3	FIRE GRASS/BRUSH	BLK2500078	Lacombe County 27323		N/A	N/A
0074	5	CO ALARM	BLK2500079	Within Corporate Limits		N/A	EMS
0075	5	MUTUAL AID	ALX2500068	Lacombe County Mutual Aid Alex		N/A	N/A
0076	7	ALARM	BLK2500081	Lacombe County		N/A	N/A
0077	9	MEDICAL	BLK2500082	Within Corporate Limits		N/A	EMS
0078	10	ALARM	BLK2500083	Within Corporate Limits		N/A	N/A
0079	11	FIRE GRASS/BRUSH	BLK2500084	Within Corporate Limits		N/A	N/A
0080	16	MEDICAL	BLK2500085	Within Corporate Limits		YES	EMS
0081	18	ALARM	BLK2500086	Within Corporate Limits		N/A	N/A
0082	19	MOTOR VEHICLE INCIDENT	BLK2500087	Within Corporate Limits		YES	N/A
0083	19	MOTOR VEHICLE INCIDENT	BLK2500088	Within Corporate Limits		N/A	N/A
0084	19	MOTOR VEHICLE INCIDENT	BLK2500089	Lacombe County		YES	EMS
0085	21	ALARM	BLK2500090	Within Corporate Limits		N/A	N/A
0086	21	MOTOR VEHICLE INCIDENT	Blk2500091	Within Corporate Limits		YES	N/A
0087	25	ALARM	BLK2500092	Within Corporate Limits		N/A	N/A
0088	26	MUTUAL AID	LAC2500164	Lacombe County Mutual Aid Bently		N/A	N/A
0089	27	ALARM	BLK2500093	Within Corporate Limits		N/A	N/A
0090	28	ALARM	BLK2500094	Within Corporate Limits		N/A	N/A
0091	29	FIRE GRASS/BRUSH	BLK2500095	Lacombe County		N/A	N/A
0092	31	ALARM	BLK2500096	Within Corporate Limits		N/A	N/A
TOTAL RESPONSES		23	OFFICER	Robert Côté		REV DT FEB 02/17	Print Form

Count of Reports Completed



Count of Incident Types



0.87% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19

0.87% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN

0.87% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A MOTOR VEHICLE/OHV/BOAT/TRAILER ON A VACANT LOT IN A RESIDENTIAL DISTRICT

0.87% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED RV/UTILITY TRAILER ON HIGHWAY

0.87% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED IN ALLEY

1.74% # of Reports: 2 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED IN TOWN

1.74% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18

2.61% # of Reports: 3 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE

3.48% # of Reports: 4 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN ALLEY LONGER THAN PERMITTED FOR LOADING/UNLOADING

29.57% # of Reports: 34 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY

Count of Incident Types



0.87% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY : FAIL TO MAINTAIN GRASS/WEEDS/SHRUBS/TREES/LANDSCAPING OF PROPERTY

0.87% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PLACING GRAFFITI ON PROPERTY

0.87% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 5: BULLYING

0.87% # of Reports: 1 Municipal Reports/Files 3 LAND USE BYLAW : PARK ON LAWNS

0.87% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS

0.87% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : 24 HOURS SUSPENSION

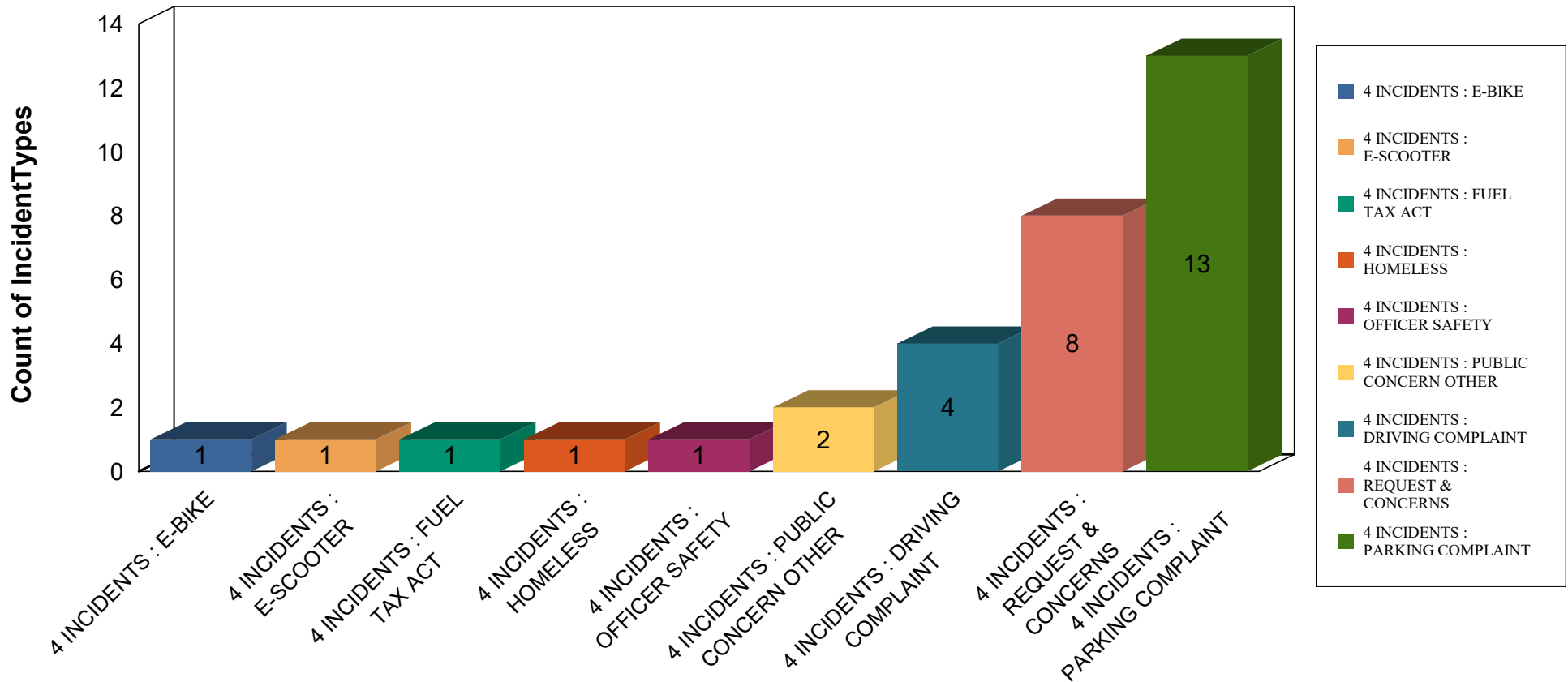
0.87% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : ABANDONED VEHICLE

0.87% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : ASSIST FIRE

0.87% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : ASSIST RCMP

3.48% # of Reports: 4 Municipal Reports/Files 3 LAND USE BYLAW

Count of Incident Types



0.87% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : E-BIKE

0.87% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : E-SCOOTER

0.87% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : FUEL TAX ACT

0.87% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : HOMELESS

0.87% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : OFFICER SAFETY

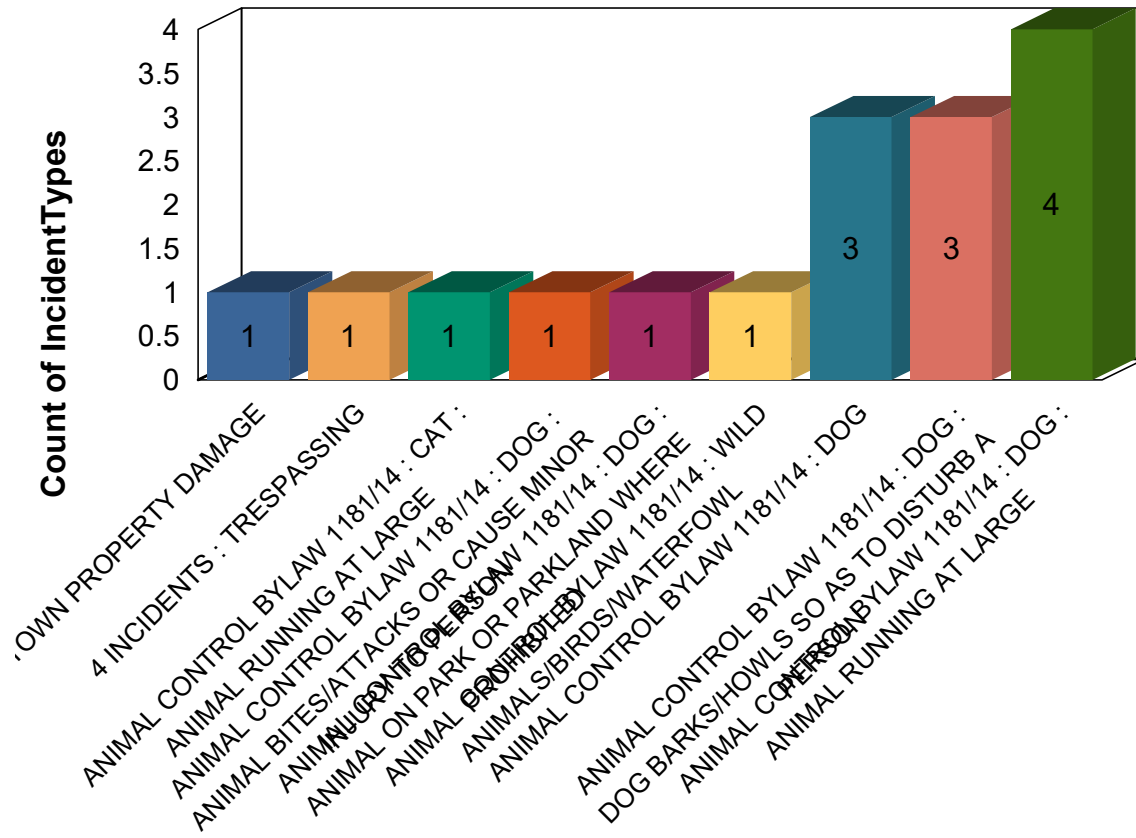
1.74% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : PUBLIC CONCERN OTHER

3.48% # of Reports: 4 Municipal Reports/Files 4 INCIDENTS : DRIVING COMPLAINT

6.96% # of Reports: 8 Municipal Reports/Files 4 INCIDENTS : REQUEST & CONCERNS

11.30% # of Reports: 13 Municipal Reports/Files 4 INCIDENTS : PARKING COMPLAINT

Count of Incident Types



- 4 INCIDENTS : TOWN PROPERTY DAMAGE
- 4 INCIDENTS : TRESPASSING
- ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE
- ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES/ATTACKS OR CAUSE MINOR INJURY TO PERSON
- ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL ON PARK OR PARKLAND WHERE PROHIBITED
- ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL
- ANIMAL CONTROL BYLAW 1181/14 : DOG
- ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON
- ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL RUNNING AT LARGE

0.87% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : TOWN PROPERTY DAMAGE

0.87% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : TRESPASSING

0.87% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE

0.87% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES/ATTACKS OR CAUSE MINOR INJURY TO PERSON

0.87% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL ON PARK OR PARKLAND WHERE PROHIBITED

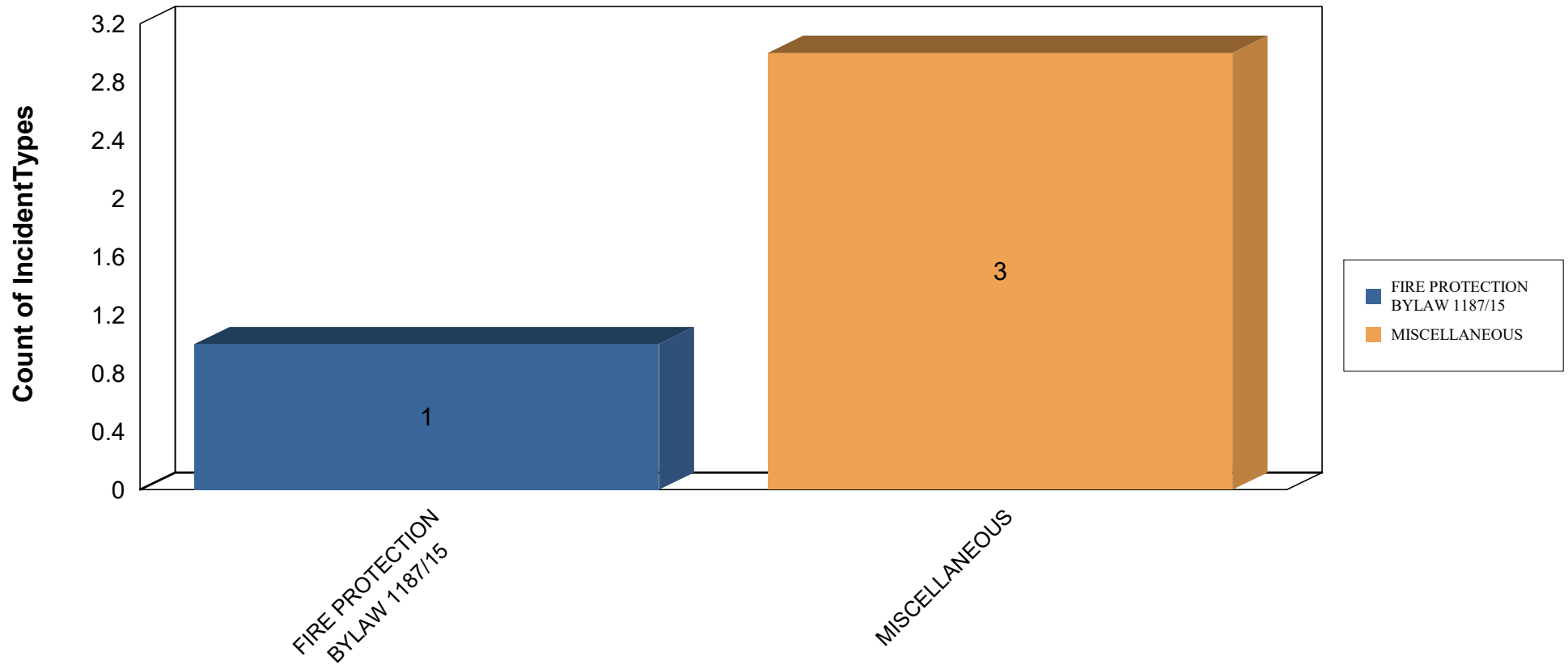
0.87% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL

2.61% # of Reports: 3 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG

2.61% # of Reports: 3 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON

3.48% # of Reports: 4 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL RUNNING AT LARGE

Count of Incident Types

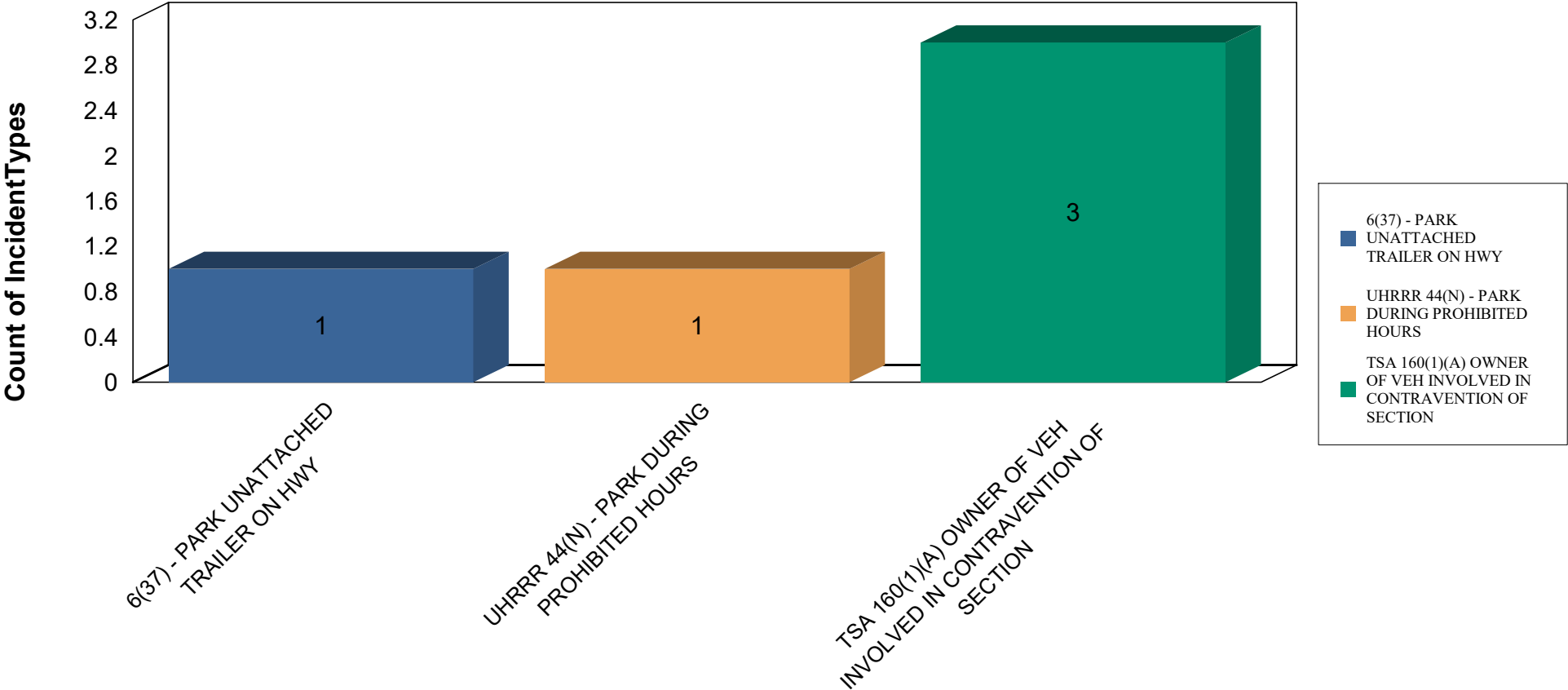


0.87% # of Reports: 1 Municipal Reports/Files FIRE PROTECTION BYLAW 1187/15

2.61% # of Reports: 3 Municipal Reports/Files MISCELLANEOUS

Grand Total: 100.00% Total # of Incident Types Reported: 115 Total # of Reports: 113

Count of Incident Types



20.00% # of Reports: 1 Violation Ticket 6(37) - PARK UNATTACHED TRAILER ON HWY

20.00% # of Reports: 1 Violation Ticket UHRRR 44(N) - PARK DURING PROHIBITED HOURS

60.00% # of Reports: 3 Violation Ticket TSA 160(1)(A) OWNER OF VEH INVOLVED IN CONTRAVENTION OF SECTION

Grand Total: 100.00% Total # of Incident Types Reported: 5 Total # of Reports: 3

Grand Total: 100.00% Total # of Incident Types Reported: 120

MEETING DATE: June 10, 2025

PREPARED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: Development & Building Monthly Report – May 2025

BACKGROUND

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

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

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

ATTACHMENTS

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

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

File No.	Civic	District	Development	Decision (otherwise pending)	Date of Decision
82-25	22 Aura Drive	R-1L	Basement Reno	approved	22-May-25
83-25	5245 Aspen Drive	R-1M	Front Parking Pad		
84-25	62 Mitchell Crescent	R-1M	SFD		
85-25	18 Cedar Crescent	R-1S	Basement Reno	approved	22-May-25
86-25	57 Pinnacle Close	R-2	Duplexes	approved	28-May-25
87-25	61 Pinnacle Close	R-2	Duplexes	approved	28-May-25
88-25	5001 Aspen Lakes Boulevard, Unit 103	C-3	Sign	approved	27-May-25
89-25	60 Chinook Street	R-1L	Patio Doors	approved	28-May-25
90-25	17 Arrowwood Close	R-1L	Basement Reno	approved	28-May-25
91-25	25 Maclean Close	R-1M	SFD	approved	28-May-25
92-25	115 Ponderosa Avenue	R-1S	Garage		
93-25	Panorama Drive	PR	Wayfinding Sign		
94-25	South Street - NW;23;39;27;W4	PF	Wayfinding Sign		
95-25	29 Valmont Street	R-1M	Residential Solar Panel Installation	approved	28-May-25
96-25	78 Aurora Heights Boulevard	R-1S	Residential Solar Panel Installation	approved	28-May-25
97-25	246 Westridge Drive	R-1M	Front Parking Pad	approved	16-May-25
98-25	184 Cedar Square	R-1S	Garage		
99-25	5302 Vista Trail, Unit 230	C-3	Sign		
100-25	159 Morris Court	R-1S	Residential Solar Panel Installation		
101-25	4933 Aspen Lakes Blvd	R-1M	Deck		
102-25	6017 Parkwood Road, Unit 100	C-2	Temporary Mobile Food Trailer	approved	26-May-25
103-25	61 Ash Close	R-1L	Deck		
104-25	29 Alderwood Close	R-1M	Residential Solar Panel Installation		
105-25	84 Mckay Place (5 Mckay Boulevard)	R-MHP	Manufactured Home		
106-25	93 Westglen Close	R-1M	Front Parking Pad	approved	23-May-25
107-25	5101 Broadway Avenue	C-1	Change of Use and Interior Tenant Improvements		
108-25	4620 Westbrooke Road	R-2	Garage		
109-25	6 Pioneer Way	R-1M	Shed		
110-25	154 Silver Drive	R-2	Residential Solar Panel Installation		
111-25	4733 Brentwood Drive	R-1S	Deck		
112-25	2 Cascade Street	R-1S	Front Stairs/Landing	approved	28-May-25

113-25	22 Vista Close	R-1M	SFD		
114-25	66 Broadway Village	R-MHP	Demolition		
115-25	Property adjacent to 5000 Leung Road (IRSC)	PF	Sign		

Town of Blackfalds Development/Building Permit Comparison 2023 to 2025							2024 YTD	
	2023		2024		2025		May	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
Residential								
SFD	21	\$ 7,037,626.70	38	\$ 13,213,080.00	15	\$ 5,649,116.77	16	\$ 5,368,780.00
Duplexes	6	\$ 1,060,000.00	20	\$ 4,774,000.00	2	\$ 500,000.00	8	\$ 2,070,000.00
Manufactured Home	2	\$ 250,000.00	11	\$ 1,751,566.00	3	\$ 650,000.00	3	\$ 575,000.00
4-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	11	\$ 1,790,000.00	157	\$ 36,667,435.00	8	\$ 2,000,000.00	12	\$ 2,052,000.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	8	\$ 3,495,000.00	0	\$ -	8	\$ -
Total Res. Dwellings	40	\$ 10,137,627	234	\$ 59,901,081	28	\$ 8,799,117	47	\$ 10,065,780
Garage	9	\$ 293,000.00	24	\$ 788,152.61	7	\$ 204,820.00	13	\$ 358,832.00
Deck	9	\$ 102,000.00	11	\$ 105,100.00	6	\$ 65,098.00	5	\$ 52,100.00
Basement Reno	40	\$ 865,700.00	49	\$ 1,339,000.00	18	\$ 363,100.00	21	\$ 687,500.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	1	\$ -	0	\$ -	1	\$ -
Home Business	21	\$ -	20	\$ -	7	\$ -	10	\$ -
Other	44	\$ 1,232,115.84	68	\$ 20,325,799.71	28	\$ 319,582.76	34	\$ 34,064,654.78
Commercial	27	\$ 5,190,341.00	47	\$ 4,594,822.26	15	\$ 2,013,059.00	21	\$ 2,085,572.00
Industrial	4	\$ 200,000.00	5	\$ 2,504,073.00	1	\$ 800,000.00	1	\$ 2,500,000.00
Institutional	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Agricultural	1	\$ -	0	\$ -	0	\$ -	0	\$ -
Public Facility	4	\$ 192,300.00	13	\$ 38,078,150.00	5	\$ 282,000.00	6	\$ 23,000.00
TOTAL PERMITS	199	\$ 18,213,083.54	472	\$ 127,636,178.58	115	\$ 12,846,776.53	159	\$ 49,837,438.78
General Yearly Notes:		1 - 2,500,000 Vista Trail Commercial		Vista Trail Townhouse complex				
		1 - 1,000,000 Dental Office						

MEETING DATE: June 10, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **2024-2026 Mid-Term Strategic Plan Actions Update**

BACKGROUND

The 2024 – 2026 Mid-Term Strategic Plan was adopted by Council on January 23, 2024. At that time, Administration committed to providing updates on the actions flowing out of the areas of focus identified in the plan.

Note recent updates are listed below:

Community Life Action Items

- Additional subdivisions being planned with more focus on diversified housing options.
- BOLT Partnership with Big Brothers and Big Sisters for Mentorship Program.
- Communication with Canada Post representative regarding service needs.
- Ongoing school zone safety monitoring.
- Received funding for Broadway Avenue Reservoir Upgrade.
- Corn Hole Tournament.

Economy

- Ongoing business visitations.
- Concerts during Blackfalds Days at Eagle Builders.
- Completed Administrative Policy for Internal Area Structure Plan Review Process.
- Attendance at the National Sports Congress to solicit interest in hosting National Sporting Events.

Leadership and Engagement

- Local Government Sustainability Grant Collaboration with Lacombe County.
- Water and Wastewater Master Plans in process.
- Hiring of Deputy Chief of Training and Fire Prevention.
- Aspen Community Garden Relocation Open House.
- Nominations for Diversity Awards.
- Treaty Six Land Acknowledgement Review conducted by local students.

DISCUSSION

2024-2026 Mid-Term Strategic Plan Progress and Accomplishments.

The following summarizes the accomplishments under each priority area.

COMMUNITY LIFE

Community Life – The everyday life of a resident in Blackfalds is characterized by the community. This includes both social and cultural elements such as a sense of belonging, mental and physical health, education, safety, and inclusivity, among others.

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
Ensure that all residents have access to the services that the Town provides.	- BOLT Transit	- 33 Local Stops - 5 Regional Stops - BOLT Partnership with Big Brothers and Big Sisters for Mentorship Program.
Connect residents to services and services to residents.	- BOLT Transit - Trans Canada Trail - Electrical vehicle charging stations - Online Service Options - Advocate for Alberta Registry Service - Increase services provided by Canada Post - Broadway Reservoir Upgrade	- New stops at Aspelund Industrial Centre and Red Deer Polytechnic - electrical vehicle charging stations installed and in use - Meeting held with the Minister of Service Alberta and Red Tap Reduction to discuss the community's registry service needs and the process to open a registry. - Communication with Canada Post representative on service needs - Funding received and contract 1 has been awarded
Provide opportunities for residents to connect to enhance community spirit and volunteerism.	- Community Events (Blackfalds Days, Winterfest, etc.) - Volunteer Appointments to Council Committees - Volunteer Coordination - Volunteer Appreciation Events	- Winterfest and Blackfalds Days held. - 12 new volunteer appointments to the 6 MAL Committees to Council Committees. - Council Committee Audit complete with recommended changes to enhance and assist the work of the Committees. - 2,093 hours of volunteering in the Community - Volunteer Awards Galas Held - Cornhole Tournament

<p>Ensure that the safety of our residents is paramount to decision making.</p>	<ul style="list-style-type: none"> - Policing Committee - Traffic Bylaw and Master Plan - Emergency Management Preparedness 	<ul style="list-style-type: none"> - CPTED Review complete - Parkwood Road Heavy Vehicle Parking initiative - Revision of Traffic Plan in progress - Tabletop exercise held - Development of individual Town of Blackfalds Emergency Management Plan. - Ongoing school zone monitoring
<p>Promote options for housing diversity.</p>	<ul style="list-style-type: none"> - Amendments to existing Area Structure Plans (ASP) to accommodate higher density housing - Land subsidies for development - Partnership with Lacombe Foundation - Land designated and set aside for Senior Housing Options 	<ul style="list-style-type: none"> - Amendments to McKay Ranch ASP for smaller lot residential - Amendments to Valley Ridge Estates ASP for multi-dwelling developments - Amendments to Aspen Lakes West ASP that included additional multi-dwelling developments - land sale for 4-unit apartment Buildings - MPC approval for 13 single detached dwellings with accessory suites on Palmer Circle - Increased in Development and Building Permits support the multi-family developments - Completed Rezoning for 4409 South Street for apartment development - Completed Administrative Policy for Area Structure Plan Internal Review Process

ECONOMY

Economy – A sustainable economy in Blackfalds includes a good ratio of residential to non-residential and a diversity of businesses and industries that include both local and national companies. There is a healthy balance of tax revenue between residential, commercial, and industrial businesses.

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
Create an attractive environment for industrial and commercial growth.	<ul style="list-style-type: none"> - Long and short-term planning (Master Plans) - Explore development Incentives - Census - Regional Tourism Boards 	<ul style="list-style-type: none"> - Census completed. - Members of Central Alberta Tourism Association and Central Alberta Economic Partnership - Connected with Travel Alberta for new TDZ - Highway 2A Mural Corridor - Entrepreneurial Tours with average 2-3 virtual tours a week.
Grow and develop business retention and expansion initiatives including business visits, surveys and provision of business information and support in order to ensure regular communication, monitoring and updating business community needs and issues.	<ul style="list-style-type: none"> - Economic Development Committee - funding and partnership with Chamber of Commerce - Business and development surveys - Business and Development Page on Website 	<ul style="list-style-type: none"> - New EDO to work on prioritization session for action plan. Due to position vacancy progress has halted on this. - conducted 50+ business visitations - reviewing website - starting quarterly newsletter
Attend targeted trade shows that allow the promotion of development opportunities and provide access to major retail companies and institutional investors.	<ul style="list-style-type: none"> - Red Deer Home Show - Explore additional options for Trade Show attendance and site selector shows 	<ul style="list-style-type: none"> - No action to date

Contribute to Planning and Development documents to create clear policy and regulations for business.	<ul style="list-style-type: none"> - Land Use Bylaw Amendments as needed - Planning policy amendments as needed - Bylaw amendments as needed 	Planning Department brought forward LUB amendments early in 2024 for the industrial districts (RV Storage) and definitions for use clarity for businesses.
Plan, support, invest, and build tourism efforts to grow Blackfalds as an attractive destination for visitors and residents.	<ul style="list-style-type: none"> - Work with sports organizations and other cultural organizations to create events - Attract and grow current relationships to be the premier destination for activity and sport/recreation hosting 	<ul style="list-style-type: none"> - National Women's Fastpitch Championship held in August with a bid being submitted to host again in 2026. with success. in August - Working with developers on a Supercross Track - 4 Provincial softball tournaments will be held at Sterling Sports Park in 2025
Clearly message the Town's benefits and the competitive advantage.	<ul style="list-style-type: none"> - Promotional videos - Marketing brochures - Blackfalds business, investment, and intelligence tool 	- No action to date

LEADERSHIP AND ENGAGEMENT

Leadership and Engagement – are crucial to keep Blackfalds moving toward our goals. This can be supported through an ongoing dialogue with the community, local organizations, neighbouring municipalities, and other levels of government. This ensures that residents and community leaders are informed, connected, and able to provide feedback. This will result in the best possible decisions for everyone.

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
The community builds future leaders, while pursuing strategies for the enhancement of Blackfalds in the future.	<ul style="list-style-type: none"> - Council Committees - Recreation Master Plan - Transportation Master Plan - Water and Wastewater Master Plan 	<ul style="list-style-type: none"> - Ongoing initiatives through the EDTAC Committee, FCSS Committee, Library Board, Recreation and Culture Board, Policing Committee and MPC - Recreation Master Plan review to be budgeted for in 2026

Community involvement is built into Council decision-making.	<ul style="list-style-type: none"> - Public Participation Policy - Resident surveys and customer feedback - Open Houses - Council Committees 	<ul style="list-style-type: none"> - Policy reviewed and updated. - Budget survey complete. - Customer service surveys for various services provided such as fitness programming, childminding etc. - Area Structure Plan Open Houses - Front Parking Pad Land Use Bylaw Amendment Open House held in June, which resulted in a proposed amendment to the LUB Bylaw to allow for front parking pads based on the resident and open house feedback. - EBC Parking Lot Options Open House held with feedback to be provided to Council during Capital Budget - Community Garden Relocation Open House
Town communication will use widely distributed means of engagement such as social media, in addition to existing dialogue streams.	<ul style="list-style-type: none"> - Website improvements and user driven metrics – Blackfalds Connect - Digital Signage Program and Activity Guide - Public Participation Policy 	<ul style="list-style-type: none"> - Monitoring of quick links to determine when changes are required. - 306 registrants signed up for Blackfalds Connect. Using this platform for road closures, event notification - Digital signage used on a daily basis to advertise Town programming and initiatives - 2024 Annual Report
The Town pursues provincial, county, and regional funding opportunities, relationships and partnerships.	<ul style="list-style-type: none"> - Intermunicipal Collaborative Framework Agreements - Intermunicipal Development Agreements - Joint Use Area Planning Agreements - Regional Grant Collaboration 	<ul style="list-style-type: none"> - Meetings for the ICF and IDP scheduled regularly as per the Terms of Reference and Agreement. - Cost Sharing Agreements for Blackfalds Crossing Sanitary Trunk - Draft Cost Sharing Agreement for Broadway Reservoir Upgrade.

		<ul style="list-style-type: none"> - JUPA Agreements with Wolf Creek and Red Deer Catholic Schools - Plans in place for ACP grant with Lacombe County for Lacombe Lake Management Plan - Tri-Party Alberta Community Partnership grant with City of Lacombe, Lacombe County on a feasibility study for a regional recreation facility - Scheduled a regional Council Orientation Session for October 2025, to be held in Blackfalds with 14 municipalities taking part. - Election Services Agreement with Wolf Creek School Division - Local Government Sustainability Grant Collaboration with Lacombe County
<p>The Town advocates for community champions from a variety of demographics and interest groups.</p>	<ul style="list-style-type: none"> - Funding support for community not-for-profits - School resource officer funding - Treaty Six Territory Land Acknowledgement Review Committee 	<ul style="list-style-type: none"> - Loan forgiveness for Beyond Food Hub - Community Initiatives Grant budget allocation of \$15,000 - FCSS Community Groups Grant budget allocation of \$23,500 - Treaty Six Territory Land Acknowledgement Review by local students. Looking to roll out in conjunction with National Truth and Reconciliation Day in September - Nomination of two local groups for Diversity Awards

The Town will ensure that adequate staffing and processes are established.	<ul style="list-style-type: none">- Municipal Service Level Inventory- Employee Engagement Survey- Develop Employee Training Profiles- Development of Succession Plan- COR Audit	<ul style="list-style-type: none">- MSLI completed and will be used internally for a year- MSLI Policy approved by Council- Employee Engagement Survey completed with Engagement Plan in the works- Compensation Review complete.- Research on Succession Plans ongoing- COR Audit complete with action plan to follow.- MSLI updated in 2025- Hiring of Deputy Fire Chief of Training and Prevention
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FINANCIAL IMPLICATIONS

Various initiatives will have funds allocated within the budget.

ATTACHMENTS

- *2024-2026 Mid-Term Strategic Plan*

APPROVALS

Kim Isaak,
Chief Administrative Officer

Department Director/Author

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TOWN OF BLACKFALDS

2024 - 2026

MID-TERM STRATEGIC PLAN

Prepared by
Tracey Lorensen
Civic Excellence

Strategy proposed
01/16/2024

BLACKFALDS
ALBERTA

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Land Acknowledgement

The Town of Blackfalds acknowledges that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Metis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Metis, and Inuit whose footsteps have marked these lands for centuries.

Vision Statement

Blackfalds is an active, family community full of pride, commitment and opportunities reflecting an economically sustainable, self-sufficient, and safe living environment, with a balanced range of municipal services provided through innovation and proactive community partnerships.

Mission Statement

To provide excellence in the area of Municipal Service to make available the highest possible quality of life to the residents of Blackfalds.

MAYOR'S MESSAGE —

This 2024 Strategic Plan has been developed over a period of several months as part of a priority of this current Council at the mid-point of the current term in to refocus the direction of the municipality for the remaining 2 years of this election cycle. The first 2 years of the cycle saw significant changes in senior administration, including the retirement of the previous CAO, and the addition of the current CAO who brings her own vision and priorities for the future of Blackfalds. Since the last strategic plan was released, significant changes and milestones have been reached, and that progress means that there will be a great benefit to how the community will be steered, through this mid-term revision.

Through a comprehensive discussion and workshop process the previous Strategic Plan has been reviewed through the lens of simplifying and streamlining. Council looked at what changes have occurred in the past few years; What achievements have been made, in some cases faster than expected, as well what aspects of the previous plan are less applicable today, or what priorities are no longer as apparent as they were only a few years ago. In particular, having weathered more of the economic downturn, seeing the changes that the community and the world experienced due to the COVID19 pandemic, experiencing changes in direction from other levels of government, and continued growth in the population in our municipality were only some of the factors that contributed to this plan revision.

The end result of this Strategic Plan is a simpler and more measurable document. It recognizes and celebrates the many accomplishments that have occurred to bring Blackfalds to this point, and it sets a more clear, directed path for the next 2-3 years; It better supports the efforts of our administration and staff, and provides the next Council more ability to measure and plan their next term. The groundwork is being set for better, more focused advocacy for our residents, and through this plan this Council looks ahead to an even more successful, resilient, and sustainable future in Blackfalds.



Jamie Hoover
MAYOR JAMIE HOOVER

BLACKFALDS COUNCIL

2021 - 2025



Mayor Jamie Hoover



**Councillor
Marina Appel**



**Councillor
Edna Coulter**



**Councillor
Brenda Dennis**



**Councillor
Jim Sands**



**Councillor
Rebecca Stendie**



**Councillor
Laura Svab**

ABOUT BLACKFALDS

Centrally located between Red Deer and Lacombe, the Town of Blackfalds is one of Canada's fastest growing communities. Blackfalds' first growth spurt was a result of the historic Calgary and Edmonton trail, and the establishment of the railway line in 1891 - long before the Town's incorporation in 1904.

Blackfalds was known as a small bedroom community in between the two growing cities of Lacombe and Red Deer. However, in recent years, more young families moved to Blackfalds due to its central location within the province and its small-town, safe and inviting feel.

Due to a growing population, Town Administration and Council, with resident input and recommendations from volunteer boards and committees, worked towards providing more amenities for its residents.

This commitment resulted in the creation of the Eagle Builders Centre (formally known as the Multi-Plex), multiple themed playgrounds, open green spaces, parks, the Abbey Centre, Vesta Energy Bike Skills Park, Sterling Industries Sports Parks, the renovated Community Centre, and much more.

As the Town continues to grow, more and more amenities are being added to the community including health services, personal services, unique restaurants and local businesses and the first high school in the Town's history.



WHAT WE ARE MOST PROUD OF!

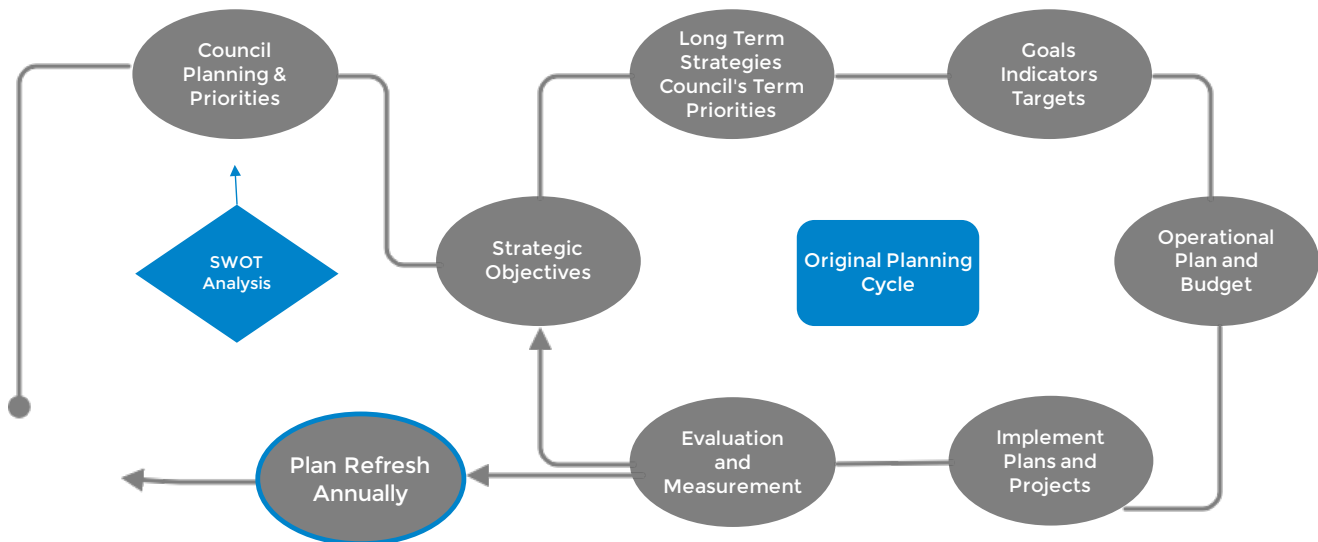
- Family-focused and modern recreational facilities
- Walkability
- Outdoor lifestyle
- Friendly, generous and helpful people
- Services and infrastructure
- Safe community
- Themed and inclusive playgrounds
- Small town feel with urban facilities
- Growth and future growth
- Location in the province
- Regional Partnerships
- Young population
- Beautiful and natural trail and water systems



FRAMEWORK & PROCESS

The purpose of this Strategic Plan is to articulate strategic choices and provide information on how the organization intends to achieve its priorities. The Strategic Plan outlines priorities to be achieved over the next several years and addresses four questions:

- **Where are we now?**
- **Where do we want to be?**
- **How do we get there?**
- **How do we measure our progress?**



TOP PRIORITIES

1. Our Town connects residents to services and services to residents

- Expand upon BOLT option
- Continue to advocate for local autonomy for physician recruitment

2. Invest in the safety of our residents through pedestrian safety and advocacy for highway improvements

- Consider pedestrians first and focus on safe pedestrian crossings throughout the town
- Highway 2A safety improvements

3. The Town has a diverse range of housing to meet the needs of the residents

- Consider land subsidies to promote development of affordable rental housing
- Conduct a housing needs assessment

4. Our Town can clearly articulate the competitive advantage and the benefits of Blackfalds

- Development of Place Branding for the Town

5. The Town has adequate resources to provide the services to its residents

- Introductory Municipal Service Level Inventory
- Employee Engagement Survey

6. We have open and transparent governance

- Public Engagement Policy
- Council Committee Structure



TOP ADVOCACY

- Allow municipalities to hire physicians at the local level
- Safety improvements to Highway 2A
- Replacement of Iron Ridge Elementary School
- Provincial funding for housing-first model
- Development of second approach to Highway 2
- Legislative change to allow Licenced Practitioners to operate clinics

STRATEGIC PRIORITIES

Community Life

The everyday life of a resident in Blackfalds is characterized by the community. This includes both social and cultural elements such as a sense of belonging, mental and physical health, education, safety, and inclusivity, among others.

AREAS OF FOCUS

- Ensure that all residents have access to the services that the Town provides
- Connect and provide recreational facilities and services to residents
- Provide opportunities for residents to connect to enhance community spirit and volunteerism
- Ensure that the safety of our residents is paramount to decision making
- Promote options for housing diversity

Economy

A sustainable economy in Blackfalds includes a good ratio of residential to non-residential and a diversity of businesses and industries that include both local and national companies. There is a healthy balance of tax revenue between residential, commercial, and industrial businesses.

AREAS OF FOCUS

- Create an attractive environment for industrial and commercial growth.
- Grow and develop business retention and expansion initiatives including business visits, surveys and provision of business information and support in order to ensure regular communication, monitoring and updating the business community's needs and issues.
- Attend targeted trade shows that allow promotion of development opportunities and provide access to major retail companies and institutional investors.
- Contribute to Planning and Development Documents to create clear policy and regulations for businesses.
- Plan, support, invest and build tourism efforts to grow Blackfalds as an attractive destination for visitors and residents.
- Clearly message the Town's benefits and the competitive advantage.



Leadership & Engagement

Leadership & Engagement are crucial to keep Blackfalds moving towards our goals. This can be supported through an ongoing dialogue with the community, local organizations, neighbouring municipalities, and other levels of government. This ensures that residents and community leaders are informed, connected and able to provide feedback. This will result in the best possible decisions for everyone.



AREAS OF FOCUS

- The Town of Blackfalds provides leadership and collaboration with citizens to enable community sustainability.
- The community builds future leaders, while pursuing strategies for the enhancement of Blackfalds in the future.
- Community involvement is built into Council decision-making.
- The Town will be fiscally responsible while meeting the needs of citizens.
- Town communication will use widely-distributed means of engagement such as social media, in addition to existing dialogue streams.
- The Town pursues provincial, county, and regional funding opportunities, relationships and partnerships.
- The Town advocates for community champions from a variety of demographics and interest groups.
- The Town will invest to ensure adequate staffing and processes are established.

DECISION-MAKING LENSES

The natural environment contributes to a high quality of life. As part of Council's decision making process the preservation of natural environment and promote a culture to improve environmental performance.



Infrastructure and building investments for the Town should focus on improving the safety, and quality of life for the community members. Thoughtful acquisitions and maintenance of assets that will improve service levels for residents and non-residents will be part of Council's decision making process.



EXECUTING THE PLAN



STRATEGIC PRIORITY #1

Community Life

AREA OF FOCUS	SUPPORTING PROJECTS & INITIATIVES
Ensure that all residents have access to the services that the Town provides.	<ul style="list-style-type: none">• BOLT Transit
Connect residents to services and services to residents.	<ul style="list-style-type: none">• BOLT Transit• Trans Canada Trail• Electrical vehicle charging stations• Online service options• Advocate for Alberta Registry services• Increase services provided by Canada Post
Provide opportunities for residents to connect to enhance community spirit and volunteerism.	<ul style="list-style-type: none">• Community Events (Blackfalds Days, Winterfest, etc)• Volunteer appointments to Council Committees• Volunteer Coordination• Volunteer Appreciation
Ensure that the safety of our residents is paramount to decision making.	<ul style="list-style-type: none">• Policing Committee• Traffic Safety Plan• Emergency Management Preparedness
Promote options for housing diversity.	<ul style="list-style-type: none">• Land Use Bylaw• Land subsidies for development• Land designated and set aside for Senior Housing Options

STRATEGIC PRIORITY #2

Economy

AREA OF FOCUS	SUPPORTING PROJECTS & INITIATIVES
Create an attractive environment for industrial and commercial growth.	<ul style="list-style-type: none"> • Long and short term planning (Master Plans) • Explore development incentives • Census • Regional Tourism Boards
Grow and develop business retention and expansion initiatives including business visits, surveys and provision of business information and support in order to ensure regular communication, monitoring and updating business community needs and issues.	<ul style="list-style-type: none"> • Economic Development Committee • Funding and partnership with Chamber of Commerce • Business and Developer Surveys • Business and Development Page on Website
Attend targeted trade shows that allow promotion of development opportunities and provide access to major retail companies and institutional investors.	<ul style="list-style-type: none"> • Red Deer Home Show • Explore additional options for Trade Show attendance and site selector shows
Contribute to Planning & Development documents to create clear policy and regulations for businesses.	<ul style="list-style-type: none"> • Land Use Bylaw amendments as needed • Planning policy amendments as needed • Bylaw amendments as needed
Plan, support, invest and build tourism efforts to grow Blackfalds as an attractive destination for visitors and residents.	<ul style="list-style-type: none"> • Work with sports organizations and other cultural organizations to create events • Attract and grow current relationships to be the premier destination for activity and sport/recreation hosting
Clearly message the Town's benefits and the competitive advantage.	<ul style="list-style-type: none"> • Promotional videos • Marketing brochures • Blackfalds business, investment, and intelligence tool

STRATEGIC PRIORITY #3

Leadership & Engagement

AREA OF FOCUS	SUPPORTING PROJECTS & INITIATIVES
The community builds future leaders, while pursuing strategies for the enhancement of Blackfalds in the future.	<ul style="list-style-type: none">• Council Committees• Recreation Master Plan, Transportation Master Plan, etc.
Community involvement is built into Council decision-making.	<ul style="list-style-type: none">• Public Engagement Policy• Resident surveys and customer feedback• Open Houses• Council Committees
The Town will be fiscally responsible while meeting the needs of citizens.	<ul style="list-style-type: none">• Operational and Capital Budget Planning• Budget Surveys• Asset Management• Annual Report
Town communication will use widely-distributed means of engagement such as social media, in addition to existing dialogue streams.	<ul style="list-style-type: none">• Website improvements and user driven metrics - Blackfalds Connect• Digital Signage• Program & Activity Guide• Public Participation Policy
The Town pursues provincial, county, and regional funding opportunities, relationships and partnerships.	<ul style="list-style-type: none">• Intermunicipal Collaborative Framework Agreements• Intermunicipal Development Plans• Regional Grant Collaboration
The Town advocates for community champions from a variety of demographics and interest groups.	<ul style="list-style-type: none">• Funding support for community Not-for-profits• School resource officer funding
The Town will ensure adequate staffing and processes are established.	<ul style="list-style-type: none">• Municipal Service Level Inventory• Employee Engagement Survey• Develop Employee Training Profiles• Development of Succession Plan• COR Audit



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MINUTES

Attendance:	Karin Engen	Town of Eckville
	Lenore Eastman	Town of Bentley
	Rob Fehr	Village of Alix
	Barb Shepherd	Lacombe County
	Tracy Hallman	Village of Clive
	Reuben Konnik	City of Lacombe
	Jamie Hoover	Town of Blackfalds
	Lacombe Foundation – Finance	Ann Hultink
	The Bethany Group	Carla Beck, Shannon Holtz, Melodie Stol (recorder)
Delegation	Metrix Group	Curtis Friesen

1.	Call to Order The meeting was called to order at 1:00 pm by Board Chair Jamie Hoover.
2.	Approval of Agenda <i>L. Eastman moved to approve the agenda as presented.</i> CARRIED
3.	Delegation –Metrix Presentation of the 2024 Audited Financial Statements Curtis Friesen of Metrix Group presented the audit findings and financial statements. The books and records were found to be in good shape with no need for any adjustments from the auditor. A clean audit opinion was received. After review of internal processes, no issues or concerns were noted. Reviewed statement of financial position. Reviewed statement of operations. Rental revenues up 3%, increases in funding through AHS and LAP grant. Expenses close to 2023 totals. Reviewed and discussed notes, GIC's, accounts payable – future benefits payable and callable debt.
4.	Approval of Minutes <i>K. Engen moved to approve the February 3, 2025 Regular Meeting Minutes as presented.</i> CARRIED
5.	Correspondence
	a.
6.	Reports

	a.	<p>Financial Reports</p> <p>Review of the financial statements and explanatory notes for the 2 months ending February 28, 2025</p> <p>Revenue strong, and AHS funding was received for the influenza outbreak in Eckville. Purchase of blanket warmer with offsetting donations revenue. Salaries and benefits reflect old contract rates, waiting for new contract ratification.</p> <p>Affordable Housing close to budget.</p> <p><i>B. Shepherd moved to accept the financial reports as information. CARRIED</i></p>
	b.	<p>Occupancy Report to February 28, 2025</p> <p>Lacombe lodge move-in flat in January, and steady thru Feb and March. Eckville has strong DSL occupancy. New manager will be focusing on lodge side as she grows more comfortable with her position. Affordable housing full, move-outs quickly have a corresponding move-in.</p> <p><i>R. Fehr moved to accept the occupancy report as information. CARRIED</i></p>
	c.	<p>CAO Report</p> <p>Provincial budget includes an increase of the LAP grant from \$20.50 to \$21.50. CMR budgets have not yet been received.</p> <p>Bargaining has resulted in a tentative agreement being reached, waiting for staff ratification.</p> <p>Nicole Martel is the new lodge manager in Eckville.</p> <p>Blanket warmer now in use with thanks for the donation.</p> <p>Hand rail replacement project out to bid.</p> <p>Resident meetings scheduled, lodge events, menus, lodge Facebook pages, ASCHA information.</p> <p>Large trees at Eckville, getting quotes for their removal as they are too large and encroaching.</p> <p><i>T. Hallman moved to accept the CAO report as information. CARRIED</i></p>
7.	New Business	
	a.	<p>2024 Audited Financial Statements (see Delegation for presentation notes)</p> <p><i>K. Engen moved to accept the 2024 Audited Financial Statement as presented. CARRIED</i></p>
8.	Previous Business	
	a.	<p>Lacombe Lodge Redevelopment Update</p> <p>Graham construction is working on the business case/design for Lacombe Lodge for the upcoming business plan submission, with no up-front costs as they agreed to proceed with an at-risk contract.</p> <p>City of Lacombe has provided a list of potential parcels of land in Lacombe that could be suitable for the redevelopment.</p>

		Discussed opportunities and delays related to the Ministry and the new vision for projects and continuing care spaces. ADM has acknowledged that 30% funding support does not appear to be enough to meet the needs of lodge construction. <i>R. Konnik moved to accept the report as information.</i> CARRIED
9.	Next Meeting Date	The next meeting will be held on Monday May 12, 2025 at 1:00 pm, at the Lacombe Memorial Center.
10.	Adjournment	The March 24, 2025 Lacombe Foundation meeting was declared adjourned at 1:56pm.



Jamie Hoover, Board Chair
Lacombe Foundation

May 12, 2025

Date



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

May 12, 2025

Date



The Parkland Library Board

2024 Audit Findings

Report to the Audit Committee

December 31, 2024

Lindsey Bauman, CPA
T: 403.786.2410
E: lindsey.bauman@mnp.ca



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Overview

We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the financial statements of The Parkland Library Board (the "Library") as at December 31, 2024 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Audit Committee.

As auditors, we report to the members on the results of our examination of the financial statements of the Library as at and for the year ended December 31, 2024. The purpose of this Report is to assist you, as members of the Audit Committee, in your review of the results of our audit.

This Report is intended solely for the information and use of the Audit Committee and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Engagement Status

We have completed our audit of the financial statements of the Library which has been carried out in accordance with Canadian generally accepted auditing standards and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedures:

- Receipt of the signed management representation letter;
- Discussion of subsequent events with the Audit Committee;
- The Board of Directors / Executive Committee review and approval of the financial statements.

No significant limitations were placed on the scope or timing of our audit.

Independent Auditor's Report

We expect to have the above procedures completed and to release our Independent Auditor's Report on March 27, 2025.

Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the members of the Library. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.

Audit Reporting Matters

The following significant matters arose during the course of audit that we wish to bring to your attention.

Significant Audit, Accounting and Reporting Matters

Area		Comments
	Changes from Audit Service Plan	There were no deviations from the Audit Service Plan previously presented to you. Please refer to Appendix B for the significant areas and our audit responses.
	Final Materiality	Final materiality used for our audit was \$200,000 for December 31, 2024, and \$140,000 for December 31, 2023.
	Identified or Suspected Fraud	<p>Due to the inherent limitations of an audit and the nature of fraud, including attempts at concealment through forgery or collusion, an audit conducted in accordance with Canadian generally accepted auditing standards cannot be relied upon to detect fraud.</p> <p>While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.</p>
	Identified or Suspected Non-Compliance with Laws and Regulations	Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the financial statements
	Matters Arising in Connection with Related Parties	No significant matters arose during the course of our audit in connection with related parties of the Library.
	Matters Arising From Discussions with Management	<p>We would like to formally acknowledge the cooperation and assistance we received from the management and staff of the Library.</p> <p>There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.</p>
	Budgeting	It is important to ensure that the budget is appropriate for the entity's purposes. Consider whether it would be relevant to budget for items like amortization or capital items. With these items missing the budget is inconsistent with financial reporting. Amortization is common to be budgeted for as a proxy for future capital expenditures.

Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
<p>Management override of internal controls</p> <p>Overall risk of material misstatement due to fraud regarding management's override of internal controls.</p>	<p>To respond to the overall risk of material misstatement due to fraud regarding management's override of controls, we have performed the following procedures:</p> <ol style="list-style-type: none"> 1. Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements using Mindbridge AI software. No issues were noted. 2. Reviewed accounting estimates for biases. There were no circumstances producing biases which represented a risk of material misstatement due to fraud found during testing. 3. Evaluated the rationale behind significant transactions not in the normal course of business. No circumstances were noted during testing which would point to management engaging in fraudulent financial reporting or concealing misappropriation of assets.
<p>Deferred revenue and restricted contributions / Grant revenue</p> <p>Risk that deferred revenue has been overstated and/or understated.</p>	<p>Reviewed contracts for grant revenue to ensure appropriate amounts recorded as deferred versus revenue. Substantive testing completed on deferred revenue.</p>
<p>Expenses / expense claims</p> <p>Risk that expenses are overstated in the current year to align with budget or due to personal expenses being recorded. These risks are common for similar organizations.</p>	<p>Testing around expense claims was completed, consistent with the previous years. Further testing around accounts payables was completed to ensure that they appropriately exist. No issues were noted.</p>

Other Areas

Area	Comments
Auditor Independence	We confirm to the Audit Committee that we are independent of the Library. Our letter to the Audit Committee discussing our independence is included as part of the additional materials attached to this report.

Area	Comments
Management Representations	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

MNP LLP

Chartered Professional Accountants

encls

PARKLAND REGIONAL LIBRARY SYSTEM
FINANCIAL STATEMENTS
December 31, 2024

PARKLAND REGIONAL LIBRARY SYSTEM

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MANAGEMENT'S REPORT

To the Members of Parkland Regional Library System:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library System.

e-Signed by Ron Sheppard
2025-03-28 09:08:46 MDT

Ron Sheppard - Executive Director



Independent Auditor's Report

To the Members of The Parkland Library Board:

Opinion

We have audited the financial statements of The Parkland Library Board (the "Library"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, remeasurement gains and losses, changes in net financial assets and cash flows, and changes in accumulated operating surplus for the year then ended, and schedules and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2024, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lacombe, Alberta

March 28, 2025

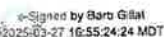
MNP LLP

Chartered Professional Accountants

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	2024	2023
FINANCIAL ASSETS		
Cash and cash equivalents (note 4)	\$ 674,459	\$ 907,293
Accounts receivable	\$ 23,333	27,494
Investments (note 5)	\$ 798,013	765,417
TOTAL FINANCIAL ASSETS	\$ 1,495,805	1,700,204
LIABILITIES		
Accounts payable and accruals (note 6)	\$ 141,759	\$ 244,514
Book allotment	\$ 17,182	22,170
Deferred revenue (note 7)	\$ 130,940	152,703
TOTAL LIABILITIES	\$ 289,881	419,387
NET FINANCIAL ASSETS	\$ 1,205,924	1,280,817
NON-FINANCIAL ASSETS		
Inventory for consumption	\$ 24,930	\$ 8,770
Prepaid expenses	175,192	171,906
Tangible capital assets (schedule 1)	4,295,198	4,395,010
TOTAL NON-FINANCIAL ASSETS	4,495,320	4,575,686
COMMITMENTS (note 8)		
ACCUMULATED SURPLUS	5,701,244	5,856,503
ACCUMULATED SURPLUS CONSISTS OF:		
Accumulated operating surplus (note 9)	5,720,276	5,891,450
Accumulated remeasurement loss on investments	(19,032)	(34,947)
	5,701,244	5,856,503

Approved by the Library Board:


2025-03-27 16:55:24:24 MDT
Chairman


2025-03-31 08:50:50:50 MDT
Director

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget	2024	2023
REVENUE			
Investment income	\$ 50,000	\$ 76,101	\$ 93,925
Member fees	2,123,362	2,123,362	2,001,335
Miscellaneous and donations	-	10,135	8,957
Outside sales - Books and supplies	-	155,043	117,125
Provincial funding (note 10)	1,654,817	1,676,580	1,678,455
	<u>3,828,179</u>	<u>4,041,221</u>	<u>3,899,797</u>
EXPENSES			
Administration	\$ 14,200	\$ 14,885	\$ 14,314
Amortization	-	165,019	163,163
Audit	21,000	24,701	21,700
Communications, marketing and promotions	20,000	24,770	19,396
Continuing education	20,000	17,128	13,870
Dues, fees, and memberships	13,000	12,011	12,295
OROS grant expense	84,756	106,518	108,394
Freight and postage reimbursement	3,500	2,557	2,916
Insurance	25,000	24,998	24,451
Investment fees	4,700	4,308	4,110
Library materials	457,957	449,070	448,637
Library service grant	452,928	452,928	452,928
Miscellaneous - distributions	-	7,500	7,500
Miscellaneous - outlet contributions	800	800	800
Outside purchases - books and supplies	-	154,339	116,770
Planned member technology purchases	69,391	185,146	325,326
Professional fees	-	14,463	15,420
Repairs and maintenance - building	60,000	65,566	52,325
Salaries and benefits	2,154,819	2,082,135	2,029,750
Supplies for library materials and inhouse stationary	48,000	44,195	44,633
Technology software, internet, maint. agreement, misc. supplies	240,128	243,187	224,567
Travel	8,000	1,242	4,792
Trustee	26,000	23,530	24,901
Utilities	34,000	27,757	27,774
Vehicle	56,000	45,460	56,499
Workshops, training for libraries	14,000	15,019	7,587
	<u>3,828,179</u>	<u>4,209,232</u>	<u>4,224,818</u>
Deficiency of revenue over expenses, before other expenses	-	(168,011)	(325,021)
OTHER EXPENSES			
Gain (loss) on disposal of investments	-	(2,367)	838
Gain (loss) on disposal of tangible capital assets	-	(796)	21,251
Deficiency of revenue over expenses	-	(171,174)	(302,932)
Accumulated operating surplus, beginning of year	<u>5,891,450</u>	<u>5,891,450</u>	<u>6,194,382</u>
Accumulated operating surplus, end of year (Note 9)	<u>5,891,450</u>	<u>5,720,276</u>	<u>5,891,450</u>

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget	2024	2023
Deficiency of revenue over expenses	\$ -	(171,174)	(302,932)
Acquisition of tangible capital assets	-	(66,003)	(112,162)
Amortization of tangible capital assets	-	165,019	163,163
Proceeds on disposal of tangible capital assets	-	-	60,000
Loss (gain) on disposal of tangible capital assets	-	796	(21,251)
Change in prepaid expenses	-	(3,286)	(47,452)
Change in inventory for consumption	-	(16,160)	7,862
Change in accumulated remeasurement loss on long-term investments	-	15,915	16,524
Decrease in net financial assets	-	(74,893)	(236,248)
Net financial assets, beginning of year	1,280,817	1,280,817	1,517,065
Net financial assets, end of year	1,280,817	1,205,924	1,280,817

The accompanying notes are an integral part of these financial statements

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
OPERATING ACTIVITIES		
Cash receipts from membership fees, contracts, and sales	\$ 2,292,700	\$ 2,129,019
Cash receipts from grants	1,654,817	1,654,817
Investment income received	76,101	93,925
Cash paid for materials and services	(1,726,373)	(1,607,526)
Cash paid for salaries and benefits	(1,987,091)	(1,918,985)
Cash paid for library service grant	(452,928)	(452,928)
Bank and investment fees paid	(5,008)	(4,970)
	<u>(147,782)</u>	<u>(106,648)</u>
CAPITAL ACTIVITY		
Purchase of tangible capital assets	(66,003)	(112,162)
Proceeds on disposal of tangible capital assets	-	60,000
	<u>(66,003)</u>	<u>(52,162)</u>
INVESTING ACTIVITY		
Purchase of investments	(92,049)	(96,934)
Proceeds on sale of investments	73,000	74,000
	<u>(19,049)</u>	<u>(22,934)</u>
Net increase (decrease) in cash	(232,834)	(181,744)
Cash and cash equivalents, beginning of year	907,293	1,089,037
Cash and cash equivalents, end of year	<u>674,459</u>	<u>907,293</u>

PARKLAND REGIONAL LIBRARY SYSTEM
SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024
SCHEDULE 1

	Vehicles	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2024	2023
Original Cost:								
Balance, beginning of year	181,266	3,946,960	610,000	359,984	49,684	58,967	5,206,861	5,191,801
Acquisition of tangible capital assets	-	-	-	66,003	-	-	66,003	112,162
Disposals of tangible capital assets	-	-	-	(78,950)	(490)	-	(79,440)	(97,102)
Balance, end of year	181,266	3,946,960	610,000	347,037	49,194	58,967	5,193,424	5,206,861
Accumulated Amortization:								
Balance, beginning of year	99,887	315,757	-	327,850	33,665	34,692	811,851	707,041
Annual amortization	24,414	78,939	-	53,647	3,164	4,855	165,019	163,162
Disposals	-	-	-	(78,355)	(289)	-	(78,644)	(58,352)
Balance, end of year	124,301	394,696	-	303,142	36,540	39,547	898,226	811,851
Net Book Value	56,965	3,552,264	610,000	43,895	12,654	19,420	4,295,198	4,395,010

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Unrestricted (Note 9)	Reserves (Note 9)	Equity in Tangible Capital Assets (Note 9)	2024	2023
Balance, beginning of year	216,746	1,279,694	4,395,010	\$ 5,891,450	\$ 6,194,382
Excess of revenue over expenses	(171,174)	-	-	(171,174)	(302,932)
Reserves used for (transferred from) operations	100,866	(100,866)	-	-	-
Purchases of tangible capital assets	-	(66,003)	66,003	-	-
Disposal of tangible capital assets	796	-	(796)	-	-
Annual amortization expense	165,019	-	(165,019)	-	-
Balance, end of year	312,253	1,112,825	4,295,198	5,720,276	5,891,450

The accompanying notes are an integral part of these financial statements

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
Accumulated remeasurement loss on investments, beginning of the year	(34,947)	(51,471)
Increase in market value	15,915	16,524
Accumulated remeasurement loss on investments, end of year	<u>(19,032)</u>	<u>(34,947)</u>

PARKLAND REGIONAL LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

1. Nature of activities

Parkland Regional Library System (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

2. Change in account policy

Revenue

Effective January 1, 2024, the Library adopted the Public Sector Accounting Board's (PSAB) new standard for the recognition, measurement and disclosure of revenue under PS 3400 Revenue. The new standard establishes when to recognize and how to measure revenue, and provides the related financial statement presentation and disclosure requirements. Pursuant to these recommendations, the change was applied prospectively, and prior periods have not been restated. Under the new standard, revenue is differentiated between revenue arising from transactions that include performance obligations, referred to as "exchange transactions", and transactions that do not have performance obligations, referred to as "non-exchange transactions", as described in Note 3. There was no material impact on the financial statements from the retroactive application of the new accounting recommendations.

3. Significant accounting policies

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

Cash and cash equivalents

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

Revenue recognition

Member fees are recognized as revenue when the services have been provided.

Book and supply outside sales are recognized as product is shipped to the member library that placed the order through the Library.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability. These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met.

Unrestricted provincial funding, miscellaneous and donations, and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenses

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

Non-financial assets

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year. Non-financial assets consist of the following:

i. Inventory for consumption

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

3. Significant accounting policies *(continued from previous page)*

ii. Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

	<i>Method</i>	<i>Rate</i>
Vehicles	declining balance	30%
Building	straight-line	50 years
Technology equipment and systems	declining balance	55%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

iii. Prepaid expenses

Expenses paid in advance where services have not been performed or materials have not been received.

Use of estimates

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

Long-term investment

Investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

Foreign currency translation

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

Reserves for future expenditures

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

3. Significant accounting policies *(continued from previous page)*

Financial instruments

The Library recognizes financial instruments when the Library becomes party to the contractual provisions of the financial instrument.

Arm's length financial instruments

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Library may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Library has not made such an election during the year. All financial assets and liabilities issued/assumed in an arm's length transaction are subsequently measured at amortized cost, except for marketable securities that are measured at fair value.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

Financial asset impairment

The Library assesses impairment of all its financial assets measured at cost or amortized cost. The Library groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Library determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

The Library reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Library reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess of revenue over expenses in the year the reversal occurs.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

4. Cash and cash equivalents

Cash accounts bear interest at bank prime rate of 5.45% (2023 - 7.20%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2023 - prime less 1.90%) on \$ 719,261 (2023 - \$913,747).

5. Investments

	2024	2023
Bonds (original cost of \$813,825; 2023 - \$796,502)	798,013	765,417

Bonds bear interest at rates ranging from 1.10% to 3.80% and have maturity dates ranging from June 2025 to December 2034. Included in investments is \$3,220 (2023 - \$3,861) of accrued interest.

6. Accounts payable and accruals

	2024	2023
Trade accounts payable and accruals	\$ 48,742	148,727
Employee benefit obligations	76,990	81,946
Goods and Services Tax payable	16,027	13,841
	141,759	244,514

Included in trade accounts payable and accruals is a balance of \$3,719 (2023 - \$4,817) on ATB Financial Mastercards with a total credit limit of \$15,000 (2023 - \$15,000).

Employee benefit obligations consist of estimated sick leave benefits of \$65,500 (2023 - \$60,500) that accumulate but do not vest, as well as vacation and lieu time of \$11,490 (2023 - \$21,446) that employees have earned and deferred to future years.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

7. Deferred revenue

Deferred revenue represents unspent amounts from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations.

	2024	2023
Opening balance	\$ 152,703	\$ 176,341
Add: amounts deferred	156,647	156,647
Less: amounts recorded as revenue	(178,410)	(180,285)
Ending balance	130,940	152,703

8. Commitments

In 2021, the Library entered into a 10 year agreement for maintenance on their elevator which commenced August 28, 2021 costing \$4,860 per year.

In 2023, the Library entered into a 5 year agreement for access to Polaris software commencing January 1, 2024 at a 2025 annual cost of \$95,177.78 which increases at 2% per year over the term.

9. Accumulated operating surplus

	2024	2023
Unrestricted reserve	312,253	216,746
Internally restricted		
Operating reserves		
Technology	312,117	474,773
Building	235,500	225,000
Contingent liability	69,518	38,851
	617,135	738,624
Capital reserves		
Amortization	278,531	323,911
Vehicle	179,454	179,454
Equipment/furnishings replacement	37,705	37,705
	495,690	541,070
Total reserves	1,112,825	1,279,694
Equity in tangible capital assets	4,295,198	4,395,010
	5,720,276	5,891,450

10. Provincial funding

	2024	2023
Government of Alberta - Municipal Affairs		
Operating grant	\$ 1,045,242	\$ 1,045,242
Library Service grant	452,928	452,928
OROS grant	178,410	180,285
	1,676,580	1,678,455

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2024

11. Local Authorities Pension Plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 304,451 people and 444 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 11.65% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2024 were \$146,356 (2023 - \$123,922). Total current service contributions by employees of the Library to the LAPP in 2024 were \$124,666 (2023 - \$110,539).

As at December 31, 2023, the LAPP disclosed an actuarial surplus of \$15,057 billion (2022 - \$12,671 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2024.

12. Economic dependence

The Library is dependent on funding from government grants to maintain its operations. In 2024, the Province of Alberta contributed \$1,681,580 (2023 - \$1,678,455) of revenue to the Library, equalling approximately 42% (2023 - 43%) of total revenue. If funding is not received, its operations would be significantly reduced.

13. Financial instruments

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

Credit risk

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from one member library (2023 - one member library and one grantor) in connection with trade receivables represents 10% (2023 - 42%) of total accounts receivable at December 31, 2024. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the library municipalities and customer base.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate investments and variable rate cash.

Market rate risk

The Library is exposed to market rate risk on its investments due to changes in quoted market rates on investments.

14. Comparative figures

Comparative figures have not been reclassified to conform with current year presentation.

15. Approval of financial statements

These financial statements were approved by the Library board on March 27, 2025.

Workshop on Watershed Management & Land Use Planning Proceedings Summary

Date: March 24, 2025, 10:30 am - 3:00 pm

Location: Mirror Lake Center, Camrose, Alberta and Virtual Engagement

The Battle River Watershed Alliance (BRWA) invited municipal and Indigenous government representatives to explore opportunities to implement BRWA Watershed Management Plan recommendations in Land Use Planning. The agenda for the workshop is available in Appendix I.

The Watershed Management Plan (WMP) provides policy direction for water and watershed sustainability by addressing the social, economic, and ecological considerations at a local level. Workshop participants:

- Learned about the Watershed Management Plan recommendations,
- received a presentation on a new *Guide to Watershed Management in Land Use Planning For Local Governments*,
- identified current actions for implementing watershed management in land use planning, and
- discussed future opportunities for watershed management.

Participants: Planners, Ag Fieldmen, Environmental Coordinators, Community Development, and Public Works staff from municipalities and Indigenous governments in the Battle River and Sounding Creek Watersheds attended the workshop. The following groups were represented:

Battle River Watershed Alliance
Camrose County
City of Camrose
City of Wetaskiwin
County of Minburn
County of Vermilion River
County of Wetaskiwin
Flagstaff County

Lacombe County
Municipal Planning Services
Otipemisiwak Métis Government (3)
Ponoka County
Samson Cree Nation
Town of Blackfalds
Town of Ponoka (2)

Presentations



Watershed Management Plan (WMP) - Battle River Watershed Alliance's Watershed Management Plan goals & recommendations in the Battle River and Sounding Creek Watersheds

By: Sarah Skinner, BRWA Watershed Programs Manager (Appendix II)



Guide to Watershed Management in Land Use Planning for Local Governments

By: Jane Dauphinee RPP, MCIP - Principal/Senior Planner, Municipal Planning Services (Appendix III)

About the Guide

The *Guide to Watershed Management in Land Use Planning for Local Governments* was released in March 2025.



The Guide identifies terms, actions, strategies, goals, objectives, and policies that can be individualized to incorporate beneficial management practices in local land management decisions.



Page 10, Guide to Watershed Management in Land Use Planning for Local Governments

The inclusion of BRWA recommendations in planning documents enables local governments to:

1. More effectively consider ecological assets, including natural areas, water quality and quantity, drought resiliency, wetlands and riparian areas, and biodiversity during the planning and approval process related to local land management decisions within the Battle River and Sounding Creek watersheds.
2. Demonstrate municipal compliance with the following requirements in the Municipal Government Act (MGA). Specifically, to:
 - a. Foster the well-being of the environment (Part 1 s.3 MGA)
 - b. Determine if the land subject to a proposal is suitable for the purpose for which the subdivision is intended (654(1)(a) MGA),
 Making a determination regarding the suitability of a site for a proposed use includes undertaking an assessment of the impacts to natural assets within the subject site and minimizing the degradation of these natural assets.
3. Reduce risk(s) associated with development on lands generally characterized by hazard features and provide local governments with tools to better monitor impacts and undertake enforcement action when non-compliant land use or development activities occur.

WMP Implementation - Alignment & Future Considerations, Workshop Activity #1

Participants discussed the following questions.

Biodiversity		
Are guidelines in existing policy?		
		If so, how are they implemented?
		If not, how could they be implemented?
Yes	9*	Bio Controls
No	1	Weed control Act (Bylaw elevate)
		Agricultural Pest Act
		Development Permit Stage
		Biophysical Assessment
		Area Structure Plans
		Informally Habitat Corridors > through other agencies (ACA) > map of protected areas & conservations
		Natural asset inventory management
		BMPs to protect biodiversity in provincial/ municipal regulations (utility/renewables)
		Natural asset management & inventory
		Corridor Studies

Water Quality/Quantity		
Are guidelines in existing policy?		
		If so, how are they implemented?
		If not, how could they be implemented?
Yes	11 *	Stormwater management
No	2 **	Through water rates -> water use
	3	Environmental Farm Plans
		Barriers: greywater regs (interjurisdictional issues), Trying new things can be hindered by lack of regulations or red tape
		ER, ERE
		Soil conservation officers
		exclusion zones
		Parks and Reserve Management -> LUB
		Area Structure Planning
		Municipal Ownership
		Private Land Conservation administered by Municipality (Flagstaff)
		Municipal investments in non-potable H2O stations
		Community water wells
		Need to incorporate objectives into higher level documents
		New MDP (statutory) Plan
		Identification of sub-surface technical plan in ASP, MDP, IDP

* Quantity:
for subdivisions,
allow cisterns
(where do they
get this water
from), source
water protection

** Quality:
wastewater,
dumping

Biodiversity		
Are guidelines in existing policy?		
		If so, how are they implemented?
		If not, how could they be implemented?
Yes	9*	Bio Controls
No	1	Weed Control Act (Bylaw elevate)
		Agricultural Pest Act
		Development Permit Stage
		Biophysical Assessment
		Area Structure Plans
		Informally Habitat Corridors > through other agencies (ACA) > map of protected areas & conservations
		Natural asset inventory management

* ESA Mapping

Land Management		
Are guidelines in existing policy?		
		If So, how are they implemented?
		If not, how could they be implemented?
Yes	4	Watershed districts -> Conservation District } LUB -> 80% of tree cover } LUB
No		Watershed protection -> Miquelon district
		DUC -> competes with lifetime covenants
		ACA lands
		ALUS program
		Area Structure Plan
		Biophysical - "may" be asked for
		providing free trees
		Make acreages larger to include more trees
		smaller farms are more likely to keep wetlands and trees >1000 acres -> not going to happen

Participants provided suggestions on how BRWA can help with data acquisition
Would love to help out and participate with data acquisition if possible
Environmental ESAs for Urban Areas
Assistance w/ Natural Asset mapping and identification (WPAC WRRP application)
Any reliable wetland data acquisition & clearer guidance on what should/ shouldn't be in protection of wetlands
Wetland information/boundaries for GIS mapping
Anything supporting natural asset mapping would help us provide guidance to developers + flesh out policies
Groundwater mapping, wildlife corridor mapping, wetland mapping
Grant funding for regional studies, prioritize mapping + studies, provide current list of available data
Gather info - have it available

Watershed Management Implementation - Next steps, Workshop Activity #2

Participants provided projected date for next MDP update		
Local Government	MDP Date	Notes
County of Wetaskiwin	2028	5 year review rotation
City of Camrose	2024	Effective Jan. 1, 2025
Camrose County	2024	Just Completed
Lacombe County	2025	MDP/LUB reviewed and amended last week
Minburn County	2023	MDP last approval
Town of Ponoka	2026	Current MDP - 2013
City of Wetaskiwin	2024	Just Completed
Town of Blackfalds	2026	Current completed in 2009
Flagstaff County	2018	Current MDP - 2018 Next MDP - TBD LUB - 2023 (involved MDP review in 2023)

Participants provided a projected date for related policies or programs			
Local Government	Policy type	Anticipated Date	Notes
County of Wetaskiwin	Pigeon Lake Watershed Area Concept Plan	2026	Review
City of Wetaskiwin	Land Use Bylaw	2026	10 year update
Minburn County	Land Use Bylaw	2024	

Summary

BRWA greatly appreciates the input and direction we have received from municipalities, First Nations and the Otipemisiwak Métis Government within the Battle River and Sounding Creek Watersheds during the workshop and at key points throughout the project.

With this valuable feedback, BRWA has completed the *Guide to Watershed Management in Land Use Planning for Local Governments* as our final project deliverable for the Alberta Community Partnership Grant. A copy of the Guide will be sent by mail and emailed to local governments in the Battle River and Sounding Creek Watersheds.

We encourage local governments to use the Guide as a tool today and into the future to achieve watershed resilience and sustainability for future generations.

This project was prepared by Municipal Planning Services for the Battle River Watershed Alliance and made possible with support from an Alberta Community Partnership Grant, partnering with Camrose County (managing partner), Flagstaff County, and Lacombe County. Additional funding was provided by BRWA and the Battle River Community Foundation.

Contact: Sarah Skinner, BRWA Watershed Programs Manager
sarah@battleriverwatershed.ca

Appendix I



Workshop on Watershed Management & Land Use Planning

March 24, 2025

Mirror Lake Center, Camrose, Alberta

10:30 am - 3:00 pm

AGENDA

Welcome and Land Acknowledgement, 10:30 am

Watershed Management Plan

Battle River Watershed Alliance's Watershed Management Plan goals & recommendations in the Battle River and Sounding Creek Watersheds
Sarah Skinner, BRWA Watershed Programs Manager

Guide to Watershed Management in Land Use Planning for Local Governments

Jane Dauphinee RPP, MCIP - Principal/Senior Planner, Municipal Planning Services

Lunch, 11:45 am - 12:45 pm

Survey on Implementation Opportunities

- Alignment & Future Considerations, workshop activity #1

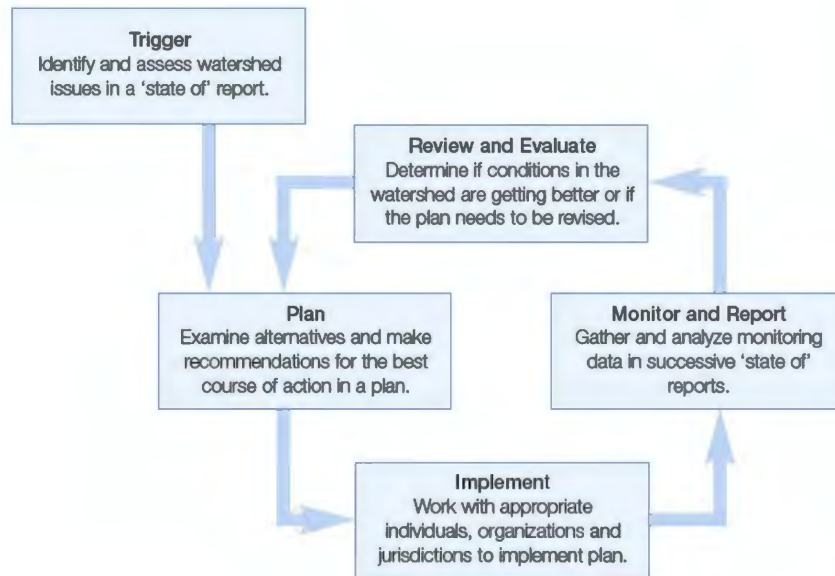
Watershed Management Implementation - Next Steps

- Implementation of Emergent Areas of Land Use Planning, Jane Dauphinee
- Implementation Opportunity Timelines, workshop activity #2

Closing Remarks, 2:50 pm

Watershed Management Planning Process

An Adaptive Approach

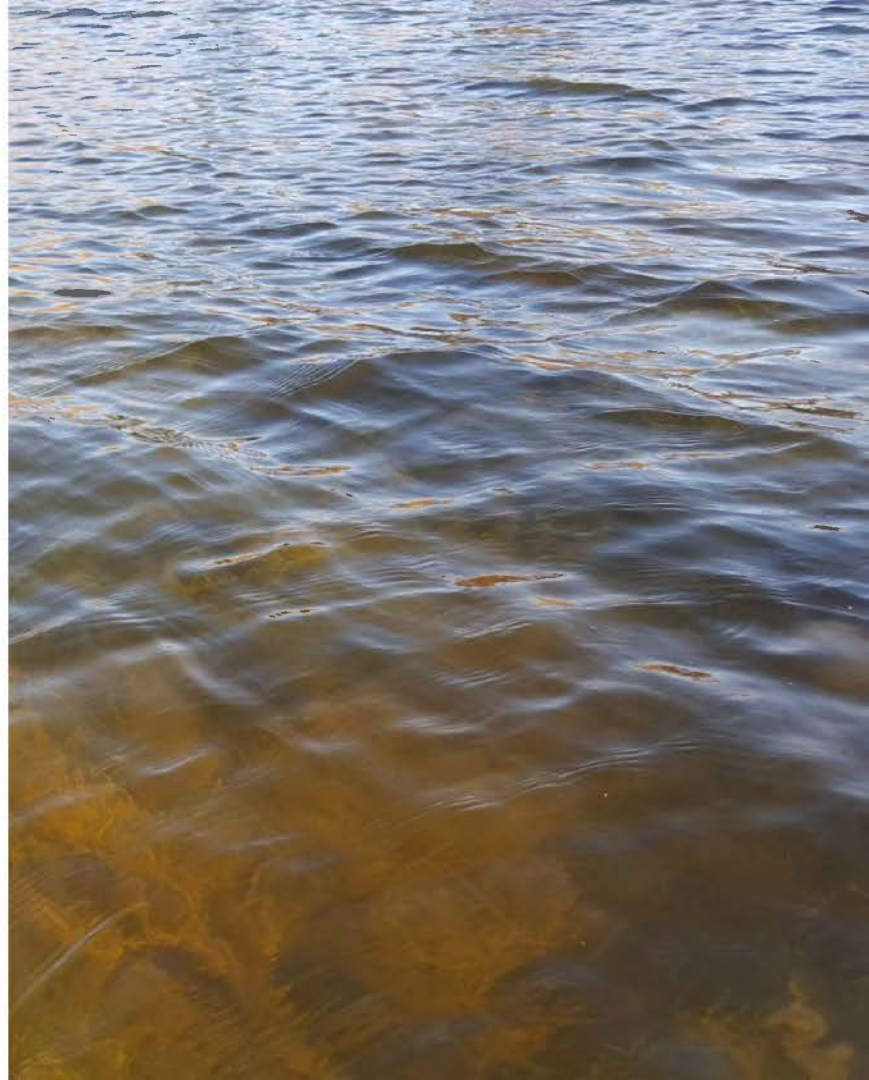


An Adaptive Approach to Watershed Management (*Enabling Partnerships: A Framework in Support of Water for Life: Alberta's Strategy for Sustainability*)



Watershed Management Planning Process

State of the Watershed Report



Watershed Management Planning Process

Timeline



BRWA State of the Watershed Report

Released October 2011



State of the Watershed Engagement

Community workshops and presentations to municipal and Indigenous governments



Watershed Management Workshop

Watershed management planning priorities determined



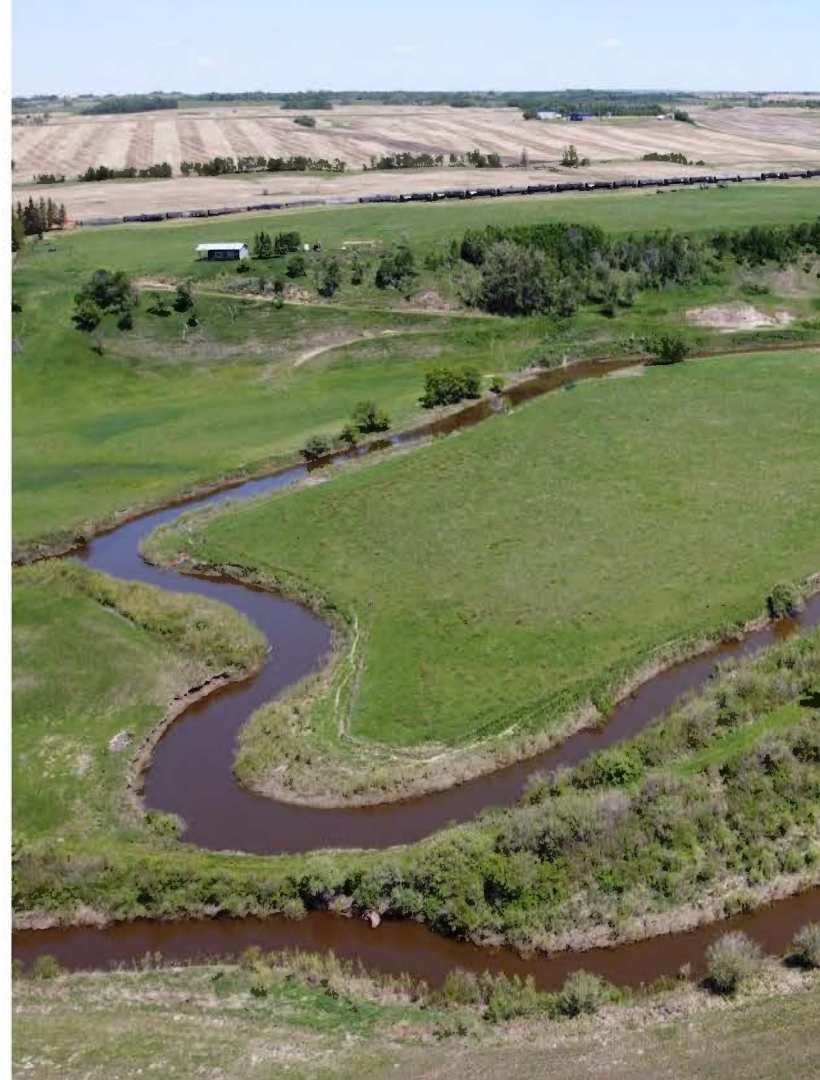
Watershed Management Planning Process

Development and implementation of WMP components

Watershed Management Planning Process

Goal

To work collaboratively to develop and implement watershed management recommendations that support the ecological, economic, and social wellbeing of the Battle River and Sounding Creek watersheds



Watershed Management Planning Process

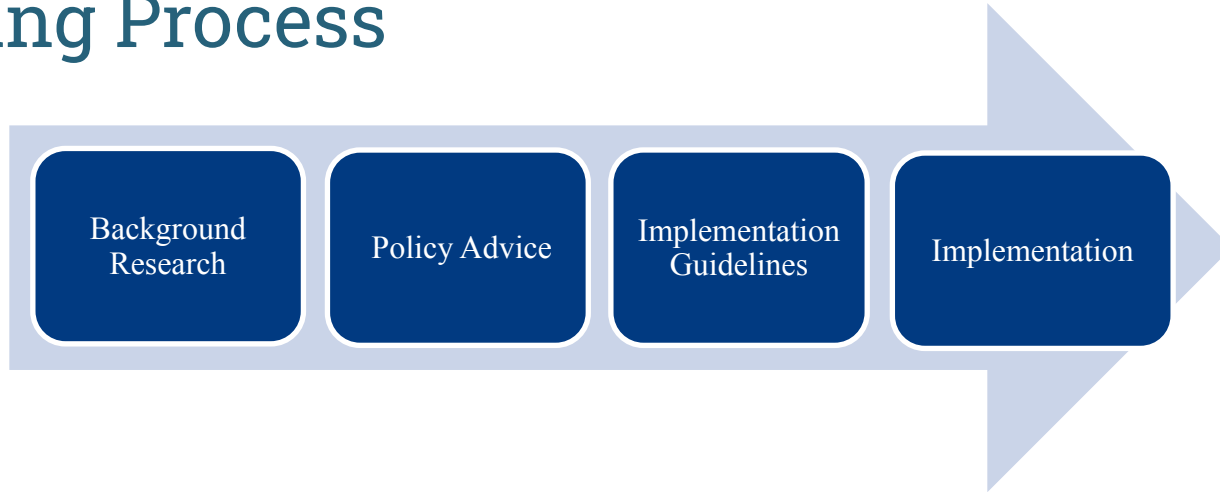
Priority Areas and Components



2012 dotmocracy exercise to determine WMP priorities

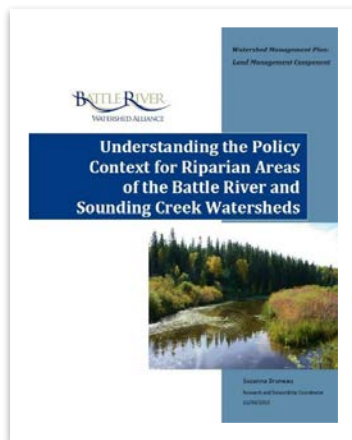


Watershed Management Planning Process



Guided by the BRWA's WMP committee and developed through a multi-stakeholder engagement process

Watershed Management Planning Process



Policy Advice

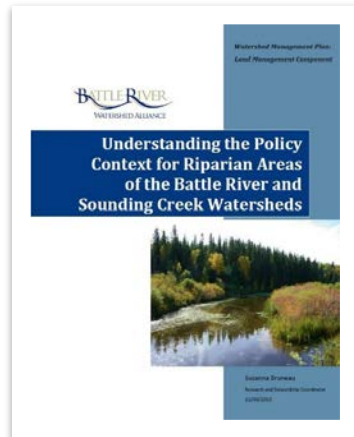
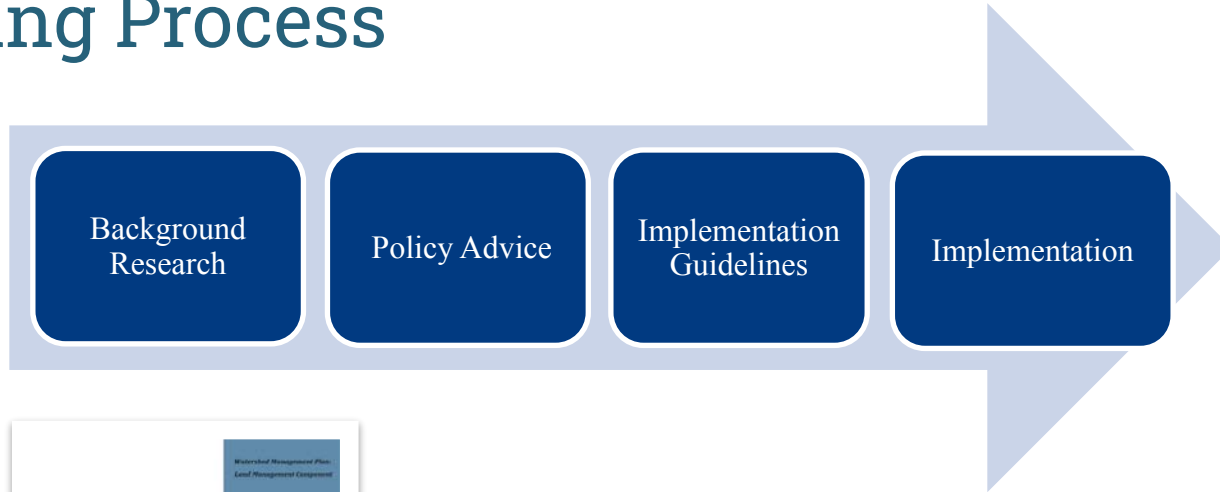
Implementation of water quality beneficial management practices should be supported through incentive programs and other support mechanisms.

Land use and recreation policies should be developed or amended to facilitate protection of riparian/lakeshore areas in regards to off-highway vehicles.

Land management practices which limit removal or damage of riparian areas and other adverse ecological impacts should be promoted, while ensuring that the economic viability of operations is not impeded by these practices.

Land use regulations should be reviewed to ensure that they adequately address water quality concerns in all regions of Alberta.

Watershed Management Planning Process



4.6: Use tools like Riparian Setback Matrix Model to determine optimal buffer before development of lands near watercourses.

4.6.1.: Use of setback tool could be part of development permit process and done at developer's expense.

- Landowners & managers
- Developers
- Municipal governments
- Alberta Environment and Parks
- Alberta Agriculture and Forestry
- Alberta Energy Regulator

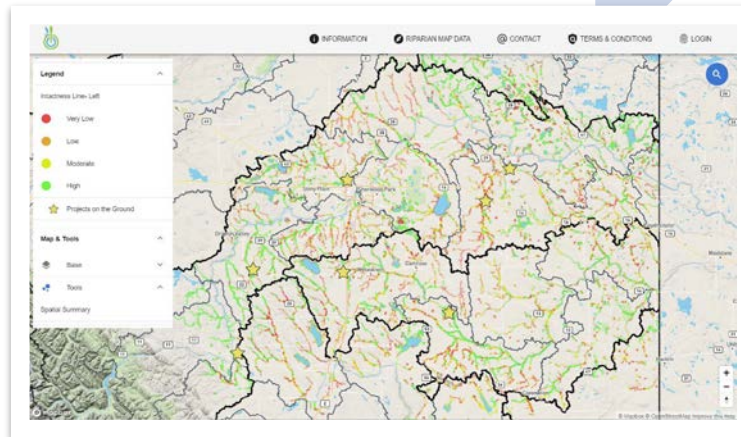
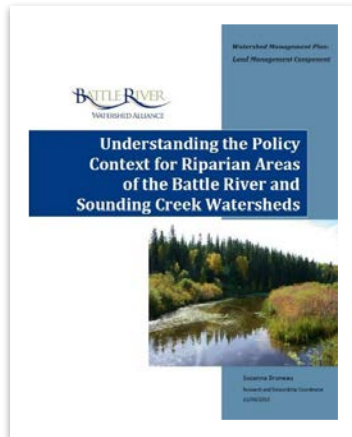
Watershed Management Planning Process

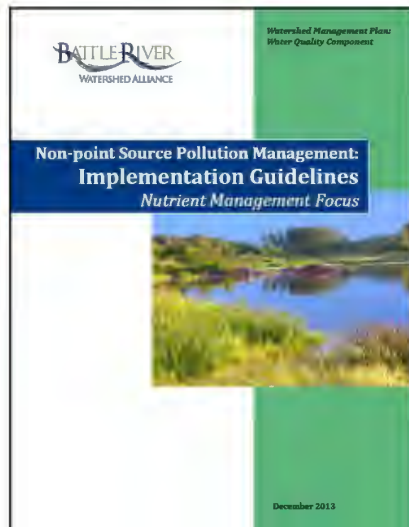
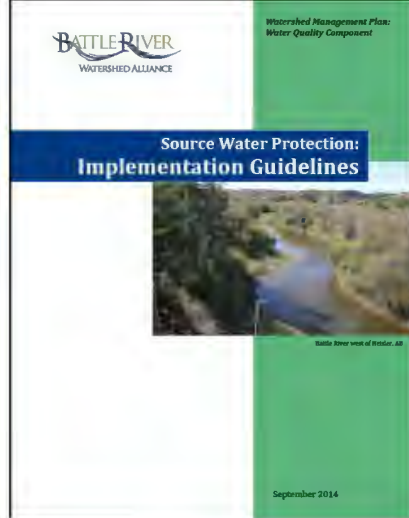
Background
Research

Policy Advice

Implementation
Guidelines

Implementation





Watershed Management Planning Process

Next Steps: Implementation



Implementation of WMP recommendations relies on the collective efforts of many watershed partners.

Watershed Management Planning Process

Next Steps: Implementation

How are watershed management recommendations aligned with other land use plans and programs?

What opportunities exist to enhance alignment?



Watershed Management Planning Process

ACP Grant

Align Land Use and Development Policy with Watershed Management Recommendations

The purpose of this project is to collaborate with municipalities, Indigenous communities, watershed and community organizations, and other partners to identify opportunities to align land use plans and programs with watershed management recommendations in the Battle River and Sounding Creek watersheds.



Workshop on Watershed Management & Land Use Planning

March 24, 2025





Workshopp on Watershed Management & Land Use Planning

Battle River Watershed Alliance | Mar 24, 2025

WORKSHOP OVERVIEW

- Welcome & Land Acknowledgment
- BRWA Watershed Management Plan
- Guide to Watershed Management in Land Use Planning for Local Governments
- LUNCH BREAK
- Workshop Session 1: Survey on Implementation Opportunities
- Workshop Session 2: Watershed Management Implementation - Next Steps

WELCOME & LAND ACKNOWLEDGEMENT

The Battle River and Sounding Creek watersheds have been the home, meeting ground and travelling route for many Indigenous Peoples since time immemorial.

We gratefully acknowledge the traditional territory and ongoing presence of Indigenous Peoples and Nations within these watersheds. Their experiences, teachings, knowledge, and wisdom inform and enrich our collective efforts to care for the land and water of this region.

These watersheds are in the **Otipemisiwak Métis Government Districts 2, 3, 8, 11, and 12**, and are also within **Treaty 6 and 7 territory**.

Fulfilling the spirit and intent of these treaties is an ongoing process, and the Battle River Watershed Alliance is committed to building strong and respectful relationships with the Indigenous Peoples of this land, with all living beings, and with the land and water on which we all depend.



INTRODUCTIONS

Battle River Watershed Alliance

- Catherine Peirce, Executive Director
- Sarah Skinner, Watershed Programs Manager

MPS

- Jane Dauphinee, Principal & Senior Planner
- Carley Weeks, Planner





PRESENTATION: BRWA Watershed Management Plan



PRESENTATION: Guide to Watershed Management in Land Use Planning for Local Governments

About the Guide

BRWA RECOMMENDATIONS

Framework for the Guidelines

- The BRWA's Watershed Management Planning Process includes four watershed management priorities to support watershed health.



WATERSHED MANAGEMENT PLANNING PRIORITIES	PLAN COMPONENTS	BRWA RECOMMENDATION AREAS
Water Quantity & Quality	<ul style="list-style-type: none"> Drought Management Surface Water Quantity Ground Water Quantity Non-point Source Pollution Management Point Source Pollution Management Source Water Protection 	11
Biodiversity	<ul style="list-style-type: none"> Habitat Conservation and Management Non-Native/Invasive Species Management 	4
Land Management	<ul style="list-style-type: none"> Wetland Management Riparian Areas Management 	11


PURPOSE OF THE GUIDE

- Improve consistency in land management practices throughout the watersheds
- Provide Battle River and Sounding Creek communities with knowledge-based policy guidelines and strategies to incorporate into municipal development plans and the management policies or plans of Indigenous communities to support
 - water quantity
 - water quality
 - biodiversity
 - land management

PURPOSE OF THE GUIDE

- Support municipal compliance with Municipal Government Act (MGA) requirements. Specifically, to:
 - foster the well-being of the environment (Part.1 s.3 MGA); and
 - determine if the land subject to a subdivision proposal is suitable for the purpose for which the subdivision is intended (654(1)(a) MGA);
- Reduce risk(s) associated with development on lands generally characterized by hazard features and provide local governments with tools to better monitor impacts and undertake enforcement action when non-compliant land use or development activities occur.

METHODOLOGY & PROCESS

PHASE 1	Research and Policy Review <ul style="list-style-type: none">• Develop a survey• Review data gathered from sampling of 31 plans
PHASE 2A	Discussion Guide <ul style="list-style-type: none">• Prepare Discussion Guide• Identify alignment/non-alignment between BRWA recommendations and the MDPs• Identify recommendations to highlight the highest priority areas for better alignment, the largest gaps in alignment, and the greatest alignment successes.• Share successes in the discussion guide.
PHASE 2B	Engagement with Municipal/Indigenous Leaders <ul style="list-style-type: none">• Host informal workshops for leaders/administrators within the watersheds
PHASE 3	Guide to Watershed Management in Land Use Planning for Local Governments <ul style="list-style-type: none">• Prepare general implementation guides with sample policy language
Phase 4	Workshop on Watershed Management & Land Use Planning <ul style="list-style-type: none">• Introduce the Guide to municipal administrators and land managers• Engage on current and future opportunities to enhance watershed management 

**WE
ARE
HERE**

ROLE OF LOCAL GOVERNMENT

- The land management process is complex.
- Land management decisions within the watershed can be impacted by multiple jurisdictions (municipal, provincial, federal).
- Plans that guide the decision-making processes for each local government and other jurisdictions are nuanced and developed to reflect the values and planning priorities identified within each community and jurisdiction.
- Decisions issued are lasting and resonate throughout the watersheds.
- Municipalities have an important stewardship role within the watersheds through their authority to regulate land use on private land.
- Among their obligations under the *MGA* and the *Provincial Land Use Policies*, municipalities must contribute to “the maintenance and enhancement of a healthy natural environment.” Decisions that are issued must contribute to the maintenance and enhancement of the environment.

ROLE OF LOCAL GOVERNMENT

- Through municipal policy documents and land use bylaws, municipalities can implement watershed management recommendations and environmental land management practices to:
 - maintain and enhance a healthy natural environment;
 - support the local agricultural community through the implementation of land and water management practices that conserve and restore ground and surface water quality and quantity;
 - Minimize infrastructure costs; and
 - reduce risks and costs associated with increased occurrences of extreme climate events, including flooding, drought, and wildfires.

LEGISLATED RESPONSIBILITY

- When assuming the authority to manage land within a municipality, decision-makers have an obligation to:
 - foster the well-being of the environment; and
 - manage environmental risks.
- Management of environmental risks includes the protection of natural assets within municipal boundaries from degradation.
- Taking an active and coordinated approach to the management of natural assets enables municipalities to manage legal risks and legal liability as they consider and administer land use and development decisions.
- This contributes to greater municipal alignment with the requirements established in provincial and federal laws and regulations.

LEGISLATED RESPONSIBILITY

There are several provincial and federal laws and regulations relevant to municipal management of environmental features, including (but not limited to):

Municipal Government Act (the MGA)

- Enables municipalities to make decisions about subdivision and development
- Identifies a responsibility to maintain and improve the quality of the environment
- Establishes tools to assist in this process (ER, ERE, CR, CRE)

Land Stewardship Act

- Enables the use of Conservation Easements

Environmental Protection and Enhancement Act (EPEA)

- Conserving and enhancing natural assets supports alignment with EPEA and the well-being of the environment.

Water Act

- Where a non-exempt land use or development activity would also require municipal approvals, coordination between the municipal and provincial approvals enables local governments to determine if the site has a sufficient developable area and whether access to the development area can be provided.
- Where coordination does not occur, administrative risk associated with the approvals is increased and landowners and local governments could be subject to an enforcement order issued under the Water Act.

LEGISLATED RESPONSIBILITY

Public Lands Act

- The Public Lands Act restricts activities on public lands that may injure or destroy the surface of the public land, without authorization (s. 53). 4 Preventing the disturbance of natural assets adjacent to public lands aligns with this requirement.

Provincial Land Use Policies

- The MGA requires municipalities to be in alignment with the Land Use Policies in s. 6.18.4(1),
- The Land Use Policies include a goal requiring planning decisions to “contribute to the maintenance and enhancement of a healthy natural environment”. The policies under this goal align with preserving and enhancing natural assets and biodiversity through the municipal decision-making process.

Matters Related to Subdivision & Development Regulation

- The Regulation stipulates that the Subdivision Authority must consider environmental site features when assessing the suitability of a site subject to a proposal. Restricting development on sites that are characterized by hazard features aligns with restricting development in areas characterized by features that are environmentally sensitive.

Agricultural Operations & Practices Act (AOPA)

- (AOPA Part 2 20(1)(a)) stipulates that if an application for a Confined Feeding Operation is inconsistent with MDP land use provisions, then the application must be denied. This indicates that although municipalities are not responsible for issuing approvals for Confined Feeding Operations, a municipality can directly influence the outcome of an approval issued under AOPA for a CFO by including goals, objectives, or policies in their MDP.

The scope of municipal jurisdiction to control, monitor, and enforce land management decisions varies based on the proposal, the site, and the applicable legislation. As such, it is essential for municipalities to effectively interpret and implement their responsibilities under the legislation.

IMPLEMENTATION GUIDELINES OVERVIEW

- The guidelines have been structured the four (4) BRWA WMP Plan Priorities.

<i>WATERSHED MANAGEMENT PLANNING PRIORITIES</i>	<i>PLAN COMPONENTS</i>	<i>BRWA RECOMMENDATION AREAS</i>
Water Quantity	<ul style="list-style-type: none">• Drought Management• Surface Water Quantity• Ground Water Quantity	3
Water Quality	<ul style="list-style-type: none">• Non-point Source Pollution Management• Point Source Pollution Management• Source Water Protection	8
Biodiversity	<ul style="list-style-type: none">• Habitat Conservation and Management• Non-Native/Invasive Species Management	4
Land Management	<ul style="list-style-type: none">• Wetland Management• Riparian Areas Management	11



IMPLEMENTATION GUIDELINES OVERVIEW



MUNICIPAL PLANNING SERVICES

LAND MANAGEMENT GUIDELINES

- Land Management is a vital component to supporting watershed health.
- Incorporating watershed management into land management plans is vital to preserving the integrity and function of water resources and biodiversity and demonstrating municipal compliance with legislated requirements to foster the well-being of the environment.

Benefits Include:

- Maintaining and enhancing a healthy natural environment;
- Supporting the local agricultural community through the implementation of land and water management practices that conserve and restore ground and surface water quality and quantity;
- Reducing risks and costs associated with increased occurrences of extreme climate events, including flooding, drought, and wildfires;
- Reducing risk(s) to local government and landowners associated with development on lands generally characterized by landscape features that are hazardous to some types of development;
- Cost-effectively and efficiently planning for infrastructure investments and improvements; and
- Monitoring impacts to natural assets resulting from development decisions

LAND MANAGEMENT GUIDELINES

Watershed Management Planning Guidelines

Goal: Implement watershed management planning through local land management plans.

Objective: Local land management plans identify watershed features and support watershed management planning

Actions/Strategies:

- Identify regional and sub-watershed basins on MDP maps.
- Identify local ecoregions in land management plans.
- Identify water features on maps included in statutory plans and other land management plans
- Collaborate with local watershed PACs to access resources and identify important ecological services and natural assets within the community.
- Recognizing the unique interjurisdictional nature of water and other natural assets, collaborate with regional and provincial partners to maintain and enhance natural assets throughout the watersheds.

Policies:

- Restrict development that would harm water quality or detrimentally impact water quantity or biodiversity.
- Consider impacts to ecological services when evaluating the appropriateness of development proposals.
- Include a description of and delineation of natural features, including wetlands, riparian areas, important hydrological features, environmentally sensitive areas, source water protection areas, and ecological corridors in statutory plans, plan amendments, and bylaw amendments.
- When applicable, require proposed development to comply with approved watershed management plans.

LAND MANAGEMENT GUIDELINES

Wetland Management Guidelines

Goal: Maintain and restore wetlands

Objective 1: Prevent further wetland loss.

Objective 2: Preserve the ecological and hydrological value of wetlands

Definitions:

Development, geotechnical report, high water table, environmental impact assessment, wetland, wetland boundary, wetland assessment, watercourse, water body, wetland, wetland restoration, passive wetland restoration, native species, ephemeral water body, Environmental Reserve (ER), Environmental Reserve Easement (ERE), Conservation Reserve (CR), Conservation Reserve Easement (CRE).

Actions/Strategies:

- Inventory wetlands and hydrology features
- Incorporate wetland data into MDP information maps.
- Identify ecologically, hydrologically, economically, and culturally significant wetlands within municipal boundaries.
- Identify clear triggers for when wetland assessments will be required.

Policies:

- Utilize environmental reserves and environmental reserve easements at the time of subdivision to establish development buffers adjacent to wetlands subject to the limitations within s.664 of the *MGA*.
- Incorporate mitigation actions to conserve or restore wetlands and riparian areas at time of ASP development, subdivision or development.

LAND MANAGEMENT GUIDELINES

Riparian Management Guidelines

Goal: Improve the function and intactness of riparian areas

Objective 1: Preserve the ecological and hydrological function of riparian areas

Objective 2: Minimize damage to riparian areas from aggregate extraction development

Definitions:

Bioengineering techniques, development, ephemeral water body, environmental impact assessment, erosion and sediment control plan, geotechnical report, hazard lands, high water table, legal bank, littoral, lot grading and drainage plan, native species, natural assets, natural state, passive wetland restoration, riparian area, riparian intactness runoff, upland area, wetland.

Actions/Strategies:

- Identify and incorporate existing riparian area intactness survey information into MDP mapping.
- Establish and monitor riparian area intactness targets.
- Explore partnerships with organizations, including *Cows and Fish* to share information about Beneficial Management Practices for grazing near riparian areas.

Polices:

- Establish a minimum riparian intactness target of 75%.
- New development within riparian areas is discouraged.
- Where development is allowed within riparian areas, require the development to comply with the established minimum intactness target.
- Require landscaping plans to include design features that support riparian intactness.
- Discourage aggregate extraction development within riparian areas.

- Riparian Lands are the transitional areas between upland and aquatic ecosystems.
- These areas can have variable width and extend both above and below ground.
- These lands are influenced by and/or exert an influence on associated water bodies, which include alluvial aquifers and floodplains, when present.
- Riparian areas provide valuable ecosystem services that can reduce municipal costs, support water quality, and maintain biodiversity.
- The loss of intact riparian areas significantly impacts water quality, harms fish and wildlife populations and negatively impacts water quantity within a watershed.



WATER QUANTITY & QUALITY GUIDELINES

Water Quantity Guidelines

Goal: Ecosystem services that support water quantity and drought resiliency are prioritized in planning decisions.

Objective 1: Maintain the integrity and efficiency of ecosystem services that support water quantity and drought resilience

Objective 2: Strive to achieve a riparian intactness target of 75%

Objective 3: Conserve important water recharge areas

Objective 4: Conserve and restore large tree stands and shelterbelts to minimize soil erosion and surface water runoff and support biodiversity

Definitions:

Biodiversity, bioengineering techniques, biophysical assessment, ecosystem services, wetlands, riparian areas, important habitat areas, important peat lands, high groundwater table areas, tree cover, natural assets, drought adaptation and management, drought resilience, shelterbelt, Environmental Reserve (ER), Environmental Reserve Easement (ERE), Conservation Reserve (CR).

Actions/Strategies:

- Conduct a natural asset inventory to identify the location of natural assets that benefit surface water quantity, groundwater quantity, and drought management.
- Monitor land use and development patterns within natural asset areas to measure the efficacy of conservation and restoration strategies.
- Identify conservation and restoration priorities to support water quantity.
- Identify important water recharge areas within the municipality
- Encourage the planting and retention of shelterbelts along property lines, adjacent to roadways, and adjacent to riparian features.

Policies:

- Require new area structure plans (ASPs), local area plans and/or conceptual schemes to include stormwater management plans and an inventory of natural assets, including riparian areas within the plan area.
- Require the delineation of features and areas that align with the water quantity and drought management priorities of local government in new ASPs, local area plans and/or conceptual schemes.
- Enable development within important water recharge areas only where water quantity and water quality can be maintained or enhanced to the satisfaction of the municipality.

- Water Quantity and Quality are key components of maintaining watershed health and sustainability.
- Management of land, particularly in riparian areas, which is largely the responsibility of local governments, has direct effects on our water resources.
- Local governments are responsible for ensuring the effective and efficient delivery of services. Developments that directly or indirectly cause harm to water quality or water quantity can negatively impact the function of ecological services that provide tangible benefits within the municipality by enhancing water quality and reducing flood risk.

WATER QUANTITY & QUALITY GUIDELINES

Water Quality Guidelines

Goal: Support clean, high-quality water through proactive stewardship and management of our water sources.

Objective 1: Protect source water intake areas to minimize risks to drinking water

Objective 2: Promote innovation in stormwater management to support source water quality

Objective 3: Discourage development within flood hazard areas to reduce risks to property and human safety

Objective 4: Prioritize wetland avoidance and restoration

Objective 5: Protect local and regional groundwater sources

Definitions:

Development, source water, source water protection, Environmental Reserve (ER), Environmental Reserve Easement (ERE), Conservation Reserve (CR), Conservation Reserve Easement (CRE), Flood way, Flood Fringe, Flood Construction Level, low risk development, moderate risk development, high human activity centre, high risk development.

Actions/Strategies:

- Develop drinking water protection zone overlays and integrate with statutory and regulatory instruments.
- Encourage the reclamation of abandoned water wells.
- Evaluate and implement stormwater management requirements to meet source water quality objectives.
- Inventory wetlands within the municipality.

Polices:

- Require information about source water and proposed design mitigations as part of the ASP development, outline plan development and/or LUB amendment applications.
- Prohibit or restrict high-risk development or land uses, such as industrial land uses, storage facilities for hazardous materials, gas stations, car repair garages, and dry-cleaning facilities, confined feeding operations, manure storage facilities or resource extraction developments within identified drinking water protection overlay areas.
- Require development to comply with stormwater management requirements and source water quality objectives
- Where avoidance is reasonably achievable, new development shall be designed to avoid wetlands and wetland disturbance.
- Restrict new multi-lot development to areas with sufficient groundwater quantity or access to a municipal or regional water service to support the density of development.

- Access to a safe water supply in quantities sufficient to sustain industry, agricultural producers, and communities within the watersheds is dependent on effective strategies for managing source water.
- Implementing source water protection strategies supports continued access to safe drinking water and the availability of sufficient volumes of water to support agriculture and industry.

WATER QUANTITY & QUALITY GUIDELINES

Point and Non-Point Source Pollution Management Guidelines

Goal: Primary drinking water sources and recreational assets are protected from point and non-point source pollution.

Objective 1: Reduce the opportunity for pollutants and sediment to be introduced into surface and groundwater supplies

Objective 2: Integrate Low Impact Development (LID) techniques for stormwater management in new development, including permeable pavement, bioswales, rain gardens, natural drainage ways, stormwater retention ponds, and rainwater harvesting

Definitions:

Point Source Pollution, Non-Point Source Pollution, Environmentally Sensitive Areas, Hydrogeological Impact Assessment, Hydrogeologically Sensitive.

Actions/Strategies:

- Identify environmentally sensitive areas mapping into statutory plans, regulatory frameworks or corresponding land management plans or policies.
- Identify the ecoregion(s) within the municipality to establish precipitation rates that may impact the transfer of pollutants to surface water.
- Identify the hydrological features of the major watershed and sub-watershed basins.
- Identify watershed boundaries within land use plans.

Policies:

- Limit the development of new Confined Feeding Operations (CFOs) within the effective drainage area of Battle River and Sounding Creek watersheds.
- Restrict manure application within riparian areas and flood hazard areas.
- Restrict manure application within the watershed of highly developed lakes and within 1 mile of less developed lakes.
- Restrict manure application within a prescribed distance of urban areas serviced by GUDI municipal water treatment systems.
- Prohibit manure management practices that may result in harmful levels of pollutants entering watercourses and water bodies.
- Require LID techniques to be incorporated into new stormwater management plans.

- There is a pressing need to identify adaptive actions to reduce or eliminate negative impacts from point and non-point source pollution on water quality within the watershed.
- Point source pollution refers to pollution that comes from a single source.
- Non-point source pollution refers to pollution that comes from many places all at once. Non-point source pollution can be harder.
- To manage non-point source pollution, it is necessary to implement management strategies that apply to a large area (such as a municipality or watershed).

BIODIVERSITY GUIDELINES

Habitat Conservation and Management Guidelines

Goal1: Ecological corridors within the municipality are protected.

Goal 2: Natural Assets within the municipality are protected

Objective 1: Maintain the Integrity of Ecological Corridors

Objective 2: Consider Environmentally Significant Areas when evaluating new development projects

Objective 3: Prioritize the conservation and restoration of natural assets

Definitions:

Ecological corridor, environmental impact assessment, corridor flatness, significant wildlife area, protected area, biophysical assessment, high-human activity centre.

Actions/Strategies:

- Identify and incorporate ecological corridor mapping into MDP information maps (where available).
- Identify clear triggers in ASP policies and/or the Land Use Bylaw to identify when a biophysical study, including ecological corridor identification, will be required.
- Conduct a natural asset inventory to identify the location of natural assets that benefit surface water quantity, groundwater quantity, biodiversity and flood and drought management

Polices:

- Limit the development of new Confined Feeding Operations (CFOs) within the effective drainage area of Battle River and Sounding Creek watersheds.
- Restrict manure application within riparian areas and flood hazard areas.
- Restrict manure application within the watershed of highly developed lakes and within 1 mile of less developed lakes.

- Intact habitat is crucial to maintaining biodiversity within the Watersheds.
- Habitat management is the management of human activity, including: land development, infrastructure development, resource development and transportation corridors, to ensure that habitat remains or is restored to allow animals to survive and thrive on the landscape.



BIODIVERSITY GUIDELINES

Non-Native & Invasive Species Guidelines

Goal 1: Non-Native and Invasive Species are Well Managed.

Objective 1: Manage Non-Native and Invasive Species

Definitions:

Environmentally Sensitive Area, Landscaping Plan, Native Species, Native Vegetation, Non-Native Species, Invasive Species, Non-Native and Invasive Species.

Actions/Strategies:

- Set priorities for the prevention, eradication, containment and control of non-native and invasive species.
- Utilize Environmentally Sensitive Areas Mapping to set priorities for non-native and invasive species management.
- Collaborate with agricultural producers and other landowners to implement beneficial management practices that support non-native species and invasive species management.
- Develop a non-native and invasive species management plan to optimize municipal resources and minimize the impacts of non-native and invasive species.
- Undertake or continue to undertake inventory & monitoring programs to document non-native and invasive species.

Policies:

- Landscaping practices on private and public land support the management of non-native and invasive species.
- Require landscaping plans to incorporate tree cover and native species

- Risks and economic impacts to local governments resulting from non-native and invasive species include:
 - increased management costs to control non-native and invasive species, loss of resource productivity, including grazing lands and fish habitat, and reduced recreational value.



MUNICIPAL PLANNING SERVICES



Workshop Session: Survey on Implementation Opportunities

Survey on Implementation Opportunities

Review guidelines from the following BRWA component areas:

Land Management:

- Wetland Management

Water Quality & Quantity:

- Water Quality

Biodiversity:

- Non-Native and Invasive Species Management



Watershed Management Implementation

Case Study #1 – Beaver County

(Land Management & Water Quantity and Quality)

Actions Taken:

1. Surface Drainage Bylaw & LUB Amendment
2. Incorporated 0.5 m contours in the municipal GIS
3. Collaborated with Beaver Hills Biosphere to include wetland data into GIS
4. Require Lot Grading and Drainage plans at time of development permit application. (NEW)
5. Prepared Lot Grading & Drainage Brochure



LOT GRADING AND DRAINAGE INFORMATION BOOK



WHAT IS LOT GRADING?

Lot grading is the process of shaping and levelling the land around a building to ensure proper drainage of surface water. The primary goal is to direct water away from structures, such as houses or buildings, to prevent potential issues like basement flooding, foundation damage, or soil erosion. This process aligns with Beaver County's Surface Drainage Bylaw 22-1120.

LOT GRADING: A TWO-STAGE PROCESS

STAGE 1 – PRE-CONSTRUCTION PLAN

At the time of your development permit application, the development authority will assess whether a lot grading and drainage plan is required as part of your application.

If the development authority requests the plan, it is the responsibility of the landowner/applicant to contact a qualified Alberta land surveyor. The surveyor will prepare a detailed lot grading and drainage plan that demonstrates the post-construction lot grade, including natural features and any mitigating factors like swales or drainage ditches. This plan will show how surface water is directed away from structures, foundations, adjacent properties, and protected areas, such as wetlands.

Once you receive the plan, submit it to the development officer for approval. The development authority may require modifications to ensure proper water drainage to prevent potential issues such as foundation damage, soil erosion, impacts on adjacent properties or wetlands. Once the plan is approved, your application review process will begin.

STAGE 2 – POST-CONSTRUCTION PLAN

After project completion (typically within one year), contact the same surveyor who prepared your initial plan to conduct a final grade inspection. The surveyor will prepare a report confirming that the surface grades were designed and constructed according to the approved lot grading and drainage plan. Submit the final grading acceptance letter or certificate to the development authority once received. This final step ensures compliance with the lot grading and drainage requirements, confirming that the project meets all drainage and surface water management standards.

GET STARTED TODAY!

The Beaver County Planning & Development Department are pleased to explain the various regulations and how they apply to your project. Please feel free to contact us at anytime.

Watershed Management Implementation

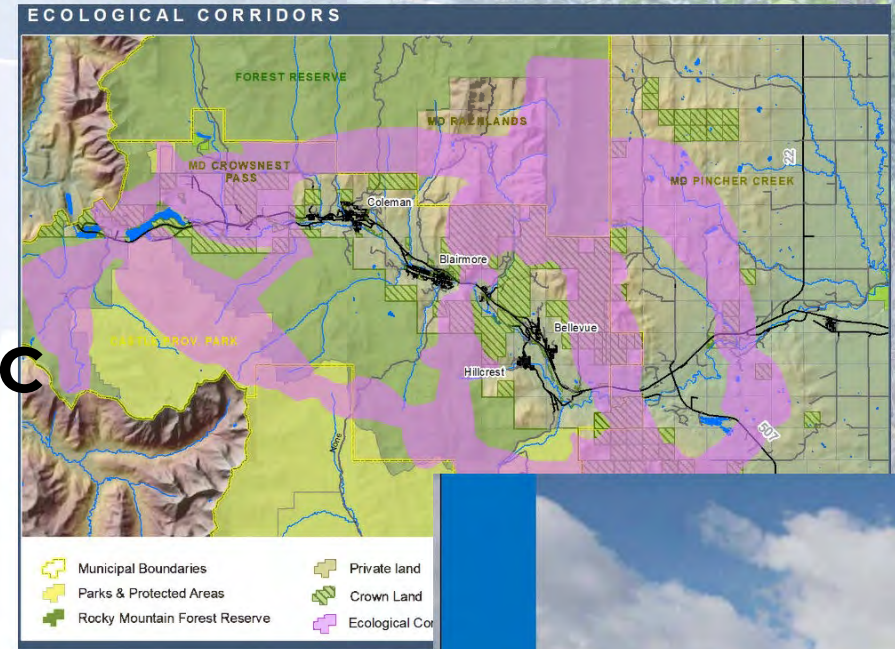
Case Study #2 – Miistakis Institute/ORRSC Connectivity Risk Assessment Tool

(Biodiversity & Connectivity)

Actions Taken:

1. Collaborated to identify ecological corridors within the municipalities of Crowsnest Pass and Pincher Creek.
2. Included direction in the MD of Pincher Creek MDP to recognize the importance of ecological corridors, headwaters, natural assets, ESAs, wetlands and other water resources.
3. Developed a connectivity risk assessment tool to map corridors and assess risk to corridors from development and human activity.

From: https://miistakis.shinyapps.io/cra_app/



Planning Policies Section 17
Environment and its Natural Capital



Take Aways

What have we learned?

1. Governance & administration of land within the watersheds is complex

- 63 municipalities within the watersheds
- 4 Maskwacis Cree First Nations
- Otipemisiwak Métis Government
- Government of Alberta
- Federal Government

2. Land use planning is complex

- There is jurisdictional overlap in some areas (i.e. water bodies)
- Communities have different tools and approaches to manage land use and development
- A one-size-fits-all approach is unrealistic
- Incorporating watershed management into land management plans and plan administration:
 - Improves transparency & reduces risk,
 - Reduces municipal costs associated with infrastructure drought and flood management,
 - Protects important regional economic drivers and human health, and
 - Is one of the simplest ways to ensure compliance with provincial requirements.

3. It has and can be done

- There have been municipal successes implementing Watershed Management Planning within the watersheds (and outside).
- Organizational capacity (and budgets) are limited everywhere
- Efficiencies can be achieved by working together & sharing information



THANK YOU





HIGHLIGHTS OF THE REGULAR COUNCIL MEETING MAY 8, 2025

MEETING WITH JENNIFER JOHNSON, MLA

Council will meet with Jennifer Johnson, MLA, during the June 12, 2025, Council meeting. In preparation for the meeting, the County Manager was directed to submit a list of discussion topics to the MLA's office on Council's behalf.

BUILDING CAPACITY FOR REGIONAL ECONOMIC DEVELOPMENT IN LACOMBE COUNTY PROJECT

Council received a presentation on the *Building Capacity for Regional Economic Development in Lacombe County* project from Mr. Paul Salvatore of Municipal Experts and Ms. Elan Buan of Schollie Research & Consulting. Council endorsed the final report, as amended, and directed Administration to proceed with implementation.

PLANNING SERVICES UPDATE

Council received an update on the Planning Services department's progress and activities for April 2025.

UNREGISTERED APPROVED ROAD CLOSURE PLAN 4359 EO

Council rescinded a 2013 resolution that had approved the closure of Road Plan 4359 EO, located in SE 18-40-23 W4M. The closure was never finalized due to unresolved access issues and a lack of registration. Council directed Administration to notify Alberta Transportation and Economic Corridors of this decision.

LACOMBE SOUTH CONNECTOR PLAN PRESENTATION

Council received a presentation on the Lacombe South Connector Plan from Mr. Brad Vander Heyden and Ms. Taylor Kusk of Stantec, and Jordan Thompson of the City of Lacombe.

BLAINE CALKINS, MP UPDATE PRESENTATION

Council received an update from Blaine Calkins, MP, on federal government matters.

FUNDING REQUEST TO SUPPORT CAMP L.G. BARNES' SUMMER EMPLOYMENT PROGRAM

Council received a presentation from Mr. Chalmers, Executive Director of Camp L. G. Barnes, requesting \$22,000 in funding to support the hiring of a summer student. Council directed the County Manager to prepare a report and recommendations for consideration at a future meeting.

LACOMBE LAKE MANAGEMENT PLAN – ALBERTA COMMUNITY PARTNERSHIP PROGRAM

Council supported the development of a Lacombe Lake Management Plan in partnership with the Town of Blackfalds, the City of Lacombe and other stakeholders. Lacombe County will act as the managing partner and submit an application to Alberta Municipal Affairs for an Alberta Community Partnership Grant to help support the project.

AGRICULTURAL SERVICE BOARD MEETING NOTES

Council reviewed the minutes of the April 16, 2025 Lacombe County Agricultural Service Board (ASB) meeting and approved recommendations as follows:



SUCCESS GROWS HERE!

- That Lacombe County Council receive the input provided by the Agricultural Service Board regarding the draft Farm Family Award Policy.
- That Lacombe County staff draft a letter of support to Cleanfarms supporting their pursuit of agricultural plastics recycling funding in Alberta.
- That the County Manager explore the development of a silage plastic and bale wrap collection program and provide a report detailing estimated program expenses and program structure for consideration at a future council meeting.
- That the Western Crop Innovation update be received for information.
- That the Classroom Agriculture Program report be received for information.
- That the input provided by the Agricultural Service Board regarding the 2025 Agriculture Guide be received for information.
- That the Lacombe ALUS presentation, the Alberta Wildlife Federation, High Fence Hunting Operation/Cervid Harvest Preserves and Chronic Wasting Disease presentation, and the Alberta Agriculture and Irrigation, 2025 Field Inspection/Alberta Agriculture and Irrigation update presentation be received for information.
- That Lacombe County Council discuss potential Lacombe County involvement in ALUS programming at the December Committee of the Whole meeting.
- That the 2025 ASB Resolution responses be received for information.
- That the overview of the March 17, 2025, ASB Provincial Committee meeting be received for information.
- That the Crop Assurance Programming Section correspondence regarding the upcoming ASB field visit of Lacombe County be received for information.

REQUEST FOR TAX INCENTIVE

A motion to direct Administration to develop a report outlining options and a recommendation for the development of a non-residential and machinery and equipment tax incentive bylaw and application process did not receive Council approval.

REGIONAL COLLABORATION COMMITTEE

Council considered a motion to direct the County Manager to work with the CAOs of the City of Lacombe and Town of Blackfalds on a draft Terms of Reference for a Regional Collaboration Committee. Council agreed to defer the decision for further consideration until after the upcoming Intermunicipal Collaboration Framework meeting with the Towns of Bentley and Eckville, and the Villages of Alix and Clive.

Next Regular Council Meeting is
May 22, 2025 – 9:00 a.m.

Next Committee of the Whole Meeting is
June 3, 2025 – 9:00 a.m.

Lacombe County Administration Building

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



City of Lacombe

COUNCIL HIGHLIGHTS

May 12th, 2025

2. Review of Agendas

2.1 Consent of Agenda

- Council gave first reading to Bylaw 526 –Municipal Election Bylaw as presented.
- Council directed Administration to enter into election services agreements to conduct the 2025 Municipal Election jointly with Wolf Creek School Division No. 72 and with St. Thomas Aquinas Roman Catholic Separate Regional Division No. 38, should their Boards request such services.
- Council directed Administration to provide five Advance Votes for the City of Lacombe's 2025 Municipal Election.
- Council provided for the attendance of two deputy returning officers at an elector's residence by pre-arranged appointment on October 16th, 2025, between 9:00 a.m. and 6:00 p.m. to accommodate persons with disabilities.
- Council designated three institutional voting stations on election day for the City of Lacombe's 2025 Municipal Election at
 - Royal Oak Village (4501 College Avenue, Lacombe)
 - Lacombe Senior Citizen's Lodge (4508 C&E Trail, Lacombe)
 - Lacombe Hospital and Care Center (5430 47 Avenue, Lacombe)to accommodate electors confined to a treatment centre, residents in a supportive living facility, self-contained housing, or lodge accommodation.
- Council provided for special ballots by application on or before 4:30 p.m., October 1st, 2025, via telephone, email or in writing to the Returning Officer, including information required per the Local Authorities Election Act, RSA 2000, c. L-21, with outer envelopes to be received by the Returning Officer no later than 4:30 p.m. on October 20th, 2025.
- Council appointed Director of Corporate and Protective Services Diane Piché, as Returning Officer for the City of Lacombe 2025 Municipal Election.
- Council appointed Corporate and Protective Services Executive Assistant Jennifer Peterson as Substitute Returning Officer for the City of Lacombe 2025 Municipal Election.
- Council scheduled a public hearing for Bylaw 405.5 and Bylaw 380.1 in conjunction with the public hearing scheduled for Bylaw 400.73 on Monday, May 26th, 2025, at 6:00 p.m.

3. Open Forum

3.1 Fish & Fetch Off-Leash Dog Park

Tanya Unger gave an open forum presentation on the Fish & Fetch off-leash dog park.

4. Presentations

4.1 Risk Assessment & Mitigation Report

Jamie Erickson, President of the Alberta Association of Community Peace Officers, presented the Risk Assessment & Mitigation Report to the Council.

4.2 DARP Workplan Update

Joe Whitbread, Chair of the Downtown Area Redevelopment Plan Committee, presented a DARP Workplan Update to Council.

6. Requests for Decision

6.1 Notice of Motion (Councillor Ross – from April 28th)

Council voted in favour of the following motion:

Council directed Administration to return with a comparative analysis of the regulations around secondary suites on R1 lots, specifically the allowable size of the secondary suites

6.2 Lacombe & District Historical Society Request for Funds

The Lacombe & District Historical Society is a registered non-profit organization which seeks to preserve and promote the history of the Lacombe region through many programs and services such as operating museums (Blacksmith Shop, Flat Iron, Michener House and heritage garden), maintaining a community archives, presenting exhibits, and conducting research.

As outlined in the presentation made by their Executive Director to Council on April 28th, summer students allow expanded programming and protect the collection, including at the three museums that are recognized regional draws to Lacombe, and enhance the experience for both residents in the city and those visiting our community.

The society requested matching funding for confirmed grant funding from other levels of government for a summer student. The request is for \$12,116.

Council approved \$12,116 in funding to the Lacombe and District Historical Society for student interns.

6.3 Bylaw 370.5 - Council Procedure Bylaw Amendment – First Reading

To align with recent changes to the Municipal Government Act (MGA) and Bill 20, the Municipal Affairs Statutes Amendment Act, 2024, amendments to the Council Procedure Bylaw 370 are proposed to support electronic participation in public hearings and to enhance transparency regarding conflicts of interest and pecuniary interest.

The MGA now requires municipalities to offer electronic access to public hearings. To comply, the amendment Bylaw 370.5 will authorize using video conferencing and hybrid formats, with procedures outlined in a new Schedule "A."

Bill 20 also introduces stronger requirements for disclosing conflicts of interest. The bylaw will be updated to define "Conflict of Interest" and "Pecuniary Interest," and require that any declarations be recorded in meeting minutes.

Additionally, all references to the Freedom of Information and Protection of Privacy Act (FOIP) will be replaced with the Access to Information Act (Bill 34) and Protection of Privacy Act (Bill 33) to reflect new provincial legislation.

Council gave second and third readings to the Procedure Bylaw Amendment – Bylaw 370.5 as presented.

6.4 Fire Apparatus Equipment Purchase – Ladder Truck 2025

The City of Lacombe's frontline fire apparatus has a 20-year service lifespan.

In the 2025 Capital Budget, \$2.65M was budgeted to replace the existing Articulating Platform Truck, based on quotes developed in 2024. However, due to recent economic conditions, the lowest price received is \$2.76M, and market volatility has caused vendors to include provisions that weaken the 'price guarantee' before delivery.

Administration recommended proceeding with the purchase, funding the \$110K shortfall from the General Capital Reserve.'

Council directed Administration to allocate \$110,000 from the General Capital Reserve to cover the budget shortfall for the purchase of a new aerial platform ladder truck for the Fire Department.

7. Notice of Motion

7.1 Councillor Konnik

Councillor Konnik made the following Notice of Motion:

- "That Council direct Administration to prepare an amendment to the Land Use Bylaw, allowing soft-sided structures in residential districts."

Council will discuss the motion at a future Regular Meeting of Council.

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

- Monday, May 26th, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall

- Monday, June 9th, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall

- Monday, June 23rd, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall



HIGHLIGHTS OF THE REGULAR COUNCIL MEETING MAY 22, 2025

WHISTLE CESSATION – LAKESIDE SARGENT AND HIGHWAY 2A

Council authorized the County Manager to initiate whistle cessation at the railway crossing located on Lakeside Sargent Road, just east of Highway 2A.

REQUEST FOR CLOSURE AND SALE OF STATUTORY ROAD ALLOWANCE

Council approved second and third readings of Bylaw No. 1421/24, a bylaw for the purpose of closing to public travel and disposing of portions of a public highway in accordance with Section 22 of the Municipal Government Act.

SOLAR UPDATE

Council received an update on the solar photovoltaic system that was installed on the County Operations Shop building in June 2021.

ACCRETION OF LANDS NEAR GULL LAKE

Council directed the County Manager to proceed with the accretion of Pt. E ½-35-40-28 W4 and NE-26-40-28-W4, and that the accretion costs be funded from the Community Resource Reserve.

CAMP L.G. BARNES SOCIETY – REQUEST FOR EMERGENCY FUNDING

A motion to approve a one-time grant in the amount of \$22,000 to the Camp L.G. Barnes Society did not receive Council approval.

LACOMBE PERFORMING ARTS CENTRE FOUNDATION – FACILITY OPERATING SUPPORT AGREEMENT

Council approved the renewal of the Facility Operating Support Agreement between the Lacombe Performing Arts Centre Foundation and Lacombe County for an additional five years, with funding increasing to \$22,000 in 2026.

2025 APPOINTMENT OF AUDITOR

Council directed the County Manager to seek out proposals for auditing services for a three-year period starting with the 2025 audit year and to coordinate the request for proposals with other entities that receive financial services from Lacombe County.

FIRE SERVICES AGREEMENT REVIEW – DISCUSSION PROTOCOLS

Council approved the Fire Services Agreement Discussion Protocols, as amended, as jointly developed by the Villages of Alix and Clive, the Towns of Bentley and Eckville, and Lacombe County.

MEETING WITH MLA JENNIFER JOHNSON – DISCUSSION TOPICS

Council reviewed a draft list of discussion topics to be submitted to the Office of MLA Jennifer Johnson in preparation for her visit on June 12, 2025.



SUCCESS GROWS HERE!

WOLF CREEK PUBLIC SCHOOLS - SCHOOL SOCIAL WORK AND FAMILY SCHOOL LIAISON WORK PROGRAM PRESENTATION

Council received a presentation from Ms. Candice Dickson and Mr. Kevin Newman of the Wolf Creek Public Schools Division on the School Social Work and Family School Liaison Work program.

LACOMBE POLICE SERVICE SCHOOL RESOURCE OFFICER PROGRAM PRESENTATION

Council received a presentation from Constable Michelle Grovet, School Resource Officer with the Lacombe Police Service, on the School Resource Officer program.

SPEED CONTROL BYLAW

Council gave all three readings to Bylaw No. 1437/25, a bylaw to regulate and control vehicle speeds within Lacombe County.

Amendments include:

- Reducing the speed limit on Range Road 1-5 from Township Road 39-4 south to the Summer Village of Birchcliff.
- Increasing the speed limit on a newly paved section of Range Road 2-4, from Highway 11A north to just south of the summer camp.
- Reducing the speed limit on Range Road 2-4 from just south of the summer camp north to Township Road 39-4, just west of the entrance into Eagle Quay subdivision.

DOG CONTROL BYLAW

Council gave all three readings to Bylaw No. 1438/25, a bylaw to regulate, control, and provide for the confinement of dogs.

Key amendments include:

- A revised Definitions section, adding the terms *Guide Dog*, *Service Dog*, *Dispose*, and *Microchipped*.
- Amended terminology clarifying that all areas are *on-leash* unless otherwise designated as *off-leash*.
- Updated penalties, introducing a 50% discount on violation tags if paid within 30 days.

HIGHWAY COMMERCIAL SUBDIVISION (TRACK ON 2)

By resolution, Council approved the subdivision application for 2.63 hectares of Pt. SW 23-40-27-W4M, subject to several conditions.

GOLF CARTS BYLAW

Council gave all three readings to Bylaw No. 1439/25, a bylaw authorizing the operation, regulation, and control of vehicles on highways and municipal lands in Lacombe County.

Key amendments include:

- Allowing reciprocity agreements between Lacombe County and other participating jurisdictions.
- Permitting golf carts registered in other municipalities to be lawfully operated within designated Lacombe County routes.
- Ensuring consistent enforcement and user expectations across multiple lake communities.



SUCCESS GROWS HERE!

Next Regular Council Meeting is

June 12, 2025 – 9:00 a.m.

Next Committee of the Whole Meeting is

June 3, 2025 – 9:00 a.m.

Lacombe County Administration Building

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Agenda Item: 6.2 Programming Report

Date: May 23 ,2025

Prepared by: Laura MacKenzie

Programming Highlights:

- Growing Minds Steam class we made magnet paintings. We put paint and magnetic items on our paper plate, with a magnet underneath the plate we pulled the magnetic items through the paint to create a masterpiece
- The Little Star Kinders came for a Story Time. We read Do Not Bring your dragon to the library and made a dragon craft.
- We hosted St Gregory the great school grade 2 students. They came for a Tour and story.
- We had a very successful Bubble Dance Party. Everyone had fun dancing and popping bubbles.
- We had a lot of fun at our Mother's Day Tea Party. There was food, tea and juice served in tea cups, and crafts.
- A mom with her 6wk old baby came to our 9:30am Baby & Toddler Time class. It was her first time coming. She let me know that her friend who used to bring their daughter told her to go my classes because they loved them!





City of Lacombe

COUNCIL HIGHLIGHTS

May 25th, 2025

5. Public Hearings

5.1 Bylaw 400.72 – Land Use Bylaw Amendment– 4602 34th Street

Notice was given that the Council of the City of Lacombe gave first reading to Bylaw 400.72 to amend Land Use Bylaw 400. If approved, Bylaw 400.72 will redesignate a portion of the parcel as Lot 1, Block 1, Plan 952 3644 (4602 34th Street) from Future Designation District (FD) to Residential Single & Semi-Detached District (R2).

5.2 Bylaw 405.5 Municipal Development Plan Amendment, Bylaw 380.1 Downtown Area Redevelopment Plan Amendment & Bylaw 400.73 Land Use Bylaw Amendment - Redesignation (R1-R6) and Site-Specific Exception 5332 50 Avenue K

Notice was given that the Council of the City of Lacombe gave first reading to Bylaw 405.5 to amend the Municipal Development Plan (MDP), Bylaw 380.1 to amend the Downtown Area Redevelopment Plan (DARP), and Bylaw 400.73 to amend Land Use Bylaw No. 400 (LUB).

Amendments include:

- Amending the City's Municipal Development Plan (MDP) map from General Residential to Multi-Residential.
- Amending the Downtown Area Redevelopment Plan (DARP) to allow an exception on the subject site so that buildings can be taller and have more housing units than currently allowed.
- Amending the Land Use Bylaw (MDP) to redesignate the subject site from Residential Detached (R1) to Residential Apartment (R6), and allow Transitional Housing" as a Discretionary Use, as a site-specific exception.

6. Requests for Decision

6.1 Municipal Election – Bylaw 526 (second and third readings)

The forthcoming Local Authorities Election for Alberta municipalities is scheduled for October 20th, 2025. A new Municipal Election Bylaw was drafted to ensure readiness for this election cycle.

Items included in the Municipal Election Bylaw are:

- Election administration to have a joint election with local school boards
- Returning officers will be appointed by resolution
- Nomination requirements include the number of electors required to sign the nomination form and whether a deposit is required.
- Voting procedures, including times, types of ballots, and identification

- Holding of advanced, institutional and at-home voting
- Process of having a question or Bylaw on the ballot
- Post-election procedures

Administration requests second and third readings of Bylaw 526 – The Municipal Election Bylaw, which complies with the revised Local Authorities Election Act (LAEA).

Council gave second and third reading to Bylaw 526 – Municipal Election Bylaw as presented.

6.2 Solid Waste Route Optimization and System Improvements

The City operates a solid waste management system through in-house collection services, supporting approximately 5,200 residential and 325 commercial units. Residential and commercial waste is transported to the Prentiss Transfer Station. During warmer months, grass recycling bins are collected and transported to D&M Concrete, while commercial cardboard collection is transported to the Red Deer Waste Management facility.

Historically, Lacombe's waste collection system has relied on a fleet of side-loading trucks equipped with specialized hydraulic bin lifters designed to service both 375 L roll-out carts and 3-yd³ steel communal bins. The garbage routes were built out and modified through the years, adding businesses and subdivisions where they could fit. The current routes overlap and do not account for individual route workloads. These operational concerns, the purchase of garbage trucks from a sole provider, and how the solid waste system evolves continue to be discussed within the solid waste department.

Morrison Hershfield conducted a comprehensive review and optimization of the solid waste collection routes. This initiative followed a 2020 recommendation from Tetra Tech that identified the need for macro-routing and improved workload distribution. Morrison Hershfield's study builds on Tetra Tech's report, incorporating GIS-based route analysis, cost assessments, and strategic planning to support a more efficient and sustainable solid waste management system.

Council endorsed the Solid Waste Route Optimization Implementation Timeline and approved Administration's inclusion of Global Positioning System (GPS) monitoring and onboard navigation devices for four garbage trucks in the 2026 Budget.

6.3 Bylaw 400.72 - Amendments to the Land Use Bylaw – Rezoning for Portion of 4602-34th Street

The owner of Lot 1, Block 1, Plan 952 3644 at 4602-34th Street proposed a residential development on vacant land that is currently designated as Future Designation (FD) in the LUB.

The subject lands are included in the Metcalf Ridge Outline Plan through an amendment approved in July 2015. The subject parcel is shown as Residential Single & Semi-Detached District (R2) within the amended Outline Plan.

Bylaw 400.72 proposes to amend the LUB by updating the current Land Use Map and redesignating the subject parcel from FD to R2 for the portion of lands within their proposed subdivision plan. There were no other changes to the LUB proposed.

Council gave second and third reading to Bylaw 400.72, as presented.

6.4 Bylaw 405.5 Municipal Development Plan Amendment, Bylaw 380.1 Downtown Area Redevelopment Plan Amendment, and Bylaw 400.73 Land Use Bylaw Amendment – Lot 31, Plan RN9 (5332 50th Avenue)

The Applicant sought three separate bylaw amendments related to the MDP, DARP, and the LUB to enable the development of a 3-story building to accommodate women (and their children) who are in the stages of transitional living.

Bylaw 405.5 redesignates the subject site from General Residential Land to Multi-Residential Land in the MDP Map 1 – Future Land Use Concept Map to allow for development that exceeds two units per parcel.

Bylaw 380.1 amends the DARP Section 6.2.1 District A to create a site-specific exception for the subject site to allow high-density housing forms, and to exceed 2.5-Storeys, to a maximum of three-Storeys at Lot 31, Plan RN9 (5332 50th Avenue).

Since First Reading was granted, Administration conducted additional analysis and proposed two alternatives for Bylaw 400.73; as such, the third bylaw amendment has two options for Council consideration:

- Option 1: Bylaw 400.73 (Option 1) amends the LUB in two places. First, the bylaw adds Direct Control District (DC5) as a district within Lacombe’s LUB, including listing “Transitional Housing” as a discretionary use within DC5. Second, Bylaw 400.73 proposes to amend Figure 15.1 City of Lacombe Land Use District Map to redesignate the subject site from Residential Detached District (R1) to the new Direct Control District 5 (DC5).
- Option 2: Bylaw 400.73 (Option 2) would also amend the LUB in two places. First, the bylaw amends Figure 15.1 City of Lacombe Land Use District Map to redesignate the subject site from Residential Detached District (R1) to Residential Apartment District (R6). Second, the bylaw establishes a site-specific exception in the R6 district to allow “Transitional Housing” as a Discretionary Use at Lot 31, Plan RN9 (5332 50th Avenue).

Council gave second and third reading to Bylaw 405.5, as presented.

Council gave second and third reading to Bylaw 380.1, as presented.

Council gave second and third reading to Bylaw 400.73, Option 1 as presented.

6.5 Wolf Creek School Division Playground Replacement Project

In a presentation at the April 28th, 2025, meeting of Council, Pam Dedora (Chairperson), Renee Spelt (Vice Chairperson), and Jason Lunn (Team Jigger Representative) introduced a funding request on behalf of the Lacombe Public Schools Enhancement Society. The group has requested \$80K to help fund the development of an accessible and inclusive playground as part of the planned replacement of the École James S. McCormick School and École Lacombe Upper Elementary School (JS McCormick and Upper Elementary School) playground.

This initiative represents the first phase in addressing playground upgrades for the JS McCormick and Upper Elementary School, with two playgrounds identified.

Administration proposed initiating a discussion with the Wolf Creek School Division (WCSD) Board and the City of Lacombe, to explore the potential for a cost-sharing arrangement. The City’s participation in replacing the playground could include a land exchange component, involving school-owned property in support of the playground redevelopment, and parking lot paving that has been requested by Kevin Henderson with the Wolf Creek School Division.

Council directed Administration to initiate discussions with the Wolf Creek School Division Board regarding the proposed land acquisition, in exchange for a contribution of \$80,000 to the Lacombe Public School Enhancement Society for its playground replacement project, and a contribution of \$81,000 for parking lot improvements at École Secondaire Lacombe Composite High School.

6.6 Council Motion - Brought Forward from Notice of Motion (Councillor Konnik – May 12)

Council discussed the following motion:

- "THAT Council direct Administration to prepare an amendment to the Land Use Bylaw, allowing soft-sided structures in residential districts."

The motion was defeated by Council.

7. Notice of Motion

7.1 Councillor Konnik

Councillor Gullekson made the following Notice of Motion:

- "That Council directs Administration to stockpile any Recycled Asphalt Millings from this year's capital program at the Michener Park, for use in a future project to improve the surface there for public parking, and events such as the Farmer's Market.."

Council will discuss the motion at a future Regular Meeting of Council.

8. In Camera

8.1 In Camera - Labour (FOIP Section 17)

- Council appointed Ian Puckett to the Affordable Housing Steering Committee to complete an existing term, with the appointment effective May 27th, 2025, and ending December 31st, 2025.
- Council reappointed Kathryn Traynor to the Downtown Area Redevelopment Plan Advisory Committee with a term starting July 1st, 2025, and ending June 30th, 2027.
- Council reappointed Rosanna Kerekes to the Downtown Area Redevelopment Plan Advisory Committee with a term starting July .10th, 2025 and ending July 9th, 2027.

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

- Monday, June 9th, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall

- Monday, June 23rd, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall

- Monday, July 14^h, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall



May 12, 2025

Attention: Town of Blackfalds, Mayor and Council

On behalf of the Battle River Watershed Alliance (BRWA), Land & Water Committee, and Board of Directors, I have enclosed for Council the newly developed *Guide to Watershed Management in Land Use Planning for Local Governments*.

The Guide is provided as an advisory document to support watershed management in planning or program decisions, including current or future updates to your Municipal Development Plans.

Some background on this document:

- BRWA is a non-profit organization and a designated Watershed Planning & Advisory Council in accordance with Water for Life: Alberta's Strategy for Sustainability. We are responsible for the Battle River and Sounding Creek Watersheds.
- BRWA has developed Watershed Management Plan (WMP) recommendations that involve local implementation for effective management of the land, water, and biodiversity in our watersheds. The BRWA supports collaborative efforts to implement WMP recommendations.
- The *Guide to Watershed Management in Land Use Planning for Local Governments* identifies terms, actions, strategies, goals, objectives, and policies that can be individualized to incorporate beneficial management practices in local land management decisions.

The inclusion of BRWA recommendations in planning documents enables local governments to:

- a. More effectively consider ecological assets, including natural areas, water quality and quantity, drought resiliency, wetlands and riparian areas, and biodiversity during the planning and approval process related to local land management decisions within the Battle River and Sounding Creek watersheds.
- b. Demonstrate municipal compliance with the following requirements in the Municipal Government Act (MGA). Specifically, to:
 - i. Foster the well-being of the environment (Part 1 s.3 MGA)
 - ii. Determine if the land subject to a proposal is suitable for the purpose for which the subdivision is intended (654(1)(a) MGA), Making a determination regarding the suitability of a site for a proposed use includes undertaking an assessment of the impacts to natural

assets within the subject site and minimizing the degradation of these natural assets.

- c. Reduce risk(s) associated with development on lands generally characterized by hazard features and provide local governments with tools to better monitor impacts and undertake enforcement action when non-compliant land use or development activities occur.

To ensure the Guide addresses local priorities for land and water, the project team and engagement plan included planning experts and many community stakeholders.

Guide prepared by: Municipal Planning Services (MPS) for the BRWA.

Project advisors: BRWA Land & Water Committee was the project advisor.

Assessment of watershed management in existing land use planning: BRWA staff and MPS reviewed a sample of municipal development plans and Indigenous environmental program documents to help assess common priorities for watershed management.

Local government engagement: BRWA engaged with municipal and Indigenous governments at two workshops hosted in April 2024 and received additional input from Camrose County. A third engagement session was hosted in March 2025 to share information about the Guide.*

Project funding: The project was made possible with support from an Alberta Community Partnership Grant, partnering with Camrose County (managing partner), Flagstaff County, and Lacombe County. Additional funding was provided by BRWA and the Battle River Community Foundation.

*Please note, municipal staff invited to the workshop in March will receive an electronic copy of the Guide and a workshop proceedings summary. This includes staff from Planning, Ag Fieldmen, Community Development, Environmental Coordinators, and Public Works.

We ask that the Council accept this Guide as information to support the health of the community, the land, and water.

Working together, we can maximize ecosystem services in the Battle River and Sounding Creek watersheds. Please do not hesitate to contact me if further information is required.

Sincerely,



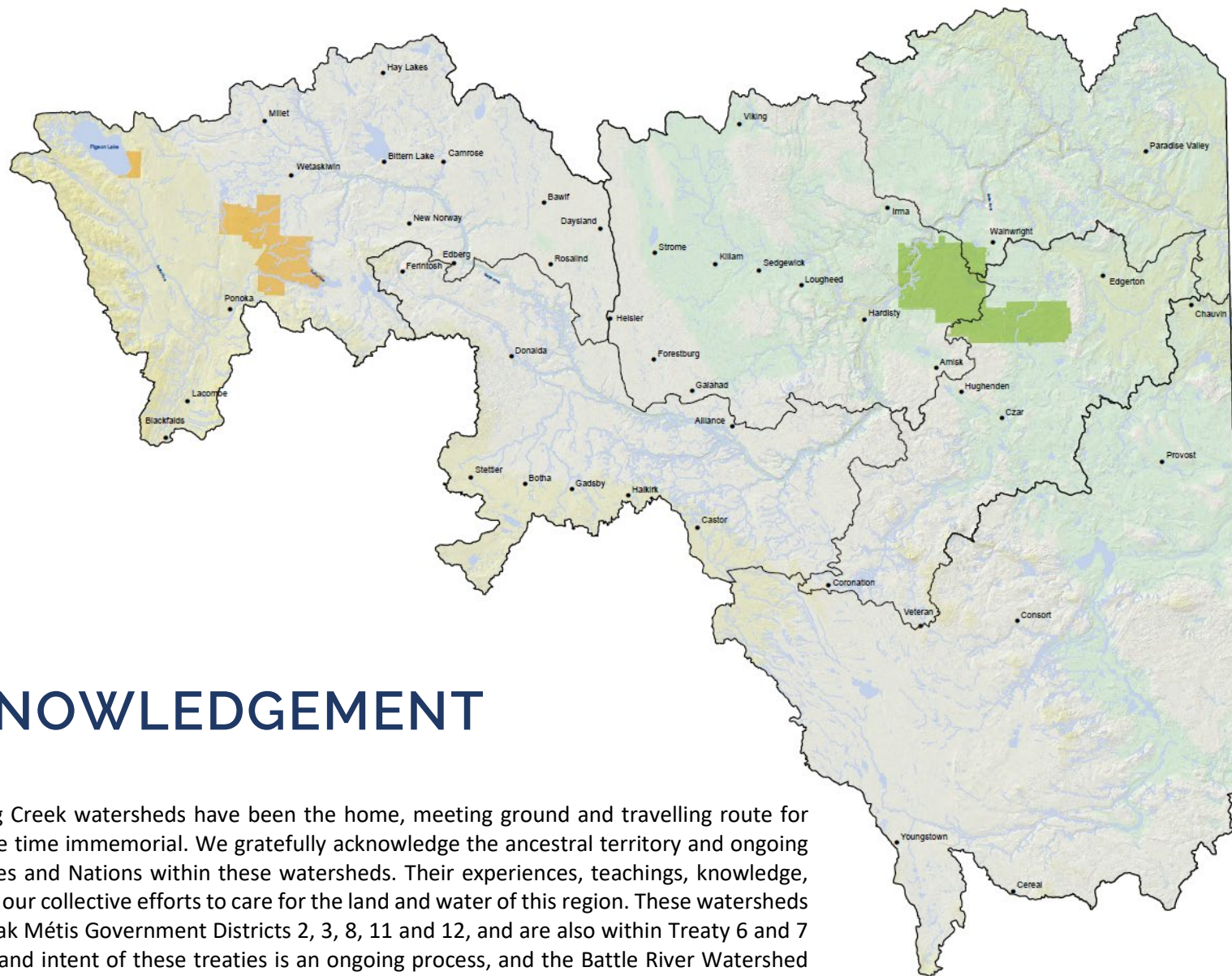
Catherine Peirce
Executive Director
Battle River Watershed Alliance

GUIDE TO WATERSHED MANAGEMENT IN LAND USE PLANNING FOR LOCAL GOVERNMENTS

In the Battle River and Sounding Creek Watersheds

Prepared By: Municipal Planning Services
Prepared For: Battle River Watershed Alliance
Date: March 2025





LAND ACKNOWLEDGEMENT

The Battle River and Sounding Creek watersheds have been the home, meeting ground and travelling route for many Indigenous Peoples since time immemorial. We gratefully acknowledge the ancestral territory and ongoing presence of Indigenous Peoples and Nations within these watersheds. Their experiences, teachings, knowledge, and wisdom inform and enrich our collective efforts to care for the land and water of this region. These watersheds are located within Otipemisiwak Métis Government Districts 2, 3, 8, 11 and 12, and are also within Treaty 6 and 7 territories. Fulfilling the spirit and intent of these treaties is an ongoing process, and the Battle River Watershed Alliance is committed to building strong and respectful relationships with the Indigenous Peoples of this land, with all living beings, and with the land and water on which we all depend.

ACKNOWLEDGMENTS

Land & Water Committee

The following members of the Battle River Watershed Alliance Land & Water Committee graciously provided their time and insight to the project team in the preparation of the *Guide to Watershed Management in Land Use Planning for Local Governments*:

NAME	ORGANIZATION
DALE PEDERSON	Beaver County
ANJAH HOWARD	Camrose County
DOUG LYSENG	Camrose County
TERRY VOCKEROTH	County of Paintearth / BRWA Board
CATHIE ERICHSEN ARYCHUK	County of Vermilion River
ALAN CORBETT	Drainage Council / BRWA Board
BART MUUSSE	Ducks Unlimited Canada
HOWARD SHIELD	Flagstaff County
MELVIN THOMPSON	Flagstaff County
JAMIE BRUHA	Alberta Environment and Protected Areas
ARIN MACFARLANE-DYER	Alberta Environment and Protected Areas
MELISSA ORR-LANGNER	Alberta Agriculture and Irrigation
DWAYNE WEST	Lacombe County
AMANDA KOOT	Pigeon Lake Watershed Association
DIANE HANSON	Resident (Beaver County) / BRWA Board
GLINIS BUFFALO	Samson Cree Nation
WILL CHALLENGER	Town of Wainwright
SCOTT FLETT	Town of Wainwright
ADRIAN LAM	University of Alberta, Augustana Campus
AARON LECKIE	City of Camrose
RICK MELIA	Pigeon Lake Watershed Association
GREG SMITH	BRWA Board

Municipal and Indigenous Engagement

This project would not be possible without the participation and support of the diverse communities within the Battle River and Sounding Creek watersheds. The project team extends their sincere appreciation to the Councils and Administrations of municipal governments, First Nations and the Otipemisiwak Métis Government for their time and contributions to the project.

Communities have been engaged throughout the project and ongoing consultation will continue through the next phases to best serve the needs of municipalities, First Nations, and the Otipemisiwak Métis Government.

Municipalities

Battle River Watershed Alliance (BRWA) staff have met with municipal councils across the watersheds to communicate the intent of the project and encourage participation in engagement activities.

A representative sample of municipal policy documents were selected for focused review to inform the preparation of this Guide. Municipal Development Plans, publicly available through the municipalities, were reviewed independently by the project team. Municipal decision-makers have been invited to participate in engagement activities to better inform the outcomes of this project.

First Nations

The BRWA is working to build meaningful relationships with the Ermineskin Cree Nation, Louis Bull Tribe, Montana First Nation, and Samson Cree Nation.

BRWA staff have met with the First Nations to establish trust and coordinate future consultation and partnership on matters related to land use planning.

Otipemisiwak Métis Government

The BRWA is also working to build a meaningful relationship with the Otipemisiwak Métis Government. BRWA staff have met with the Otipemisiwak Métis Government to establish trust and will continue to prioritize opportunities to collaborate for the protection of the land and water through land use policies and programs.

Project Funding

This project is funded through an Alberta Community Partnerships Grant, partnering with Camrose County (managing partner), Flagstaff County, and Lacombe County.



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EXECUTIVE SUMMARY

The *Guide to Watershed Management in Land Use Planning for Local Governments* provides guidelines to support local government initiatives to implement watershed management recommendations and environmental land management practices into land use planning documents and to identify opportunities for enhancing measures to achieve watershed resilience and sustainability in a local context.

The guide refines recommendations from existing BRWA plans to enable the local governments to better support the incorporation of BRWA watershed management recommendations into the nuanced planning documents of local governments. The inclusion of BRWA recommendations in the planning documents of local governments enables local governments to:

1. More effectively consider ecological assets, including natural areas, water quality and quantity, drought resiliency, wetlands and riparian areas, and biodiversity during the planning and approval processes relating to local land management decisions within the Battle River and Sounding Creek watersheds.
2. Demonstrate municipal compliance with the following requirements in the *Municipal Government Act (MGA)*. Specifically, to:
 - a. foster the well-being of the environment (Part.1 s.3 *MGA*); and
 - b. determine if the land subject to a proposal is suitable for the purpose for which the subdivision is intended (654(1)(a) *MGA*).

Making a determination regarding the suitability of a site for a proposed use includes undertaking an assessment of the impacts to

natural assets within the subject site and minimizing the degradation of these natural assets.

3. Reduce risk(s) associated with development on lands generally characterized by hazard features and provide local governments with tools to better monitor impacts and undertake enforcement action when non-compliant land use or development activities occur.

Taking an active and coordinated approach to the management of natural assets enables local governments to manage risks and legal liability associated with land management decisions and enables local governments to demonstrate greater alignment with the requirements established in provincial and federal laws and regulations.

The guidelines are structured to be incorporated into the land management plans of local government. The guidelines include:

- definitions for specific technical and environmental terminology utilized in municipal development plans and other high-level planning documents adopted by local governments;
- specific actions and strategies required to enable the identification, monitoring and consideration of natural assets in the decision-making process; and
- goals, objectives and policies that support the consideration and prioritization of natural assets as part of local government decision-making processes.

INTRODUCTION

Background

The Battle River Watershed Alliance (BRWA) is a non-profit organization and one of 11 Watershed Planning and Advisory Councils under Water for Life: Alberta's Strategy for Sustainability.

BRWA Watershed Management Plans emphasize that ecosystem health and land use in the Battle River and Sounding Creek watersheds plays a large role in watershed sustainability, drought resiliency and managing risks associated with land development throughout the watersheds.

The BRWA recommendations in the plans were written broadly to provide direction for planning programs at provincial, regional, and local levels. Through the BRWA's work with communities across the watersheds, local jurisdictions identified the need for "tools" to assist in:

1. Refining the recommendations in the BRWA plans to enable them to be translated more specifically into planning documents for local governments; and
2. To undertake more direct engagement with local government to identify how the implementation of the recommendations may improve the long-term health, conservation, and ecological restoration of the Battle River and Sounding Creek watersheds.

To address this need, BRWA engaged Municipal Planning Services (MPS) to prepare two deliverables: A **Discussion Guide** and this **Guide to Watershed Management in Land Use Planning for Local Governments** within the Battle River and Sounding Creek Watersheds (the Battle River and Sounding Creek jurisdictions).

A sample of municipal development plans were assessed in 2024 to identify how watershed management recommendations are currently integrated into local land management plans. The Discussion Guide was developed in 2024 to summarize the assessment. The purpose of the Discussion Guide was to highlight how communities currently implement watershed management recommendations and environmental land management practices into land use planning documents and to identify opportunities to achieve watershed resilience and sustainability in a local context.

Feedback generated from the Discussion Guide included input from the BRWA Land and Water Committee, municipalities engaged at two workshops in April 2024, and written comments from municipalities within the watersheds. The input provided a local planning context including areas for enhancement and potential constraints to integration. A What We Heard Report was developed, and the aggregate inputs informed the development of this **Guide to Watershed Management in Land Use Planning for Local Governments**.

This **Guide to Watershed Management in Land Use Planning for Local Governments** was developed to identify high-level goals, objectives, actions, and policies to support local government initiatives to implement watershed management recommendations and environmental land management practices into the land use planning documents and to identify opportunities for enhancing measures to achieve watershed resilience and sustainability in a local context.

Purpose

The purpose of the Guide is to:

- More effectively incorporate the BRWA's watershed management planning recommendations during the planning and approval processes relating to local land management decisions within the Battle River and Sounding Creek watersheds as they relate to the following BRWA planning priorities:
 - Water Quantity and Drought Resiliency
 - Water Quality
 - Biodiversity, and
 - Land Management and Protected Areas.
- Demonstrate municipal compliance with requirements in the *Municipal Government Act (MGA)*. Specifically, to:
 - foster the well-being of the environment (Part.1 s.3 MGA); and
 - determine if the land subject to a subdivision proposal is suitable for the purpose for which the subdivision is intended (654(1)(a) MGA);
- Reduce risk(s) associated with development on lands generally characterized by hazard features and provide local governments with tools to better monitor impacts and undertake enforcement action when non-compliant land use or development activities occur.

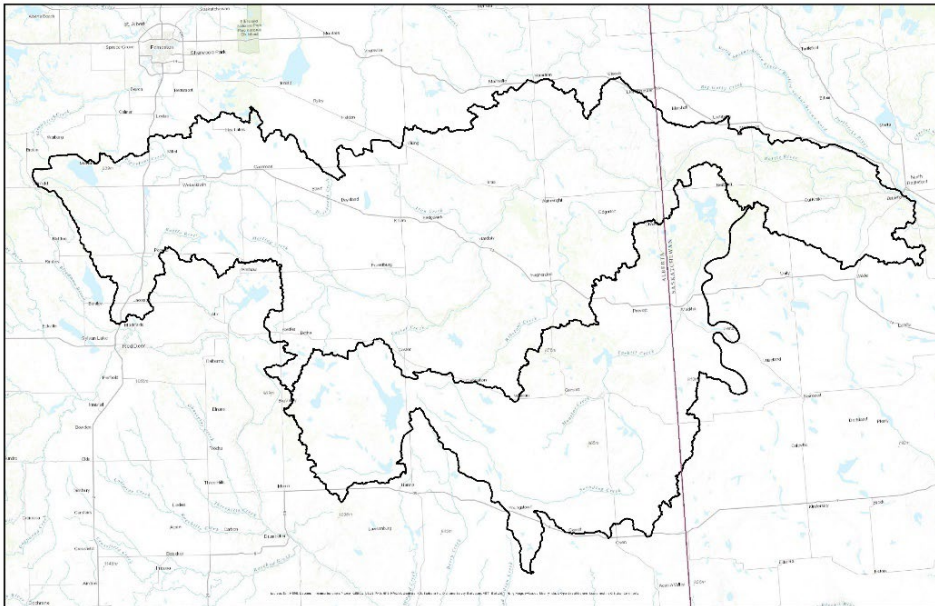


Figure 1: Map of the Battle River and Sounding Creek Watersheds

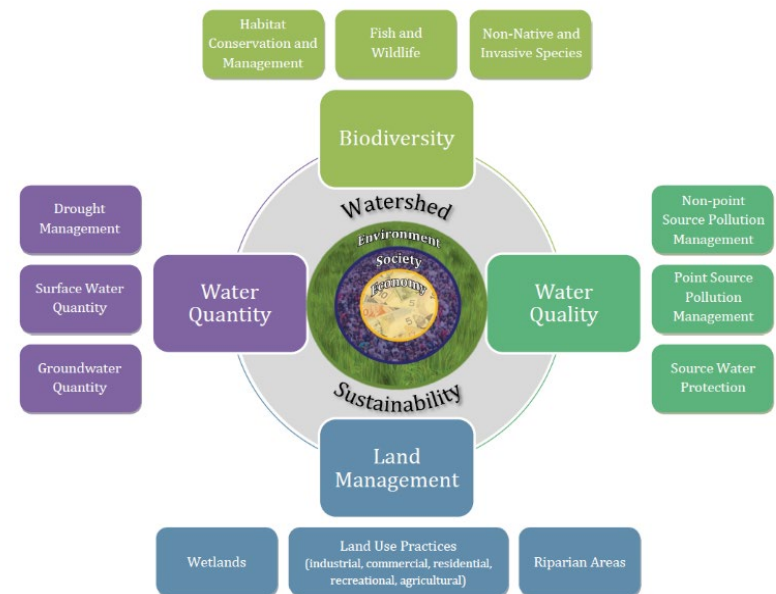


Figure 2: BRWA Watershed Management Planning Framework, including Priorities and Components

Project Methodology & Process

An overview of the methodology and process undertaken and the project deliverables for each phase of the project are included below:

Methodology & Process

The project resulted in two deliverables: a Discussion Guide and a *Guide to Watershed Management in Land Use Planning for Local Governments*. The first deliverable, the Discussion Guide, included a survey of municipal land management documents, specifically Municipal Development Plans (MDP). The purpose of this deliverable was to gather data to better understand how watershed management recommendations identified by the BRWA to support the four (4) watershed management planning priorities have been incorporated into land management plans within the watersheds. Survey questions were based on a review of both published and draft recommendations as well as regional and related management plans.

The findings from the Discussion Guide indicated that:

1. The BRWA's four watershed management planning priorities (land management, water quality, water quantity, and biodiversity) have been incorporated to varying degrees into MDPs throughout the watersheds. Where Objectives and Policies are included in an MDP that support these components, there is often little correlation between the policy and an overarching goal or priority statement that is directly related to existing BRWA recommendations.
2. Some BRWA watershed management recommendations have been incorporated into MDPs; however, the manner in which they have been incorporated (or not incorporated) varies across the municipalities.

The Discussion Guide was prepared in 2023/24 and was presented to leaders and administrators within the watersheds for feedback in Spring 2024. Feedback from leaders and administrators was carefully considered in the preparation of the second deliverable, this *Guide to Watershed Management in Land Use Planning for Local Governments*. This guide was presented to local government administrators at a workshop in 2025, where support for further implementation was discussed.

Project Timeline

The following graphic identifies the timeline to undertake this project



ROLE OF LOCAL GOVERNMENT

Local Governments Within the Watersheds

Within the Battle River and Sounding Creek Watersheds, land use and development decisions and plans are managed by municipal governments, First Nations, Otipemisiwak Métis Government, the Government of Alberta, and the Government of Canada. Jurisdictionally, the land management process is complex. The plans that guide the decision-making processes for each local government and other jurisdictions are nuanced and developed to reflect the values and planning priorities identified within each community and jurisdiction. However, the decisions issued have lasting impacts that resonate throughout the watersheds. The focus of this guide is to support the incorporation of watershed planning into the land use plans and documents of local governments within the watersheds to maintain and enhance the health of the natural environment.

Legislated Responsibility to Foster Well-Being of the Environment

Municipalities have a significant role in stewarding land within the watersheds through their authority to regulate land use on private land. Among their obligations under the *MGA* and the *Provincial Land Use Policies*, municipalities must contribute to “the maintenance and enhancement of a healthy natural environment.”¹

Municipalities are responsible for minimizing incompatible land uses through the local planning process. The purpose of land use planning is, in large part, an attempt to avoid instances where incompatible land uses negatively affect one another and create unforeseen risks or result in infrastructure costs that are unsustainable. This principle extends to impacts from land use and development on significant natural features, including those features which impact: Water Quantity, Water Quality, and Biodiversity.

Through municipal policy documents and Land Use Bylaws, municipalities can implement watershed management recommendations and environmental land management practices to:

- maintain and enhance a healthy natural environment;
- support the local agricultural community through the implementation of land and water management practices that conserve and restore ground and surface water quality and quantity; and
- reduce risks and costs associated with increased occurrences of extreme climate events, including flooding, drought, and wildfires.

In Alberta, all municipalities must adopt two documents to guide and regulate land use decisions: a Municipal Development Plan (MDP) and a Land Use Bylaw (LUB). Municipal decision-makers utilize these planning documents to inform decisions about land management and development and to plan for infrastructure improvements and investments. Additionally, provincial regulations have regard for the policy direction in Municipal Development Plans when assessing applications for some types of development within their jurisdiction.

¹ Municipal Government Act, RSA 2000, c M-26., Part 1 s. 3(a.1)

Some land management approvals and decisions are subject to an inter-jurisdictional regulatory space, which makes the management of these lands more complex, increases “red tape,” and can result in delays in moving through required approval processes. In some instances, these complexities have resulted in land management decisions shifting from the focus of municipalities under the assumption that other levels of government are entirely responsible for decisions and enforcement actions affecting these areas.

This approach to environmental management may subject municipalities to increased levels of risk and may even result in inadvertent administrative errors.

When assuming the authority to manage land within a municipality, decision-makers have an obligation to:

- foster the well-being of the environment; and
- manage environmental risks.

Management of environmental risks includes the protection of natural assets within municipal boundaries from degradation. Taking an active and coordinated approach to the management of natural assets enables municipalities to manage legal risks and legal liability as they consider and administer land use and development decisions. This in turn contributes to greater municipal alignment with the requirements established in provincial and federal laws and regulations.

There are several provincial and federal laws and regulations relevant to municipal management of environmental features, including (but not limited to):

Jurisdiction	Legislative Context
<i>Municipal Government Act (the MGA)</i> (Provincial)	<ul style="list-style-type: none">• Establishes as one of the purposes of municipalities the requirement to “to foster the well-being of the environment” (<i>Part. 1 s.3</i>)• Establishes the following purpose for municipal planning: “to maintain and improve the quality of the physical environment within which patterns of human settlement are situated in Alberta” (<i>s. 617(b)</i>).• These provisions imply that municipalities have a responsibility, through the development and administration of their planning documents, and land management decisions to maintain and improve the physical environment within their jurisdiction.• Incorporating Watershed Management Planning into the land management plans of local governments aligns with this purpose.• Enables municipalities to make decisions about subdivision and development.• The MGA also provides municipalities with tools such as municipal reserves, environmental reserves, environmental reserve easements, and conservation reserves, which enable the identification, conservation, and enhancement of environmental features subject to the limitations within s.664 of the <i>MGA</i>.
<i>Land Stewardship Act</i> (Provincial)	<ul style="list-style-type: none">• Enables the use of conservation easements, which are a valuable tool for protecting, conserving and enhancing the environment.• This tool may be utilized by municipalities and private landowners to protect, conserve and enhance natural features.

<i>Environmental Protection and Enhancement Act (EPEA)</i> (Provincial)	<ul style="list-style-type: none"> • EPEA regulates pollution, waste, wastewater, stormwater, pesticides, and potable water (as well as other matters).² • Management of natural assets, including riparian areas and wetlands, can mitigate stormwater management impacts and have positive impacts on water quality and quantity in receiving areas. • Conserving and enhancing natural assets supports alignment with EPEA and the well-being of the environment.
<i>Water Act</i> (Provincial)	<ul style="list-style-type: none"> • Activities that have a significant impact on natural assets such as riparian areas and wetlands may require an approval, registration or a licence under the <i>Water Act</i>.³ • Where a non-exempt land use or development activity would also require municipal approvals, coordination between the municipal and provincial approvals will enable the municipality to determine if the site has a sufficient developable area and whether access to the development area can be provided. • Where coordination does not occur, the administrative risk associated with approvals is increased. Landowners and local governments could be subject to an enforcement order issued under the <i>Water Act</i>.
<i>Alberta Wetland Policy</i> (Provincial)	<ul style="list-style-type: none"> • The Goal of the Alberta Wetland Policy⁴ is to conserve, restore, protect and manage Alberta's Wetlands to sustain the benefits they provide to the environment, society and the economy. The Policy is focused on four outcomes: <ul style="list-style-type: none"> ○ Wetlands of the highest value are protected for the long-term benefit of Albertans ○ Wetlands and their benefits are conserved and restored in areas where losses have been high; ○ Wetlands are managed by avoiding, minimizing and if necessary, replacing lost wetland value; and ○ Wetland management will consider the regional context. • The Wetland Policy promotes avoidance and minimization of impacts from development on wetlands as the preferred course of action. • Wetland loss and degradation have historically been the result of human development activities on the landscape. • Through the wetland policy, the Government of Alberta acknowledges the roles of municipal, regional, and provincial planning in the decision-making process. • Including policy direction in local land management plans that is consistent with the outcomes in the wetland policy aligns with the provincial wetland management framework, provides benefits to the environment, society and economy, and reduces risks associated with development for landowners.
<i>Public Lands Act</i> (Provincial)	<ul style="list-style-type: none"> • Management of natural assets including riparian areas and wetlands, can mitigate stormwater management impacts, erosion or the degradation of adjacent Public Lands. • The <i>Public Lands Act</i> restricts activities on public lands that may injure or destroy the surface of the public land, without authorization (s. 53).⁵ • Preventing the disturbance of natural assets adjacent to public lands aligns with this requirement.
<i>Provincial Land Use Policies</i> (Provincial)	<ul style="list-style-type: none"> • Municipal Approving Authorities are guided by the provincial land use policies when considering and issuing subdivision and development decisions.

² Environmental Protection and Enhancement Act. R.S.A. 2000, c. E-12.

³ See Environmental Law Centre. "Legal Foundations for Municipal Riparian Management". March 2023.

⁴ Alberta Wetland Policy. 2013.

⁵ Public Lands Act. R.S.A 2000 C P-40.

	<ul style="list-style-type: none"> • The MGA requires municipalities to be in alignment with the Land Use Policies in s. 6.18.4(1), “Every statutory plan, Land Use Bylaw, and action undertaken pursuant to this Part by a municipality, municipal planning commission, subdivision authority, development authority or subdivision and development appeal board or the Land and Property Rights Tribunal must be consistent with the land use policies established under subsection (2).”⁶⁷ • The Land Use Policies include a goal requiring planning decisions to “contribute to the maintenance and enhancement of a healthy natural environment”. The policies under this goal align with preserving and enhancing natural assets and biodiversity through the municipal decision-making process.
<i>Matters Related to Subdivision and Development Regulation (the Regulation) (Provincial)</i>	<ul style="list-style-type: none"> • The regulation stipulates that a relevant consideration of the Subdivision Authority is to consider the following in relation to the land subject to an application: <ul style="list-style-type: none"> ○ Topography, ○ Potential for flooding, subsidence or erosion, ○ Soil characteristics, and ○ Stormwater collection and disposal. • The Regulation also stipulates that an application for subdivision must include, as required by the subdivision authority: <ul style="list-style-type: none"> ○ an assessment of subsurface characteristics of the land that is to be subdivided, including but not limited to susceptibility to slumping or subsidence, depth to the water table, and suitability for any proposed on-site sewage disposal system, and ○ if the land that is the subject of an application is located in a potential flood plain and flood plain mapping is available, a map showing the 1:100 flood. • These regulations enable the subdivision authority to request additional information at the time of application for applications on sites that exhibit the features identified above to determine if the site is suitable for the intended use. • Restricting development on sites that are characterized by hazard features aligns with restricting development in areas characterized by features that are environmentally sensitive.
<i>Agricultural Operations and Practices Act (AOPA) (Provincial)</i>	<ul style="list-style-type: none"> • AOPA Part 2 20(1)(a)) stipulates that if an application for a Confined Feeding Operation is inconsistent with MDP land use provisions, then the application must be denied. This indicates that although municipalities are not responsible for issuing approvals for Confined Feeding Operations, a municipality can directly influence the outcome of an approval issued under AOPA for a CFO by including goals, objectives, or policies in their MDP. • When a proposal is consistent with MDP land use provisions, the approval officer will then further investigate to consider the merits of the application as well as effects on the environment, the economy, the community, and the appropriate use of land (AOPA 20(1)(b)(ix)). • These provisions support the inclusion of goals, objectives, and policies in MDPs that identify the preferred location for new CFO developments. Additionally, MDPs may identify environmental features that should be considered when determining the appropriateness of a proposed CFO site within a municipality to protect ground and surface water

⁶ Municipal Government Act, R.S.A 200, c M-26. Online <https://www.canlii.org/en/ab/laws/stat/rsa-2000-c-m-26/latest/rsa-2000-c-m-26.html>.

⁷ Alberta Municipal Affairs, Land Use Policies, Established by the Lieutenant Governor in Council Pursuant to Section 622 of the Municipal Government Act, Order in Council 522/96), online: <https://open.alberta.ca/dataset/7a02d9d4-be82-4019-b05e-4205df30cefe/resource/b2993476-6864-4903-8a77-917300f760fa/download/1996-landusepoliciesmga.pdf>.

quality, biodiversity, and preserve the recreation value and property values of existing developments identified within municipal growth nodes.

- This indicates that although municipalities are not responsible for issuing approvals for Confined Feeding Operations, a municipality can directly influence the outcome of an approval issued under *AOPA* for a CFO by including goals, objectives, or policies in their MDP.

The scope of municipal jurisdiction to control, monitor, and enforce land management decisions varies based on the proposal, the site, and the applicable legislation. As such, it is essential for municipalities to effectively interpret and implement their responsibilities under the legislation.

Limitations & Applicability

The project team recognizes that the applicability of the Guide may be limited in other jurisdictions, such as First Nations and Métis Settlements. The project team recognizes that the guidelines have been structured for incorporation into statutory plans and other plans and procedures that are enabled under the *MGA*. As a result, additional refinement may be required to enable the incorporation of the guidelines into Indigenous land management plans and processes.

However, the BRWA and the project team invite and encourage Indigenous governments and land managers to participate in the collaboration and co-creation process to further adapt the guidelines presented herein to best address their specific needs and requirements.

The project team acknowledges that for watershed management planning to be successfully integrated into the decision-making processes of local governments, additional steps will be required to update baseline municipal GIS data, engineering design standards, Land Use Bylaw provisions, and even municipal applications affecting Area Structure Plans, Land Use Bylaw amendments, subdivision applications, and development permit applications. It is acknowledged that incorporating the guidelines into land management plans will be the first step required to facilitate a system-wide change to support watershed management planning at the local government level.

IMPLEMENTATION GUIDELINES OVERVIEW

Organization of the Guidelines

The guidelines have been structured around the four (4) BRWA Watershed Management Planning Priorities. Unique Plan Components were developed for each Planning Priority. Corresponding recommendations to support each plan component were developed by the BRWA. The Guidelines in the following sections are organized under the BRWA recommendations related to each plan component.

WATERSHED MANAGEMENT PLANNING PRIORITIES	PLAN COMPONENTS	BRWA RECOMMENDATION AREAS
Water Quantity	<ul style="list-style-type: none">• Drought Management• Surface Water Quantity• Ground Water Quantity	3
Water Quality	<ul style="list-style-type: none">• Non-point Source Pollution Management• Point Source Pollution Management• Source Water Protection	8
Biodiversity	<ul style="list-style-type: none">• Habitat Conservation and Management• Non-Native/Invasive Species Management	4
Land Management	<ul style="list-style-type: none">• Wetland Management• Riparian Areas Management	11

The guidelines identify recommended terms, actions and strategies, goals, objectives, and policies intended to be individualized and incorporated into land management plans developed and adopted by local governments to support the inclusion of watershed management recommendations.

The guidelines are intended to achieve the following outcomes:

- Effectively incorporate the BRWA's watershed management planning recommendations into the planning and approval processes relating to local land management decisions within the Battle River and Sounding Creek watersheds as they relate to the following BRWA planning priorities:
 - Water Quantity and Drought Resiliency
 - Water Quality
 - Biodiversity, and

- Land Management and Protected Areas.
- Demonstrate municipal compliance with requirements in the *Municipal Government Act (MGA)*. Specifically, to:
 - foster the well-being of the environment (Part 1 s.3 *MGA*); and
 - determine if the land subject to a subdivision proposal is suitable for the purpose for which the subdivision is intended (654(1)(a) *MGA*).
- Reduce risk(s) associated with development on lands generally characterized by hazard features and provide local governments with tools to better monitor impacts and undertake enforcement action when non-compliant land use or development activities occur. The figure below illustrates how the guidelines have been structured:



LAND MANAGEMENT GUIDELINES

Land Management is a vital component to supporting watershed health and sustainability. Land use practices within the watersheds have greatly modified the natural landscape. Population growth and increased development result in increased pressures on land and water resources. It is anticipated that development pressures will continue and/or increase within the watersheds. In response to these pressures, it is important to implement land management strategies that support growth within the watershed while also identifying design mitigations and conservation priority areas that are responsive to more frequent climate events, support ecosystem services and protect natural assets that sustain families and businesses within our communities. Additional benefits to implementing a land management strategy that prioritizes ecosystem services such as wetlands and riparian areas include: reduce risks associated with new development, improved drought, flood and wildfire resiliency, and reductions to municipal infrastructure costs.

The BRWA Watershed Management Planning Framework identifies three planning components related to Land Management: Wetland Management, Riparian Area Management and Land Use Practices. Recommendations relating to land use practices are interwoven throughout all the plan priorities and BRWA management recommendations identified in this Guide. This section of the guide is focused on **Watershed Management Planning, Wetland Management and Riparian Areas Management** to avoid duplication.

In addition to the main focus, which is the importance of incorporating watershed management planning into the land management plans of local government, the BRWA identified two planning components and associated watershed management planning recommendations relating to **Land Management**.

Planning Component	BRWA Watershed Management Plan Recommendations
Wetland Management	<ul style="list-style-type: none">• Protect existing wetlands to prevent further wetland loss.
	<ul style="list-style-type: none">• Include wetland setback provisions to preserve ecological and hydrological function.
	<ul style="list-style-type: none">• Incorporate wetland and riparian management for new developments.
	<ul style="list-style-type: none">• Integrate existing tools (e.g. Stepping Back from the Water, Field Manual on Buffer Design for the Canadian Prairies, and the Riparian Setback Matrix Model) to determine optimal buffer for development near wetlands.
	<ul style="list-style-type: none">• Identify ecologically, hydrologically, economically, and culturally significant wetlands within municipal boundaries.
	<ul style="list-style-type: none">• Restrict development in riparian areas.
	<ul style="list-style-type: none">• Include provisions for setbacks and buffer zones for riparian areas.
Riparian areas management	<ul style="list-style-type: none">• Establish protection and conservation areas around riparian ESAs.
	<ul style="list-style-type: none">• Establish minimum 30-metre-wide naturally vegetated areas adjacent to each side of watercourses to protect riparian areas.
	<ul style="list-style-type: none">• Require increased riparian protection areas where habitat functionality requires greater setbacks.
	<ul style="list-style-type: none">• Ensure a minimum of 75% of riparian areas are naturally vegetated.
	<ul style="list-style-type: none">• Manage riparian impacts related to aggregate extraction development.

Watershed Management Planning

Incorporating watershed management planning into the land management plans of local governments is vital to preserving the integrity and function of water sources and biodiversity within the watersheds and demonstrating municipal compliance with legislated requirements to foster the well-being of the environment. Identifying watershed features within local land management plans enables local governments to establish baseline data to monitor the cumulative impacts from land development decisions on valuable natural assets within the watershed that support continued economic development, human health, biodiversity and the availability and quality of water sources.

Implementing watershed management planning and environmental land management practices enables local government to:

- maintain and enhance a healthy natural environment;
- support the local agricultural community through the implementation of land and water management practices that conserve and restore ground and surface water quality and quantity;
- reduce risks and costs associated with increased occurrences of extreme climate events, including flooding, drought, and wildfires;
- reduce risk(s) to local government and landowners associated with development on lands generally characterized by landscape features that are hazardous to some types of development;
- cost-effectively and efficiently plan for infrastructure investments and improvements;
- monitor impacts to natural assets resulting from development decisions; and
- where necessary, undertake enforcement action when non-compliant land use or development activities occur to support local conservation and restoration priorities.

Goal Statement: Implement watershed management planning through local land management plans.

Definitions:

Biodiversity, Ecological Services, Natural Assets, Watershed (See **Appendix A** for a full list of definitions)

Objective 1: Local land management plans identify watershed features and support watershed management planning

Actions/Strategies:

1. Identify regional and sub-watershed basins on MDP maps.
2. Identify local ecoregions in land management plans.
3. Identify water features on maps included in statutory plans and other land management plans.
4. Collaborate with local Watershed Planning and Advisory Councils to access resources and identify important ecological services and natural assets within the community.
5. Recognizing the unique interjurisdictional nature of water and other natural assets, collaborate with regional and provincial partners to maintain and enhance natural assets throughout the watersheds.

Polices:

1. Restrict development that would harm water quality or detrimentally impact water quantity or biodiversity.
2. Consider impacts to ecological services when evaluating the appropriateness of development proposals.
3. Statutory plans, plan amendments and bylaw amendments should include a description of and delineation of natural features including: wetlands, riparian areas, important hydrological features, environmentally sensitive areas, source water protection areas, and ecological corridors.
4. When applicable, require proposed development to comply with approved watershed management plans.

Wetland Management

Wetlands are among the most productive ecosystems in our communities. They play an integral role in the ecology of the watershed by supporting water quality and quantity. They provide natural protection from flooding and reduce erosion in riparian areas. Wetlands also support ecosystem diversity by providing habitat for fish, wildlife, and waterfowl. Stewardship of wetlands on public and private land is an important component of effective watershed management.

MDP goals, objectives and policies for the conservation and restoration of wetlands support ecosystem health, minimize private and public costs associated with stormwater management infrastructure, reduce flood risk, and improve drought resiliency within the watersheds.

Guidelines in the following section include: definitions, goal statements, objectives, actions, and policies intended to assist local governments in implementing BRWA watershed management planning recommendations that support Wetland Management.

Goal Statement: Maintain and restore wetlands.

Definitions:

Development, geotechnical report, high water table, environmental impact assessment, wetland, wetland boundary, wetland assessment, watercourse, water body, wetland, wetland restoration, passive wetland restoration, native species, ephemeral water body, Environmental Reserve (ER), Environmental Reserve Easement (ERE), Conservation Reserve (CR), Conservation Reserve Easement (CRE) (See **Appendix A** for a full list of definitions)

Objective 1: Prevent further wetland loss

Actions/Strategies:

1. Inventory wetlands and hydrology features.
2. Incorporate wetland data into MDP information maps.
3. Identify ecologically, hydrologically, economically, and culturally significant wetlands within municipal boundaries.
4. Identify clear triggers for when wetland assessments will be required.
5. Identify requirements for design mitigations at the time of subdivision or development to protect wetlands.
6. Establish clear and achievable restoration and conservation goals.
7. Identify ongoing causes of wetland degradation and loss.

Policies:

1. Require new development proposals to align with the following Alberta Wetland Policy outcomes:
 - a. Protect wetlands of the highest value for the long-term benefit of Albertans;
 - b. Conserve and restore wetlands in areas where losses have been high;
 - c. Avoid, minimize, and, where necessary, replace lost wetland value; and
 - d. Consider the regional context of wetland management when evaluating new development proposals.
2. Require new or proposed amendments to municipal development plans (MDPs), area structure plans (ASPs), outline plans and Land Use Bylaws to include wetland mapping.
3. Require subdivision and development permit applications, in areas characterized by wetlands, to include wetland mapping and/or a wetland assessment prepared by a qualified professional.
4. Restrict development within wetlands.
5. Require development buffers adjacent to wetlands as a condition of subdivision or development permit approval.
6. When wetlands are identified within a site, require new subdivision and development to be designed to avoid or replace wetlands within the contributing area.
7. Prioritize passive restoration methods for the restoration of wetlands to minimize costs associated with restoration projects.
8. Incorporate native vegetation into restoration projects.
9. Utilize natural fixes and bioengineering techniques to restore wetlands, wherever possible.

Objective 2: Preserve the ecological and hydrological function of wetlands

Actions/Strategies:

1. Incorporate wetland data into MDP information maps.
2. Identify clear triggers for when wetland assessments will be required.
3. Identify requirements for design mitigations at the time of subdivision or development to protect wetlands.
4. Identify setback or Environmental Reserve requirements to be applied at the time of subdivision or development to protect wetlands.

Policies:

1. Incorporate wetland and riparian management into the design of new developments.
2. Require wetland assessments to include the following information:
 - a. delineate the area of the wetlands;
 - b. delineate watercourse and the area of influence; and
 - c. provide a recommended development setback and/or development buffer area.
3. Utilize environmental reserves and environmental reserve easements at the time of subdivision to establish development buffers adjacent to wetlands subject to the limitations within s.664 of the *MGA*.
4. Incorporate mitigation actions to conserve or restore wetlands and riparian areas at time of subdivision or development.

5. Integrate existing tools (e.g. Stepping Back from the Water, Field Manual on Buffer Design for the Canadian Prairies, and the Riparian Setback Matrix Model) to determine optimal buffer areas for development near wetlands.

Riparian Area Management

Riparian lands are the transitional areas between upland and aquatic ecosystems. These areas can have variable width and extend both above and below ground. These lands are influenced by and/or exert an influence on associated water bodies, which include alluvial aquifers and floodplains, when present. Riparian lands usually have soil, biological, and other physical characteristics that reflect the influence of water and/or hydrological processes⁸. Riparian areas provide valuable ecosystem services that can reduce municipal costs, support water quality, and maintain biodiversity. The loss of intact riparian areas significantly impacts water quality, harms fish and wildlife populations and negatively impacts water quantity within a watershed. When a riparian area exhibits high disturbance levels, its ecosystem functions decline, and it can become highly vulnerable to the impacts of local land management decisions⁹. Adopting municipal land management policies and practices that support riparian area management are key components of protecting ecosystem services within the watershed, and striking a balance between a healthy aquatic ecosystem, a vibrant economy, and sustainable communities.

Goal Statement: Improve the function and intactness of riparian areas.

Definitions:

Bioengineering techniques, development, ephemeral water body, environmental impact assessment, erosion and sediment control plan, geotechnical report, hazard lands, high water table, legal bank, littoral, lot grading and drainage plan, native species, natural assets, natural state, passive wetland restoration, riparian area, riparian intactness runoff, upland area, wetland, wetland assessment, watercourse, water body, wetland, wetland boundary, wetland restoration, Environmental Reserve (ER), Environmental Reserve Easement (ERE), Conservation Reserve (CR), Conservation Reserve Easement (CRE) (See **Appendix A** for a full list of definitions)

Objective 1: Preserve the ecological and hydrological function of riparian areas

Actions/Strategies:

1. Identify and incorporate existing riparian area intactness survey information into MDP mapping.
2. Establish and monitor riparian area intactness targets.
3. Explore partnerships with organizations such as *Cows and Fish* to share information about Beneficial Management Practices for grazing near riparian areas.
4. Identify clear triggers for when the identification and delineation of water bodies, watercourses, and riparian areas will be required as part of the Land Use Bylaw amendment, statutory plan development or amendment process, and the development or subdivision process.
5. Collaborate with AB Environment and Parks to access data and setback recommendations as part of the subdivision and development referral process.
6. Collaborate with the BRWA and AB Environment and Parks to access data and monitor riparian intactness.

⁸ Alberta Water Council, 2013.

⁹ "Approved Water Management Plan for the Battle River". July 2014. Alberta Environment and Sustainable Resource Development

7. Develop a reserves or public lands bylaw which includes minimum targets for the retention of natural vegetation in riparian areas or riparian intactness on public land.

Policies:

1. Establish a minimum riparian intactness target of 75%.
2. New development within riparian areas is discouraged.
3. Where development is allowed within riparian areas, require the development to comply with the established minimum intactness target.
4. Require landscaping plans to include design features that support riparian intactness.
5. Discourage shoreline armoring within riparian areas.
6. Where shoreline armoring is required, discourage the use of hard landscaping elements and encourage the use of native vegetation to prevent erosion.
7. Require applications for subdivision or development on sites which include water bodies, watercourse or riparian features to include a biophysical assessment when the proposed application would result in a multi-lot subdivision or result in an increase in the intensity or density of development on the site.
8. Require biophysical or wetlands assessments to include the following information:
 - a. delineate riparian areas within the project or plan area; and
 - b. provide a recommended development setback and/or development buffer area.
9. Utilize environmental reserves and environmental reserve easements at the time of subdivision, subject to the limitations within s.664 of the *MGA*.
10. Incorporate mitigation actions to conserve or restore riparian areas at the time of subdivision or development permit application.
11. Require new subdivision and development applications to demonstrate compliance with established riparian intactness targets.
12. Integrate existing tools (e.g. Stepping Back from the Water, Field Manual on Buffer Design for the Canadian Prairies, and the Riparian Setback Matrix Model) to determine optimal buffer areas for development near riparian areas.
13. Require, as a condition of subdivision or development approval, the establishment of a minimum 30-metre-wide naturally vegetated development buffer adjacent to the boundaries of permanent watercourses to protect riparian features.
14. Where identified in a wetland assessment, biophysical assessment or other report prepared by a qualified professional require buffer areas to be increased to protect or enhance riparian function.

Objective 2: Minimize damage to riparian areas from aggregate extraction development

Actions/Strategies:

1. Identify preferred and non-preferred locations for aggregate extraction in statutory plans.
2. Identify the location of existing aggregate extraction development and known aggregate deposits in the MDP.

Policies:

3. Discourage aggregate extraction development within riparian areas.
4. Require site remediation to include revegetation of the site with native vegetation, where avoidance cannot be achieved.

5. Require new development proposals to provide and comply with erosion and sediment control plans.
6. Restrict staging and storage areas from locating in riparian areas.
7. Minimize onsite dewatering associated with aggregate extraction developments.
8. Require the installation of silt fences and incorporation of Low Impact Development (LID) practices to limit sediment and pollutants from entering watercourses and water bodies.

WATER QUANTITY & QUALITY GUIDELINES

Water Quantity and **Quality** are key components of maintaining watershed health and sustainability. Activities on the land can impact water quantity and quality of both surface and groundwater sources. Management of land, particularly in riparian areas, which is largely the responsibility of local governments, has direct effects on our water sources.

Local governments are responsible for ensuring the effective and efficient delivery of services. Developments that directly or indirectly cause harm to water quality or water quantity can negatively impact the function of ecological services that provide tangible benefits within the municipality by enhancing water quality and reducing flood risk¹⁰.

Water, in a sufficient supply and of sufficient quality, is critical to food production and is also used for cleaning, sanitation, and manufacturing activities in the food system (Kirby et al., 2003). While the demand for water

in many of our communities is increasing due to growing populations, industry, and agricultural needs, climate change has reduced the natural availability of water in some areas. It is anticipated that climate events will continue to cause fluctuations in water quantity throughout the watersheds¹¹. When water quantity decreases, it can result in greater erosion and compaction of soil so that rainfall events lead to increased runoff and associated point and/or non-point sources of pollution, which impact water quality. Decreases in water quantity can also result in reduced agricultural output and/or negative impacts on producers and consumers through lower yields and higher costs. To prepare for the anticipated variation in annual precipitation rates and changes to when precipitation events occur, local governments can prioritize the conservation of important water recharge areas and protect riparian areas to reduce erosion, runoff, and associated point and/or non-point sources of pollution through land management goals, objectives, and policies.

Water Quantity Guidelines

The BRWA has identified three planning components and associated watershed management planning recommendations relating to **Water Quantity**. These components are closely related and are jointly addressed in the “Water Quantity” guidelines to reduce repetition.

Planning Component	BRWA Watershed Management Plan Recommendations
Drought Management	<ul style="list-style-type: none">Identify environmental considerations or ecosystem needs (e.g. natural assets, riparian areas, green spaces, other ecosystem elements) as a priority value, goal, or objective.
Surface Water Management	<ul style="list-style-type: none">Limit the removal of tree areas/shelterbelts.
Groundwater Management	<ul style="list-style-type: none">Collaborate with regional and provincial partners to improve the health of natural areas, including riparian areas, wetlands, shelterbelts, and other treed areas.

¹⁰ *Legal Foundations for Municipal Riparian Management*. Prepared for the North Saskatchewan Watershed Alliance. (March 2023) Environmental Law Centre., pp.3-4.

¹¹ Takaro, T., Enright, P., Waters, S., Galway, L., Brubacher, J., Galanis, E., McIntyre, L., Cook, C., Dunn, G., Fleury, M. D., Smith, B., & Kosatsky, T. (2022). Water Quality, Quantity, and Security. In P. Berry & R. Schnitter (Eds.), *Health of Canadians in a Changing Climate: Advancing our Knowledge for Action*. Ottawa, ON: Government of Canada. *Chapter7 - Water Quality, Quantity, and Security* (Pg. 493-503).

The following guidelines include: definitions, goal statements, objectives, actions/strategies, and policies intended to assist local governments in implementing BRWA watershed management planning recommendations that support water quantity.

Goal Statement: Ecosystem services that support water quantity and drought resiliency are prioritized in planning decisions.

Definitions

Biodiversity, bioengineering techniques, biophysical assessment, ecosystem services, wetlands, riparian areas, important habitat areas, important peat lands, high groundwater table areas, tree cover, natural assets, drought adaptation and management, drought resilience, shelterbelt, Environmental Reserve (ER), Environmental Reserve Easement (ERE), Conservation Reserve (CR), Conservation Reserve Easement (CRE), and protected area (See **Appendix A** for a full list of definitions)

Objective 1: Maintain the integrity and efficiency of ecosystem services that support water quantity and drought resilience

Actions/Strategies

1. Conduct a natural asset inventory to identify the location of natural assets that benefit surface water quantity, groundwater quantity, and drought management.
2. Monitor land use and development patterns within natural asset areas to measure the efficacy of conservation and restoration strategies.
3. Identify conservation and restoration priorities to support water quantity.
4. Include Watershed Protection or Conservation district(s) in the Land Use Bylaw to encourage the retention of large intact tree stands.
5. Collaborate with regional, provincial and federal partners to identify and designate wetlands, riparian areas and intact tree stands as protected areas or conservation areas within the municipality to improve drought resiliency and biodiversity and support the long-term viability of agriculture.

Policies

1. Require new area structure plans (ASPs), local area plans and/or conceptual schemes to include stormwater management plans and an inventory of natural assets, including riparian areas within the plan area.
2. Require the delineation of features and areas that align with the water quantity and drought management priorities of local government in new ASPs, local area plans and/or conceptual schemes.
3. Require the assessment and delineation of riparian intactness areas within riparian features.
4. Require statutory plans and developments to incorporate site design measures to minimize impacts to ecosystem services that support water quantity and drought management.
5. Discourage wetland disturbance in new development areas and brownfield development areas.
6. Encourage the reclamation of wetlands and other ecosystem services on brownfield sites.
7. Support practices that optimize the efficient use of water.

Objective 2: Strive to achieve a riparian intactness target of 75%

Actions/Strategies

1. Establish a municipal riparian intactness target that is consistent with the BRWA recommendation of 75% intactness.
2. Include the riparian intactness target as an objective within local government land management plans.

Policies

1. Encourage landowners to take voluntary action to improve riparian intactness on private land.
2. Require the identification of riparian intactness targets for sites that include or are adjacent to riparian features at time of:
 - a. new area structure plans, local area plans and/or conceptual scheme development; and
 - b. subdivision and development permit applications on sites where riparian features are present (water bodies and watercourse).
3. Require new development to be designed to conform to municipal riparian intactness targets.

Objective 3: Conserve important water recharge areas

Actions

1. Identify important water recharge areas within the municipality.
2. Collaborate with provincial agencies and not-for-profit organizations to access funding for livestock fencing and watering equipment.

Policies

1. Enable development within important water recharge areas only where water quantity and water quality can be maintained or enhanced to the satisfaction of the municipality.
2. Require new area structure plans, local area plans and/or conceptual schemes to identify the location of important water recharge areas.
3. Require site design to minimize impacts to ecosystem services that support water quantity including wetlands and water recharge areas.
4. Prohibit the disturbance of important water recharge areas, including important peat areas and wetlands.

Objective 4: Conserve and restore large tree stands and shelterbelts to minimize soil erosion and surface water runoff and support biodiversity

Actions

1. Encourage the planting and retention of tree stands and shelterbelts along property lines, adjacent to roadways, and adjacent to riparian features.

Policies

1. Prohibit the removal of native, non-invasive vegetation within riparian areas and/or adjacent to areas exhibiting steep slopes (>15%). Site-specific setbacks may be determined using one of the following methods:
 - a. Recommended setback from Stepping back from the Water; or
 - b. Riparian Setback Matrix Model; or

- c. AEPA Setback Recommendations; or
 - d. Recommendations from a report prepared by a qualified professional.
2. Enable large, intact tree stands or old-growth tree stands to be provided as Conservation Reserves in accordance with Section 664.2 of the *MGA*.

Water Quality Guidelines

Access to a safe water supply in quantities sufficient to sustain industry, agricultural producers, and communities within the watersheds is dependent on effective strategies for managing source water. Implementing source water protection strategies supports continued access to safe drinking water and the availability of sufficient volumes of water to support agriculture and industry.

The BRWA has identified two planning components and associated watershed management planning recommendations relating to **Water Quality**. Guidelines have been developed to address each planning component.

Planning Component	BRWA Watershed Management Recommendation
Source Water Management	<ul style="list-style-type: none"> • Maintain and restore riparian vegetation within the 1:100 flood zone around all watercourses, water bodies and wetlands. • Manage development within floodplains to maintain floodplain structure and function. • Maintain and restore riparian and wetland areas on private and municipal property. • Incorporate surface source water protection planning principles in development policies. • Incorporate groundwater protection planning principles in development policies.
Point & Non-point Pollution Management	<ul style="list-style-type: none"> • Limit the development of new Confined Feeding Operations (CFOs) within the effective drainage area of Battle River and Sounding Creek watersheds. • Prohibit manure application in riparian areas and floodplains. • Adhere to manure application setbacks for lands sloping toward surface water bodies as outlined in the <i>AOPA</i>. • Integrate Low Impact Development (LID) techniques for stormwater management in new development, including permeable pavement, bioswales, rain gardens, natural drainage ways, stormwater retention ponds, and rainwater harvesting.

Source Water Management Guidelines

The following definitions, goal statements, objectives, and policies are intended to assist local governments in implementing new guidelines in land management documents that support BRWA Watershed Management Recommendations for Source Water Protection.

Goal Statement: Support clean, high-quality water through proactive stewardship and management of our water sources.

Definitions

Development, source water, source water protection, Environmental Reserve (ER), Environmental Reserve Easement (ERE), Conservation Reserve (CR), Conservation Reserve Easement (CRE), Flood way, Flood Fringe, Flood Construction Level, low risk development, moderate risk development, high human activity centre, high risk development (See **Appendix A** for a full list of definitions)

Objective 1: Protect source water intake areas to minimize risks to drinking water

Actions/Strategies:

1. Collaborate with watershed associations to establish and implement riparian intactness targets.
2. Develop drinking water protection zone overlays and integrate with statutory and regulatory instruments.
3. Encourage the reclamation of abandoned water wells.

Policies:

1. Require information about source water and proposed design mitigations as part of the ASP development, outline plan development and/or Land Use Bylaw amendment applications.
2. Prohibit or restrict high-risk development or land uses, such as industrial land uses, storage facilities for hazardous materials, gas stations, car repair garages, and dry-cleaning facilities, confined feeding operations, manure storage facilities or resource extraction developments within identified drinking water protection overlay areas.
3. Where drinking water protection zone overlays have not been established, require development that could negatively impact surface source water, such as industrial land uses, storage facilities for hazardous materials, gas stations, car repair garages, and dry-cleaning facilities, confined feeding operations, manure storage facilities or resource extraction developments to provide information with the application to demonstrate how negative impacts will be mitigated and/or prevented.
4. Require new Area Structure Plans, local area plans and/or conceptual schemes and Land Use Bylaw amendment applications to include the identification of drinking water protection zone overlays, and, where applicable, riparian areas and development buffers.
5. Prioritize erosion and sediment control in development permit applications and approvals.
6. Require development proponents to demonstrate that a proposed development can be serviced by a sustainable water supply over the lifespan of the project.

Objective 2: Promote innovation in stormwater management to support source water quality

Actions/Strategies:

1. Evaluate and implement stormwater management requirements to meet source water quality objectives.

Policies:

1. Require development to comply with stormwater management requirements and source water quality objectives.
2. Prioritize riparian, wetlands, and green infrastructure projects.

Objective 3: Discourage development within flood hazard areas to reduce risks to property and human safety.

Policies:

1. Require subdivision and/or new development applications in flood hazard areas to be accompanied by flood elevation mapping that demonstrates the site includes a building pocket outside of the floodway and flood fringe areas. Where Flood Construction Levels (FCL) have been identified, new building construction should be located at or above the FCL.
2. Support moderate risk development, such as limited recreational uses within flood hazard lands that do not include permanent buildings or overnight accommodations.
3. Discourage the establishment of wastewater management infrastructure or private sewage disposal systems within the identified floodway or flood fringe areas.

Objective 4: Prioritize wetland avoidance and restoration

Actions/Strategies:

1. Inventory wetlands within the municipality.
2. Identify priority wetlands, or priority wetland conservation or restoration areas within the municipality where wetlands must be avoided and/or restored at the time of development.
3. Share information and reference materials with community members to explain the benefits of wetland conservation.

Policies:

1. Where avoidance is reasonably achievable, new development shall be designed to avoid wetlands and wetland disturbance.
2. Wetlands that provide stormwater management functions should be avoided, restored or enhanced to improve their function and minimize future municipal infrastructure costs.

Objective 5: Protect local and regional groundwater sources

Actions/Strategies:

1. Identify local watersheds in local land management plans, including MDPs.
2. Identify local hydrology features on environmental mapping in local land management plans, including MDP.
3. Identify local and regionally significant groundwater sources in local land management plan mapping and statutory plans.

Policies:

1. Consider requiring applications for Land Use Bylaw amendments to include information about groundwater where the proposed amendment would increase the intensity or density of development within the subject site.
2. Require development that could negatively impact groundwater, such as CFOs, industrial or resource extraction developments, to provide information with the application to demonstrate how negative impacts will be mitigated and/or prevented.
3. Restrict new multi-lot development to areas with sufficient groundwater quantity or access to a municipal or regional water service to support the density of development.
4. Restrict the development of new septic fields, mounds, and surface discharge systems within ½ mile of a lake, Battle River or Sounding Creek.
5. Protect groundwater and ensure use does not exceed the carrying capacity of the land by:
 - a. Supporting long-term groundwater research and monitoring programs;
 - b. Mitigating the potential adverse impacts of development on groundwater recharge areas;
 - c. Adhering to provincial groundwater testing requirements, as part of the development approval process; and
 - d. Encouraging and facilitating the capping of abandoned water wells to protect against groundwater leakage and cross-contamination.

Point and Non-Point Source Pollution Management Guidelines

There is a pressing need to identify adaptive actions to reduce or eliminate negative impacts from point and non-point source pollution on water quality within the watershed. Point source pollution refers to pollution that comes from a single source. Non-point source pollution refers to pollution that comes from many places all at once. Non-point source pollution can be harder to identify and harder to address. To manage non-point source pollution, it is necessary to implement management strategies that apply to a large area (such as a municipality or watershed). Implementing strategies to reduce the opportunity for pollutants and sediment to be introduced into surface and groundwater supplies throughout a large area increases the chance of successfully protecting ground and surface water within the watersheds.

Goal Statement: Primary drinking water sources and recreational assets are protected from point and non-point source pollution.

Definitions

Effective Drainage Area, Environmentally Sensitive Areas, Gross Drainage Area, Hydrogeological Impact Assessment, Hydrogeologically sensitive, Point source pollution, Non-point source pollution (See **Appendix A** for a full list of definitions).

Objective 1: Reduce the opportunity for pollutants and sediment to be introduced into surface and groundwater supplies

Actions/Strategies:

1. Undertake an Environmentally Sensitive Areas Inventory and Mapping.
2. Identify environmentally sensitive areas mapping in statutory plans, regulatory frameworks or corresponding land management plans or policies.
3. Identify the ecoregion(s) within the municipality to establish precipitation rates that may impact the transfer of pollutants to surface water.
4. Identify the hydrological features of the major watershed and sub watershed basins.
5. Identify watershed boundaries within land use plans.
6. Identify basins and seasonal tributaries utilizing enhanced lidar or other available data.
7. Identify CFO and/or Industrial Development exclusion zones near high-value recreation lakes, rivers and tributaries.
8. Consult with neighbouring jurisdictions to define statements of limitation for CFOs to protect shared ecological features.
9. Where shared objectives and/or policies related to CFO developments are identified in an adopted Intermunicipal Development Plan or Watershed Management Plan, include the shared objectives and policies in new local-level statutory plans, regulatory frameworks or corresponding land management plans or policies.
10. Integrate Low Impact Development (LID) design guidelines for stormwater management into municipal design standards for new development, including permeable pavement, bioswales, rain gardens, natural drainage ways, stormwater retention ponds, and rainwater harvesting.
11. Encourage the Government of Alberta to update the provincial flood hazard mapping to identify the flood way, flood fringe and flood construction levels adjacent to major waterways throughout the watersheds.

Policies:

1. Limit the development of new Confined Feeding Operations (CFOs) within the Effective Drainage Areas¹² of the Battle River and Sounding Creek watersheds¹³.
2. Restrict manure application within riparian areas and flood hazard areas.
3. Restrict manure application within the watershed of highly developed lakes and within 1 mile of less developed lakes.
4. Restrict manure application within a prescribed distance of urban areas serviced by GUDI municipal water treatment systems.
5. Adhere to manure application setbacks for lands that slope toward surface water bodies as outlined in the AOPA.
6. Integrate Low Impact Development (LID) techniques for stormwater management in new development areas, including permeable pavement, bioswales, rain gardens, natural drainage ways, stormwater retention ponds, and rainwater harvesting.
7. Restrict development in riparian areas to reduce erosion, runoff, and associated point and/or non-point sources of pollution.

¹² For data source see: *Gross and effective drainage area boundaries of the AAFC Watersheds project – 2013* <https://open.canada.ca/data/en/dataset/063ee9b6-b3f2-45ab-9bed-d330880064d5>

¹³ Under the *Agricultural Operation Practices Act* Part 2 Matters Regulations and Standardized Regulatory Framework for permitting and compliance of CFOS & Manure Management, the Natural Resource Conservation Board has jurisdiction to approve confined feeding operations. The role of the Municipal Development Plan is a key aspect of the NRCB approval process. If a CFO is not consistent with the MDP the NRCB must deny the application. If the application is consistent with the MDP the approval officer will then consider the effects on the environment, the economy and the community and the appropriate use of land, AOPA 20(1)(b)(ix)

8. Require stormwater management plans to consider the ecoregion and provide recommendations to minimize the transfer of pollutants to surface water.
9. Prohibit manure management practices that may result in harmful levels of pollutants entering watercourses and water bodies.
10. Restrict new CFO and/or Industrial Developments in exclusion zones near high-value recreation lakes, rivers and their tributaries.
11. Consider requiring Land Use Bylaw amendment applications, development permit applications or subdivision applications to include a hydrogeological impact assessment when the site exhibits any of the following features:
 - a. High groundwater table,
 - b. Project is located within the effective drainage area of a river, tributary or named lake,
 - c. Thin soil cover, and/or
 - d. Highly permeable soils.

Objective 2 Integrate Low Impact Development (LID) techniques for stormwater management in new development, including permeable pavement, bioswales, rain gardens, natural drainage ways, stormwater retention ponds, and rainwater harvesting

Actions/Strategies:

1. Develop municipal LID standards or design requirements to ensure proposed techniques are compatible with municipal stormwater management infrastructure.
2. Clarify through the Land Use Bylaw and Municipal Servicing Standards when LID techniques must be incorporated into the site development and municipal stormwater infrastructure.

Policies:

1. Require new infrastructure to incorporate LID standards.
2. Require LID techniques to be incorporated into new stormwater management plans.
3. Encourage the development of bioswales and rain gardens on public and private lots designed to meet or exceed approved municipal stormwater management design guidelines.

BIODIVERSITY GUIDELINES

Habitat Conservation & Management and **Non-Native & Invasive Species Management** are key components to supporting biodiversity within the watersheds.

The BRWA Watershed Management Planning Framework identifies three planning components to support Biodiversity: Habitat Conservation &

Management, Non-Native & Invasive Species Management, and Fish & Wildlife. The Habitat Conservation & Management and Fish & Wildlife components are closely related and have been grouped under the “Habitat Conservation and Management” subsection to reduce repetition.

The BRWA has identified two planning components and associated watershed management planning recommendations relating to **Biodiversity**.

Planning Component	BRWA Watershed Management Plan Recommendations
Habitat Conservation and Management	<ul style="list-style-type: none">• Maintain natural habitat corridors.• Incorporate ESAs in municipal policies related to environmental protection.• Integrate local ESAs into development project criteria.• Introduce policies to create, protect, and restore natural assets (identified as natural resources and ecosystems that yield a flow of benefits to people, including forests and healthy tree stands, watercourses, water bodies, wetlands, fields, and soil).
Non-Native and Invasive Species Management	<ul style="list-style-type: none">• Work with agricultural producers and other landowners to implement beneficial management practices that support non-native and invasive species management.

Habitat Conservation & Management Recommendations

Intact habitat is crucial to maintaining biodiversity within the watersheds. Habitat management is the management of human activity, including land development, infrastructure development, resource development, and transportation corridors, to ensure that habitat remains or is restored to allow animals to survive and thrive on the landscape. Successful habitat management strategies further conservation and habitat management goals while supporting the local economy and economic development initiatives.

Guidelines in the following section include: definitions, goal statements, objectives, actions, and policies intended to assist local governments in implementing BRWA watershed management planning recommendations that support Habitat Conservation & Management.

Goal Statement: Ecological corridors within the municipality are protected.

Definitions:

Ecological corridor, environmental impact assessment, corridor flatness, significant wildlife area, protected area, biophysical assessment, high-human activity centre (See **Appendix A** for a full list of definitions)

Objective 1: Maintain the integrity of ecological corridors

Actions/Strategies:

1. Identify and map ecological corridors for ungulates and carnivore habitat.
2. Identify and incorporate ecological corridor mapping into MDP information maps (where available).
3. Identify clear triggers in ASP policies and/or the Land Use Bylaw to identify when a biophysical study, including ecological corridor identification, will be required.
4. Identify requirements for design mitigations at the time of subdivision or development application to protect ecological corridors.
5. Implement seasonal and temporary trail closures as necessary for public safety or when wildlife are most sensitive to human disturbance (e.g., early spring when bears are emerging from their dens and/or fall rut for ungulates, no night use on trails).
6. Implement beneficial management practices in relation to unsecured human features (secure all garbage, composting, and recycling, discourage planting fruit trees, discourage use of bird-feeders, and wildlife-proof fence gardens).
7. Adopt a 50% intactness target for ungulate habitat and carnivore habitat¹⁴.

Policies:

1. Discourage new development within ecological corridors.
2. Require new development within ecological corridors to be situated near the edges of the corridor to minimize intrusion.
3. Relocate high-human activity centres outside or close to the corridor edge.
4. Require new development within corridors to meet the following design requirements:
 - a. Maintain an unobstructed corridor width of >350 m and less than 30 degrees (average) slope.
 - b. Install a berm to block the corridor from the development. The berm should be planted with natural vegetation.
 - c. Use wildlife-friendly fencing to create a barrier between wildlife movement and human activity.
5. Offset loss of ecological corridor function through conservation opportunities, including securement/protection in other ecological corridors.
6. Minimize road infrastructure associated with urban development within or adjacent to the ecological corridor.
7. For developments which cause linear disturbances (trails, roads, service corridors, pipelines, roads, rail):
 - a. Group linear disturbances together where possible to reduce the number of crossings.
 - b. Align the linear infrastructure so it runs perpendicular to the direction of the ecological corridor (avoid infrastructure that bisects the corridor).
 - c. Install a berm to block the corridor from the development. The berm should be landscaped with native vegetation.

¹⁴ The Miistakis Institute recommends an intactness target of 50% to abate human influence and enable movement of ungulates and large terrestrial mammals through ecological corridors.

8. Encourage the use of conservation easements or other conservation tools on lands within or adjacent to ecological corridors where corridors are identified on privately owned land.
9. Collaborate with appropriate government agencies to place a protective notation on public lands within or adjacent to ecological corridors to discourage the disposal of or conversion of these areas to higher-density or intensity land uses in the future.
10. Minimize the disturbance of native vegetation within ecological corridors to maintain hiding cover and forage.
11. Limit recreational access in highly productive grizzly bear habitat.
12. Restrict road density below 0.6km/km² in grizzly bear habitat.

Objective 2: Consider Environmentally Significant Areas when evaluating the merits of new development projects

Actions/Strategies:

1. Identify and incorporate Environmentally Significant Areas (ESA) mapping into MDP information maps.
2. Where GIS is not available, utilize publicly available ESA data¹⁵ through provincial web mapping portals such as GeoDiscover.
3. In the Land Use Bylaw, identify specific site triggers for new subdivision applications that require additional application requirements, in alignment with applicable municipal conservation priorities related to ESAs. Triggers and resulting application requirements may include:
 - a. Waterbody, watercourse, or wetland within or adjacent to the subject site – require assessment report by a professional engineer or other qualified professional as necessary;
 - b. Identify flood hazards affecting the subject site – require assessment report by a professional engineer;
 - c. Identify slope stability hazards – require geotechnical study;
 - d. Identify Environmentally Significant Areas (ESAs) within or adjacent to the subject site – require environmental assessment by a qualified professional.
4. Identify requirements for design mitigations at the time of subdivision or development application to protect sensitive features within an ESA.
5. Prepare a Municipal Land Suitability Tool Report (MLUST)¹⁶, as a decision support tool, to identify where industrial-scale renewable energy projects would be suitable or unsuitable and identify “No-Go Areas”. The MLUST should identify and assess potential land use conflicts from renewable energy projects on agricultural, ecological, and cultural/scenic features to inform siting guidelines for proposed renewable energy developments.

Policies:

1. Identify Environmentally Significant Areas (ESAs) within or adjacent to a subject site at the time of ASP development, Outline Plan development, Land Use Bylaw amendment, subdivision or development application.
2. Require an environmental impact assessment or biophysical assessment, prepared by a qualified professional, to determine any site design mitigation requirements where:
 - a. The site is affected by an identified ESA, and
 - b. The proposal would increase the intensity or density of development on the site.

¹⁵ For data source see: AB Parks Environmentally Significant Areas Report <https://www.albertaparks.ca/albertaparksca/library/environmentally-significant-areas-report/>

¹⁶ An excellent example of an MLUST is the report prepared for the MD Of Pincher Creek by the Miistakis Institute and the Oldman River Regional Services Commission. See: **Municipal Land Use Suitability Tool (MLUST) for Municipal District of Pincher Creek, 2020.**

2. Require new industrial-scale renewable energy projects to provide mapping that identifies the location of the proposed project in relation to the MLUST conflict and No-Go areas.
3. Discourage new industrial-scale renewable energy projects in No-Go and high-conflict areas.

Goal Statement: Natural assets within the municipality are protected.

Objective 3: Prioritize the conservation and restoration of natural assets

Actions/Strategies:

1. Conduct a natural asset inventory to identify the location of natural assets that benefit surface water quantity, groundwater quantity, biodiversity and flood and drought management.
2. Protect natural assets that provide valuable stormwater management services as components of the municipality's stormwater management system to minimize municipal infrastructure costs and help manage ground and surface water.
3. Monitor land use and development patterns within natural asset areas to measure the efficacy of conservation and restoration strategies.
4. Incorporate natural asset mapping into MDP information maps (where available).
5. Identify conservation and restoration priorities to support natural assets.
6. Identify clear triggers for when biophysical studies will be required to delineate and conserve natural assets.
7. Identify requirements for design mitigations at the time of subdivision or development to protect natural assets.
8. Include regulations to minimize impacts from development on natural assets in the Land Use Bylaw.

Policies

1. Delineate features and areas that align with the natural asset conservation goals of local government in new ASPs, local area plans and/or conceptual schemes.
2. Discourage development within delineated natural asset areas.
3. Require areas characterized by natural assets to be delineated and dedicated as environmental reserves (ER) or environmental reserve easements (ERE).
4. Encourage the voluntary use of conservation easements or other conservation tools on lands within or adjacent to natural assets on privately owned land.
5. Collaborate with appropriate government agencies to place a protective notation on public lands within or adjacent to natural assets to discourage the disposal of or conversion of these areas to higher-density or intensity land uses in the future.

Non-Native & Invasive Species Management Recommendations

There are significant risks and economic impacts to local governments resulting from non-native and invasive species. They include increased management costs to control non-native and invasive species as well as the subsequent loss of resource productivity, including grazing lands and fish habitat. Recreational value, whether on land or water, is also affected by invasive plants and animals that reduce or ruin recreational quality. Additionally, health hazards posed by particular non-native and invasive species, such as skin burns from Giant Hogweed, can be reduced if non-native and invasive populations are managed.

Establishing a framework for the management of non-native and invasive species enables local governments to minimize negative economic impacts caused by the degradation and loss of productive land, damage to infrastructure and property, loss of biodiversity and negative impacts on wildlife habitat, water quality, soils and human health.

Guidelines in the following section include: definitions, goal statements, objectives, actions, and policies intended to assist local governments in implementing BRWA watershed management planning recommendations that support Non-native & Invasive Species Management.

Goal Statement: Non-native and invasive species are well-managed

Definitions:

Environmentally Sensitive Area, landscaping plan, native species, native vegetation, non-native species, invasive species, non-native and invasive species (See **Appendix A** for a full list of definitions)

Objective 1: Manage non-native and invasive species

Actions/Strategies:

1. Set priorities for the prevention, eradication, containment and control of non-native and invasive species.
2. Utilize Environmentally Sensitive Areas Mapping to set priorities for non-native and invasive species management.
3. Collaborate with agricultural producers and other landowners to implement beneficial management practices that support non-native and invasive species management.
4. Develop a non-native and invasive species management plan to optimize municipal resources and minimize the impacts of non-native and invasive species.
5. Undertake or continue to undertake inventory & monitoring programs to document non-native and invasive species.
6. Restore sites cleared of invasive species by reestablishing vegetation with native species.
7. Develop or expand on Best Management Practices to control known non-native and invasive species within the community.
8. Incorporate Best Management Practices to reduce the introduction and spread of invasive species through capital improvement projects, purchasing protocols and development approvals.
9. Develop protocols to monitor, track and record priority invasive species at the local level that is informed by regional and provincial initiatives.
10. Identify clear triggers in the Land Use Bylaw for when landscaping plans will be required.
11. Include in the Land Use Bylaw specific landscaping design mitigations, to be implemented through the subdivision or development process to conserve or restore existing vegetation on residential, commercial, and industrial lots or within areas designated for watershed protection.
12. Explore landowner incentives to control and properly dispose of invasive species.

Policies:

1. Landscaping practices on private and public land support the management of non-native and invasive species.
2. Require landscaping plans to incorporate tree cover and native species.

SUMMARY

The **Guide to Watershed Management in Land Use Planning for Local Governments** provides comprehensive guidelines for consideration by local governments. Adoption of the guidelines will enable coordinated action and collaboration across local government jurisdictions for the protection and improvement of water quantity, water quality, biodiversity, and land management practices affecting wetlands and riparian areas.



APPENDIX A: LIST OF TERMINOLOGY

The following definitions represent terms used or referenced in this report.

<i>Alluvial Aquifer</i>	means a non-confined aquifer comprised of groundwater that is under the influence of surface water. (Government of Alberta, <i>Stepping Back from the Water</i>).
<i>Aquifer</i>	means a sub-surface layer or layers of porous rock that holds water within the spaces between the rocks (interstitial spaces).
<i>Arborist Report</i>	means a report prepared by a certified arborist includes an inventory of the trees on the site and identifies a plan to manage the trees on the site to best preserve their health and function.
<i>Bed and Shore</i>	means the land covered so long by water as to wrest it from vegetation or as to mark a distinct character on the vegetation where it extends into the water or on the soil itself.
<i>Biodiversity</i>	means the variability among living organisms – within species, between species, and in ecosystems. (City of Edmonton, <i>Biodiversity Report</i>).
<i>Bioengineering Techniques</i>	means a method of construction combining live plants with dead plants or inorganic materials, to produce living, functioning systems to prevent erosion, control sediment and other pollutants and provide habitat. (Adapted from: United States Environmental Protection Agency, <i>Principles of Wetland Restoration</i> .)
<i>Biophysical Assessment</i>	means an assessment that outlines the existing conditions, potential impacts and appropriate mitigating measures of the affected and surrounding lands. The purpose of the assessment is to examine the potential impacts and mitigation of development on biophysical elements (ecosystems, landforms and habitats). (City of Calgary, <i>Stormwater Management & Design Manual</i>).
<i>Buffers</i>	means a strip of land placed in the landscape and managed in such a way so as to maintain desired ecological processes and provide economic and societal benefits.
<i>Conservation Easement</i>	means a legal tool that allows landowners to conserve natural attributes of their land.
<i>Conservation Easement Agreement</i>	means a voluntary legal agreement between landowners and a conservation agency or government that limits development activities in order to protect the features of the land.
<i>Conservation Reserve</i>	means land designated Conservation Reserve (CR) pursuant to the Act.
<i>Conservation Values</i>	means the existing and future ecological, natural and aesthetic characteristics and values of the Habitat Area, including but not limited to the ecosystem of the Wetlands and Uplands, and the contribution of the Habitat Area to the protection, conservation and enhancement of the Biological Diversity of the environment.
<i>Corridor Flatness</i>	means an area flat enough for wildlife to move through unimpeded. The slope of the corridor must be < 25° to allow wildlife to move through unimpeded.

<i>Development</i>	<p>means development as defined in the Municipal Government Act:</p> <ul style="list-style-type: none"> a. An excavation or stockpile and the creation of either of them, b. A building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land, c. A change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or <p>A change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.</p>
<i>Drought Adaptation and Management</i>	means the actions, policies, programs, tools, and strategies intended to reduce the negative impacts of drought on infrastructure and natural assets. (Adapted from the City of Calgary, <i>Drought Resilience Plan</i>).
<i>Drought Resilience</i>	means the ability of the environment and ecosystem to recover from the impacts of prolonged periods of dry conditions and water shortages. (Adapted from the City of Calgary, <i>Drought Resilience Plan</i>).
<i>Ecological Corridor</i>	means a geographical space that is governed and managed over a long term to maintain or restore ecological connectivity, or the unimpeded movement of animals. These spaces are commonly referred to as wildlife corridors.
<i>Ecological Features</i>	means biotic and abiotic factors that interact directly or indirectly within the natural environment.
<i>Ecological Services</i>	means the direct and indirect benefits humans receive from nature.
<i>Ecosystem Elements</i>	means biotic and abiotic factors that interact directly or indirectly within the natural environment.
<i>Effective Drainage Area</i>	means areas that are expected to contribute to an average runoff within a catchment area.
<i>Endangered Animal or Plant Species</i>	means a species whose present existence in Alberta is in danger of extinction within the next decade. (Government of Alberta, <i>Wildlife Act</i>).
<i>Environmental Impact Assessment</i>	means a comprehensive report prepared by a certified professional that predicts and measures the environmental effects of development and identifies mitigation strategies to reduce or eliminate those effects. (Lamont County, <i>Land Use Bylaw 848.22</i>).
<i>Environmental Reserve</i>	<p>means Lands designated as "Environmental Reserve" are lands designated at time of subdivision that are left in a natural state or may be used as a public park. Lands may be designated as "Environmental Reserve" if they consist of the following:</p> <ul style="list-style-type: none"> a. a swamp, gully, ravine, coulee, or natural drainage course, b. land that is subject to flooding or is, in the opinion of the subdivision authority, unstable, or c. a strip of land, not less than 6 metres in width, adjacent to the bed and shore of any body of water. <p>Environmental Reserves are primarily used to establish development setbacks from water bodies and watercourses to prevent development from occurring too close to the shoreline.</p>
<i>Environmental Reserve Easement</i>	means lands that would normally be taken as Environmental Reserve (ER) at the time of subdivision may instead be the subject of an Environmental Reserve Easement pursuant to the Act.

<i>Environmentally Sensitive Areas</i>	Means lands that exhibit one or more of the following: <ul style="list-style-type: none"> a. hazardous lands and areas that are unsuitable for development in their natural state (i.e. floodplains, steep slopes (greater than 15%), unstable slopes), b. areas that perform a vital environmental, ecological or hydrological function (i.e., aquifer, groundwater recharge areas, or peatlands), c. areas that contain unique geological or physiological features, d. ecological features or habitat areas that contain significant rare or endangered animal or plant species and/or provide an important link for the natural migration of wildlife, or e. Protective notations.
<i>Environmentally Significant Area</i>	means areas that are important to the long-term maintenance of biological diversity, physical landscape features and/or other natural processes, both locally and within a larger spatial context. ESAs are determined by the Government of Alberta as per the criteria and evaluation matrix outlined in <i>Environmentally Significant Areas in Alberta: 2014 Update</i> .
<i>Environmentally Significant Features</i>	means natural attributes that function as a part of the system or landscape.
<i>Ephemeral Water Body</i>	means is an area that can be saturated or hold water for less than two weeks, but not long enough to promote the formation of water-altered soils within 12 inches (30 cm) of the ground surface. Ephemeral water bodies may have some water-tolerant vegetation; however, upland vegetation dominates.
<i>Erosion and Sediment Control Plan</i>	means a plan that satisfies the requirements of the Development Authority which is to be provided to the contractor for implementation to address erosion and sedimentation issues both through temporary measures during construction and permanent measures to address post-construction conditions. It provides details about how the site will be managed during construction for the preservation of vegetation, topsoil, and municipal infrastructure and must detail how noise, erosion, mud, and sediment transport will be controlled and minimized, how the disturbance of vegetation and topography will be minimized. (Sometimes referred to as a Construction Management Plan).
<i>Floodplains</i>	means the area of low-lying land next to a watercourse that is subject to periodic inundation. A 1:100-year floodplain, which is the result of a flood having a 1 per cent chance of being equaled or exceeded in any given year, is used for purposes of development. In the absence of information that identifies the 1:100-year floodplain elevation, the best available information must be used to establish the historic high-water level for a water body. The floodplain can be divided into two zones once a flood hazard mapping study has been completed.
<i>Floodway</i>	means the area within which the entire design flood can be conveyed while meeting certain water elevation rise, water velocity and water depth criteria. Typically, the floodway includes the river channel and some adjacent overbank areas.
<i>Flood Construction Level</i>	means an elevation represented via isolines at 0.5 metre intervals along the length of a watercourse. Flood construction levels are based on the predicted water surface elevation for a 100-year flood event plus a minimum freeboard allowance, as established by the municipality's engineering services provider.

<i>Flood Fringe</i>	means the land along the edges of the flood risk area that has relatively shallow water (less than 1 metre deep) with lower velocities (less than 1 metre/s).
<i>Flood Mitigation Measure</i>	means a measure taken to reduce the risk of flood damage to existing or new development or lands including but not limited to elevated pads, fill, back sloping, dykes, development at or above flood construction levels, and other construction methods intended to reduce the risk of flood damage during a design flood.
<i>Freeboard Allowance</i>	means a factor of safety that accounts for various uncertainties. In the context of design floods within a flood hazard area, uncertainties may include potential wave action, uncertainty in hydrologic estimates, uncertainty with hydraulic modeling, and errors and uncertainty in the underlying data used to predict the flood extents.
<i>Geotechnical Report</i>	means a report prepared by a qualified professional that may include the following: <ul style="list-style-type: none"> a. Slope stability, including slope setback distances, cross-sections of the slope area both before and after development and final grading (The height and existing angle of the slope verified by accurate historical survey data or site specific information completed by a qualified surveyor); b. Seasonally adjusted and recommended water tables; c. Location of on-site storage of sewage; d. Recommended building foundations and basement construction; and e. Soil bearing capabilities.
<i>Grading</i>	means the recontouring or sloping of the land in such a way that surface drainage from rainstorms, snowmelt or groundwater is directed away from the buildings and is controlled in a manner that eliminates or minimizes the impact on adjacent properties.
<i>Gross Drainage Area</i>	Means the total watershed drainage catchment area.
<i>Ground Water Recharge Areas</i>	means areas where precipitation or runoff infiltrate the soil to the saturation zone or aquifer. (Alberta Environment, <i>Focus on Groundwater</i>).
<i>Habitat Area</i>	means areas that provide environmental conditions that support entire populations of animals and plants and associated ecological functions. (City of Edmonton, <i>Biodiversity Report</i>).
<i>Hazard Lands</i>	means lands having inherent environmental hazards such as susceptibility to flooding and/or erosion, unstable soils, slopes susceptible to subsidence or mass movement. These lands are not suitable for some kinds of development because the hazards are severe enough to pose a potential risk of property damage and/or loss of life. (adapted from Lamont County, <i>Land Use Bylaw 848.22</i>).
<i>High Human Activity Centre</i>	means an area with greater than 20 human activity events per day. High human activity centres impede wildlife movement.
<i>High Risk Development</i>	means development that will have a substantial impact on source water and will make the source water unsuitable for treatment as drinking water.
<i>High Water Table</i>	means when the ground water level is close to the surface. Normally, ground water within 1.8m during the frost season and 2.4 m during the rest of the year is considered a high-water table.

<i>Hydrogeologically Sensitive</i>	means a development area which exhibits one or more of the following features: karstic areas, areas of fractured bedrock exposed at surface, areas of thin soil cover, or areas of highly permeable soils.
<i>Invasive Species</i>	means non-native species that causes harm to the environment, economy, or human, animal, or plant health
<i>Landscaping</i>	means the incorporation, preservation, or enhancement of vegetation and other materials on a site which are intended to improve the aesthetic appeal of the site, contribute to the character of a neighbourhood, and/or harmonize the site with its surrounding natural environment and may include the placement or addition of any or a combination of soft landscaping elements and/or hard landscaping elements. Landscaping does not include stripping, grading, shoreline modification, and architectural elements (i.e., decorative fencing, sculpture).
<i>Landscaping Elements, Hard</i>	means a non-permeable surface or landscaping element such as, but not limited to, ceramic, brick, wood, concrete, or marble. Retaining walls are also considered as hard landscaping elements.
<i>Landscaping Elements, Soft</i>	means vegetation such as, but not limited to, grass, hedges, ground cover, flowering plants, shrubs, and trees and may also include non-grass alternatives such as rock gardens that incorporate vegetation and xeriscaping.
<i>Landscaping Plan</i>	means a scaled drawing illustrating a design for a landscaped area which specifies the number, species, height, and caliper of trees and shrubs, the size, colour, and texture of hard landscaping, areas of grass, edging details, cross sections and details of any construction and details of any other features, or horticultural elements. (Lamont County, <i>Land Use Bylaw 848.22</i>).
<i>Legal Bank</i>	means the line where the bed and shore of the body of water cease and the line is to be referred to as the bank of the body of water. The legal bank in Alberta is the line separating the Crown-owned bed and shore from the adjoining upland.
<i>Littoral</i>	means pertaining to or along the shore, particularly to describe currents, deposits, and drift.
<i>Lot Grading and Drainage Plan</i>	means a plan that specifies design elevations, surface gradients, swale locations, and other drainage information required for lot grading.
<i>Low Impact Development (LID)</i>	means land planning and engineering design approach for managing stormwater runoff. LID emphasizes conservation, the minimization of hard surfaces, and use of natural features and processes to replicate predevelopment hydrology in terms of rate, volume, and quality. Both natural and engineered solutions are employed to prevent and manage runoff as close to its source as possible with a treatment-train approach using the processes of evaporation, transpiration, storage, infiltration, and treatment. The term “green infrastructure” or “green stormwater infrastructure” or “natural/ engineered natural infrastructure” are sometimes used to refer to the constructed components of an LID approach.
<i>Low Risk Development</i>	means development that will have little impact on source water.
<i>Moderate Risk Development</i>	means development that will have an impact on source water but will not make the source water unsuitable for treatment as drinking water.
<i>Native Species</i>	means plants and animals living in areas where they naturally exist.

<i>Natural Assets</i>	means natural resources and ecosystems that yield a flow of benefits to people, including forests and healthy tree stands, watercourses, water bodies, wetlands, fields, soil
<i>Natural State</i>	means a condition where the natural environment is left undisturbed, and where the only allowed development shall be limited to a walking trail with associated amenities such as benches, trash cans and fences to delineate the natural state area. Clearing of existing tree cover shall be limited to the development of a walking trail and associated amenities.
<i>Non-Native Species</i>	means plants and animals living in areas where they don't naturally exist.
<i>Non-Point Source Pollution</i>	means pollution that comes from many places all at once.
<i>Passive wetland restoration</i>	Means reducing or eliminating the sources of degradation and allowing recovery time to restore the original hydrogeologic regime and reestablish native plant communities. (Adapted from: United States Environmental Protection Agency, Principles of Wetland Restoration.)
<i>Peatlands</i>	means vegetated wetlands with a minimum organic soil depth of 40cm resulting from the accumulation of peat (decomposing plant material). (City of Edmonton, <i>City-Wide Natural Area Management Plan</i>).
<i>Phase 1 Environment Assessment</i>	means a study that presents an evaluation of historical and current land use. Site reconnaissance and other information gathering techniques assess whether a site is or may be subject to potential or actual contaminants of potential concern. Areas of potential environmental concern and associated contaminants of potential concern may be identified. (Government of Alberta, <i>Alberta Environmental Site Assessment Standard</i>).
<i>Protected Area</i>	means a clearly defined geographical space that is recognized, dedicated, and managed through legal or other effective means to achieve long term conservation of nature and associated ecosystem services.
<i>Protective Notation</i>	means areas usually called reservations, that are placed by public agencies in consultation with the public land manager. They identify land and resources that are managed to achieve particular land use or conservation objectives. Protective notations identify the agency that has placed the reservation, show allowable land uses and may give management guidelines for integrating different uses on the land. Restrictions on land use are based on the characteristics of the land itself. These include soil, vegetation and surface materials and drainage. Local and regional factors such as fish and wildlife requirements or timber regeneration and access, also receive consideration. (Government of Alberta, <i>About Public Lands</i>).
<i>Pruning</i>	means the removal of branches in a way that does not jeopardize the vitality of the tree, shrub, or vegetation being altered.
<i>Point Source Pollution</i>	means pollution that comes from a single source.
<i>Qualified Wetland Professional</i>	means a registered member of an Alberta Professional Regulatory Organization who is also an approved Wetland Practitioner under the Alberta Wetland Policy.
<i>Rain Garden</i>	means a garden area planted in a hole or depression that receives and absorbs rainwater runoff from impervious areas, such as driveways, walkways, parking areas, and roofs.

<i>Ravines/Escarpment</i>	means an extended linear topographical feature of relatively steep slope and significant change in elevation. Where an escarpment line has been previously altered, the top of escarpment shall be considered from the original escarpment line as determined by an Alberta Land Surveyor.
<i>Recontouring</i>	means the addition or removal of soil (or other material) on a parcel of land that alters its natural topography to promote a building site and/or to create an aesthetically appealing area.
<i>Retaining Wall</i>	means a structure designed and constructed to resist the lateral pressure of soil, loose rock, or similar material, which creates a change to site grades.
<i>Riparian Area</i>	means transitional areas between upland and aquatic ecosystems. They have variable width and extent above and below ground and perform various functions. These lands are influenced by and exert an influence on associated water bodies, including alluvial aquifers and floodplains. Riparian lands usually have soil, biological, and other physical characteristics that reflect the influence of water and hydrological processes.
<i>Riparian Intactness</i>	means the extent to which natural riparian habitat or shorelines have been altered by human activity. Highly intact shorelines are dominated by natural vegetation, while shorelines classified as very-low intactness are dominated by human-built structures or disturbed vegetation.
<i>Runoff</i>	means water that moves over the surface of the ground. Runoff collects sediments and contaminants as it moves from higher elevations to lower elevations.
<i>Setback</i>	means an established minimum distance that must be maintained between a land use or development from a property boundary, including boundaries with water bodies defined features.
<i>Shelterbelt</i>	means a barrier of trees or shrubs that provides protection from wind and storm and lessens erosion.
<i>Shoreline</i>	means the intersection of water and land surfaces.
<i>Shrub</i>	means plant species with woody stems that are distinguished from trees by their lower stature and multiple stems and may be native or horticultural.
<i>Significant Wildlife Area</i>	means regions recognized for their importance in supporting diverse wildlife populations and habitats.
<i>Silt Fence</i>	means permeable fabric barriers installed vertically on support posts along contours to collect sediment laden sheet flow runoff. (Government of Alberta, <i>Field Guide to Erosion and Sediment Control</i>).
<i>Slope Stability Study</i>	means a static or dynamic, analytical or empirical study, undertaken by a professional engineer or geotechnical scientist to evaluate the stability of slopes of soil- and rock-fill dams, embankments, excavated slopes, and natural slopes in soil and rock. It is performed to assess the safe design of a human-made or natural slopes (e.g. embankments, road cuts, open-pit mining, excavations, landfills etc.) and the equilibrium conditions. A slope stability study shall identify a factor of safety for the safe construction of a building on a site and the recommended setback area for development from the slope.
<i>Steep Slopes</i>	means a slope with inclination greater than 15 degrees and height greater than 10 metres. For non-uniform slope geometries, a Major Slope shall also be indicated by the presence of any intermediate portion of the slope, with inclination greater than 15

	degrees and height greater than 10 metres, between two areas of different slope angle. (City of Edmonton, <i>Development Setbacks from River Valley/Ravine Crests</i>).
Stripping	means the removal of some or all vegetation and topsoil on a lot in preparation for construction activities.
Storm Water Management Plan (SWMP)	means a plan prepared by a qualified professional that outlines the design and implementation of systems that mitigate and control the impacts of man-made changes to the runoff and other components of the hydrologic cycle. Stormwater management plans should include design considerations to minimize flooding, erosion, and impacts on groundwater, water bodies, and watercourses. SMWPs must include: <ul style="list-style-type: none"> a. Contour information, b. Proposed plan to control surface water runoff, c. Proposed minor drainage system (ditches/pipes/catch basin locations/flow rate), d. Proposed major drainage systems (direction of surface drainage/flow rate), e. Proposed on-site detention/retention facility (location/size/capacity), f. Location of outflow/outfall structures, g. Any related modeling and calculation information, and h. must conform to an approved master drainage plan (if applicable).
Storm Water Management Plan, Site Specific	means a plan prepared by a qualified professional to address on-site and off-site stormwater for a specific site. It will demonstrate proposed post-development and pre-development storm water flows, include the use of Best Management Practices, address water quality and the method of on-site containment during a 1:100 year storm event.
Subdivision	means the division of a parcel of land approved by a municipal subdivision authority pursuant to the <i>Municipal Government Act</i> .
Subsidence	means a lowering of the soil surface due to a reduction in volume through settling or other means. (Alberta Environment, <i>Glossary of Reclamation and Remediation Terms Used in Alberta</i>).
Surface, Non-Permeable	means solid surfaces, including hard landscaping elements that do not allow water to penetrate, forcing it to run off. (e.g., asphalt, concrete, decks, patios, paving stones, etc.).
Surface, Permeable	means surfaces (also known as porous or pervious surfaces) allow water to percolate into the vegetation and/or soil to filter out pollutants and recharge the water table. Permeable surfaces allow for the absorption of water into the ground and minimize runoff (e.g., vegetated areas, flower beds, grass, gravel, etc.).
Source Water	means water in its natural state prior to being withdrawn for treatment or distribution as drinking or irrigation water.
Source Water Protection Plan	means a coordinated risk management plan that identifies a multi-barrier approach to provide safe, clean drinking water.
Tree	means a woody perennial plant, either deciduous or coniferous, that typically has a single self-supporting trunk and in most species, the trunk produces secondary limbs, called branches.
Tree Cover	means the estimated area comprised of woody vegetation.

<i>Tree Removal</i>	means the cutting down and/or removal of trees or shrubs other than for commercial logging. This does not include the removal of dead trees or shrubs, or selective management by a qualified arborist to maintain tree stand health and remove hazards.
<i>Upland Area</i>	means an area of land, usually terrestrial land (not aquatic) either upstream or surrounding a water body. It is not part of the water body but may contribute to the integrity of the water body.
<i>Vegetation</i>	means non-invasive plant species that are native and/or appropriate for the relevant plant hardiness zone and are: <ul style="list-style-type: none"> a. Structurally sound, well-balanced, healthy, and vigorous, b. Of normal growth habits, and/or c. Densely foliated when in leaf, with a healthy, well-developed root system.
<i>Vegetation, Native</i>	means those plant species that are indigenous to a particular region. They have adapted over time in association with the landscape and climate.
<i>Water Body</i>	means any location where water flows or is present, whether or not the flow or the presence of water is continuous, intermittent, or occurs only during a flood. This includes, but is not limited to, wetlands and aquifers.
<i>Watercourse</i>	means the bed and shore of a river, stream, lake, creek, lagoon, swamp, marsh or other natural body of water, or a canal, ditch, reservoir, or other artificial surface feature made by humans, whether it contains or conveys water continuously or intermittently.
<i>Watershed</i>	means a drainage basin where all flowing water converges to a single point, such as a lake, river, or ocean.
<i>Wetland</i>	Means land that has the water table at, near, or above the land surface, or which is saturated for a long enough period to promote wetland or aquatic processes as indicated by hydric soils, hydrophytic vegetation, and various kinds of biological activity that are adapted to the wet environment.
<i>Wetland Assessment</i>	means an assessment prepared by a qualified wetland professional that delineates and classifies wetland(s) within the site and is consistent with the requirements of Alberta Environment and Parks, the <i>Alberta Wetland Policy</i> , and the <i>Alberta Wetland Identification and Delineation Directive</i> .
<i>Wetland Boundary</i>	means the furthest ecological extent of a wetland bordering upland or other non-wetland habitat, as indicated by a shift in soils and vegetation. Indicators of a wetland boundary are delineated by a Qualified Wetland Professional.

APPENDIX B: BRWA WATERSHED MANAGEMENT RECOMMENDATIONS¹⁷

Plan Priority	Management Recommendations
<i>Defined language</i>	<ul style="list-style-type: none"> • Use language that clearly identifies terms of significance to watershed management goals
<i>Habitat conservation and management</i>	<ul style="list-style-type: none"> • Maintain natural habitat corridors • Incorporate ESAs in municipal policies related to environmental protection • Integrate local ESAs into development project criteria • Introduce policy to create, protect, restore natural assets (identified as natural resources and ecosystems that yield a flow of benefits to people, including forests and healthy tree stands, watercourses, water bodies, wetlands, fields, soil)
<i>Non-point source pollution management</i>	<ul style="list-style-type: none"> • Limit the development of new Confined Feeding Operations (CFOs) within the effective drainage area of Battle River and Sounding Creek watersheds • Prohibit manure application in riparian areas and floodplains • Adhere to manure application setbacks for lands sloping towards surface water bodies as outlined in the AOPA • Integrate Low Impact Development (LID) techniques for stormwater management in new development, including permeable pavement, bioswales, rain gardens, natural drainage ways, stormwater retention ponds, rainwater harvesting
<i>Non-native invasive species management</i>	<ul style="list-style-type: none"> • Work with agricultural producers and other landowners to implement beneficial management practices that support non-native and invasive species management
<i>Riparian Areas Management</i>	<ul style="list-style-type: none"> • Restrict development in riparian areas • Include provisions for setbacks and buffer zones for riparian areas • Establish protection and conservation areas around riparian ESAs • Establish minimum 30-metre-wide naturally vegetated areas adjacent to each side of watercourses to protect riparian areas. • Ensure a minimum of 75% of riparian areas are naturally vegetated • Manage riparian impacts related to aggregate extraction development
<i>Source water protection</i>	<ul style="list-style-type: none"> • Maintain and restore riparian vegetation within the 1:100 flood zone around all watercourses, water bodies and wetlands • Manage development within floodplains to maintain floodplain structure and function • Maintain and restore riparian and wetland areas on private and municipal property

¹⁷ BRWA Watershed Recommendations include recommendations developed by the BRWA, where gaps were identified, other regional planning documents were considered in the recommendations.

	<ul style="list-style-type: none"> • Incorporate surface source water protection planning principles in development policies • Incorporate groundwater protection planning principles in development policies
<i>Water quantity</i>	<ul style="list-style-type: none"> • Identify ecosystem needs as a priority in planning decisions • Limit removal of treed areas / shelterbelts • Ensure 10% of municipal lands are designated as protected areas
<i>Wetlands management</i>	<ul style="list-style-type: none"> • Protect existing wetlands to prevent further wetland loss • Include wetland setback provisions to preserve ecological and hydrological function • Incorporate wetland and riparian management for new developments • Integrate existing tools (e.g. Stepping Back from the Water, Field Manual on Buffer Design for the Canadian Prairies, and riparian setback models) to determine optimal buffer for development near wetlands • Identify ecologically, hydrologically, economically, and culturally significant wetlands within municipal boundaries

APPENDIX C: ADDITIONAL RESOURCES:

- *Alberta Biodiversity Monitoring Institute Mapping Portal*
 - <https://maps.abmi.ca/#/>
- *Alberta Parks - Environmentally Significant Areas Report and Mapping Data*
 - <https://www.albertaparks.ca/albertaparksca/library/environmentally-significant-areas-report/>
- *Health of Canadians in a Changing Climate: Advancing our Knowledge for Action.*
 - <https://changingclimate.ca/health-in-a-changing-climate>
- *Legal Foundations for Municipal Riparian Management.*
 - <https://www.nswa.ab.ca/resource/legal-foundations-for-municipal-riparian-management>
- *Making Wetlands Work in Your Municipality*
 - https://adoa.net/wp-content/uploads/2017/03/NAWMP_MunicipalWetlandGuide_Final.pdf
- *Municipal Development Plan Review: Wetlands & Grasslands Act Sheet*
 - <https://www.yoursayleducounty.com/40227/widgets/172709/documents/122558>
- *Municipal Government Act, RSA 2000, c M-26., Part 1 s. 3(a.1)*
 - <https://www.canlii.org/en/ab/laws/stat/rsa-2000-c-m-26/latest/rsa-2000-c-m-26.html>
- *North Saskatchewan Region: Surface Water Quality Management Framework for the North Saskatchewan and Battle Rivers*
 - <https://open.alberta.ca/dataset/a5049f19-d46c-4b43-8782-c10c076afe29/resource/382503d1-7c73-475c-856f-438e62571ab1/download/epa-north-saskatchewan-region-surface-water-quality-management-framework-2022.pdf>
- *Recommendations Document from the North Saskatchewan Regional Advisory Council*
 - https://landuse.alberta.ca/LandUse%20Documents/NS%20RAC%20Recommendations%20Report_Final.pdf
- *Relative Landslide Susceptibility Model of the Alberta Plains and Shield Regions*
 - <https://ags.aer.ca/publications/all-publications/map-605>
- *Riparian Web Portal (RWP)*
 - <https://riparian.info/#/nav>
- *Subsidiarity in Action: Effective Biodiversity Conservation and Municipal Innovation*
 - <https://www.albertalandinstitute.ca/public/download/files/103303>
- *Gross and effective drainage area boundaries of the AAFC Watersheds project – 2013*
 - <https://open.canada.ca/data/en/dataset/063ee9b6-b3f2-45ab-9bed-d330880064d5>

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ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister
Deputy Premier of Alberta
MLA, Calgary-West*

AR 31056

May 30, 2025

His Worship Jamie Hoover
Mayor
Town of Blackfalds
Box 22, 5018 Waghorn Street
Blackfalds AB T0M 0J0
info@blackfalds.ca

Dear Mayor Hoover:

Thank you for your letter of March 24, 2025, regarding your request to withdraw from the Central Alberta Regional Policing Committee. I appreciate the opportunity to respond.

The *Police Amendment Act* passed in December 2022, and includes measures that will increase transparency, accountability, and civilian involvement in policing. The legislation creates formal governance bodies for communities policed by the Royal Canadian Mounted Police (RCMP) in Alberta, giving them a mandatory role in setting policing priorities and performance goals, as well as community safety planning. The legislation in this area, which also includes the Police Governance Regulation and the Police Governance (Ministerial) Regulation, came into force on March 1, 2025.

The Act states that communities with a population under 15,000, with municipal RCMP contracts, will be represented by regional governance bodies. It further explains that those communities can opt out and form their own municipal policing committees with the approval of the Minister.

I understand you wish to opt out of the Central Alberta Regional Policing Committee in favour of leveraging your existing municipal policing committee. I acknowledge and approve the town's request. I am aware the town formed the Blackfalds Policing Committee under bylaw in 2011, and that this body provides effective civilian governance of local policing. The municipal policing committee (Blackfalds Policing Committee) will be responsible to ensure alignment of duties and functions with section 4(2) of the Police Governance Regulation pertaining to municipal policing committees, and my ministry will work with you to ensure these standards are met.

.../2

Please continue to keep my ministry's Contract Policing and Policing Oversight Unit informed of your progress in this matter. The unit will be pleased to work with you in respect of the duties and functions that are set out in the Regulation, and they welcome any questions you may have. You can reach the team by email at AlbertaPoliceGovernance@gov.ab.ca.

The Police Governance (Ministerial) Regulation states that a municipality may appoint between three and seven members to a municipal policing committee. In the coming months, once the town's municipal appointments have been finalized, I may proceed with adding provincial appointees to your municipal policing committee. Ministry staff will be in touch with your office and/or the Blackfalds Policing Committee when that provincial appointment process is initiated. The number of provincial appointees will depend on the municipal bylaw that describes the composition and size of the town's municipal policing committee.

Thank you for everything you do to help keep Alberta's communities safe and secure and for your commitment to excellence in civilian governance. I look forward to continuing our strong working relationship.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Ellis', with a stylized, flowing script.

Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

MEETING DATE: June 10, 2025

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Postponement of Public Hearing - Bylaw 1329.25 - 5401 & 5403 South Street Redistricting**

BACKGROUND

The clear, accurate and concise advertisement of Public Hearings is very important to fulfill the Town's duties and responsibilities under the *Municipal Government Act*, the Town Public Participation Policy, and to ensure decisions are made that impact the community are transparent.

There were some inaccuracies identified in the Public Hearing notification for Bylaw 1329.25, being the redistricting of 5401 & 5403 South Street, that was sent to adjacent landowners.

DISCUSSION

Administration was recently alerted to an incorrect sketch showing the proposed redistricting under Bylaw 1329.25 and information missing from the notification sent to adjacent landowners. Knowing this, Administration is not comfortable proceeding with the Public Hearing scheduled for this evening's Regular Council Meeting.

Administration is therefore seeking a postponement of the Public Hearing. If the motion is passed, Administration will re-advertise the rescheduled Public Hearing date and time in the Lacombe Express, the Town's bulletin board and electronic sign, and provide notification to all local agencies and authorities, Town departments, and adjacent landowners.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council postpone the Public Hearing for Bylaw 1329.25, 5401 & 5403 South Street Redistricting, scheduled for the June 10, 2025 Council Meeting and set a revised Public Hearing date of July 8, 2025 at 7:00 p.m. in Council Chambers.

ALTERNATIVES

- a) That Council proceed with the Public Hearing scheduled for the June 10, 2025, meeting.
- b) That Council refer this matter back to Administration for more information or amendments.

ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: June 10, 2025
PRESENTED BY: Mayor Hoover
SUBJECT: Long Service Recognition Award - CAO Kim Isaak
(20 Years Public Service)

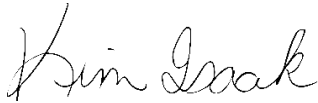
BACKGROUND

Mayor Hoover will present CAO Kim Isaak with the 20-Year Long Service Recognition Award for 20 Years of Public Service awarded from the Canadian Association of Municipal Administrators ("**CAMA**").

ATTACHMENTS

- *Letter to Mayor Hoover Re: Kim Isaak, 20 Year Long Service Recognition*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Tony Kulbisky
President / Président

Brenda Orchard
First Vice-President /
Première vice-présidente

Marc Melanson
Second Vice-President /
Deuxième vice-président

Gary Kent
Treasurer / Trésorier

Bev Hendry
Past President /
Présidente sortante

Raffaella Di Stasio
Director / Directrice

Jeff Gushue
Director / Directeur

Evan Parliament
Director / Directeur

Lisa Niblock
Director / Directrice

Tracy Thomas
Director / Directrice

Yves Leger
Director / Directeur

Jennifer Goodine
Executive Director
Directrice générale

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P. O. Box 128, Station A
Fredericton, NB
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admin@camacam.ca

www.camacam.ca

May 12, 2025

Mayor Jamie Hoover
Town of Blackfalds
5018 Waghorn Street
Blackfalds, AB
T0M 0J0

Dear Mayor Hoover,

The Long Service Recognition Awards Program of the Canadian Association of Municipal Administrators (CAMA) is dedicated to honoring and celebrating the dedication of our members to public service and municipal management, a cornerstone priority for our Association. These awards are based on the duration of full-time, paid employment in municipal government, specifically in management roles such as Chief Administrative Officer or those reporting directly to them. Recognition is granted at the ten-year mark and subsequently in five-year intervals.

This year, it is our privilege to acknowledge the commitment of your Chief Administrative Officer, Kim Isaak, for her remarkable twenty years of service in municipal government management roles. Kim's dedication to her role has undoubtedly contributed to the advancement of your municipality, and we are pleased to recognize her achievements. Her recognition pin has been mailed to her directly.

We invite you to assist us in recognizing Kim for this milestone, perhaps through a special presentation at City Council, in acknowledgement of her continued support of the municipal profession.

In closing, we wish to express our heartfelt appreciation to City Council for their unwavering support of Kim as a valued member of CAMA.

Sincerely,



Tony Kulbisky
CAMA President

cc Kim Isaak, Chief Administrative Officer

MEETING DATE: June 10, 2025
PRESENTED BY: Shannon Paquette, Donor Relations and Development Officer
SUBJECT: **STARS Annual Update**

BACKGROUND

Shannon Paquette, representing Shock Trauma Air Rescue Service ("**STARS**") will present an annual update on STARS missions and operations.

ATTACHMENTS

- *STARS Presentation*

APPROVALS



Kim Isaak,
Chief Administrative Officer

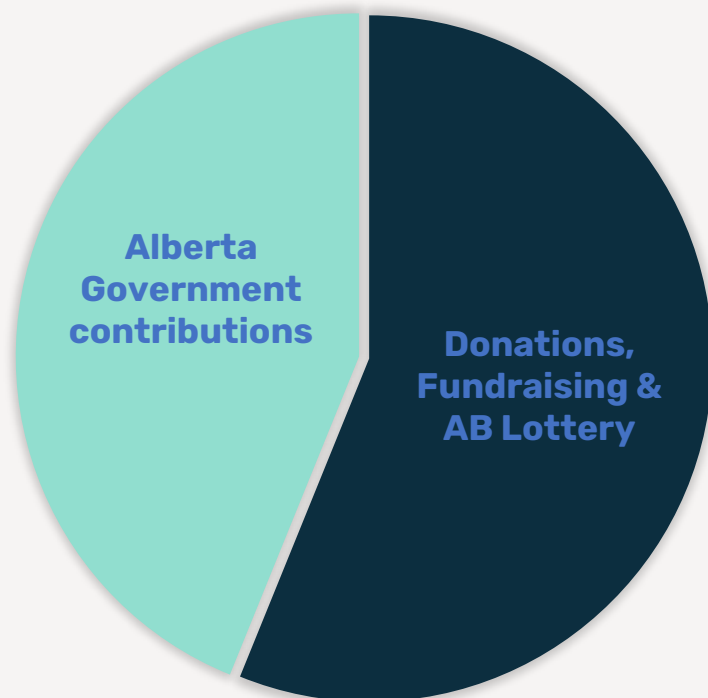
A paramedic wearing a white helmet with an MSA logo, a white face mask, and blue gloves is attending to a patient in the back of an ambulance. The paramedic is wearing an orange and blue uniform. Medical equipment, including a monitor displaying vital signs, is visible in the background. A large red diagonal stripe runs across the image.

CRITICAL CARE, ANYWHERE

The best hope, in a worst-case scenario.

 **STARS[®]**

STARS ALBERTA, FY24-25



Direct Operating Costs
\$34.2 million
(\$11.4M per base)

Government Contribution
\$15 million

Donations, Fundraising & Lotteries are needed to cover **56%**
of direct operational costs in Alberta

ab.starslottery.ca - Net funds pay for one base in Alberta



ESSENTIAL SERVICES FOR ALL, RURAL

PARTNERSHIP ENSURES - A ROBUST HEALTH & SAFETY NETWORK

- 95% Alberta municipalities in partnership
- 75% Regional Leaders
- Includes Peace River Regional District, B.C.

(9) PROVINCIAL LEADERS

- Fixed Rates (\$2-\$85 per capita)
- Standing Motion/Protective Services

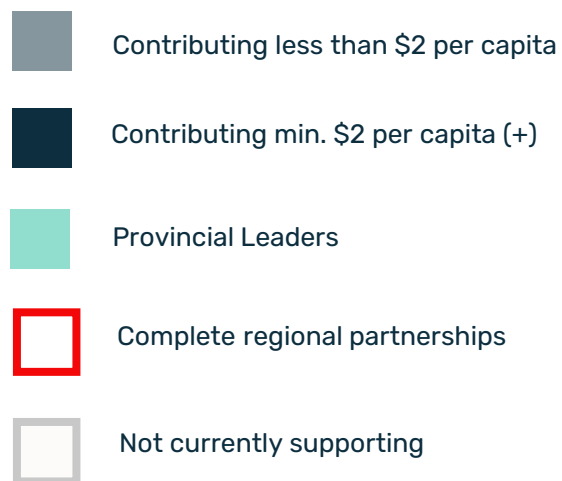
2024 Birch Hills County \$500K Logo Event
2025 Rocky View County \$1M Logo Event
2026 Welcomes (4) Provincial Leaders

REGIONAL LEADERS

Building partnerships within.
(minimum \$2 per capita)

PEACE RIVER REGIONAL DISTRICT, BC

Hudson's Hope, BC
City of Fort St. John, BC
Taylor, BC
City of Dawson Creek, BC
Pouce Coupe, BC
Chetwynd, BC
Tumbler Ridge, BC

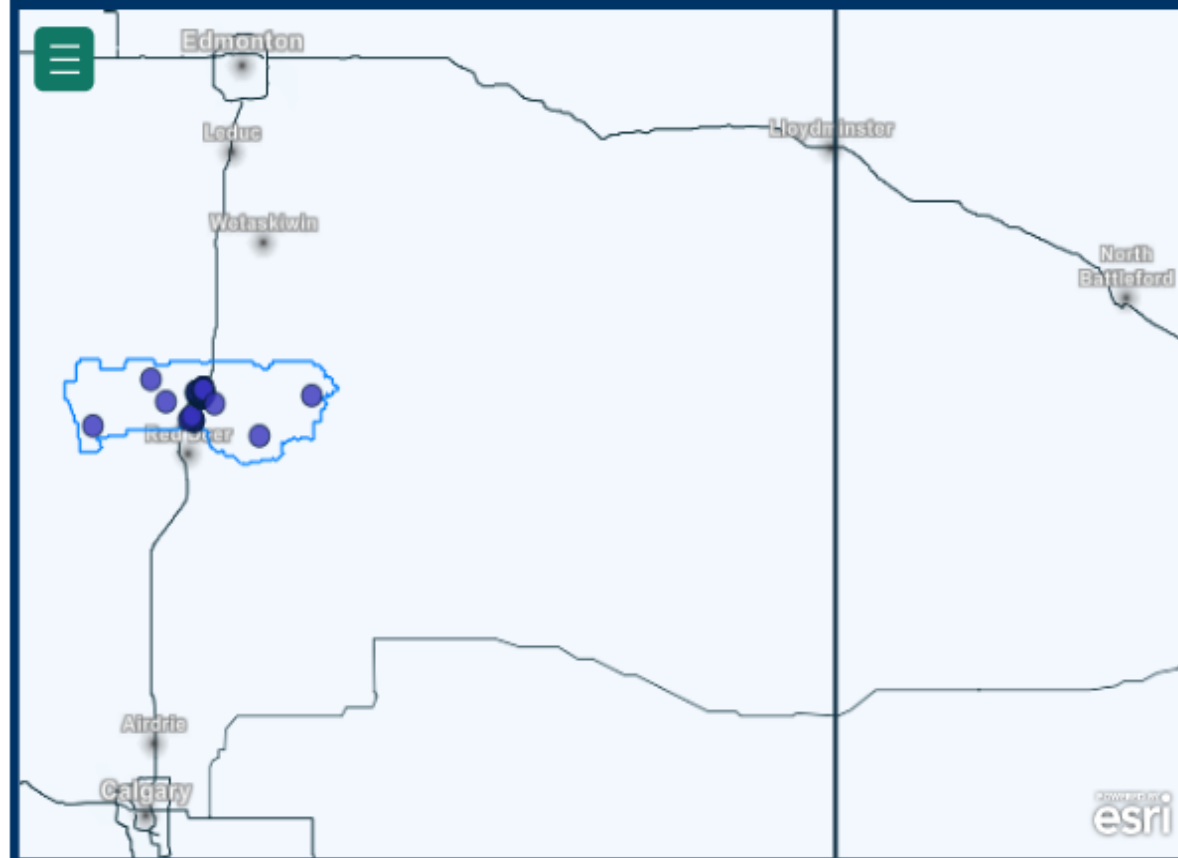


TOWN OF BLACKFALDS WITHIN LACOMBE COUNTY STARS 15-YEAR MISSION REPORT	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL
NEAR ALIX		1		1	2	2			1	4		2			2	15
NEAR BASHAW*													1			1
NEAR BENTLEY				1		1		2		1	1	1	1	1		9
NEAR BLACKFALDS	2		1		3		2				1		1	1	1	12
NEAR CLIVE	1						1			1	1	1				5
NEAR ECKVILLE			1			4	1						3	1		10
NEAR GULL LAKE SCENE + SAR*		2					1	1			1	1	2	1		9
NEAR HESPERO										1			1			2
LACOMBE HOSPITAL IFT's	2	2	3	5	2		1	5	3		2	9	5	4	5	48
NEAR LACOMBE	1	5	5	4	4	5	3	2	1	1	2	2	1	1	2	39
NEAR MIRROR			1	1			1				1			1		5
NEAR PONOKA*										1		1				2
NEAR RIMBEY*											1					1
NEAR SYLVAN LAKE*													1			1
TOTAL *Served by 2 STARS bases	6	10	11	12	11	12	10	10	5	9	10	17	16	10	10	159

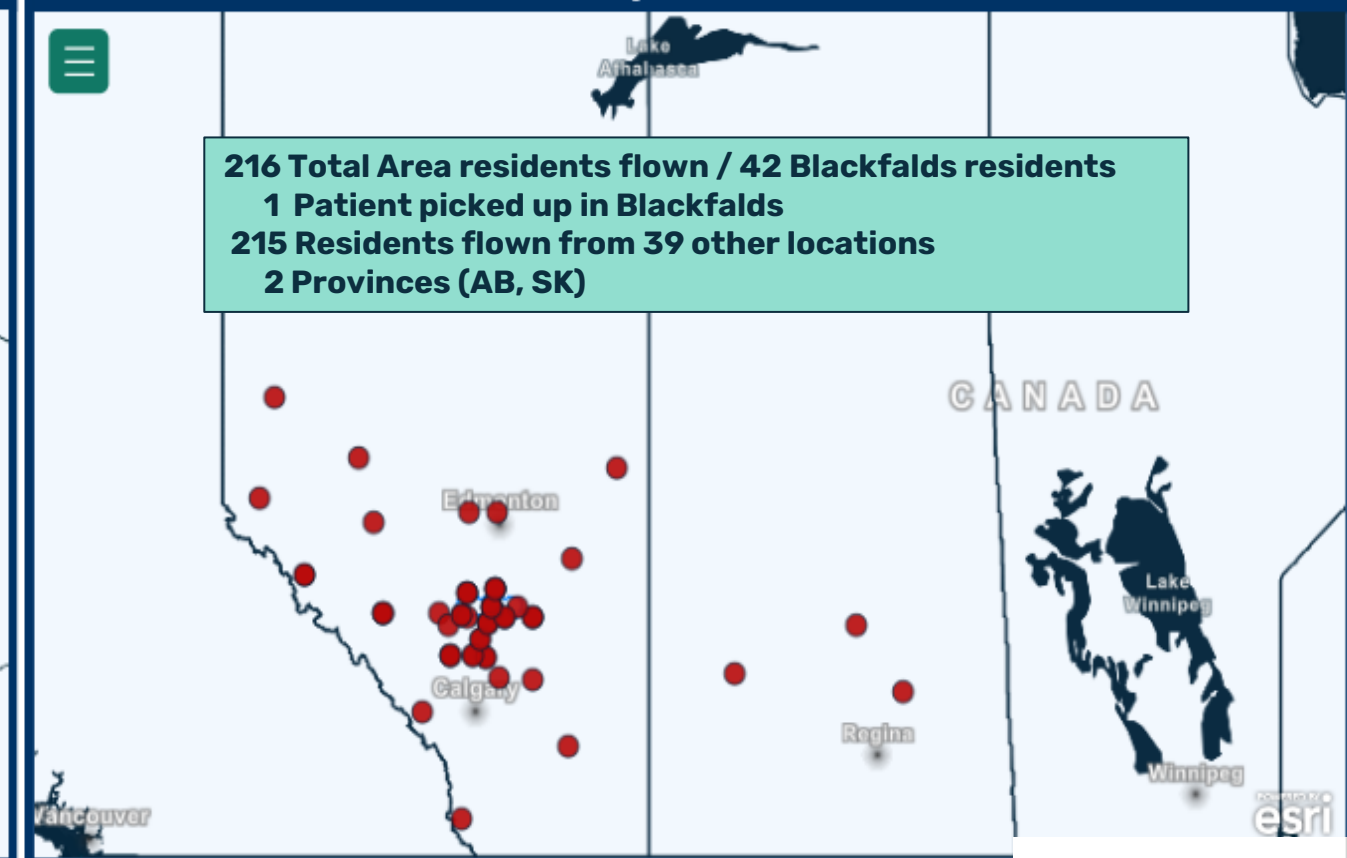
* Scene calls and search & rescue (SAR) coded to nearest community - Actual mission location used to identify each occurrence within Lacombe County boundaries

Within Lacombe County Boundaries - Patients Flown by STARS (2010-Present)

Lacombe County Residents Flown by STARS



Locations where Lacombe County Residents Travelled and Needed STARS



Resident Community	5 Yrs Ago	4 Yrs Ago	3 Yrs Ago	2 Yrs Ago	Last Year	5 Year Total	Total Since 2010
Lacombe	4	7	10	9	11	41	97
Blackfalds	1	3	4	5	3	16	42
Eckville	0	0	2	4	4	10	38
Bentley	1	1	2	1	1	6	14
Alix	1	1	1	2	0	5	12
Clive	0	0	0	0	1	1	8
Mirror	0	0	0	1	0	1	4
Gull Lake	0	0	0	0	0	0	1
Total	7	12	19	22	20	80	216

Count by Pickup Location



STARS IS BORDERLESS

6 BASES ACROSS WESTERN CANADA

- Average 11 MISSIONS PER DAY
- MORE THAN 60,000 (+) MISSIONS FLOWN TO-DATE
- 3,927 MISSIONS FLOWN LAST FISCAL YEAR
- ALL CREW AND ASSETS CROSS BORDERS

Mission Count	STARS Base	Mission Type	Description	Disposition
1	Calgary	IFT	Medical	PT TRANSPORTED - STARS
2	Calgary	Scene	Near Drowning / Trauma	PT TRANSPORTED - STARS
3	Calgary	IFT	NICU	PT TRANSPORTED BY GROUND WITH SPECIALTY TEAM
4	Calgary	IFT	COPD / Respiratory	PT TRANSPORTED - STARS
5	Edmonton	Scene	Cardiac	PT TRANSPORTED - STARS
6	Edmonton	Scene	Rollover	NMR MISSION CANCELLED - NO TRANSPORT
7	Edmonton	Scene	Workshop Explosion	MISSION CANCELLED - ALTERNATE TRANSPORT
8	Edmonton	Scene	GSW	PT TRANSPORTED - STARS
9	Grande Prairie	Scene	Stroke	PT TRANSPORTED - STARS
10	Grande Prairie	IFT	MVC	PT TRANSPORTED BY GROUND WITH STARS AMC
11	Grande Prairie	IFT	Motorcycle vs Deer	PT TRANSPORTED - STARS
12	Regina	IFT	Decreased LOC	PT TRANSPORTED - STARS
13	Regina	IFT	Pneumonia	PT TRANSPORTED - STARS
14	Saskatoon	Scene	Motocross Accident	PT TRANSPORTED - STARS
15	Saskatoon	IFT	Sepsis	PT TRANSPORTED - STARS
16	Winnipeg	Scene	MVC Polytrauma	PT TRANSPORTED - STARS
17	Winnipeg	IFT	Perforated Bowel	PT TRANSPORTED - STARS
18	Winnipeg	Scene	Seizures	PT TRANSPORTED - STARS



NEW MEDICATION HEMORRHAGE CONTROL

STARS has bolstered its medical toolkit with an innovative new blood product to help form blood clots and assist with hemorrhage control.

- Increase to 4 units of blood onboard
- Utilized in severe trauma cases
- Patients requiring more than two units of blood
- Fibrinogen promotes blood clots to form



**MORE
THAN
RAPID
TRANSPORT**

Virtual Care Consultation

TOWN OF BLACKFALDS

MUNICIPAL SUPPORTER

\$1 PER CAPITA
4-YEAR PLEDGE
2026, 2027, 2028, 2029
(In conjunction with new council term)

BENEFITS

- Residents served by (2) STARS bases; Edmonton and Calgary
- STARS physical response & virtual consultation to Lacombe Hospital
- Together, we enhance rural healthcare
- Your residents have access to STARS 24/7 across Western Canada
- 40 Years serving Albertans - No cost to the patient.

A LIFE IS SAVED EVERY DAY. YOUR PARTNERSHIP MAKES IT POSSIBLE.



MEETING DATE: June 10, 2025

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator

SUBJECT: **Bylaw 1333.25 - Elections Bylaw and 2025 Municipal General Election**

BACKGROUND

Under the authority of the *Local Authorities Election Act*, RSA. 20, c. L-21 ("**LAEA**"), Council may establish election procedures to address matters within the discretion of elected authorities to provide for municipal elections and school trustee elections within the Town of Blackfalds boundaries.

The current Election Bylaw 1251.20 was adopted in 2020, with minor amendments in 2021 and a further amendment for the municipal by-election that occurred in 2021.

A Municipal General Election in Alberta is held every four years on the third Monday in October. The next municipal general election will be held on October 20, 2025 ("**Election Day**").

DISCUSSION

As part of the election process and standard practice, Administration reviews the current Elections Bylaw to ensure it complies with the LAEA and current legislation.

At the Regular Council Meeting of November 26, 2024, a report was brought forward on the effects of Bill 20, which resulted in significant changes to the LAEA. The most significant and noted changes were the removal of voting tabulators for the 2025 Municipal General Election, the requirement for a municipality to use a permanent electors register voting list provided by Elections Alberta and allowing municipalities to require criminal record checks to be submitted with a candidate's nomination package.

In December 2024, the Elections Bylaw was introduced, requiring candidates to include criminal record checks with their nomination forms; however, the bylaw was subsequently defeated.

Since this Bylaw was brought before Council, amendments have been made to the Bylaw, specifically regarding the removal of the requirement that a candidate provide a criminal record check with nominations. Upon further review of the Bylaw, Administration noted some sections required updates, additional procedures and clarifications, as well as adding a provision to allow the Returning Officer to count the special ballot box, advance ballot box, elector assistance at home ballot box and the institutional vote ballot box no earlier than 7:30 p.m. pursuant to Section 85.1(4) of the Act.

In addition, as a result of the province's Bill 50 - *Municipal Affairs Statutes Amendment Act*, 2025, which has been given royal assent. The legislation makes the following key changes:

- **Clarifying election rules:** Distinguishing between recounts ordered directly by returning officers and recounts requested by runner-up candidates whose vote totals are within 0.5 percent of all ballots cast. Simplifying the withdrawal process for municipal candidates by

clarifying they have 24 hours after nominations close to withdraw from an election for any reason.

- **Permanent Elector Register:** Making it mandatory that the Town must, upon request, provide a copy of the Permanent Elector Register prepared in accordance with Section 49 of the Act to another elected authority in the same area.
- **Election by acclamation:** Changing the window of time to if 24 hours after the close of nominations, the number of candidates for an office is equal to the number of offices for which the election is held, the Returning Officer shall declare the Candidates nominated to be elected to the office for which they were nominated.
- **Updating local political party campaign finance rules:** Allowing registered local political parties in Edmonton and Calgary to transfer funds among their candidates, mirroring the rules for provincial parties, while also clarifying the definitions of 'campaign expense' and 'contribution' to enhance transparency and consistency in reporting. Finally, updates will be introduced in upcoming regulation to require local political parties to disclose financial records in September 2025, prior to the October election.

Further, the province has also introduced Bill 54 - *Election Statutes Amendment Act*, 2025. The legislation makes the following key change for candidates:

Require all local municipal and school board candidates across Alberta and third-party advertisers to report their campaign finances by September 30 of the election year, in advance of elections that are regularly held in October. This approach would be consistent with requirements for local political parties in Calgary and Edmonton that will be introduced through regulatory amendments related to the *Municipal Affairs Statutes Amendment Act*, 2025, if it passes.

Administration has incorporated the required changes from these Acts into the attached Bylaw for the Council's consideration.

In addition, pursuant to the LAEA, Council may pass resolutions prior to the election required for conducting joint elections and providing alternative options for voting and procedures for the 2025 Municipal General Election, which are summarized below:

- A resolution may be passed to conduct joint elections with one or more elected authorities of local jurisdictions that do not have contiguous boundaries but do have areas in common.
- A resolution may be passed to provide for and facilitate an advance vote held at electors' residences, specifically catering to persons with disabilities.
- A resolution may be passed to authorize the use of special ballots, enabling individuals who are unable to vote in person during advance voting or on Election Day.
- A resolution may be passed on a bylaw or question, the elected authority must determine the wording to be used on the ballot.

2025 Municipal General Election**Election Day**

Election Day is Monday, October 20, 2025

10:00 AM – 8:00 PM

Blackfalds Community Centre, 4810 Womacks Road, Blackfalds

Nomination Day

Nomination Day is 4 weeks before Election Day, September 22, 2025.

Advance Voting Days and Location

The Returning Officer, in accordance with Section 73 (6), has determined there will be 2 Advance Vote Days. The location and hours of the Advance Voting is as follows:

1. Wednesday, October 15, 2025
11:00 AM – 7:00 PM
Eagle Builders Centre - Banquet Room (upstairs), 5302 Broadway Ave, Blackfalds
2. Saturday, October 18, 2025
9:00 AM – 5:00 PM
Eagle Builders Centre - Banquet Room (upstairs), 5302 Broadway Ave, Blackfalds

Nominations

Candidate and Nomination Guides have been updated to reflect the Bill 50 and 54 amendments and are available online and in person. Nominations must be submitted in person to the Returning Officer or designate during the Town's regular business hours within the nomination period.

Notice of nomination day will be published at least once a week for 2 weeks before Nomination Day in a local newspaper or other publication circulating in the area, as well as social media channels leading up to Nomination Day.

Notice of Intent

Any individual who intends to be nominated or has been nominated to run for an Election as a Candidate must submit a written notice in the prescribed form to the municipal office addressed to the Returning Officer that the individual intends to be or has been nominated for an Election.

Note: Candidates may only accept contributions only after they have given notice to the Returning Officer.

Candidates

A list of candidates will be posted on the Town's website and updated weekly on Fridays starting September 3, 2025.

Candidate Information Session

Lacombe County, in collaboration with the Town and other municipalities within the County, will be hosting a regional candidate information session:

June 25 & 26 from 6:30 PM - 8:30 PM - Lacombe County Council Chambers

To register or for more information, please contact Meghan Richer-Poth at 403.782.8962 or email mricher-poth@lacombecounty.com

Senate Election and Referendum Questions

Currently, there is no confirmed indication that there will be a Senate Election or Referendum Question for the 2025 Municipal General Election.

FINANCIAL IMPLICATIONS

\$40,000 has been allocated in the 2025 Operating Budget for the 2025 Municipal Election. Depending on the need to hold a joint election with the Wolf Creek Division and/or the Catholic Separate Division election of trustees, the cost of the election may be shared with the school boards. Should a Referendum question be called, the province typically provides grant funding for Senate and/or Referendum votes.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council give First Reading to Bylaw 1333.25 - Elections Bylaw, as presented.
2. That Council direct Administration to enter into Election Services Agreements to conduct the 2025 Municipal General Election jointly with Wolf Creek School Division No. 72 or Catholic Separate School Division should their Boards request such services.
3. That Council provide for Special Ballots for the 2025 Municipal General Election by application on or before 4:30 p.m., October 1, 2025, via telephone, email or in writing to the Returning Officer, including information required per the *Local Authorities Election Act*, with outer envelopes to be received by the Returning Officer no later than 4:30 p.m. on October 17, 2025.
4. That Council provides for the attendance of two deputy returning officers at an elector's residence by pre-arranged appointment on October 16, 2025, between 9:00 a.m. and 4:00 p.m. to accommodate persons with disabilities.


ALTERNATIVES

- a) The Council give First Reading to Bylaw 1333.25 - Elections Bylaw as presented and recommend amendments be brought forward for when Second Reading occurs.

- b) That Council refer Bylaw 1333.25 - Elections Bylaw to Administration for more information.
- c) That Council provide direction on Bylaw 1333.25 – Elections Bylaw.
- d) That Council provide direction whether to hold a vote on a Bylaw or question for the 2025 Municipal General Election.
- e) That Council direct the Administration to bring more information regarding the 2025 Municipal General Election.

ATTACHMENTS

- *Bylaw 1333.25 - Elections Bylaw – Tracked Changes*
- *Bylaw 1333.25 – Elections Bylaw – Clean*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO PROVIDE FOR ELECTIONS IN THE TOWN OF BLACKFALDS

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of providing for municipal elections and school trustee elections within the Town of Blackfalds boundaries.

WHEREAS the *Local Authorities Election Act*, RSA 2000, Chapter L-21, as amended, provides for the holding of local elections by municipalities.

WHEREAS, pursuant to the authority of the *Local Authorities Election Act*, RSA. 20, c. L-21, and amendments thereto, Council may establish election procedures by bylaw;

WHEREAS, it is the desire of the Council of the Town of Blackfalds to establish election procedures to address matters within the discretion of elected authorities under the *Local Authorities Election Act*.

WHEREAS, if a provision of this Bylaw conflicts with the provisions of the *Local Authorities Election Act*, the provisions of the *Local Authorities Election Act* take precedence.

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the **“Elections Bylaw”**.

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:

- (a) **“Act”** means the *Local Authorities Election Act*, RSA. 2000, c. L-21 and any amendments thereto, together with any regulations made thereunder.
- (b) **“Advance Vote”** means a vote taken in advance of an Election Day.
- (c) **“Ballot”** means a paper Ballot presented to an Elector on which is printed the office to be voted on, the names of the candidates, the bylaw name and the number or the questions, if any, and containing spaces in which the Elector is to mark their vote.
- (d) **“Ballot Box”** means a container for Ballots that have been marked by the Elector.
- (e) **“Candidate”** means an individual who has been nominated to run for Election in a local jurisdiction as a councillor or ~~school board~~ trustee as prescribed by the Act.
- (f) **“Council”** means the Council of the Town of Blackfalds.

~~(g) **“Criminal Record Check”** means a Criminal Record Check that is conducted by a police service operating in Alberta, such as the Royal Canadian Mounted Police and cannot be conducted by a third party Criminal Record Check provider; and further that, at a minimum, shows the Candidate’s past criminal convictions, if any.~~

~~(h)~~(g) **“Election”** means a general election, first election, by-election and a vote on a bylaw or question.

~~(i)~~(h) **“Election Day”** means as prescribed in the *Local Authorities Election Act*, which means the day fixed for voting in an Election.

~~(j)~~(i) **“Elector”** means a person eligible to vote in an Election in accordance with the Act.

~~(k)~~(j) **“Institutional Vote”** means a vote that is provided for a person who is confined to a treatment centre in the Town or is a resident in a supportive living facility in the Town.

- (k) **“Judicial Recount”** means a recount of votes that is ordered by the Court in accordance with Part 4 of the Act.
- (l) **“Nomination Day”** means, in accordance with the Act, the day four (4) weeks prior to Election Day of an Election year.
- (m) **“Official Agent”** means a person who has been appointed as an Official Agent on the Candidate’s nomination form in accordance with the Act.
- (n) **“Permanent Electors Register”** means a Permanent Electors Register ~~of the residents of the Town of Blackfalds who are eligible to vote that is compiled and revised primarily using information from the Chief Electoral Officer, prepared in accordance with Section 49 of the Act.~~
- (o) **“Presiding Deputy”** means a deputy who has been appointed as a Presiding Deputy pursuant to Section 14(1) of the Act by the Returning Officer.
- (p) **“Returning Officer”** means a person appointed by Council resolution and pursuant to Section 13(1) of the Act as a Returning Officer and includes a person acting in the Returning Officer’s place, also known as the Substitute Returning Officer.
- (q) **“Scrutineer”** means a person recognized or appointed to represent a Candidate in accordance with the Act.
- (r) **“Special Ballot”** means a Ballot that an Elector can request when they are unable to attend an Advance Vote or on voting day.
- (s) **“Substitute Returning Officer”** means a person who is appointed to act in the Returning Officer’s place pursuant to Section 13(2.1) of the Act.
- (t) **“Town”** means the municipal corporation of the Town of Blackfalds in the Province of Alberta.
- (u) **“Voting Station”** means the location where Electors cast their Ballot vote.

PART 3 - APPLICATION

- 3.1 This Bylaw shall apply to all Elections conducted in the Town in accordance with the Act, which includes general elections, by-elections and votes on a bylaw or question in accordance with the Act.

PART 4 - APPOINTMENT, POWERS AND DUTIES OF THE RETURNING OFFICER

- 4.1 In accordance with Section 13(1) of the Act, Council shall appoint, by resolution, an individual to act as Returning Officer for the purposes of conducting an Election on behalf of the Town.
- 4.2 In accordance with Section 13(2.1) of the Act, Council must appoint, by resolution, an individual to act as a Substitute Returning Officer for the purposes of conducting an Election on behalf of the Town.
- 4.3 The Returning Officer shall perform and exercise all the duties under this Bylaw and as set out in Section 14(1) of the Act.
- 4.4 The Returning Officer may delegate any of their powers or duties to a constable, Presiding Deputy, or deputy pursuant to Section 14(3) of the Act.
- 4.5 The Substitute Returning Officer is responsible for exercising all the duties, functions, and powers of a Returning Officer under this Bylaw and the Act when the Returning Officer is incapable of performing those duties, functions, and powers.
- 4.6 When acting as the Returning Officer, the Substitute Returning Officer may delegate any of their powers or duties to a constable, Presiding Deputy, or deputy pursuant to Section 14(3) of the Act.
- 4.7 Pursuant to the Act, the Returning Officer must be independent and impartial when performing their duties pursuant to Section 13.1(1).
- 4.8 No person may obstruct or attempt to influence the Returning Officer in the performance

of their duties pursuant to Section 13.1(2) of the Act.

- 4.9 In accordance with Section 13(3) of the Act, the following individuals are ineligible to be appointed as the Returning Officer or the Substitute Returning Officer:
- 4.9.1 a Candidate; or
 - 4.9.2 a Candidate's spouse, adult interdependent partner, child, parent, or sibling.

PART 5 - DUTIES OF THE PRESIDING DEPUTIES

- 5.1 Presiding Deputies, who the Returning Officer appoints, are responsible for performing the duties as prescribed under Section 14(1) of the Act and any other duties that are assigned to them by the Returning Officer.
- 5.2 Pursuant to Section 15(1) of the Act, the Presiding Deputies are charged with maintaining the peace at Voting Stations and, with the approval of the Returning Officer, may appoint a constable to maintain order and peace at a Voting Station.
- 5.3 Presiding Deputies may request a police officer to attend the Voting Station and assist the Presiding Deputies for the purpose of maintaining order, preserving or preventing any breach of the public peace, or removing any person who, in the opinion of the Presiding Deputy, is obstructing voting or contravening the Act or this Bylaw.

PART 6 - NOMINATIONS

6.1 **General Election**

Nominations must be submitted in person to the Returning Officer or designate during the Town's regular business hours within the nomination period as set out in Section 28(1) of the Act until 12:00 PM noon on Nomination Day.

6.2 **By-Election**

Nominations must be submitted in person to the Returning Officer or designate during the Town's regular business hours within the period beginning on the day after a Council resolution to set an Election Day for the by-election until 12:00 PM noon on Nomination Day.

Nomination Day

- 6.3 Nomination Day is four (4) weeks prior to Election Day.

6.4 **Notice of Nomination Day**

The Returning Officer or designate shall give notice of Nomination Day in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before Nomination Day in accordance with Section 26(1) of the Act.

6.5 **Notice of Intent**

Any individual who intends to be nominated or has been nominated to run for an Election as a Candidate must submit a written notice in the prescribed form to the municipal office addressed to the Returning Officer that the individual intends to be or has been nominated for an Election.

6.6 **Form of Nomination**

Every nomination of a Candidate must:

- 6.6.1 include written notice of intent in accordance with Section 147.22(2) of the Act and 6.5 of this Bylaw, if not already submitted prior to submitting nomination papers.
- 6.6.2 be in the prescribed form and signed by at least five (5) Electors who are eligible to vote in that Election and are residents of the Town on the date of signing the nomination.
- 6.6.3 be accompanied with a sworn or affirmed written acceptance by the person nominated in the prescribed form.

~~6.6.4 be accompanied with a Criminal Record Check, at the sole expense of the Candidate, completed within six (6) months of the date the nomination is~~

~~submitted.~~

6.7 Receipt of Nominations

Nominations shall be received by the Returning Officer or designate at the Town of Blackfalds municipal office:

- 6.7.1 located at the Civic Cultural Centre, 5018 Waghorn Street, Blackfalds, Alberta.
- 6.7.2 during regular business hours of 8:30 a.m. to 4:30 p.m. (excluding all statutory holidays or events where the Civic Cultural Centre may be closed).
- 6.7.3 The Returning Officer may redact any personal information in nomination papers ~~when requested by the public but not the Criminal Records Checks. In accordance with Section 28(6.2) of the Act, the Candidate's Criminal Record Check will be made available, and the results of the Criminal Record Check shall not be withheld or redacted, that in the opinion of the Returning Officer, would compromise the personal safety of Candidates as provided for in section 28(6.1)(b) of the Act.~~
- 6.7.4 Filed nomination papers will be retained until the term of office to which the nomination papers relate has expired pursuant to Section 34(4) of the Act.
- 6.7.5 Twenty-four (24) hours after the close of nominations on Nomination Day, the Returning Officer shall, as soon as possible, sign a statement showing the name of each nominated Candidate and any information about the Candidate which has been consented to be disclosed to the Minister's Deputy Minister, in accordance with Section 28(8) of the Act.
- 6.7.6 Within forty-eight (48) hours of the close of nominations on Nomination Day, the Returning Officer shall post the names of the Candidates who have been nominated and the offices for which they were nominated on the Town's website, in accordance with Section 28(10) of the Act.

6.8 Withdrawal of Nomination

Nominations may be withdrawn at any time during the nomination period for an Election or within twenty-four 24 hours after the close of the nomination period, subject to Section 32~~(2)~~ of the Act and are effective on the date that the Returning Officer receives the withdrawal.

- 6.8.1 Nomination withdrawals are to be submitted to the Returning Officer:
 - (i) in writing, delivered to the municipal office during regular business hours; or
 - (ii) by email, addressed to the Returning Officer; or
 - (iii) by another method to the satisfaction of the Returning Officer.

PART 7 - DEATH OF CANDIDATE

- 7.1 If a Candidate dies after being nominated but before the opening of the Voting Station during the Advance Vote or on Election Day, the Returning Officer will provide notice of the Candidate's death in a conspicuous location at the Voting Stations pursuant to Section 33(2) of the Act.

PART 8 – ELECTION BY ACCLAMATION

- 8.1 In accordance with Section 34(1) of the Act, ~~if 24 hours after the close of if at the close of~~ nominations, the number of ~~persons-candidates nominated~~ for any office is ~~the same equal to the number of offices for which the election is held, as the number required to be elected,~~ the Returning Officer shall declare the Candidates nominated to be elected to the office for which they were nominated.

PART 9 – BALLOTS

- 9.1 Following Nomination Day, the Returning Officer will arrange for printing of Ballots and ensure a sufficient number of Ballots are printed.
- 9.2 Names on Ballots shall be listed in accordance with Section 43(2) of the Act.

- 9.3 If there is a vote on a bylaw or resolution, Council must, by resolution, determine the wording to be used on the Ballot. If Council does not determine the wording to be used on the Ballot, the Returning Officer will determine the wording to be used.

PART 10 – PERMANENT ELECTORS REGISTER

- 10.1 The Town must prepare a Permanent Electors Register of the residents of the Town who are eligible to vote that is complied with and revised primarily using the information received from the Chief Electoral Officer.
- 10.2 The Town may use any information contained or available to the Town in completing and revising the Permanent Elector Register to revise the Permanent Electors Register pursuant to Section 91.1(2) of the Act prior to destruction.
- 10.3 The Town must enter any information that is collected or obtained during an Election into the Permanent Electors Register.
- 10.4 The Permanent Electors Register may contain only the following information for each person included in the Permanent Electors Register pursuant to Section 49(5) of the Act:
- 10.4.1 the person's residential address and the mailing address, including postal codes, if the mailing address is different from the residential address;
 - 10.4.2 the surname, given name, and middle initial of the person;
 - 10.4.3 the day, month, and year of birth of the person;
 - 10.4.4 the residential phone number of the person;
 - 10.4.5 the gender of the person; and
 - 10.4.6 whether the person is a public school or a separate school resident.
- 10.5 Any persons who are not included in the Permanent Electors Register may submit an application to the Town in the prescribed form to be added to the Permanent Electors Register.
- 10.6 Any person who is included in the Permanent Electors Register that wishes to correct the information contained within the Permanent Electors Register may submit an application to the Town in the prescribed form to have their information corrected.
- 10.7 Only a Returning Officer may use the Permanent Electors Register and only as it relates to the exercise of a power or performance of a duty of a Returning Officer under the Act. The Town shall only use the Permanent Electors Register and the information contained within it for purposes consistent with the Act and will not share the Permanent Electors Register or the information contained within it with the public, Candidates, Official Agents, or Scrutineers.
- 10.8 Pursuant to Section 49(8), no Candidate, Official Agent or Scrutineer shall access or use the Permanent Elector Register, including, without limitation, taking a photograph or making a copy of the Permanent Electors Register.
- 10.9 In accordance with Section 49.1 of the Act the Town must upon request, provide a copy of the Permanent Elector Register prepared in accordance with Section 49 of the Act to another elected authority in the same area.

PART 11 - VOTING STATIONS AND HOURS

- 11.1 The Returning Officer shall designate the location of the Voting Station pursuant to Section 37(1) of the Act.
- 11.2 The Voting Station on Election Day and during the Advance Vote will be kept open continuously from 10 a.m. to 8 p.m.
- 11.3 If there is an Elector in the Voting Station who wishes to vote when a Voting Station is declared closed, the Elector shall be allowed to vote, but no other person will be allowed to enter the Voting Station for that purpose pursuant to Section 46(4) of the Act.

PART 12 – ADVANCE VOTING

- 12.1 The Town must provide for and conduct an Advance Vote as set out in Section 73(3) of the Act.
- 12.2 The Returning Officer must determine the days and hours when the Advance Vote will be held.
- 12.3 The Returning Officer shall give notice of the Advance Vote in accordance with Section 74(1) of the Act.

PART 13 – SPECIAL BALLOTS

- 13.1 Pursuant to Section 77.1(1) of the Act, an Elector whose name is contained within the Permanent Electors Registry who is unable to vote in an Advance Vote or at the Voting Station on Election Day may apply to the Town to vote by Special Ballot.
- 13.2 Electors may apply for a Special Ballot beginning on August 1 for a general Election, or on the date set by the Returning Officer for a by-Election or vote on a bylaw or question if they are unable to vote on Election Day or during an Advance Vote.
- 13.3 Electors who are included in the Permanent Electors Register may apply to the Returning Officer for a Special Ballot through one of the following methods:
- 13.3.1 in person at the municipal office during regular business hours;
 - 13.3.2 in writing delivered to the municipal office c/o the Returning Officer;
 - 13.3.3 by telephone; or
 - 13.3.4 another method to the satisfaction of the Returning Officer.
- 13.4 Electors who are not included in the Permanent Electors Register must first apply in person to be added to the Permanent Electors Register before applying for a Special Ballot or being issued a Special Ballot package as required by Section 77.1(1.1) of the Act.
- 13.5 The following information is required from Electors when applying for a Special Ballot under this Bylaw and the Act:
- 13.5.1 first and last name of the Elector;
 - 13.5.2 municipal address of the residence of the Elector;
 - 13.5.3 school Elector status, if the Elector is voting for a trustee of a board of a school division.
 - 13.5.4 mailing address to which the Special Ballot is to be sent; and
 - 13.5.5 contact telephone number,
 - 13.5.6 contact email address if the Elector is unavailable by telephone;
- 13.6 Upon receipt of an application for a Special Ballot that complies with the requirements of this Bylaw and the Act, the Returning Officer will issue the Elector with a Special Ballot package after the close of nominations on Nomination Day.
- 13.7 ~~Unless otherwise resolved by Council, Special Ballot packages must be returned to the Returning Officer no later than 4:30 PM on the Friday preceding the Election Day pursuant to Section 77.21(2) of the Act. Should a Special Ballot package not be received before 4:30 PM on Election Day, the Special Ballot will be considered a rejected Ballot pursuant to Section 77.3 of the Act.~~

PART 14 - ELECTOR ASSISTANCE AT HOME

- 14.1 The Town may provide Elector assistance at home to Electors who are unable to attend a Voting Station on Election Day or during an Advance Vote because of a physical disability as provided for in Section 79(1) of the Act.

- 14.2 An Elector who meets the criteria set out in Section 79(1) of the Act must submit a request for Elector assistance at home at least forty-eight (48) hours before the end of the Advance Vote period, to have two (2) deputies attend at the Elector's residence in order take the vote of the Elector.
- 14.3 If the Returning Officer is satisfied that the Elector is unable to attend a Voting Station due to a physical incapacity or mobility limitations, the Returning Officer will:
- 14.3.1 advise the Elector that the request has been accepted;
 - 14.3.2 appoint two deputies to attend at the Elector's residence; and
 - 14.3.3 inform the Elector of the date and approximate time that the deputies will attend the residence.
- 14.4 The Returning Officer, in their sole and unfettered discretion, may accept or reject requests for Elector assistance at home pursuant to Section 79(4) of the Act.

PART 15 - CONDUCT AND DUTIES OF SCRUTINEERS

- 15.1 Before a person is recognized or appointed as a Scrutineer and before they may perform the duties of a Scrutineer, the person must:
- 15.1.1 provide the Returning Officer or a Presiding Deputy with the written notice required by Section 69(1) of the Act for a general Election or by-Election; or
 - 15.1.2 provide the Returning Officer or a Presiding Deputy with the written request required by Section 70(1) of the Act for a vote on a bylaw or question; and
 - 15.1.3 subscribe to a statement in the prescribed form as required by Section 16(2) of the Act.
- 15.2 After a person is recognized or appointed as a Scrutineer, the Scrutineers must:
- 15.2.1 comply with the requirements of the Act;
 - 15.2.2 comply with the requirements of this Bylaw;
 - 15.2.3 comply with the direction of the Returning Officer or a Presiding Deputy; and
 - 15.2.4 perform their duties with integrity and respect and in a manner that is helpful and courteous to Electors, Election workers, other Scrutineers, the public, and anyone else involved in an Election.
- 15.3 No person may impede a Scrutineer from performing the duties of a Scrutineer pursuant to Section 69(7) of the Act; Scrutineers may:
- 15.3.1 observe the conduct of an Election, including the voting process and the counting process, from the location designated within a Voting Station by the Returning Officer or a Presiding Deputy pursuant to Section 69(5) or 70(4) of the Act;
 - 15.3.2 observe the sealing of Ballot Boxes at the opening of Voting Stations to ensure that Ballot Boxes are empty prior to the start of the voting process and observe the opening of Ballot Boxes prior to the start of the counting process to ensure that all Ballots have been removed from the Ballot Boxes to be counted;
 - 15.3.3 observe that each Ballot Box is opened and that the Ballots are counted within a Voting Station as provided for in Section 85(1) of the Act from the location designated by the Returning Officer or a Presiding Deputy;
 - 15.3.4 observe that each Special Ballot Box, Advance Vote Ballot Box, and Institutional Vote Ballot Box is opened and that all Ballots are counted at the counting centre as provided for in Section 85.1(5) of the Act from the location designated by the Returning Officer or a Presiding Deputy;
 - 15.3.5 observe recounts conducted by the Returning Officer pursuant to Section 98(2) of the Act or observe a Judicial Recount pursuant to Section 106(1) of the Act;

- 15.3.6 request to view individual Elector registers when Election workers are not assisting Electors;
 - 15.3.7 request to view the names and addresses of Electors who have applied for and been provided Special Ballot packages pursuant to Section 77.1(4) of the Act when Election workers are not assisting Electors; and
 - 15.3.8 request a copy of the Ballot account as provided for in Section 89(2) of the Act and, if the Scrutineer desires, sign the Ballot account as provided for in Section 89(1) of the Act.
- 15.4 Scrutineers must not interfere with the orderly conduct of an Election, including interfering with the voting process or the counting process and therefore further must not:
- 15.4.1 engage in harassing or discriminatory behaviour or make abusive, derisive, threatening, or insulting statements or gestures to or about another person;
 - 15.4.2 engage in political campaigning or promotion for or against any Candidate, or for or against any position on a vote on a bylaw or question, within or outside of a Voting Station or the counting centre, including wearing any campaign materials such as buttons, hats, and t-shirts;
 - 15.4.3 view an Elector completing their Ballot, assist an Elector with completing their Ballot, vouch for an Elector pursuant to section 53(5) of the Act, or prevent an Elector from completing their Ballot;
 - 15.4.4 take photographs within a Voting Station or the counting centre, including photographs of the Permanent Electors Register, individual Elector registers, or the Special Ballot Elector register;
 - 15.4.5 make copies of, transcribe, or interfere with Election materials in a Voting Station or the counting centre, including the Permanent Electors Register, individual Elector registers, and the Special Ballot Elector register; and
 - 15.4.6 make or take phone calls in a Voting Station or the counting centre while they are within a Voting Station or the counting centre, including for the exchange of information between a Scrutineer and a Candidate or Official Agent.
- 15.5 If a Scrutineer does not comply with the requirements of this Bylaw, the Act, or the direction of the Returning Officer or a Presiding Deputy, the Returning Officer or a Presiding Deputy may issue the Scrutineer with a written warning concerning their conduct.
- 15.6 If a Scrutineer continues not to comply with the requirements of this Bylaw, the Act, or the direction of the Returning Officer or a Presiding Deputy, after receiving a written warning, the Returning Officer or a Presiding Deputy, constable or police officer may remove the Scrutineer from the Voting Station or counting centre.
- 15.7 Subject to section 15.3 of this Bylaw and pursuant to the Act, the Returning Officer or a Presiding Deputy must not:
- 15.7.1 allow a Candidate to have a Scrutineer or Official Agent present in a Voting Station or the counting centre while the Candidate is present in the Voting Station or counting centre pursuant to section 69(3) or 85.1(6) of the Act;
 - 15.7.2 allow a Candidate to have both an Official Agent and a Scrutineer present in a Voting Station or the counting centre at the same time pursuant to section 69(3.1) or 85.1(6) of the Act;
 - 15.7.3 for a vote on a bylaw or question, allow more than one Scrutineer for each side of the bylaw or question to be present in the Voting Station or the counting centre at the same time pursuant to Section 70(3) and 85.1(6) of the Act; or
 - 15.7.4 permit more than the Candidate or the Candidate's Official Agent or Scrutineer, or more than one Scrutineer for either side of a vote on any bylaw or question, to be present during the counting of Ballots pursuant to Section

85(2) of Act.

PART 16 - COUNTING OF VOTES

16.1 The Returning Officer shall be allowed to count the Special Ballot Box, Advance Vote Ballot Box, Elector assistance at home Ballot Box and the Institutional Vote Ballot Box no earlier than 7:30 p.m. pursuant to Section 85.1(4) of the Act.

16.2 Immediately after the close of the Voting Station, the Presiding Deputy shall, in the presence of at least one and any additional officers that the deputy considers necessary, and the Candidates, Official Agents or Scrutineers shall ensure that each Ballot Box is opened and that the votes are counted, pursuant to Section 85(1) of the Act.

PART 17 - RECOUNT

17.1 The Returning Officer may make a recount of the votes cast in accordance with Sections 98(1), ~~and 98.1(1)~~ and 98.2 of the Act.

PART 18 - DATE OF FORCE AND REPEAL

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

18.2 That the Town of Blackfalds Bylaws 1251.20, 1260.21 and 1263.21 be repealed upon this Bylaw coming into effect.

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
PROVIDE FOR ELECTIONS IN THE TOWN OF BLACKFALDS**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of providing for municipal elections and school trustee elections within the Town of Blackfalds boundaries.

WHEREAS the *Local Authorities Election Act*, RSA 2000, Chapter L-21, as amended, provides for the holding of local elections by municipalities.

WHEREAS, pursuant to the authority of the *Local Authorities Election Act*, RSA. 20, c. L-21, and amendments thereto, Council may establish election procedures by bylaw;

WHEREAS, it is the desire of the Council of the Town of Blackfalds to establish election procedures to address matters within the discretion of elected authorities under the *Local Authorities Election Act*.

WHEREAS, if a provision of this Bylaw conflicts with the provisions of the *Local Authorities Election Act*, the provisions of the *Local Authorities Election Act* take precedence.

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the **“Elections Bylaw”**.

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:

- (a) **“Act”** means the *Local Authorities Election Act*, RSA. 2000, c. L-21 and any amendments thereto, together with any regulations made thereunder.
- (b) **“Advance Vote”** means a vote taken in advance of an Election Day.
- (c) **“Ballot”** means a paper Ballot presented to an Elector on which is printed the office to be voted on, the names of the candidates, the bylaw name and the number or the questions, if any, and containing spaces in which the Elector is to mark their vote.
- (d) **“Ballot Box”** means a container for Ballots that have been marked by the Elector.
- (e) **“Candidate”** means an individual who has been nominated to run for Election in a local jurisdiction as a councillor or trustee as prescribed by the Act.
- (f) **“Council”** means the Council of the Town of Blackfalds.
- (g) **“Election”** means a general election, first election, by-election and a vote on a bylaw or question.
- (h) **“Election Day”** means as prescribed in the *Local Authorities Election Act*, which means the day fixed for voting in an Election.
- (i) **“Elector”** means a person eligible to vote in an Election in accordance with the Act.
- (j) **“Institutional Vote”** means a vote that is provided for a person who is confined to a treatment centre in the Town or is a resident in a supportive living facility in the Town.
- (k) **“Judicial Recount”** means a recount of votes that is ordered by the Court in accordance with Part 4 of the Act.
- (l) **“Nomination Day”** means, in accordance with the Act, the day four (4) weeks prior to Election Day of an Election year.

- (m) **“Official Agent”** means a person who has been appointed as an Official Agent on the Candidate’s nomination form in accordance with the Act.
- (n) **“Permanent Electors Register”** means a Permanent Electors Register prepared in accordance with Section 49 of the Act.
- (o) **“Presiding Deputy”** means a deputy who has been appointed as a Presiding Deputy pursuant to Section 14(1) of the Act by the Returning Officer.
- (p) **“Returning Officer”** means a person appointed by Council resolution and pursuant to Section 13(1) of the Act as a Returning Officer and includes a person acting in the Returning Officer’s place, also known as the Substitute Returning Officer.
- (q) **“Scrutineer”** means a person recognized or appointed to represent a Candidate in accordance with the Act.
- (r) **“Special Ballot”** means a Ballot that an Elector can request when they are unable to attend an Advance Vote or on voting day.
- (s) **“Substitute Returning Officer”** means a person who is appointed to act in the Returning Officer’s place pursuant to Section 13(2.1) of the Act.
- (t) **“Town”** means the municipal corporation of the Town of Blackfalds in the Province of Alberta.
- (u) **“Voting Station”** means the location where Electors cast their Ballot vote.

PART 3 - APPLICATION

- 3.1 This Bylaw shall apply to all Elections conducted in the Town in accordance with the Act, which includes general elections, by-elections and votes on a bylaw or question in accordance with the Act.

PART 4 - APPOINTMENT, POWERS AND DUTIES OF THE RETURNING OFFICER

- 4.1 In accordance with Section 13(1) of the Act, Council shall appoint, by resolution, an individual to act as Returning Officer for the purposes of conducting an Election on behalf of the Town.
- 4.2 In accordance with Section 13(2.1) of the Act, Council must appoint, by resolution, an individual to act as a Substitute Returning Officer for the purposes of conducting an Election on behalf of the Town.
- 4.3 The Returning Officer shall perform and exercise all the duties under this Bylaw and as set out in Section 14(1) of the Act.
- 4.4 The Returning Officer may delegate any of their powers or duties to a constable, Presiding Deputy, or deputy pursuant to Section 14(3) of the Act.
- 4.5 The Substitute Returning Officer is responsible for exercising all the duties, functions, and powers of a Returning Officer under this Bylaw and the Act when the Returning Officer is incapable of performing those duties, functions, and powers.
- 4.6 When acting as the Returning Officer, the Substitute Returning Officer may delegate any of their powers or duties to a constable, Presiding Deputy, or deputy pursuant to Section 14(3) of the Act.
- 4.7 Pursuant to the Act, the Returning Officer must be independent and impartial when performing their duties pursuant to Section 13.1(1).
- 4.8 No person may obstruct or attempt to influence the Returning Officer in the performance of their duties pursuant to Section 13.1(2) of the Act.
- 4.9 In accordance with Section 13(3) of the Act, the following individuals are ineligible to be appointed as the Returning Officer or the Substitute Returning Officer:
 - 4.9.1 a Candidate; or
 - 4.9.2 a Candidate’s spouse, adult interdependent partner, child, parent, or sibling.

PART 5 - DUTIES OF THE PRESIDING DEPUTIES

- 5.1 Presiding Deputies, who the Returning Officer appoints, are responsible for performing the duties as prescribed under Section 14(1) of the Act and any other duties that are assigned to them by the Returning Officer.
- 5.2 Pursuant to Section 15(1) of the Act, the Presiding Deputies are charged with maintaining the peace at Voting Stations and, with the approval of the Returning Officer, may appoint a constable to maintain order and peace at a Voting Station.
- 5.3 Presiding Deputies may request a police officer to attend the Voting Station and assist the Presiding Deputies for the purpose of maintaining order, preserving or preventing any breach of the public peace, or removing any person who, in the opinion of the Presiding Deputy, is obstructing voting or contravening the Act or this Bylaw.

PART 6 - NOMINATIONS**6.1 General Election**

Nominations must be submitted in person to the Returning Officer or designate during the Town's regular business hours within the nomination period as set out in Section 28(1) of the Act until 12:00 PM noon on Nomination Day.

6.2 By-Election

Nominations must be submitted in person to the Returning Officer or designate during the Town's regular business hours within the period beginning on the day after a Council resolution to set an Election Day for the by-election until 12:00 PM noon on Nomination Day.

Nomination Day

- 6.3 Nomination Day is four (4) weeks prior to Election Day.

6.4 Notice of Nomination Day

The Returning Officer or designate shall give notice of Nomination Day in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before Nomination Day in accordance with Section 26(1) of the Act.

6.5 Notice of Intent

Any individual who intends to be nominated or has been nominated to run for an Election as a Candidate must submit a written notice in the prescribed form to the municipal office addressed to the Returning Officer that the individual intends to be or has been nominated for an Election.

6.6 Form of Nomination

Every nomination of a Candidate must:

- 6.6.1 include written notice of intent in accordance with Section 147.22(2) of the Act and 6.5 of this Bylaw, if not already submitted prior to submitting nomination papers.
- 6.6.2 be in the prescribed form and signed by at least five (5) Electors who are eligible to vote in that Election and are residents of the Town on the date of signing the nomination.
- 6.6.3 be accompanied with a sworn or affirmed written acceptance by the person nominated in the prescribed form.

6.7 Receipt of Nominations

Nominations shall be received by the Returning Officer or designate at the Town of Blackfalds municipal office:

- 6.7.1 located at the Civic Cultural Centre, 5018 Waghorn Street, Blackfalds, Alberta.
- 6.7.2 during regular business hours of 8:30 a.m. to 4:30 p.m. (excluding all statutory holidays or events where the Civic Cultural Centre may be closed).

- 6.7.3 The Returning Officer may redact any personal information in nomination papers when requested by the public.
- 6.7.4 Filed nomination papers will be retained until the term of office to which the nomination papers relate has expired pursuant to Section 34(4) of the Act.
- 6.7.5 Twenty-four (24) hours after the close of nominations on Nomination Day, the Returning Officer shall, as soon as possible, sign a statement showing the name of each nominated Candidate and any information about the Candidate which has been consented to be disclosed to the Minister's Deputy Minister, in accordance with Section 28(8) of the Act.
- 6.7.6 Within forty-eight (48) hours of the close of nominations on Nomination Day, the Returning Officer shall post the names of the Candidates who have been nominated and the offices for which they were nominated on the Town's website, in accordance with Section 28(10) of the Act.

6.8 Withdrawal of Nomination

Nominations may be withdrawn at any time during the nomination period for an Election or within twenty-four 24 hours after the close of the nomination period, subject to Section 32 of the Act and are effective on the date that the Returning Officer receives the withdrawal.

- 6.8.1 Nomination withdrawals are to be submitted to the Returning Officer:
- (i) in writing, delivered to the municipal office during regular business hours; or
 - (ii) by email, addressed to the Returning Officer; or
 - (iii) by another method to the satisfaction of the Returning Officer.

PART 7 - DEATH OF CANDIDATE

- 7.1 If a Candidate dies after being nominated but before the opening of the Voting Station during the Advance Vote or on Election Day, the Returning Officer will provide notice of the Candidate's death in a conspicuous location at the Voting Stations pursuant to Section 33(2) of the Act.

PART 8 – ELECTION BY ACCLAMATION

- 8.1 In accordance with Section 34(1) of the Act, if 24 hours after the close of nominations, the number of candidates for an office is equal to the number of offices for which the election is held, the Returning Officer shall declare the Candidates nominated to be elected to the office for which they were nominated.

PART 9 – BALLOTS

- 9.1 Following Nomination Day, the Returning Officer will arrange for printing of Ballots and ensure a sufficient number of Ballots are printed.
- 9.2 Names on Ballots shall be listed in accordance with Section 43(2) of the Act.
- 9.3 If there is a vote on a bylaw or resolution, Council must, by resolution, determine the wording to be used on the Ballot. If Council does not determine the wording to be used on the Ballot, the Returning Officer will determine the wording to be used.

PART 10 – PERMANENT ELECTORS REGISTER

- 10.1 The Town must prepare a Permanent Electors Register of the residents of the Town who are eligible to vote that is complied with and revised primarily using the information received from the Chief Electoral Officer.
- 10.2 The Town may use any information contained or available to the Town in completing and revising the Permanent Elector Register to revise the Permanent Electors Register pursuant to Section 91.1(2) of the Act prior to destruction.
- 10.3 The Town must enter any information that is collected or obtained during an Election into the Permanent Electors Register.

- 10.4 The Permanent Electors Register may contain only the following information for each person included in the Permanent Electors Register pursuant to Section 49(5) of the Act:
- 10.4.1 the person's residential address and the mailing address, including postal codes, if the mailing address is different from the residential address;
 - 10.4.2 the surname, given name, and middle initial of the person;
 - 10.4.3 the day, month, and year of birth of the person;
 - 10.4.4 the residential phone number of the person;
 - 10.4.5 the gender of the person; and
 - 10.4.6 whether the person is a public school or a separate school resident.
- 10.5 Any persons who are not included in the Permanent Electors Register may submit an application to the Town in the prescribed form to be added to the Permanent Electors Register.
- 10.6 Any person who is included in the Permanent Electors Register that wishes to correct the information contained within the Permanent Electors Register may submit an application to the Town in the prescribed form to have their information corrected.
- 10.7 Only a Returning Officer may use the Permanent Electors Register and only as it relates to the exercise of a power or performance of a duty of a Returning Officer under the Act.
- 10.8 Pursuant to Section 49(8), no Candidate, Official Agent or Scrutineer shall access or use the Permanent Elector Register, including, without limitation, taking a photograph or making a copy of the Permanent Electors Register.
- 10.9 In accordance with Section 49.1 of the Act the Town must upon request, provide a copy of the Permanent Elector Register prepared in accordance with Section 49 of the Act to another elected authority in the same area.

PART 11 - VOTING STATIONS AND HOURS

- 11.1 The Returning Officer shall designate the location of the Voting Station pursuant to Section 37(1) of the Act.
- 11.2 The Voting Station on Election Day and during the Advance Vote will be kept open continuously from 10 a.m. to 8 p.m.
- 11.3 If there is an Elector in the Voting Station who wishes to vote when a Voting Station is declared closed, the Elector shall be allowed to vote, but no other person will be allowed to enter the Voting Station for that purpose pursuant to Section 46(4) of the Act.

PART 12 – ADVANCE VOTING

- 12.1 The Town must provide for and conduct an Advance Vote as set out in Section 73(3) of the Act.
- 12.2 The Returning Officer must determine the days and hours when the Advance Vote will be held.
- 12.3 The Returning Officer shall give notice of the Advance Vote in accordance with Section 74(1) of the Act.

PART 13 – SPECIAL BALLOTS

- 13.1 Pursuant to Section 77.1(1) of the Act, an Elector whose name is contained within the Permanent Electors Registry who is unable to vote in an Advance Vote or at the Voting Station on Election Day may apply to the Town to vote by Special Ballot.
- 13.2 Electors may apply for a Special Ballot beginning on August 1 for a general Election, or on the date set by the Returning Officer for a by-Election or vote on a bylaw or question if they are unable to vote on Election Day or during an Advance Vote.

- 13.3 Electors who are included in the Permanent Electors Register may apply to the Returning Officer for a Special Ballot through one of the following methods:
- 13.3.1 in person at the municipal office during regular business hours;
 - 13.3.2 in writing delivered to the municipal office c/o the Returning Officer;
 - 13.3.3 by telephone; or
 - 13.3.4 another method to the satisfaction of the Returning Officer.
- 13.4 Electors who are not included in the Permanent Electors Register must first apply in person to be added to the Permanent Electors Register before applying for a Special Ballot or being issued a Special Ballot package as required by Section 77.1(1.1) of the Act.
- 13.5 The following information is required from Electors when applying for a Special Ballot under this Bylaw and the Act:
- 13.5.1 first and last name of the Elector;
 - 13.5.2 municipal address of the residence of the Elector;
 - 13.5.3 school Elector status, if the Elector is voting for a trustee of a board of a school division.
 - 13.5.4 mailing address to which the Special Ballot is to be sent; and
 - 13.5.5 contact telephone number,
 - 13.5.6 contact email address if the Elector is unavailable by telephone;
- 13.6 Upon receipt of an application for a Special Ballot that complies with the requirements of this Bylaw and the Act, the Returning Officer will issue the Elector with a Special Ballot package after the close of nominations on Nomination Day.
- 13.7 Special Ballot packages must be returned to the Returning Officer no later than 4:30 PM on the Friday preceding the Election Day pursuant to Section 77.21(2) of the Act.

PART 14 - ELECTOR ASSISTANCE AT HOME

- 14.1 The Town may provide Elector assistance at home to Electors who are unable to attend a Voting Station on Election Day or during an Advance Vote because of a physical disability as provided for in Section 79(1) of the Act.
- 14.2 An Elector who meets the criteria set out in Section 79(1) of the Act must submit a request for Elector assistance at home at least forty-eight (48) hours before the end of the Advance Vote period, to have two (2) deputies attend at the Elector's residence in order to take the vote of the Elector.
- 14.3 If the Returning Officer is satisfied that the Elector is unable to attend a Voting Station due to a physical incapacity or mobility limitations, the Returning Officer will:
- 14.3.1 advise the Elector that the request has been accepted;
 - 14.3.2 appoint two deputies to attend at the Elector's residence; and
 - 14.3.3 inform the Elector of the date and approximate time that the deputies will attend the residence.
- 14.4 The Returning Officer, in their sole and unfettered discretion, may accept or reject requests for Elector assistance at home pursuant to Section 79(4) of the Act.

PART 15 - CONDUCT AND DUTIES OF SCRUTINEERS

- 15.1 Before a person is recognized or appointed as a Scrutineer and before they may perform the duties of a Scrutineer, the person must:
- 15.1.1 provide the Returning Officer or a Presiding Deputy with the written notice required by Section 69(1) of the Act for a general Election or by-Election; or

- 15.1.2 provide the Returning Officer or a Presiding Deputy with the written request required by Section 70(1) of the Act for a vote on a bylaw or question; and
- 15.1.3 subscribe to a statement in the prescribed form as required by Section 16(2) of the Act.
- 15.2 After a person is recognized or appointed as a Scrutineer, the Scrutineers must:
 - 15.2.1 comply with the requirements of the Act;
 - 15.2.2 comply with the requirements of this Bylaw;
 - 15.2.3 comply with the direction of the Returning Officer or a Presiding Deputy; and
 - 15.2.4 perform their duties with integrity and respect and in a manner that is helpful and courteous to Electors, Election workers, other Scrutineers, the public, and anyone else involved in an Election.
- 15.3 No person may impede a Scrutineer from performing the duties of a Scrutineer pursuant to Section 69(7) of the Act; Scrutineers may:
 - 15.3.1 observe the conduct of an Election, including the voting process and the counting process, from the location designated within a Voting Station by the Returning Officer or a Presiding Deputy pursuant to Section 69(5) or 70(4) of the Act;
 - 15.3.2 observe the sealing of Ballot Boxes at the opening of Voting Stations to ensure that Ballot Boxes are empty prior to the start of the voting process and observe the opening of Ballot Boxes prior to the start of the counting process to ensure that all Ballots have been removed from the Ballot Boxes to be counted;
 - 15.3.3 observe that each Ballot Box is opened and that the Ballots are counted within a Voting Station as provided for in Section 85(1) of the Act from the location designated by the Returning Officer or a Presiding Deputy;
 - 15.3.4 observe that each Special Ballot Box, Advance Vote Ballot Box, and Institutional Vote Ballot Box is opened and that all Ballots are counted at the counting centre as provided for in Section 85.1(5) of the Act from the location designated by the Returning Officer or a Presiding Deputy;
 - 15.3.5 observe recounts conducted by the Returning Officer pursuant to Section 98(2) of the Act or observe a Judicial Recount pursuant to Section 106(1) of the Act;
 - 15.3.6 request to view individual Elector registers when Election workers are not assisting Electors;
 - 15.3.7 request to view the names and addresses of Electors who have applied for and been provided Special Ballot packages pursuant to Section 77.1(4) of the Act when Election workers are not assisting Electors; and
 - 15.3.8 request a copy of the Ballot account as provided for in Section 89(2) of the Act and, if the Scrutineer desires, sign the Ballot account as provided for in Section 89(1) of the Act.
- 15.4 Scrutineers must not interfere with the orderly conduct of an Election, including interfering with the voting process or the counting process and therefore further must not:
 - 15.4.1 engage in harassing or discriminatory behaviour or make abusive, derisive, threatening, or insulting statements or gestures to or about another person;
 - 15.4.2 engage in political campaigning or promotion for or against any Candidate, or for or against any position on a vote on a bylaw or question, within or outside of a Voting Station or the counting centre, including wearing any campaign materials such as buttons, hats, and t-shirts;
 - 15.4.3 view an Elector completing their Ballot, assist an Elector with completing their Ballot, vouch for an Elector pursuant to section 53(5) of the Act, or prevent an Elector from completing their Ballot;

- 15.4.4 take photographs within a Voting Station or the counting centre, including photographs of the Permanent Electors Register, individual Elector registers, or the Special Ballot Elector register;
 - 15.4.5 make copies of, transcribe, or interfere with Election materials in a Voting Station or the counting centre, including the Permanent Electors Register, individual Elector registers, and the Special Ballot Elector register; and
 - 15.4.6 make or take phone calls in a Voting Station or the counting centre while they are within a Voting Station or the counting centre, including for the exchange of information between a Scrutineer and a Candidate or Official Agent.
- 15.5 If a Scrutineer does not comply with the requirements of this Bylaw, the Act, or the direction of the Returning Officer or a Presiding Deputy, the Returning Officer or a Presiding Deputy may issue the Scrutineer with a written warning concerning their conduct.
- 15.6 If a Scrutineer continues not to comply with the requirements of this Bylaw, the Act, or the direction of the Returning Officer or a Presiding Deputy, after receiving a written warning, the Returning Officer or a Presiding Deputy, constable or police officer may remove the Scrutineer from the Voting Station or counting centre.
- 15.7 Subject to section 15.3 of this Bylaw and pursuant to the Act, the Returning Officer or a Presiding Deputy must not:
- 15.7.1 allow a Candidate to have a Scrutineer or Official Agent present in a Voting Station or the counting centre while the Candidate is present in the Voting Station or counting centre pursuant to section 69(3) or 85.1(6) of the Act;
 - 15.7.2 allow a Candidate to have both an Official Agent and a Scrutineer present in a Voting Station or the counting centre at the same time pursuant to section 69(3.1) or 85.1(6) of the Act;
 - 15.7.3 for a vote on a bylaw or question, allow more than one Scrutineer for each side of the bylaw or question to be present in the Voting Station or the counting centre at the same time pursuant to Section 70(3) and 85.1(6) of the Act; or
 - 15.7.4 permit more than the Candidate or the Candidate's Official Agent or Scrutineer, or more than one Scrutineer for either side of a vote on any bylaw or question, to be present during the counting of Ballots pursuant to Section 85(2) of Act.

PART 16 - COUNTING OF VOTES

- 16.1 The Returning Officer shall be allowed to count the Special Ballot Box, Advance Vote Ballot Box, Elector assistance at home vote Ballot Box and the Institutional Vote Ballot Box no earlier than 7:30 p.m. pursuant to Section 85.1(4) of the Act.
- 16.2 Immediately after the close of the Voting Station, the Presiding Deputy shall, in the presence of at least one and any additional officers that the deputy considers necessary, and the Candidates, Official Agents or Scrutineers shall ensure that each Ballot Box is opened and that the votes are counted, pursuant to Section 85(1) of the Act.

PART 17 - RECOUNT

- 17.1 The Returning Officer may make a recount of the votes cast in accordance with Sections 98(1), 98.1(1) and 98.2 of the Act.

PART 18 - DATE OF FORCE AND REPEAL

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

18.2 That the Town of Blackfalds Bylaws 1251.20, 1260.21 and 1263.21 be repealed upon this Bylaw coming into effect.

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

MEETING DATE: June 10, 2025
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Bylaw 1334.25 - Smoking and Vaping Bylaw Amendment**

BACKGROUND

Bylaw 1228/18 – Smoking and Vaping Bylaw was adopted in 2018. In conjunction with the Smoking and Vaping Bylaw, a Smoke, Vaping and Cannabis Free Work Environment Policy was adopted for employees. The Policy prohibited employees from smoking on Town premises with the exception of permitting them to smoke in their own personal vehicles. The health risks associated with smoking in a confined space increase the concentration of harmful chemicals, and as such, Administration recommends that the CAO be authorized to designate discreet smoking locations on Town property. These discreet smoking locations would be away from buildings, crowds and high traffic areas and are not directly visible to children and youth.

In order to amend the Policy to provide for this, the Smoking and Vaping Bylaw requires an amendment that would allow for the designation of the “discreet smoking locations”.

Council reviewed the Smoking and Vaping Bylaw Amendment at the May 20, 2025 Standing Committee of Council and directed the bylaw to be brought forward to a Regular Meeting of Council for consideration.

DISCUSSION

Administration is seeking input from Council on the attached Smoking and Vaping Bylaw Amendment.

FINANCIAL IMPLICATIONS

There would be no financial implications to the bylaw amendment as the Town has smoking receptacles that can be re-used and located at the designated locations.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1334.25 -Smoking and Vaping Bylaw Amendment, as presented.
2. That Council give Second Reading to Bylaw 1334.25 - Smoking and Vaping Bylaw Amendment, as presented.
3. That Council give unanimous consent to move to Third Reading of Bylaw 1334.25 - Smoking and Vaping Bylaw Amendment, as presented

4. That Council give Third Reading to Bylaw 1334.25 - Smoking and Vaping Bylaw Amendment, as presented.

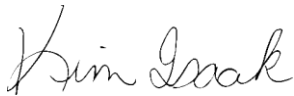
ALTERNATIVES

- a) That Council refer the Smoking and Vaping Bylaw Amendment Bylaw back to Administration for more information.

ATTACHMENTS

- *Bylaw 1334.25 - Smoking and Vaping Bylaw Amendment*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND THE SMOKING AND VAPING BYLAW**

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 the Smoking and Vaping Bylaw 1228/18.

WHEREAS, the Council of the Town of Blackfalds deems it desirable to amend Part 2 Section 11 of Bylaw 1228/18.

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Smoking and Vaping Bylaw Amendment**”.

PART 2 – AMENDMENTS

- 2.1 That Part 2 – SMOKING AND VAPING IN PUBLIC, Section 11 is amended by adding the following as 11.1:

- 11.1 The Chief Administrative Officer or designate may assign discreet designated smoking areas on Town Property that are away from buildings, crowds and high traffic areas and are not directly visible to children and youth.

PART 3 – DATE OF FORCE

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

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

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the second time this ____ day of _____ A.D.

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the third time this ____ day of _____ A.D.

MAYOR JAMIE HOOVER

CAO KIM ISAAK

MEETING DATE: June 10, 2025

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

PRESENTED BY: Ken Morrison Director of Emergency Management & Protective Services

SUBJECT: **Bylaw 1335.25 - Animal Control Bylaw**

BACKGROUND

The current Animal Control Bylaw was adopted in 2014 with a minor amendment in 2023. Since that time there have been changes in the licensing process, Land Use Bylaw, and associated acts. Administration felt that it was timely to bring forward an updated Animal Control Bylaw. Key changes to the bylaw include the following:

Definitions

- Aggressive Dog was changed to Dangerous Dog as per the Dangerous Dog Act
- Animal in Distress definition added
- Emotional Support Animal definition added
- Guard Dog definition was added
- Kennel was changed to Residential Kennel for alignment with the LUB Bylaw

Licensing Provisions

- Bylaw was changed to reflect the current practice of no longer giving a new tag annually

Guide and Service Dogs

- New section

Animal in Distress

- New section

Specified Penalties

- Animal bites, attacks or causes minor injury to animal – first and second offense changed to court
- Animal bites, attacks or causes minor injury to person– first offense changed to court
- Added in penalty for Animal in Distress

The updated Animal Control Bylaw was presented to Standing Committee of Council for review and discussion on April 14th, 2025.

Councillor Svab moved That Standing Committee of Council recommend to Council that the Animal Control Bylaw with amendments be brought forward to a Regular Meeting of Council for consideration. This motion was carried unanimously.

DISCUSSION

The amendments identified by Standing Committee of Council at the April 14th 2025 meeting include the following:

1. Spelling and grammatical edits;
2. Addition of "Alberta" before the Guide Dog Act under Part 6; and
3. the inclusion of a dog that is on a leash that is more than 2 metres in length and not being under the positive control of the owner as part of the definition of "running at large"

These changes have been incorporated into the Animal Control Bylaw presented.

Administration is recommending that Council give First, Second and Third reading to the Animal Control Bylaw as presented.

FINANCIAL IMPLICATIONS

Some minor costs will be associated with the posting of the "no pets" signage at the entrance of facilities as they will need to be updated with the new Bylaw number.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1335.25 - Animal Control Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1335.25 - Animal Control Bylaw, as presented.
3. That Council give unanimous consent to move to Third Reading of Bylaw 1335.25 - Animal Control Bylaw, as presented.
4. That Council give Third Reading to Bylaw 1335.25 - Animal Control Bylaw, as presented.

ALTERNATIVES

- a) That Council refers the Animal Control Bylaw back to Administration for further review.

ATTACHMENTS

- *Draft Updated Animal Control Bylaw*
- *Bylaw 1181/14 Animal Control Bylaw*
- *Bylaw 1287/23 Animal Control Amendment Bylaw*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE LICENSING, REGULATION AND CONTROL OF ANIMALS AND LIVESTOCK.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of providing for the licensing, regulation and control of animals and livestock.

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, provides that a Council may pass Bylaw 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 regulation, probation and licensing thereof;

AND WHEREAS, the Council of the Town of Blackfalds deems it advisable to pass a Bylaw for the licensing, regulation and control of animals and livestock within the Town of Blackfalds;

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “Animal Control Bylaw”.
- 1.2 The following Schedules shall form part of this Bylaw:
 - 1.2.1 Schedule “A” - Annual Licence Fees
 - 1.2.2 Schedule “B” - Guard Dog Signage
 - 1.2.3 Schedule “C” - Dangerous Dog Signage
 - 1.2.4 Schedule “D” - Specified Penalties
 - 1.2.5 Schedule “E” - Conditions And Procedures To Rent Cat/Skunk Traps

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:
 - (a) “**Altered**” means an Animal that is spayed or neutered.
 - (b) “**Animal**” means any Cat or Dog.
 - (c) “**Animal Control Officer**” means a person employed under the contract between the Town and its Contractor to enforce the provisions of this Bylaw.
 - (d) “**Cat**” means either male or female of the feline family.
 - (e) “**Contractor**” means a person employed or under contract by the Town to enforce the provisions of this Bylaw and maintain and administer an impound facility for Animals.
 - (f) “**Dangerous Dog**” means a Dog of any age, including a Guard Dog that has:
 - (a) Without provocation, chase, attacked or bitten any person or other domestic animal or
 - (b) Shown a propensity, disposition or potential to attack or injure, with provocation, other animals or humans,
 - (c) Been made the subject of an Order under the *Dangerous Dog Act*, or
 - (d) Threatened or created the reasonable apprehension of a threat to any person or other domestic animal.
 - (g) “**Disabled Person**” means a person who has any degree of disability except blindness or visual impairment and is dependent on a Service Dog.
 - (h) “**Distress**” for the purpose of this Bylaw, an animal is in distress if it is:
 - (a) Deprived of adequate shelter, ventilation, space, food, water or veterinary care or reasonable protection from injurious heat or cold;

- (b) Injured, sick in pain or suffering; or
- (c) Abused or subjected to undue hardship, privation or neglect.
- (i) **“Dog”** means any male or female of the canine family.
- (j) **“Emotional Support Animal”** means an Animal that provides comfort to a Non-Disabled Person. As they are not trained to perform a specific job or task, they do not qualify as Guide or Service Animals and do not receive the same rights or exceptions.
- (k) **“Exotic Animals”** means an animal not indigenous to Canada and not commonly kept as a household pet in Canada, whether or not such animal is a “Wild Animal”.
- (l) **“Former Owner”** means the person at the time of impoundment who was the “Owner” of an Animal which has been subsequently sold or destroyed.
- (m) **“Guard Dog”** means a Dog that is trained and used for the prevention of unlawful entry of a business premise in any commercial or industrial area by unauthorized persons.
- (n) **“Guide Dog”** means a Dog trained as a guide Dog for a blind person and having the qualifications prescribed by the Alberta Service Dogs Act and Service Dogs regulations.
- (o) **“Justice”** has the meaning defined in the *Provincial Offences and Procedure Act*, RSA, 2000, c. P-34 and amendments thereto.
- (p) **“Residential Kennel”** means the owning or harbouring of more than three (3) dogs over the age of three (3) months or 3 cats over the age of 3 months by the Owner or Occupier of a Dwelling in a residential Land Use District.
- (q) **“Leash”** means a restraint that is less than two meters in length and made of material capable of restraining the Animal or Dangerous Dog on which it is being used.
- (r) **“Licence”** means a Licence issued by the Town to an Owner upon payment of the required fee for each Animal, Guard Dog Dangerous Dog they own, and which is assigned a number recorded by the Town.
- (s) **“Livestock”** includes but is not limited to:
 - (a) A horse, mule, ass, swine, emu, ostrich, camel, llama, alpaca, sheep, or goat.
 - (b) Domestically reared or kept deer, reindeer, moose, elk or bison.
 - (c) Fur bearing animals including fox, coyote, wolf, weasels, or mink.
 - (d) Animals of the bovine species.
 - (e) Animals of the avian species including non-licensed chickens, ducks, turkeys, geese, or pheasants.
 - (f) Bees.
 - (g) All other animals normally kept for agriculture purposes.
- (t) **“Minor Injury”** means any physical injury to a domestic animal or a person caused by an Animal or Dangerous Dog, that results in minor bruising, small puncture, scratch or tearing of the skin, bleeding, or any other injury that is not life threatening, disfiguring or debilitating.
- (u) **“Municipal Ticket”** means a municipal ticket issued on behalf of the Town for a violation under this Bylaw.
- (v) **“Muzzle”** means a device of sufficient strength placed over an Animal’s or Dangerous Dog’s mouth to prevent it from biting.
- (w) **“Officer”** includes an Animal Control Officer, a Bylaw Enforcement Officer, a Peace Officer, a Special Constable and a member of the Royal Canadian Mounted Police.
- (x) **“Off Leash Area”** shall mean an area designated by the Town where an Animal is not required to be controlled by a Leash.

- (y) **“Owner”** includes any person, partnership, association, or corporation:
- (a) Owning, possessing, having charge of, or control over, any Animal;
 - (b) Harboursing any Animal;
 - (c) Suffering or permitting any Animal to remain about their house or premises; and
 - (d) Any person to whom a Licence has been used under this Bylaw.

For the purposes of this Bylaw, an Animal can have more than one Owner at the same time, any, or all, who may be charged with offences under this Bylaw.

- (z) **“Park” or “Parkland”** means a use where public land is specifically designed or reserved for the public for active or passive recreation, or for educational, cultural, or aesthetic purposes, and includes Natural Areas and Landscaped Areas.
- (aa) **“Police Service Dog”** means any Dog that is employed by a Police Service for law enforcement purposes.
- (bb) **“Running at Large”** shall mean any Animal off the premises of the Owner and not on a Leash (as defined under this bylaw) or on a leash that is more than 2 metres in length held by a person without positive control of the Animal.
- (cc) **“Service Dog”** means a Dog trained as a guide for an individual with visible or non-visible disabilities and having the qualifications prescribed by the Service Dogs regulations.
- (dd) **“Severe injury”** means any physical injury to a domestic animal or a person caused by an Animal or Dangerous Dog that results in severe bruising, multiple punctures or lacerations, any laceration requiring sutures or cosmetic surgery, broken bones or other injury severe in nature.
- (ee) **“Tag”** means a current metal, or other, tag issued by the Town to an Owner for each Animal, Guard Dog, or Dangerous Dog they own and a number recorded for the Owner’s name.
- (ff) **“Threatening Behaviour”** means behaviour that creates a reasonable apprehension of threat of harm and may include growling, lunging, snarling, charging or chasing.
- (gg) **“Town”** means the Town of Blackfalds.
- (hh) **“Unaltered”** means not spayed or neutered.
- (ii) **“Wild animal”** means an animal of wild nature or disposition.

PART 3 – LICENSING PROVISIONS AND OFFENCES

- 3.1 Every person who owns, keeps or harbours an Animal, Guard Dog or Dangerous Dog, which is three (3) months of age, within 30 days of becoming the Owner, must obtain a Licence for each Animal.
- 3.2 Upon the payment of the initial licensing for each Animal, Guard Dog or Dangerous Dog the Owner will be provided with a Licence and a Tag.
- 3.3 The Licence will be valid until the end of the calendar year in which the Licence was purchased at which time the Owner will be responsible to renew the Licence.
- 3.4 Where a Licence is required and has been paid for by the tender of an uncertified cheque, the Licence is automatically revised if the cheque is not accepted and cashed by the bank on which it was issued.
- 3.5 The Tag shall be securely attached to a collar, which shall be worn by the Animal, Guard Dog, or Dangerous Dog for which it is issued at all times.
- 3.6 If a Tag is lost or destroyed, the Owner shall apply for a replacement which shall be issued upon payment of the specified fee.

- 3.7 A Tag is not transferable from one Animal to another, one Guard Dog to another or one Dangerous Dog to another, and no refund will be made for any issued Tag.
- 3.8 Every person who fails to renew or purchase a Licence, for any Animal, Guard Dog, Dangerous Dog they own, on or before the 31st day of January in any year, shall be guilty of an offence and subject to the penalties as provided for in this Bylaw.
- 3.9 A Licence shall be issued free of charge to any Owner of a Guide Dog or Service Dog pursuant to the *Blind Persons' Rights Act* or the *Service Dogs Act* and to any Police Service Dog.

PART 4 - LICENSING REQUIREMENTS FOR DANGEROUS DOGS

- 4.1 The Owner of a Dog that has been designated as a Dangerous Dog shall apply for a Dangerous Dog Licence and Tag immediately upon becoming the Owner of a Dangerous Dog or within seven (7) days after the Dog has been designated as dangerous, whichever occurs first, and renew it prior to January 31 of each subsequent year as set out in Schedule "A".
- 4.2 A Dangerous Dog Licence and Tag shall be issued to the Owner of a Dangerous Dog provided that the Owner has:
- (a) Completed a Licence application in the form specified by the Town;
 - (b) Paid the specified annual fee;
 - (c) Supplied proof satisfactory to the Town that the Owner has a locked pen or enclosure capable of preventing the entry of any person except the Owner.

PART 5 - ANIMAL CONTROL PROVISIONS

- 5.1 The Owner of an Animal is guilty of an offence if the Animal:
- (a) is Running at Large;
 - (b) is on Park or Parkland where Animals are prohibited or where the Park or Parkland area contains playground apparatus and/or sand rubber or other materials utilized as a play area unless that Dog is a Service or Guide Dog.
 - (c) destroys or damages any public or private property.
- 5.2 The Owner of a Cat is guilty of an offence if the Cat defecates or sprays on property other than the Owner's or the Cat stalks birds on property other than the Owner's.
- 5.3 The Owner of a female Animal is guilty of an offence if he or she does not keep such Animal housed and confined during the whole period it is in heat.
- 5.4 The Owner of a Dog or Dangerous Dog is guilty of an offence if such Dog barks or howls so as to disturb a person.
- 5.5 The Owner of a Dog or Dangerous Dog is guilty of an offence if the Dog defecates on any public or private property not owned or occupied by the Owner and the Owner fails to immediately remove the defecation.
- 5.6 Any person who owns or occupies a dwelling (as defined by the Land Use Bylaw), is guilty of an offence if he or she has more than three (3) Dogs on any land which contains or is permitted under the Current Land Use Bylaw to contain a dwelling unit.
- 5.7 Any person who owns or occupies a dwelling (as defined in the Land Use Bylaw), is guilty of an offence if they have more than three (3) Cats on any land which contains or is permitted to under the Current Land Use Bylaw to contain, a dwelling unit.
- 5.8 Sections 5.6 and 5.7 does not apply to a premises lawfully used for the care and treatment of animals operated by a licensed veterinarian or a person in possession of a development permit to operate a Kennel or cattery as authorized by the Town's current Land Use Bylaw.
- 5.9 The Owner of an Animal or Dangerous Dog is guilty of an offence if they allow the defecation of an Animal or Dangerous Dog to accumulate on private property to such an extent that it is likely to annoy people or constitute a nuisance due to odour or unsightliness.

- 5.10 A person is guilty of an offence if such person springs or otherwise tampers with or damages a live trap in which Animals or skunks are to be trapped, or have been trapped, to allow any Animal or skunk to escape from the trap.
- 5.11 Any Owner of an Animal in the Town for a period longer than 30 days in a calendar year is required to have a current Licence for the Town unless the Owner is visiting and the Animal is licensed in another municipality.
- 5.12 A person is guilty of an offence if they exercise an Animal or Dangerous Dog while driving in a motor vehicle.
- 5.13 The Owner of an Animal is guilty of an offence if he or she fails to carry a Leash while with an Animal in a designated Off Leash Area.
- 5.14 The Owner of an Animal or Dangerous Dog is guilty of an offence if they fail to ensure the Animal or Dangerous Dog wears a collar and Tag when the Animal or Dangerous Dog is off the Owner's premises.
- 5.15 The Owner of an Animal is guilty of an offence if the Animal is in an Off Leash Area and exhibits threatening behaviour towards any other domestic animal or a person and the Owner fails to remove the Animal immediately from the Off Leash Area.
- 5.16 No person shall keep or cause to be kept:
- (a) Any Exotic Animal, venomous snake, reptile, insect or spider.
 - (b) Any Wild Animal
 - (c) Any Livestock on any property unless the property is designated as an Agriculture District as provided under the Town's current Land Use Bylaw and has been approved for such by the Development Officer and/or Municipal Planning Commission.

PART 6 - GUIDE AND SERVICE DOGS

- 6.1 Guide and Service Dogs shall be able to accompany a visually impaired or Disabled Person as outlined in the "Alberta Service Dogs Act", in all places where the public is normally allowed to go if:
- (a) the Owner maintains control over the Dog through voice, signal, physical restraint, or other effective controls;
 - (b) the Dog is being treated as a working Dog, not a pet.

PART 7 - OFFENCES APPLICABLE ONLY TO GUARD DOGS

- 7.1 The Owner of a Guard Dog is guilty of an offence if:
- (a) Is not on the Owner's property and is not indoors, or if outdoors is confined in a securely enclosed fenced area, constructed to prevent the escape of the Guard Dog and capable of preventing the entry of young children. The fence shall have a minimum height of six (6) feet.
 - (b) Fails to display signs as specified in Schedule "B" of this Bylaw on the perimeter of the fence, warning of the presence of Guard Dogs.
 - (c) in a pen or enclosure capable of preventing the entry of any person except the Owner of the Guard Dog.
 - (d) Harbors the presence of a Guard Dog in any area outside of Commercial and Industrial Districts as identified in the Town's current Land Use Bylaw.
 - (e) Fails to obtain a Licence and Tag for the Guard Dog.

PART 8 - OFFENCES APPLICABLE ONLY TO DANGEROUS DOGS

- 8.1 The Owner of a Dangerous Dog is guilty of an offence if:
- (a) the Dangerous Dog is not wearing a muzzle, under control and on a Leash held by a person who is capable of controlling the Dangerous Dog at all times when the Dangerous Dog is off the Owner's property;
 - (b) the Dangerous Dog is on the Owner's property and is not indoors, or if outdoors, is not with and supervised by an adult or is not in a locked pen or enclosure capable of preventing the entry of any person except the Owner of a Dangerous Dog;

- (c) within seven (7) days after the Dog has been designated as a Dangerous Dog, the Owner fails to display at each entrance to the Owner's property and on the locked pen or structure in which the Dangerous Dog is confined, clear and visible signs, as specified in Schedule "C" of this Bylaw, a warning of the presence of a Dangerous Dog on the Owner's property;
- (d) the Dangerous Dog is in a designated Off Leash Area;
- (e) the Dangerous Dog is Running at Large;
- (f) the Owner fails to immediately notify the Town and an Animal Control Officer if the Dangerous Dog is Running at Large;
- (g) the Owner fails to obtain a Dangerous Dog Licence and Tag.

PART 9 - RESIDENTIAL KENNEL

- 9.1 Any person who owns, keeps or harbours more than three (3) Dogs and or more than three (3) Cats, over the age of three (3) months, without obtaining the required development permit for a Kennel in accordance with the Town's current Land Use Bylaw, is guilty of an offence.

PART 10 - THREATEN, ATTACK OR BITE ANIMAL PROVISIONS

- 10.1 The Owner of an Animal is guilty of an offence if the Animal:
- (a) exhibits Threatening Behaviour towards a person or other domestic animal;
 - (b) bites, attacks or causes Minor Injury to a domestic animal;
 - (c) bites, attacks or causes Minor Injury to a person;
 - (d) bites, attacks or causes Severe Injury to a domestic animal;
 - (e) causes death to a domestic animal;
 - (f) bites, attacks or causes Severe Injury or death to a person.
- 10.2 The Owner of a Dangerous Dog is guilty of an offence if such Dangerous Dog:
- (a) exhibits Threatening Behaviour towards a person or other domestic animal;
 - (b) bites, attacks or causes Minor Injury to a domestic animal;
 - (c) bites, attacks or causes Minor Injury to a person;
 - (d) bites, attacks or causes Severe Injury to a domestic animal;
 - (e) causes death to a domestic animal;
 - (f) bites, attacks or causes Severe Injury or death to a person.

PART 11 - ADDITIONAL PENALTIES

- 11.1 A Justice, after convicting an Owner of a Dog of an offence under this Bylaw, may in addition to the fine specified under this Bylaw, order one or more of the following:
- (a) the Dog be designated as a Dangerous Dog;
 - (b) the Dog be euthanized;
 - (c) the Owner be prohibited from owning any Dog for a specified period of time.

PART 12 - INTERFERENCE WITH AN OFFICER

- 12.1 Any person, whether or not they are the Owner of an Animal or Dangerous Dog which is being or has been pursued and or captured, is guilty of an offence if they:
- (a) interferes with, or attempts to obstruct, and Officer who is attempting to capture, or who has captured, any animal;
 - (b) unlocks or unlatches or otherwise opens the vehicle in which animals captured for impoundment have been placed, so as to allow or attempt to allow any Animal to escape there from;
 - (c) removes, or attempts to remove, any animal from the possession of an Officer;
 - (d) refuses to provide identification (name, address, and date of birth) and proof thereof to an Officer upon request.
 - (e) Provides false or misleading information to an Officer.

PART 13 - IMPOUNDING ANIMALS

- 13.1 Any Officer or any designated Contractor with the Town may seize and impound:
- (a) any Animal or Dangerous Dog Running at Large;
 - (b) any Animal or Dangerous Dog not wearing a collar or Tag while off the premises of the Owner;

- (c) any Animal found on Park or Parkland and not under the direct control of the Owner;
 - (d) any female Animal or Dangerous Dog in heat not confined or housed.
- 13.2 Upon receiving an Animal or Dangerous Dog for impound, an Animal Control Officer, Contractor, or its staff, shall make reasonable efforts to identify and contact the Owner of the Animal or Dangerous Dog.
- 13.3 Subject to the entry notice provisions of the *Municipal Government Act*. R.S.A. 2000, c.M-26, an Officer may enter upon privately owned property at all times, other than a dwelling house, for the purposes of enforcing provisions of this Bylaw.
- 13.4 An Officer, including an Animal Control Officer, is hereby authorized to use live traps, nets or any other similar means to effect capture of Animals or Dangerous Dogs. The Town or its Contractor shall not be held liable for the death or injury of any Animal or Dangerous Dog.
- 13.5 The Contractor shall not sell, euthanize or otherwise dispose of any impounded Animal or Dangerous Dog until the Animal or Dangerous Dog is retained by the Contractor's impound facility for 72 hours, not including the day of impounding, Sundays or Statutory Holidays. After the expiration of 72 hours, if the Owner has not claimed the impounded Animal, the Animal becomes the property of the Contractor.
- 13.6 The Contractor may retain an Animal for a longer period if in the opinion of the Contractor the circumstances warrant the expense or they have reasonable grounds to believe that the Animal is a continued danger to persons, animals, or property.
- 13.7 Any healthy Animal may be returned to the Owner during the 72-hour period of impoundment upon payment to the Contractor the costs of impoundment and boarding (as specified in the contract between the Town and the Contractor). The Contractor may also collect the appropriate Animal Licence fee on behalf of the Town if the Animal is not licensed at the time of impoundment.
- 13.8 Any person claiming an impounded Animal shall present government issued identification to the Contractor or its staff.
- 13.9 Where an impounded Animal or Dangerous Dog has not been claimed by an Owner within seventy-two (72) hours of impoundment, the Contractor is authorized to sell, euthanize, or otherwise dispose of any impounded Animal or Dangerous Dog.

PART 14 - FULL RIGHT AND TITLE

- 14.1 The purchaser of an Animal from the Contractor pursuant to the provisions of this Bylaw shall obtain full right and title to it, and the right and title of the Former Owner of the Animal shall cease upon the purchase.

PART 15 - ANIMAL IN DISTRESS

- 15.1 No person shall in any way permit an Animal to be in distress by:
- (a) causing any unnecessary physical pain to the Animal; or
 - (b) neglecting to provide food, potable water, care or shelter as is necessary to maintain the good health of the Animal, or
 - (c) neglecting to provide the necessary treatment for an Animal suffering from disease or injury, or
 - (d) harassing or tormenting such Animal.
- 15.2 If an Animal is in distress and:
- (a) The Owner does not forthwith take steps that will relieve its distress, or
 - (b) The Owner cannot be found immediately and informed of the Animal's distress, an Officer may take any action they consider necessary to locate the Animal and relieve its distress, including taking the Animal into custody, pursuant to the *Animal Protection Act*.

PART 16 - MUNICIPAL TICKETS AND VIOLATION TICKETS

- 16.1 Where an Officer has reasonable grounds to believe that a person has contravened any provisions of this Bylaw:
- (a) They may serve upon the persona Municipal Ticket allowing payment of the specified fine as set out in Schedule "C" of this Bylaw, which payment will be accepted by the Town or the Contractor on behalf of the Town in lieu of prosecution for the offence if paid within 21 days of the date of service; or
 - (b) They may issue and serve a violation ticket in accordance with the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34 and amendments thereto, allowing a voluntary payment or requiring a person to appear in court, without the alternative of making a voluntary payment.
- 16.2 An Officer may, but is not required to, issue a Municipal Ticket before issuing a violation ticket under the *Provincial Offences Procedure Act*.
- 16.3 A Municipal Ticket shall be deemed to be sufficiently served if:
- (a) Served personally on the Owner of the Animal or Dangerous Dog, or left at the Owner's residence; or
 - (b) Mailed to the address of the Owner of the Animal or Dangerous Dog.
- 16.4 Penalties for a second, third and subsequent offences will be applicable, where those offences occur within one (1) year of the first offence.

PART 17 - CONTINUING OFFENCES

- 17.1 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues, and any person guilty of such an offence is liable to a fine in the amount of not less than that established by this Bylaw for each such day.

PART 18 - SUMMARY CONVICTION

- 18.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to the specified penalty set out in Schedule "C" and in default of payment of any fine imposed, to imprisonment for not more than six (6) months. Any person who contravenes any provision of this Bylaw for which there is either "Court" or no penalty specified in Schedule "C", is guilty of an offence and is liable on summary conviction to a fine of not less than five hundred dollars (\$500.) and not more than ten thousand dollars (\$10,000) and in default of payment of any fine imposed, to imprisonment for not more than six (6) months.

PART 19 - EXEMPTION FOR POLICE SERVICE DOGS

- 19.1 This Bylaw does not apply to a Police Service Dog while it is in Active Service.

PART 20 - PROOF OF LICENCE AND AGE OF ANIMAL

- 20.1 In any prosecution or proceedings for a contravention of this Bylaw, the onus of proving all of the following is on the person alleging that:
- (a) a person has a valid and subsisting Licence for an Animal or Dangerous Dog;
 - (b) an Animal or Dangerous Dog is under three (3) months of age;
 - (c) the length of time an Animal has been in the Town is less than 30 days in a calendar year.

PART 21 - CERTIFIED RECORDS OF TOWN

- 21.1 A copy of a record of the Town, certified by the Chief Administrative Officer or designate as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

PART 22 - SEVERABILITY

- 22.1 Each separate provision of this Bylaw shall be deemed independent of all provisions and if any provision of this Bylaw is declared invalid, all other provisions shall remain valid and enforceable.

PART 23 - ANNUAL LICENCE FEES

- 23.1 Refer to Schedule "A".

PART 24 - SPECIFIED PENALTIES

- 24.1 Refer to Schedule "D".

PART 25 - CAT AND SKUNK TRAPS

- 25.1 Refer to Schedule "E".

PART 26 - REPEAL

- 26.1 That Bylaw 1181/14, 1287.23 and amendments thereto are hereby repealed upon this Bylaw coming into effect.

PART 27 - DATE OF FORCE

- 27.1 This Bylaw shall come into effect on the date of final passing thereof.

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

**SCHEDULE “A”
ANNUAL LICENCE FEES**

	AMOUNT
1. Unaltered Animal – Male or Female	\$ 60.00
2. Altered Animal – Neutered Male or Spayed Female	\$ 45.00
3. If the Licence fee is paid prior to January 31 st of the year, the Licence fee will be reduced to: (a) Unaltered Animal – Male or Female (b) Altered Animal – Neutered Male or Spayed Female (c) Dangerous Dogs	 \$ 30.00 \$ 15.00 No fee reduction
4. Unaltered Dangerous Dog – Male or Female	\$ 150.00
5. Altered Dangerous Dog – Neutered Male or Spayed Female	\$ 125.00
6. The Owner of any Animal or Dangerous Dog must provide confirmation from a Veterinarian that the Dangerous Dog has been spayed or neutered to obtain a Licence for an Altered Animal or Dangerous Dog.	
7. Replacement Tag or lost Tag	\$ 6.00
8. If an Owner is a new resident to the Town or is a first time Animal Owner, the Licence fee will be as set out as in item 3 of this schedule.	
9. There shall be no pro-rating on Licence fees.	

SCHEDULE "B"
GUARD DOG SIGNAGE

WARNING



GUARD DOG ON PREMISES

SCHEDULE "C"
DANGEROUS DOG SIGNAGE

WARNING



DANGEROUS DOG ON PREMISES

**SCHEDULE “D”
 SPECIFIED PENALTIES**

Fines					
Part	Section	Offence	First	Second	Third and Subsequent
3	3.1	Fail to Licence Animal	\$100.00	\$200.00	\$300.00
5	5.1(a)	Animal Running at Large	\$100.00	\$200.00	\$300.00
5	5.1(b)	Animal on Park or Parkland where prohibited	\$100.00	\$200.00	\$300.00
5	5.1(c)	Animal destroys/damages property	\$100.00	\$200.00	\$300.00
5	5.2	Cat sprays/defecates/stalks birds	\$100.00	\$200.00	\$300.00
5	5.3	Fail to confine animal in heat	\$100.00	\$200.00	\$300.00
5	5.4	Dog/Dangerous Dog barks or howls so as to disturb a person	\$100.00	\$200.00	\$300.00
5	5.5	Failure to remove defecation	\$100.00	\$200.00	\$300.00
5	5.6	Have more than 3 Dogs	\$100.00	\$200.00	\$300.00
5	5.7	Have more than 3 Cats	\$100.00	\$200.00	\$300.00
5	5.9	Allowing defecation to accumulate on property	\$100.00	\$200.00	\$300.00
5	5.10	Tamper/spring/damage trap	\$100.00	\$200.00	\$300.00
5	5.12	Exercise Animal/Dangerous Dog while in a motor vehicle	\$100.00	\$200.00	\$300.00
5	5.13	Fail to carry leash in off leash area	\$50.00	\$200.00	\$300.00
5	5.14	Fail to ensure collar and Tag worn by Animal	\$100.00	\$200.00	\$300.00
5	5.15	Failing to remove Animal exhibiting Threatening Behavior from an Off Leash Area	\$100.00	\$200.00	\$300.00
5	5.16(a)	Keeping or harboring Exotic Animals	\$100.00	\$200.00	\$300.00
5	5.16(b)	Keeping or harboring wild animals	\$100.00	\$200.00	\$300.00
5	5.16(c)	Keeping or harboring Livestock	\$100.00	\$200.00	\$300.00
8	8.1(a)	Dangerous Dog not muzzled, under control and on leash	\$200.00	\$400.00	Court
8	8.1(b)	Dangerous Dog not indoors, not supervised or in locked pen outdoors	\$200.00	\$400.00	Court
8	8.1(c)	Failure to display Dangerous Dog signage	\$200.00	\$400.00	\$600.00
8	8.1(d)	Dangerous Dog in Off Leash Area	\$200.00	\$400.00	\$600.00
8	8.1(e)	Dangerous Dog Running At Large	\$200.00	\$400.00	\$600.00
8	8.1(f)	Fail to notify of Dangerous Dog Running at Large	\$200.00	\$400.00	\$600.00
8	8.1(g)	Fail to obtain Dangerous Dog Licence and Tag	\$200.00	\$400.00	\$600.00
9	9.1	Harbor more than 3 Dogs and or Cats without required permit	\$100.00	\$200.00	\$300.00
10	10.1(a)	Animal exhibits Threatening Behavior to person/animal	\$200.00	\$400.00	Court
10	10.1(b)	Animal bites, attacks or causes Minor Injury to animal	Court	Court	Court
10	10.1(c)	Animal bites, attacks or causes Minor Injury to person	Court	Court	Court

Specified Penalties					
Fines					
Part	Section	Offence	First	Second	Third and Subsequent
10	10.1(d)	Animal bites, attacks or causes Severe Injury to animal	Court	Court	Court
10	10.1(e)	Animal causes death to animal	Court	Court	Court
10	10.1(f)	Animal bites, attacks or causes Severe Injury or death to a person	Court	Court	Court
10	10.2(a)	Dangerous Dog exhibits Threatening Behavior towards a person or animal	\$500	Court	Court
10	10.2(b)	Dangerous Dog bites, attacks or causes Minor Injury to animal	\$500	Court	Court
10	10.2(c)	Dangerous Dog bites, attacks or causes Minor Injury to person	Court	Court	Court
10	10.2(d)	Dangerous Dog bites, attacks or causes Severe Injury to animal	Court	Court	Court
10	10.2(e)	Dangerous Dog causes death to animal	Court	Court	Court
10	10.2(f)	Dangerous Dog bites, attacks or causes Severe Injury or death to a person	Court	Court	Court
12	12.1(a)	Interfere with Officer	\$500.00	\$500.00	\$500.00
12	12.1(b)	Unlock/unlatch vehicle where animal is confined	\$500.00	\$500.00	\$500.00
12	12.1(c)	Remove/attempt to remove animal from Officer	\$500.00	\$500.00	\$500.00
12	12.1(d)	Refuse to provide identification to Officer	\$500.00	\$500.00	\$500.00
12	12.1(e)	Provide false or misleading information to Officer	\$500.00	\$500.00	\$500.00
15	15.1	Animal in Distress	Court	Court	Court

SCHEDULE "E"
CONDITIONS AND PROCEDURES TO RENT CAT/SKUNK TRAPS

1. A resident of the Town of Blackfalds who finds a cat or skunk on its property may report a complaint to the Contractor and request a cat/skunk trap from the Contractor.
2. The person with the complaint (Complainant) can attend at the office of the Contractor during normal business hours and request a cat/skunk trap. In order to obtain a cat/skunk trap the Complainant must sign the form and agreement provided by the Contractor, and the Contractor will then provide a cat/skunk trap to the Complainant. The Contractor is responsible to have the Complainant sign a cat/skunk trap agreement stating they will treat the cat/skunk humanely.
3. The Complainant will be required to pay a \$20.00 deposit to the Contractor. This deposit will be returned to the Complainant at such time as the trap is returned and is found to be in the same condition it was at the time it was obtained from the Contractor. The Complainant will also be responsible for a \$10.00 trap rental fee. If the trap is damaged or stolen the deposit is forfeited to the Contractor and it shall be the responsibility of the Complainant to pay the balance of the cost for the trap to be replaced.
4. It will be the responsibility of the Complainant to check the trap hourly, or as approved by the Contractor and, if an animal is caught, the Complainant must make arrangements to have the animal picked up or delivered to the Contractor within 24 hours following the trapping. During the week the Contractor will arrange the scheduling of their Officers patrols in such a manner to reduce the length of time a cat/skunk is kept in a trap to a minimum. Traps are not to be set on weekends or when outside temperatures are consistently below zero (0) degrees. Traps shall be set in a shaded area of the property, away from the sun.
5. The Contractor may enter the property of the Complainant but not a dwelling house to ascertain if a cat/skunk trap has been properly placed or set and if a cat/skunk has been trapped.
6. The Complainant shall not leave a trap set on their property unattended when absent from the property for any period of time of more than three (3) hours, except as approved by the Contractor.
7. When the Contractor takes possession of a trapped Cat, the Contractor will try to locate an identifying Tag or tattoo on the Cat and if found, will make reasonable efforts to contact the owner of the Cat in order to report that it has been impounded by the Contractor.
8. If the Cat Owner attends at the Contractor's offices to claim their Cat that was trapped on another person's property, an offence ticket for the Cat Running at Large may be issued in accordance with the Bylaw.
9. If a Complainant is disabled and therefore unable to pick up the cat/skunk trap, the Contractor will deliver the trap to the Complainant's property and pick up the trap 72 hours later. No fee shall be charged to the Complainant.
10. Any person renting a cat/skunk trap or the Animal Control Officer shall be responsible for trapping any animal caught as humanely as possible.
11. Any person who abuses, teases, or pokes an animal in a cat/skunk trap or is causing pain, suffering, or injury to any animal may be charged with an offence under Section 446 of the Criminal Code of Canada.
12. Any person seeing a cat/skunk in a trap being abused is encouraged to telephone and report the abuse to the Contractor, at which time the Contractor will, if warranted after investigation, attend at the premises where the abuse has taken place and remove the cat/skunk and the trap forthwith.



TOWN OF BLACKFALDS BYLAW 1181/14

A BYLAW WITHIN THE CORPORATE LIMITS OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA FOR THE LICENSING, REGULATION AND CONTROL OF ANIMALS AND LIVESTOCK.

WHEREAS Council of the Town of Blackfalds has the authority to enact bylaws under the *Municipal Government Act*, RSA c. M-26, respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS, the Council of the Town of Blackfalds deems it desirable to pass such a Bylaw.

NOW THEREFORE, Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts the following:

PART 1 - TITLE

1. The Bylaw may be cited as the "Animal Control Bylaw".

PART 2 - DEFINITIONS

2. In this Bylaw, unless the context otherwise requires, the word, term or expressions:
 - a) "Altered" means neutered or spayed;
 - b) "Animal" shall mean any Dog or Cat;
 - c) "Animal Control Officer" means a person employed under the contract between the Town and its Contractor to enforce the provisions of this Bylaw;
 - d) "Aggressive Dog" means any Dog that:
 - i. has been designated an Aggressive Dog by a Justice;
 - ii. has been made the subject of an Order under the Dangerous Dog Act;
 - e) "Assistance Dog" means any professionally trained Dog, including a guide, hearing or service dog, that works in partnership with a disabled person to increase his or her independence, safety and mobility;
 - f) "Cat" means either male or female of the feline family;
 - g) "Contractor" means a person employed or under contract by the Town to enforce the provisions of this Bylaw and maintain and administer an impound facility for Animals;
 - h) "Dog" means any male or female of the canine family;
 - i) "Exotic Animals" means an animal not indigenous to Canada and not commonly kept as a household pet in Canada, whether or not such animal is a "wild animal" as defined herein;
 - j) "Former Owner" means the person at the time of impoundment who was the Owner of an Animal which has been subsequently sold or destroyed;
 - k) "Justice" has the meaning as defined in the Provincial Offences and Procedure Act, R.S.A. 2000, c. P-34 and amendments thereto;
 - l) "Kennel" includes a house, shelter, room or place located in a properly zoned area (according to the Town's Land Use Bylaw) where more than 2 Dogs and/or 3 Cats of whatever age or sex are kept or boarded, but does not include commercial premises used for the care and treatment of animals, operated by a duly qualified veterinarian;
 - m) "Leash" means a restraint that is less than two meters in length and made of material capable of restraining the Animal or Aggressive Dog on which it is being used;
 - n) "License" means a license issued by the Town to an Owner upon payment of the required fee for each Animal or Aggressive Dog they own, indicating the year for which the fee has been paid, and which is assigned a number recorded by the Town;
 - o) "Livestock" includes but is not limited to:
 - i. A horse, mule, ass, swine, emu, ostrich, camel, llama, alpaca, sheep, or goat.
 - ii. Domestically reared or kept deer, reindeer, moose, elk or bison.
 - iii. Fur bearing animals including fox, coyote, wolf, weasels, or mink.
 - iv. Animals of the bovine species.
 - v. Animals of the avian species including chickens, ducks, turkeys, geese, or pheasants.
 - vi. Bees.
 - vii. All other animals normally kept for agriculture purposes.



TOWN OF BLACKFALDS BYLAW 1181/14

- p) "Minor Injury" means any physical injury to a domestic animal or a person, caused by an Animal or Aggressive Dog, that results in minor bruising, small puncture, scratch or tearing of the skin, bleeding, or any other injury that is not life threatening, disfiguring or debilitating.;
- q) "Municipal Ticket" means a municipal ticket issued on behalf of the Town for a violation under this Bylaw;
- r) "Muzzle" means a device of sufficient strength placed over an Animal's or Aggressive Dog's mouth to prevent it from biting;
- s) "Officer" includes an Animal Control Officer, a Bylaw Enforcement Officer, a Peace Officer, a Special Constable and a Member of the Royal Canadian Mounted Police;
- t) "Off Leash Area" shall mean an area designated by the Town where an Animal is not required to be controlled by a Leash;
- u) "Owner" includes any person, partnership, association, or corporation:
 - i. owning, possessing, having charge of, or control over, any Animal;
 - ii. harboring any Animal;
 - iii. suffering or permitting any Animal to remain about his or her house or premises; and
 - iv. any person to whom a License has been issued under this Bylaw.For the purposes of this Bylaw, an Animal can have more than one Owner at the same time, any, or all, who may be charged with offences under this Bylaw.
- v) "Park" or "Parkland" means any recreational land owned or controlled by the Town lying within Town limits, and includes all lands used for picnic grounds, campgrounds, playing fields, natural areas, neighborhood beautification areas, or any other public open space, or publicly maintained area administered by the Town Parks Department, and school grounds and playgrounds whether or not the management or control of such areas or facilities has been delegated to another body and includes all buildings or other improvements situated on these areas;
- w) "Running at Large" shall mean any Animal off the premises of the Owner and not on a Leash held by a person able to control the Animal;
- x) "Severe Injury" means any physical injury to a domestic animal or a person caused by an Animal or Aggressive Dog that results in severe bruising, multiple punctures or lacerations, any laceration requiring sutures or cosmetic surgery, broken bones or other injury severe in nature;
- y) "Tag" means a current metal, or other, tag issued by the Town to an Owner for each Animal or Aggressive Dog they own, indicating the year for which the fee has been paid and a number recorded to the Owner's name;
- z) "Threatening behavior" means behavior that creates a reasonable apprehension of a threat of harm and may include growling, lunging, snarling, charging or chasing;
- aa) "Unaltered" means not neutered or spayed;
- bb) "Wild animal" means an animal of a wild nature or disposition.

PART 3 - LICENSING PROVISIONS AND OFFENCES

3. Every person, who owns, keeps or harbors an Animal or Aggressive Dog, which is three (3) months of age, or older shall pay to the Town of Blackfalds a yearly license fee as set out in Schedule "A" attached hereto.
4. Upon payment of the current yearly License fee, the Town or its designate shall issue a License and a Tag with a number and year on it to the Owner.
5. Where a License is required, and has been paid for by the tender of an uncertified cheque, the License is automatically revoked if the cheque is not accepted and cashed by the bank on which it was issued.
6. The Tag shall be securely attached to a collar, which shall be worn by the Animal or Aggressive Dog for which it is issued at all times.
7. If a Tag is lost or destroyed, the Owner shall apply for a replacement, which shall be issued upon payment of the specified fee.
8. A Tag is not transferable from one Animal to another or one Aggressive Dog to another, and no refund will be made for any issued Tag.
9. Every person who fails to purchase a License, for any Animal or Aggressive Dog they own, on or before the 31st day of January in any year, shall be guilty of an offence and subject to the penalties provided for in this Bylaw.



TOWN OF BLACKFALDS BYLAW 1181/14

10. The Owner of an Assistance Dog will be issued a License and Tag free of charge.

PART 4 - LICENSING REQUIREMENTS FOR AGGRESSIVE DOGS

11. The Owner of a Dog that has been designated as an Aggressive Dog shall apply for an Aggressive Dog License and Tag immediately upon becoming the Owner of an Aggressive Dog or within seven (7) days after the Dog has been designated as aggressive, whichever occurs first, and prior to January 31 of each subsequent year as set out in Schedule "A".
12. An Aggressive Dog License and Tag shall be issued to the Owner of an Aggressive Dog provided that the Owner has:
- a) completed a License application in the form specified by the Town; and
 - b) paid the specified annual fee; and
 - c) supplied proof satisfactory to the Town that the Owner has a locked pen or enclosure capable of preventing the entry of any person except the Owner.

PART 5 – ANIMAL CONTROL PROVISIONS

13. The Owner of an Animal is guilty of an offence if the Animal:
- a) is Running at Large;
 - b) is on Park or Parkland where Animals are prohibited or where the Park or Parkland area contains playground apparatus and/or a sand rubber or other materials utilized as a play area;
 - c) destroys or damages any public or private property;
14. The Owner of a Cat is guilty of an offence if the Cat defecates or sprays on property other than the Owner's or the Cat stalks birds on property other than the Owner's.
15. The Owner of a female Animal is guilty of an offence if he or she does not keep such Animal housed and confined during the whole period it is in heat.
16. The Owner of a Dog or Aggressive Dog is guilty of an offence if such Dog barks or howls so as to disturb a person;
17. The Owner of a Dog or Aggressive Dog is guilty of an offence if the Dog defecates on any public or private property not owned or occupied by the Owner and the Owner fails to immediately remove the defecation.
18. Any person who owns or occupies a dwelling unit (as defined by the Land Use Bylaw), is guilty of an offence if he or she has more than two (2) Dogs on any land which contains, or is permitted under the Land Use Bylaw to contain, a dwelling unit.
19. Any person who owns or occupies a dwelling unit (as defined by the Land Use Bylaw), is guilty of an offence if he or she has more than three (3) Cats on any land which contains, or is permitted under the Land Use Bylaw to contain, a dwelling unit.
20. Sections 18 and 19 does not apply to premises lawfully used for the care and treatment of animals operated by a licensed veterinarian or a person in possession of a development permit to operate a kennel or cattery as authorized by the Town's current Land Use Bylaw.
21. The Owner of an Animal or Aggressive Dog is guilty of an offence if he or she allows the defecation of an Animal or Aggressive Dog to accumulate on private property to such an extent that it is likely to annoy people or constitute a nuisance due to odor or unsightliness.
22. A person is guilty of an offence if such person springs or otherwise tampers with or damages a live trap in which Animals or skunks are to be trapped, or have been trapped, so as to allow any Animal or skunk to escape from the trap.
23. Any Owner of an Animal in the Town for a period longer than 30 days in a calendar year is required to have a current license for the Town unless the Owner is visiting and the Animal is licensed in another municipality.



TOWN OF BLACKFALDS BYLAW 1181/14

24. A person is guilty of an offence if he or she exercises an Animal or Aggressive Dog while he or she is driving in a motor vehicle.
25. The Owner of an Animal is guilty of an offence if he or she fails to carry a Leash while with an Animal in a designated Off Leash Area.
26. The Owner of an Animal or Aggressive Dog is guilty of an offence if he or she fails to ensure the Animal or Aggressive Dog wears a collar and Tag when the Animal or Aggressive Dog is off the Owner's premises.
27. The Owner of an Animal is guilty of an offence if the Animal is in an Off Leash Area and exhibits threatening behavior towards any other domestic animal or a person and the Owner fails to remove the Animal immediately from the Off Leash Area.
28. The owner of a dog is guilty of an offence if such dog is in an area where signs prohibit the presence of dogs.
29. No person shall keep or cause to be kept:
 - a) Any exotic animal, venomous snake, reptile, insect or spider.
 - b) Any wild animal.
 - c) Any livestock on any property unless the property is designated as an Agriculture District as provided under the Town Land Use Bylaw and has been approved for such by the Development Officer and/or Municipal Planning Commission.

PART 6 – OFFENCES APPLICABLE ONLY TO AGGRESSIVE DOGS

30. The Owner of an Aggressive Dog is guilty of an offence if:
 - a) the Aggressive Dog is not wearing a muzzle, under control and on a Leash held by a person who is capable of controlling the Aggressive Dog at all times when the Aggressive Dog is off the Owner's property;
 - b) the Aggressive Dog is on the Owner's property and is not indoors, or if outdoors, is not with and supervised by an adult or is not in a locked pen or enclosure capable of preventing the entry of any person except the Owner of the Aggressive Dog;
 - c) within seven (7) days after the Dog has been designated as an Aggressive Dog, the Owner fails to display at each entrance to the Owner's property and on the locked pen or structure in which the Aggressive Dog is confined, clear and visible signs, as specified in the Schedule " B" of this Bylaw, a warning of the presence of an Aggressive Dog on the Owner's property;
 - d) the Aggressive Dog is in a designated Off Leash Area;
 - e) the Aggressive Dog is Running at Large;
 - f) the Owner fails to immediately notify the Town and an Animal Control Officer if the Aggressive Dog is Running at Large;
 - g) the Owner fails to obtain an Aggressive Dog Licence and Tag.

PART 7 – KENNELS

31. Any person who owns, keeps or harbors more than two (2) Dogs or more than three (3) Cats, over the age of three (3) months, without obtaining the required development permit for a kennel in accordance with the Land Use Bylaw, is guilty of an offence.

PART 8 – THREATEN, ATTACK OR BIT ANIMAL PROVISIONS

32. The Owner of an Animal is guilty of an offence if the Animal:
 - a) exhibits Threatening behavior towards a person or other domestic animal;
 - b) bites, attacks or causes Minor Injury to a domestic animal;
 - c) bites, attacks or causes Minor Injury to a person;
 - d) bites, attacks or causes Severe Injury to a domestic animal;
 - e) causes death to a domestic animal;
 - f) bites, attacks or causes Severe Injury or death to a person.
33. The Owner of an Aggressive Dog is guilty of an offence if such Aggressive Dog:
 - a) exhibits Threatening behavior towards a person or a domestic animal;
 - b) bites, attacks or causes Minor Injury to a domestic animal;
 - c) bites, attacks or causes Minor Injury to person;
 - d) bites, attacks or causes Severe Injury to a domestic animal;



TOWN OF BLACKFALDS BYLAW 1181/14

- e) causes death to a domestic animal;
- f) bites, attacks or causes Severe Injury or death to a person.

34. Sections 32 and 33 apply to the conduct of an Animal whether on or off the property of the Owner.

PART 9 – ADDITIONAL PENALTIES

35. A Justice, after convicting an Owner of Dog of an offence under this Bylaw, may, in addition to the fine specified under this Bylaw, order one or more of the following:

- a) the Dog be designated as an Aggressive Dog;
- b) the Dog be euthanized;
- c) the Owner be prohibited from owning any Dog for a specified period of time.

PART 10 – INTERFERENCE WITH AN OFFICER

36. Any person, whether or not he is the Owner of an Animal or Aggressive Dog which is being or has been pursued and or captured, is guilty of an offence if he or she:

- a) interferes with, or attempts to obstruct, an Officer who is attempting to capture, or who has captured, any animal;
- b) unlocks or unlatches or otherwise opens the vehicle in which animals captured for impoundment have been placed, so as to allow or attempt to allow any animal to escape there from;
- c) removes, or attempts to remove, any animal from the possession of an Officer;
- d) refuses to provide identification (name, address, and date of birth) and proof thereof to an Officer upon request;
- e) provides false or misleading information to an Officer.

PART 11 – IMPOUNDING ANIMALS

37. Any Officer or any designated Contractor with the Town may seize and impound:

- a) any Animal or Aggressive Dog Running at Large;
- b) any Animal or Aggressive Dog not wearing a collar or Tag while off the premises of the Owner;
- c) any Animal found on Park or Parkland and not under the direct control of the Owner;
- d) any female Animal or Aggressive Dog in heat not confined or housed.

38. Upon receiving an Animal or Aggressive Dog for impound, an Animal Control Officer, Contractor, or its staff, shall make reasonable efforts to identify and contact the Owner of the Animal or Aggressive Dog.

39. Subject to the entry notice provisions of the Municipal Government Act, R.S.A. 2000 c.M-26, an Officer may enter upon privately owned property at all times, other than a dwelling house, for the purposes of enforcing the provisions of this Bylaw.

40. An Officer, including an Animal Control Officer is hereby authorized to use live traps, nets or any other similar means to effect capture of Animals or Aggressive Dogs. The Town or its Contractor shall not be held liable for the death or injury of any Animal or Aggressive Dog.

41. The Contractor shall not sell, euthanize, or otherwise dispose of any impounded Animal or Aggressive Dog until the Animal or Aggressive Dog is retained in the Contractor's impound facility for seventy-two (72) hours, not including the day of impounding, Sundays or Statutory Holidays. After the expiration of seventy-two (72) hours, if the Owner has not claimed the impounded Animal, the Animal becomes the property of the Contractor.

42. The Contractor may retain an Animal for a longer period if in the opinion of the Contractor the circumstances warrant the expense or they have reasonable grounds to believe that the Animal is a continued danger to persons, animals or property.

43. Any healthy Animal may be returned to the Owner during the seventy-two (72) hour period of impoundment upon payment to the Contractor the costs of impoundment and boarding (as specified in the contract between the Town and the Contractor). The



TOWN OF BLACKFALDS BYLAW 1181/14

Contractor may also collect the appropriate Animal License fee on behalf of the Town if the Animal is not licensed at the time of impound.

44. Any person claiming an impounded Animal shall present government issued identification to the Contractor or its staff.
45. Where an impounded Animal or Aggressive Dog has not been claimed by an Owner within 72 hours of impoundment, the Contractor is authorized to sell, euthanize, or otherwise dispose of any impounded Animal or Aggressive Dog.

PART 12 – FULL RIGHT AND TITLE

46. The purchaser of an Animal from the Contractor pursuant to the provisions of this Bylaw shall obtain full right and title to it and the right and title of the Former Owner of the Animal shall cease upon the purchase.

PART 13 – MUNICIPAL TICKETS AND VIOLATION TICKETS

47. Where an Officer has reasonable grounds to believe that a person has contravened any provision of this Bylaw:
 - a) he or she may serve upon the person a Municipal Ticket allowing payment of the specified fine as set out in Schedule "C" of this Bylaw, which payment will be accepted by the Town or the Contractor on behalf of the Town in lieu of prosecution for the offence if paid within 21 days of the date of service; or
 - b) he or she may issue and serve a violation ticket in accordance with the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34 and amendments thereto, allowing a voluntary payment or requiring a person to appear in court, without the alternative of making a voluntary payment.
48. An Officer may, but is not required to, issue a Municipal Ticket before issuing a violation ticket under the Provincial Offences Procedure Act.
49. A Municipal Ticket shall be deemed to be sufficiently served if:
 - a) served personally on the Owner of the Animal or Aggressive Dog, or left at the Owner's residence; or
 - b) mailed to the address of the Owner of the Animal or Aggressive Dog.
50. Penalties for a second, third and subsequent offences will be applicable, where those offences occur within one (1) year of the first offence.

PART 14 – CONTINUING OFFENCES

51. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable to a fine in the amount not less than that established by this Bylaw for each such day.

PART 15 – SUMMARY CONVICTION

52. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to the specified penalty set out in Schedule "C" and in default of payment of any fine imposed, to imprisonment for not more than six (6) months. Any person who contravenes any provision of this Bylaw for which there is either "Court" or no penalty specified in Schedule "C", is guilty of an offence and is liable on summary conviction to a fine of not less than five hundred dollars (\$500.00) and not more than ten thousand dollars (\$10,000.00) and in default of payment of any fine imposed, to imprisonment for not more than six (6) months.

PART 16 – EXEMPTION FOR POLICE SERVICE DOGS

53. This Bylaw does not apply to an RCMP Service Dog while it is in Active Service.

PART 17 – PROOF OF LICENSE AND AGE OF ANIMAL

54. In any prosecution or proceedings for a contravention of this Bylaw, the onus of proving all of the following is on the person alleging that:
 - a) a person has a valid and subsisting License for an Animal or Aggressive Dog;



TOWN OF BLACKFALDS BYLAW 1181/14

- b) an Animal or Aggressive Dog is under 3 months of age; and
- c) the length of time an Animal has been in the Town is less than 30 days in a calendar year.

PART 18 – CERTIFIED RECORDS OF TOWN

55. A copy of a record of the Town, certified by the Chief Administrative Officer as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

PART 19 - SEVERABILITY

56. Each separate provision of this Bylaw shall be deemed independent of all provisions, and if any provision of this Bylaw be declared invalid, all other provisions shall remain valid and enforceable.

PART 20 – ANNUAL LICENSE FEES

Refer to Schedule "A"

PART 21 – SPECIFIED PENALTIES

Refer to Schedule "C"

PART 22 – CAT AND SKUNK TRAPS

Refer to Schedule "D"

PART 23 - RESINDED

That Bylaw 1148/12 is hereby rescinded.

PART 24 - EFFECTIVE DATE

That this Bylaw comes into effect on the date of final passing thereof.

READ for the first time this 8th day of July, A.D. 2014.

(RES. 203/14)


MAYOR MELODIE STOL


CAO MYRON THOMPSON

READ for the second time this 22nd day of July, A.D. 2014.

(RES. 213/14)


MAYOR MELODIE STOL


CAO MYRON THOMPSON

READ for the third and final time this 22nd day of July, A.D. 2014.

(RES. 214/14)


MAYOR MELODIE STOL


CAO MYRON THOMPSON



TOWN OF BLACKFALDS BYLAW 1181/14

SCHEDULE "A"

ANNUAL LICENSE FEES	Amount
1. Unaltered Animal - Male or Female	\$ 60.00
2. Altered Animal - Neutered Male or Spayed Female	\$ 45.00
3. If the License fee is paid prior to January 31 st of the year, it shall be reduced to: a) Unaltered Animal - Male or Female b) Altered Animal - Neutered Male or Spayed Female c) Aggressive Dogs	 \$ 30.00 \$ 15.00 No fee reduction
4. Unaltered Aggressive Dog - Male or Female	\$150.00
5. Altered Aggressive Dog - Neutered Male or Spayed Female	\$125.00
6. The Owner of any Animal or Aggressive Dog must provide confirmation from a Veterinarian that the Animal or Aggressive Dog has been spayed or neutered to obtain a License for an Altered Animal or Aggressive Dog.	
7. The replacement cost for a lost Tag is six (\$6.00) dollars.	\$6.00
8. If an Owner is a new resident to the Town or is a first time Animal Owner, the License fee will be as set out as in Schedule A - 3.	
9. There shall be no pro-rating on License fees.	



**TOWN OF BLACKFALDS
BYLAW 1181/14**

SCHEDULE "B"

AGGRESSIVE DOG SIGNAGE

WARNING



AGGRESSIVE DOG ON PREMISES



TOWN OF BLACKFALDS BYLAW 1181/14

SCHEDULE C					
Specified Penalties					
-----Fines-----					
Part	Section	Offence	First	Second	Third and Subsequent
3	3	Fail to license animal	\$100.00	\$200.00	\$300.00
5	13(a)	Animal running at large	\$100.00	\$200.00	\$300.00
5	13(b)	Animal on park or parkland where prohibited	\$100.00	\$200.00	\$300.00
5	13(c)	Animal destroys/damages property	\$100.00	\$200.00	\$300.00
5	14	Cat sprays/defecates/stalks birds	\$100.00	\$200.00	\$300.00
5	15	Fail to confine animal in heat	\$100.00	\$200.00	\$300.00
5	16	Dog/Aggressive dog barks or howls so as to disturb a person	\$100.00	\$200.00	\$300.00
5	17	Fail to remove defecation	\$100.00	\$200.00	\$300.00
5	18	Have more than 2 dogs	\$100.00	\$200.00	\$300.00
5	19	Have more than 3 cats	\$100.00	\$200.00	\$300.00
5	21	Allowing defecation to accumulate on property	\$100.00	\$200.00	\$300.00
5	22	Tamper/spring/damage trap	\$100.00	\$200.00	\$300.00
5	24	Exercise animal/aggressive dog while in motor vehicle	\$100.00	\$200.00	\$300.00
5	25	Fail to carry leash in off lease area	\$50.00	\$200.00	\$150.00
5	26	Fail to ensure collar and tag worn by animal	\$100.00	\$200.00	\$300.00
5	27	Failing to remove animal exhibiting threatening behavior from an off leash area	\$100.00	\$200.00	\$300.00
5	29(a)	Keeping or harboring exotic animals	\$100.00	\$200.00	\$300.00
5	29(b)	Keeping or harboring wild animals	\$100.00	\$200.00	\$300.00
5	29(c)	Keeping or harboring livestock	\$100.00	\$200.00	\$300.00
6	30(a)	Aggressive dog not muzzled, under control and on leash	\$200.00	\$400.00	Court
6	30(b)	Aggressive dog not indoors, not supervised or in locked pen outdoors	\$200.00	\$400.00	Court
6	30(c)	Fail to display aggressive dog signage	\$200.00	\$400.00	\$600.00
6	30(d)	Aggressive dog in off leash area	\$200.00	\$400.00	\$600.00
6	30(e)	Aggressive dog running at large	\$200.00	\$400.00	\$600.00
6	30(f)	Fail to notify of aggressive dog running at large	\$200.00	\$400.00	\$600.00
6	30(g)	Fail to obtain aggressive dog license and tag	\$200.00	\$400.00	\$600.00
7	31	Harbor more than 2 dogs/3 cats without required permit	\$100.00	\$200.00	\$300.00
8	32(a)	Animal exhibits threatening behavior to person/animal	\$200.00	\$400.00	Court
8	32(b)	Animal bites, attacks or causes minor injury to animal	\$200.00	\$400.00	Court
8	32(c)	Animal bites, attacks or causes minor injury to person	\$250.00	Court	Court
8	32(d)	Animal bites, attacks or causes severe injury to animal	Court	Court	Court
8	32(e)	Animal causes death to animal	Court	Court	Court
8	32(f)	Animal bites, attacks or causes severe injury or death to person	Court	Court	Court
8	33(a)	Aggressive dog exhibits threatening behavior towards a person or animal	\$500.00	Court	Court
8	33(b)	Aggressive dog bites, attacks or causes minor injury to animal	\$500.00	Court	Court
8	33(c)	Aggressive dog bites, attacks or causes minor injury to person	Court	Court	Court
8	33(d)	Aggressive dog bites, attacks or causes severe injury to animal	Court	Court	Court



**TOWN OF BLACKFALDS
BYLAW 1181/14**

SCHEDULE C					
Specified Penalties					
			-----Fines-----		
Part	Section	Offence	First	Second	Third and Subsequent
8	33(e)	Aggressive dog causes death to animal	Court	Court	Court
8	33(f)	Aggressive dog bites, attacks or causes severe injury or death to person	Court	Court	Court
10	36(a)	Interfere with Officer	\$500.00	\$500.00	\$500.00
10	36(b)	Unlock/unlatch vehicle where animal is confined	\$500.00	\$500.00	\$500.00
10	36(c)	Remove/attempt to remove animal from officer	\$500.00	\$500.00	\$500.00
10	36(d)	Refuse to provide identification to officer	\$500.00	\$500.00	\$500.00
10	36(e)	Provide false or misleading information to officer	\$500.00	\$500.00	\$500.00



TOWN OF BLACKFALDS BYLAW 1181/14

SCHEDULE "D"

CONDITIONS AND PROCEDURES TO RENT CAT/SKUNK TRAPS

1. A resident of the Town of Blackfalds who finds a cat or skunk on its property may report a complaint to the Contractor and request a cat/skunk trap from the Contractor.
2. The person with the complaint (Complainant) can attend at the office of the Contractor during normal business hours and request a cat /skunk trap. In order to obtain a cat/skunk trap, the Complainant must sign the form and agreement provided by the Contractor, and the Contractor will then provide a cat/skunk trap to the Complainant. The contractor is responsible to have the Complainant sign a cat/skunk trap agreement stating that they will treat the cat/skunk humanely.
3. The Complainant will be required to pay a \$20.00 deposit to the Contractor. This deposit will be returned to the Complainant at such time as the trap is returned and is found to be in the same condition it was at the time it was obtained from the Contractor. The complainant will also be responsible for a \$10.00 trap rental fee. If the trap is damaged or stolen the deposit is forfeited to the Contractor and it shall be the responsibility of the Complainant to pay the balance of the cost for the trap to be replaced.
4. It will be the responsibility of the Complainant to check the trap hourly, or as approved by the Contractor and, if an animal is caught, the Complainant must make arrangements to have the animal picked up or delivered to the Contractor within 24 hours following the trapping. During the week the Contractor will arrange the scheduling of their officers patrols in such a manner to reduce the length of time a cat/skunk is kept in a trap to a minimum. Traps are not to be set on weekends or when outside temperatures are consistently below zero (0) degrees. Traps shall be set in a shaded area of the property, away from the sun.
5. The Contractor may enter the property of the Complainant (but not a dwelling house) to ascertain if a cat/skunk has been properly placed or set and if a cat/skunk has been trapped.
6. The Complainant shall not leave a trap set on his property unattended when absent from the property for any period of time of more than 3 hours, except as approved by the Contractor.
7. When the Contractor takes possession of a trapped cat, the Contractor will try to locate an identifying tag or tattoo on the cat and if found, will make reasonable efforts to contact the owner of the cat in order to report that it has been impounded by the Contractor.
8. If the cat owner attends at the Contractor's offices to claim his or her cat that was trapped on another person's property, an offence ticket for the cat running at large may be issued in accordance with the Bylaw.
9. If a Complainant is disabled and therefore unable to pick up the cat/skunk trap, the Contractor will deliver the trap to the Complainant's property, and pick up the trap 72 hours later. No fee shall be charged the Complainant.
10. Any person renting a cat/skunk trap or the Animal Control Officer shall be responsible for trapping any animal caught as humanely as possible.
11. Any person who abuses, teases, or pokes an animal in a cat/skunk trap or is causing pain, suffering, or injury to any animal may be charged with an offence under section 446 of the Criminal Code of Canada.
12. Any person seeing a cat/skunk in a trap being abused is encouraged to telephone and report the abuse to the Contractor, at which time the Contractor will, if warranted after investigation, attend at the premises where the abuse has taken place and remove the cat/skunk and the trap forthwith.

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND ANIMAL CONTROL BYLAW 1181/14**

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 Animal Control Bylaw No. 1181/14 to update the definition of “Livestock” to exclude licensed chickens.

WHEREAS, pursuant to Section 7 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, authorizes Council of the Town of Blackfalds to enact bylaws respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS, the Council of the Town of Blackfalds deems it desirable to amend such a bylaw to exclude the prohibition of licensed chickens from the municipality.

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

PART 1 – TITLE

1.1 That this Bylaw shall be cited as the “**Animal Control Bylaw Amendments**”.

PART 2 – AMENDMENTS

2.1 That Part 2 – DEFINITIONS, Section 2 l) is amended by deleting the definition for “Kennel” and replacing it with:

“Kennel” includes a house, shelter, room or place located in a properly zoned area (according to the Town’s Land Use Bylaw) where more than 3 dogs over the age of 3 months and/or 3 cats over the age of 3 months, regardless of sex are kept or boarded, but does not include commercial premises used for the care and treatment of animals, operated by a duly qualified veterinarian;

2.2 That Part 2 – DEFINITIONS, Section 2 o) v. be amended by adding “(non-licensed)” after “chickens”.

2.3 That Part 5 – ANIMAL CONTROL PROVISIONS, Section 18 be amended by deleting “...two (2)...” and replace it with “three (3)...”

2.4 That Part 7 – KENNELS, Section 31 be amended by deleting “...two (2)...” and replacing it with “...three (3)...”

2.5 That Part 7 – KENNELS, Section 31 be amended by adding “...and/...”

2.6 That Schedule C Specified Penalties, Part 5, Section 18 be amended by deleting “2” and replacing it with “3”.

2.7 That Schedule C Specified, Part 7, Section 31 be amended by deleting “2” and replacing it with “3”.

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 27th day of June, A.D. 2023.

(RES. 208/23)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

**INTERIM CAO
JUSTIN DE BRESSER**

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

(RES. 232/23)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

**INTERIM CAO
JUSTIN DE BRESSER**

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

(RES. 233/23)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

**INTERIM CAO
JUSTIN DE BRESSER**

UNCERTIFIED COPY

MEETING DATE: June 10, 2025

PREPARED BY: Jordan Bauman, Financial Analyst

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **2025 Budget – Spring Adjustments**

BACKGROUND

With the ever-changing environment and economic conditions that affect the Town of Blackfalds' operations and responsibilities, adjustments to the approved budget are necessary. 2025 Operating Budget and Three-year Forecast, as well as the 2025 Capital Plan and 5-year Capital Plan, were both approved by Council on November 26, 2024. Administration has since reviewed the 2025 approved Operating and Capital Budgets for necessary adjustments to more precisely reflect the current state of the Town operations.

DISCUSSION

2025 Operating Budget

Several items have been identified in the 2025 Operating Budget for adjustments. Administration is increasing property tax revenue by \$231k based on new assessments. Modifications have also been made to the budget for the Alberta Education and Lacombe Foundation requisitions based on the provincial assessments.

A few budget modifications were made relating to unique expenses that have surfaced for 2025. This includes \$4,000 for accessibility equipment at the Community Centre, \$12,000 involving the installation of an anchor point at the Abbey Centre indoor play space, and \$5,000 for surveying the Sterling Industries Sports Park relating to the future BMX development. Additionally, due to increases in development activity, \$27,900 has been added to the Planning & Development budget for the rezoning and subdivision of the Duncan Avenue Temporary Lift Station, as well as subdividing and transferring multiple school site locations from Municipal to School reserve.

Some line items that were budgeted have seen an increase in cost estimates since the end of 2024. These items include an increase to Website Maintenance for \$6k, Abbey Centre Burner Replacement increased \$1k, and the Spray Park manifold estimate has increased by \$3k. The Joint Economic Area cost-sharing arrangement has also been updated to reflect an estimated \$25k in total cost for 2025.

Budget adjustments were also made to align salary and wage projections more accurately. Lower than expected CPP and EI rates for 2025 resulted in a \$11,000 decrease. Additionally, a drop in WCB rates from \$2.14 in the previous year to \$1.11 for 2025 is estimated to generate \$70K in savings. A slight movement in LAPP rates led to a \$3,000 budget reduction.

Several increases were introduced, including a \$31,000 addition to Paid Per Call Fire Fighting costs following a 2024 compensation review that raised pay rates. The Municipal Enforcement budget grew by \$17,000 to accommodate a Seasonal Bylaw Officer, while the Abbey Centre budget increased by \$2,000 to cover increased facility monitor hours during pool season.

Other adjustments, such as position updates, department allocation changes, and grid modifications, including the ratification of the CUPE memorandum of understanding, resulted in an additional \$58,000 spread across various departments. Lastly, \$134,000 was set aside for the creation of new priority positions.

There were also reallocations between departments for more accurate reporting, but no overall impact on the bottom line. The change in operating budget is net zero. The detail of each change is outlined in Appendix A.

2025 Capital Budget

No adjustments to the 2025 Capital Budget are required at this time. Any changes required will be brought forward to council on a project-by-project basis as needed.

FINANCIAL IMPLICATIONS

With these final budget adjustments, the 2025 approved budget will increase from \$35,997,000 to \$36,790,000.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council approve the 2025 Operating Budget adjustments, as presented.

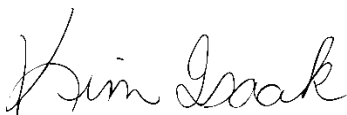
ALTERNATIVES

- a) That Council refer 2025 Budget – Spring Adjustments report back to Administration for further consideration.

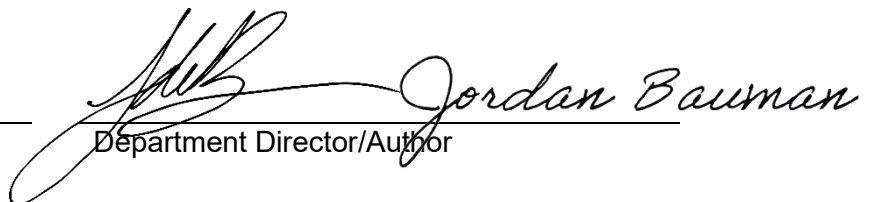
ATTACHMENTS

- *Appendix A 2025 Spring Adjustments*

APPROVALS



Kim Isaak,
Chief Administrative Officer


Department Director/Author

Town Of Blackfalds
2025 Operating Budget Adjustments

Appendix A

Department		GL	Description	Item	Revenue	Expenses
-	Various	2-110/116/130	Salary & Wages	Net impact from positions filled at different steps, allocation changes, and grid updates		58,282.00
-	Various	2-130	Employer Contributions	Updated CPP and EI rates to actual	-	11,404.00
-	Various	2-136	WCB Rate	Based on reduced WCB rate \$1.11 (PY \$2.14)		70,019.00
-	Various	2-130	Employer Contributions	Update LAPP Contribution Rates		3,296.00
00-00	General	1-100	New Growth Expectation	Additional Assessment Growth	231,093.00	
00-00	General	1-100	New Growth Expectation	Allocate out based on assessment	- 1,007,423.00	
00-00	General	1-111	Residential Taxes (Annual)	Allocate out based on assessment	872,666.00	
00-00	General	1-112	Non Residential Taxes (Annual)	Allocate out based on assessment	162,533.00	
00-00	General	1-113	Machinery & Equipment (Annual)	Allocate out based on assessment	6,227.00	
00-00	General	1-114	Farmland Taxes (Annual)	Allocate out based on assessment	- 21.00	
00-00	General	1-115	Residential Annex (Annual)	Allocate out based on assessment	106.00	
00-00	General	1-116	Non Residential Annex (Annual)	Allocate out based on assessment	1,204.00	
00-00	General	1-117	Machinery & Equipment Annex (Annual)	Allocate out based on assessment	184.00	
00-00	General	1-131	Vacant Residential Taxes (Annual)	Allocate out based on assessment	- 47,039.03	
00-00	General	1-132	Vacant Non Residential Tax (Annual)	Allocate out based on assessment	- 6,803.09	
00-00	General	1-135	Non Residential Linear (Annual)	Allocate out based on assessment	18,365.12	
00-00	General	1-136	Non Residential Railway (Annual)	Adjust to actual	- 23.00	
00-00	General	2-859	DIP & Linear Requisition	Adjust to actual		23.00
00-00	General	1-181	Lacombe Foundation (Annual)	Adjust to actual	12,927.00	
00-00	General	2-851	Lacombe Foundation Requisition	Adjust to actual		12,927.00
00-00	General	1-185	Education Req. (Annual-Residential)	Adjust to actual	449,708.00	
00-00	General	1-186	Education Req. (Annual-Non Residential)	Adjust to actual	94,821.00	
00-00	General	2-850	Education Requisition (Residential)	Adjust to actual		428,452.00
00-00	General	2-852	Education Requisition (Non-Residential)	Adjust to actual		100,178.00
00-00	General	2-853	Education Requisition - Separate School	Adjust to actual		15,899.00
00-00	General	2-860	Local Gov't Shared Expense	Setup JEA Shared Expense Budget based on prior year		25,000.00
11-00	Legislative	2-180	Travel & Subsistence (Hoover)	Reallocate vacant Councillor travel & subsistence budget		1,734.00
11-00	Legislative	2-183	Travel & Subsistence (Coulter)	Reallocate vacant Councillor travel & subsistence budget		1,733.00
11-00	Legislative	2-186	Travel & Subsistence (Svab)	Reallocate vacant Councillor travel & subsistence budget		1,733.00
11-00	Legislative	2-185	Travel & Subsistence (Vacant)	Reallocate vacant Councillor travel & subsistence budget	-	5,200.00
12-30	Marketing & Communications	2-227	Website Develop & Maintenance	Website Maintenance Costs		5,739.00
23-00	Fire Services	2-159	Volunteer Fees & Fire Fighting	Increase based on Hillcrest review & Actuals		28,821.00
23-00	Fire Services	2-130	Employer Contributions	Impact from Volunteer Fire Fighting changes		1,858.00
26-00	Municipal Enforcement	2-116	Hourly Wages	New Position: Bylaw Officer Seasonal		15,406.00
26-00	Municipal Enforcement	2-130	Employer Contributions	New Position: Bylaw Officer Seasonal		1,359.00
12-00	Administration	2-110	Salaries	New Position: Bylaw Officer Seasonal	-	16,765.00
42-00	Sewer	2-233	Engineering	Update wastewater GIS data		25,000.00
42-00	Sewer	2-960	Transfer to Capital Reserve	Offset to Engineering increase	-	25,000.00
61-00	Planning & Development	2-250	Contracted General Services	Duncan Avenue Temporary Lift Station - Rezoning and subdivision		9,500.00
61-00	Planning & Development	2-250	Contracted General Services	St. Veronica School Site		8,000.00
61-00	Planning & Development	2-250	Contracted General Services	Other school site subdivisions		8,000.00
61-00	Planning & Development	2-221	Advertising & Promotion	St. Veronica School Site - Public Hearing Advertising		1,200.00
61-00	Planning & Development	2-221	Advertising & Promotion	Other school site subdivisions - Public Hearing Advertising		1,200.00
51-00	FCS	2-250	Contracted General Services	Transfer budget to 2-561 (Seniors, Youth Night, Youth Summer)	-	4,000.00
51-00	FCS	2-561	Program Expenses	Transfer budget from 2-250 (Seniors, Youth Night, Youth Summer)		4,000.00
72-04	Parks & Playgrounds	2-250	Contracted General Services	Surveying the Sterling Park property (BMX Park Development)		5,000.00
72-04	Parks & Playgrounds	1-851	Lacombe County Cost Share Agreement	Impact from cost sharing calculation	186.00	
72-08	Community Centre	2-536	Equipment Upgrading & Replacing	Magic Access Barrier Free Operator / Control Box		4,000.00
72-08	Community Centre	1-851	Lacombe County Cost Share Agreement	Impact from cost sharing calculation	600.00	
72-10	Abbey Centre	2-116	Hourly Wages	Facility Monitor hours for pool season		2,000.00
72-10	Abbey Centre	2-536	Equipment Upgrading & Replacing	Burner Replacement Boiler 2 (original budget \$3,500)		1,100.00
72-10	Abbey Centre	2-536	Equipment Upgrading & Replacing	Spray Park Manifold (original budget \$14,000)		3,000.00
72-10	Abbey Centre	2-536	Equipment Upgrading & Replacing	Anchor point/trolley system Indoor Play Space		12,000.00
72-10	Abbey Centre	2-250	Contracted General Services	To cover Western Pump unexpected costs		3,000.00
72-10	Abbey Centre	2-282	Projects & Initiatives	Abbey Centre Membership Assistance Program	-	6,000.00
72-10	Abbey Centre	1-851	Lacombe County Cost Share Agreement	Impact from cost sharing calculation	2,265.00	
74-07	Library	2-770	Grants to Organizations	Adjustment for the increase in population from the census		12,738.00
12-00	Administration	2-110	Salaries	Priority 1 positions		134,424.00
					791,576.00	791,576.00

MEETING DATE: June 10, 2025

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator

SUBJECT: **25th Annual Kickin' Country Parade (Camrose)**

BACKGROUND

The Camrose and District Chamber of Commerce is hosting its 25th Annual Kickin' Country Parade on Thursday, July 31, at 10:30 a.m.

DISCUSSION

On May 9, 2025, an invitation was received to attend the 25th Annual Kickin' Country Parade that will take place on Thursday, July 31, at 10:30 a.m.

FINANCIAL IMPLICATIONS

Funds are allocated annually for parade candy and the use of the Town's golf cart float.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council designates a dignitary to attend the 25th Annual Kickin' Country Parade in Camrose on Thursday, July 31, 2025.

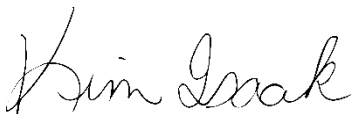
ALTERNATIVES

- a) That Council refer the 25th Annual Kickin' Country Parade invite back to Administration.

ATTACHMENTS

- *25th Annual Kickin' Country Parade Invitation*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

Subject: You're Invited to Celebrate 25 Years of the Kickin' Country Parade!

From: Ashley F <VICinfo@camrosechamber.ca>

Sent: May 9, 2025 12:18 PM

Subject: You're Invited to Celebrate 25 Years of the Kickin' Country Parade!



Camrose & District Chamber of Commerce

Camrose & District Chamber of Commerce

5402 48 Ave, Camrose, AB T4V 0J6

Phone: 780-672-4217 | Email: info@camrosechamber.ca

Website: www.camrosechamber.ca

May 9, 2025

You're Invited to Celebrate 25 Years of the Kickin' Country Parade!

Dear Community Leaders and Neighbours,

We are thrilled to invite your community to take part in a very special milestone—the **25th Annual Kickin' Country Parade**, hosted by the Camrose & District Chamber of Commerce!

This year's parade takes place on **Thursday, July 31st**, from **10:30 a.m. to approximately noon**, right in the heart of **downtown Camrose**.

This isn't just any parade—it's a vibrant kickoff to one of Alberta's busiest and most exciting weekends. The parade takes place surrounding the **legendary Big Valley Jamboree**, which draws thousands of visitors from across **Western Canada**. With a **captive audience of over 15,000 spectators**, and **more than 150 floats and presenters participating annually**, this is an incredible opportunity to **showcase your region, organization, or business** to a broad and enthusiastic crowd.

We invite you to join in the celebration, help us mark **25 years of parade tradition**, and take advantage of the unique platform this event offers to shine a spotlight on what makes your community special.

Register your float or group today and find all the event details at:

👉 <https://www.camrosechamber.ca/etn/kickin-county-parade-registration/>

For any questions or assistance, please don't hesitate to contact us:

☎ 780-672-4217

✉ info@camrosechamber.ca

Let's come together to make the **25th Kickin' Country Parade** the biggest and best one yet. We can't wait to welcome you to Camrose this summer!

Sincerely,

Aaron Morris

Executive Director

Camrose & District Chamber of Commerce

Ashley Filipe

Ashley Filipe

Tourism and Operation Support

Camrose & District Chamber of Commerce

5402 48 Avenue

Camrose, Alberta T4 V 0J7

P: 780.672.4217

E: vicinfo@camrosechamber.ca



<https://www.chamberplan.ca/>

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The City of Camrose is a Municipality located on Treaty 6 territory, the traditional lands of the Indigenous and the Métis People. For as long as the sun shines, the rivers flow, and the grass grows, this land will be recognized as Treaty 6 Territory.

Confidentiality Notice: This message is intended only for the use of the individual or entity to which it has been addressed and may contain information that is privileged and confidential. If you are not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If this communication has been received in error, please respond immediately via telephone or return e-mail and delete all copies of this material.

MEETING DATE: June 10, 2025

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator

SUBJECT: **Bowden Daze Rodeo Parade 2025**

BACKGROUND

The Town of Bowden is hosting its Bowden Daze Rodeo Parade 2025 on Saturday, July 12, 2025, at 11:00 a.m.

DISCUSSION

On May 13, 2025, an invitation was addressed to Mayor Hoover or an alternate to attend the Bowden Daze Rodeo Parade 2025 that will take place on Saturday, July 12, 2025, at 11:00 a.m.

FINANCIAL IMPLICATIONS

Funds are allocated annually for parade candy and the use of the Town's golf cart float.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council designates a dignitary to attend the Bowden Daze Rodeo Parade 2025 on Saturday, July 12, 2025.

ALTERNATIVES

- a) That Council refer the Bowden Daze Rodeo Parade 2025 invite back to Administration.
- b) That Council send regrets for the Bowden Daze Rodeo Parade 2025.

ATTACHMENTS

- *Invitation from The Town of Bowden Re: Bowden Daze Rodeo Parade 2025*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0
403 224 3395
www.bowden.ca

May 13, 2025.

Mayor Jamie Hoover
Town of Blackfalds
Box 220
Blackfalds, Alberta
T0M 0J0.

Bowden Daze Rodeo Parade 2025

Dear Mayor Hoover,

On behalf of Mayor Robb Stuart and the Town Council, we invite you to take part in the Town of Bowden Daze Rodeo Parade on Saturday, July 12, 2025.

You are also encouraged to visit the Bowden Agricultural Society Annual Rodeo held at the rodeo grounds south of the Town throughout Friday until Sunday of that weekend.

This year, our parade theme is "Salute to Volunteers". While participants are encouraged to incorporate the theme into their entry, we welcome any theme or colourful addition to the parade.

As in previous years, the staging area will be at the Bowden Grandview School, on 21st Avenue.

Please arrive from 9:30am onwards for a parade start time of 11:00am.

You are welcome to join us at the pancake breakfast at the Igloo Arena from 8:30am.

To assist with our planning, please complete the attached registration form and return it to the Town Administration Office by mail or in person or alternatively by email to: info@bowden.ca.

We look forward to having you join us.

Warm regards,

Bowden Daze Parade Committee

MEETING DATE: June 10, 2025

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator

SUBJECT: **Annual Rimbey Rodeo Weekend Parade**

BACKGROUND

The Town of Rimbey is hosting its Annual Rimbey Rodeo Weekend Parade on Saturday, July 12, 2025, at 11:00 a.m.

DISCUSSION

On May 16, 2025, a letter invitation was addressed to Mayor Hoover or an alternate to attend the Annual Rimbey Rodeo Weekend Parade that will take place on Saturday, July 12, 2025, at 11:00 a.m.

FINANCIAL IMPLICATIONS

Funds are allocated annually for parade candy and the use of the Town's golf cart float.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council designate a dignitary to attend the Annual Rimbey Rodeo Weekend Parade on Saturday, July 12, 2025.

ALTERNATIVES

- a) That Council refer the Annual Rimbey Rodeo Weekend Parade invite back to Administration.
- b) That Council send regrets for the Annual Rimbey Rodeo Weekend Parade.

ATTACHMENTS

- *Invitation from The Town of Rimbey Re: Annual Rimbey Rodeo Weekend Parade*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



Box 350
Rimbey, Alberta
T0C 2J0
Ph. 403.843.2113
www.rimbey.com

May 16, 2025

Mayor Jamie Hoover
Town of Blackfalds
PO Box 220
Blackfalds, Alberta
T0M 0J0

Dear Mayor Hoover,

It is my pleasure to formally invite you to attend the Annual Rimbey Rodeo Weekend Parade as our honored guest. The parade is on **Saturday, July 12th, 2025, at 11:00am**. In addition to the parade, you would be welcome to stay and participate in the rodeo events and activities planned throughout the day.

The parade starts at 11:00am. Complimentary Luncheon after the parade.

The parade will officially get underway at 11:00am. Please arrive between 9:30am and 10:15am to get your vehicle assignment and to put up any personal signage on your vehicle. Check-in will be in the playing fields directly west of Rimbey High School and Elementary School. Immediately following the parade, please join myself and members from our council at the **Peter Lougheed Community Centre – Main Auditorium** for a complimentary lunch.

Please RSVP to the Rimbey Recreation Office at 403-843-3151 or programs@rimbey.com to confirm your attendance at your earliest convenience. Please let them know if you will be bringing a vehicle or require a vehicle. We look forward to seeing you.

Yours truly,

A handwritten signature in blue ink, appearing to be "Rick Pankiw", written over a light blue horizontal line.

Mayor Rick Pankiw
Town of Rimbey