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1. **Call to Order**

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2. **Land Acknowledgement**

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

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3. **Adoption of Agenda**

- 3.1 Agenda for January 16, 2023

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4. **Delegation**

- 4.1 Urban Chickens, Linda Murrell  
4.2 Property Assessment Process, Frank Watson

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5. **Public Hearing**

None

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6. **Business Arising from Minutes**

None

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7. **Business**

- 7.1 Request for Direction, Bylaw 1276.23 Amending Land Use Bylaw – Redistricting of a Portion of Lot 3, Block 1, Plan 102 2233  
7.2 Request for Direction, Policy 164.2 - Aquatic Centre Closure Policy  
7.3 Request for Direction, Policy 165.23 - Abbey Centre Acceptable Usage Policy  
7.4 Request for Direction, Policy 167.23 - Electronic Sign Policy  
7.5 Request for Direction, Policy 168.23 - Compliance Certificate Policy

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8. **Action Correspondence**

None

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9. **Information**

- 9.1 Report for Committee, Youth Action Coalition

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10. **Round Table Discussion**

None

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11. **Adoption of Minutes**

None

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12. **Notices of Motion**

None

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13. **Business for the Good of Council**

None

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14. **Confidential**

None

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15. **Adjournment**

***Future Meetings/Events:***

- Regular Council Meeting - January 24, 2023
- Regular Council Meeting - February 14, 2023

# Urban Chickens

## Community Package



Growing Forward 2   
A federal-provincial-territorial initiative

Alberta  Canada   
Government

### URBAN CHICKENS

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

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



### CONSIDERATIONS

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

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





## RESPONSIBILITIES

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

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



## SAMPLE BYLAWS

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

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

## AFAC ALERT LINE

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



# Urban Chickens

## Community Package



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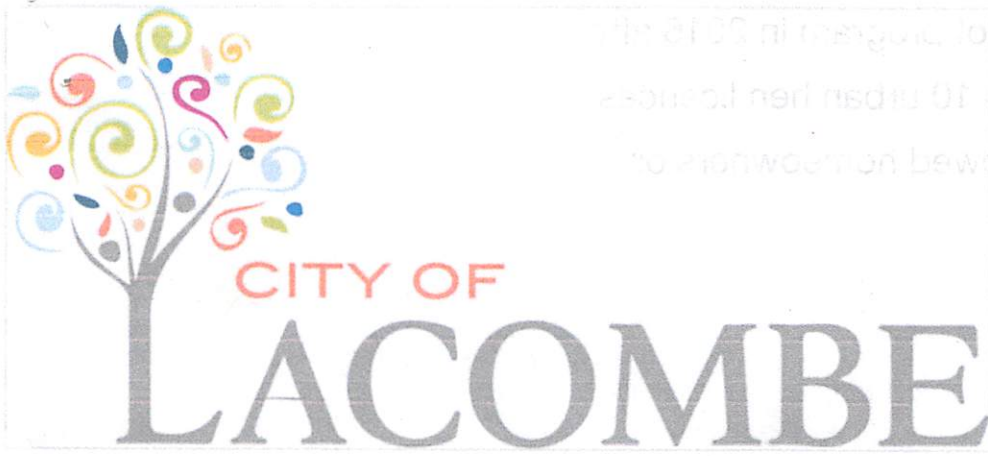
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- Hens must be a minimum of 16 weeks of age
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- Provide at least one nest box per every 4 birds
- Locate the coop in a place that is mindful and considerate of neighbours
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File photo

## Lacombe urban hen program to stay

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

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

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

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

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

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

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

## **BYLAW NO. 419**

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

**WHEREAS** pursuant to section 7 of the *Municipal Government Act* the council of a municipality may pass bylaws for municipal purposes respecting: the safety, health and welfare of people and the protection of people and property; wild and domestic animals, and activities in relation to them; and the enforcement of bylaws; and

**WHEREAS** pursuant to section 8 of the *Municipal Government Act* the council of a municipality may, in a bylaw, regulate or prohibit and to provide for a system of licences, permits and approvals.

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

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



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

### **Purpose**

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

### **Prohibitions**

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

### **Chicken License**

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

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



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

### **Keeping of Urban Chickens**

13. A person who keeps Urban Chickens must:

- (a) provide each Hen with at least 0.37 m<sup>2</sup> of interior floor area, and at least 0.92 m<sup>2</sup> of Outdoor Enclosure, within the Coop;
- (b) locate the Coop in a rear yard and located no less than 0.9 metres from the side and rear boundaries;
- (c) provide and maintain, in the Coop, at least one nest box per coop and one perch per Hen, that is at least 15 cm long;
- (d) keep each Hen in the Coop at all times;
- (e) provide each Hen with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dust bathing, and roosting, all sufficient to maintain the Hen in good health;
- (f) maintain the Coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
- (g) construct and maintain the Coop to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal;
- (h) keep a food container and water container in the Coop;
- (i) keep the Coop secured from sunset to sunrise;
- (j) remove leftover feed, trash, and manure in a timely manner;
- (k) store feed within a fully enclosed container;
- (l) and manure within a fully enclosed container, and store no more

than 3 cubic feet of manure at a time;

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

14. No person who keeps Urban Chickens shall:

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

### **Offence and Penalties**

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

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

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

### **Municipal Tag**

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

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



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

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

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

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

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

#### **Violation Ticket**

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

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

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

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

making a voluntary payment.

### **Voluntary Payment**

25. A person who commits an offence may

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

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

### **Obstruction**

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

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

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

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

### **General**

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

### **Severability**



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

**Repeal**

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

**Enactment**

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

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

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

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

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

Mayor

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

Chief Administrative Officer

## BYLAW NO. 3517/2014

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

WHEREAS pursuant to section 7 of the *Municipal Government Act* the council of a municipality may pass bylaws for municipal purposes respecting: the safety, health and welfare of people and the protection of people and property; wild and domestic animals, and activities in relation to them; and the enforcement of bylaws; and

WHEREAS pursuant to section 8 of the *Municipal Government Act* the council of a municipality may, in a bylaw, regulate or prohibit and to provide for a system of licences, permits and approvals.

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

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

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

### **Purpose**

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

### **Prohibitions**

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

### **Chicken License**

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



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

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

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

### **Keeping of Urban Chickens**

13. A person who keeps Urban Chickens must:
  - (a) provide each Hen with at least 0.37 m<sup>2</sup> of interior floor area, and at least 0.92 m<sup>2</sup> of Outdoor Enclosure, within the Coop;
  - (b) provide and maintain, in the Coop, at least one nest box per coop and one perch per Hen, that is at least 15 cm long;
  - (c) keep each Hen in the Coop at all times;
  - (d) provide each Hen with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dust-bathing, and roosting, all sufficient to maintain the Hen in good health;
  - (e) maintain the Coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
  - (f) construct and maintain the Coop to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal;
  - (g) keep a food container and water container in the Coop;
  - (h) keep the Coop secured from sunset to sunrise;

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

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

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

**Offence and Penalties**

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

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

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

**Municipal Tag**

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

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

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

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

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

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

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

#### **Violation Ticket**

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

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

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



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

### **Voluntary Payment**

25. A person who commits an offence may

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

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

### **Obstruction**

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

### **Powers of City Manager**

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

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

### **General**

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

**Severability**

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

**Enactment**

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

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

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

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

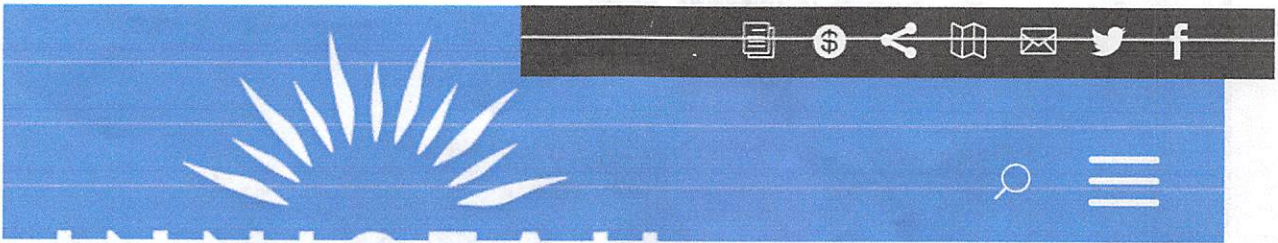
AND SIGNED BY THE MAYOR AND CITY CLERK this 7 day of July 2014.

"Tara Veer"

"Frieda McDougall"

\_\_\_\_\_  
MAYOR

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



# URBAN HEN PILOT PROJECT

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

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

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


To learn more about the application process, read below.





 [Application Process](#)

 [Application Package](#)

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

Search

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

[FCSS Programs & Events](#)



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

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

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

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

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

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

**1. SHORT TITLE**

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

**2. DEFINITIONS**

In this document, unless the context otherwise requires:

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

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

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

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

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

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

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

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

(i) **Officer** means:

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

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

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

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

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

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

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

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

### **3. PURPOSE**

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

### **4. PROHIBITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) A person who keeps urban hens must:

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

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

(iii) Ensure that each coop is:

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

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

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

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

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

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

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

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

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

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

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

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

(g) Construct and maintain the coop to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal;

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

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

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

(k) Store feed within a fully enclosed container;

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

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

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

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

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

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

(r) Keep urban hens for personal use only;

(s) No person who keeps urban hens shall:

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

## **8. PENALTIES & ENFORCEMENT**

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

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

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

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

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

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

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

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

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



## 11. GENERAL

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

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

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

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



Mayor



Chief Administrative Officer

**SCHEDULE "A"**

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

# ASSESSMENT PROCESS

Prepared by Frank Watson Assessor

403-688-0469

Town of Blackfalds Council Meeting

January 16<sup>th</sup>, 2023

# AGENDA

1. Background
2. Assessment Process
3. Legislation
4. Assessment Audit
5. Assessors 2022 Work Plan
5. Assessment Appeal Process

## BACKGROUND

- Prior to 1995 the Provincial Government provided assessment service
- 1995 assessment function privatized
- Competitive process to hire assessor
- Assessor for Blackfalds since 1996



# ASSESSMENT PROCESS

- Assessments are prepared every year as of July 1<sup>st</sup> for taxation the following year
  - Based on “Mass Appraisal”
  - Based on a land and building value
  - Land component is based on lot size, location, and zoning. Land values range from \$60,000 for townhouse lot, \$80,000 for a duplex lot, to \$130,000 for best R1 lot, average or typical is around \$90,000
  - Building component is based on size, quality, age, and physical condition as of December 31<sup>st</sup>
  - Assessor use Assessment Manual that is used throughout Alberta
  - Based on a numerical rating quality 1 (poorest) to quality 9 (best), with a quality 4 being average, ranging in size from 950 to 1,200 square feet, quality 5 is described as a semi custom home or a quality 4 with some upgrades, quality 6 is a custom-built home, and a quality 7 home is a good custom-built home.

# LEGISLATION

- **Municipal Government Act, Matters Relating to Assessment Regulation**

- Each Municipality must prepare annually an assessment for each property in the municipality
- Assessment must reflect the physical condition on December 31<sup>st</sup>
- Based on “Market Value” as of July 1<sup>st</sup> for taxation the flowing year
  - Taxes levied in 2023 are based on July 1<sup>st</sup>, 2022 sales prices
  - Market Value is defined as the most probable selling price
- Prepared using “Mass Appraisal Techniques”
- Regulated standard is 95% to 105% of sales price – **Assessment to Sales Ratio – ASR.** Calculated by dividing the assessment by the sales price to get the **ASR.** House sells for \$450,000 and is assessed at \$375,000, the ASR is 83% ( $\$375,000 / \$450,000$ ) the assessment does not meet the market value standard and have to be reassessed
- Assessments are audited by the Provincial Government to ensure the market value standard of 95% to 105 ASR is met

# ASSESSMENT AUDIT

- All properties in Alberta share the funding of Education. Municipal Affairs has an Audit Branch that audits all assessments in Alberta to ensure the market value standard is met
  - In February Assessors report to Municipal Affairs all the sales that occurred in the municipality for the past 2 years, and the current assessments
  - First level of audit, takes the assessment for each sale, divides the assessment by the sales price to get an ASR. If the 95% to 105% ASR standard is not met, the audit fails and the assessor is forced to bring the assessments up to meet the standard. Only the sold properties are audited in the first level of audit
  - Next level is a “Detailed Audit” where the Auditor reviews all the assessments and the assessors process, and makes recommendations where the assessments need to be improved

## BLACKFALDS DETAILED AUDIT

- In 2020 the Provincial Government performed a detailed audit of the assessments in Blackfalds and the findings were:
  - “In our opinion, the Town of Blackfalds, in preparing the assessment for the 2020 tax year meet the majority of legislated standards. Most aspects of the assessor’s procedures and practices used to prepare the assessment meet best standard practice.”
- The auditor recommended that during 2021 and 2022, the assessor review the assessments on the better quality, 1,400 square feet to 2,300 square feet (quality 5, 6, and 7), as the assessments on these quality homes do not appear meet the standard, and the assessments need to be brought up to meet the standard

## ASSESSOR'S WORK 2022 PLAN

- During the summer of 2022, the assessments of the better-quality homes were reviewed.
- It was found most of the assessments on the better-quality homes have to be increased for 2023 to meet the standard
- Reason why:
  - Up to 2021 – 2022 the sales prices of the better-quality homes were depressed because of oil prices in 2016 to 2019, and 2019 to 2020 COVID.
  - In 2021 and 2022, the selling prices of the move up homes increased more than the typical 1,000 square foot blevel and the assessments did not reflect the increased sales prices.
  - The homes selling greater than \$400,000, when tested found the ASR was about 80% to 85% of the sales price, and these homes have been reassessed

# ASSESSMENT APPEAL PROCESS

- Every year the town send out assessment/tax notices to all owners
- Owners have 60 days after the notices are prepared to make an appeal against the assessment
- Only assessments can be appealed not taxes
- Blackfalds is a member of the Central Alberta Assessment Review Board. This is an independent Board that hears all the assessment appeals in Central Alberta
- Town accepts the assessment appeal then forward the appeal to the Review Board for scheduling. Hearings are typically in September
- Board makes decisions based on evidence supplied by both the assessor and property owner. The assessor's function is to explain how the assessment was prepared and present to the Board the sales evidence of similar properties. The Board can confirm the assessment with no change or reduce the assessment to what the Board feels is the correct assessment. Once the Board has made their decision, there is no further appeal, on value, only legal interpretation of the Act or Regulation which goes to the Court of King's Bench.

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**MEETING DATE:** January 16, 2023

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

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

**SUBJECT:** **Bylaw 1276.23 - Redistricting of a Portion of Lot 3, Block 1, Plan 102 2233**

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## **BACKGROUND**

The Planning & Development Section is currently processing a subdivision application to subdivide a 25 m strip of land off of the eastern boundary of Lot 3 Block 1 Plan 102 2233 (~2.53 ha in size) and consolidate it into Lot 2 Block 1 Plan 102 2233. A subdivision sketch is attached as Schedule "A" to Bylaw 1276.23 in Attachment 1.

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

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

## **DISCUSSION**

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

Council, as the subdivision authority, will be presented with the proposed subdivision at their February 28, 2023 meeting after the Public Hearing for proposed Bylaw 1276.23 is closed and second and third reading is given to facilitate this redistricting.

## **FINANCIAL IMPLICATIONS**

## **ADMINISTRATIVE RECOMMENDATION**

- |   |
|---|
| <ol style="list-style-type: none"><li>1. That the Standing Committee of Council recommend Council give First Reading to Bylaw 1276.23</li><li>2. That the Standing Committee of Council recommend Council, upon giving First Reading to Bylaw 1276.23, that Council sets a Public Hearing date for February 28, 2023 at 7:30 p.m. in Council Chambers</li></ol> |
|---|
-



**ALTERNATIVES**

- a) That the Standing Committee of Council recommend Council gives First Reading to Bylaw 1276.23 as amended.
- b) That the Standing Committee of Council refers this item back to Administration for more information or amendments.

**ATTACHMENT**

- *Bylaw No. 1276.23*

**APPROVALS**



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Myron Thompson, CAO



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Department Director/Author

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

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

WHEREAS, notice of the intention of Council to pass a bylaw has been published in the (insert news paper) on (insert date) and (insert second date), in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto,

WHEREAS, [Land Use Bylaw 1276.23](#) is included hereto, as Schedule “A”.

WHEREAS, notification letters have been mailed to adjacent landowners on (insert date)

WHEREAS, a Public Hearing was held on (insert date) to allow the general public to provide input into the proposed Bylaw amendments;

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

**PART 1 – TITLE**

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

**PART 2 – AMENDMENT**

1. That the Land Use Bylaw be amended to “redistrict a portion of Lot 3, Block 1, Plan 102 2233 (2.53 HA) from Commercial Highway District (C-2) to Public Facility District (PF) designation”; and
2. That Schedule “A” as attached form part of this Bylaw showing the subject parcels and future consolidation.

**PART 3 – DATE OF FORCE**

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

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

(RES. )

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

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

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

(RES. )

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

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

---

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

(RES.            )

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

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

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## Schedule “A”

[Land Use Bylaw 1268.22](#) - Hyperlinked

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**MEETING DATE:** January 16 2023  
**PREPARED BY:** Carol Simpson, Abbey Centre General Manager  
**SUBJECT:** **Policy 164.23 - Aquatic Centre Closure Policy**

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## **BACKGROUND**

The Town of Blackfalds (the ‘Town’) recognizes the need for a guiding document for Community Services Department staff to adhere to when managing inclement weather, air quality concerns, pool contamination, major medical occurrences, and power/equipment failure.

While some of these incidences i.e. pool contamination and power failure have been identified and taken into account within the Aquatic Safety Plan, others such as Air Quality Index have never been identified and have historically been dealt with on a case by case basis.

## **DISCUSSION**

In an effort to provide consistent service delivery to our community and our visiting guests, it is felt that now is a beneficial time to compile existing closure parameters that already exist within the Aquatic Safety Plan and further develop a full, robust policy which encompasses all potential occurrences that might happen within an outdoor aquatic environment which could impact our ability to serve the public in a safe manner and protect worker safety.

Furthermore, having such a policy would give clear and concise direction to all returning Aquatic staff after a potential nine month hiatus and/or for new staff joining the Abbey Centre for the summer. This policy would also assist Guest Services and Marketing staff in educating the public when posed with specific questions regarding potential pool closures.

The activation of the Aquatic Centre Closure Policy will also support the Town of Blackfalds Health & Safety Policy Statement (per Town of Blackfalds Occupational Health & Safety Manual) by having clear guidelines set out.

Administration is requesting that the Standing Committee review, engage in discussion and provide input on the recommended changes and provide further direction to Administration to advance the creation of the Aquatic Centre Closure policy.

## **FINANCIAL IMPLICATIONS**

It is felt that the parameters laid out within the Aquatic Closure will not impede normal operations but provide potential cost savings by controlling the appropriate level of staffing given the specific situation. When the Aquatic Centre remains open even on the most inclement of weather days, there is a minimum staffing requirement even with little to no guests.

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It is the intent of the policy to always deal with these situations and conditions as singularly as possible as to disrupt operations as little as needed while maintaining the integrity of the centre.

**ADMINISTRATIVE RECOMMENDATION**

1. That the Standing Committee of Council recommend that the Aquatic Centre Closure Policy be brought forward to Council for consideration.

**ALTERNATIVES**

- a) That the Standing Committee of Council refer this item back to Administration for further action.

**ATTACHMENTS**


- *Aquatic Centre Closure Policy DRAFT*
- *Health & Safety Policy Statement*
- *Aquatic Closure Report*

**APPROVALS**



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Myron Thompson, CAO



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Department Director/Author

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<b>Policy No.:</b>	164.23	<b>Council Approval:</b>  <b>Resolution No.:</b>  <b>Date:</b>
<b>Policy Title:</b>	<b>Aquatic Centre Closure Policy</b>	
<b>Department:</b>	Community Services	
<b>Reviewed:</b>	DRAFT	
<b>Revised:</b>	DRAFT	
<b>Supersedes Policy/Bylaw:</b>		

## 1. Policy Statement

1.1 The Town of Blackfalds (the “Town”) recognizes the need for a guiding document for Community Services Department staff to adhere to when managing inclement weather, air quality concerns, pool contamination, major medical occurrences, and power/equipment failure. The intent of this policy is to ensure user and staff safety without impeding normal operations as much as possible.

## 2. Reason for Policy

2.1 The purpose of this policy is to have a proper decision making framework to help provide consistent service delivery to the public while dealing with less than optimum situations and weather in the Outdoor Aquatic Centre.

## 3. Related Information

3.1 NA

## 4. Definitions

- 4.1 **“Air Quality Health Index”** a numerical value index used to communicate to the public how polluted the air is or how polluted it is forecasted to become. A number on a 1 (one) to 10 (ten) scale is provided to indicate the level of relative health risk associated with local air quality.
- 4.2 **“Air Temperature”** is the temperature of the air surrounding an individual and is typically measured in degrees Celsius (°C).;
- 4.3 **“Contamination”** the introduction of an unwanted/harmful substance such as blood, vomit, or feces into a swimming pool. A state of being made impure by dangerous bacteria.
- 4.4 **“Emergency Procedure”** a plan of action to be conducted in a certain order or manner, in response to a situation that poses an immediate risk to health, life, property, or the environment.
- 4.5 **“Equipment Failure”** an event in which equipment cannot accomplish its intended purpose,



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or task. It may also mean that the equipment has stopped working, is not performing as desired, or is not meeting target expectations.

4.6 **“Major Medical”** an incident involving 1 (one) or more individuals that require 2 (two) or more first aiders to assist; often involving Emergency Medical Services or transport to a medical facility.

4.7 **“Power Outage”** the loss of the electrical power network supply to an end user.

4.8 **“Unsettled Weather”** a condition in the atmosphere conducive to unpredictable and frequent changes. Typically associated with the passage of surface or upper level low pressure systems, fronts or other phenomenon.

## **5. Responsibilities**

5.1 Municipal Council to:

- 5.1.1 Approve by resolution this policy and any amendments.
- 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

5.2 Chief Administrative Officer to:

- 5.2.1 Implement this policy and approve procedures.
- 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

5.3 Director of the Department to:

- 5.3.1 Ensure implementation of this policy and procedure.
- 5.3.2 Ensure that this policy and procedure is reviewed every three years.
- 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

5.4 Manager to:

- 5.4.1 Understand, and adhere to this policy and procedure.
- 5.4.2 Ensure employees are aware of this policy and procedure.

5.5 All Employees to:

- 5.5.1 Understand and adhere to this policy and procedure.

## **6. Exclusions**

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6.1 NA

**7. Special Situations**

7.1 NA

**8. Appendix**

**9. End of Policy**

DRAFT

<b>PROCEDURE</b>	<b>Policy No.:</b> 164.23 <b>Policy Title:</b> Aquatic Centre Closure Policy <b>Department:</b> Community Services Department
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## 1. Preamble

- 1.1 The Town of Blackfalds (the “Town”) recognizes the need for a guiding document for Community Services Department staff to adhere to when managing inclement weather, air quality concerns, pool contamination, major medical/incident, and power/equipment failure relative to Outdoor Aquatic Centre.

While no full policy currently exists, certain procedures have been identified and followed per the Aquatic Safety Plan which is updated annually but currently does not address some situations that the Aquatic Centre has faced since its opening in 2014. This policy incorporates many types of occurrences and incidents that have been encountered or maybe encountered going forward and would potentially affect public swim times and/or swim lessons.

## 2. General

### 2.1 Contamination

Regardless of method of contamination (fecal/vomit/blood) closure is dependent on location of contamination. The clearing and closure is activated at time of discovery or reported and remains specific to the area affected. Length of closure is a minimum of 30 (thirty) minutes and dependant on level of contamination and chlorine levels at time of post contamination testing.

### 2.2 Major Medical/Emergency Procedure

At the time of identification of a major medical occurrence, the Outdoor Aquatic Centre will be cleared and closed allowing staff to focus on the situation at hand. Once the situation is resolved it will then be determined whether to re-open or remain closed based on the situation and whether critical incident stress debriefing is needed for staff.

### 2.3 Equipment Failure

Closure is dependent on what type of equipment has suffered a failure and which component or pool is affected. If feasible, the component (i.e. waterslide) will be closed until repair is completed. If the equipment failure affects water circulation or chemical levels, water testing and mechanical systems checks must be completed before reopening.

### 2.4 Power Outage

The Outdoor Aquatic Centre is cleared and closed at the time of power outage due to lack of water circulation. If time elapsed has been less than 30 (thirty) minutes, the centre may be re-opened forthwith. If time elapsed has been greater than 30 (thirty) minutes the water is considered stagnant and water testing and mechanical systems checks must be completed before reopening.

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**2.5 Thunder/Lightening**

At the first occurrence of either lightening or thunder the Outdoor Aquatic Centre is cleared and closed. Pool activities will remain suspended until 30 (thirty) minutes have passed since the last thunder is heard or lightening has been seen. Aquatic staff maintain a stopwatch which is reset to zero on each subsequent occurrence of either.

**2.6 Air Temperature**

If the air temperature is 10°C or less at noon of any given day, as per Environment Canada (Red Deer Regional Airport) the Outdoor Aquatic Centre will be cleared and closed for the remainder of the day.

**2.7 Unsettled Weather**

Extreme weather such as a hailstorm, high winds, snow or any other weather which precludes staff from seeing the bottom of any pool (black dots), the potential of debris or falling items exists and/or puts the health and safety of the public and staff in undue jeopardy, the Outdoor Aquatic Centre is cleared and closed. If the unsettled weather has affected water circulation or chemical levels, water testing and mechanical systems checks must be completed before reopening as well as the clearing of debris or repair of wreckage addressed.

**2.8 Air Quality**

As per the Alberta Government monitoring website <https://airquality.alberta.ca/map> if the Air Quality Health Index reaches an above 7 (seven) status via the community of Red Deer (Parkland Airshed Management Zone) the Outdoor Aquatic Centre is to be cleared and closed until the AQHI reached a marker of or below.

Health Risk	Low			Moderate			High				Very High
AQHI Scale	1	2	3	4	5	6	7	8	9	10	10+

Occasionally during extreme pollution events, such as a wildfire, AQHI levels may reach 7 – 10, indicating High Health Risk, or 10+, indicating Very High Health Risk.

Every effort is taken to keep the public informed of potential issues i.e. weather warnings, component closures etc. In the event of an unforeseen pool/component closure staff may, at their discretion, provide users with a complimentary day pass that is redeemable until the end of the pool season.

**3. End of Procedure****Approval**

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Chief Administrative Officer

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Date

# Health and Safety Policy Statement

At the Town of Blackfalds, we are committed to preventing illness and injury in the work place, and to promoting health and safety in all areas of our lives.

## Purpose

Health and safety comes first! We aim to create a safe and healthy work environment for everyone by minimizing risks through education, accountability, hazard identification, and the implementation of controls.

## Scope

Our goal is an incident and injury-free workplace throughout the Town of Blackfalds in compliance with occupational health and safety legislation and industry best practices.

## Commitment of the Town

The Town of Blackfalds is committed to providing a safe work environment for all our employees. We do this by providing training, personal protective devices, appropriate and properly maintained equipment, and by having clear avenues of communication to ensure a safe and secure workplace.

## Commitment of Employees

As employees of the Town of Blackfalds, we pledge to actively participate in the health and safety program at all levels of employment. All employees are responsible for our collective health and safety, and maintaining strong corporate culture where safety comes first.



Myron Thompson, Chief Administrative Officer  
November 2016

# AQUATICS CLOSURE REPORT

This report form is to be completed anytime Aquatic staff need to close a pool or component to the public.

Safety of staff and the public is our first priority, then handling the situation followed by completion of paperwork.

When you notice an issue and need to close an area you must first communicate with Aquatic and Guest Services staff that an area is closed.

You will then need to complete this form and any other supporting document that is required while dealing with correcting the issue.

The General Manager and the Aquatic Coordinator must be contacted.

General Manager	Carol Simpson
Fitness & Aquatics Coordinator	Chantelle Harty

Mark the reason for the closure then go to the corresponding section and complete the details.

Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Time Pool Closed: \_\_\_\_\_ Time Pool Opened: \_\_\_\_\_

## Reason for Closure

- ☐ Pool Contamination (Fecal, Blood, Vomit)
- ☐ Major Medical/Emergency Procedure
- ☐ Equipment Failure
- ☐ Power Outage
- ☐ Thunder & Lightning
- ☐ Air Temperature
- ☐ Unsettled Weather
- ☐ Air Quality

## Pool Affected

- ☐ Hot Tub
- ☐ Junior Olympic Pool
- ☐ Leisure Pool
- ☐ Spray Park

## Pool Contamination:

- ☐ Refer to the Aquatics Contamination Form and complete.
- ☐ Attach form to this report.

## Major Medical/Emergency Procedure:

Major First Aid – Type of First Aid Situation: \_\_\_\_\_

Facility Emergency - Type of Facility Emergency: \_\_\_\_\_

- ☐ If major first aid refer to Major Medical Report form and complete.
- ☐ If facility emergency refer to any required forms and complete.
- ☐ Complete Witness & Staff Statements (if required) after situation has been handled
- ☐ Attach all forms to this report

Even if the Aquatic Centre is closed to the public, mechanical maintenance and tests still need to be completed on their scheduled times if possible.

### Equipment Failure:

Pool Affected:

- ☐ Junior Olympic Pool
  - Mechanical Failure \_\_\_\_\_
  - Chemical Imbalance \_\_\_\_\_
  - Rock Wall \_\_\_\_\_
  - Diving Board \_\_\_\_\_
  - Basketball Net \_\_\_\_\_
  - Other \_\_\_\_\_
- ☐ Leisure Pool
  - Mechanical Failure \_\_\_\_\_
  - Chemical Imbalance \_\_\_\_\_
  - Green Water Slide \_\_\_\_\_
  - Purple Water Slide \_\_\_\_\_
  - Beach Spray Features \_\_\_\_\_
  - Vortex \_\_\_\_\_
  - Bubbler \_\_\_\_\_
  - Basketball Net \_\_\_\_\_
  - Other \_\_\_\_\_
- ☐ Hot Tub
  - Mechanical Failure \_\_\_\_\_
  - Chemical Imbalance \_\_\_\_\_
  - Hot Tub Jets \_\_\_\_\_
  - Other \_\_\_\_\_
- ☐ Splash Park
  - Mechanical Failure \_\_\_\_\_
  - Chemical Imbalance \_\_\_\_\_
  - Other \_\_\_\_\_

Description and details of the equipment failure:

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Did the equipment failure result in a pool closure?



☐ Yes

☐ No

How long will the affected equipment or pool be closed?

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Can aquatic staff correct the closure, or do we need CSD staff or a contractor?

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Attach copy of water test sheets if closure is due to chemical imbalance.

### **Power Outage:**

Time of Power Outage: \_\_\_\_\_ Time Power came back on: \_\_\_\_\_

If the power is still off at 10 pm when the facility closes, send a message to the morning staff and the Aquatic Coordinator informing them of what happened and what has been done.

A long power failure may require the pools to be super chlorinated due to lack of circulation which may result in the pools staying closed until treated and balanced.

Did you turn off your pumps in the mechanical room?

☐ Yes

☐ No

Did you turn off the Hot Tub Heat Exchangers?

☐ Yes

☐ No

### **Thunder & Lightning:**

Clear the Aquatic Centre and clean the deck if safe.

Assign one person to be on lightning and thunder watch.

Keep Guest Services up to date on the stopwatch time.

Aquatic Centre must remain closed for 30 minutes after the last thunder/lightning

Even if the Aquatic Centre is closed to public, mechanical maintenance and tests still need to be completed on their scheduled times.

### **Air Temperature:**

If the air temperature is 10°C or less at noon on any given day, as per Environment Canada (Red Deer Regional Airport), the Outdoor Aquatic Centre will be cleared and closed for the remainder of the day.

Temperature: \_\_\_\_\_

Date & Time Closed: \_\_\_\_\_ Date & Time Opened: \_\_\_\_\_

Even if the Aquatic Centre is closed to the public, mechanical maintenance and tests still need to be completed on their scheduled times.

#### Unsettled Weather:

Follow the emergency procedure as required.

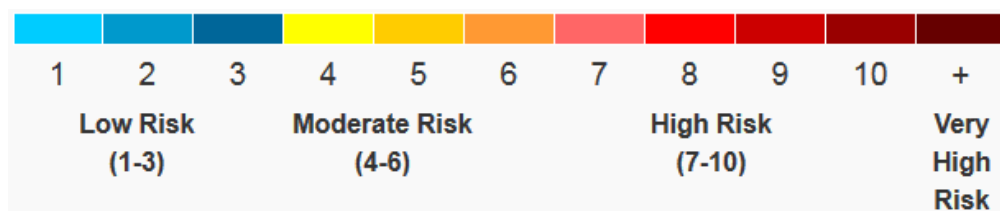
Type of Weather:

- ☐ Hailstorm
- ☐ Severe Rain (can no longer see the black dots on the bottom of the pools)
- ☐ Tornado
- ☐ Earthquake

Even if the Aquatic Centre is closed to public, mechanical maintenance and tests still need to be completed on their scheduled times if safe to do so. Ensure everything is working as it should in the mechanical room.

#### Air Quality:

As per the Alberta Government monitoring website <https://airquality.alberta.ca/map> if the Air Quality Health Index reaches an ABOVE 7 status via the community of Red Deer (Parkland Airshed Management Zone) the Outdoor Aquatic Centre is to be cleared and closed until the AQHI reaches a marker of 7 or below.



Occasionally during extreme pollution events, such as a wildfire, AQHI levels may reach 7 – 10, indicating High Health Risk, or 10+, indicating Very High Health Risk.

Air Quality Level: \_\_\_\_\_ Date & Time Recorded: \_\_\_\_\_

Cause of poor air quality: \_\_\_\_\_

Date & time of closure: \_\_\_\_\_ Date & time of reopening: \_\_\_\_\_

#### Aquatic Shift Supervisors Information:

Staff Member(s) Involved: \_\_\_\_\_ Position: \_\_\_\_\_

Phone No: \_\_\_\_\_

Staff Member(s) Involved: \_\_\_\_\_ Position: \_\_\_\_\_

Phone No: \_\_\_\_\_

#### Forms Attached:

☐ Major First Aid

☐ Witness Statements

☐ Staff Statements

☐ Other: \_\_\_\_\_

**Corrective Action/Follow Up:**

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\_\_\_\_\_  
**Management Signature**

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

\_\_\_\_\_  
**Management Signature**

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

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**MEETING DATE:** January 16, 2023  
**PREPARED BY:** Carol Simpson, Abbey Centre General Manager  
**PRESENTED BY:** Carol Simpson, Abbey Centre General Manager  
**SUBJECT:** **Policy 165.23 - Abbey Centre Acceptable Usage Policy**

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## **BACKGROUND**

The Abbey Centre – Acceptable Usage Policy 108/14 was passed February 25, 2014 in an effort to protect spontaneous and structured play for Abbey Centre members as well accommodate outside events; both revenue generators. This policies intent was to allow for appropriate rental to the public while not being disruptive to paying members and guests.

## **DISCUSSION**

Now was felt a good opportunity for this policy to undergo a thorough review. Eight years of operations have taken place since the policy inception in 2014. Within this timeframe, staff have had the opportunity to utilize this policy on an ongoing basis allowing valuable feedback from renters and staff alike to base potential changes against.

Updating the policy to our current Best Practices helps align the policy and helps gives clear and concise direction to all Guest Services booking staff while staying true to our intended purpose.

Highlights of the changes made include but are not limited to:

- Clarification around liquor being on premises
- Increasing the maximum of Regional, Provincial, National and International events from four to six
- Deletion of the minimum of six of the allowable 12 events needing to be sporting events or competitions
- Addition of the Indoor Play Space
- Addition of the Amphitheater
- Updating of the Outdoor Aquatic Centre

Administration is requesting that the Standing Committee of Council review, engage in discussion and provide input on the recommended changes and provide further direction to Administration regarding the updated policy.

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**FINANCIAL IMPLICATIONS**

As there are no reduction of services suggested from current Best Practices, and a slight increase from four to six additional sporting events/competitions per year, the budget will be marginally impacted with an increase in revenue if the additional rental opportunities were realized.

**ADMINISTRATIVE RECOMMENDATION**

1. That the Standing Committee of Council moves to accept the provided amendments to the Abbey Centre – Acceptable Usage Policy.
2. That the Standing Committee of Council recommend the inclusion of the amended Acceptable Usage Policy on the January 24, 2023 Regular Council Meeting agenda for review.

**ALTERNATIVES**

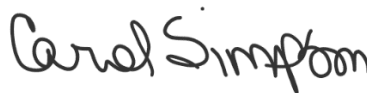
- a) That the Standing Committee of Council refers the item back to administration for further review.

**ATTACHMENTS**

- *Policy 108/14 Abbey Centre – Acceptable Usage Policy*
- *UPDATED Policy 165.23 Abbey Centre – Acceptable Usage Policy*

**APPROVALS**

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Myron Thompson, CAO

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Department Director/Author



## POLICY

**Policy No: 108/14**

**Policy Title: Abbey Centre - Acceptable Usage**

**Department: Community Services**

**Council Approval: RES/ 60/14**

**Reviewed: 2014 02 25**

**Revised:**

**Supersedes Policy/Bylaw:**

**M#**

**Date: 2014 02 25**

### Policy Statement

This policy establishes guidelines pertaining to the booking of events for the Abbey Centre Facility amenities spaces.

#### 1. Reason for Policy

- 1.1 To set guidelines for use of the Abbey Centre facility amenities to ensure that spontaneous and structured play for the paying members and users is protected while accommodating events, which generates additional revenue and increases tourism and other related benefits.

#### 2. Related Information

- 2.1 The 2010 Blackfalds Field House Business Plan outlined the importance of spontaneous use of amenities in our Recreation Facilities. *"Generally speaking about 50% of the population is involved in organized activity and the other 50% is not, therefore Consideration must be given to both structured and spontaneous recreation opportunities in the future."*

#### 3. Definitions

- 3.1 Event – Any event that will take place for one complete day use or more and utilizes the entire field house and/or aquatic facility space.

#### 4. Responsibilities

- 4.1 Municipal Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.



4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Manager to:

- 4.4.1 Understand, and adhere to this policy and procedure.
- 4.4.2 Ensure employees are aware of this policy and procedure.

4.5 All Employees to:

- 4.5.1 Understand and adhere to this policy and procedure.

**5. Exclusions**

N/A

**6. Appendix**

N/A

**7. End of Policy**





<b>Policy No: 108/14</b> <b>Policy Title: Abbey Centre - Acceptable Usage</b> <b>Department: Community Services</b>	
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## **1. ABBEY CENTRE – General**

- 1.1 In an effort to protect spontaneous and structured play for Abbey Centre members as well as accommodate outside events; both revenue generators, the Community Services Department proposes the following guidelines as acceptable use which will not be disruptive to paying members and users.
- 1.2 Events will not be booked on sequential weekends and this policy will be reviewed annually.
- 1.3 All bookings will be taken and held on a first-come, first-serve basis as long as all of the booking requirements have been fulfilled within the time limits set forth.
- 1.4 Regardless of facility component, alcohol is prohibited for ALL events regardless of type.

## **2. FIELD HOUSE**

- 2.1 There is to be no more than one acceptable event per month that utilizes the entire Field House Gymnasium (Gym #1 to Gym #3).
- 2.2 A minimum of 6 of the allowable 12 events will be either a sporting event or competition.
- 2.3 Events must fall within the parameters of either of the following: sporting event/competition, tradeshow/conference, non-profit community event or education based graduation ceremony.
- 2.4 A maximum of 4 additional sporting events/competitions (Regional, Provincial, National and International) per year will be considered provided they prove to be a benefit to our community and the Abbey Centre. Approval of the events will be determined by Administration as part of the day to day business operations.

## **3. MCKAY RANCH JUNIOR OLYMPIC POOL**

- 3.1 There will be no more than one acceptable event per month that utilizes the entire Junior Olympic Pool.
- 3.2 Events must fall within the parameters of either a sporting event or competition organized by either a non-profit community group or sports organization.

#### **4. BORDER PAVING FITNESS STUDIO #1 AND #2**

- 4.1 Acceptable use will be fitness based programs, meetings, seminars, workshops or be tournament /sport competition related.

#### **5. SERVUS PROGRAM ROOM**

- 5.1 Acceptable use will be meetings, seminars, workshops, tournament/sport competition related, pre-approved commercial use or celebration parties (i.e birthday, anniversary).

#### **6. End of Procedure**

#### **Approval**



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**Chief Administrative Officer**

2014 02 25

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**Date**

<b>Policy No.:</b>	<b>165.23</b>	<b>Council Approval:</b>  <b>Resolution No.:</b>  <b>Date:</b>
<b>Policy Title:</b>	<b>Abbey Centre – Acceptable Usage Policy</b>	
<b>Department:</b>	Community Services	
<b>Reviewed:</b>	DRAFT	
<b>Revised:</b>	Policy No: 108/14	
<b>Supersedes Policy/Bylaw:</b>		

## 1. Policy Statement

- 1.1 The Town of Blackfalds (the “Town”) recognizes the need for a guiding document for Community Services Department staff to adhere to when managing bookings for amenity spaces at the Abbey Centre, a multi-use recreational facility.

## 2. Reason for Policy

- 2.1 To set guidelines for use of the Abbey Centre facility amenities that ensure that spontaneous and structured play for paying members and users is protected while accommodating events, which generates additional revenue and increases tourism and other related benefits.

## 3. Related Information

- 3.1 NA

## 4. Definitions

- 4.1 **“Event”** a planned public or social occasion which takes place via a facility rental/amenity space.
- 4.2 **“Full Field House”** the use of Field House 1, Field House 2 and Field house 3 combined

## 5. Responsibilities

- 5.1 Municipal Council to:
- 5.1.1 Approve by resolution this policy and any amendments.
  - 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 5.2 Chief Administrative Officer to:
- 5.2.1 Implement this policy and approve procedures.

5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

5.3 Director of the Department to:

5.3.1 Ensure implementation of this policy and procedure.

5.3.2 Ensure that this policy and procedure is reviewed every three years.

5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

5.4 Manager to:

5.4.1 Understand, and adhere to this policy and procedure.

5.4.2 Ensure employees are aware of this policy and procedure.

5.5 All Employees to:

5.5.1 Understand and adhere to this policy and procedure.

## **6. Exclusions**

6.1 NA

## **7. Special Situations**

7.1 NA

## **8. Appendix**

## **9. End of Policy**

<b>PROCEDURE</b>	<b>Policy No.:</b> <b>Policy Title:</b> <b>Department:</b>	<b>165.23</b> <b>Abbey Centre – Acceptable</b> <b>Usage Policy</b> <b>Community Services Department</b>
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## **1. Preamble**

1.1 The Town of Blackfalds (the “Town”) recognizes the need for a guiding document for Community Services Department staff to adhere to when managing bookings for amenity spaces at the Abbey Centre, a multi-use recreational facility.

## **2. General**

2.1 In an effort to protect spontaneous and structured play for Abbey Centre members as well as accommodate outside events; both revenue generators, the following guidelines are deemed acceptable use without being disruptive to paying members and guests.

2.2 All bookings will be taken and held on a first come, first serve basis as long as all of the booking requirements have been fulfilled within the time limits set forth by Best Practices.

2.3 Regardless of facility component, alcohol is prohibited for all events regardless of types with the exception of markets which are covered under the Alberta Gaming, Liquor & Cannabis (AGLC) “artisan markets” umbrella for taste testing wares.

2.4 This policy shall not preclude the Town of Blackfalds the ability to utilize its own spaces for special events or programming.

## **3. Field House**

3.1 There is to be no more than one acceptable event per month that utilizes the full Field House.

3.2 Events must fall within the parameters of any of the following: sporting event/competition, market/tradeshow, non-profit community event or education based graduation ceremony.

3.3 A maximum of six additional sporting events/competitions (regional, provincial, national or international) per year will be considered provided they prove to be a benefit to our community and the Abbey Centre. Approval of these events will be determined by Administration as part of the day to day business operations.

3.4 Full Field House events will not be booked on sequential weeks and must have a *minimum* of one weekend between full Field House events

## **4. Outdoor Aquatic Centre**

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4.1 The Outdoor Aquatic Centre is a non-rentable space and open to the public during operational hours.

## **5. Fitness Studio 1**

5.1 Acceptable uses are fitness based programs, meetings, seminars, workshops or tournament/sport competition related.

## **6. Fitness Studio 2**

6.1 Acceptable uses are fitness based programs, meetings, seminars, workshops, celebrations (birthday/anniversary) or tournament/sport competition related.

## **7. Program Room**

7.1 Acceptable uses are meetings, seminars, workshops, celebrations (birthday/anniversary), pre-approved commercial use or tournament/sport competition related.

## **8. Amphitheatre**

8.1 Weddings, small outdoor concerts, theatre performances, or not for profit community events.

## **9. Indoor Play Space**

9.1 Indoor Play Space is a non-rentable space and open to the public during operational hours.

## **10. End of Procedure**

### **Approval**

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Chief Administrative Officer

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Date

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**MEETING DATE:** January 16, 2023  
**PREPARED BY:** Shelby Craig, Marketing and Communications Team Lead  
**PRESENTED BY:** Rick Kreklewich, Director of Community Services **Policy**  
**SUBJECT:** **167.23 - Electronic Sign Policy**

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## **BACKGROUND**

The Town of Blackfalds has two (2) electronic signs that vary in performance and programming. The electronic sign on Highway 2A has enhanced graphic capabilities and programming while the electronic sign on Broadway Avenue has limited graphics.

With the upgrade of the Highway 2A electronic sign, and the increased capabilities, the Town of Blackfalds would like to offer advertising to groups, organizations, and businesses. The electronic sign system on Broadway Avenue will only be used for municipal messaging as it does not allow for customizations.

According to Alberta Transportation, there was an annual average daily traffic of 11,130 vehicles moving through the Highway 2A and Park Street intersection in 2021.

Marketing and Communications, along with Community Services and Economic Development, researched similar municipalities with electronic signage and compared prices.

The Town will also provide a “design guidelines” document which will include suggestions meant to assist organizations and businesses by providing tips and tricks for clear, vibrant, and easy to read ads.

## **DISCUSSION**

Price Examples:

### **Town of Penhold**

Non-Profit: \$0

Commercial: \$25/week

### **Lacombe and District Chamber of Commerce**

Non-members: \$210/month

Members: \$160/month

Non-profit: \$150/month

### **Grand Prairie & District Chamber of Commerce**

Members: \$430/month

Non- profit members: \$350/month

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Administration would like to move ahead with rescinding the 2011 Community Event Sign Policy with a more relevant and up to date policy that includes both the electronic signs, as well as advertising rates and guidelines.

**FINANCIAL IMPLICATIONS**

Use of revenue brought in from the advertisements will be used to offset the costs for maintenance.

**ADMINISTRATIVE RECOMMENDATION**

1. That the Standing Committee of Council recommend that the Electronic Sign Policy be brought forward to Council for review and consideration.

**ALTERNATIVES**

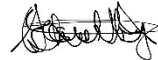
None

**ATTACHMENTS**

- *Community Event Sign Resolution No 217/11*
- *Electronic Sign Policy 167.23*
- *Advertising Contract (Draft)*
- *Alberta Transportation*

**APPROVALS**

Myron Thompson, CAO



Department Director/Author





## Town of Blackfalds Municipal Policy Handbook

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POLICY NUMBER:

DEPARTMENT: CSD

POLICY NAME: **Community Event Sign**

DATE OF APPROVAL BY COUNCIL: June 28, 2011

RESOLUTION NO. 217/11

LAST REVIEW DATE:

NEXT REVIEW DATE:

SPECIAL NOTES:

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### **Policy Statement:**

The purpose of this policy is to set guidelines for advertising on the message board of the electronic Community Events sign.

### **Procedures:**

1. The electronic sign will be available for all local non-profit community groups to use to promote and advertise their activities, functions and/or events. It is not intended for use by commercial, political or profit based businesses or groups. No personal or religious messages. Town of Blackfalds advertising takes precedence over local/non-profit community group advertising.
2. The electronic sign shall be booked on a first come first serve basis and shall be booked through the Town of Blackfalds office. Email requests will be accepted but does not guarantee placement on the board.
3. The electronic sign can be booked a minimum of seven (7) days in advance to a maximum of 30 days.
4. The fees for advertising are set by Town Council for a minimum of seven days (Monday-Sunday) and must be paid prior to advertising.
5. The maximum number of frames per message will be limited to five (5). Town staff will determine the final layout and design of all messages and reserves the right to modify and/or remove any and all messages. Ad appropriateness is at the discretion of the Town. No gambling related advertising (poker, casino nights, etc) will be posted.
6. The Town of Blackfalds cannot be responsible for malfunctions beyond our control (ie: power interruptions, technical/program malfunctions).

**APPROVED BY:**

  
Mayor Melodie Stol

  
Acting CAO Sean Barnes

<b>Policy No.:</b>	<b>167.23</b>	<b>Council Approval:</b>  <b>Resolution No.:</b>  <b>Date: June 28, 2011</b>
<b>Policy Title:</b>	<b>Electronic Sign Policy</b>	
<b>Department:</b>	Corporate Services	
<b>Reviewed:</b>		
<b>Revised:</b>	February 7, 2023	
<b>Supersedes Policy/Bylaw:</b>	Community Event Sign	

## 1. Policy Statement

- 1.1 The Town of Blackfalds electronic sign boards are utilized to engage and inform the community residents and visitors about upcoming events, functions, celebrations, and other important news.

## 2. Reason for Policy

- 2.1 This Policy will allow staff, advertisers, public, and community groups a clear and concise requirement of what can be posted on the two (2) town owned electronic signs.

## 3. Definitions

- 3.1 Highway 2A Electronic Sign refers to the electronic sign located on the west side of Highway 2A.
- 3.2 Broadway Avenue Electronic Sign refers to the electronic sign located at the intersection of Broadway Avenue and East Railway Street.

## 4. Responsibilities

- 4.1 Municipal Council to:
- 4.1.1 Approve by resolution this policy and any amendments.
  - 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 4.2 Chief Administrative Officer to:
- 4.2.1 Implement this policy and approve procedures.
  - 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 4.3 Director of the Department to:
- 4.3.1 Ensure implementation of this policy and procedure.

4.3.2 Ensure that this policy and procedure is reviewed every three years.

4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Manager to:

4.4.1 Understand and adhere to this policy and procedure.

4.4.2 Ensure employees are aware of this policy and procedure.

4.5 All Employees to:

4.5.1 Understand and adhere to this policy and procedure.

4.6 All Advertisers to:

4.5.2 Understand and adhere to this policy and procedure.

## **5. Appendix**

5.1 Electronic Sign Procedure

5.2 Electric Sign Board Advertising Contract

## **6. End of Policy**

<b>PROCEDURE</b>	<b>Policy No.:</b> 167.23 <b>Policy Title:</b> Electronic Sign Policy <b>Department:</b> Corporate Services
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## 1. Preamble

The Town of Blackfalds has two (2) electronic signs that vary performance and programming. The electronic sign on Highway 2A has enhanced graphic capabilities and programming vs the electronic sign on Broadway Avenue which has limited graphics. The electronic sign system on Broadway Avenue will only be utilized for municipal messaging.

## 2. Electronic Sign Messaging

- 2.1 The Town reserves the right to determine message priority, display time, display order, and wording.
- 2.2 The electronic sign boards will be changed once per week.
- 2.3 The Town of Blackfalds messaging and advertising takes precedence over all other advertising.
  - 2.3.1 In the case of an emergency, all notifications can/will come down to allow for the posting of a message from the Town of Blackfalds.

## 3. Community Use

- 3.1 Advertising contract/prices will only pertain to the Highway 2A LED Sign, as the Broadway LED Sign does not allow for customization and will only be for Town of Blackfalds use.
- 3.2 Messages from community groups and businesses (both profit and non-profit) will be allowed on the 2A LED sign
- 3.3 The Town will provide a maximum of two (2) slots per advertiser per week.
- 3.4 The Town will determine the final layout and design of all messages and reserves the right to modify and/or remove all messages.
- 3.5 Messages will be considered on a first come, first serve basis.
  - 3.5.1 No one is guaranteed a space on the electronic sign board.
  - 3.5.2 The length of time displayed will depend on the number of messages.
  - 3.5.3 Messages will be up on the electronic sign board a minimum of one week (7 days).
  - 3.5.4 There will be a limit of 20 adverts per week (10 businesses, 10 community groups).
  - 3.5.5 The fees for advertising on the electronic sign are set by the Town of Blackfalds for a maximum of seven (7) day increments and must be paid prior to advertising.
- 3.6 Ad appropriateness is at the discretion of the Town of Blackfalds.
- 3.7 The electronic sign boards will not be utilized for the following:
  - 3.7.1 Gambling related advertising (ie: poker, casino night, etc.) will be posted.

- 
- 3.7.2 Political advertising.
  - 3.7.3 Personal messages.
  - 3.7.4 Solicitation of faith.
  - 3.7.5 Other ideologies or indoctrination.
- 3.8 The Town of Blackfalds is not responsible for any malfunctions to the sign boards beyond our control. Best efforts will be made to provide an equivalent schedule of advertisements upon repair.
  - 3.9 The Town of Blackfalds reserves the right to limit messages for events held on a regular basis, ie. weekly or monthly events. This is to ensure fair opportunity for all groups wishing to display a community message.
  - 3.10 The Town of Blackfalds is not responsible for verifying the accuracy of information except for municipal information.

#### **4. End of Procedure**

##### **Approval**

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Chief Administrative Officer

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Date

Name of Company/Group				Date
Address:			Contact Name(s):	
Email:			Contact Number(s):	
Ads are booked in 1 week increments (Mon - Sun)				
Campaign Start Date:	Month	Day	Year	Total number of weeks to run:
Campaign End Date:	Month	Day	Year	
				Number of ads (max of 2 ads, 2 slides per ad):

All contracts are payable monthly in advance.  
 The Town of Blackfalds reserves the right to disapprove all ads.  
 The Town of Blackfalds is not responsible for loss of signal due to power outages or other circumstances beyond its control.  
 In the event of signal loss, best efforts will be made to provide an equivalent schedule of advertisements.

Ads				# of Ads	Total weeks	Total Cost
Ads must be upload-ready and provided as a 352 x 224 pixel jpeg image. All ads must be in for review 7 days prior to posting.						
Non-Profit	Local Sports Teams	Local Businesses	Regional Businesses			
\$15 / week	\$30 / week	\$50 / week	\$60 / week			\$
				Sub Total		\$
				G.S.T		\$
				Total		\$

**Cheques payable to : Town of Blackfalds**

**Mail to: Box 220 | 5018 Waghorn Street  
Blackfalds, AB | T0M0J0**

**Payment methods accepted are VISA/Mastercard by phone, or in-office payment.**

***Please send ads to [marketing@blackfalds.ca](mailto:marketing@blackfalds.ca) or email us if you have any questions!***  
**Attach your business license or registered non-profit license to the signed contract before sending.**

Town of Blackfalds

Authorized Client Signature

**By signing this contract, you are agreeing to the conditions, terms, and representations listed in the Electronic Sign Policy #167.23**

*Personal information collected on this form will be used to facilitate contact and to process requests to advertise on the Town's electronic signage. This information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and will be protected under Part 2 of the FOIP Act. Questions regarding the collection and/or use of this information may be directed to the Records Management & FOIP Coordinator at [foip@blackfalds.com](mailto:foip@blackfalds.com) or by phone at 403.885.6370.*

# Turning Movement Summary Diagram

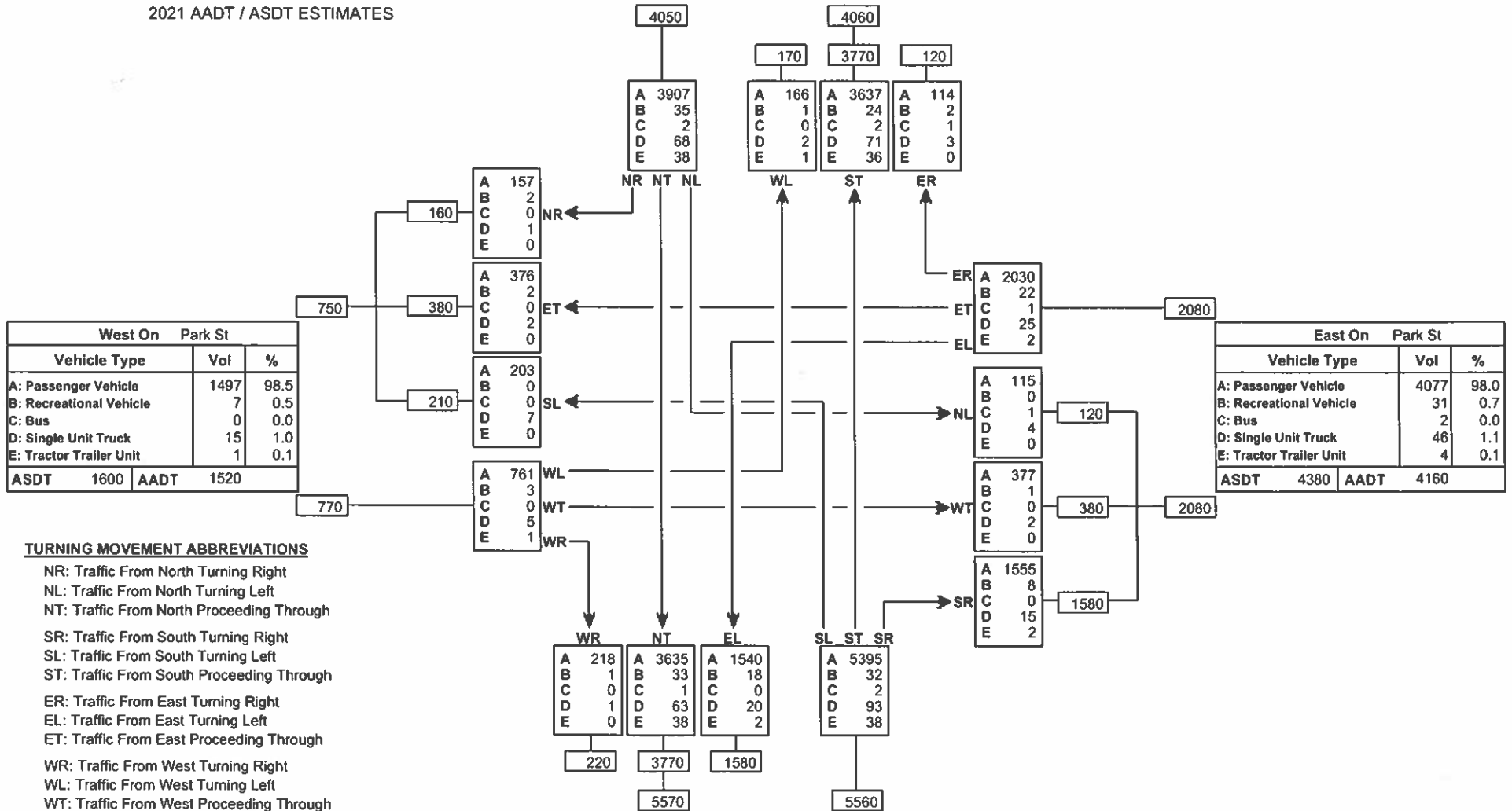
Reference No.: 70000037

Intersection of:

2A & PARK ST AT BLACKFALDS 26-39-27-413101230

2021 AADT / ASDT ESTIMATES

North On 2A		
Vehicle Type	Vol	%
A: Passenger Vehicle	7824	96.5
B: Recreational Vehicle	62	0.8
C: Bus	5	0.1
D: Single Unit Truck	144	1.8
E: Tractor Trailer Unit	75	0.9
ASDT	8540	AADT 8110



## TURNING MOVEMENT ABBREVIATIONS

- NR: Traffic From North Turning Right
- NL: Traffic From North Turning Left
- NT: Traffic From North Proceeding Through
- SR: Traffic From South Turning Right
- SL: Traffic From South Turning Left
- ST: Traffic From South Proceeding Through
- ER: Traffic From East Turning Right
- EL: Traffic From East Turning Left
- ET: Traffic From East Proceeding Through
- WR: Traffic From West Turning Right
- WL: Traffic From West Turning Left
- WT: Traffic From West Proceeding Through

## TURNING MOVEMENT ABBREVIATIONS

- AADT: Annual Average Daily Traffic  
Average daily traffic expressed as vehicles per day for period of January 1 to December 31 (365 days)
- ASDT: Average Summer Daily Traffic  
Average daily traffic expressed as vehicles per day for period of May 1 to September 30 (153 days)

# Turning Movement Summary Diagram

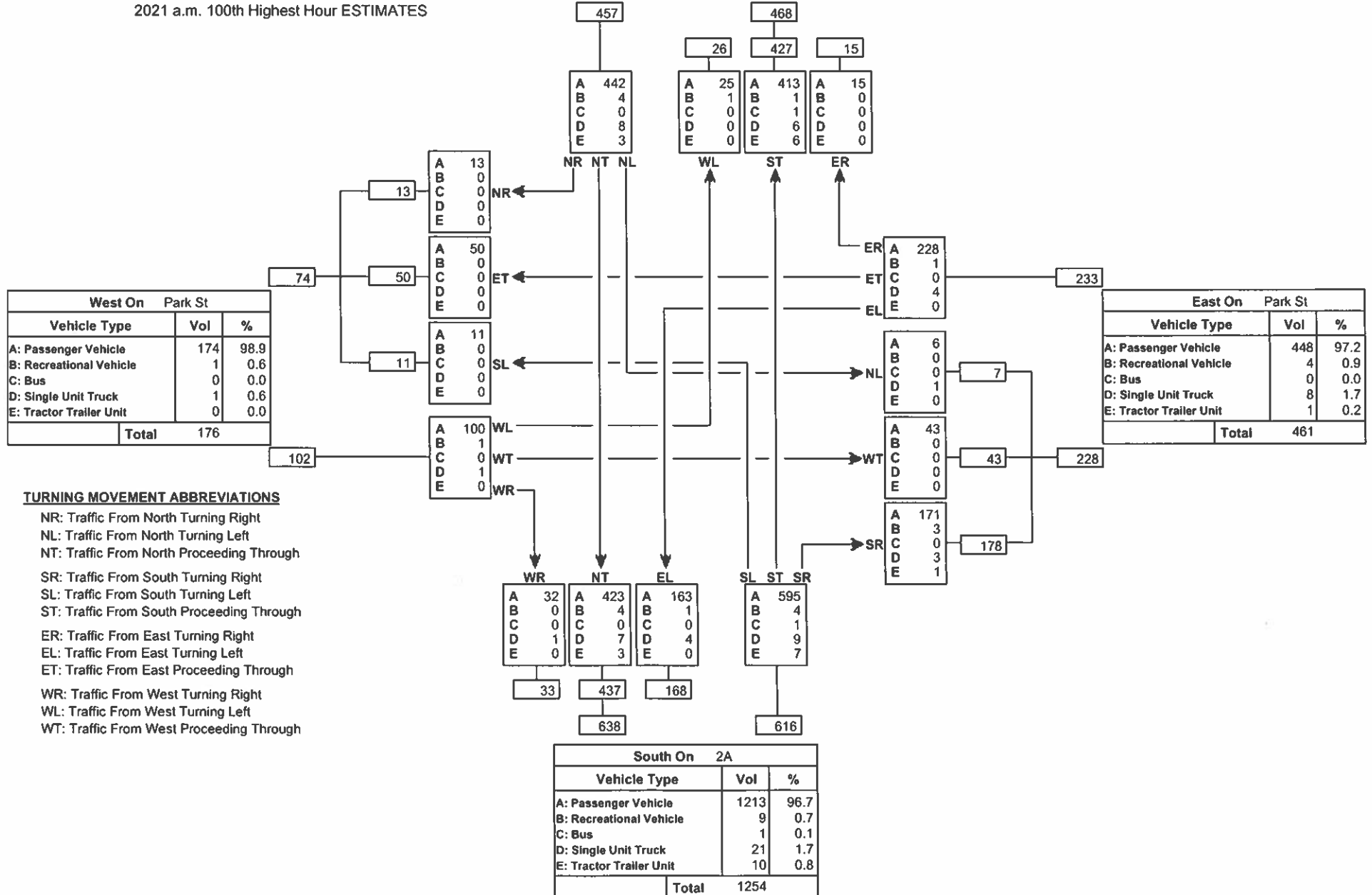
Reference No.: 70000037

Intersection of:

2A & PARK ST AT BLACKFALDS 26-39-27-413101230

2021 a.m. 100th Highest Hour ESTIMATES

North On 2A		
Vehicle Type	Vol	%
A: Passenger Vehicle	895	96.8
B: Recreational Vehicle	6	0.6
C: Bus	1	0.1
D: Single Unit Truck	14	1.5
E: Tractor Trailer Unit	9	1.0
Total	925	





# Turning Movement Summary Diagram

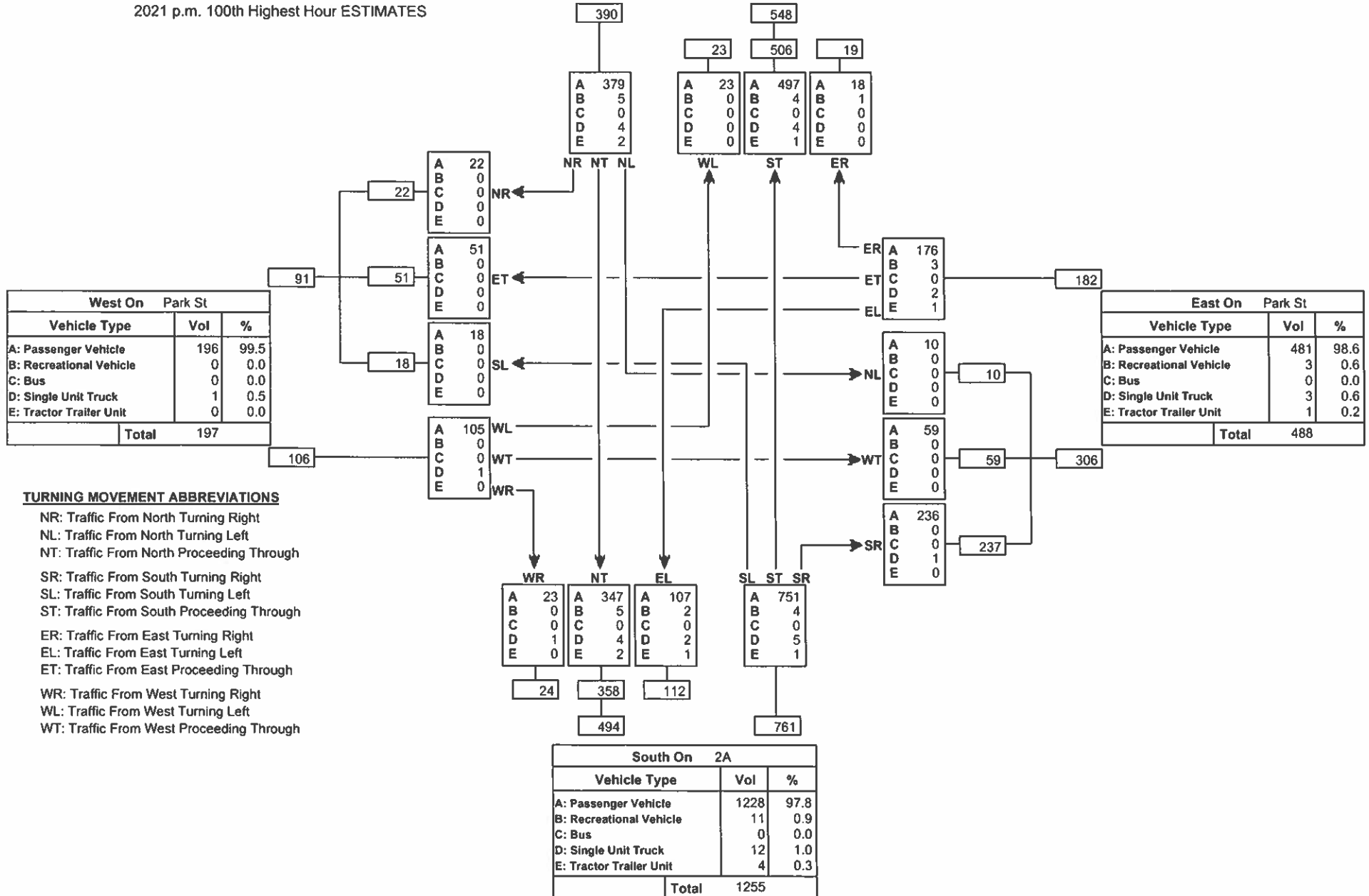
Reference No.: 70000037

Intersection of:

2A & PARK ST AT BLACKFALDS 26-39-27-413101230

2021 p.m. 100th Highest Hour ESTIMATES

North On 2A		
Vehicle Type	Vol	%
A: Passenger Vehicle	917	97.8
B: Recreational Vehicle	10	1.1
C: Bus	0	0.0
D: Single Unit Truck	8	0.9
E: Tractor Trailer Unit	3	0.3
Total	938	



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**MEETING DATE:** January 16, 2023  
**PREPARED BY:** Jolene Tejkl, Planning & Development Manager  
**SUBJECT:** **Policy 168.23 - Compliance Certificate Policy**

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## **BACKGROUND**

A very common requirement of land transactions is a request for documentation from a municipality stating whether or not a property is in compliance with the setbacks prescribed in the current Land Use Bylaw (LUB). This is done by way of having a Real Property Report prepared by an Alberta Land Surveyor showing development setbacks from property lines, which is then submitted to the Planning & Development Department to confirm whether a development has been built in accordance with the LUB in effect. These are known as requests for Certificates of Compliance.

There is no legislative requirement for municipalities to provide a Certificate of Compliance, instead Alberta municipalities offer these as a public service to assist in the land transaction process.

## **DISCUSSION**

There are no provincial regulations or guidelines to assist municipalities in processing these requests. To ensure transparent and consistent processing of these requests for Certificate of Compliance, the Planning & Development section has prepared the attached Certificate of Compliance Policy and Procedures. The policies and procedures have been developed through researching municipal best practices and integrating some current Town practices, and will serve to provide guidance for staff and the public on:

- When a property fully complies with setbacks prescribed in the current LUB (Certificate of Compliance),
- When a property has not been developed in accordance with the setbacks prescribed by the current LUB or has not been constructed in accordance with approved plans (Letter of Non-Compliance), and
- When a property has not been constructed in accordance with setbacks prescribed in the LUB but did comply with municipal regulations at the time of construction (Letter of Non-Conformance).

## **FINANCIAL IMPLICATIONS**

None.

## **ADMINISTRATIVE RECOMMENDATION**

- |   |
|---|
| <ol style="list-style-type: none"><li>1. That the Standing Committee of Council recommend Council approve the Certificate of Compliance Policy and Procedures</li></ol> |
|---|
-

**ALTERNATIVES**

- a) That the Standing Committee of Council recommend Council approves the Certificate of Compliance Policy and Procedures as amended.
- b) That the Standing Committee of Council refers this item back to Administration for more information or amendments.

**ATTACHMENTS**

- *Compliance Policy and Procedures DRAFT*

**APPROVALS**



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Myron Thompson, CAO



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Department Director/Author

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<b>Policy No.:</b>	<b>168.23</b>	<b>Council Approval:</b>  <b>Resolution No.:</b>  <b>Date:</b>
<b>Policy Title:</b>	<b>Certificate of Compliance</b>	
<b>Department:</b>	Planning & Development	
<b>Reviewed:</b>		
<b>Revised:</b>		
<b>Supersedes Policy/Bylaw:</b>		

## 1. Policy Statement

- 1.1 To provide a system regarding requests for Certificate of Compliance, in accordance with the Town of Blackfalds Land Use Bylaw, as a public service to property owners, or a person with legal or equitable interest. The issuance of the Certificate of Compliance helps assist with the arrangements for the sale or transfer of ownership of properties.

## 2. Reason for Policy

- 2.1 The purpose for this policy is to establish a consistent approach for requirements and develop a procedure for processing Certificate of Compliance requests.
- 2.2 This policy will help eliminate any responsibility or liability for any inaccuracy, mistake or error of law or fact arising from the information supplied by or on behalf of the applicant.

## 3. Related Information

- 3.1 Land Use Bylaw in force.
- 3.2 Development Fees and Fines Bylaw in force.
- 3.3 There is no legislative requirement for a municipality to issue a Compliance Letter.

## 4. Definitions

- 4.1 **"Accessory Building"** means a detached Building naturally or normally incidental, subordinate to the Principle Building on the same lot or site. Accessory Buildings are not intended to support any occupancy. Typical Accessory Buildings include detached Garages, sheds, gazebos, and garden sheds or Greenhouse, Minor. An Accessory Building does not include a tarp or Canvas Covered Structure.
- 4.2 **"Building"** includes anything constructed or placed on, in, over or under land, but does not include a highway or road, or a bridge that forms part of a highway.
- 4.3 **"Compliance"** means the Building(s) comply with Setback requirements of the Land Use Bylaw in force.

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- 4.4 **“Development Permit”** means a document that is issued under a Land Use Bylaw and authorizes a Development.
- 4.5 **“Non-Compliance”** means one or more Building(s) on the property do not comply with the setback requirements prescribed within the Land Use Bylaw in force, nor has been constructed in accordance with approved plans.
- 4.6 **“Non-Conformance”** means one or more Building(s) on the property do not comply with the setback requirements prescribed within the Land Use Bylaw in force, however, did comply with municipal regulations at the time of construction.
- 4.7 **“Principal Building”** means a Building which is considered the principal use of the parcel on which it is erected
- 4.8 **“Projection”** means any portion of a Building as outlined in the Land Use Bylaw which extends into a required Setback.
- 4.9 **“Real Property Report (or RPR)”** means a survey document prepared, signed, dated and stamped by an Alberta Land Surveyor, illustrating the location of all Buildings and visible improvements situated on a parcel of land relative to the property boundaries. The Real Property Report also shows any registered easements or rights-of-way affecting the property as well as any encroachments from or onto the property. It is a representation of the property on the date of survey.
- 4.10 **“Setback”** means the minimum distance a Building can be located from a property boundary, road, natural environmental feature, or any other feature, as outlined in the Land Use Bylaw.
- 4.11 **“Statutory Declaration”** means a written certificate of facts solemnly declared to be true by the person(s) signing the declaration before a Commissioner for Oaths.
- 4.12 **“Updated Real Property Report”** means a previously prepared Real Property Report that has been brought up to date (if required) and signed, dated and stamped by an Alberta Land Surveyor.

## **5. Responsibilities**

- 5.1 Municipal Council to:
- 5.1.1 Approve by resolution this policy and any amendments.
  - 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 5.2 Chief Administrative Officer to:
- 5.2.1 Implement this policy and approve procedures.

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5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

5.3 Director of the Department to:

5.3.1 Ensure implementation of this policy and procedure.

5.3.2 Ensure that this policy and procedure is reviewed as required.

5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

5.4 Manager to:

5.4.1 Understand and adhere to this policy and procedure.

5.4.2 Ensure employees are aware of this policy and procedure.

5.5 All Employees to:

5.5.1 Understand and adhere to this policy and procedure.

## **6. Exclusions**

6.1 N/A

## **7. Appendix**

7.1 Land Use Bylaw in force.

7.2 Development Fees and Fines Bylaw in force.

## **8. End of Policy**

<b>PROCEDURE</b>	<b>Policy No.:</b> <b>Policy Title:</b> <b>Department:</b>	<b>168.23</b>  Planning and Development
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## 1. Preamble

- 1.1 The issuance of Compliance, Non-Compliance, or Non-Conforming letters by the Town of Blackfalds shall relate only to the location of Principal Buildings, Accessory Buildings and Projections, in relation to the Setbacks prescribed in the Land Use Bylaw, and shall not relate to land use.

## 2. General

- 2.1 All request for Compliance shall be accompanied by:
- a) A Real Property Report (RPR) signed by an Alberta Land Surveyor. If submitted in person, mail or by courier, 3 copies of the RPR will be required, or the RPR may be submitted electronically.
  - b) The applicant shall submit the applicable fee for the Compliance, as prescribed by the Development Fees and Fines Bylaw, as amended.
  - c) A copy of a Certificate of Title obtained within 30 days
- 2.2 One Copy will be retained for the Town of Blackfalds Records and all other copies will be returned to the applicant/agent.
- 2.3 If a RPR is greater than 6 months it must be accompanied by a Statutory Declaration or affidavit, executed within 30 days of submission for compliance review stating that no Building(s) have been added, added onto or altered since the day of the survey. If any changes to the property have been made a new RPR is required.
- 2.4 A Real Property Report older than 10 years will not be accepted.
- 2.5 All measurements shown on an RPR are deemed accurate within a tolerance of 0.08 m
- 2.6 The compliance review shall relate only to the location of Principal Buildings, Accessory Buildings and Projections, in relation to the Setbacks prescribed in the Land Use Bylaw, and shall not relate to land use.
- 2.7 The Development Officer shall stamp or issue one of the following:
- a) Stamp and seal the RPR where the Building(s) on the property complies with requirements of the Land Use Bylaw.
  - b) Issue of Certificate of Compliance where the Building(s) on the property do not comply with the requirements of the Land Use Bylaw, but a Development Permit was issued

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allowing the variance to the Setbacks and the RPR shows the Building(s) were constructed in conformance with the approval.

- c) Issue a Certificate of Non-Compliance, if the RPR indicates a Building does not comply with the requirements of the Land Use Bylaw.
  - d) Issue a Certificate of Non-Conformance, if one or more Building(s) does not comply with the requirements of the Land Use Bylaw but did comply with the municipal regulations in place at the time of construction.
- 2.8 In either case, a Non-Compliance or Non-Conforming Building(s) may remain as is however, may not have any structural alterations or additions to it, pursuant to the *Municipal Government Act* R.S.A 2000, c.26 and amendments thereto. Alternatively, the landowner can apply for a Development Permit to remedy the Non-Compliance or Non-Conformance.
- 2.9 If Development Permit approval is granted to remedy the Non-Compliance or a Non-Conformance, there will be no charge for the issuance of a new Certificate of Compliance, if the approval is granted within 1 year from the original date the Certificate of Non-Compliance or Non-Conformance was issued.
- 2.10 If in the review process an encroachment is identified within or beyond the property lines, the Development Officer shall inform the applicant of the following potential remedies:
- a) If the encroachment is beyond the property boundaries, encroaching onto Town property such as roadway, reserve land or public utility lot, the property owner is required to either move/remove the encroachment or enter into a License to Occupy or an Encroachment Agreement with the Town. However, each situation will be assessed individually to determine if the encroachment creates a hazard, obstacle, or any other impediments to the Town. The Town is under no obligation to enter into a License to Occupy or an Encroachment Agreement.
  - b) If the encroachment is beyond the property line onto the another privately owner parcel the property owner is to either move/remove the encroachment or enter into an Encroachment Agreement with the owner of the property. As this is agreement between the two parties, the Town will not negotiate with the neighbouring property. Should an Encroachment Agreement be agreed upon, it must be registered on the Certificate of Title of both properties.
  - c) If the encroachment is located on a right-of-way for which a Right-of Way agreement is registered on the Certificate of Title, the property owner will have to move/remove the encroachment or enter into a License to Occupy or an Encroachment Agreement with the holder(s) of the Right-of-Way. The Encroachment Agreement must be registered on the Certificate of Title.
  - d) Should the landowner choose to move/remove the encroachment, an updated Real Property Report will be required.



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- e) Should the landowner choose to enter into the required agreement, the agreement must be registered on the Certificate of Title, prior to issuance of the Certificate of Compliance Letter.

2.11 In determining whether a Compliance Certificate can be issued for a property, the Development Officer shall rely on the Real Property Report provided by the applicant. The Development Officer shall not undertake independent property inspections.

2.12 The Development Officer shall not be liable for any damages arising from the use of a Compliance Certificate containing errors where the errors are the result of incorrect or incomplete information on the Real Property Report.

### **3. End of Procedure**

#### **Approval**

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Chief Administrative Officer

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Date

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**MEETING DATE:** January 16, 2022

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

**PRESENTED BY:** Corinne Hansen, AHS Health Promotion Facilitator  
Louise Rellis, Anam Rural Youth Association Executive Director  
Sue Bornn, FCSS Manager

**SUBJECT:** Youth Action Coalition

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## **BACKGROUND**

In July 2022 Louise Rellis, of Anam Rural Youth Association, approached FCSS with the hopes of bringing youth serving agencies together to discuss some significant concerns surrounding youth and youth behaviors in the community. Through Anam's connections with local schools and law enforcement issues identified that were of concern included:

- Vaping, substance usage
- Bullying, conflict management
- Lack of respect for authority
- Racism
- Public facility usage concerns
- Rivalries between different youth age groups

Ms. Rellis had been in contact with an AHS Health Promotion Facilitator, Corinne Hansen, who was available and willing to support the project and lead the strategic discussions of the group.

In August FCSS coordinated an initial meeting to gauge interest in the formation of a community driven coalition to build a plan to address these issues. Agencies identified by the planning committee (Anam, FCSS, AHS) to invite included:

- AHS Mental Health
- Central Alberta Youth Unlimited
- Enforcement (RCMP, School Resource Officer, Local Bylaw)
- Lacombe and District Family Resource Network
- Mayor Hoover
- St. Gregory the Great Representation (Family School Enhancement Counselor, Administration)
- Wolf Creek Public Schools (Administration, School Social Workers, Division Leaders)

## **DISCUSSION**

Since the initial meeting in August follow up meetings have taken place in September and November of 2022. New agencies added to the table include Central Alberta Victim & Witness Support Services, Central Alberta Child Advocacy Centre, Shining Mountains Living Community Services.

To date the discussions, led by AHS, have included –

- Who the agencies are in the community that are youth serving,
- What are they offering the youth in our community,
- What may be missing, &
- What are the concerns that are being witnessed in the community.

An ongoing project, started in September, is the amalgamation of a community asset listing specific to universal, targeted, and intensive programs available to youth in the community.

AHS has been facilitating, recording meeting notes and providing the agendas for the meetings. The upcoming schedule has meetings arranged to take place on January 25<sup>th</sup> and March 1<sup>st</sup>.

#### **APPROVALS**



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CAO Myron Thompson



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Department Director/Author