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1. **WELCOME AND 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 Six Territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

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3. **ADOPTION OF AGENDAS**

- 3.1 Regular Agenda for March 26, 2024  
3.2 Consent Agenda for March 26, 2024
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
  - b) **Adoption of Minutes**
    - o Regular Council Meeting Minutes - March 12, 2024
    - o Standing Committee of Council Meeting Minutes - March 18, 2024
  - c) **Council Reports**
    - o Mayor Hoover
    - o Deputy Mayor Sands
    - o Councillor Coulter
    - o Councillor Appel
    - o Councillor Svab
    - o Councillor Dennis
  - d) **Administrative Reports**
    - o Report for Council, CAO Report - March 2024
  - e) **Boards, Committee and Commission Minutes and/or Reports**
    - o Recreation, Parks and Culture Board Meeting Minutes - January 3, 2024
    - o Recreation, Parks and Culture Board Meeting Minutes - February 7, 2024
  - f) **Information**
    - o City of Lacombe Council Highlights - March 11, 2024
    - o Lacombe County Council Highlights - March 14, 2024
    - o Lacombe County Special Council Meeting Highlights - March 14, 2024
  - g) **Correspondence**
    - o Letter from STARS - March 5, 2024
    - o Letter from the Minister of Municipal Affairs, Honourable Ric McIver - Assessment Model Review - March 18, 2024

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4. **DELEGATION**

- 4.1 Alberta Winter Games Gold Medal Acknowledgement

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5. **PUBLIC HEARING**

- 5.1 Bylaw 1300.24 - Aspen Lakes West Area Structure Plan  
5.2 Bylaw 1302.24 Redesignation of the Aspen Lakes School Site

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6. **BUSINESS**

- 6.1 Request for Decision, Bylaw 1300.24 - Aspen Lakes West Area Structure Plan (*Second & Third Reading*)  
6.2 Request for Decision, Bylaw 1302.24 Redesignation of the Aspen Lakes School Site (*Second & Third Reading*)  
6.3 Request for Decision, Council Policy CP-181.24 - Special Event Permit  
6.4 Request for Decision, Bylaw 1304.24 - Special Event Permit Repeal Bylaw (*First, Second & Third Reading*)  
6.5 Request for Decision, 2025 Budget Planning Timeline  
6.6 Request for Decision, Annual Pavement Rehabilitation Project  
6.7 Request for Decision, National Volunteer Week April 14-20, 2024  
6.8 Request for Decision, Wadey House Summer Student - Budget Request  
6.9 Request for Decision, Vacant Council Committee Appointments  
6.10 Request for Decision, Minister's Awards for Municipal Excellence  
6.11 Request for Decision, Clive FunFest Parade Invite

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7. **NOTICES OF MOTION**

None

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8. **CONFIDENTIAL**

None

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9. **ADJOURNMENT**

**Future Meetings/Events:**

- Regular Council Meeting – April 9, 2024
- Standing Committee of Council Meeting – April 15, 2024

**MINUTES**

A Regular Council Meeting for the Town of Blackfalds was held on March 12, 2024, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Kim Isaak, Chief Administrative Officer  
Justin de Bresser, Director of Corporate Services  
Preston Weran, Director of Infrastructure and Planning Services  
Rick Kreklewich, Director of Community Services  
Ken Morrison, Director of Emergency Management and Protective Services  
Jolene Tejkl, Planning & Development Manager  
Marco Jadie, IT Tech  
Danielle Nealon, Executive & Legislative Coordinator

**REGRETS**

None

**MEDIA**

None

**OTHERS PRESENT**

None

**WELCOME AND CALL TO ORDER**

Mayor Hoover welcomed everyone to the Regular Council Meeting of March 12, 2024, and called the meeting to order at 7:00 p.m.

**LAND ACKNOWLEDGEMENT**

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

**ADOPTION OF AGENDAS**

Addition of Regular Agenda Business item 6.8 Councillor Stendie Resignation

**059/24** Councillor Coulter moved That Council adopt the Regular Agenda for March 12, 2024, as amended.

**CARRIED UNANIMOUSLY**

**060/24** Councillor Svab moved That Council adopt the Consent Agenda for March 12, 2024, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
  - Regular Council Meeting Minutes - February 27, 2024
- **Council Reports**  
None

**MINUTES**

- **Administrative Reports**
  - Report for Council, Enforcement and Protective Services Monthly Report - February 2024
  - Report for Council, Development & Building Monthly Report - February 2024
  - Report for Council, BOLT KPI Monthly Report - February 2024
- **Boards, Committee and Commission Minutes and/or Reports**
  - Municipal Planning Commission Meeting Minutes - November 28, 2023
- **Information**
  - Town of Blackfalds Report to the Community - 2023
  - Lacombe County Council Highlights - February 22, 2024
  - City of Lacombe Council Highlights - February 26, 2024
  - Blackfalds Public Library Programming Report - February 2024
- **Correspondence**

None

**CARRIED UNANIMOUSLY**

**DELEGATION**

None

**PUBLIC HEARING**

None

**BUSINESS**

**Request for Decision, Front Parking Pad Draft Regulations**

Manager Tejkl, following the recommendation from the Standing Committee of Council on November 20, 2023, presented draft regulations to allow front parking pads in all residential districts.

- 061/24** Councillor Svab moved That Council direct Administration to conduct public engagement by survey and open house regarding the draft Front Parking Pad regulations, as presented, and report the findings back to Council for consideration.

**CARRIED UNANIMOUSLY**

**Request for Decision, Bylaw 1299.24 - McKay Ranch Area Structure Plan**

Manager Tejkl brought forward Bylaw 1299.24, being a Bylaw for the McKay Ranch Area Structure Plan for Council's consideration of First Reading.

- 062/24** Councillor Sands moved That Council give First Reading to Bylaw 1299.24 - McKay Ranch Area Structure Plan.

**CARRIED UNANIMOUSLY**

- 063/24** Councillor Svab moved That upon giving First Reading to Bylaw 1299.24, That a Public Hearing date be set for April 9, 2024, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

**Request for Decision, Bylaw 1303.24 - McKay Ranch Redistricting**

Manager Tejkl brought forward Bylaw 1303.24, being a Bylaw pertaining to McKay Ranch Redistricting.

- 064/24** Councillor Coulter moved That Council give First Reading to Bylaw 1303.24, pertaining to McKay Ranch Redistricting.

**CARRIED UNANIMOUSLY**

- 065/24** Councillor Appel moved That upon giving First Reading to Bylaw 1303.24, That a Public Hearing date be set for April 9, 2024, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

**MINUTES****Request for Decision, BHPARC - Grant Request for New Doctors**

Director de Bresser, on behalf of the Blackfalds Health Practitioners Attraction & Retention Committee, requested that Council consider providing new doctors in Blackfalds a support grant.

**066/24** Councillor Appel moved That Council defer the BHPARC - Grant Request for New Doctors, until the May 14<sup>th</sup>, 2024, Regular Council Meeting.

**CARRIED UNANIMOUSLY**

**Request for Decision, Community Initiatives Grant – Blackfalds Fibre Arts Collective**

Director Kreklewich brought forward the Community Initiatives Grant Application received from the Blackfalds Fibre Arts Collective.

**067/24** Councillor Sands moved That Council provide funding to the Blackfalds Fibre Arts Collective from the Community Initiatives Grant in the amount of \$2,904.00.

**CARRIED UNANIMOUSLY**

**Request for Decision, Community Initiatives Grant – Blackfalds Seniors Club**

Director Kreklewich brought forward the Community Initiatives Grant Application received from the Blackfalds Seniors Club.

**068/24** Councillor Appel moved That Council provide funding to the Blackfalds Seniors Club from the Community Initiatives Grant in the amount of \$1,000.00.

**CARRIED UNANIMOUSLY**

**Request for Decision, Treaty Six Territory Land Acknowledgement - Ad-Hoc Committee**

Following the direction of Council at the February 27, 2024, Regular Council Meeting, CAO Isaak presented the Terms of Reference for the Treaty Six Territory Land Acknowledgement Ad-Hoc Committee and requested subsequent establishment.

**069/24** Deputy Mayor Dennis moved That Council approve the Terms of Reference for the Treaty Six Territory Land Acknowledgement Ad-Hoc Committee.

**CARRIED UNANIMOUSLY**

**070/24** Councillor Appel moved That a Treaty Six Territory Land Acknowledgement Ad-Hoc Committee be established with the membership as outlined within the approved Terms of Reference AND That the following Council members be appointed:

- Mayor Hoover
- Deputy Mayor Dennis
- Councillor Appel

**CARRIED UNANIMOUSLY**

**Councillor Stendie Resignation**

CAO Isaak presented a report regarding Councillor Rebecca Stendie's resignation from her position as Councillor for the Town of Blackfalds.

**071/24** Councillor Sands moved That Council authorizes the Mayor to send a letter to the Minister of Municipal Affairs seeking an exemption from a by-election.

**CARRIED UNANIMOUSLY**

**MINUTES**

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**RECESS**

Mayor Hoover called for a five-minute recess at 7:50 p.m.

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 7:57 p.m.

**CONFIDENTIAL**

- **Environmental Appeal – FOIP 27 (1) Privileged Information**

**072/24**

Councillor Svab moved That Council move to a closed session commencing at 7:57 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 27 of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED UNANIMOUSLY**

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

**073/24**

Councillor Sands moved That Council move to come out of the closed session at 8:12 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 8:12 p.m.

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

**ADJOURNMENT**

Mayor Hoover adjourned the Regular Council Meeting at 8:12 p.m.

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Jamie Hoover, Mayor

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Kim Isaak, CAO

A Standing Committee of Council Meeting for the Town of Blackfalds was held on Monday, March 18, 2024, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Kim Isaak, Chief Administrative Officer  
Justin de Bresser, Director of Corporate Services  
Rick Kreklewich, Director of Community Services  
Shelby Craig, Marketing and Communications Team Lead  
Marco Jadie, IT Technician  
Danielle Nealon, Executive & Legislative Coordinator

**REGRETS**

None

**MEDIA**

None

**OTHERS PRESENT**

Beth Reitz, Boys and Girls Club of Wolf Creek

**WELCOME AND CALL TO ORDER**

Deputy Mayor Sands welcomed everyone to the Standing Committee of Council Meeting of March 18, 2024, and called the meeting to order at 7:00 p.m.

**REVIEW OF AGENDA**

**007/24** Councillor Dennis moved That Standing Committee of Council receive the Agenda for March 18, 2024, as presented.

**CARRIED UNANIMOUSLY**

**TREATY SIX LAND ACKNOWLEDGEMENT**

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

**PRESENTATIONS**

**Boys and Girls Club of Wolf Creek – Beth Reitz**

Beth Reitz provided an overview and presentation on the Boys and Girls Club of Wolf Creek.

**BUSINESS**

**Request for Direction, Mayor for a Day Program Review**

Executive & Legislative Coordinator Nealon brought forward the Mayor for a Day Program for review and direction.

**008/24** Mayor Hoover moved That Standing Committee of Council recommends continuing the Mayor for a Day Program for 2024 with the expanded recommendations.

**CARRIED UNANIMOUSLY**

**Request for Direction, Council Policy - Special Event Permit**

Director Kreklewich presented the Council Policy for Special Event Permits that would replace the current Special Events Permit Bylaw

- 009/24** Councillor Dennis moved That Standing Committee of Council recommends bringing forward Council Policy - Special Events Permit to the March 26, 2024, Regular Council Meeting for consideration and a Bylaw to repeal the Special Events Permit Bylaw 942/03.

**CARRIED UNANIMOUSLY**

**Request for Direction, Council Policy - Social Media**

Director de Bresser brought forward the Council Policy for Social Media for the Committee's review and recommendations.

- 010/24** Councillor Coulter moved That Standing Committee of Council recommends that Council Policy - Social Media be brought forward to the next Regular Council Meeting for approval.

**CARRIED UNANIMOUSLY**

**Request for Direction, Bylaw 1295.24 – Access to Information Bylaw**

Director de Bresser presented an overview of the revised Access to Information Bylaw for review and discussion.

- 011/24** Mayor Hoover moved That Standing Committee of Council recommends that Bylaw 1295.24 - Access to Information Bylaw be brought forward for Council approval.

**CARRIED UNANIMOUSLY**

**Request for Direction, Bylaw 1296.24 – Records & Information Management Bylaw**

Director de Bresser brought forward the revised Records & Information Management Bylaw for the Committee's review and recommendations.

- 012/24** Councillor Appel moved That Standing Committee of Council recommends that 1296.24 – Records & Information Management Bylaw be brought forward for Council approval.

**CARRIED UNANIMOUSLY**

**CONFIDENTIAL**

None

**ADJOURNMENT**

Deputy Mayor Sands adjourned the Standing Committee of Council Meeting at 8:13 p.m.

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Jim Sands, Deputy Mayor

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Kim Isaak, CAO

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Mayor Jamie Hoover</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: Feb 16 - Mar 15, 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Feb 16			x	Lacombe Foundation administration
Feb 19		x		Winterfest activities
Feb 21			x	EDA Business attraction and retention Course Zoom meeting
Feb 27	x			RCM
Feb 29	x			ABMunis Economic Strategies meeting
Feb 29	x			St. Gregory Student council meeting
Mar 1	x			Municipal Affairs Minister teleconference
Mar 6	x			Environment Ministry budget teleconference
Mar 7		x		Catholic School build announcement

Mar 7	x			Mid-Sized Towns Mayors Caucus
Mar 8	x			RDRWA Spring Caucus - Sundre
Mar 9	x			Service Level inventory workshop
Mar 11	x			NRDRWWSC special meeting
Mar 12	x			RCM
Mar 13	x			RCMP Detachment commander meet and greet
Mar 14-15		x		ABMunis spring leaders caucus

<b>TO</b>		Members of Council		
<b>FROM</b>		Deputy Mayor Jim Sands		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: Feb 15/ 24 - Mar 15/ 24		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Feb 16/ 24			X	Council Roundtable Report Submission
Feb 27/ 24	X			MPC Meeting
Feb 27/ 24	X			Regular Council Meeting
Mar 9/ 24			X	Municipal Service Level Inventory Workshop
Mar 12/ 24	X			Regular Council Meeting
Mar 14/ 24	X			FCSS Meeting March

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Edna Coulter</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: February 16 – March 15, 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Feb 22	X			Parkland Regional Library Zoom Meeting
Feb 27	X			Regular Council Meeting
March 5	X			Blackfalds Library Meeting
March 7		X		Announcement: New Kindergarten – St Gregory the Great Catholic School
March 7	X			Chamber of Commerce Meeting
March 9			X	Council Workshop: Review Municipal Service Level Inventory
March 11	X			BHPARC Meeting
March 12	X			Regular Council Meeting
March 13	X			Police Committee Meeting

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Marina Appel</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: 16 February 2024 – 15 March 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
February 27	X			RCC Meeting
February 29			X	ABMunis Webinar - Preliminary Analysis of Budget 2024
March 6	X			Rec, Culture and Parks Board Meeting
March 7	X			Blackfalds Chamber of Commerce Meeting
March 9			X	Municipal Service Level Inventory Review Workshop
March 11	X			Blackfalds Health Professional Attraction & Recruitment Committee (BHPARC) Meeting
March 12	X			RCC Meeting

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Laura Svab</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: Feb 15 - Mar 15, 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Feb 27	x			<b>MPC</b>
Feb 27	x			<b>Regular Council Meeting</b>
March 5	x			<b>IREC School Council</b>
March 6	x			<b>Recreation, Culture &amp; Parks Board Meeting</b>
March 7			x	<b>Announcement: New Kindergarten - Grade 5 School Construction Funding</b>
March 9			x	<b>Council Workshop: Review Municipal Service Level Inventory</b>
March 12	x			<b>Christmas Party Meeting</b>
March 12	x			<b>Regular Council Meeting</b>
March 14				<b>Rural Red Deer Restorative Justice (RRDRJ) Community Advisory Council</b>

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Brenda Dennis</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: February 15 to March 16, 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Feb 19		X		Winterfest
Feb 20			X	Asset Management online course
Feb 27	X			Municipal Planning Commission Meeting
Feb 27	X			Regular Council Meeting
Mar 2		X		Cody Dennis Memorial Game
Mar 4	X			Economic Development and Tourism Meeting (Cancelled)
Mar 7		X		RDCRS K-5 Funding Announcement
Mar 9			X	Municipal Service Level Inventory Workshop
Mar 12	X			Christmas Party Meeting

Mar 12	X			Regular Council Meeting
Mar 13			X	Group and Gloria House Volunteer Assessments
Mar 14	X			FCSS Meeting
Mar 16			X	Carol Simpson / Dylan Stork Volunteer Assessments

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**MEETING DATE:** March 26, 2024

**PREPARED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **CAO Report - March 2024**

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### **Key Projects and Initiatives**

- Edits are being completed on the 2024 Introductory Municipal Service Level Inventory with an anticipated internal approval by the CAO by the end of April. After this time, it will be shared with employees.
- Awaiting response from the Minister of Municipal Affairs regarding Council's request for an exemption to a by-election.
- CAO Performance Evaluation survey has been completed. Awaiting feedback from CivicExcellence.
- Surveys have been sent out to both the volunteers and Council to seek feedback on the Committees that they have been appointed to. This feedback will feed into the final report and recommendations coming out of the Council Committee Audit. Work continues on the auditing of the minutes and agendas of the various Committees.
- Awaiting feedback from Lacombe County Administration on Fire Services Agreement.
- Financial Audit is wrapping up with a presentation from Auditors at the end of April.
- Presentation on the Employee Engagement Survey will be delivered to staff on March 26, 2024.
- Draft funding agreement between the County of Lacombe and the Town of Blackfalds is in progress for the Broadway Reservoir and Pump Station Upgrade. This project will provide additional capacity within the water reservoir to service the Joint Economic Area.
- Solid Waste Management Tender has been released with a closing date of April 4, 2024.
- Amended Procurement Policy has streamlined purchasing, and as a result, the capital purchase of a front-end loader was completed and received in March under budget.
- Work continues with Alberta Infrastructure, the Catholic School Board, ACI Architects, and Stantec Engineering to collaborate on the school site design.
- Work continues towards construction of the Leung Phase 2 capital works, including the football field, the Asphalt overlay project along East Railway Street and Transfer Station Phase 2 improvements.
- Changes have been made to the Building Permit expiration dates effective immediately. Previously, all Building Permits, regardless of their value, would expire one year from the date of issuance. Now, Building Permits with a value of \$50,000 or less will expire one year from the date of permit issue and Building Permits with a value above \$50,000 will expire two years from the date of permit issuance.
- PreCouncil Consultation ahead of potential Public Hearing notifications will continue for new developments in the spirit of public transparency.
- FoodCycler Program registration will begin at the end of the month with the Pilot Project kicking off the first week of May.
- Projects, Events, and EBC Manager working with promoters to bring in a concert for late Spring or Summer.
- The Alberta Indoor Rowing Championships were held at the Abbey Centre on March 9<sup>th</sup> with the highest number of attendees seen by the Central Alberta Rowing Club.

- Projects, Events, and EBC Manager attended the Sport Event Congress Conference and is working on securing the Canadian Arm-Wrestling Championships for 2026 or 2027 as well as the Canadian Slow Pitch Championship for 2026 or 2027.
- Spring and Summer Activity Guide has been rolled out.
- Ball Diamonds this summer will be at a premium, with 16 tournaments booked so far for Sterling Industries Sports Park.
- Annual Policing Priorities meeting was held on March 5, 2024, and all partner municipalities were represented.
- Meet and greet with the new RCMP Detachment Commander held on March 13, 2024.
- A candidate has been selected for the newly established Health and Safety Advisor Position.
- Work continues on the 2024 Municipal Census, which will kick off on May 6, 2024.
- Approval has been granted from Lacombe County to purchase land in the County for the utility lands in conjunction with the NW Storm Trunk Project.
- LREMP sub-committees have been set to begin the review of the regional plan and the move towards a ministerial order.

#### **Updates Related to Existing Bylaws or Council Policies**

- Draft amendments to the CAO Bylaw to modernize and incorporate *Municipal Government Act* amendments.
- Electronic Signing Authority Policy (new) - Will be presented to Council at the April Standing Committee Meeting.
- Delegation of Signing Authority (new) - Will be presented to Council at the April Standing Committee Meeting.
- Special Event Permit Policy - to replace current Bylaw – Presented at March 18, 2024, Standing Committee of Council. Direction provided to bring forward for adoption.
- Council Social Media Policy (new) - Presented at March 18, 2024, Standing Committee of Council. Direction provided to bring forward for adoption.
- Community Initiatives Grant Policy (new) – Policy based on based on the Community Initiatives Grant Guidelines that the Recreation Board utilizes for grant funding is in progress and will be brought forward to the Standing Committee of Council in April.
- Customer Service Policy (new) – Research and discussion around customer service standards that can be applied in Policy.
- Aspen Lakes West LUB Amendments
- McKay Ranch LUB amendments

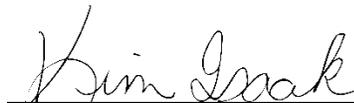
#### **Facility Leases**

- Working with interested party on space in the Support Services Building to provide Holistic Health Services.

#### **Administrative Policy Changes / Additions**

- Employee Social Media Policy (new) – In Progress.

#### **APPROVALS**



Kim Isaak,  
Chief Administrative Officer

**MINUTES**

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**MEMBERS PRESENT**

Laura Svab, Town of Blackfalds Councillor  
Marina Appel, Town of Blackfalds Councillor  
Barb Shepherd, Lacombe County Representative  
Jill Bried, Public at Large  
Trent Kroetsch, Public at Large  
Kristy Lawrence, Public at Large  
Kayla Marquis, Public at Large

**OTHERS ATTENDING**

Rick Kreklewich, Director of Community Services  
Carol Simpson, Abbey Centre General Manager

**REGRETS**

Louise Rellis, Public at Large  
Jeff Heindel, Parks and Facilities Manager

**WELCOME AND CALL TO ORDER**

Jill Bried welcomed all attending and called the Recreation, Parks and Culture Board Meeting to order at 6:31 pm.

Member Shepherd moved That the Recreation, Culture and Parks Board approve the Agenda as presented.

**CARRIED UNANIMOUSLY**

**TREATY SIX LAND ACKNOWLEDGEMENT**

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

**PRESENTATIONS**

None

**BUSINESS**

**Minutes**

Councillor Appel moved That the Recreation, Culture and Parks Board recommends that Council adopt the Minutes from December 6, 2023 as presented.

**CARRIED UNANIMOUSLY**

**Community Gardens Registration Process**

The Recreation, Parks and Culture Board reviewed the new registration process being proposed for the Community Gardens.

**MINUTES**

- 
- Going to an online registration process.
  - Staff will cross-reference multiple plot rentals by individuals.
  - Registration starts on Friday, Mar. 15 at 7:00 am for both online and in-person.
  - Marketing & Communications will encourage people to register in advance of the registration date.

**Dining Supplies, Community Centre/Banquet Room**

The Recreation, Culture and Parks Board discussed further the options for managing dining supplies.

- In 2022, there were 56 rentals in the Banquet Room, approximately 10 could have been using the kitchen. In 2023, there were 60 rentals and approximately 10 could have been using the kitchen.
- Presented the option of leaving the system the same for now.
- Possibility of considering checklists or ways to check if certain items were used from previous bookings.
- Monitor over the next year, log any issues and review.

**Abbey Centre Update**

- Manager Simpson reviewed monthly highlights

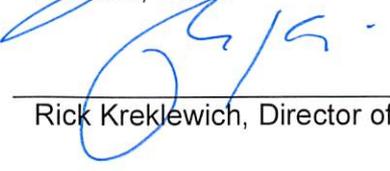
**Parks and Facilities Update**

- Manager Heindel reviewed monthly highlights

The Recreation, Parks and Culture Board received the items as information.

Chair Bried adjourned the Recreation, Culture & Parks Board Meeting at 6:56 p.m.

  
\_\_\_\_\_  
Jill Bried, Chair

  
\_\_\_\_\_  
Rick Kreklewich, Director of Community Services

**MINUTES**

---

**MEMBERS PRESENT**

Laura Svab, Town of Blackfalds Councillor  
Barb Shepherd, Lacombe County Representative  
Jill Bried, Public at Large  
Trent Kroetsch, Public at Large  
Kristy Lawrence, Public at Large  
Kayla Marquis, Public at Large  
Louise Rellis, Public at Large

**OTHERS ATTENDING**

Rick Kreklewich, Director of Community Services  
Jeff Heindel, Parks and Facilities Manager

**REGRETS**

Carol Simpson, Abbey Centre General Manager  
Marina Appel, Town of Blackfalds Councillor

**WELCOME AND CALL TO ORDER**

Jill Bried welcomed all attending and called the Recreation, Parks and Culture Board Meeting to order at 6:31 pm.

Member Svab moved That the Recreation, Culture and Parks Board approve the Agenda as presented.

**CARRIED UNANIMOUSLY**

**TREATY SIX LAND ACKNOWLEDGEMENT**

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

**PRESENTATIONS**

None

**BUSINESS**

**Minutes**

Member Shepherd moved That the Recreation, Culture and Parks Board recommends that Council adopt the Minutes from January 3, 2024 as presented.

**CARRIED UNANIMOUSLY**

**Lacombe Ringette Letter**

The Recreation, Parks and Culture Board reviewed a letter that Administration had received from the Lacombe Ringette Letter.

**MINUTES**

- 
- In the letter it stated that 25% of registrants are from Blackfalds and 13% are from Lacombe County.
  - The Lacombe Ringette is requesting consideration for the local non-profit rate.
  - Discussed their current rate that they pay and what our local non-profit organizations pay.
  - Demand for ice time in Blackfalds is high and it is expected that our local non-profit organizations will see more growth in upcoming years.
  - Consideration to create a lower the rate for regional minor sports organizations and bring a proposal back to the RCP Board for further review.

**Outdoor Fitness Equipment**

The Recreation, Culture and Parks Board discussed options for the future development of an outdoor fitness park.

- The Town was unsuccessful in receiving funding from Alberta Blue Cross Built Together program.
- Consideration for future budget, would be static equipment and could be setup in a pod type of layout along a trail.
- Possible locations for the park was discussed but not determined.
- Could survey residents through the Abbey Centre newsletter.

**Community Initiatives Grant – Red Deer Ladies Fastball Association**

The Recreation, Culture and Parks Board reviewed the application provided by the Red Deer Ladies Fastball Association to host the 2024 Women's Canadian Fast Pitch Championships.

Member Shepherd moved That the Recreation, Culture and Parks Board recommend to Council to consider the Community Initiatives Grant request for \$5,000 from the Red Deer Ladies Fastball Association.

**CARRIED UNANIMOUSLY**

**Winterfest Event**

The Recreation, Culture and Parks Board reviewed the event poster and activities being provided as part of Winterfest for 2024. One error on the poster was noticed.

**Abbey Centre Update**

- Manager Simpson presented the monthly highlights

**Parks and Facilities Update**

- Manager Heindel reviewed monthly highlights

The Recreation, Parks and Culture Board received the items as information.

Chair Bried adjourned the Recreation, Culture & Parks Board Meeting at 7:41 p.m.

**MINUTES**

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Jill Bried, Chair



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Rick Kreklewich, Director of Community Services



# City of Lacombe

## COUNCIL HIGHLIGHTS

March 11<sup>th</sup>, 2024

### Regular Meeting of Council

## 2. Consent of Agenda

### 2.1 Consent Agenda

- Council gave first reading to Bylaw 514.

## 4. Presentations

### 4.1 Echo Annual Update

Jard Reich, Echo President, presented to update Council on the highlights of the Echo Lacombe Association's 2023 year, including:

- Record growth of Echo Energy,
- The growing capacity of the Echo Food Rescue Program:
  - The first full year with a new coordinator,
  - A Partnership with Lacombe FCSS to transport those without vehicles on distribution days,
  - The creation of a new volunteer handbook,
  - A successful Agrispirit grant application – which will provide new coolers, sink installation and general maintenance,
- Eight Storefront Enhancement grants being awarded,
- Community grants for a Disc Golf Course and Broomtree Foundation Housing Pilot,
- The introduction of new downtown branded umbrellas to assist DARP branding.

## 6. Requests for Decision

### 6.1 Council Procedural Bylaw 370 Review – First & Second Readings

The Procedural Bylaw provides rules governing the proceedings and regular business of Council and Council Committees, and Council has flexibility in adopting any necessary changes.

Bylaw 370 is commonly reviewed at the beginning of each new Council term and was most recently amended in November 2021. Following the approval of Bylaw 370.4, Administration will provide a "Quick Reference" guide to assist Councillors in its implementation.

Council gave first and second reading to the Procedural Bylaw Amendment – Bylaw 370.4 as presented.

## 8.1 In Camera

### 8.1 Land (FOIP Sections 16 and 25)

Council declined the offer to purchase 7114 52nd Street.

### 8.2 Land (FOIP Section 16)

Council directed Administration to continue the South Connector feasibility study using alignment #1.

### 8.3 Land (FOIP Section 16)

Council endorsed the land sale process as presented subject to confirmation of the proposed land acquisition.

#### ***\*The next scheduled Council Meetings:***

- Monday, March 25<sup>th</sup>, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, April 8<sup>th</sup>, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, April 22<sup>nd</sup>, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***



## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING MARCH 14, 2024

---

### **POLICE GOVERNANCE SURVEY**

The proposed response to the Provincial Policy Advisory Questionnaire was endorsed by Council and will be submitted on behalf of Lacombe County.

### **ALUS LACOMBE PUBLIC ADVISORY COMMITTEE APPOINTMENT**

The request from Alternative Land Use Services (ALUS) Lacombe to appoint an Agricultural Service Board Member to the ALUS Lacombe Public Advisor Committee was received for information.

### **RICHARDS OIL AND GAS OUTSTANDING PROPERTY TAX PAYMENT PLAN REQUEST**

A request by Richards Oil and Gas for the the proposed cancellation of late payment penalties and levies in the amount of \$42,494.54 in exchange for payment of their outstanding tax balance of \$58,513, did not receive Council approval.

### **CENTRAL ALBERTA BUSINESS ADVANTAGE SUMMIT 2024**

Council received information regarding the upcoming Central Alberta Business Advantage Summit 2024, which will be held April 22 to 26, 2024 in Olds. The purpose of the Summit is to invite small business owners, entrepreneurs, and investors from India into the Central Alberta community to encourage dialogue and foster a deeper understanding of markets, challenges, and opportunities in the area. Representatives of Council and staff will attend the event.

### **TOWN OF BENTLEY NOTICE OF ANNEXATION**

Subsequent to Council's recent adoption of the Southeast Bentley Area Structure Plan, the Town of Bentley wishes to proceed with the annexation of the lands within the plan area. The February 27, 2024 Notice of Annexation from the Town of Bentley was received for information.

### **LACOMBE FISH AND GAME ASSOCIATION AWARDS AND GALA**

Representatives of Council will attend the upcoming Lacombe Fish and Game Association Awards and Gala event on April 13, 2024.

### **MEETING WITH RCMP AT RMA SPRING CONVENTION**

Council will meet with members of the RCMP on March 20, 2024, during the upcoming RMA Spring Convention, to discuss topics including restorative justice, crime reduction, community safety and wellbeing, copper theft, and organized crime in rural areas.

### **RMA SPRING CONVENTION RESOLUTIONS**

Council reviewed the proposed RMA Spring Convention resolutions. The Convention will be held in Edmonton from March 18 to 20, 2024.

### **BYLAW NO. 1409/24**

Bylaw No. 1409/24, a bylaw of Lacombe County for the purpose of amending the Village of Alix/Lacombe County Intermunicipal Development Plan received first reading and approval to hold a public hearing. A public hearing for Bylaw No. 1409/24 will be held on April 11, 2024 commencing at 9:00 a.m. at Lacombe County Council Chambers.

### **INDUSTRIAL SUBDIVISION – DOW CHEMICAL RAIL YARD EXPANSION**

By resolution of Council, the subdivision application for 9.03 acres of Pt. SW 39-25-W4M was approved subject to several conditions.



WHERE PEOPLE ARE THE KEY

**DAVID THOMPSON SNOW RIDERS' ASSOCIATION**

Council received a presentation on the activities and initiatives of the David Thompson Snow Riders' Association (DTSRA).

**CLIVE SCHOOL PARENT COUNCIL ASSOCIATION**

Council received a presentation from representatives of the Clive School Parent Council Association regarding the Clive School Playground project.

**Next Regular Council Meeting is**

**March 28, 2024 – 9:00 a.m.**

**Next Committee of the Whole Meeting is**

**April 2, 2024 – 9:00 a.m.**

**Lacombe County Administration Building**

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



## HIGHLIGHTS OF THE SPECIAL MEETING OF COUNCIL MARCH 14, 2024

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### **PUBLIC HEARING FOR BYLAW NOS. 1406/24 AND 1407/24**

A public hearing was held for Bylaw Nos. 1406/24 and 1407/24 pertaining to proposed amendments to allow two dwellings on 10+ acre agricultural parcels. Bylaw No. 1406/24 is a bylaw of Lacombe County to amend the Lacombe County Municipal Development Plan, Bylaw No. 1238/17, as it relates to general regulations. Bylaw No. 1407/24 is a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw, Bylaw No. 1237/17, as it relates to general regulations.

Council will consider further action regarding the proposed bylaw amendments at a future Council meeting.

**Next Regular Council Meeting is**  
**March 28, 2024 – 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**April 2, 2024 – 9:00 a.m.**

**Lacombe County Administration Building**

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



March 5, 2024

Office of the Mayor  
Town of Blackfalds  
PO Box 220  
Blackfalds, AB T0M 0J0

Dear Office of the Mayor,

I want to express my sincere gratitude for your donation to STARS. Because of your support, STARS saved my life.

It was a foggy August morning when a life-changing accident required the immediate help of STARS to save my life. I had just left the family farm for my nursing job, when a one-tonne truck careened through a stop sign, crashing into the driver's side of my small car. The impact was devastating, leaving me in critical condition. I suffered a fractured pelvis, dangerously low blood pressure, and a broken rib that had pierced my heart. As a nurse, I knew about STARS, but had no idea of the depth of their trauma experience. I would not have survived by ground ambulance. It was only because of the generosity of dedicated STARS allies like you that I survived.

When you support STARS, you enable the highly trained crews to deliver care anywhere it's required. You propel innovation, allowing STARS to deliver leading-edge care that saves lives. Your \$11,015.00 donation allows STARS to reach patients and deliver the critical care they need using any transportation and tools necessary. Today, I've recovered, and I got to see my daughter graduate. We are so grateful STARS was there for me that day, because of allies like you. Thank you!

Because when it comes to the next patient who needs critical care, it's never too far.

Thank you,

STARS Very Important Patient



403-295-1811 | 1-855-516-4848



1441 Aviation Park NE, Box 570  
Calgary, AB T2E 8M7



donations@stars.ca | stars.ca



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113531

March 18, 2024

Dear Chief Elected Officials:

Municipal Affairs has been working with the Assessment Model Review (AMR) Steering Committee comprised of industry, assessors, and municipal partners, such as Alberta Municipalities and the Rural Municipalities of Alberta.

The committee was tasked with designing an engagement approach to update the regulated property assessment system. I support the approach and I am pleased to share that engagement will begin this year. We have a shared vision to ensure the AMR is deliberate, evidence-based, and stakeholder-driven.

The AMR will be a multi-year process to review the policies, procedures, and rates that form the regulated property assessment framework. We will engage with municipal associations, industry representatives, and professional assessors throughout the duration of the AMR.

The review of the foundational policies – principles, assessment year modifiers, and the policy document that determines how assessable costs are reported for major projects, the Construction Cost Reporting Guide – will occur in 2024. Any resulting policy and regulatory changes would not be implemented any sooner than 2025.

Reviews of the assessment models for individual property types will then occur from 2025 through 2027 in two stages. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue. Discussions of potential impacts will also include stakeholder-centered implementation strategies. To be clear, your municipality will be directly engaged on the overall results of the AMR and the potential impacts. The final decision by government on any changes to assessment models will be sought in 2028. Attached is a visual representation of the upcoming AMR engagement, and a frequently asked question document for your use.

Thank you for working in partnership with the province on this crucial task. Please continue to share your perspectives with both my department and your municipal association. I look forward to working with you and your municipal associations on this important initiative.

Sincerely,

Ric McIver  
Minister

.../2

cc: Chief Administrative Officers  
Tyler Gandam, President, Alberta Municipalities  
Paul McLauchlin, President, Rural Municipalities of Alberta

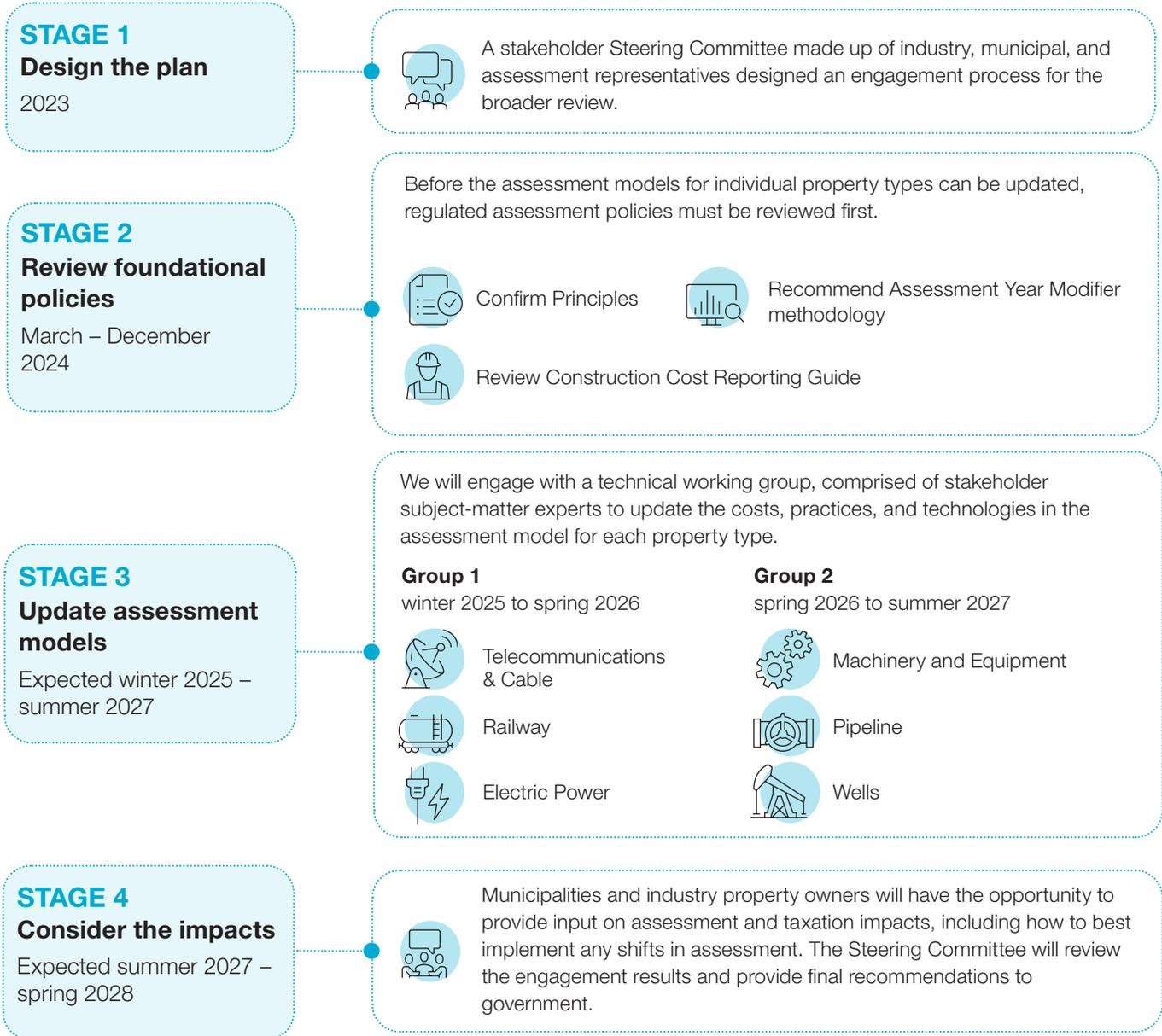
**Attachments**

- Infographic
- Assessment Model Review: Frequently Asked Questions

# Regulated property assessment model review (AMR)

The Assessment Model Review process will update Alberta's regulated property assessment system resulting in fairer valuation of regulated property.

## Stakeholder Engagement



Key municipal, industry, and assessment stakeholders will be engaged during each stage of the AMR process. For any questions, please contact the AMR Team at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).



# Frequently Asked Questions

## Assessment Model Review

What are the properties that will be reviewed during the Assessment Model Review (AMR)?

Regulated properties, which include electric power systems, telecommunication and cable systems, pipelines, wells, and railway will be reviewed during the AMR process.

When will the results of the AMR be implemented?

Any government decisions on any changes to assessment models would be sought in spring or summer 2028, with implementation to follow.

The last model review was paused; how will this one be different?

In general, the previous attempts to review assessment models relied too heavily on a technical approach without a clear plan to broadly engage stakeholders in all phases of the process.

This one will be different, as this engagement approach seeks to mitigate potential controversy to the extent possible through a clear transparent stakeholder-driven process. Assessment discussions will be principle- and evidence-based, and will be separate from discussion of potential tax impacts and mitigation strategies for any resulting assessment changes.

The stakeholder steering committee that designed the engagement plan for this review will also work throughout the process to ensure the input of the represented stakeholders is considered, and will work according to jointly draft guiding principles to resolve challenges.

How are stakeholders able to participate?

Stakeholders are encouraged to provide feedback during each specific stage of the AMR process, either through their steering committee representative (list provided below) or by sending their comments to the AMR Team at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).

How will we know the status/updates of the AMR process?

Status updates will be communicated to steering committee representatives (list provided below) and posted to the AMR website at <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Which groups are impacted by the AMR process?

Municipalities and regulated property owners may be impacted by changes in assessment values at the conclusion of the AMR process.

What are the timelines for the AMR process?

The review of AMR Principles, Assessment Year Modifiers, and the Construction Cost Reporting Guide will occur in 2024. Government will consider any resulting policy and regulatory changes in early 2025.

Reviews of the assessment models for individual regulated property types will then occur in two stages, from 2025-27.

Following this, we will begin broader engagement to comprehensively consider and understand the potential assessment and tax impacts of the new models. We will work with stakeholders to evaluate any mitigation or implementation strategies required.

Final government decisions on any changes to assessment models would be sought in 2028.

For further details please visit <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Have tax implications been considered for the AMR process?

Following preparation of new assessment models, broad engagement will be initiated with municipalities and industry groups. Stakeholders will have the opportunity to provide input during this stage of the process.

Final government decisions on any changes to assessment models would be sought after this input is received and considered.

Who is the main government contact for the AMR process?

To contact Municipal Affairs during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).

Which stakeholder groups are represented on the steering committee?

The steering committee is comprised of representatives from the following organizations:

- Alberta Assessors' Association
- Alberta Federation of Rural Electrification Associations
- Alberta Municipalities
- Alberta Rural Municipal Administrators' Association
- Bell MTS
- Canadian Association of Petroleum Producers
- Canadian National Railway Company
- Canadian Pacific Railway Company
- Canadian Property Tax Association
- Canadian Renewable Energy Association
- Capital Power
- Chemistry Industry Association of Canada
- Explorers and Producers Association of Canada
- Federation of Gas Co-ops
- FORTIS Alberta
- Independent Power Producers Society of Alberta
- Local Government Administration Association of Alberta
- Northeast Capital Industry Association
- Pipeline Property Tax Group
- Rogers Communications
- Rural Municipalities of Alberta
- TELUS

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**MEETING DATE:** March 26, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**PRESENTED BY:** Mayor Hoover  
**SUBJECT:** **Alberta Winter Games Gold Medal Acknowledgement**

---

**BACKGROUND**

Mayor Hoover will acknowledge and congratulate P. Smith on winning a gold medal in the U15 Female Recurve Individual Shoot at the Alberta Winter Games in Grand Prairie, which was held from February 16<sup>th</sup> to 19<sup>th</sup>, 2024.

**ATTACHMENTS**

None

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

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**MEETING DATE:** March 26, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**SUBJECT:** **Bylaw 1300.24 - Aspen Lakes West Area Structure Plan**

---

## **BACKGROUND**

The purpose of Bylaw 1300.24 is to adopt an amended Area Structure Plan for lands located in the Town of Blackfalds legally described as the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 (Pt. SE 34-39-27-W4M) as shown on the attached Schedule A

First Reading was given to Bylaw 1300.24 on February 27, 2024

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

- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers;
- A hard copy of proposed Bylaw 1300.24 was available for viewing at the Town's Civic Centre Front Counter (upstairs);
- March 2024 edition of "Talk of the Town";
- On the Planning & Development webpage of the Town's website commencing on March 4, 2024.;
- Via email to local authorities and agencies on March 4, 2024;
- All registered landowners in the Aspen Lakes West Community on March 7, 2024;
- All registered landowners with land adjacent to the Aspen Lakes West Community on March 7, 2024;
- Via email to the Municipal Planning Commission on February 29, 2024;
- In the March 14, 2024, and March 21, 2024 editions of the Lacombe Express; and
- On the Town's social media channels in the weeks leading up to the Public Hearing.

The following written comments have been received to date:

- March 4, 2024, submission from ATCO Pipelines
- March 4, 2024, submission from Lacombe County

## **ATTACHMENTS**

- *Bylaw 1300.24 Aspen Lakes West Area Structure Plan*
- *March 4, 2024, submission from ATCO Pipelines*
- *March 4, 2024, submission from Lacombe County*

## **APPROVALS**



---

Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO PROVIDE AN UPDATED FRAMEWORK FOR THE SUBSEQUENT SUBDIVISION AND DEVELOPMENT ON LANDS LEGALLY DESCRIBED AS THE EAST HALF OF SW 34-39-27-W4M AND LOT 106 BLOCK 6 PLAN 152 1496 (PT. SE 34-39-27-W4M).**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, to repeal Bylaw 1185/15 and all amendments thereto for the purpose of adopting an amended Area Structure Plan for lands located in the Town of Blackfalds legally described as the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 (Pt. SE 34-39-27-W4M).

**WHEREAS**, pursuant to Section 633(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, for the purposes of providing a framework for subsequent subdivision and development of an area of land, a Council may by bylaw adopt an area structure plan.

**WHEREAS**, the Aspen Lakes West Area Structure Plan identifies the sequence of development proposed for the area, land uses proposed for the area, expected density of population proposed for the area generally, and the general location of major transportation routes and public utilities, as required by Section 633 of the MGA.

**WHEREAS**, the area of land upon which the ASP shall apply is legally described as:  
East Half of SW 34-39-27-W4M; and  
Lot 106 Block 6 Plan 152 1496 (Pt. SE 34-29-27-W4M)

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

**PART 1 – TITLE**

- 1.1 That this Bylaw shall be cited as the “Aspen Lakes West Area Structure Plan”.
- 1.2 Schedule “A” shall form part of this Bylaw.

**PART 2 – ASPEN LAKES WEST AREA STRUCTURE PLAN**

- 2.1 That the document entitled “Aspen Lakes West Area Structure Plan” as Schedule “A” attached hereto is hereby adopted for the lands located in the Town of Blackfalds legally described as the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 (Pt. SE 34-39-27-W4M).

**PART 3 – REPEAL**

- 3.1 That Bylaw 1185/15 and all amendments thereto are hereby repealed upon this Bylaw coming into effect.

**PART 4 – DATE OF FORCE**

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

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

(RES. )

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

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

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

(RES.        )

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

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

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

(RES.        )

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

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

DRAFT

# Aspen Lakes West Area Structure Plan

Town of Blackfalds

Approved December 2014  
Consolidated Bylaw 1283.23  
Amendment **Bylaw 1300.24**

Prepared by:  
Stantec Consulting Ltd.  
Executive Place  
#1100, 4900 Ross St  
Red Deer, AB



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# introduction

## 1.1 PURPOSE

The purpose of the Aspen Lakes West Area Structure Plan (ASP) is to describe the land use framework and development objectives for the east half of SW ¼ Sec. 34, Twp. 39, Rge. 27, W4M and part of the SE ¼ Sec. 34, Twp. 39, Rge. 27, W4M, located in the northwest corner of the Town of Blackfalds. The Aspen Lakes West Plan Area encompasses approximately 38.75 ha (95.75 ac).

On behalf of Brentwood Developments, Stantec Consulting Ltd. has prepared the Aspen Lakes West Area Structure Plan.

## 1.2 PLAN AREA

Aspen Lakes West is located on the northwest edge of the Town of Blackfalds, as shown in **Figure 1 – Location Plan** and **Figure 2 - Legal Boundary**, and is legally described as the east half of SW ¼ Section 34, Township 39, Range 27, West of the 4th Meridian and Lot 106, Block 6, Plan 152 1496.

## 1.3 ADJACENT PLANNING AREAS

Valley Ridge Estates, located south of the Plan Area is primarily low density residential homes. A park site located along the north boundary of the development

has been considered to provide consistency by continuing the open space network into Aspen Lakes West.

Aurora Heights is a two quarter section residential neighbourhood located east of Aspen Lakes West. Aurora Heights provides a variety of housing options, complemented by an extensive open-space network. The east boundary of Aspen Lakes West shares a wetland with Aurora Heights, connected by a connected trail system.

Both adjacent neighbourhoods form a logical extension of residential areas.

The Aspen Lakes West and Aurora Heights plan boundaries are shown on **Figure 3 - Planning Boundary**.

## 1.4 POLICIES AND RELEVANT PLANNING DOCUMENTS

The Aspen Lakes West ASP has been prepared using the guidelines and policies set forth by the Town of Blackfalds for the development of new areas. In addition, the following relevant documents have been reviewed and referenced in preparation of the ASP:

- Town of Blackfalds Municipal Development Plan (2009)
- Town of Blackfalds Land Use Bylaw 2022
- Town of Blackfalds 2007 Master Plan
- Town of Blackfalds Design Guidelines
- Town of Blackfalds 2015 Wastewater Master Plan
- 2016 Town of Blackfalds Water Model Update
- Town of Blackfalds Northwest Area Master Stormwater Management Plan (2018)
- Town of Blackfalds Transportation Study 2015
- Town of Blackfalds Facilities and Needs Assessment
- Recreation, Culture, and Parks Needs Assessment and Master Plan (2016)
- North Blackfalds Area Structure Plan (2007)
- Aurora Heights Area Structure Plan (2013)
- Valley Ridge Estate Area Structure Plan (2006)

Information outlined in these documents, as it relates to this Plan Area, is described below.

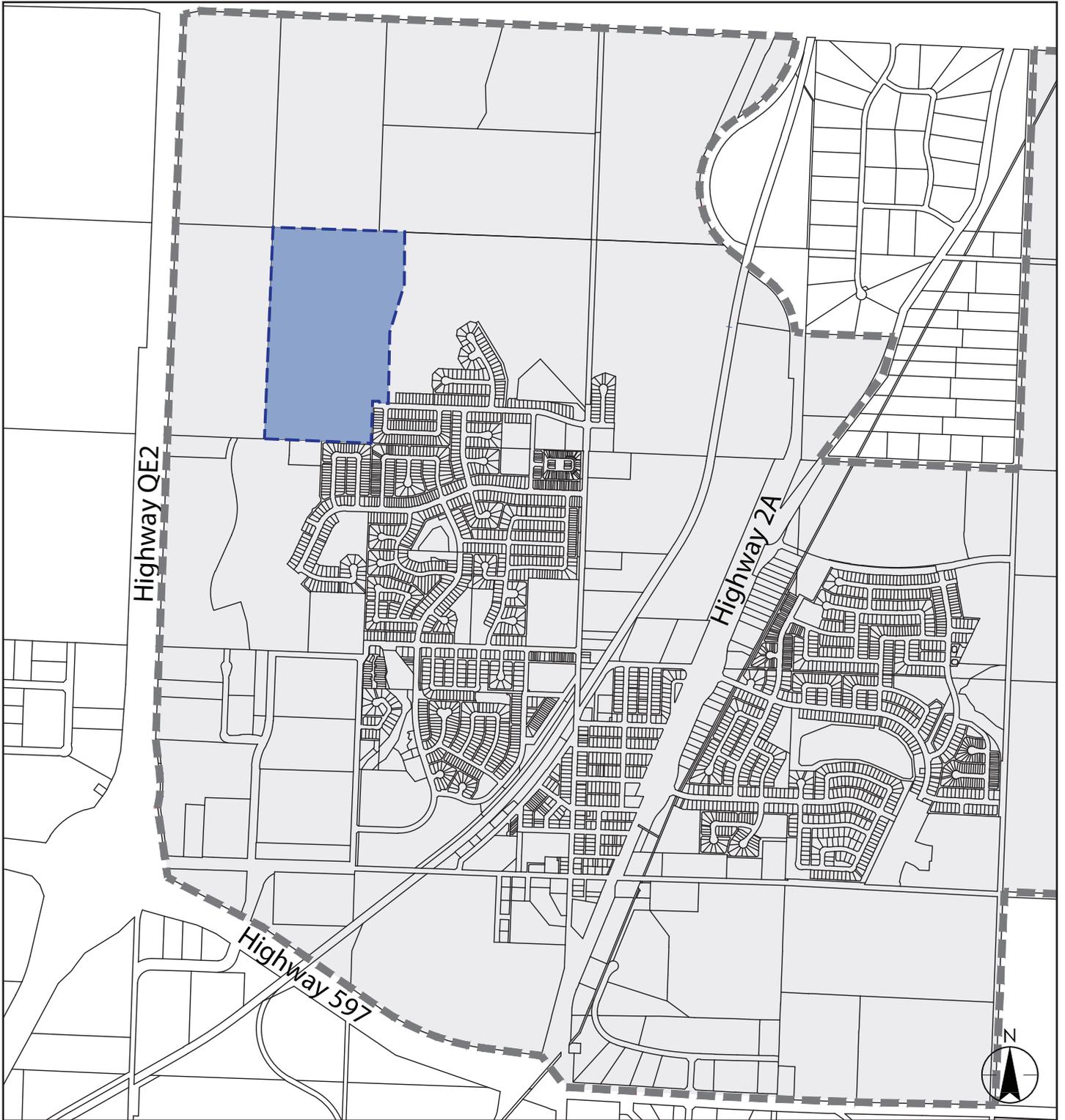
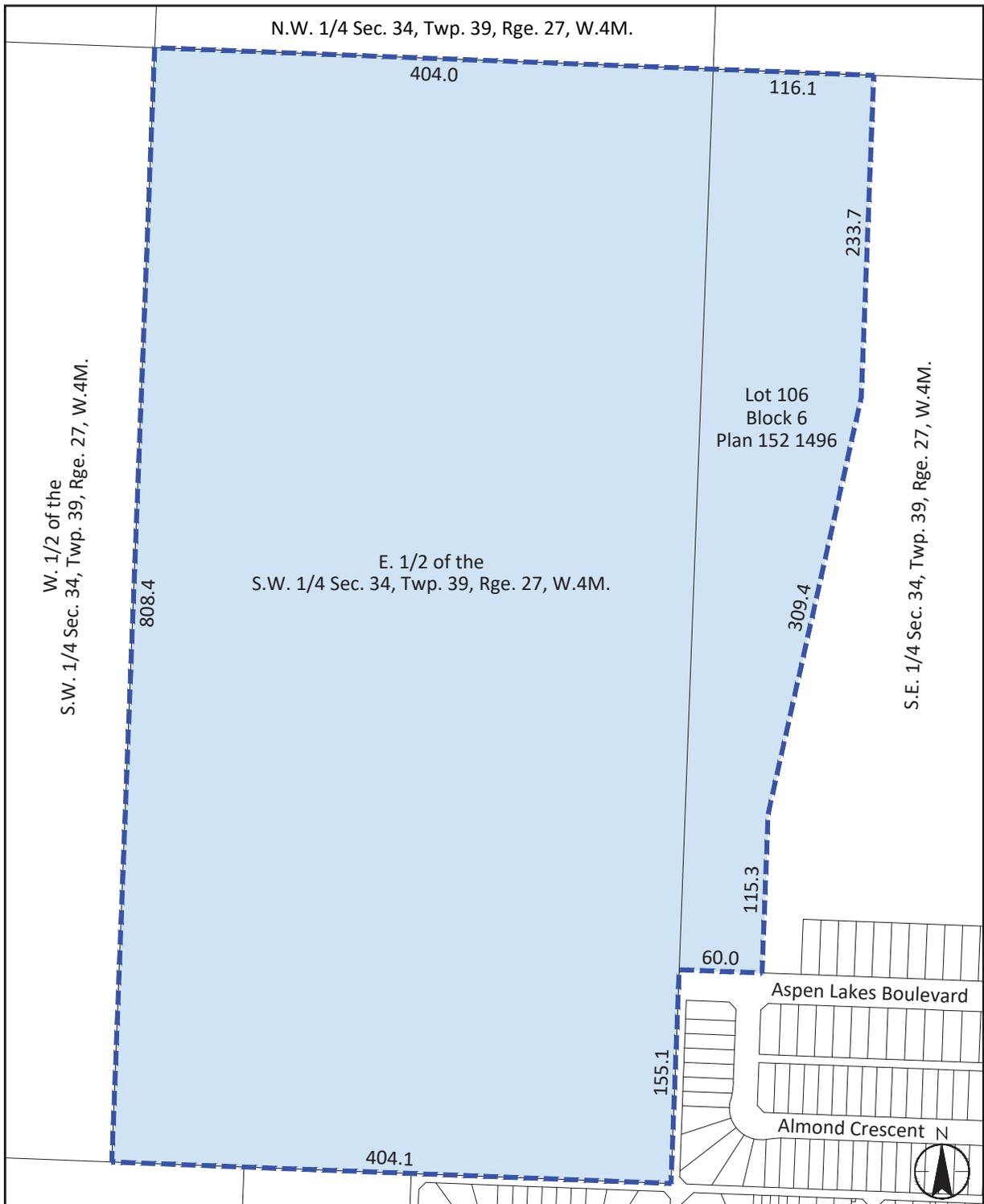


figure 1 - location plan



**Legend**

 Area Structure Plan Boundary

figure 2 - legal boundary

### 1.3.1 MUNICIPAL DEVELOPMENT PLAN

*The Town of Blackfalds Municipal Development Plan (MDP)* is intended to serve as a common guide to promote orderly development which is appropriate, sustainable, efficient, and enhances opportunities for businesses and the quality of life of residents.

The Aspen Lakes West Plan Area was identified in the MDP for residential development with the following policies. These policies have been referenced in the creation of the Aspen Lakes West ASP as they will specifically shape the development:

- Residential density for new neighbourhoods shall be a minimum of 10 residential units per gross developable hectare (4 per gross developable acre).
- The Town may approve a development in excess of 17 residential units per gross developable hectare (7 per gross developable acre) provided it is defined within an approved Area Structure Plan.
- The Town shall require a mix of housing types and forms in all residential neighbourhoods and avoid excessive concentration of any single type of housing.
- Multiple family housing sites should not exceed 1.75 hectares (4.32 acres) unless special site characteristics or design features will reasonably accommodate large sites within the context of the characteristics of the neighbourhood and surrounding land uses.
- Except apartments, densities on multiple family housing sites should not exceed 30 units per net hectare (12 units per net acre).
- Manufactured homes may be permitted only:
  - » on individual lots and only when part of a comprehensively designed manufactured home subdivision that is suitably integrated with the design and character of the residential neighbourhood.
- A variety of parks, including tot lots and playgrounds, must be integrated into residential development areas.
  - » Playgrounds and tot lots should be located on local residential streets and accessible to the immediate neighbourhood
  - » Neighbourhood parks should be centrally located and accessible to the entire neighbourhood.
- For all new development, the provision of open spaces shall be guided by the Facility and Parks Needs Assessment Master Plan or as otherwise

provided for in an approved Area Structure Plan.

- The Town will encourage the development of an integrated trail system for pedestrians and/or bicycles to provide linkages between open spaces, community facilities, schools, and the central commercial core and housing areas.
- In residential subdivisions, rear lanes are to be provided unless an Area Structure Plan approved by Council provides for laneless lots, usually adjacent to parks and natural open spaces.

### 1.3.2 LAND USE BYLAW

*The Town of Blackfalds Land Use Bylaw (LUB)* describes all available land use districts to be utilized throughout the Town. Land uses presented in the ASP represents the LUB regulations and expected housing types.

### 1.3.3 MASTER PLAN 2007

*The Town of Blackfalds 2007 Master Plan* identifies all future servicing layouts for the Town including roadway alignments, sanitary servicing, water servicing, and stormwater drainage. All development within the Plan Area will be designed to respect the proposed servicing shown in this Master Plan.

### 1.3.4 DESIGN GUIDELINES

*The Town of Blackfalds Design Guidelines (2011)* lays out the Town's standards regarding subdivision design, servicing, and the construction approval processes. All development within the Plan Area will be designed in accordance with the Town's Design Guidelines.

### 1.3.5 WASTEWATER MASTER PLAN 2015

With the fast growth within the Town and the Lacombe County Joint Economics Areas, the Town completed a Wastewater Master Plan Update. The Plan identifies required new infrastructure as well as upgrades for the wastewater collection and treatment systems to keep up with the wastewater volume demands.

### 1.3.6 WATER MODEL UPDATE 2016

The Town of Blackfalds completed an update to the existing water model based on the current infrastructure and the future development plans for the Town. The updated water model provides insight into existing capacities of the storage facility volumes, pumping capacity and the distribution pipes .

### 1.3.7 NORTHWEST AREA MASTER STORMWATER MANAGEMENT PLAN 2018

The Northwest Area Master Stormwater Management Plan provides a conceptual design for the overall Northwest Area storm drainage system which ensures that future development within Northwest Blackfalds has the appropriate stormwater management system. The conceptual/preliminary designs will provide a valuable direction to be followed during subsequent planning and development activities, and will facilitate the development of funding mechanisms.

### 1.3.8 TRANSPORTATION STUDY

The 2015 Transportation Study was created to update the known transportation requirements for the Town of Blackfalds due to an increased population, and development of new residential areas on the east side of Highway 2A.

### 1.3.9 FACILITIES AND NEEDS ASSESSMENT

The purpose of the *Blackfalds Facility and Parks Needs Assessment Master Plan* was to help guide Town Council and administration in the future provision of community facilities, parks, open spaces, and programs. The following items were identified in the Assessment which may impact the development of Aspen Lakes West's open spaces:

- Non-motorized trails, picnic areas, and child playgrounds were noted as high priorities with the Blackfalds community
- The TransCanada Trail was identified for development with a portion of the trail constructed along the west side of the Aspen Lake, and south through Aspen Lakes West.

### 1.3.10 RECREATION, CULTURE, AND PARKS NEEDS ASSESSMENT AND MASTER PLAN

This Recreation, Culture and Parks Needs Assessment and Master Plan has been developed to provide the Town of Blackfalds with a roadmap for the future delivery of recreation, culture, and parks facilities and services over the next 10 years and beyond. The Master Plan is built upon the Town's 2008 Facility and Parks Needs Assessment Master Plan and presents a renewed vision and desired outcomes for recreation, culture, and parks that reflect a growing and evolving community.

### 1.3.11 AREA STRUCTURE PLANS

A number of Area Structure Plans (ASP) relate to Aspen Lakes West. Each ASP at minimum, provides direction for land use, servicing, roadway alignments, and the open space network. Aspen Lakes West recognizes the direction and policy of each ASP and has developed a vision that is consistent and cohesive.

## 1.4 AMENDMENTS

The Aspen Lakes West ASP was approved in 2014, as an update to the original Plan, Maclab Area Structure Plan, to support changing market conditions due to the significant growth of the Town. The amendments reflected current trends in land uses and desired product types seen throughout the region.

In the updated concept, land uses were changed to reflect different housing product types, the roadway network was realigned to provide better connectivity to surrounding areas, and the size of the manufactured home area was reduced. Stormwater management was reviewed, and a storm pond was added to the Plan Area.

In 2021, the need for a school within the Town of Blackfalds was identified. The Town explored multiple sites and discussed options with local developers to identify an ideal location that would be appropriate for a school. Aspen Lakes West was selected as the ideal site based on its location within the Town, connectivity to a collector roadway, and size of the parcel. To support the future school site, the Aspen Lakes West ASP needed to be updated in 2023.

Additional Concept Plan revisions were made based on more recent and accurate information related to the top of the slope, environmental reserve requirements, and wetland limits along the eastern boundary.

The complete 2023 amendment includes:

- Concept Plan adjustment
- Addition of a school site
- Conformation of the crest and developable area
- Reduction of the Manufacture Home Park
- Review of required infrastructure

Since 2014, Phase 1, located within the south portion of Plan Area has been developed. Phase 1 consists of 184 lots, through a combination of single-family, duplex, and townhome options.

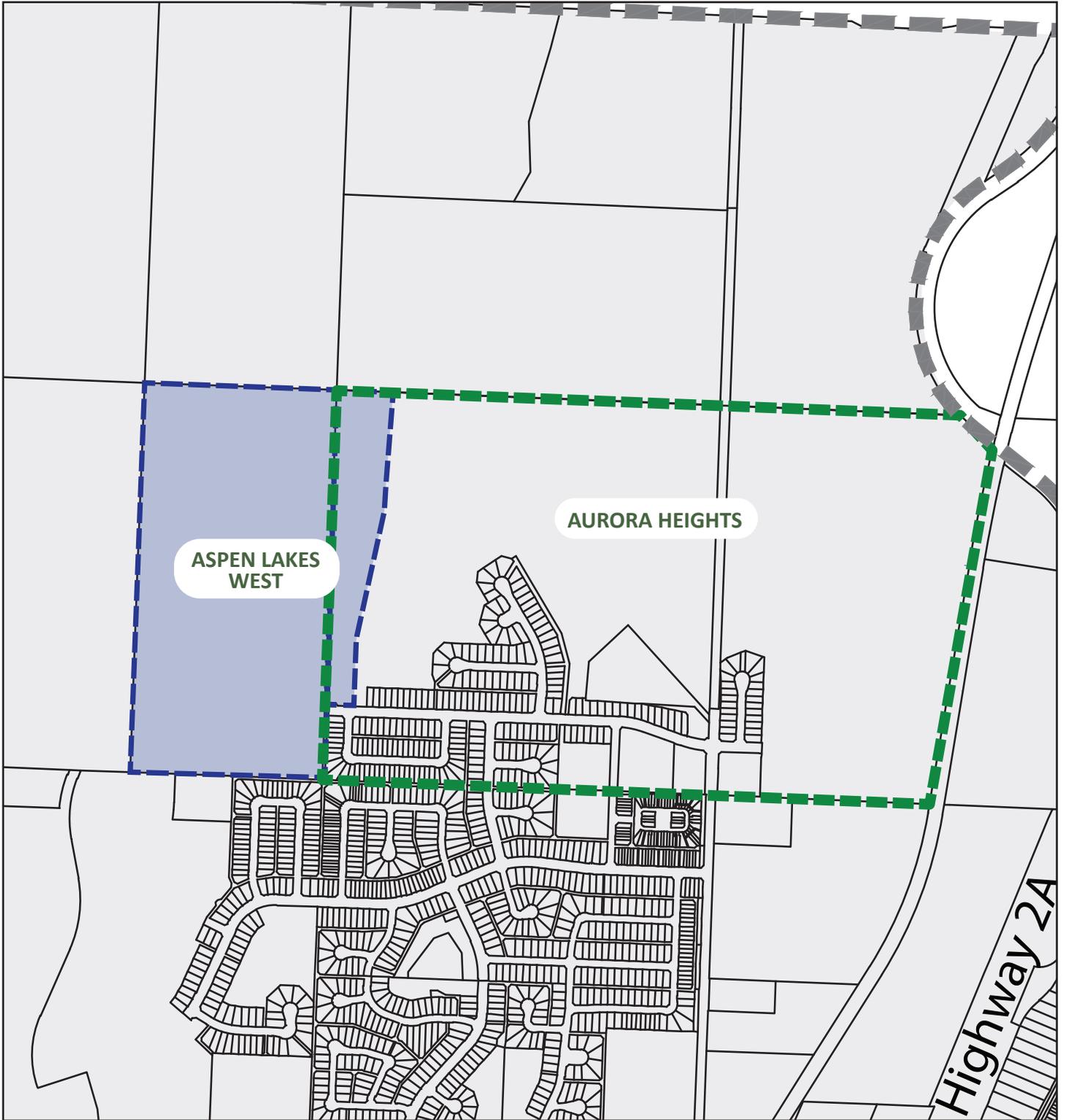


figure 3 - planning boundary

# background

## 2.1 EXISTING CONDITIONS

### 2.1.1 TOPOGRAPHY

As shown on **Figure 4 - Existing Conditions**, the Aspen Lakes West Plan Area is characterized as having gently rolling hills and is currently fenced off into pasture sections. Generally, the Plan Area drains from west to east with the ground surface elevation ranging from approximately 870.0m to 878.0m. There are significant slopes in the southern portion of the Plan Area, the most considerable of which surround the low point.

Areas in the northeast portion of the Plan Area also have low depressions sloping towards the wetland to the east.

To determine the developable boundary along the east of the Plan Area, a Slope Stability Assessment was completed to define the necessary setbacks. Stability analyses assess the risk to development near crest areas, and to determine suitable buffer distances required to protect against potential slope movements. Through the Slope Stability Assessment, the Plan Area is determined to be suitable for residential development based on three setback considerations:

- The crest is defined as the line where there is a distinct break in the grade at the top of the slope as

determined by the intersection of the slope angle with the extension of upland surface grade.

- A development setback line (DSBL) for property lines backing on to natural area should be at least 10 m from the crest.
- The building setback line (BSBL) for proposed permanent residential structures on any lots backing onto the slopes, should be at least 10 m back from the DSBL.

### 2.1.2 VEGETATION

With the exception of lightly treed areas along the east boundary of the Plan Area, the land is mostly cleared.

### 2.1.3 SOILS

As indicated in the Preliminary Geotechnical Site Investigation, prepared by Parkland Geotechnical Consulting Ltd. attached in Appendix B, the soil profile encountered in the Plan Area included topsoil and extensive deposits of fine grained sand and sandy silt with occasional zones of interbedded silt and clay. This is considered to be the typical soil profile in this area. Based on the investigation, the Plan Area is suitable for residential development.

## 2.2 HISTORIC AND CURRENT LAND USE

The Plan Area is undeveloped land currently used for agricultural purposes.

The Alberta Listing of Historic Resources (September 2013) does not identify the Plan Area for historical resources; as such, the Developer has obtained clearance for the development of the site, dated November 23, 2014.

## 2.3 ENVIRONMENTAL SITE ASSESSMENT

A Phase 1 Environmental Site Assessment for the subject site was completed by Parkland Geotechnical Consulting Ltd. in 2006. Based on this Phase 1 ESA, the Plan Area was given a rating of “low” in terms of environmental risk.



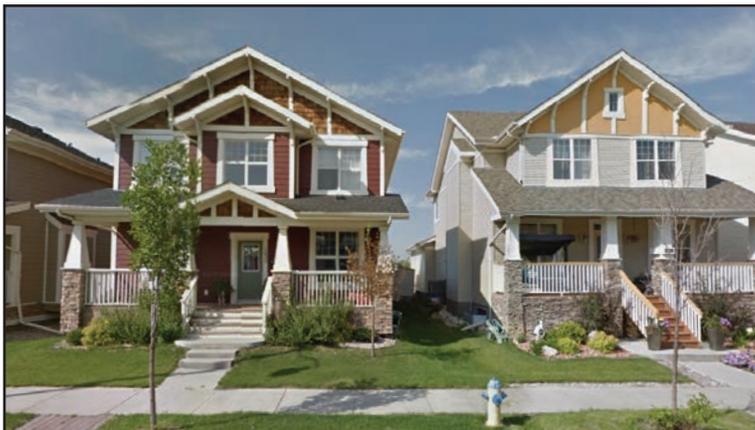
figure 4 - existing conditions

# development concept

## 3.1 OBJECTIVES

Aspen Lakes West has been designed to be consistent with the policies and design principles as identified in the *Town of Blackfalds's Municipal Development Plan*. In addition, the following objectives have been used.

- Create the framework to deliver a high quality, comprehensively planned residential area.
- Ensure uses are complementary by considering those existing located adjacent to the Plan Area.
- Accommodate the Plan Area's natural features.
- Identify development stages to allow for logical construction progression.



## 3.2 RESIDENTIAL

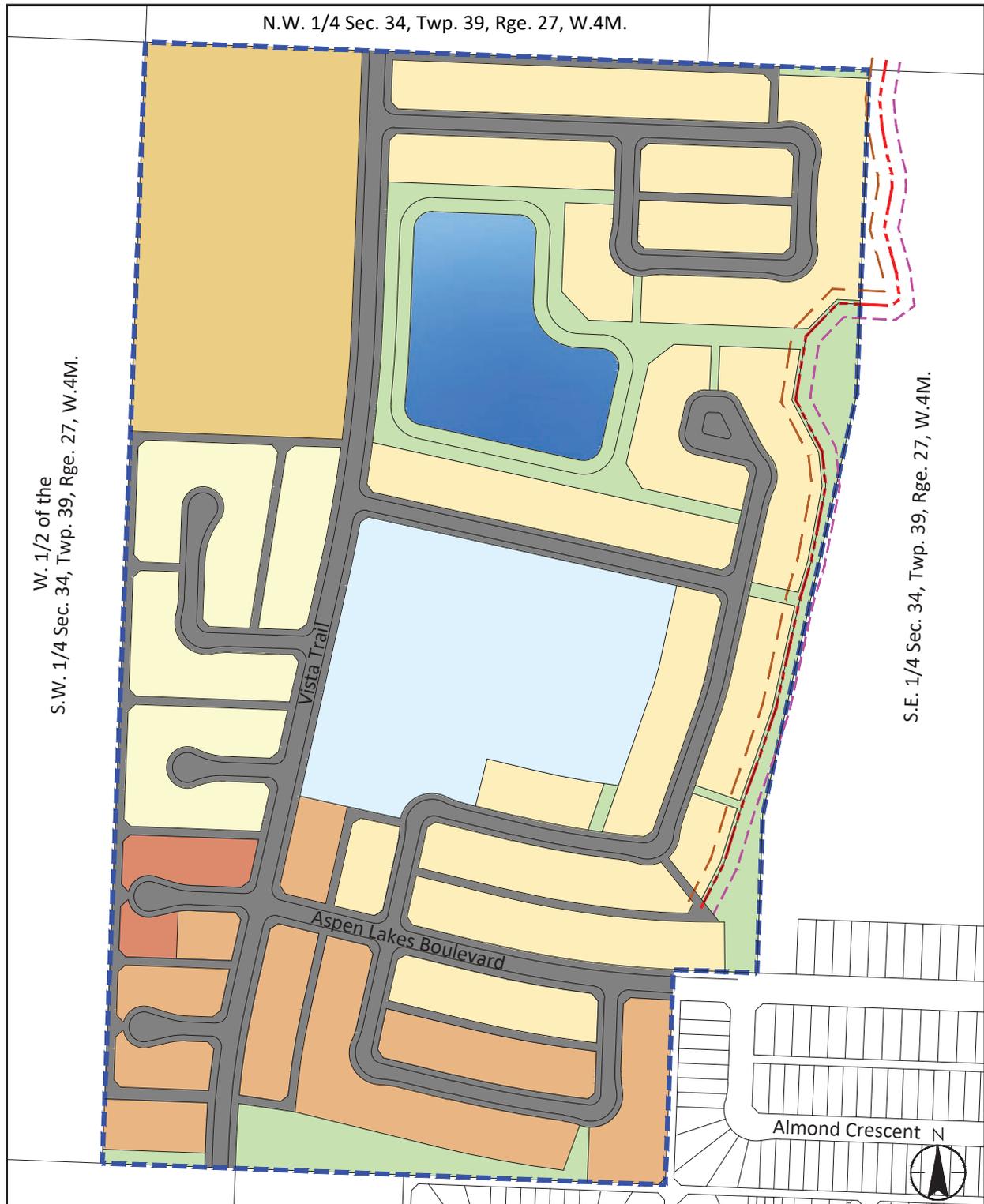
*Provide a mix of housing types and forms. Ensure residential density is a minimum of 10 residential units per gross developable hectare. Ensure all multi-family sites are a maximum of 1.75ha. Utilize master planning to incorporate manufactured home areas.*

As described below and shown on **Figure 5 - Concept Plan** and **Figure 6 - Concept Plan with Aerial**, a wide range of housing types and styles are proposed within Aspen Lakes West to provide housing choices for a range of income levels, age groups, and family types.

In addition to accommodating a broad spectrum of Blackfalds's population, the Aspen Lakes West community will showcase the style of Central Alberta through the use of Craftsman architecture. Characterized by wood detailing, low-pitched side gable roofs, wide overhangs, and exposed roof-rafter ends; Craftsman homes were popular in Alberta between 1905-1945 with a more recent resurgence. This style has also been

used throughout Blackfalds's downtown revitalization projects.

The overall housing density for Aspen Lakes West is envisioned to be 13.63 du/ha (5.52 du/ac). A full breakdown of land use calculations is shown in Appendix A.



**Legend**

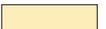
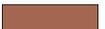
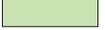
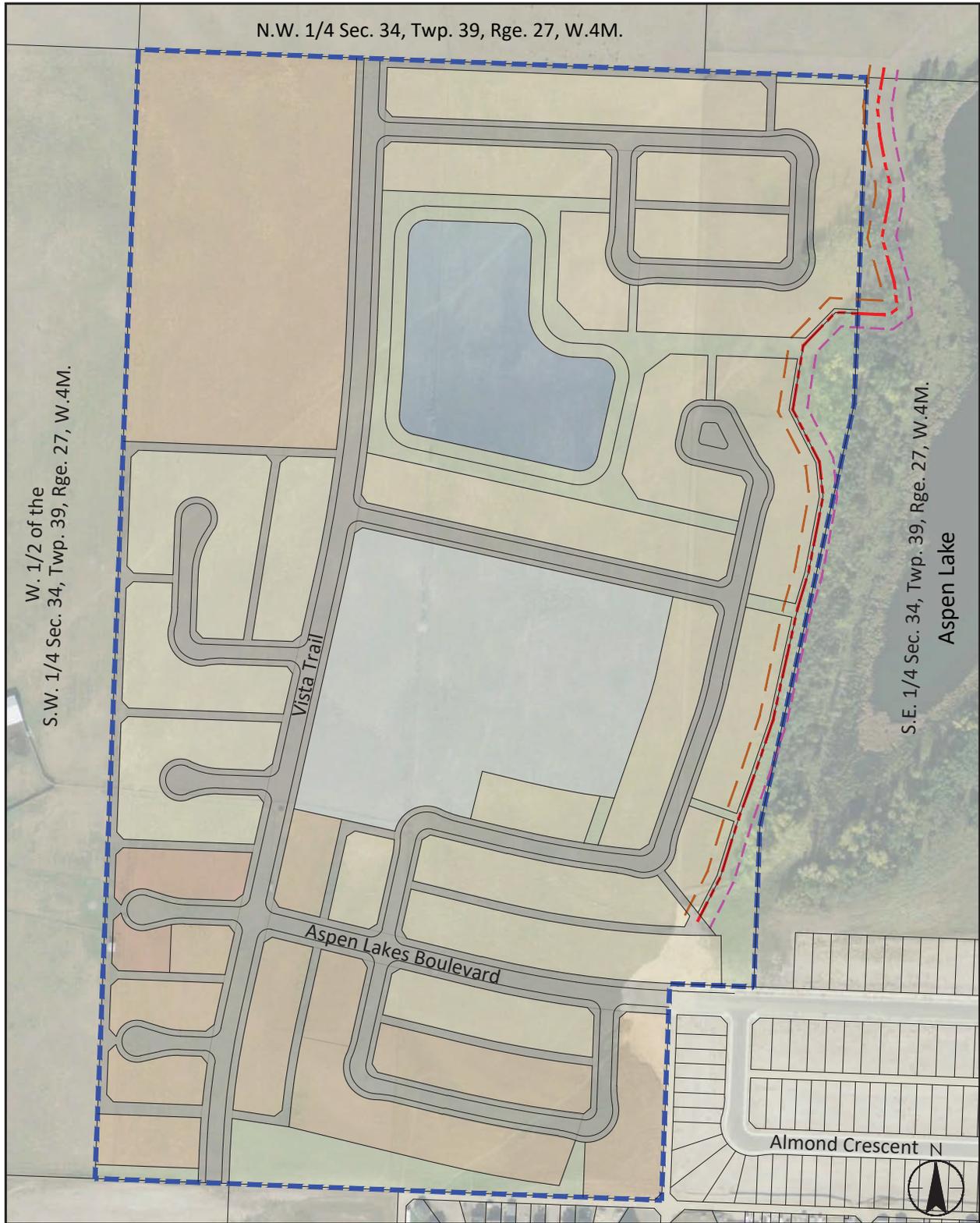
	R-1M Medium Lot Residential		Direct Control District		Crest
	R-1S Small Lot Residential		Parks and Recreation (PR)		Development Setback Line (DSBL)
	R-2 Multi-Dwelling		Storm Pond (PUL)		Building Setback Line (BSBL)
	R-MHP Manufacture Home Park		Public Facility (PF)		Area Structure Plan Boundary

figure 5 - concept plan



**Legend**

- |   |   |   |
|---|---|---|
|  R-1M Medium Lot Residential |  Direct Control District   |  Crest                           |
|  R-1S Small Lot Residential  |  Parks and Recreation (PR) |  Development Setback Line (DSBL) |
|  R-2 Multi-Dwelling          |  Storm Pond (PUL)          |  Building Setback Line (BSBL)    |
|  R-MHP Manufacture Home Park |  Public Facility (PF)      |  Area Structure Plan Boundary    |

figure 6 - concept plan with aerial

### 3.2.1 R-1M RESIDENTIAL SINGLE DWELLING MEDIUM LOT

Approximately 9.70 ha (23.96 ac) of the Plan Area will be developed for medium lot residential homes using the Residential Single Dwelling Medium Lot District (R-1M). These lots are located along the east portion of the Plan Area.

Typical housing styles in the R-1M district include bungalow, bi-level, and 2-storey homes with or without front attached garages. Should homes not include front attached garages, on-site parking spaces will be provided at the rear of the lot via a parking pad or detached garage.



### 3.2.2 R-1S RESIDENTIAL SINGLE DWELLING SMALL LOT

An area consisting of 2.72 ha (6.73 ac) has been added to the Plan Area for Residential Single Dwelling Small Lot District (R-1S). These lots are located along the west boundary of the Plan Area to utilize a small pocket between Vista Trail and the west boundary.

Typical housing styles in the R-1S district include bungalow, bi-level, and 2-storey homes with or without front attached garages. Should homes not include front attached garages, on-site parking spaces will be provided at the rear of the lot via a parking pad or detached garage.



### 3.2.3 R2 MULTI-DWELLING RESIDENTIAL

Approximately 4.17 ha (10.31 ac) of the Plan Area is planned for medium density residential uses using the Residential Multi-Dwelling District (R-2).

The R2 district has been used to accommodate a growing demand for multi-dwelling housing. Housing types envisioned for location in this area include duplex homes, although the majority will be row housing. These styles of multi-family housing provide a more affordable housing option while offering residents private amenity space and often attached garages.

As per the Town of Blackfalds’s Land Use Bylaw, on-site parking will be provided via either front attached garage, rear parking pads, or rear detached garages.

#### 3.2.4.1 DIRECT CONTROL ROW HOME SECONDARY SUITES

To support additional housing options and price points, secondary suites for row homes have been identified within one cul-de-sac. These secondary suites will be restricted to end or corner units and must provide one additional parking stall.

Secondary suites are ideal to provide more affordable housing choices, utilize land in a more efficient manner, and introduce new housing options to the Town.



### 3.2.4 R-MHP RESIDENTIAL MANUFACTURED HOME PARK

Approximately 4.36ha (10.77ac) of the Plan Area, located within the northeast corner of the site, will be developed for a manufactured home community using the Residential Manufactured Home Park District (R-MHP).

Manufactured homes are single dwelling unit buildings that are manufactured off-site and can be transported to a suitable site where it becomes part of a surface foundation. This style of housing provides a more affordable housing opportunity to residents as it enables homeowners to purchase their home while leasing their lot. The manufactured home area will be privately owned with internal roadways, snow clearing, garbage pick-up, and professionally managed by a land lease community. With the average age of the population increasing, this type of housing is becoming more popular for those looking to downsize or snowbirds who spend part of the year abroad.

As per the Town of Blackfalds’s Land Use Bylaw, all manufactured homes must have a size, form, and external appearance that is acceptable to the Development Authority in order to establish a superior standard of quality in the community. Some of the guidelines identified by the Town of Blackfalds regarding this review include the following:

- all homes must be of new construction
- homes must have a minimum roof pitch of 4:12
- homes must have a roof surface of wood or asphalt shingles, clay or concrete tiles, slate or wood shakes

- homes must have a minimum roof overhang or eaves of 0.4m from each external wall
- homes must have a length to width ratio of 3:1

In addition to all regulations set by the Town of Blackfalds, all manufactured homes will be subject to strict architectural controls, maintenance requirements, age restrictions, and landscape requirements. To complement the surrounding Aspen Lakes West community, manufactured homes will include architectural styles and facade treatments similar and reflective of homes found elsewhere in the community.

As per the municipal regulations, a local recreation area totaling a minimum 5% of the land use area will be located within the manufactured home park. This area will be programmed with play equipment or other recreational items determined in coordination with the Town of Blackfalds. In addition, a common storage area will be provided to house seasonal or recreational equipment not capable of being stored on individual parcels. A common fence will also be placed surrounding the park to ensure a consistent screening between this and other uses. This fence will be constructed of high quality materials and be the responsibility of the park operator to maintain.

All roadways in the manufactured home park will be private in nature with the condo association taking responsibility for maintenance, replacement, snow clearing, and garbage removal.



### 3.3 OPEN SPACES

*Integrate a variety of parks, including tot lots and playgrounds. Centrally-locate neighbourhood parks. Incorporate non-motorized trails, picnic areas, and children’s playgrounds. Connect trails to the TransCanada trail located east of the Plan Area.*

As shown on **Figure 7 - Open Space Network**, three main park spaces have been located in Aspen Lakes West. These parks have been distributed throughout the neighbourhood to ensure convenient access by all residents and supplement park spaces in adjacent neighbourhoods to provide larger and more usable areas.

A primary neighbourhood park has been located in the north central portion of the Plan Area which will accommodate a stormwater management facility, children’s play structure, passive recreation space, and pedestrian trail connections. This park is also envisioned as a local destination for residents to engage in passive recreational uses such as dog walking, playing catch, picnics, etc.

There are also two parks that have been identified along the south and east boundaries of the Plan Area. These parks are intended to supplement those located in adjacent neighbourhoods to provide larger and more usable open spaces. These park spaces will be developed with pedestrian trail connections and periodic rest and refuse areas.

All park spaces will be developed with the inclusion of trails to accommodate passive recreation for residents. As per the Town’s Facilities and Needs Assessment, picnic spaces and children’s play structures may be included in these areas; however, such programming will be done during the time of detailed design based on the requirements and preferences of the Town of Blackfalds.

As per the Land Use Bylaw, Municipal and Environmental Reserves will be zoned Parks and Recreation District (PR), the school site and Public Utility Lots will need to be zoned as Public Facility District (PF).

### 3.3.1 SCHOOL SITE

A school site has been included in the central portion of the Plan Area. This 4.05 ha (10.01 ac) site is sized to accommodate the school, playgrounds, fields, and associated parking. Aspen Lakes West is an ideal location for the school as it will support various neighborhoods in north-west Blackfalds, provide recreation opportunities to both community residents and school users, and utilize an extensive network of trails and linkages for access. Development and detailed programming of this site will be undertaken by the school board in consultation with the Town.

### 3.3.2 MUNICIPAL RESERVES

As identified in **Table 1 - Aspen Lakes West Municipal Reserve Dedication**, a total of 6.18 ha (15.27 ac) has been dedicated as Municipal Reserve as shown in **Table 1 - Aspen Lakes West Municipal Reserve Dedication**. With the school site, Aspen Lakes West will over dedicate MR by 2.39 ha (5.92 ac), 6.3% of the developable area. Through the Development Agreement for the impacted phase, the Town and Developer will negotiate fair and acceptable terms for Municipal Reserves that are deemed to be over dedicated. Compensation for the MR over dedications may take the form of reduced off-site levies, reduced developer landscape requirements, or required conditions of the school site.

Table 1- Aspen Lakes West Municipal Reserve Dedication.

Municipal Reserve Dedication	Area (ha)	Area (ac)	% of MR Developable Area
<b>Gross Plan Area</b>	<b>38.75</b>	<b>95.75</b>	
<i>Environmental Reserve</i>	0.90	2.23	
<b>MR Developable Area</b>	<b>37.85</b>	<b>93.52</b>	<b>100.00%</b>
Required MR Dedication	3.79	9.35	10.0%
Actual MR Dedication	6.18	15.27	16.3%
<b>MR Over Dedication</b>	<b>2.39</b>	<b>5.92</b>	<b>6.3%</b>

### 3.3.2 TRAILS

As previously noted, a network of interconnected trails and sidewalks will form the pedestrian network for this community. The trail network is intended to provide off-street mobility options for residents that are active, safe, and connect to adjacent neighbourhoods.

#### *TransCanada Trail*

The TransCanada Trail spans east to west from Newfoundland to Vancouver Island and from Edmonton north to Inuvik in the Northwest Territories. Once completed, the TransCanada will connect nearly 1,000 communities across Canada. Since it's start in 1992, the TransCanada Trail is now 75% complete and Blackfalds is proud to include a portion of the Trail in their community. The TransCanada Trail runs through Town from north to south connecting Blackfalds with Red





figure 7 - open space network

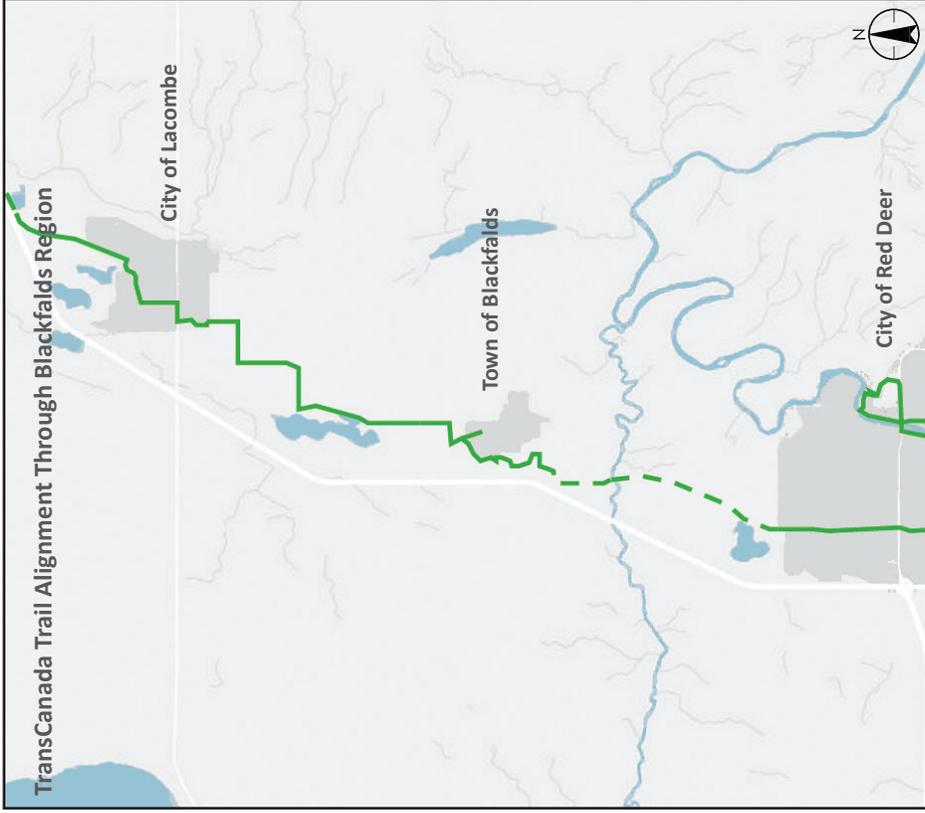


figure 9 - trans canada trail alignment

Deer and Lacombe and includes the only indoor portion of the trail in all of Canada.

As a portion of Blackfalds's TransCanada Trail connection, Aspen Lakes West will include a 3.0m paved multi-purpose trail near the east boundary of the development. This trail will continue into Aurora Heights to the east and Valley Ridge Estates to the south.

To identify the significance of this particular trail in the community, and provide directional identification for trail users, a unique wayfinding element will be included as shown on **Figure 9 - TransCanada Trail Alignment**.

To facilitate the continuation of this trail through residential areas, a 2.5m sidewalk will be provided. This connection will be separated from the roadway with boulevard landscape to increase user safety and trail durability.

Traffic calming will be used where the TransCanada Trail crosses the roadway in Aspen Lakes West to maximize pedestrian user safety. Methods of traffic calming will be determined in consultation with the Town of Blackfalds at the time of detailed design.

### 3.3.3 STORMWATER MANAGEMENT FACILITY

A stormwater management facility has been located in the north central portion of the Plan Area. While providing a functional purpose, the storm pond will also create a recreational amenity for the neighbourhood. Passive recreation elements surrounding the facility will include pedestrian trail connections, seating nodes, and refuse containers.

### 3.4 ROADWAYS

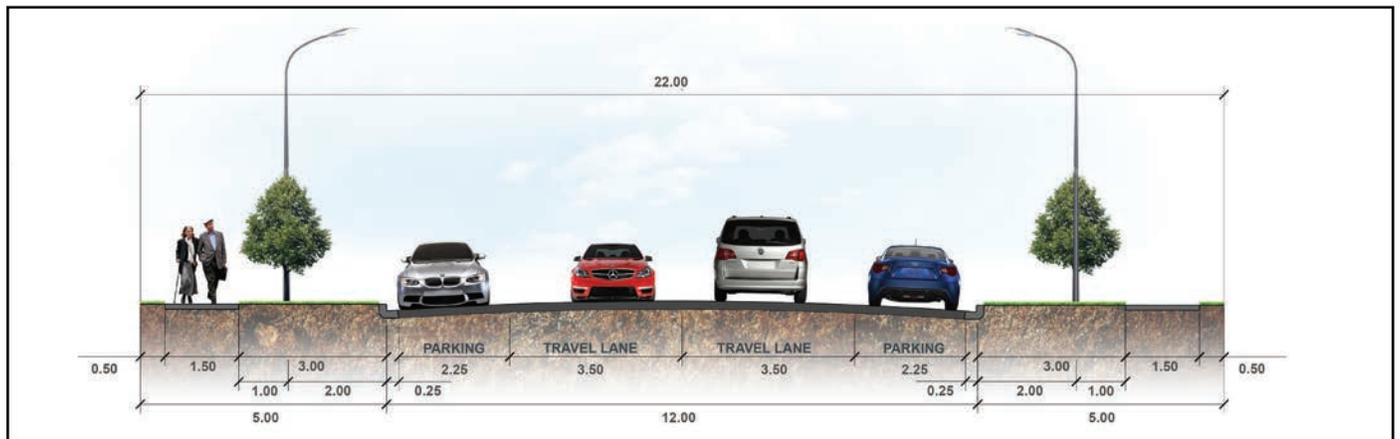
Provide rear lanes except in areas adjacent to parks and natural open spaces.

#### 3.4.1 COLLECTOR ROADWAYS

As shown on **Figure 10 - Roadway Network**, a main collector roadway runs north/south through the Plan Area. This roadway will be designed using a 22.0m wide right-of-way, 12.0m wide carriage way, and 1.5m separated sidewalks and a 3.0m boulevard on either side of the roadway.

A secondary collector roadway runs west/east along the south portion of the Plan Area. This roadway will be designed using the same standard as that listed above.

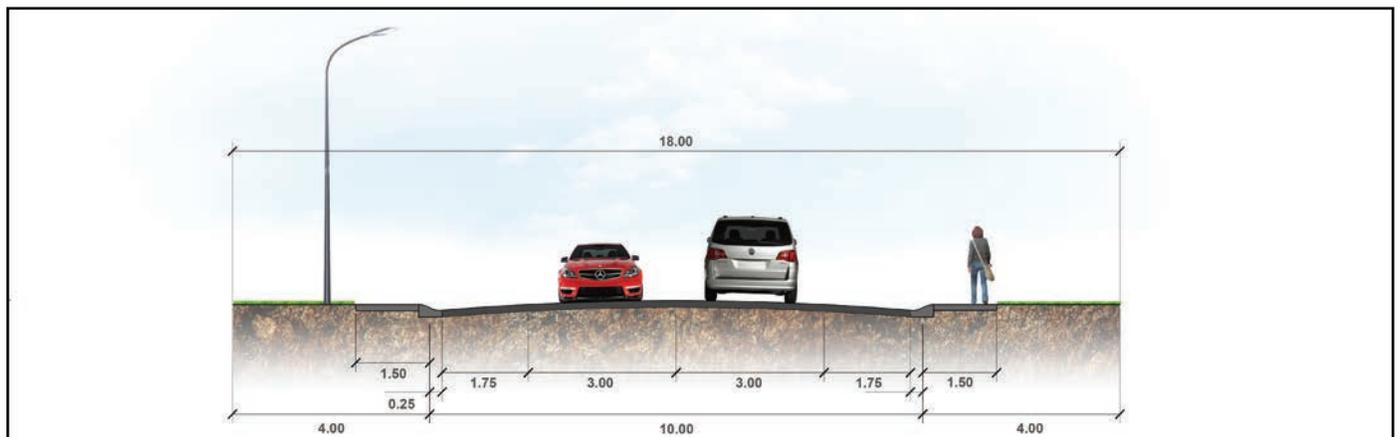
Both roadways have been designed to efficiently transport motorists through the neighbourhood while minimizing traffic on local roadways.



#### 3.4.2 LOCAL ROADWAYS

##### Standard Local

The system of local roads has been planned to provide access to individual development clusters while discouraging outside traffic from short-cutting. These roadways will have an 18.0m wide right-of-way with a 10.0m wide carriage way and 1.5m monolithic sidewalks on both sides of the roadway.



##### Modified Local

This roadways will have an 18.0m wide right-of-way with a 10.0m wide carriage way and 1.5m monolithic sidewalk on one side of the roadway. On the other side, a 2.5m separated sidewalk will be provided as part of the Trans Canada Trail.

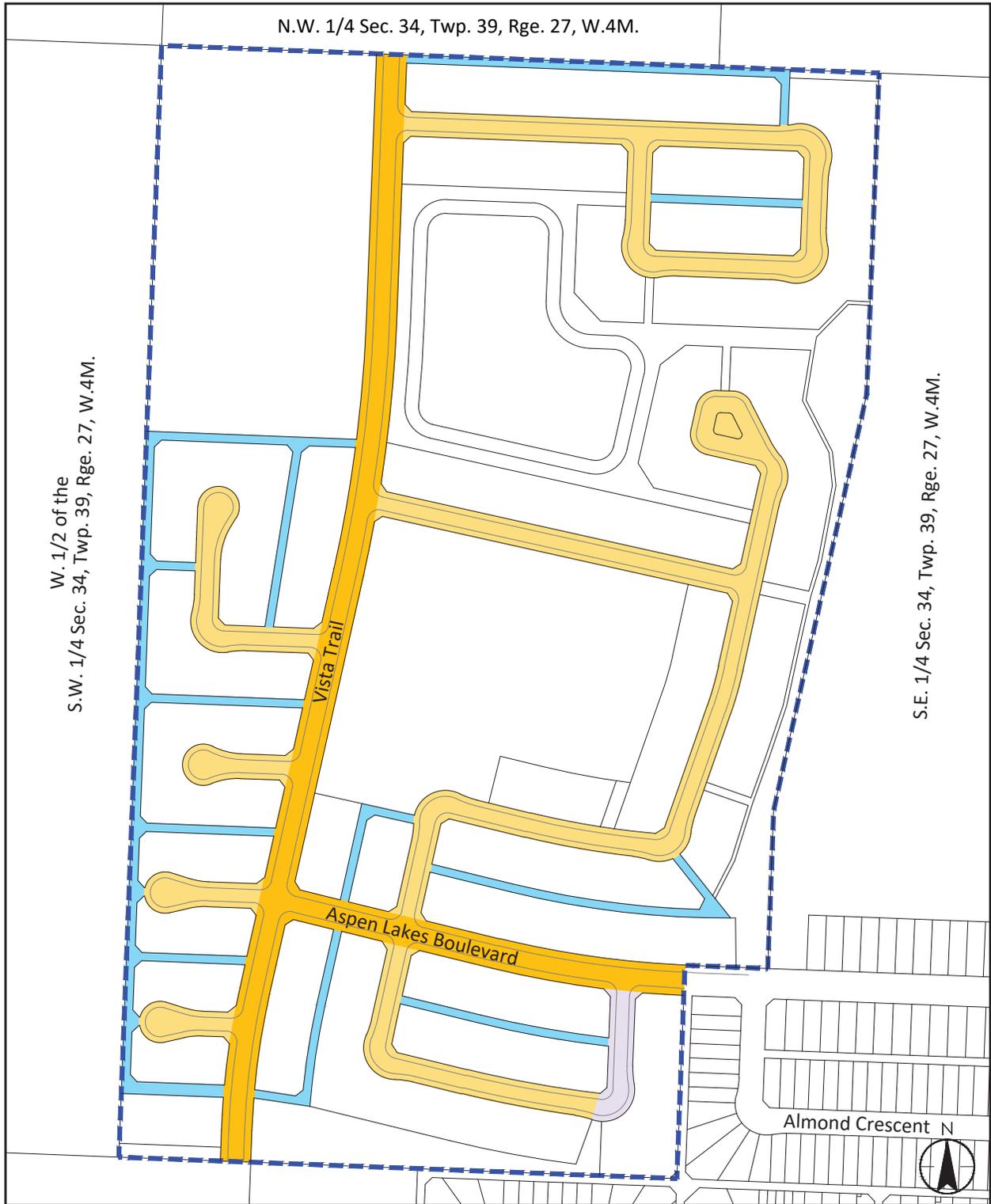


figure 10 - roadway network

# servicing and implementation

## 4.1 SANITARY SEWER SYSTEM

The proposed sanitary sewer system for the Aspen Lakes West Plan Area will link into the Town's existing 250mm diameter system along the Aspen Lakes Boulevard as shown on **Figure 11 - Sanitary Sewer Servicing**. The existing 250mm diameter sewer has capacity to handle the projected discharge flows generated from the full build-out of Aspen Lakes West.

The southern portion of the lands will gravity feed towards the existing sanitary sewer tie-in on Aspen Lakes Boulevard. This will include phase 1 in its entirety. The remainder of the land, phases 2 through 5, will gravity drain towards the low point in the north portion of the Plan Area. An interim lift station is required in the north end to pump the discharge to a south gravity sewer as required. Ultimately, the lift station will be abandoned when a regional lift station is constructed on the lands to the north with Aspen Lakes West connecting in to it. From this ultimate lift station, effluent will be pumped west and then south through the industrial lands to connect with the regional sanitary system. The location of the interim lift station is conceptual in nature, the final location and details will be determined in the Servicing Study.

All sanitary sewer facilities will be designed in accordance with the Town of Blackfalds Design Guidelines and will

become the responsibility of the Town to maintain after a two year maintenance period.

## 4.2 STORMWATER SYSTEM

### 4.2.1 MINOR DRAINAGE SYSTEM

The minor system will consist of underground piping and catch basins to capture and convey stormwater flows, up to and including the 1:5 year storm event, towards the proposed SWMF. In general, the storm system will follow the proposed road grades.

A small portion of the Plan Area located in the southeast portion of the site will discharge into the existing system within Aspen Lakes Boulevard and utilize the existing storm outfall located at the south end of the Aspen Lake. The remainder of the lands will drain into the minor storm piping system and discharge into the proposed SWMF which also outlets to Aspen Lake. Phase 1 will require storage infiltration ditches as an interim solution.

Infiltration ditches will be removed in future phases of development as the stormwater management pond will be required.

As highlighted in the Preliminary Geotechnical Investigation prepared by Parkland Geotechnical Consulting Ltd. in October 2006 for Aspen Lakes West Plan Area, groundwater was not encountered upon completion of the four boreholes that were drilled. A more detailed geotechnical investigation will be completed in the near future to determine if groundwater is present and determine if storm sewer service connections are required. At the very least foundation weeping tile and a sump pump will be utilized in the absence of a storm service connection. The sump pump will discharge water either to the surface or to a storm sewer service if one is provided.

A Slope Setback document was prepared in 2023 by ParklandGEO to consider development setback along the east boundary slope. It is recommended that all discharge from lots adjacent to the slope; downspouts and weeping tile/sump systems must be directed to the front of the lot away from the slope. Storm discharge requirements for impacted lots will be determined during detailed design of the associated phase and may be identified on title to ensure home owners are informed of general slope

development guidelines.

#### 4.2.2 MAJOR DRAINAGE SYSTEM

The major storm drainage system will consist of a network of surface drainage paths, generally along roads, lanes and pathways, which will convey water, typically in excess of the 1:5 year event, overland towards the permanent SWMF. The SWMF will be designed to detain storm events up to and including the 1:100 year storm event and treat the water prior to discharging at a pre-development controlled release rate into the existing infiltration pond to the east. The release rate of 2 L/s/ha for the 1:100 year storm event will be utilized.

In the event where a storm is greater than the 1:100 year event or some other unforeseen incident occurs that prevents the SWMF from discharging as per the design, an overland emergency overflow will be incorporated into the design of the SWMF to convey water safely towards the existing infiltration pond to prevent property damage within the community.

The stormwater facility is envisioned be designed as a hybrid wet and infiltration pond, and will provide stormwater retention and passive recreation opportunities for neighbourhood. All stormwater management facilities will be designed in accordance with the Water Act approval 00387959-00-00 and will become the responsibility of the Town to maintain after a two year maintenance period.

The pond will also be constructed to accommodate discharge from a stormpond in the industrial development to the southwest. Stormwater will be pumped out of the industrial stormpond and into Aspen West's gravity system at a point along the west boundary.

The pond will include an outlet that will discharge into Aspen Lake to the east and eventually drain to the north and into Lacombe Lake. It is our understanding that this outlet and control is currently under review with the Town of Blackfalds and Alberta Environment.

**Figure 12 – Stormwater Servicing Plan** shows the principal elements of both the minor and major drainage systems in the Plan Area.

#### 4.3 WATER DISTRIBUTION SYSTEM

The water distribution network within the Plan Area will in general follow the transportation network throughout the site as this will create an ideal grid network system.

Services within the community will be an extension of the Town of Blackfalds' existing watermain system.

In order to provide water servicing to Aspen Lakes West, the existing distribution main in Aspen Lakes Boulevard will be extended into the development from the current stub location. As shown on **Figure 13 - Water Servicing Plan**, this existing 250mm diameter watermain will continue to the proposed north south collector Vista Trail. From there a proposed 250mm diameter main will continue north and south and will be stubbed at property line to provide future connections to the development to the north and to the proposed development Valley Ridge Estates to the south. Since neither of these communities are developed to the property line the only available connection would be along Aspen Lakes Boulevard. This connection will be utilized until such time the Town of Blackfalds requires a second connection. It is anticipated that the second distribution connection will be with Valley Ridge Estates to the south. There may also be an opportunity to provide connections to the proposed industrial development to the west however exact locations will be determined in the future during the development of those lands.

The water system for the Plan Area will be modeled to determine the peak domestic and fire flow demands. From this the watermains will be sized to accommodate these demands at full build out of the Plan Area. As per the Town of Blackfalds Design Standards, the minimum residual line pressure under maximum day plus fire flow conditions shall be 150 KPa at ground level of any point in the system and a minimum 300 KPa residual line pressure during peak hour flow conditions. (Design Guidelines, May 2011).

The internal distribution network will comprise of a series of 150mm to 200mm water mains that will be installed along the local roadways, lanes and public utility lots where required to create internal looping.

The proposed alignment of the water lines within Aspen Lakes West is illustrated on **Figure 13.0 - Water Servicing Plan**.

All water mains in this development will be designed in accordance with the Town of Blackfalds Design Guidelines and will become the responsibility of The Town of Blackfalds to maintain after a two year maintenance period.

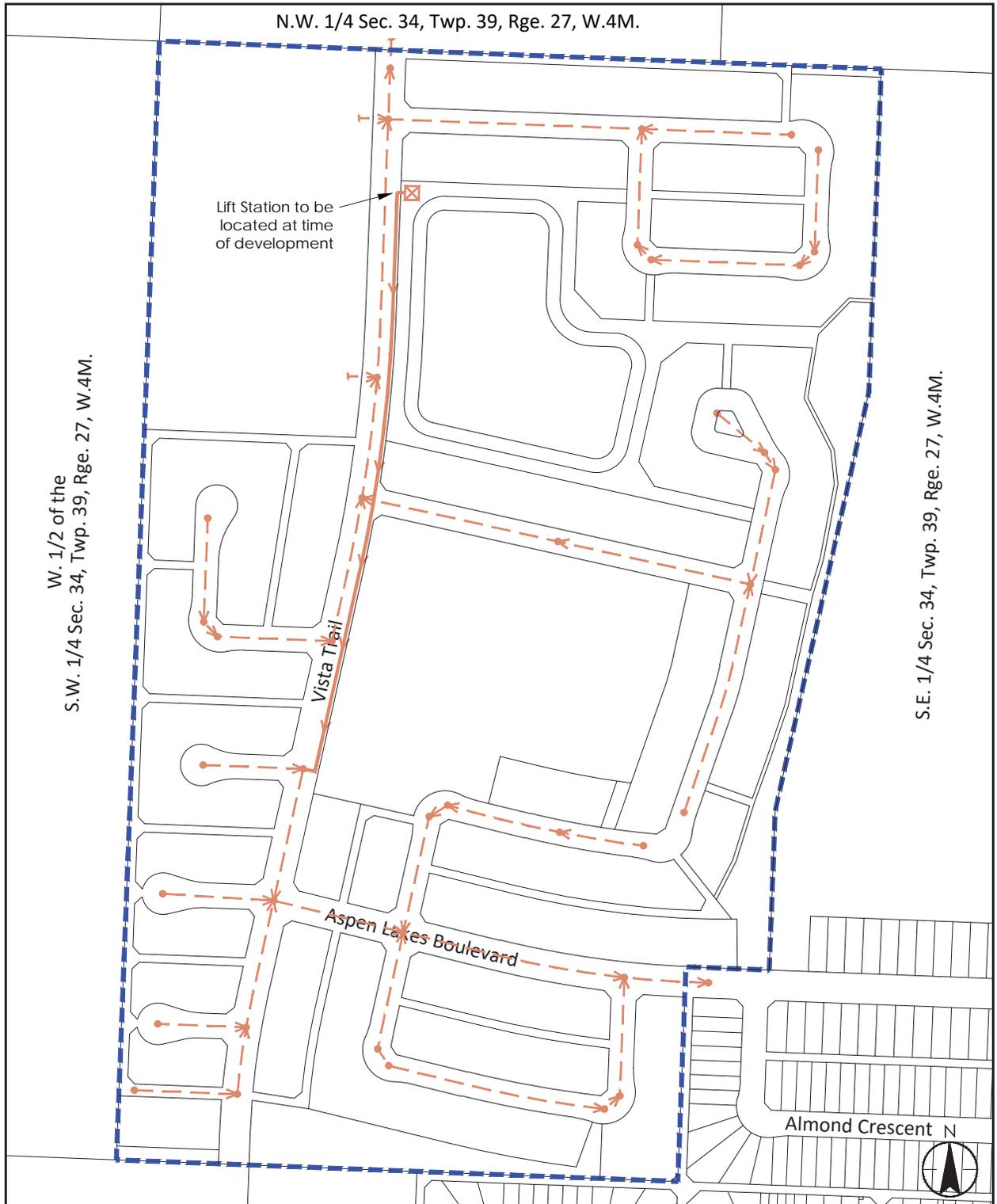
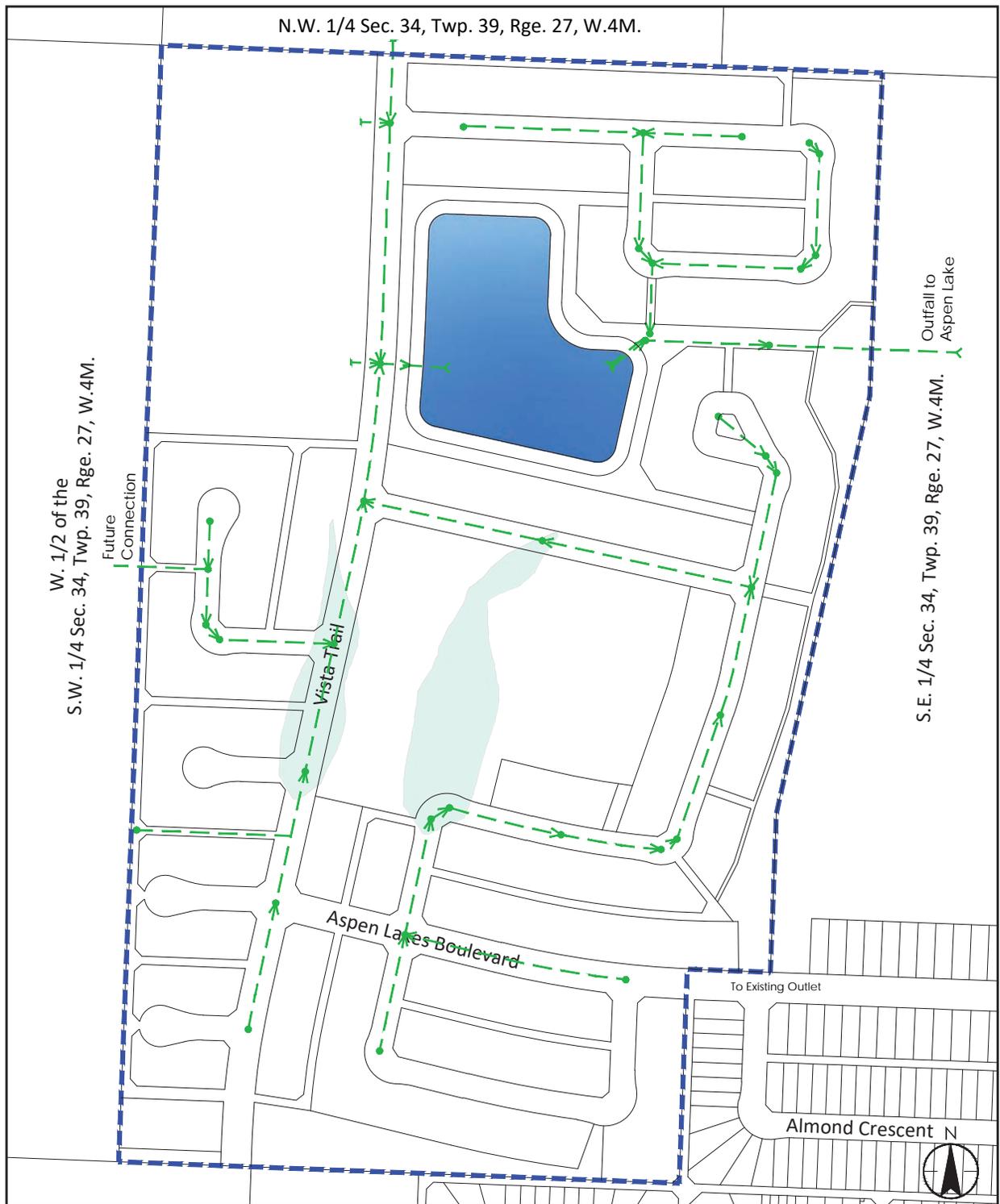


figure 11 - sanitary servicing plan



**Legend**

 Storm Sewer Servicing	 Temporary Storage Infiltration Ditch (Phase 1)	 Area Structure Plan Boundary
 Flow Direction	 Stormwater Management Facility	
 Manhole		

figure 12 - stormwater servicing plan

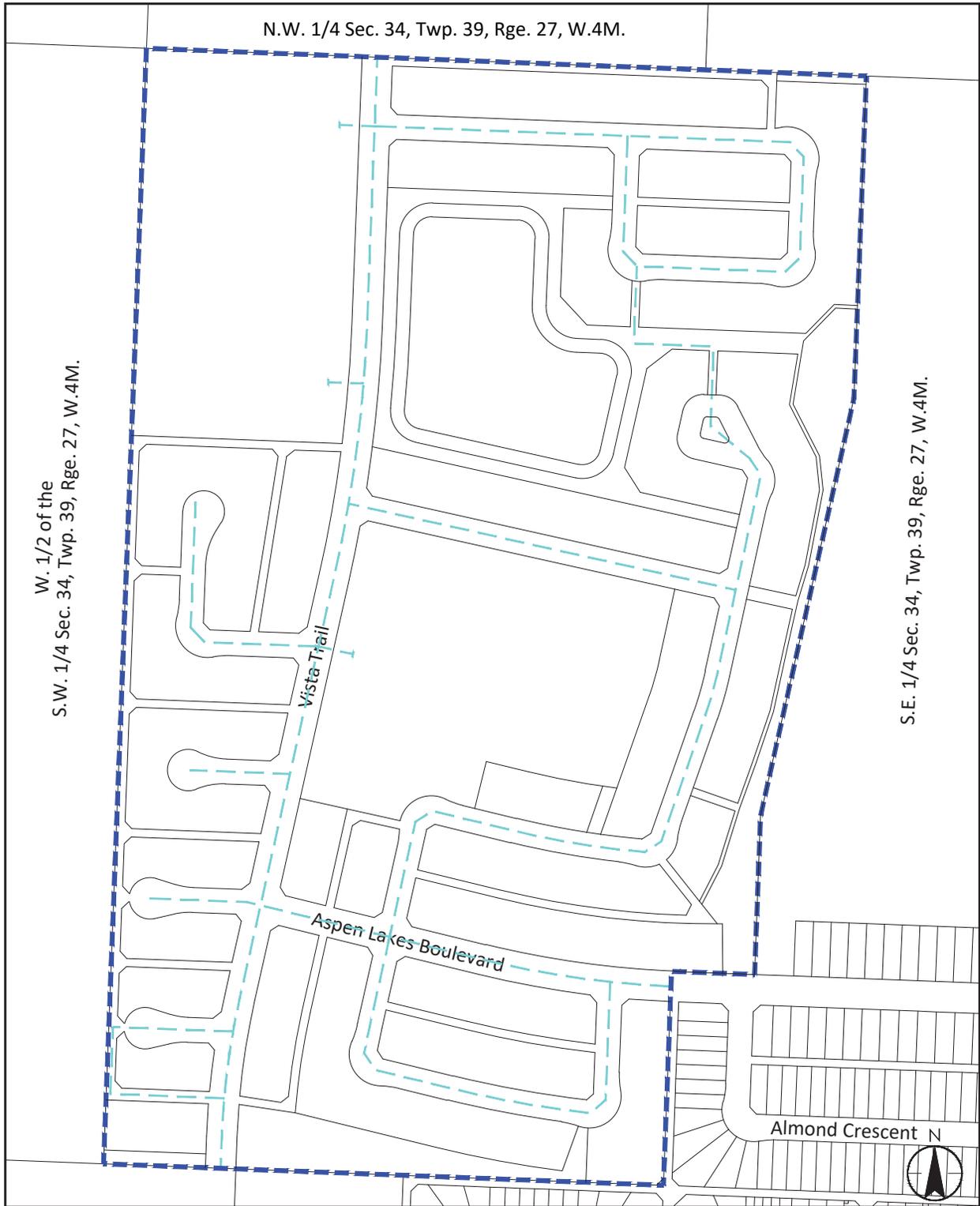


figure 13 - water servicing plan

## 4.4 FRANCHISE UTILITIES

Shallow utilities will be required for this development. These utilities include power (Fortis), telephone (Telus), cable (Shaw), and gas (ATCO) and will be extended from the existing community to the east, Aurora Heights.

## 4.5 PHASING

As shown on **Figure 14 - Phasing Plan**, development of Aspen Lakes West is proposed to be undertaken in five phases.

### 4.5.1 PHASING CONSIDERATIONS

Staging of development is dependent upon many factors one of which includes servicing. Infrastructure services to this development will be extended into the Plan Area from the existing neighborhood to the east. As this development will require a lift station and a stormwater management facility, it will also be advantageous to determine the phasing boundaries around the servicing capacity available.

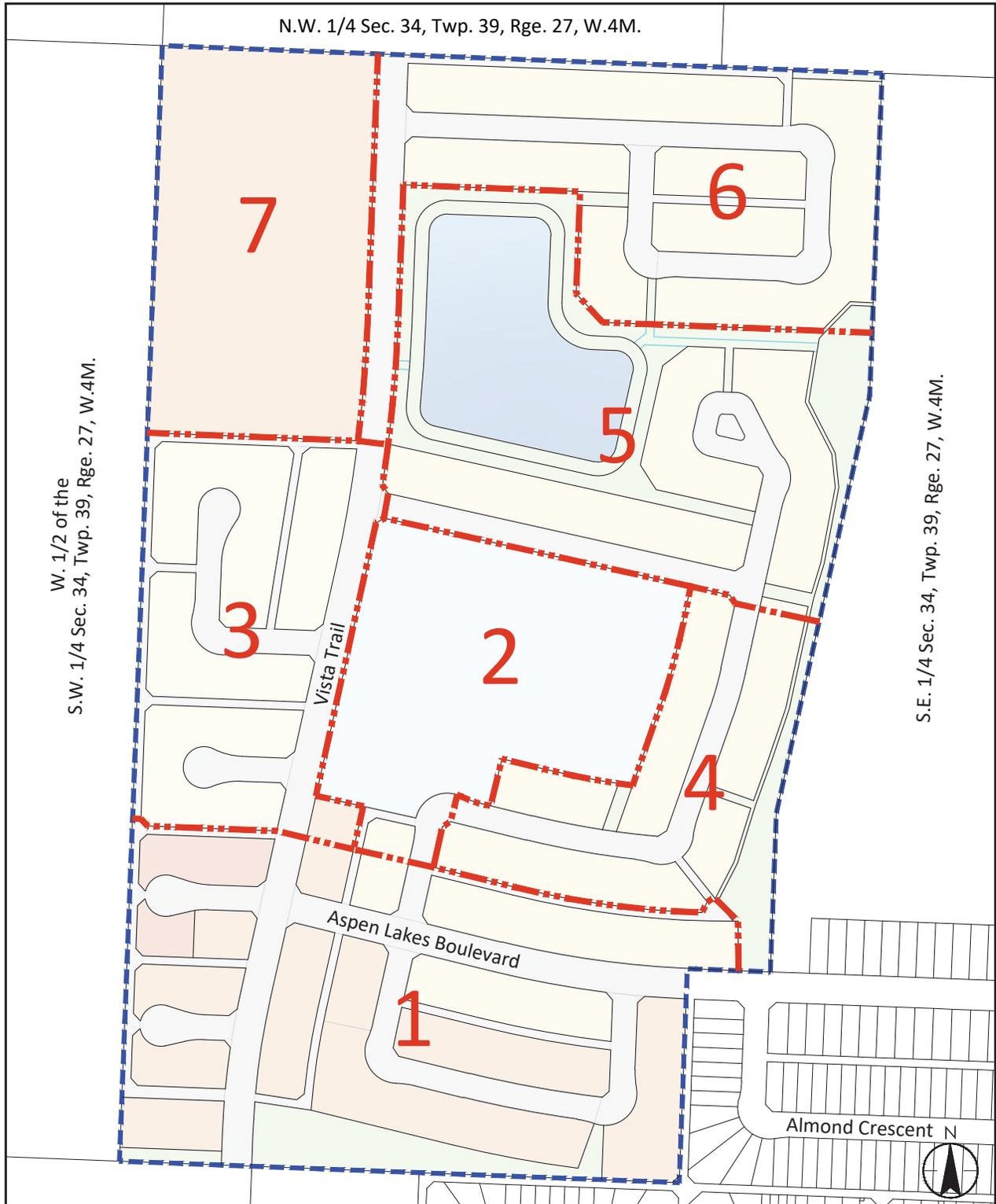
As Aspen Lakes Boulevard will be the primary entrance to this community, it is logical for Phase 1 to be located in this area of the community. Phase 1 in its entirety will be serviced with water and gravity sanitary services by extending the infrastructure from the existing development to the east. Temporary ponding storage can be utilized as an option to defer the development of the SWMF. It is proposed a small portion of Phase 1 will tie into the existing infrastructure along Aspen Lakes Boulevard which discharges into the south outfall of the existing infiltration pond.

Development beyond Phase 1 will require the commissioning of the lift station and the construction of the SWMF.

The phasing boundaries shown are conceptual in nature and may vary from those shown when redesignation and subdivision applications are made. Development phases will be completed with the logical and economical extension of municipal services with the intent of meeting the needs of the regional and local housing market. Portions of separate phases may be developed concurrently if there is sufficient demand and/or if municipal servicing is made more efficient as a result.

## 4.6 REDESIGNATION AND SUBDIVISION

Redistricting and subdivision applications to conform to the land use designations described in this Area Structure Plan will be undertaken as necessary. Guided by *The Town of Blackfalds Municipal Development Plan*, redesignation and subdivisions must conform to the uses identified in *The Town of Blackfalds Land Use Bylaw* and all applicable statutory plans in addition to the informational requirements necessary for each application.



**Legend**

- Phasing Boundary
- Area Structure Plan Boundary

figure 14 - phasing plan

# Appendix **A**

LAND USE CALCULATIONS

**Table A1 - Land Use Allocation.**

Land Use Category	Hectares	Acres	% of NDA	Dwelling Units <sup>1</sup>	% of Housing Stock
<b>Gross Plan Area</b>	<b>38.75</b>	<b>95.75</b>			
<b>Environmental Reserve</b>	<b>0.90</b>	<b>2.23</b>			
<b>Net Developable Area (NDA)</b>	<b>37.85</b>	<b>93.52</b>	<b>100.00%</b>		
<b>Residential</b>	<b>20.95</b>	<b>51.77</b>	<b>55.4%</b>	<b>516</b>	<b>100.0%</b>
<i>R-1M Residential Medium Lot</i>	9.70	23.96	25.6%	199	38.7%
<i>R-1S Residential Medium Lot</i>	2.72	6.73	7.2%	70	13.6%
<i>R-MHP Residential Manufactured Home</i>	4.36	10.77	11.5%	74	14.3%
<i>R-2 Residential Multi-Dwelling -Duplex</i>	0.81	2.00	3.9%	26	5.0%
<i>R-2 Residential Multi-Dwelling -Row Home</i>	2.91	7.19	13.9%	131	25.4%
<i>Direct Control Multi-Dwelling -Row Home</i>	0.45	1.11	2.1%	15	3.0%
<b>Open Space</b>	<b>8.70</b>	<b>21.51</b>	<b>23.0%</b>		
<i>Municipal Reserve (Open Space)</i>	2.13	5.26	5.6%		
<i>Public Facility (PF - School Site)</i>	4.05	10.01	10.7%		
<i>Public Utility Lot (PUL)</i>	0.65	1.61	1.7%		
<i>Stormwater Management Facility (PUL)</i>	1.87	4.63	5.0%		
<b>Transportation</b>	<b>8.20</b>	<b>20.24</b>	<b>21.6%</b>		
<i>Collector Roadways</i>	2.44	6.02	6.4%		
<i>Local Roadways</i>	4.34	10.72	11.5%		
<i>Lanes</i>	1.42	3.50	3.7%		

**Residential density: 13.63 du/ha** (516 u/37.85 ha)

**Table A2 - Population Projection.**

Residential Land Use Calculation	Ha	Ac	Units	Household Size	Population <sup>2</sup>
<b>Single Detached Residential</b>	<b>16.78</b>	<b>41.47</b>	<b>343</b>	-	<b>960</b>
<i>R1M Residential Medium Lot</i>	9.70	23.96	199	2.8	557
<i>R1S Residential Medium Lot</i>	2.72	6.73	70	2.8	196
<i>RMHC Residential Manufactured Home</i>	4.36	10.77	74	2.8	207
<b>Duplex and Multi-Family Residential</b>	<b>4.17</b>	<b>10.31</b>	<b>172</b>	-	<b>480</b>
<i>R2 Residential Multi-Dwelling (Duplex)</i>	0.81	2.00	26	2.8	72
<i>R2 Residential Multi-Dwelling (Townhome)</i>	3.36	8.30	146	2.8	408
<b>Total</b>	<b>20.95</b>	<b>51.77</b>	<b>516</b>	-	<b>1,440</b>

<sup>1</sup> Units are based on minimum lot size regulations in the Town of Blackfalds Land Use Bylaws.

<sup>2</sup> Population is based on an average household size of 2.8 persons, as recorded in the 2011 federal census for the Town of Blackfalds.

**From:** [Amanda Partridge](#)  
**To:** [Jolene Tejkl](#)  
**Subject:** FW: RESPONSE 24-0851 RE: Town of Blackfalds Public Hearing Notice - Bylaw 1300.24 Aspen Lakes West Area Structure Plan Amendments  
**Date:** March 4, 2024 10:46:46 AM

---

**From:** Circulations, HP <HP.Circulations@atco.com>  
**Sent:** Monday, March 4, 2024 10:00 AM  
**To:** Amanda Partridge <APartridge@blackfalds.ca>  
**Subject:** RESPONSE 24-0851 RE: Town of Blackfalds Public Hearing Notice - Bylaw 1300.24 Aspen Lakes West Area Structure Plan Amendments

You don't often get email from [hp.circulations@atco.com](mailto:hp.circulations@atco.com). [Learn why this is important](#)

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).

Thank you,

**Vicki Porter**  
Sr. Admin Coordinator, Engineering Ops  
Gas Distribution  
ATCO Pipelines and Liquids GBU

Email: [vicki.porter@atco.com](mailto:vicki.porter@atco.com)

---

**From:** Amanda Partridge <APartridge@blackfalds.ca>  
**Sent:** Monday, March 4, 2024 9:36 AM  
**To:** Jolene Tejkl <JTejkl@blackfalds.ca>  
**Subject:** Town of Blackfalds Public Hearing Notice - Bylaw 1300.24 Aspen Lakes West Area Structure Plan Amendments

**\*\*Caution – This email is from an external source. If you are concerned about this message, please report using Phish Alert Button in your Outlook for analysis.\*\***

Good Morning,

Attached is a Public Hearing Notice for Bylaw 1300.24 Aspen Lakes West Area Structure Plan

Amendments that has been set for Tuesday, March 26, 2024 at 7:00p.m.

Please provide any written comments on or before noon, March 20,2024 to:

Regular Mail or Town of Blackfalds Drop Off Box:

The Office of the CAO, c/o Executive & Legislative Coordinator

Box 220

5018 Waghorn Street, Blackalds, AB T0M 0J0

Or Email: [info@blackfalds.ca](mailto:info@blackfalds.ca)

Thank you,

**Amanda Partridge** *(she/her)*

**Infrastructure and Planning Services Clerk**

**Town of Blackfalds**

Box 220, 5018 Waghorn St

Blackfalds, AB T0M 0J0

T: 403.885.9679

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March 4, 2024

Town of Blackfalds  
Attn: Jolene Tejkl  
Box 220, 5018 Waghorn St  
Blackfalds, AB T0M 0J0

*emailed to jtejkl@blackfalds.ca  
original mailed*

Dear Jolene,

**RE: Aspen Lakes West Area Structure Plan  
Bylaw 1300.24**

Thank you for the Public Hearing notification and the opportunity to comment on the proposed amendments to the Aspen Lakes West ASP. This letter is to advise that Lacombe County has no comments or concerns regarding the amendments.

If you require anything further, please do not hesitate to contact me.

Sincerely,  
LACOMBE COUNTY

A handwritten signature in black ink that reads "Cajun Paradis".

Cajun Paradis  
Senior Planner

Telephone | 403-782-8389  
Email | cparadis@lacombecounty.com

---

**MEETING DATE:** March 26, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**SUBJECT:** **Bylaw 1302.24 Redesignation of the Aspen Lakes School Site**

---

## **BACKGROUND**

The purpose of Bylaw 1302.24 is to amend Schedule 'A' of Land Use Bylaw 1268.22 to include Direct Control District #4 (DC-4), redistrict a portion of the East Half of SW 34-39-27-W4M to Public Facility District (PF), Lots 38-57 Block 14 Plan 162 0173 to Direct Control District #4 (DC-4), and the undeveloped remainder of the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 142 1496 within Pt. SE 34-39-27-W4M to redistricted to Urban Reserve District, as shown on Schedule "B" of Bylaw 1302.24.

First Reading was given to Bylaw 1302.24 on February 27, 2024

- Notice of this Public Hearing was advertised in accordance with Section 606 of the Municipal Government Act and the Town of Blackfalds Public Participation Policy;
- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers;
- A hard copy of proposed Bylaw 1300.24 was available for viewing at the Town's Civic Centre Front Counter (upstairs);
- March 2024 edition of "Talk of the Town";
- On the Planning & Development webpage of the Town's website commencing on March 4, 2024.;
- Via email to local authorities and agencies on March 4, 2024;
- All registered landowners in the Aspen Lakes West Community;
- All registered landowners with land adjacent to the Aspen Lakes West Community;
- Via email to the Municipal Planning Commission on February 29, 2024;
- In the March 14, 2024 and March 21, 2024 editions of the Lacombe Express; and
- On the Town's social media channels in the weeks leading up to the Public Hearing.

The following written comments have been received to date:

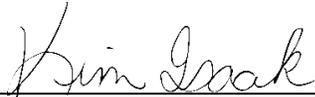
- March 4, 2024, submission from ATCO Pipelines
- March 4, 2024, submission from Lacombe County
- March 13, 2024, submission from TELUS
- March 19, 2024, submission from North Red Deer River Water Services Commission
- March 19, 2024, submission from North Red Deer Regional Wastewater Services Commission
- March 19, 2024, submission from Alberta Health Services

## **ATTACHMENTS**

- *Bylaw 1302.24 Redesignation of the Aspen Lakes School Site*
- *March 4, 2024, submission from ATCO Pipelines*
- *March 4, 2024, submission from Lacombe County*
- *March 13, 2024, submission from TELUS*
- *March 19, 2024, submission from North Red Deer River Water Services Commission*

- *March 19, 2024, submission from North Red Deer Regional Wastewater Services Commission*
- *March 19, 2024, submission from Alberta Health Services*

**APPROVALS**



---

Kim Isaak,  
Chief Administrative Officer



---

Department Director/Author

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

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to include Direct Control District #4 (DC-4), redistrict a portion of the East Half of SW 34-39-27-W4M to Public Facility District (PF), Lots 38-57 Block 14 Plan 162 0173 to Direct Control District #4 (DC-4), and the undeveloped remainder of the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 within Pt. SE 34-39-27-W4M be redistricted to Urban Reserve District (UR).

**WHEREAS**, pursuant to Section 641(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, require every municipality to pass a Land Use Bylaw.

**WHEREAS**, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on March 14, 2024 and March 21, 2024 in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

**WHEREAS**, a Public Hearing was held on March 26, 2024, to allow the general public to provide input into the proposed Bylaw amendments;

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

**PART 1 – TITLE**

- 1.1 That this Bylaw shall be cited as the “Redesignation of the Aspen Lakes School Site to PF District, Lots 38-57 Block 14 Plan 162 0173 to DC-4 District, and the remainder of the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 to Urban Reserve District (UR)”.

**PART 2 – AMENDMENTS**

- 2.1 That Schedule “A” as attached form part of this Bylaw and be included as Schedule A5 – Direct Control District #4 (DC-4).
- 2.2 That Schedule “A” table located on page 162 of Land Use Bylaw 1268.22 be updated to include the following:

Part 8 A4	DC-4	Lots 38-57, Block 14, Plan 162 0173	Bylaw 1302.24
-----------	------	-------------------------------------	---------------

- 2.3 That Lots 38-57 Block 14 Plan 162 0173 be redistricted from Residential Multi-Dwelling District (R-2) to Direct Control District #4 (DC-4), as shown in Schedule “B” as attached and forming part of this Bylaw.
- 2.4 That a portion of the East Half of SW 34-39-27-W4M be redistricted from Residential Multi-Dwelling District (R-2) and Residential Single Dwelling Medium Lot District (R-1M) to Public Facility District (PF), as shown in Schedule “B” as attached and forming part of this Bylaw.
- 2.5 That the undeveloped remainder of the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 within Pt. SE 34-39-27-W4M be redistricted from Residential Manufactured Home Park District (R-MHP), Residential Single Dwelling Medium Lot District (R-1M), Residential Multi-Dwelling District (R-2), and Parks and Recreation District (PR) to Urban Reserve District (UR), as shown in Schedule “B” as attached and forming part of this Bylaw.

**PART 3 – DATE OF FORCE**

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

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

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

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

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

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

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

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

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

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

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

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

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

Schedule "A"

Schedule A5 – Direct Control District #4 (DC-4)

**Purpose**

The purpose of Direct Control District #4 is to allow for Accessory Suites in Row Housing on Lots 38 to 57 inclusive, Block 14, Plan 162 0173.



**Permitted Uses**

- Accessory Uses
- Row Housing
- Accessory Suite
- Home Based Business I.

**Development Criteria**

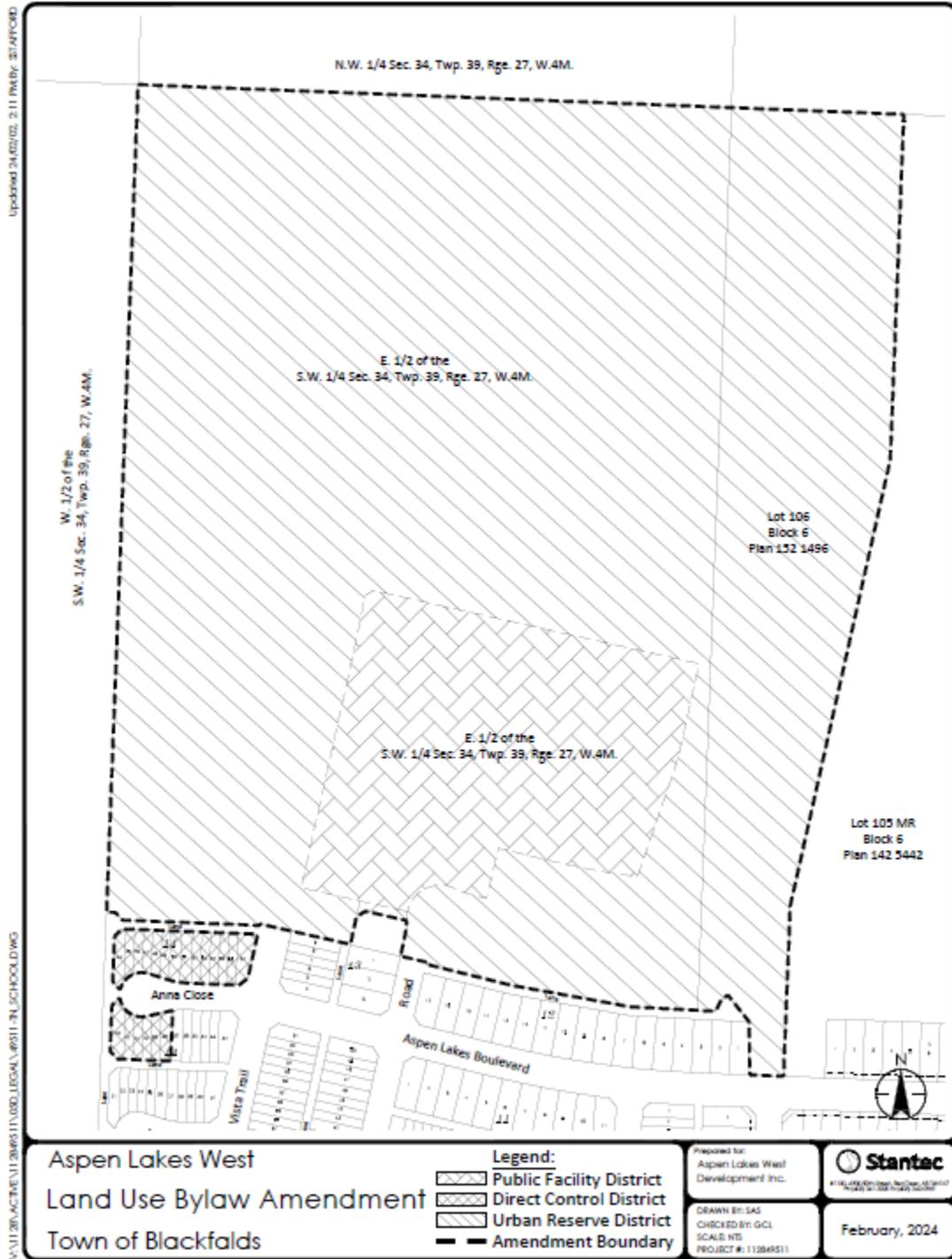
- a) The land and Buildings in this Land Use District shall be developed in accordance with the Residential Multi-dwelling District (R-2) in addition to the Development Standards noted below.
- b) The Development Officer shall review and approve the Development Permit application based on its compliance with the Development Standards noted below.
- c) No variances or relaxations will be granted for parking stall width or number of parking stalls required.

**Accessory Suite Development Standards**

*Accessory Suites:*

- a) Must be located on an individual dwelling unit located on its own titled lot.
- b) Shall only be within an end or corner unit, with lane access.
- c) Shall have a floor area that does not exceed the ground floor area of the principal building.
- d) Contain a maximum of one bedroom.
- e) Have a separate entrance from the principal dwelling, either from a common indoor landing or directly from the side or rear of the building.
- f) Comply with the Province of Alberta's Building Code and Fire Code.
- g) Provide one additional parking stall for each bedroom.
- h) Have parking stalls with a minimum width of 2.5m.
- i) Parking stalls shall be hard surfaced.
- j) Tandem parking shall not be permitted as a method for meeting the parking requirements for an accessory suite.

Schedule "B"



## Danielle Nealon

---

**From:** Amanda Partridge  
**Sent:** March 4, 2024 10:47 AM  
**To:** Jolene Tejkl  
**Subject:** FW: RESPONSE 24-0852 RE: Town of Blackfalds Public Hearing Notice for Bylaw 1302.24 Aspen Lakes West Land Use Bylaw Amendments

---

**From:** Circulations, HP <HP.Circulations@atco.com>  
**Sent:** Monday, March 4, 2024 10:02 AM  
**To:** Amanda Partridge <APartridge@blackfalds.ca>  
**Subject:** RESPONSE 24-0852 RE: Town of Blackfalds Public Hearing Notice for Bylaw 1302.24 Aspen Lakes West Land Use Bylaw Amendments

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ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).

Thank you,

**Vicki Porter**  
Sr. Admin Coordinator, Engineering Ops  
Gas Distribution  
ATCO Pipelines and Liquids GBU

Email: [vicki.porter@atco.com](mailto:vicki.porter@atco.com)

---

**From:** Amanda Partridge <APartridge@blackfalds.ca>  
**Sent:** Monday, March 4, 2024 9:43 AM  
**To:** Jolene Tejkl <JTejkl@blackfalds.ca>  
**Subject:** Town of Blackfalds Public Hearing Notice for Bylaw 1302.24 Aspen Lakes West Land Use Bylaw Amendments

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Good Morning,

Attached is a Public Hearing Notice for Bylaw 1302.24 Aspen Lakes West Land Use Bylaw Amendments that has been set for Tuesday, March 26, 2024 at 7:00 p.m.

Please provide any written comments on or before noon, March 20, 2024 to:  
Regular Mail or Town of Blackfalds Drop Off Box:  
The Office of the CAO, c/o Executive & Legislative Coordinator  
Box 220  
5018 Waghorn Street, Blackfalds AB T0M 0J0  
or Email: [info@blackfalds.ca](mailto:info@blackfalds.ca)

Thank you.

**Amanda Partridge** *(she/her)*  
**Infrastructure and Planning Services Clerk**

**Town of Blackfalds**  
Box 220, 5018 Waghorn St  
Blackfalds, AB T0M 0J0  
T: 403.885.9679

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March 4, 2024

Town of Blackfalds  
Attn: Jolene Tejkl  
Box 220, 5018 Waghorn St  
Blackfalds, AB T0M 0J0

*emailed to jtejkl@blackfalds.ca  
original mailed*

Dear Jolene,

**RE: Land Use Bylaw Updates  
Bylaw 1302.24**

Thank you for the Public Hearing notification and opportunity to comment on the proposed amendments to the Land Use Bylaw, specific to the Aspen Lakes West community. This letter is to advise that Lacombe County has no comments or concerns regarding the amendments.

If you require anything further, please do not hesitate to contact me.

Sincerely,  
LACOMBE COUNTY

A handwritten signature in black ink that reads "Cajun Paradis".

Cajun Paradis  
Senior Planner

Telephone | 403-782-8389  
Email | [cparadis@lacombecounty.com](mailto:cparadis@lacombecounty.com)

## Danielle Nealon

---

**From:** Amanda Partridge  
**Sent:** March 13, 2024 10:42 AM  
**To:** Jolene Tejkl  
**Subject:** FW: Town of Blackfalds Public Hearing Notice for Bylaw 1302.24 Aspen Lakes West Land Use Bylaw Amendments

---

**From:** circulations <circulations@telus.com>  
**Sent:** Wednesday, March 13, 2024 10:41 AM  
**To:** Amanda Partridge <APartridge@blackfalds.ca>  
**Subject:** RE: Town of Blackfalds Public Hearing Notice for Bylaw 1302.24 Aspen Lakes West Land Use Bylaw Amendments

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Good Day,

Thank you for including TELUS in your circulation

At this time, TELUS has no concerns with the proposed activities

Regards,

**Jane Willox**  
**Real Estate Specialist | TELUS Land Solutions Team**  
**Customer Network Planning (CNP)**  
2930 Centre Avenue NE, Calgary, AB T2A 4Y2  
[rightofwayAB@telus.com](mailto:rightofwayAB@telus.com)

---

**From:** Amanda Partridge <APartridge@blackfalds.ca>  
**Sent:** Monday, March 4, 2024 9:43 AM  
**To:** Jolene Tejkl <JTejkl@blackfalds.ca>  
**Subject:** Town of Blackfalds Public Hearing Notice for Bylaw 1302.24 Aspen Lakes West Land Use Bylaw Amendments

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Good Morning,

Attached is a Public Hearing Notice for Bylaw 1302.24 Aspen Lakes West Land Use Bylaw Amendments that has been set for Tuesday, March 26, 2024 at 7:00 p.m.

Please provide any written comments on or before noon, March 20, 2024 to:  
Regular Mail or Town of Blackfalds Drop Off Box:

The Office of the CAO, c/o Executive & Legislative Coordinator  
Box 220  
5018 Waghorn Street, Blackfalds AB T0M 0J0  
or Email: [info@blackfalds.ca](mailto:info@blackfalds.ca)

Thank you.

**Amanda Partridge** *(she/her)*  
**Infrastructure and Planning Services Clerk**

**Town of Blackfalds**  
Box 220, 5018 Waghorn St  
Blackfalds, AB T0M 0J0  
T: 403.885.9679

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March 19, 2024

Town of Blackfalds  
The Office of the CAO, c/o Executive & Legislative Coordinator  
Box 220  
5018 Waghorn Street  
Blackfalds, AB T0M 0J0



Attention: Office of the CAO, c/o Executive & Legislative Coordinator

RE: Bylaw 1302.24 Aspen Lakes West Land Use Bylaw Amendments  
SW 34-39-27-W4M  
Landowners: Town of Blackfalds

To whom it may concern,

The North Red Deer River Water Services Commission has no comments or concerns with the Town of Blackfalds LUB Amending Bylaw 1302.24 to redistrict a portion of the East Half of SW 34-39-27-W4M to Public Facility District (PF), to redistrict Lots 38-57 Block 14 Plan 162 0173 to Direct Control District #4 (DC-4), and to redistrict the undeveloped remainder of the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 within Pt. SE 34-39-27-W4M to Urban Reserve District (UR).

If you have any questions or concerns, please contact myself or Iwa Post at 403.782.6666 or at [ipost@lacombe.ca](mailto:ipost@lacombe.ca).

Sincerely,

NORTH RED DEER RIVER WATER SERVICES COMMISSION

A handwritten signature in black ink, appearing to read "Jordan Thompson". The signature is stylized and fluid.

Jordan Thompson, CET, PMP  
CAO NRDRWSC  
Ph: 403-782-1268  
[jthompson@lacombe.ca](mailto:jthompson@lacombe.ca)

SENT VIA EMAIL: [info@blackfalds.ca](mailto:info@blackfalds.ca)

March 19, 2024

Town of Blackfalds  
The Office of the CAO, c/o Executive & Legislative Coordinator  
Box 220  
5018 Waghorn Street  
Blackfalds, AB ToM oJo

Attention: Office of the CAO, c/o Executive & Legislative Coordinator

RE: Bylaw 1302.24 Aspen Lakes West Land Use Bylaw Amendments  
SW 34-39-27-W4M  
Landowners: Town of Blackfalds

To whom it may concern,

The North Red Deer Regional Wastewater Services Commission has no comments or concerns with the Town of Blackfalds LUB Amending Bylaw 1302.24 to redistrict a portion of the East Half of SW 34-39-27-W4M to Public Facility District (PF), to redistrict Lots 38-57 Block 14 Plan 162 0173 to Direct Control District #4 (DC-4), and to redistrict the undeveloped remainder of the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 within Pt. SE 34-39-27-W4M to Urban Reserve District (UR).

If you have any questions or concerns, please contact myself or Iwa Post at 403.782.6666 or at [ipost@lacombe.ca](mailto:ipost@lacombe.ca).

Sincerely,

NORTH RED DEER REGIONAL WASTEWATER SERVICES COMMISSION



Jordan Thompson, CET, PMP  
CAO NRDRWWSC  
Ph: 403-782-1254  
[jthompson@lacombe.ca](mailto:jthompson@lacombe.ca)

SENT VIA EMAIL: [info@blackfalds.ca](mailto:info@blackfalds.ca)

March 19, 2024

Town of Blackfalds- Office of the CAO  
5018 Waghorn Street  
Blackfalds, AB  
T0M0J0

Re: Bylaw 1302.24: Amendment to the Aspen Lakes West Area Structure Plan

Thank you for the opportunity to review the proposed amendment to the Aspen Lakes West ASP which adds land set aside for a future school and changes part of the residential area to a Direct Control District. Alberta Health Services-Safe Healthy Environments (AHS-SHE) reviews land-use applications from a healthy community by design perspective. These standards for designing healthy communities are explained in detail in Healthy Built Environment Linkages: a toolkit for design, planning and health. This document is available at:

<http://www.bccdc.ca/health-professionals/professional-resources/healthy-built-environment-linkages-toolkit>. We encourage you to consider these five principles in strategic conversations.

**Neighbourhood Design:** Complete, compact, communities where people can live, work and play support physical, mental and social health. Connected neighbourhoods provide social supports and access to amenities to meet daily needs. The addition of land for a future school in the proposed amendment will improve walkability and adds value to the local community. AHS-SHE supports developing complete, compact and connected communities.

**Transportation Networks:** Prioritizing infrastructure to support active transportation modes can increase physical activity and reduce environmental impact. Connected, safe and accessible routes provide healthy mobility options for all. Making space for a new school and tying the area into the TransCanada Trail system will encourage more active transportation in the area. AHS-SHE supports transportation options that are active, safe, and accessible for all.

**Housing:** Access to quality, suitable, affordable housing positively impacts physical and mental health. Diverse housing options help to meet the needs of all, including vulnerable populations. The amendment to the Aspen Lakes West ASP to add a Direct Control District to allow secondary suites adds to the types of housing options available which improves affordability for current and future residents. AHS-SHE supports development of diverse and suitable housing options.

**Food Systems:** Access to quality, suitable, affordable housing positively impacts physical and mental health. AHS-SHE supports local food systems that offer healthy food options for everyone.

**Natural Environments:** Access to natural areas promotes physical activity, social interactions, and mental health. Green spaces can improve air quality and reduce climate impacts, supporting a healthy and resilient ecosystem. The parkland space along the TransCanada Trail

and around the stormwater pond will provide a healthy space for residents to enjoy the outdoors. AHS-SHE supports natural features and diverse green spaces in community plans.

Based on the information provided, AHS-SHE has no concerns with the proposed amendment to the Aspen Lakes West ASP via Bylaw 1302.24.

Sincerely,



Erin Teare, MPH, CPHI(C)  
Public Health Inspector  
Alberta Health Services- Safe Healthy Environments- Central Zone  
403-356-6383

---

**MEETING DATE:** March 26, 2024

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

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

**SUBJECT:** **Bylaw 1300.24 - Aspen Lakes West Area Structure Plan**

---

## **BACKGROUND**

The original Aspen Lakes West Area Structure Plan (ASP) to guide the future subdivision and development of the Aspen Lakes West community was adopted by Council in early 2015. Since then, a need for a new school has been identified and land needed to be made available to accommodate it. The developers of the Aspen Lakes West community agreed to amend the ASP to accommodate the school, which resulted in significant changes to the remainder of the Aspen Lakes development concept. The developers are also proposing a new Direct Control District specific to the remainder of Anna Close to accommodate townhouse developments with some basement suites.

Council gave First Reading to Bylaw 1300.24 at the February 27, 2024 meeting and set the Public Hearing for this evening's Regular Council Meeting:

### **Request for Decision, Bylaw 1300.24 - Aspen Lakes West Area Structure Plan**

Manager Tejkl brought forward Bylaw 1300.24, pertaining to the Aspen Lakes West Structure Plan, for Council's consideration of First Reading.

**048/24** Councillor Svab moved That Council give First Reading to Bylaw 1300.24 - Aspen Lakes West Area Structure Plan.

**CARRIED UNANIMOUSLY**

**049/24** Councillor Coulter moved That Council set a Public Hearing date for March 26, 2024, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

## **DISCUSSION**

Highlights of the proposed changes to the original ASP are illustrated in Attachment 1 and listed below, with the numbers corresponding with the enclosed illustration:

1. An approximately 10-acre sized site to accommodate a future school in the centre of the plan area.
2. A proposed new Direct Control District specific to the remainder of Anna Close to accommodate three future townhouses comprised of 20 units, 6 of these units will have 1-bedroom accessory suites (limited to end units or corner lots with lane access).
3. Shifting the storm pond slightly to the north and reconfigured pond access.

4. Reconfiguring the future residential in the north-eastern portion of the plan area due to the adjustments to the future storm pond and updates to the development setbacks along Aspen Lakes.
5. Updates to the development setback from Aspen Lakes to the east to better protect the slope.
6. Reduction in the size of the future manufactured home park on the north-west portion of the plan area.
7. Removal of an open space area, changes to the future residential road network, and changing the future zoning of the residential parcels to Residential Single Dwelling Small Lot District (R-1S).
8. Changes to the road network due to the introduction of the future school site location.

#### Pre-Council Consultation

In the spirit and intent of the Public Participation Policy, Lacombe County and all existing landowners in the Aspen Lakes West community were provided with a notice of the application to amend the Aspen Lakes West ASP and provided with the illustration in Attachment 1 of this report to identify the proposed changes. The original and proposed Aspen Lakes West ASP's are posted on the Planning & Development page of the Town's website for viewing.

All preliminary comments received are provided in Attachment 2, and summarized as follows:

- Concerns about parking on Anna Close with additional units; and
- Concerns that Aspen Lakes West residents will end up with more "temporary construction access" similar to the gravel portion of Vista Trail.

#### **FINANCIAL IMPLICATIONS**

None.

#### **ADMINISTRATIVE RECOMMENDATION**

That Council considers the following motions:

1. That Council, upon closing the Public Hearing for Bylaw 1300.24, gives Second Reading to Bylaw 1300.24 - Aspen Lakes West Area Structure Plan.
2. That Council, upon giving Second Reading to Bylaw 1300.24, gives Third and Final Reading to Bylaw 1300.24 - Aspen Lakes West Area Structure Plan.

#### **ALTERNATIVES**

- a) That Council give Second Reading to Bylaw 1300.24 - Aspen Lakes West Area Structure Plan as amended.
- b) That Council refers this item back to Administration for more information or amendments.

**ATTACHMENTS**

- *Concept Plan Showing Proposed Aspen Lakes West ASP Changes*
- *Pre-Council Consultation Comments Received*
- *Bylaw 1300.24 - Aspen Lakes West Area Structure Plan*
- *Bylaw 1300.24 Schedule "A", Aspen Lakes West Area Structure Plan*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

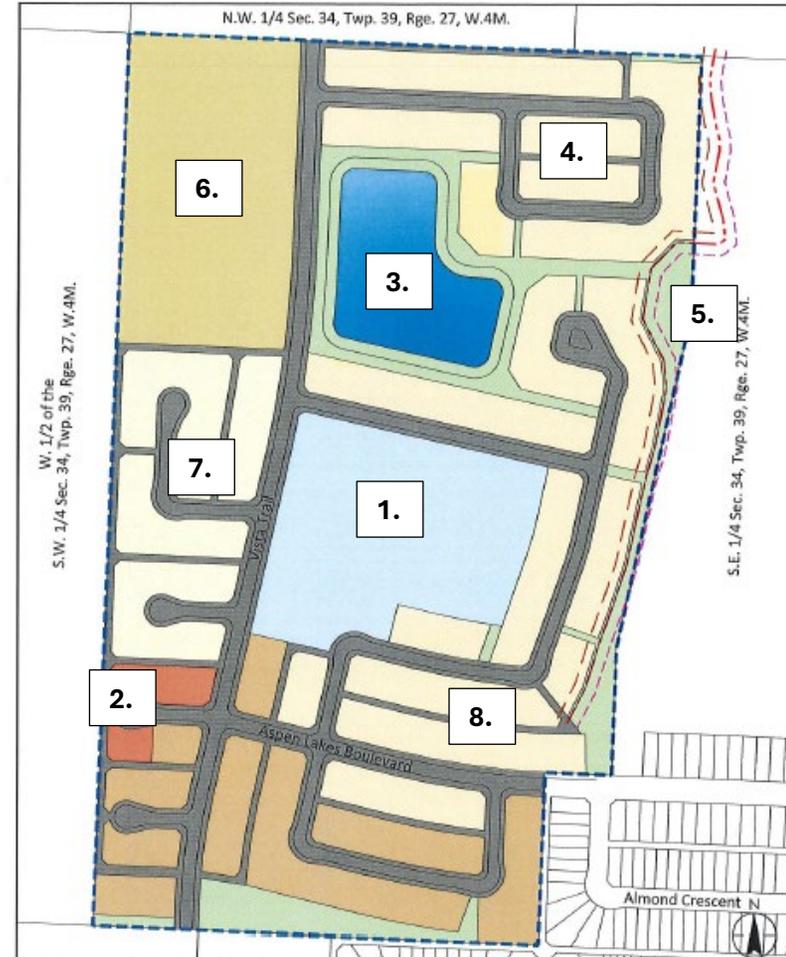
### Aspen Lakes West ASP 2014 Original Concept



**Legend**

R1M Medium Lot Residential	R-MHP Manufacture Home Park	Planning Boundary
R2 Multi-Dwelling (Duplex)	Municipal Reserve (MR)	Area Structure Plan Boundary
R2 Multi-Dwelling (Townhome)	Stormwater Management Facility (PUL)	

### Aspen Lakes West ASP 2024 Proposed Changes to Concept Plan



**Legend**

R-1M Medium Lot Residential	Direct Control District	Crest
R-1S Small Lot Residential	Parks and Recreation (PR)	Development Setback Line (DSBL)
R-2 Multi-Dwelling	Storm Pond (PUL)	Building Setback Line (BSBL)
R-MHP Manufacture Home Park	Public Facility (PF)	Area Structure Plan Boundary



January 30, 2024

Town of Blackfalds  
Attn: Jolene Tejkl  
Box 220, 5018 Waghorn St  
Blackfalds, AB T0M 0J0

*emailed to jtejkl@blackfalds.ca  
original mailed*

Dear Jolene,

**RE: Aspen Lakes West Area Structure Plan**

Thank you for the opportunity to comment on the proposed amendments to the Aspen Lakes West ASP. This letter is to advise that Lacombe County has no comments or concerns regarding the amendments.

If you require anything further, please do not hesitate to contact me.

Sincerely,  
LACOMBE COUNTY

A handwritten signature in black ink that reads "Cajun Paradis".

Cajun Paradis  
Senior Planner

Telephone | 403-782-8389  
Email | cparadis@lacombecounty.com

---

**From:** FOIP 17  
**Sent:** February 2, 2024 10:59 AM  
**To:** Jolene Tejkl  
**Subject:** Aspen lakes West ASP

You don't often get email from FOIP 17 [Learn why this is important](#)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Jolene,

I'm just reviewing the proposed changes for Aspen lakes West. My only concern with the changes would be parking with an additionally 20 units on Anna close.

My concern with the road construction is that we'll end up with more "temporary construction access" sections in the future development area. The current section on Vista trail makes our area look like a joke, and if it was allowed once then I'm sure it will happen again.

---

**From:** FOIP 17  
**Sent:** February 21, 2024 3:59 PM  
**To:** Jolene Tejkl  
**Subject:** Proposed changes to the Aspen Lakes West Area Structure Plan

You don't often get email from FOIP 17 [Learn why this is important](#)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Wrt your proposed "new direct control district" regarding Anna Close, (your concept plan area 2)  
Our concern regarding 1 bedroom accessory suites permitted in some of these units.  
We would hope that serious consideration has been undertaken regarding parking in the area. It has been our observation that other "row housing" developments in the area have put "on street" parking at a premium and cause for some neighbourly dispute. Many of these units are occupied by young working couples with both occupants working and potentially driving two vehicles. This proposal could potentially have four vehicles trying to find suitable parking areas at any given time. As a worst case scenario, four vehicles each 20 feet in length

We thank you for this opportunity to offer our comments.

Cathy & Steve Cousine

FOIP 17

Sent from [Mail](#) for Windows

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO PROVIDE AN UPDATED FRAMEWORK FOR THE SUBSEQUENT SUBDIVISION AND DEVELOPMENT ON LANDS LEGALLY DESCRIBED AS THE EAST HALF OF SW 34-39-27-W4M AND LOT 106 BLOCK 6 PLAN 152 1496 (PT. SE 34-39-27-W4M).**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, to repeal Bylaw 1185/15 and all amendments thereto for the purpose of adopting an amended Area Structure Plan for lands located in the Town of Blackfalds legally described as the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 (Pt. SE 34-39-27-W4M).

**WHEREAS**, pursuant to Section 633(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, for the purposes of providing a framework for subsequent subdivision and development of an area of land, a Council may by bylaw adopt an area structure plan.

**WHEREAS**, the Aspen Lakes West Area Structure Plan identifies the sequence of development proposed for the area, land uses proposed for the area, expected density of population proposed for the area generally, and the general location of major transportation routes and public utilities, as required by Section 633 of the MGA.

**WHEREAS**, the area of land upon which the ASP shall apply is legally described as:  
East Half of SW 34-39-27-W4M; and  
Lot 106 Block 6 Plan 152 1496 (Pt. SE 34-29-27-W4M)

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

**PART 1 – TITLE**

- 1.1 That this Bylaw shall be cited as the “Aspen Lakes West Area Structure Plan”.
- 1.2 Schedule “A” shall form part of this Bylaw.

**PART 2 – ASPEN LAKES WEST AREA STRUCTURE PLAN**

- 2.1 That the document entitled “Aspen Lakes West Area Structure Plan” as Schedule “A” attached hereto is hereby adopted for the lands located in the Town of Blackfalds legally described as the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 (Pt. SE 34-39-27-W4M).

**PART 3 – REPEAL**

- 3.1 That Bylaw 1185/15 and all amendments thereto are hereby repealed upon this Bylaw coming into effect.

**PART 4 – DATE OF FORCE**

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

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

(RES. )

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

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

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

(RES.        )

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

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

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

(RES.        )

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

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

DRAFT

# Aspen Lakes West Area Structure Plan

Town of Blackfalds

Approved December 2014  
Consolidated Bylaw 1283.23  
Amendment **Bylaw 1300.24**

Prepared by:  
Stantec Consulting Ltd.  
Executive Place  
#1100, 4900 Ross St  
Red Deer, AB



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FIGURE 14 - PHASING PLAN

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TABLE 1 - ASPEN LAKES WEST MUNICIPAL RESERVE DEDICATION

TABLE 2 - COMBINED MUNICIPAL RESERVE CALCULATION FOR ASPEN LAKES  
WEST AND AURORA HEIGHTS

TABLE A1 - LAND USE ALLOCATION

TABLE A2 - POPULATION PROJECTION

# introduction

## 1.1 PURPOSE

The purpose of the Aspen Lakes West Area Structure Plan (ASP) is to describe the land use framework and development objectives for the east half of SW ¼ Sec. 34, Twp. 39, Rge. 27, W4M and part of the SE ¼ Sec. 34, Twp. 39, Rge. 27, W4M, located in the northwest corner of the Town of Blackfalds. The Aspen Lakes West Plan Area encompasses approximately 38.75 ha (95.75 ac).

On behalf of Brentwood Developments, Stantec Consulting Ltd. has prepared the Aspen Lakes West Area Structure Plan.

## 1.2 PLAN AREA

Aspen Lakes West is located on the northwest edge of the Town of Blackfalds, as shown in **Figure 1 – Location Plan** and **Figure 2 - Legal Boundary**, and is legally described as the east half of SW ¼ Section 34, Township 39, Range 27, West of the 4th Meridian and Lot 106, Block 6, Plan 152 1496.

## 1.3 ADJACENT PLANNING AREAS

Valley Ridge Estates, located south of the Plan Area is primarily low density residential homes. A park site located along the north boundary of the development

has been considered to provide consistency by continuing the open space network into Aspen Lakes West.

Aurora Heights is a two quarter section residential neighbourhood located east of Aspen Lakes West. Aurora Heights provides a variety of housing options, complemented by an extensive open-space network. The east boundary of Aspen Lakes West shares a wetland with Aurora Heights, connected by a connected trail system.

Both adjacent neighbourhoods form a logical extension of residential areas.

The Aspen Lakes West and Aurora Heights plan boundaries are shown on **Figure 3 - Planning Boundary**.

## 1.4 POLICIES AND RELEVANT PLANNING DOCUMENTS

The Aspen Lakes West ASP has been prepared using the guidelines and policies set forth by the Town of Blackfalds for the development of new areas. In addition, the following relevant documents have been reviewed and referenced in preparation of the ASP:

- Town of Blackfalds Municipal Development Plan (2009)
- Town of Blackfalds Land Use Bylaw 2022
- Town of Blackfalds 2007 Master Plan
- Town of Blackfalds Design Guidelines
- Town of Blackfalds 2015 Wastewater Master Plan
- 2016 Town of Blackfalds Water Model Update
- Town of Blackfalds Northwest Area Master Stormwater Management Plan (2018)
- Town of Blackfalds Transportation Study 2015
- Town of Blackfalds Facilities and Needs Assessment
- Recreation, Culture, and Parks Needs Assessment and Master Plan (2016)
- North Blackfalds Area Structure Plan (2007)
- Aurora Heights Area Structure Plan (2013)
- Valley Ridge Estate Area Structure Plan (2006)

Information outlined in these documents, as it relates to this Plan Area, is described below.

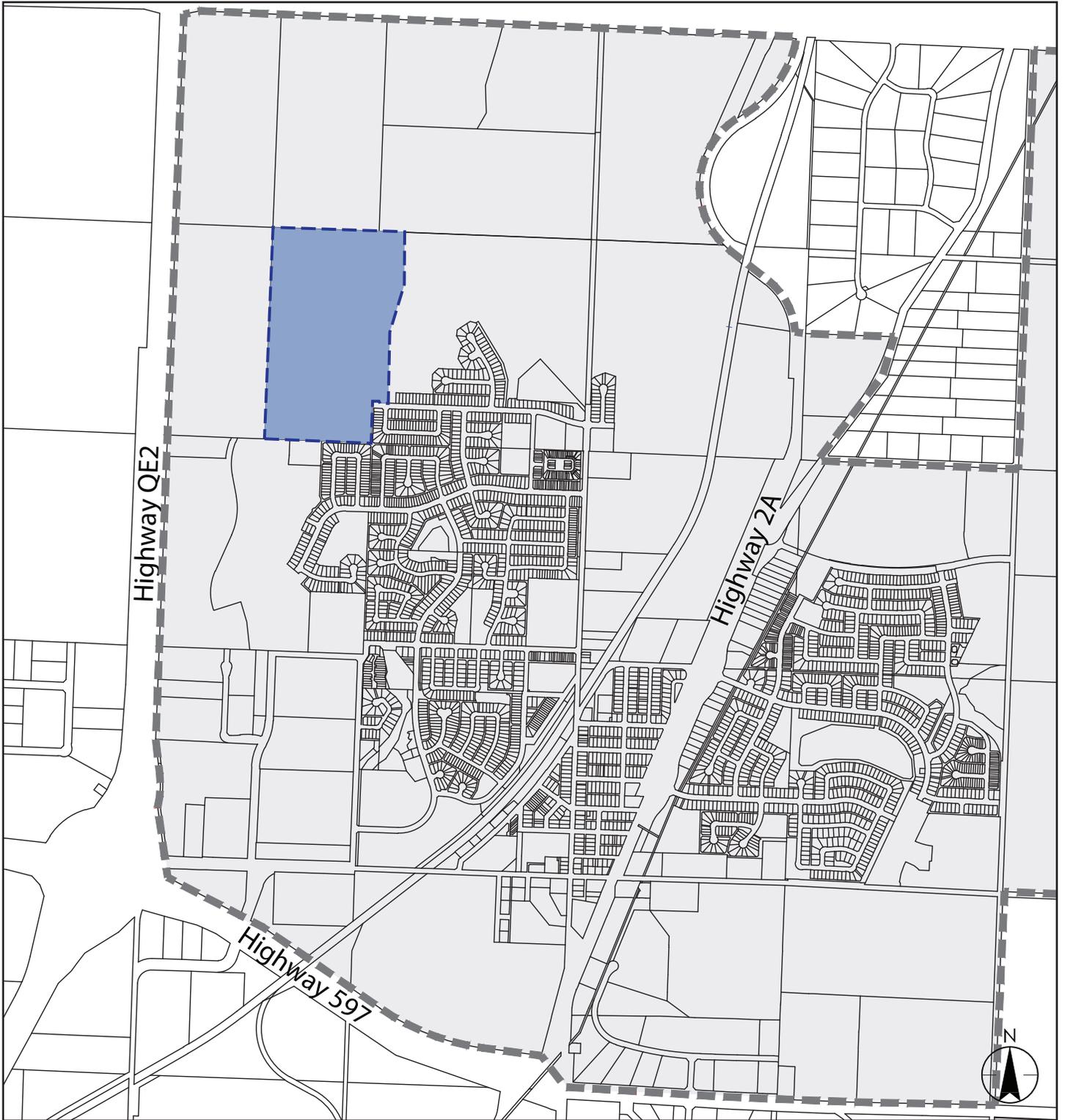
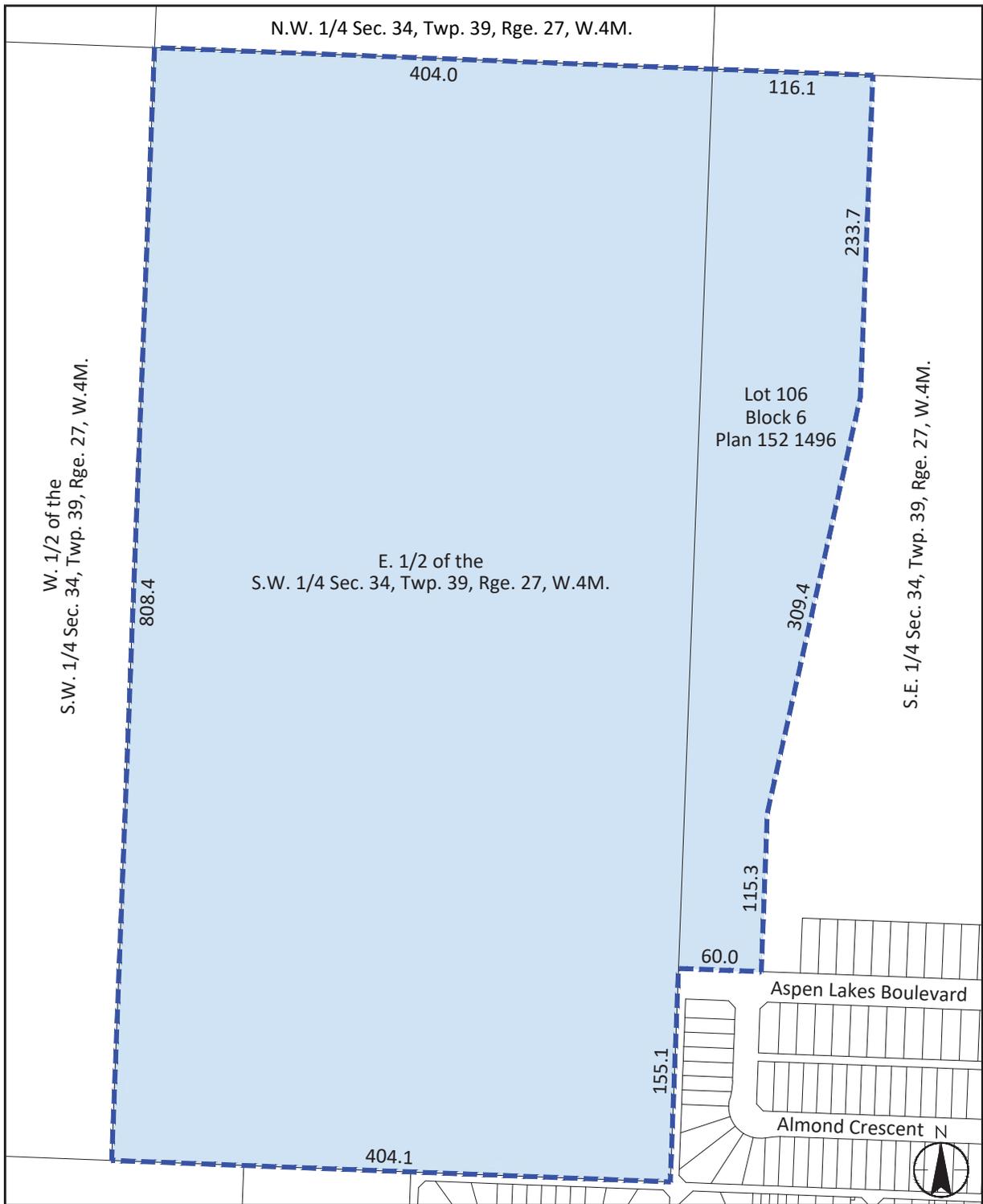


figure 1 - location plan



**Legend**

 Area Structure Plan Boundary

figure 2 - legal boundary

### 1.3.1 MUNICIPAL DEVELOPMENT PLAN

*The Town of Blackfalds Municipal Development Plan (MDP)* is intended to serve as a common guide to promote orderly development which is appropriate, sustainable, efficient, and enhances opportunities for businesses and the quality of life of residents.

The Aspen Lakes West Plan Area was identified in the MDP for residential development with the following policies. These policies have been referenced in the creation of the Aspen Lakes West ASP as they will specifically shape the development:

- Residential density for new neighbourhoods shall be a minimum of 10 residential units per gross developable hectare (4 per gross developable acre).
- The Town may approve a development in excess of 17 residential units per gross developable hectare (7 per gross developable acre) provided it is defined within an approved Area Structure Plan.
- The Town shall require a mix of housing types and forms in all residential neighbourhoods and avoid excessive concentration of any single type of housing.
- Multiple family housing sites should not exceed 1.75 hectares (4.32 acres) unless special site characteristics or design features will reasonably accommodate large sites within the context of the characteristics of the neighbourhood and surrounding land uses.
- Except apartments, densities on multiple family housing sites should not exceed 30 units per net hectare (12 units per net acre).
- Manufactured homes may be permitted only:
  - » on individual lots and only when part of a comprehensively designed manufactured home subdivision that is suitably integrated with the design and character of the residential neighbourhood.
- A variety of parks, including tot lots and playgrounds, must be integrated into residential development areas.
  - » Playgrounds and tot lots should be located on local residential streets and accessible to the immediate neighbourhood
  - » Neighbourhood parks should be centrally located and accessible to the entire neighbourhood.
- For all new development, the provision of open spaces shall be guided by the Facility and Parks Needs Assessment Master Plan or as otherwise

provided for in an approved Area Structure Plan.

- The Town will encourage the development of an integrated trail system for pedestrians and/or bicycles to provide linkages between open spaces, community facilities, schools, and the central commercial core and housing areas.
- In residential subdivisions, rear lanes are to be provided unless an Area Structure Plan approved by Council provides for laneless lots, usually adjacent to parks and natural open spaces.

### 1.3.2 LAND USE BYLAW

*The Town of Blackfalds Land Use Bylaw (LUB)* describes all available land use districts to be utilized throughout the Town. Land uses presented in the ASP represents the LUB regulations and expected housing types.

### 1.3.3 MASTER PLAN 2007

*The Town of Blackfalds 2007 Master Plan* identifies all future servicing layouts for the Town including roadway alignments, sanitary servicing, water servicing, and stormwater drainage. All development within the Plan Area will be designed to respect the proposed servicing shown in this Master Plan.

### 1.3.4 DESIGN GUIDELINES

*The Town of Blackfalds Design Guidelines (2011)* lays out the Town's standards regarding subdivision design, servicing, and the construction approval processes. All development within the Plan Area will be designed in accordance with the Town's Design Guidelines.

### 1.3.5 WASTEWATER MASTER PLAN 2015

With the fast growth within the Town and the Lacombe County Joint Economics Areas, the Town completed a Wastewater Master Plan Update. The Plan identifies required new infrastructure as well as upgrades for the wastewater collection and treatment systems to keep up with the wastewater volume demands.

### 1.3.6 WATER MODEL UPDATE 2016

The Town of Blackfalds completed an update to the existing water model based on the current infrastructure and the future development plans for the Town. The updated water model provides insight into existing capacities of the storage facility volumes, pumping capacity and the distribution pipes .

### 1.3.7 NORTHWEST AREA MASTER STORMWATER MANAGEMENT PLAN 2018

The Northwest Area Master Stormwater Management Plan provides a conceptual design for the overall Northwest Area storm drainage system which ensures that future development within Northwest Blackfalds has the appropriate stormwater management system. The conceptual/preliminary designs will provide a valuable direction to be followed during subsequent planning and development activities, and will facilitate the development of funding mechanisms.

### 1.3.8 TRANSPORTATION STUDY

The 2015 Transportation Study was created to update the known transportation requirements for the Town of Blackfalds due to an increased population, and development of new residential areas on the east side of Highway 2A.

### 1.3.9 FACILITIES AND NEEDS ASSESSMENT

The purpose of the *Blackfalds Facility and Parks Needs Assessment Master Plan* was to help guide Town Council and administration in the future provision of community facilities, parks, open spaces, and programs. The following items were identified in the Assessment which may impact the development of Aspen Lakes West's open spaces:

- Non-motorized trails, picnic areas, and child playgrounds were noted as high priorities with the Blackfalds community
- The TransCanada Trail was identified for development with a portion of the trail constructed along the west side of the Aspen Lake, and south through Aspen Lakes West.

### 1.3.10 RECREATION, CULTURE, AND PARKS NEEDS ASSESSMENT AND MASTER PLAN

This Recreation, Culture and Parks Needs Assessment and Master Plan has been developed to provide the Town of Blackfalds with a roadmap for the future delivery of recreation, culture, and parks facilities and services over the next 10 years and beyond. The Master Plan is built upon the Town's 2008 Facility and Parks Needs Assessment Master Plan and presents a renewed vision and desired outcomes for recreation, culture, and parks that reflect a growing and evolving community.

### 1.3.11 AREA STRUCTURE PLANS

A number of Area Structure Plans (ASP) relate to Aspen Lakes West. Each ASP at minimum, provides direction for land use, servicing, roadway alignments, and the open space network. Aspen Lakes West recognizes the direction and policy of each ASP and has developed a vision that is consistent and cohesive.

## 1.4 AMENDMENTS

The Aspen Lakes West ASP was approved in 2014, as an update to the original Plan, Maclab Area Structure Plan, to support changing market conditions due to the significant growth of the Town. The amendments reflected current trends in land uses and desired product types seen throughout the region.

In the updated concept, land uses were changed to reflect different housing product types, the roadway network was realigned to provide better connectivity to surrounding areas, and the size of the manufactured home area was reduced. Stormwater management was reviewed, and a storm pond was added to the Plan Area.

In 2021, the need for a school within the Town of Blackfalds was identified. The Town explored multiple sites and discussed options with local developers to identify an ideal location that would be appropriate for a school. Aspen Lakes West was selected as the ideal site based on its location within the Town, connectivity to a collector roadway, and size of the parcel. To support the future school site, the Aspen Lakes West ASP needed to be updated in 2023.

Additional Concept Plan revisions were made based on more recent and accurate information related to the top of the slope, environmental reserve requirements, and wetland limits along the eastern boundary.

The complete 2023 amendment includes:

- Concept Plan adjustment
- Addition of a school site
- Conformation of the crest and developable area
- Reduction of the Manufacture Home Park
- Review of required infrastructure

Since 2014, Phase 1, located within the south portion of Plan Area has been developed. Phase 1 consists of 184 lots, through a combination of single-family, duplex, and townhome options.



figure 3 - planning boundary

# background

## 2.1 EXISTING CONDITIONS

### 2.1.1 TOPOGRAPHY

As shown on **Figure 4 - Existing Conditions**, the Aspen Lakes West Plan Area is characterized as having gently rolling hills and is currently fenced off into pasture sections. Generally, the Plan Area drains from west to east with the ground surface elevation ranging from approximately 870.0m to 878.0m. There are significant slopes in the southern portion of the Plan Area, the most considerable of which surround the low point.

Areas in the northeast portion of the Plan Area also have low depressions sloping towards the wetland to the east.

To determine the developable boundary along the east of the Plan Area, a Slope Stability Assessment was completed to define the necessary setbacks. Stability analyses assess the risk to development near crest areas, and to determine suitable buffer distances required to protect against potential slope movements. Through the Slope Stability Assessment, the Plan Area is determined to be suitable for residential development based on three setback considerations:

- The crest is defined as the line where there is a distinct break in the grade at the top of the slope as

determined by the intersection of the slope angle with the extension of upland surface grade.

- A development setback line (DSBL) for property lines backing on to natural area should be at least 10 m from the crest.
- The building setback line (BSBL) for proposed permanent residential structures on any lots backing onto the slopes, should be at least 10 m back from the DSBL.

### 2.1.2 VEGETATION

With the exception of lightly treed areas along the east boundary of the Plan Area, the land is mostly cleared.

### 2.1.3 SOILS

As indicated in the Preliminary Geotechnical Site Investigation, prepared by Parkland Geotechnical Consulting Ltd. attached in Appendix B, the soil profile encountered in the Plan Area included topsoil and extensive deposits of fine grained sand and sandy silt with occasional zones of interbedded silt and clay. This is considered to be the typical soil profile in this area. Based on the investigation, the Plan Area is suitable for residential development.

## 2.2 HISTORIC AND CURRENT LAND USE

The Plan Area is undeveloped land currently used for agricultural purposes.

The Alberta Listing of Historic Resources (September 2013) does not identify the Plan Area for historical resources; as such, the Developer has obtained clearance for the development of the site, dated November 23, 2014.

## 2.3 ENVIRONMENTAL SITE ASSESSMENT

A Phase 1 Environmental Site Assessment for the subject site was completed by Parkland Geotechnical Consulting Ltd. in 2006. Based on this Phase 1 ESA, the Plan Area was given a rating of “low” in terms of environmental risk.



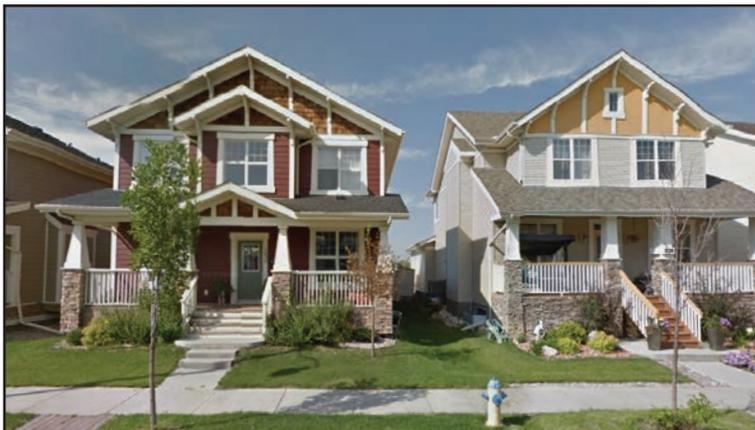
figure 4 - existing conditions

# development concept

## 3.1 OBJECTIVES

Aspen Lakes West has been designed to be consistent with the policies and design principles as identified in the *Town of Blackfalds's Municipal Development Plan*. In addition, the following objectives have been used.

- Create the framework to deliver a high quality, comprehensively planned residential area.
- Ensure uses are complementary by considering those existing located adjacent to the Plan Area.
- Accommodate the Plan Area's natural features.
- Identify development stages to allow for logical construction progression.



## 3.2 RESIDENTIAL

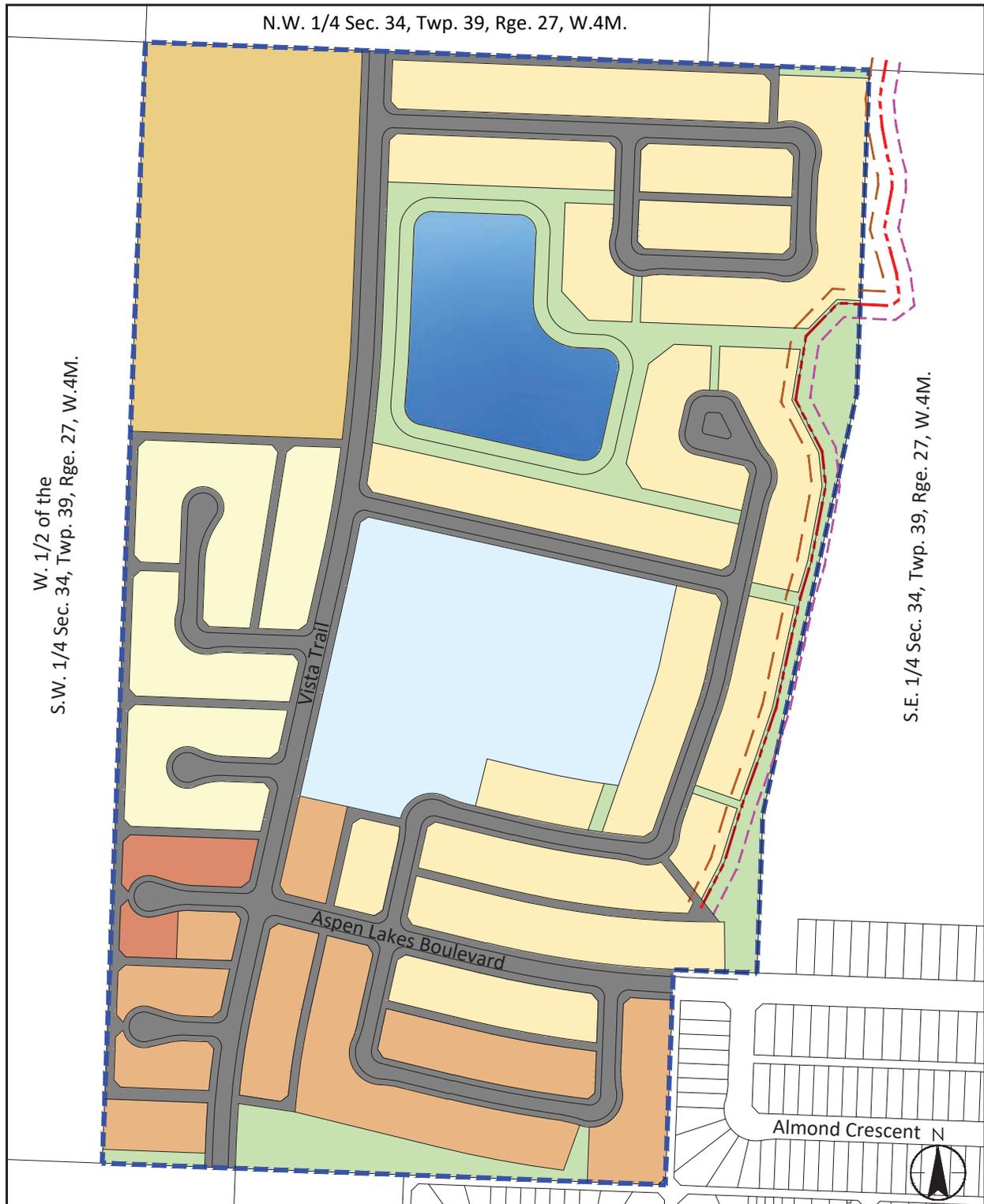
*Provide a mix of housing types and forms. Ensure residential density is a minimum of 10 residential units per gross developable hectare. Ensure all multi-family sites are a maximum of 1.75ha. Utilize master planning to incorporate manufactured home areas.*

As described below and shown on **Figure 5 - Concept Plan** and **Figure 6 - Concept Plan with Aerial**, a wide range of housing types and styles are proposed within Aspen Lakes West to provide housing choices for a range of income levels, age groups, and family types.

In addition to accommodating a broad spectrum of Blackfalds's population, the Aspen Lakes West community will showcase the style of Central Alberta through the use of Craftsman architecture. Characterized by wood detailing, low-pitched side gable roofs, wide overhangs, and exposed roof-rafter ends; Craftsman homes were popular in Alberta between 1905-1945 with a more recent resurgence. This style has also been

used throughout Blackfalds's downtown revitalization projects.

The overall housing density for Aspen Lakes West is envisioned to be 13.63 du/ha (5.52 du/ac). A full breakdown of land use calculations is shown in Appendix A.



**Legend**

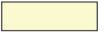
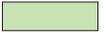
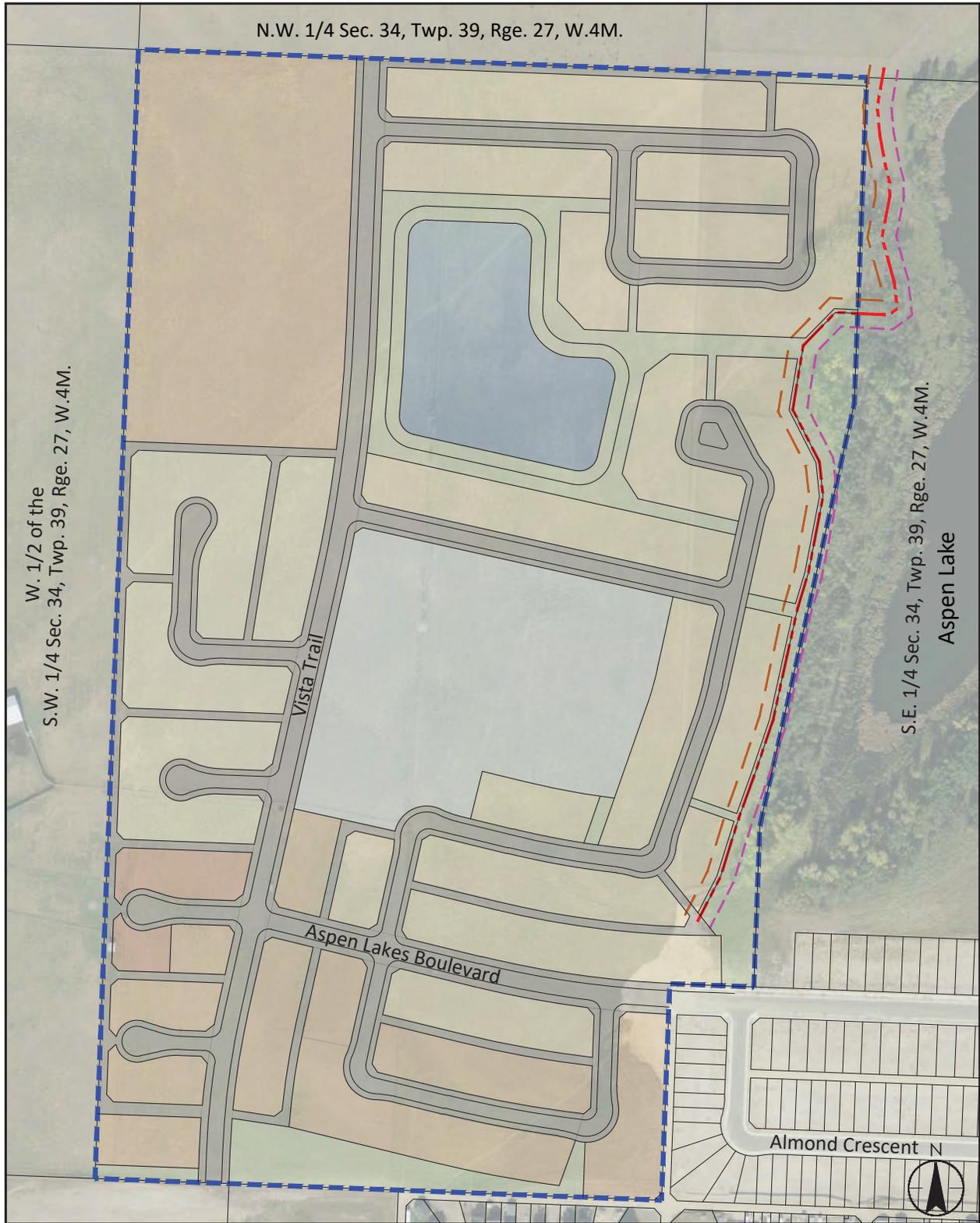
	R-1M Medium Lot Residential		Direct Control District		Crest
	R-1S Small Lot Residential		Parks and Recreation (PR)		Development Setback Line (DSBL)
	R-2 Multi-Dwelling		Storm Pond (PUL)		Building Setback Line (BSBL)
	R-MHP Manufacture Home Park		Public Facility (PF)		Area Structure Plan Boundary

figure 5 - concept plan



**Legend**

- |   |   |   |
|---|---|---|
|  R-1M Medium Lot Residential |  Direct Control District   |  Crest                           |
|  R-1S Small Lot Residential  |  Parks and Recreation (PR) |  Development Setback Line (DSBL) |
|  R-2 Multi-Dwelling          |  Storm Pond (PUL)          |  Building Setback Line (BSBL)    |
|  R-MHP Manufacture Home Park |  Public Facility (PF)      |  Area Structure Plan Boundary    |

figure 6 - concept plan with aerial

### 3.2.1 R-1M RESIDENTIAL SINGLE DWELLING MEDIUM LOT

Approximately 9.70 ha (23.96 ac) of the Plan Area will be developed for medium lot residential homes using the Residential Single Dwelling Medium Lot District (R-1M). These lots are located along the east portion of the Plan Area.

Typical housing styles in the R-1M district include bungalow, bi-level, and 2-storey homes with or without front attached garages. Should homes not include front attached garages, on-site parking spaces will be provided at the rear of the lot via a parking pad or detached garage.



### 3.2.2 R-1S RESIDENTIAL SINGLE DWELLING SMALL LOT

An area consisting of 2.72 ha (6.73 ac) has been added to the Plan Area for Residential Single Dwelling Small Lot District (R-1S). These lots are located along the west boundary of the Plan Area to utilize a small pocket between Vista Trail and the west boundary.

Typical housing styles in the R-1S district include bungalow, bi-level, and 2-storey homes with or without front attached garages. Should homes not include front attached garages, on-site parking spaces will be provided at the rear of the lot via a parking pad or detached garage.



### 3.2.3 R2 MULTI-DWELLING RESIDENTIAL

Approximately 4.17 ha (10.31 ac) of the Plan Area is planned for medium density residential uses using the Residential Multi-Dwelling District (R-2).

The R2 district has been used to accommodate a growing demand for multi-dwelling housing. Housing types envisioned for location in this area include duplex homes, although the majority will be row housing. These styles of multi-family housing provide a more affordable housing option while offering residents private amenity space and often attached garages.

As per the Town of Blackfalds’s Land Use Bylaw, on-site parking will be provided via either front attached garage, rear parking pads, or rear detached garages.

#### 3.2.4.1 DIRECT CONTROL ROW HOME SECONDARY SUITES

To support additional housing options and price points, secondary suites for row homes have been identified within one cul-de-sac. These secondary suites will be restricted to end or corner units and must provide one additional parking stall.

Secondary suites are ideal to provide more affordable housing choices, utilize land in a more efficient manner, and introduce new housing options to the Town.



### 3.2.4 R-MHP RESIDENTIAL MANUFACTURED HOME PARK

Approximately 4.36ha (10.77ac) of the Plan Area, located within the northeast corner of the site, will be developed for a manufactured home community using the Residential Manufactured Home Park District (R-MHP).

Manufactured homes are single dwelling unit buildings that are manufactured off-site and can be transported to a suitable site where it becomes part of a surface foundation. This style of housing provides a more affordable housing opportunity to residents as it enables homeowners to purchase their home while leasing their lot. The manufactured home area will be privately owned with internal roadways, snow clearing, garbage pick-up, and professionally managed by a land lease community. With the average age of the population increasing, this type of housing is becoming more popular for those looking to downsize or snowbirds who spend part of the year abroad.

As per the Town of Blackfalds’s Land Use Bylaw, all manufactured homes must have a size, form, and external appearance that is acceptable to the Development Authority in order to establish a superior standard of quality in the community. Some of the guidelines identified by the Town of Blackfalds regarding this review include the following:

- all homes must be of new construction
- homes must have a minimum roof pitch of 4:12
- homes must have a roof surface of wood or asphalt shingles, clay or concrete tiles, slate or wood shakes

- homes must have a minimum roof overhang or eaves of 0.4m from each external wall
- homes must have a length to width ratio of 3:1

In addition to all regulations set by the Town of Blackfalds, all manufactured homes will be subject to strict architectural controls, maintenance requirements, age restrictions, and landscape requirements. To complement the surrounding Aspen Lakes West community, manufactured homes will include architectural styles and facade treatments similar and reflective of homes found elsewhere in the community.

As per the municipal regulations, a local recreation area totaling a minimum 5% of the land use area will be located within the manufactured home park. This area will be programmed with play equipment or other recreational items determined in coordination with the Town of Blackfalds. In addition, a common storage area will be provided to house seasonal or recreational equipment not capable of being stored on individual parcels. A common fence will also be placed surrounding the park to ensure a consistent screening between this and other uses. This fence will be constructed of high quality materials and be the responsibility of the park operator to maintain.

All roadways in the manufactured home park will be private in nature with the condo association taking responsibility for maintenance, replacement, snow clearing, and garbage removal.



### 3.3 OPEN SPACES

*Integrate a variety of parks, including tot lots and playgrounds. Centrally-locate neighbourhood parks. Incorporate non-motorized trails, picnic areas, and children’s playgrounds. Connect trails to the TransCanada trail located east of the Plan Area.*

As shown on **Figure 7 - Open Space Network**, three main park spaces have been located in Aspen Lakes West. These parks have been distributed throughout the neighbourhood to ensure convenient access by all residents and supplement park spaces in adjacent neighbourhoods to provide larger and more usable areas.

A primary neighbourhood park has been located in the north central portion of the Plan Area which will accommodate a stormwater management facility, children’s play structure, passive recreation space, and pedestrian trail connections. This park is also envisioned as a local destination for residents to engage in passive recreational uses such as dog walking, playing catch, picnics, etc.

There are also two parks that have been identified along the south and east boundaries of the Plan Area. These parks are intended to supplement those located in adjacent neighbourhoods to provide larger and more usable open spaces. These park spaces will be developed with pedestrian trail connections and periodic rest and refuse areas.

All park spaces will be developed with the inclusion of trails to accommodate passive recreation for residents. As per the Town’s Facilities and Needs Assessment, picnic spaces and children’s play structures may be included in these areas; however, such programming will be done during the time of detailed design based on the requirements and preferences of the Town of Blackfalds.

As per the Land Use Bylaw, Municipal and Environmental Reserves will be zoned Parks and Recreation District (PR), the school site and Public Utility Lots will need to be zoned as Public Facility District (PF).

### 3.3.1 SCHOOL SITE

A school site has been included in the central portion of the Plan Area. This 4.05 ha (10.01 ac) site is sized to accommodate the school, playgrounds, fields, and associated parking. Aspen Lakes West is an ideal location for the school as it will support various neighborhoods in north-west Blackfalds, provide recreation opportunities to both community residents and school users, and utilize an extensive network of trails and linkages for access. Development and detailed programming of this site will be undertaken by the school board in consultation with the Town.

### 3.3.2 MUNICIPAL RESERVES

As identified in **Table 1 - Aspen Lakes West Municipal Reserve Dedication**, a total of 6.18 ha (15.27 ac) has been dedicated as Municipal Reserve as shown in **Table 1 - Aspen Lakes West Municipal Reserve Dedication**. With the school site, Aspen Lakes West will over dedicate MR by 2.39 ha (5.92 ac), 6.3% of the developable area. Through the Development Agreement for the impacted phase, the Town and Developer will negotiate fair and acceptable terms for Municipal Reserves that are deemed to be over dedicated. Compensation for the MR over dedications may take the form of reduced off-site levies, reduced developer landscape requirements, or required conditions of the school site.

Table 1- Aspen Lakes West Municipal Reserve Dedication.

Municipal Reserve Dedication	Area (ha)	Area (ac)	% of MR Developable Area
<b>Gross Plan Area</b>	<b>38.75</b>	<b>95.75</b>	
<i>Environmental Reserve</i>	0.90	2.23	
<b>MR Developable Area</b>	<b>37.85</b>	<b>93.52</b>	<b>100.00%</b>
Required MR Dedication	3.79	9.35	10.0%
Actual MR Dedication	6.18	15.27	16.3%
<b>MR Over Dedication</b>	<b>2.39</b>	<b>5.92</b>	<b>6.3%</b>

### 3.3.2 TRAILS

As previously noted, a network of interconnected trails and sidewalks will form the pedestrian network for this community. The trail network is intended to provide off-street mobility options for residents that are active, safe, and connect to adjacent neighbourhoods.

#### *TransCanada Trail*

The TransCanada Trail spans east to west from Newfoundland to Vancouver Island and from Edmonton north to Inuvik in the Northwest Territories. Once completed, the TransCanada will connect nearly 1,000 communities across Canada. Since it's start in 1992, the TransCanada Trail is now 75% complete and Blackfalds is proud to include a portion of the Trail in their community. The TransCanada Trail runs through Town from north to south connecting Blackfalds with Red





figure 7 - open space network

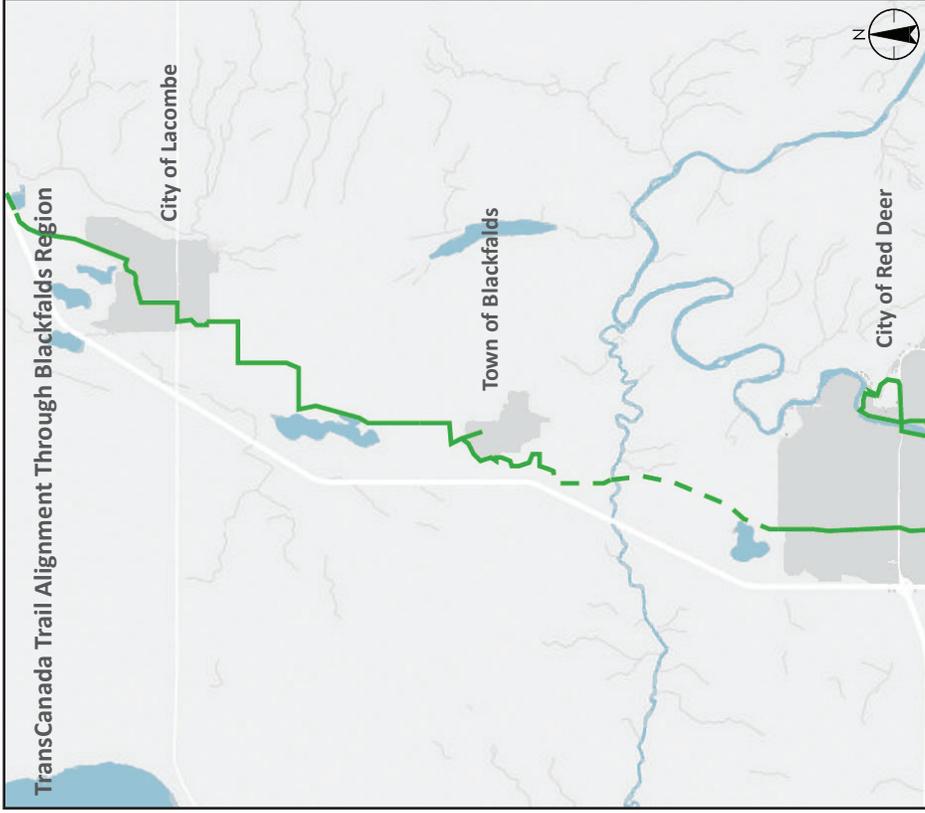


figure 9 - trans canada trail alignment

Deer and Lacombe and includes the only indoor portion of the trail in all of Canada.

As a portion of Blackfalds's TransCanada Trail connection, Aspen Lakes West will include a 3.0m paved multi-purpose trail near the east boundary of the development. This trail will continue into Aurora Heights to the east and Valley Ridge Estates to the south.

To identify the significance of this particular trail in the community, and provide directional identification for trail users, a unique wayfinding element will be included as shown on **Figure 9 - TransCanada Trail Alignment**.

To facilitate the continuation of this trail through residential areas, a 2.5m sidewalk will be provided. This connection will be separated from the roadway with boulevard landscape to increase user safety and trail durability.

Traffic calming will be used where the TransCanada Trail crosses the roadway in Aspen Lakes West to maximize pedestrian user safety. Methods of traffic calming will be determined in consultation with the Town of Blackfalds at the time of detailed design.

### 3.3.3 STORMWATER MANAGEMENT FACILITY

A stormwater management facility has been located in the north central portion of the Plan Area. While providing a functional purpose, the storm pond will also create a recreational amenity for the neighbourhood. Passive recreation elements surrounding the facility will include pedestrian trail connections, seating nodes, and refuse containers.

### 3.4 ROADWAYS

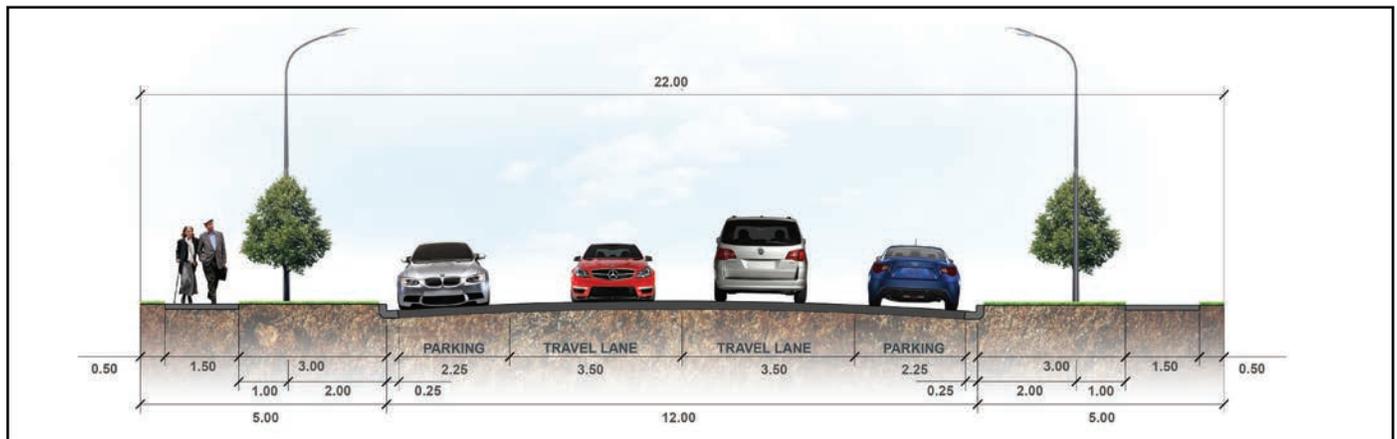
Provide rear lanes except in areas adjacent to parks and natural open spaces.

#### 3.4.1 COLLECTOR ROADWAYS

As shown on **Figure 10 - Roadway Network**, a main collector roadway runs north/south through the Plan Area. This roadway will be designed using a 22.0m wide right-of-way, 12.0m wide carriage way, and 1.5m separated sidewalks and a 3.0m boulevard on either side of the roadway.

A secondary collector roadway runs west/east along the south portion of the Plan Area. This roadway will be designed using the same standard as that listed above.

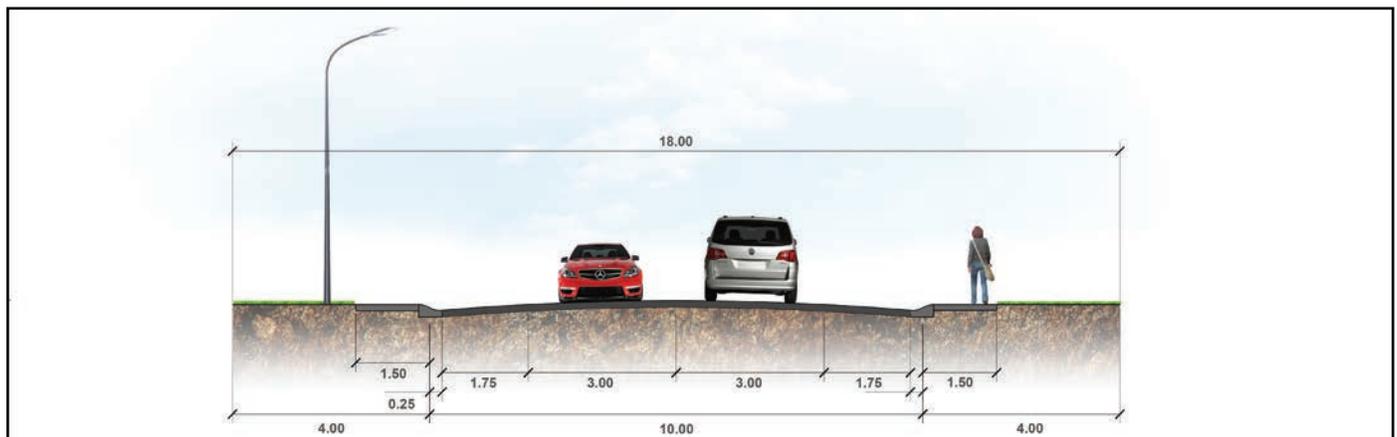
Both roadways have been designed to efficiently transport motorists through the neighbourhood while minimizing traffic on local roadways.



#### 3.4.2 LOCAL ROADWAYS

##### Standard Local

The system of local roads has been planned to provide access to individual development clusters while discouraging outside traffic from short-cutting. These roadways will have an 18.0m wide right-of-way with a 10.0m wide carriage way and 1.5m monolithic sidewalks on both sides of the roadway.



##### Modified Local

This roadways will have an 18.0m wide right-of-way with a 10.0m wide carriage way and 1.5m monolithic sidewalk on one side of the roadway. On the other side, a 2.5m separated sidewalk will be provided as part of the Trans Canada Trail.

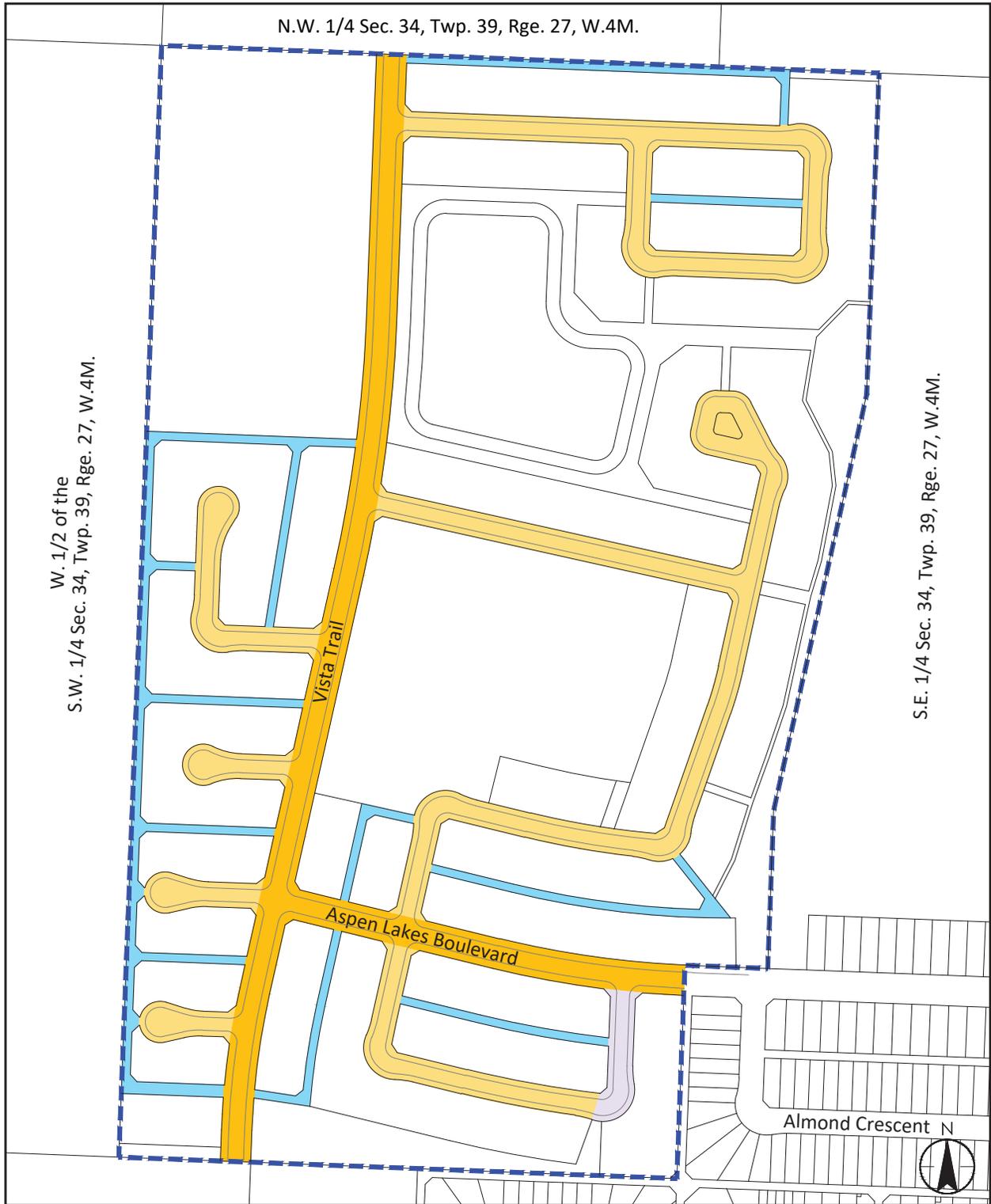


figure 10 - roadway network

# servicing and implementation

## 4.1 SANITARY SEWER SYSTEM

The proposed sanitary sewer system for the Aspen Lakes West Plan Area will link into the Town's existing 250mm diameter system along the Aspen Lakes Boulevard as shown on **Figure 11 - Sanitary Sewer Servicing**. The existing 250mm diameter sewer has capacity to handle the projected discharge flows generated from the full build-out of Aspen Lakes West.

The southern portion of the lands will gravity feed towards the existing sanitary sewer tie-in on Aspen Lakes Boulevard. This will include phase 1 in its entirety. The remainder of the land, phases 2 through 5, will gravity drain towards the low point in the north portion of the Plan Area. An interim lift station is required in the north end to pump the discharge to a south gravity sewer as required. Ultimately, the lift station will be abandoned when a regional lift station is constructed on the lands to the north with Aspen Lakes West connecting in to it. From this ultimate lift station, effluent will be pumped west and then south through the industrial lands to connect with the regional sanitary system. The location of the interim lift station is conceptual in nature, the final location and details will be determined in the Servicing Study.

All sanitary sewer facilities will be designed in accordance with the Town of Blackfalds Design Guidelines and will

become the responsibility of the Town to maintain after a two year maintenance period.

## 4.2 STORMWATER SYSTEM

### 4.2.1 MINOR DRAINAGE SYSTEM

The minor system will consist of underground piping and catch basins to capture and convey stormwater flows, up to and including the 1:5 year storm event, towards the proposed SWMF. In general, the storm system will follow the proposed road grades.

A small portion of the Plan Area located in the southeast portion of the site will discharge into the existing system within Aspen Lakes Boulevard and utilize the existing storm outfall located at the south end of the Aspen Lake. The remainder of the lands will drain into the minor storm piping system and discharge into the proposed SWMF which also outlets to Aspen Lake. Phase 1 will require storage infiltration ditches as an interim solution.

Infiltration ditches will be removed in future phases of development as the stormwater management pond will be required.

As highlighted in the Preliminary Geotechnical Investigation prepared by Parkland Geotechnical Consulting Ltd. in October 2006 for Aspen Lakes West Plan Area, groundwater was not encountered upon completion of the four boreholes that were drilled. A more detailed geotechnical investigation will be completed in the near future to determine if groundwater is present and determine if storm sewer service connections are required. At the very least foundation weeping tile and a sump pump will be utilized in the absence of a storm service connection. The sump pump will discharge water either to the surface or to a storm sewer service if one is provided.

A Slope Setback document was prepared in 2023 by ParklandGEO to consider development setback along the east boundary slope. It is recommended that all discharge from lots adjacent to the slope; downspouts and weeping tile/sump systems must be directed to the front of the lot away from the slope. Storm discharge requirements for impacted lots will be determined during detailed design of the associated phase and may be identified on title to ensure home owners are informed of general slope

development guidelines.

#### 4.2.2 MAJOR DRAINAGE SYSTEM

The major storm drainage system will consist of a network of surface drainage paths, generally along roads, lanes and pathways, which will convey water, typically in excess of the 1:5 year event, overland towards the permanent SWMF. The SWMF will be designed to detain storm events up to and including the 1:100 year storm event and treat the water prior to discharging at a pre-development controlled release rate into the existing infiltration pond to the east. The release rate of 2 L/s/ha for the 1:100 year storm event will be utilized.

In the event where a storm is greater than the 1:100 year event or some other unforeseen incident occurs that prevents the SWMF from discharging as per the design, an overland emergency overflow will be incorporated into the design of the SWMF to convey water safely towards the existing infiltration pond to prevent property damage within the community.

The stormwater facility is envisioned be designed as a hybrid wet and infiltration pond, and will provide stormwater retention and passive recreation opportunities for neighbourhood. All stormwater management facilities will be designed in accordance with the Water Act approval 00387959-00-00 and will become the responsibility of the Town to maintain after a two year maintenance period.

The pond will also be constructed to accommodate discharge from a stormpond in the industrial development to the southwest. Stormwater will be pumped out of the industrial stormpond and into Aspen West's gravity system at a point along the west boundary.

The pond will include an outlet that will discharge into Aspen Lake to the east and eventually drain to the north and into Lacombe Lake. It is our understanding that this outlet and control is currently under review with the Town of Blackfalds and Alberta Environment.

**Figure 12 – Stormwater Servicing Plan** shows the principal elements of both the minor and major drainage systems in the Plan Area.

#### 4.3 WATER DISTRIBUTION SYSTEM

The water distribution network within the Plan Area will in general follow the transportation network throughout the site as this will create an ideal grid network system.

Services within the community will be an extension of the Town of Blackfalds' existing watermain system.

In order to provide water servicing to Aspen Lakes West, the existing distribution main in Aspen Lakes Boulevard will be extended into the development from the current stub location. As shown on **Figure 13 - Water Servicing Plan**, this existing 250mm diameter watermain will continue to the proposed north south collector Vista Trail. From there a proposed 250mm diameter main will continue north and south and will be stubbed at property line to provide future connections to the development to the north and to the proposed development Valley Ridge Estates to the south. Since neither of these communities are developed to the property line the only available connection would be along Aspen Lakes Boulevard. This connection will be utilized until such time the Town of Blackfalds requires a second connection. It is anticipated that the second distribution connection will be with Valley Ridge Estates to the south. There may also be an opportunity to provide connections to the proposed industrial development to the west however exact locations will be determined in the future during the development of those lands.

The water system for the Plan Area will be modeled to determine the peak domestic and fire flow demands. From this the watermains will be sized to accommodate these demands at full build out of the Plan Area. As per the Town of Blackfalds Design Standards, the minimum residual line pressure under maximum day plus fire flow conditions shall be 150 KPa at ground level of any point in the system and a minimum 300 KPa residual line pressure during peak hour flow conditions. (Design Guidelines, May 2011).

The internal distribution network will comprise of a series of 150mm to 200mm water mains that will be installed along the local roadways, lanes and public utility lots where required to create internal looping.

The proposed alignment of the water lines within Aspen Lakes West is illustrated on **Figure 13.0 - Water Servicing Plan**.

All water mains in this development will be designed in accordance with the Town of Blackfalds Design Guidelines and will become the responsibility of The Town of Blackfalds to maintain after a two year maintenance period.

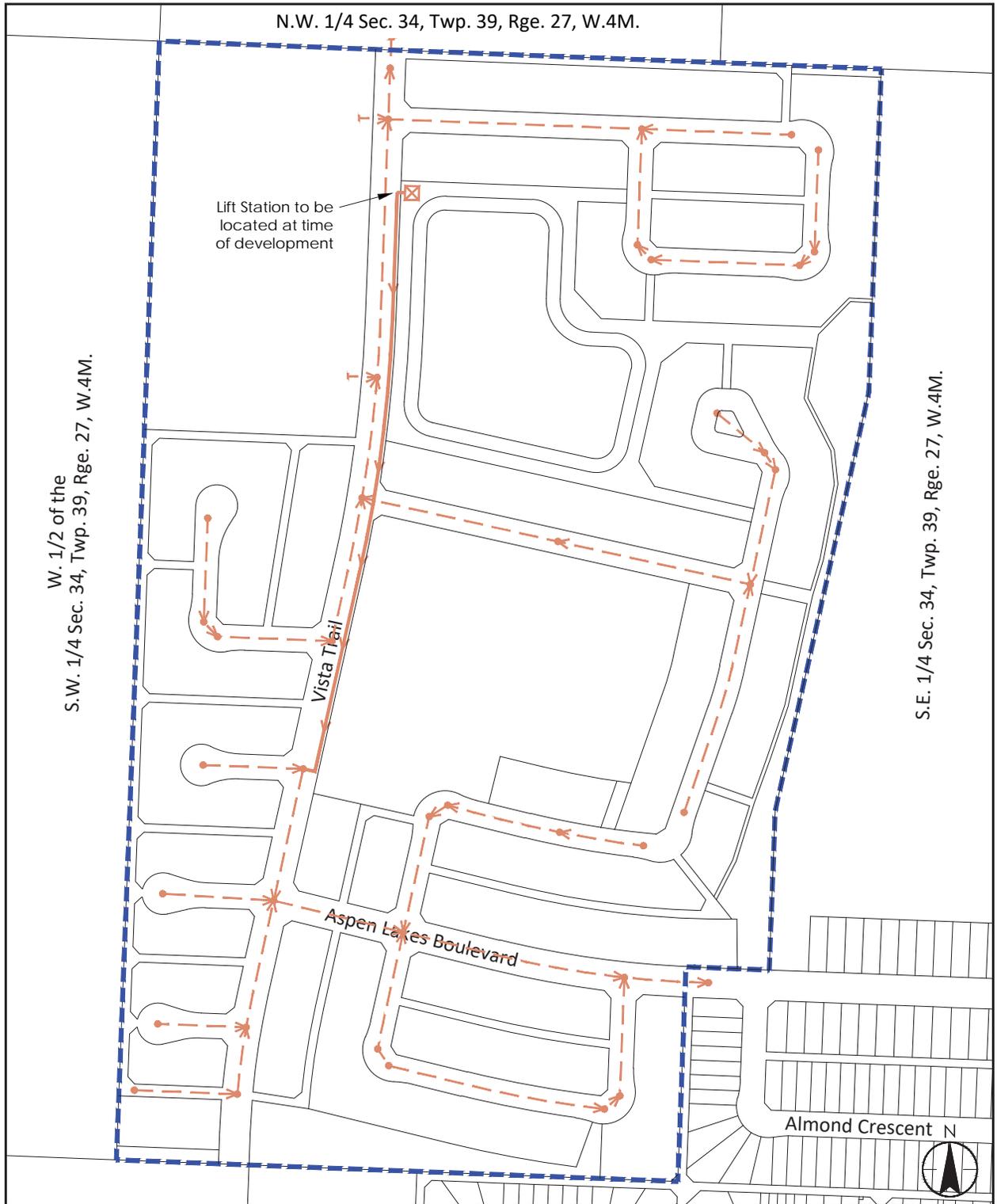
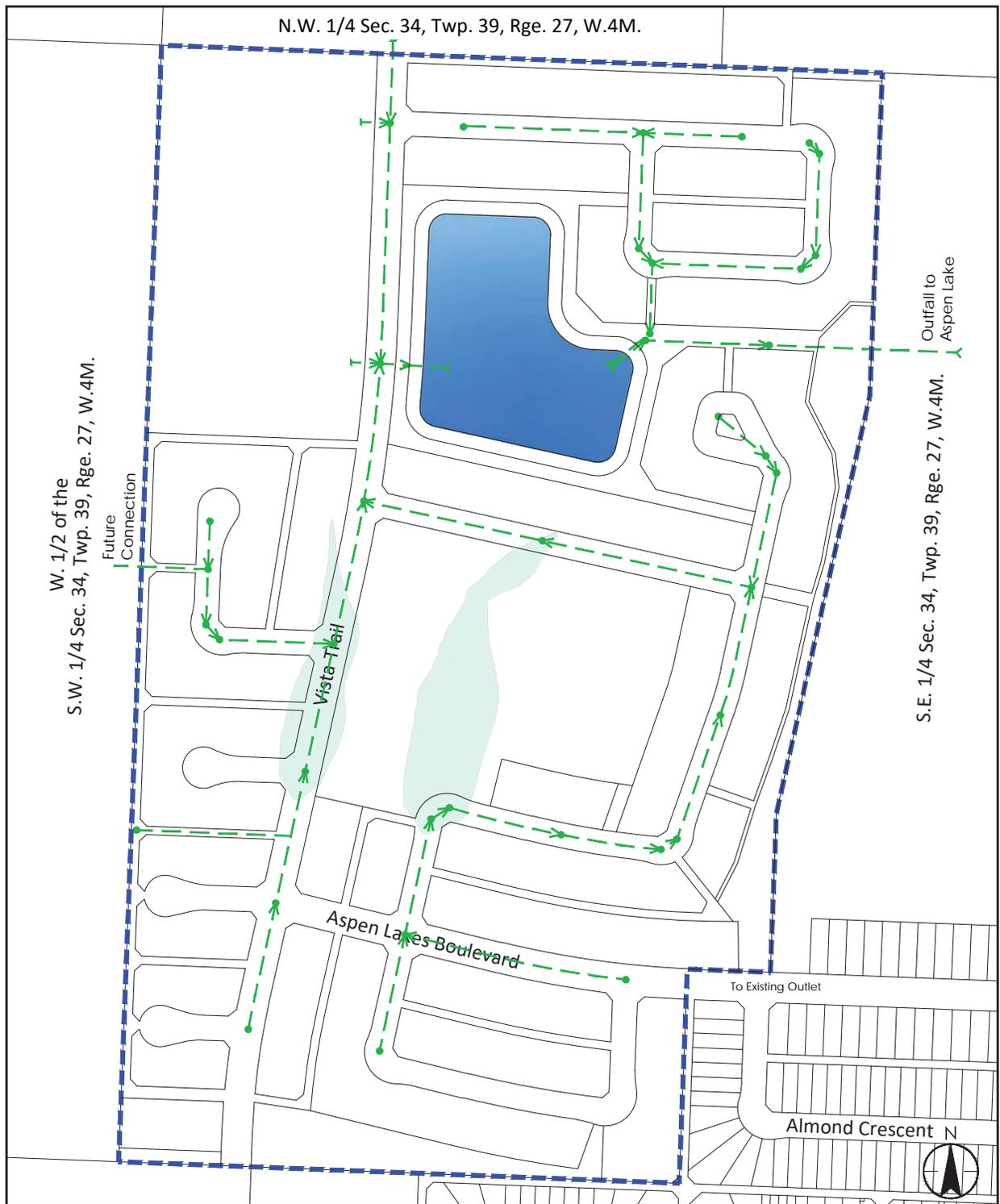


figure 11 - sanitary servicing plan



Legend			
	Storm Sewer Servicing		Temporary Storage Infiltration Ditch (Phase 1)
	Flow Direction		Stormwater Management Facility
	Manhole		Area Structure Plan Boundary

figure 12 - stormwater servicing plan

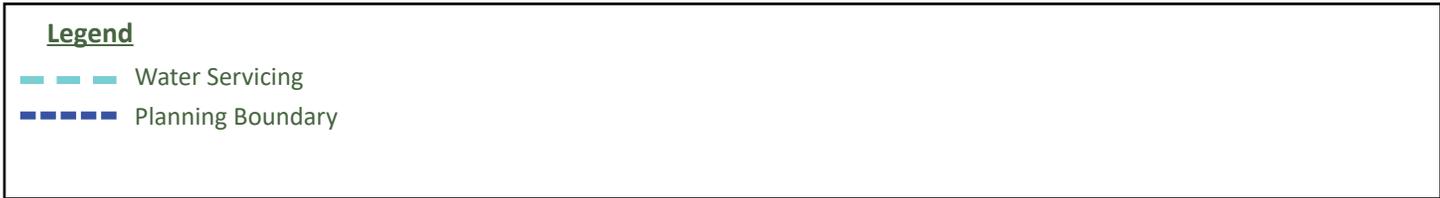
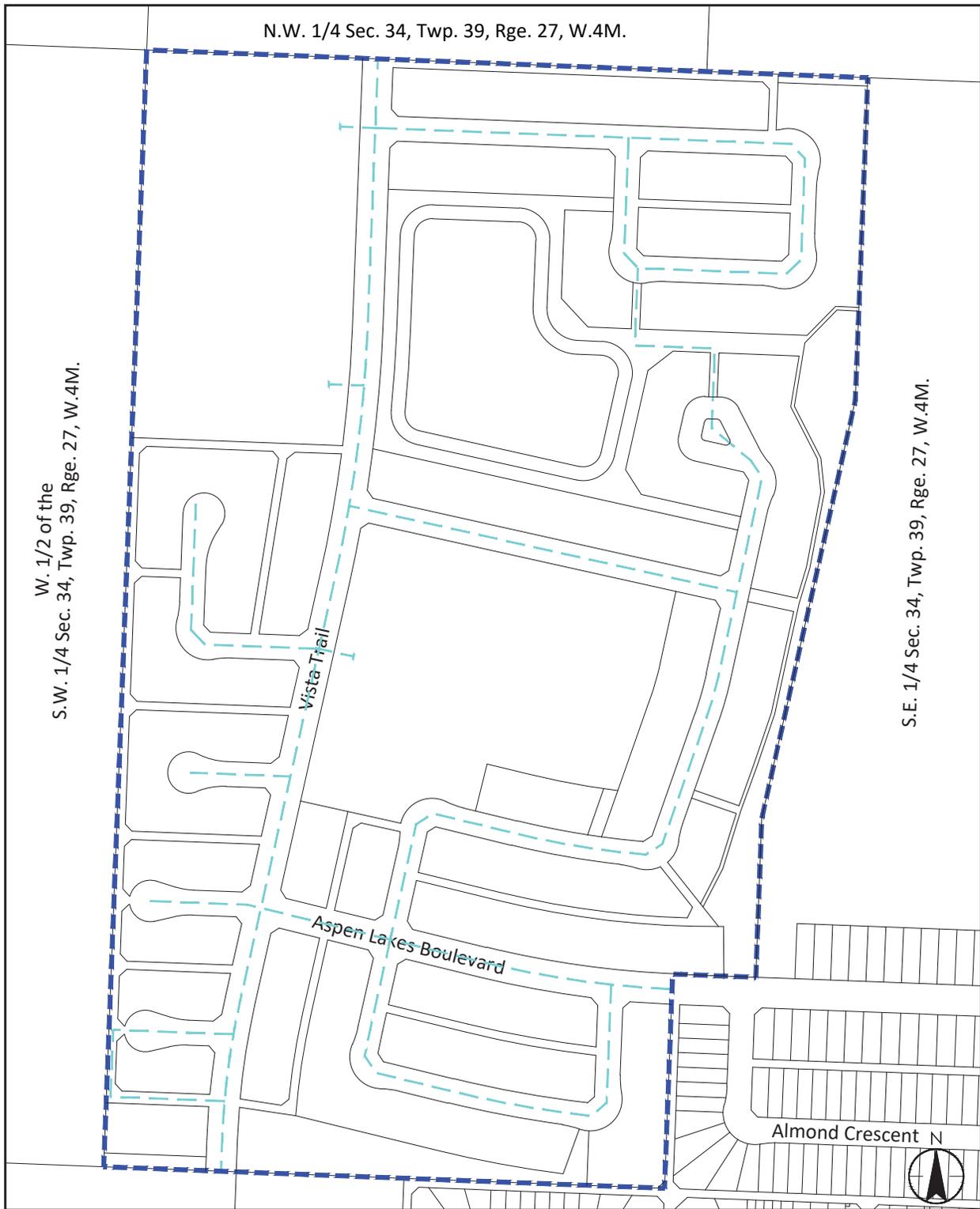


figure 13 - water servicing plan

## 4.4 FRANCHISE UTILITIES

Shallow utilities will be required for this development. These utilities include power (Fortis), telephone (Telus), cable (Shaw), and gas (ATCO) and will be extended from the existing community to the east, Aurora Heights.

## 4.5 PHASING

As shown on **Figure 14 - Phasing Plan**, development of Aspen Lakes West is proposed to be undertaken in five phases.

### 4.5.1 PHASING CONSIDERATIONS

Staging of development is dependent upon many factors one of which includes servicing. Infrastructure services to this development will be extended into the Plan Area from the existing neighborhood to the east. As this development will require a lift station and a stormwater management facility, it will also be advantageous to determine the phasing boundaries around the servicing capacity available.

As Aspen Lakes Boulevard will be the primary entrance to this community, it is logical for Phase 1 to be located in this area of the community. Phase 1 in its entirety will be serviced with water and gravity sanitary services by extending the infrastructure from the existing development to the east. Temporary ponding storage can be utilized as an option to defer the development of the SWMF. It is proposed a small portion of Phase 1 will tie into the existing infrastructure along Aspen Lakes Boulevard which discharges into the south outfall of the existing infiltration pond.

Development beyond Phase 1 will require the commissioning of the lift station and the construction of the SWMF.

The phasing boundaries shown are conceptual in nature and may vary from those shown when redesignation and subdivision applications are made. Development phases will be completed with the logical and economical extension of municipal services with the intent of meeting the needs of the regional and local housing market. Portions of separate phases may be developed concurrently if there is sufficient demand and/or if municipal servicing is made more efficient as a result.

## 4.6 REDESIGNATION AND SUBDIVISION

Redistricting and subdivision applications to conform to the land use designations described in this Area Structure Plan will be undertaken as necessary. Guided by *The Town of Blackfalds Municipal Development Plan*, redesignation and subdivisions must conform to the uses identified in *The Town of Blackfalds Land Use Bylaw* and all applicable statutory plans in addition to the informational requirements necessary for each application.

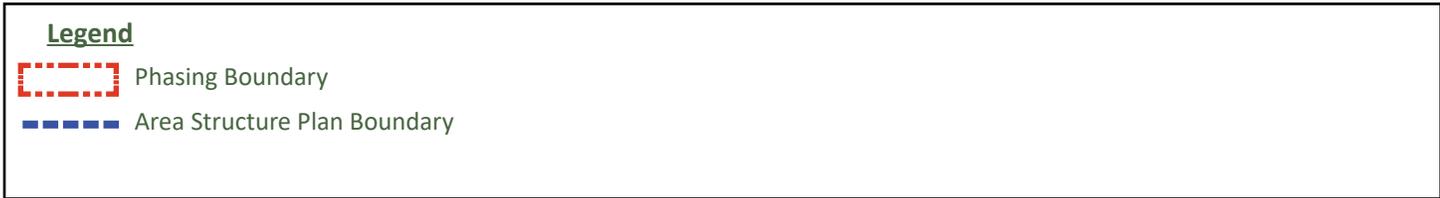
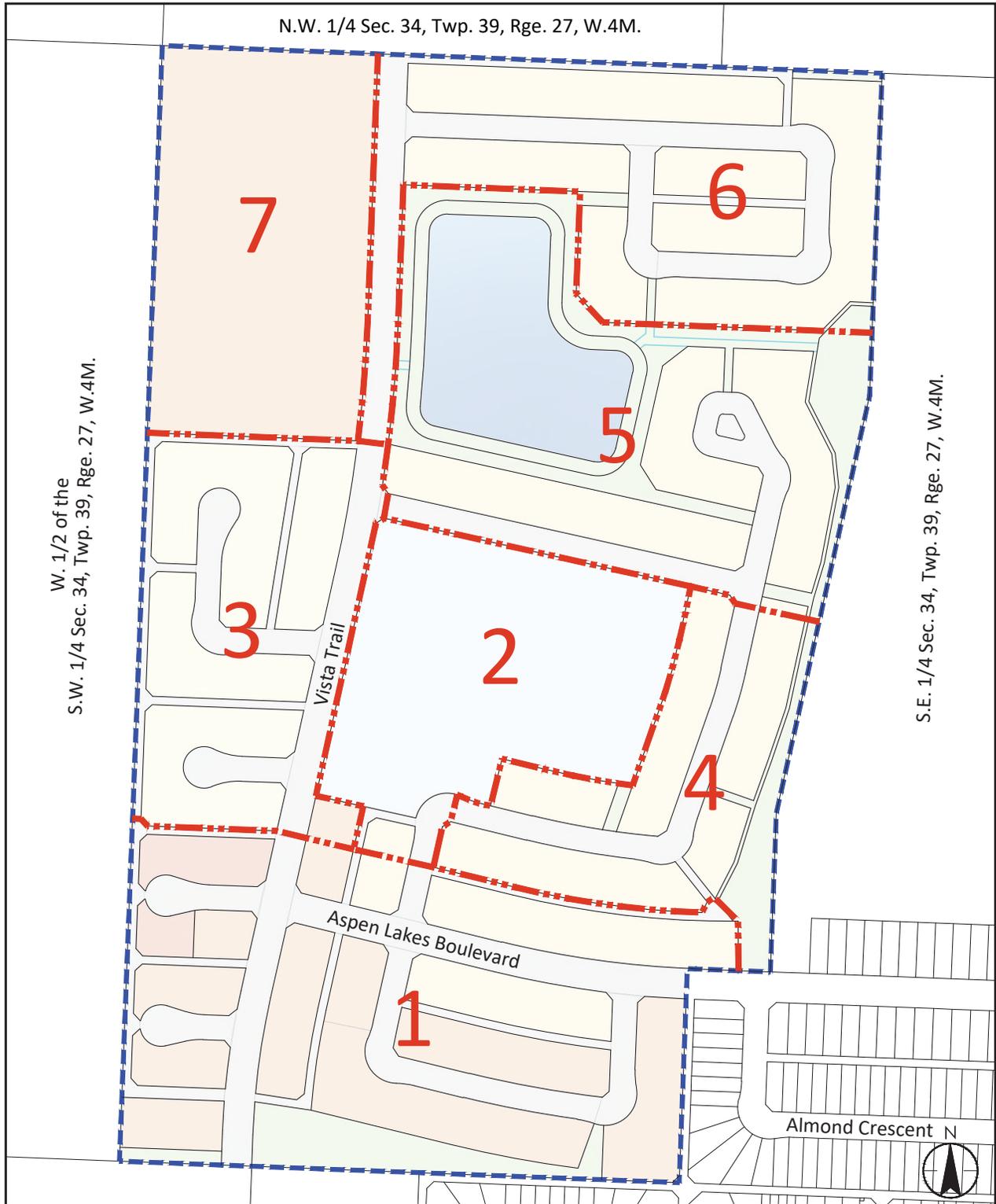


figure 14 - phasing plan

# Appendix **A**

LAND USE CALCULATIONS

**Table A1 - Land Use Allocation.**

Land Use Category	Hectares	Acres	% of NDA	Dwelling Units <sup>1</sup>	% of Housing Stock
<b>Gross Plan Area</b>	<b>38.75</b>	<b>95.75</b>			
<b>Environmental Reserve</b>	<b>0.90</b>	<b>2.23</b>			
<b>Net Developable Area (NDA)</b>	<b>37.85</b>	<b>93.52</b>	<b>100.00%</b>		
<b>Residential</b>	<b>20.95</b>	<b>51.77</b>	<b>55.4%</b>	<b>516</b>	<b>100.0%</b>
<i>R-1M Residential Medium Lot</i>	9.70	23.96	25.6%	199	38.7%
<i>R-1S Residential Medium Lot</i>	2.72	6.73	7.2%	70	13.6%
<i>R-MHP Residential Manufactured Home</i>	4.36	10.77	11.5%	74	14.3%
<i>R-2 Residential Multi-Dwelling -Duplex</i>	0.81	2.00	3.9%	26	5.0%
<i>R-2 Residential Multi-Dwelling -Row Home</i>	2.91	7.19	13.9%	131	25.4%
<i>Direct Control Multi-Dwelling -Row Home</i>	0.45	1.11	2.1%	15	3.0%
<b>Open Space</b>	<b>8.70</b>	<b>21.51</b>	<b>23.0%</b>		
<i>Municipal Reserve (Open Space)</i>	2.13	5.26	5.6%		
<i>Public Facility (PF - School Site)</i>	4.05	10.01	10.7%		
<i>Public Utility Lot (PUL)</i>	0.65	1.61	1.7%		
<i>Stormwater Management Facility (PUL)</i>	1.87	4.63	5.0%		
<b>Transportation</b>	<b>8.20</b>	<b>20.24</b>	<b>21.6%</b>		
<i>Collector Roadways</i>	2.44	6.02	6.4%		
<i>Local Roadways</i>	4.34	10.72	11.5%		
<i>Lanes</i>	1.42	3.50	3.7%		

**Residential density: 13.63 du/ha** (516 u/37.85 ha)

**Table A2 - Population Projection.**

Residential Land Use Calculation	Ha	Ac	Units	Household Size	Population <sup>2</sup>
<b>Single Detached Residential</b>	<b>16.78</b>	<b>41.47</b>	<b>343</b>	-	<b>960</b>
<i>R1M Residential Medium Lot</i>	9.70	23.96	199	2.8	557
<i>R1S Residential Medium Lot</i>	2.72	6.73	70	2.8	196
<i>RMHC Residential Manufactured Home</i>	4.36	10.77	74	2.8	207
<b>Duplex and Multi-Family Residential</b>	<b>4.17</b>	<b>10.31</b>	<b>172</b>	-	<b>480</b>
<i>R2 Residential Multi-Dwelling (Duplex)</i>	0.81	2.00	26	2.8	72
<i>R2 Residential Multi-Dwelling (Townhome)</i>	3.36	8.30	146	2.8	408
<b>Total</b>	<b>20.95</b>	<b>51.77</b>	<b>516</b>	-	<b>1,440</b>

<sup>1</sup> Units are based on minimum lot size regulations in the Town of Blackfalds Land Use Bylaws.

<sup>2</sup> Population is based on an average household size of 2.8 persons, as recorded in the 2011 federal census for the Town of Blackfalds.

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**MEETING DATE:** March 26, 2024  
**PREPARED BY:** Jolene Tejkl, Planning & Development Manager  
**PRESENTED BY:** Jolene Tejkl, Planning & Development Manager  
**SUBJECT:** **Bylaw 1302.24 Aspen Lakes West Redistricting**

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## **BACKGROUND**

Bylaw 1302.24 proposes to amend Land Use Bylaw 1268/22 (LUB) to bring in a new Direct Control District #4 specific to the remainder of Anna Close, redistrict Lots 38-57 Block 14 Plan 162 0173 (the remainder of Anna Close) to the DC-4 District, redistrict the future school site to Public Facility District (PF), and the remainder of the undeveloped portion of the Aspen Lakes West community to Urban Reserve District (UR).

Council gave First Reading to Bylaw 1302.24 at the February 27, 2024, meeting and set the Public Hearing for this evening's Regular Council Meeting:

### **Request for Decision, Bylaw 1302.24 - Aspen Lakes West Phase Redistricting**

Manager Tejkl presented for Council's consideration, First Reading to Bylaw 1302.24 being a Bylaw to redistrict the Aspen Lakes West Phase.

**050/24** Councillor Sands moved That Council give First Reading to Bylaw 1302.24 - Aspen Lakes West Phase Redistricting.

**CARRIED UNANIMOUSLY**

**051/24** Councillor Svab moved That Council set a Public Hearing date for March 26, 2024, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

## **DISCUSSION**

The proposed redistricting is in line with the updates to the Aspen Lakes West Area Structure Plan that are also currently in the formal adoption process. The following subsections correspond to the amending Bylaw 1302.24 provided in Attachment 1:

### **Amendments 2.1 and 2.2**

These amendments propose bringing in a new Direct Control District #4 (DC-4) into the LUB to accommodate a type of development that is currently prohibited in LUB 1268/22; row housing with accessory suites. The proposed DC-4 District would allow for three row housing buildings, comprised of 20 units, six of which are intended to have accessory suites, but only in end units or corner lots because they have an additional yard to accommodate access and windows.

As currently written, the LUB limits accessory suites to single detached dwellings which cannot be varied due to the way the use definition has been worded. The LUB also allows accessory suites to be up to 2 bedrooms and requires 2 parking stalls to accommodate each suite.

The DC-4 District proposes to limit the accessory suites to 1 bedroom and 1 parking stall and proposes to reduce the minimum width of a parking stall to 2.5 m (the LUB requires each parking stall to be a minimum of 2.7 m in width). The number of parking stalls required for a 1-bedroom suite is consistent with the Cities of Red Deer and Lacombe, and Town of Sylvan Lake, however the proposed 2.5 m width is narrower than what those municipalities require, ranging from 2.75 m to 2.6 m.

Administration had concerns about the minimum parking stall width and requested that the DC-4 District be amended to prohibit any variances to the parking still width or required number of parking stalls. This amendment has been made to the DC-4 District proposed under this Bylaw, therefore if the additional parking required and the stall width to accommodate an accessory suite cannot be achieved, the Development Authority will refuse the application for an accessory suite.

Section 2.4 of the LUB provides specific regulations on amendments to create Direct Control District. This section states a Direct Control District shall only be used for the purpose of providing for developments that require specific regulation unavailable in other Land Use Districts.

Due to the prohibition on accessory suites in row housing developments, and the proposed reduction in the number of required parking stalls for a 1-bedroom suite, it is the Department's opinion that the proposed DC District #4 meets the requirements of Section 2.4 of the LUB.

Also of note is the entity empowered to render decisions on Development Permit Applications in the DC-4 District is proposed to be subdelegated to the Development Officer, who always has the opportunity to refer the application to the Municipal Planning Commission.

A copy of the proposed Direct Control District #4 and the rationale for proposing it is provided in Attachment 2.

The pre-Council consultation did not decipher between the proposed Aspen Lakes West ASP amendments and the LUB amendments because they're interlinked and trying to split the two conversions can be confusing. Administration did receive comments expressing concern about parking on Anna Close with the additional proposed units; copies of the submissions are provided in Attachment 3.

#### Amendment 2.3

This amendment proposes to redistrict the remainder of Anna Close to the new DC-4 District. Aside from the accessory suites within row housing and reduced parking required for the accessory suites, the development standards will be the same as the current R-2 District on Anna Close. Anna Close already has one 6-unit row house built. With the DC-4 District having the same building height maximum, yard and landscaping requirements as this existing row house, the additional row housing that will be built with the DC-4 District will be consistent with what is already built.

#### Amendment 2.4

This amendment proposes to redistrict the future school site envisioned in the Aspen Lakes West amended ASP to Public Facility District (PF), which is consistent with the districting of the schools within Blackfalds.

Amendment 2.5

This amendment proposes to redistrict the remainder of the Aspen Lakes West community to Urban Reserve District (UR), a holding district with limited development opportunities to preserve the land for eventual development in line with the governing ASP. When the developer is ready to proceed with their next development phase, they will be required to submit a LUB Amendment Application to redistrict the lands in conformance with the approved ASP when they submit their subdivision application.

**FINANCIAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

That Council considers the following motions:

1. That Council, upon closing the Public Hearing for Bylaw 1302.24, gives Second Reading to Bylaw 1302.24, pertaining to Aspen Lakes West Redistricting.
2. That Council, upon giving Second Reading to Bylaw 1302.24, gives Third and Final Reading to Bylaw 1302.24, pertaining to Aspen Lakes West Redistricting.

**ALTERNATIVES**

- a) That Council refers this item back to Administration for more information or amendments.

**ATTACHMENTS**

- *Bylaw 1302.24*
- *Direct Control District #4 Rationale and Proposed DC-4 District*
- *Landowner Comments specific to Proposed DC-4 District*

**APPROVALS**

Kim Isaak,  
Chief Administrative Officer



Department Director/Author

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

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to include Direct Control District #4 (DC-4), redistrict a portion of the East Half of SW 34-39-27-W4M to Public Facility District (PF), Lots 38-57 Block 14 Plan 162 0173 to Direct Control District #4 (DC-4), and the undeveloped remainder of the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 within Pt. SE 34-39-27-W4M be redistricted to Urban Reserve District (UR).

**WHEREAS**, pursuant to Section 641(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, require every municipality to pass a Land Use Bylaw.

**WHEREAS**, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on March 14, 2024 and March 21, 2024 in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

**WHEREAS**, a Public Hearing was held on March 26, 2024, to allow the general public to provide input into the proposed Bylaw amendments;

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

**PART 1 – TITLE**

- 1.1 That this Bylaw shall be cited as the “Redesignation of the Aspen Lakes School Site to PF District, Lots 38-57 Block 14 Plan 162 0173 to DC-4 District, and the remainder of the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 to Urban Reserve District (UR)”.

**PART 2 – AMENDMENTS**

- 2.1 That Schedule “A” as attached form part of this Bylaw and be included as Schedule A5 – Direct Control District #4 (DC-4).
- 2.2 That Schedule “A” table located on page 162 of Land Use Bylaw 1268.22 be updated to include the following:

Part 8 A4	DC-4	Lots 38-57, Block 14, Plan 162 0173	Bylaw 1302.24
-----------	------	-------------------------------------	---------------

- 2.3 That Lots 38-57 Block 14 Plan 162 0173 be redistricted from Residential Multi-Dwelling District (R-2) to Direct Control District #4 (DC-4), as shown in Schedule “B” as attached and forming part of this Bylaw.
- 2.4 That a portion of the East Half of SW 34-39-27-W4M be redistricted from Residential Multi-Dwelling District (R-2) and Residential Single Dwelling Medium Lot District (R-1M) to Public Facility District (PF), as shown in Schedule “B” as attached and forming part of this Bylaw.
- 2.5 That the undeveloped remainder of the East Half of SW 34-39-27-W4M and Lot 106 Block 6 Plan 152 1496 within Pt. SE 34-39-27-W4M be redistricted from Residential Manufactured Home Park District (R-MHP), Residential Single Dwelling Medium Lot District (R-1M), Residential Multi-Dwelling District (R-2), and Parks and Recreation District (PR) to Urban Reserve District (UR), as shown in Schedule “B” as attached and forming part of this Bylaw.

**PART 3 – DATE OF FORCE**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Schedule "A"**

**Schedule A5 – Direct Control District #4 (DC-4)**

**Purpose**

The purpose of Direct Control District #4 is to allow for Accessory Suites in Row Housing on Lots 38 to 57 inclusive, Block 14, Plan 162 0173.



**Permitted Uses**

- Accessory Uses
- Row Housing
- Accessory Suite
- Home Based Business I.

**Development Criteria**

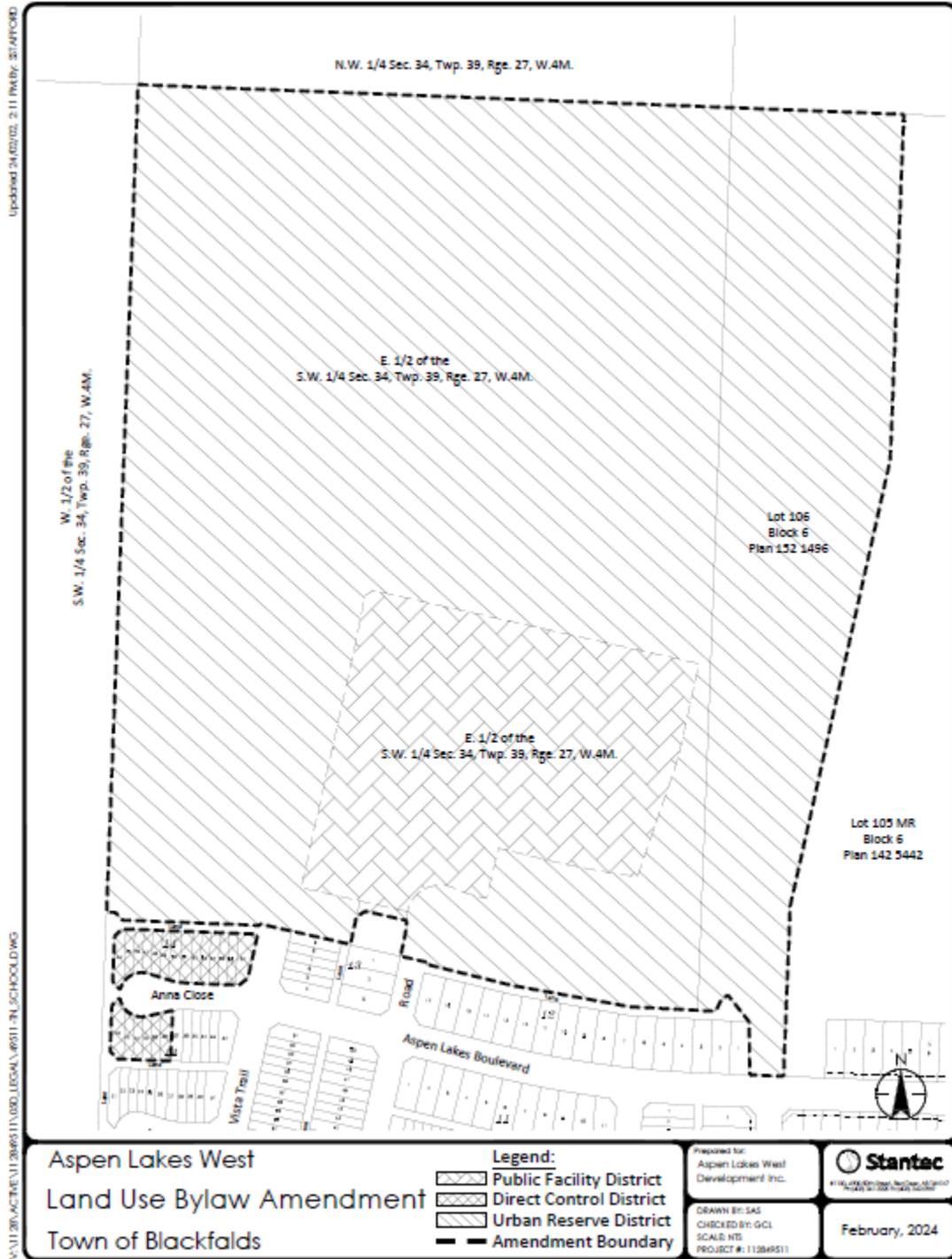
- a) The land and Buildings in this Land Use District shall be developed in accordance with the Residential Multi-dwelling District (R-2) in addition to the Development Standards noted below.
- b) The Development Officer shall review and approve the Development Permit application based on its compliance with the Development Standards noted below.
- c) No variances or relaxations will be granted for parking stall width or number of parking stalls required.

**Accessory Suite Development Standards**

**Accessory Suites:**

- a) Must be located on an individual dwelling unit located on its own titled lot.
- b) Shall only be within an end or corner unit, with lane access.
- c) Shall have a floor area that does not exceed the ground floor area of the principal building.
- d) Contain a maximum of one bedroom.
- e) Have a separate entrance from the principal dwelling, either from a common indoor landing or directly from the side or rear of the building.
- f) Comply with the Province of Alberta's Building Code and Fire Code.
- g) Provide one additional parking stall for each bedroom.
- h) Have parking stalls with a minimum width of 2.5m.
- i) Parking stalls shall be hard surfaced.
- j) Tandem parking shall not be permitted as a method for meeting the parking requirements for an accessory suite.

**Schedule "B"**





**Stantec Consulting Ltd.**  
1100-4900 50 Street  
Red Deer AB T4N 1X7

January 23, 2024

Project/File: Aspen Lakes West Direct Control

**Jolene Tejkl**

Box 220, 5018 Waghorn St  
Blackfalds, AB T0M 0J0

Dear Jolene Tejkl,

**Reference: Aspen Lakes West Direct Control**

Over the last few months, Aspen Lakes West Development Inc. has been working with home builders to complete Anna Close. Through this effort, the need for accessory suites in townhouses has been identified. Based on discussions with the Town, review of the Land Use Bylaw and needs of the builders, we have prepared the following rationale and attached Draft Direct Control District.

The need for more affordable housing continues to be a priority in most communities. By providing for accessory suites within a townhouse, a resident is provided with an opportunity to own and rent out a secondary suite where they may not have been able to previously. Smaller housing options and creating additional price points is a direction many municipalities have started to explore or embraced to meet housing needs that are continuously evolving. The creation of more affordable housing options and increasing density are important to the Town.

The development of an accessory suite within a townhouse is currently not in line with certain regulations within the Land Use Bylaw. A Direct Control District has therefore been proposed and created to address these non-conforming items. A Direct Control District created specifically for the Plan Area provides the Town with control over the development while reducing the risk of making amendments to existing land use districts.

Proposed in Anna Close, the Direct Control District pertains to three townhouse buildings, comprised of 20 units, six of which will have accessory suites. The construction of these units would complete the development of the close. Anna Close has always been identified as townhouse lots and is ideal for accessory suites due to the location, access to lanes, and direct connection to Vista Trail.

The proposed Direct Control District outlines regulation that deviates from the Land Use Bylaw, which include:

- *Accessory Suites shall only be within an end or corner lot, with lane access* - End unit lots are wider due to required side yards. The additional side yard has greater accessory suite options by allowing for side windows, additional width for parking, and more flexibility on individual access.
- *Accessory Suites shall contain a maximum of one bedroom* - By limiting the accessory suite to one bedroom, the number of tenants is generally lower. This provides additional housing while potentially reducing the population and parking needs for the area.

Reference: Aspen Lakes West Direct Control

- *Provide one additional parking stall for each bedroom.* Parking is always a concern with higher density development. By developing accessory suites on end units only, adequate parking can be provided within the additional side yard. The current parking bylaw requires two stalls for a secondary suite however changing this to be inline with other higher density residential parking requirements is proposed. Since a one-bedroom suite is proposed, one parking spot per bedroom is reasonable.
- *Accessory Suites shall have parking stalls with a minimum width of 2.5m* - A minimum lot width for an end unit is 7.6m. This provides room for 3 parking stalls with a width of at least 2.5m. While the current minimum parking stall width in Blackfalds is 2.75m, a reduction of 0.25 width to 2.5m width is consistent with required parking stall widths in other land use bylaws and street parking stalls.

We trust that the presented information is adequate to allow for review and circulation of this Direct Control District. Please do not hesitate to let me know if there is any additional information you require for this amendment.

Regards,

**STANTEC CONSULTING LTD.**



**Shane Stafford** C.Tech, CPT  
Senior Planning Technologist  
Phone: 403.392.0170  
shane.stafford@stantec.com

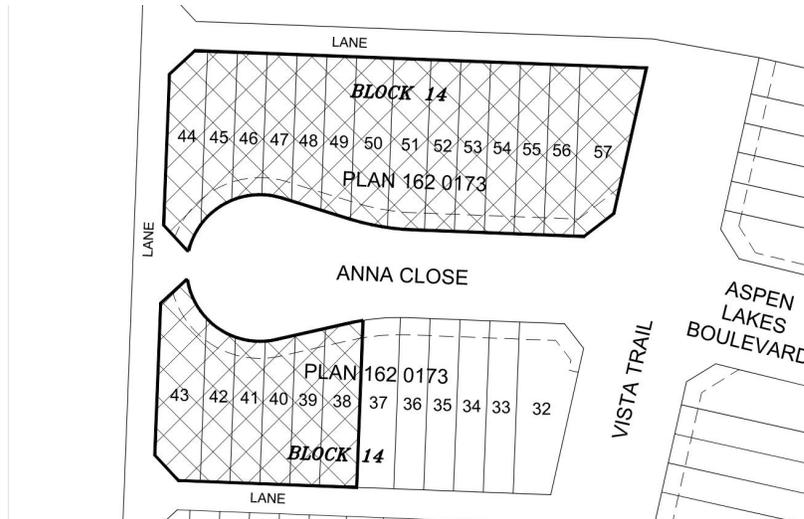
[stantec.com](http://stantec.com)

Attachment: [DC-4.pdf]

## Schedule A5 – Direct Control District #4 (DC-4)

### Purpose

The purpose of Direct Control District #4 is to allow for Accessory Suites in Row Housing on Lots 38 to 57 inclusive, Block 14, Plan 162 0173.



### Permitted Uses

- Accessory Uses
- Row Housing
- Accessory Suite
- Home Based Business I.

### Development Criteria

- a) The land and Buildings in this Land Use District shall be developed in accordance with the Residential Multi-dwelling District (R-2) in addition to the Development Standards noted below.
- b) The Development Officer shall review and approve the Development Permit application based on its compliance with the Development Standards noted below.
- c) No variances or relaxations will be granted for parking stall width or number of parking stalls required.

### Accessory Suite Development Standards

Accessory Suites:

- a) Must be located on an individual dwelling unit located on its own titled lot.
- b) Shall only be within an end or corner unit, with lane access.
- c) Shall have a floor area that does not exceed the ground floor area of the principal building.
- d) Contain a maximum of one bedroom.
- e) Have a separate entrance from the principal dwelling, either from a common indoor landing or directly from the side or rear of the building.
- f) Comply with the Province of Alberta's Building Code and Fire Code.
- g) Provide one additional parking stall for each bedroom.
- h) Have parking stalls with a minimum width of 2.5m.
- i) Parking stalls shall be hard surfaced.
- j) Tandem parking shall not be permitted as a method for meeting the parking requirements for an accessory suite.



**Legend:**

- Public Facility District
- Direct Control District
- Lane
- Amendment Boundary



Aspen Lakes West  
 Land Use Bylaw Amendment  
 Town of Blackfalds

Prepared for:  
 Aspen Lakes West  
 Development Inc.



DRAWN BY: SAS  
 CHECKED BY: GCL  
 SCALE: NTS  
 PROJECT #: 112849511

January, 2024

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**From:** FOIP 17  
**Sent:** February 2, 2024 10:59 AM  
**To:** Jolene Tejkl  
**Subject:** Aspen lakes West ASP

You don't often get email from FOIP 17 [Learn why this is important](#)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Jolene,

I'm just reviewing the proposed changes for Aspen lakes West. My only concern with the changes would be parking with an additionally 20 units on Anna close.

My concern with the road construction is that we'll end up with more "temporary construction access" sections in the future development area. The current section on Vista trail makes our area look like a joke, and if it was allowed once then I'm sure it will happen again.

---

**From:** FOIP 17  
**Sent:** February 21, 2024 3:59 PM  
**To:** Jolene Tejkl  
**Subject:** Proposed changes to the Aspen Lakes West Area Structure Plan

You don't often get email from FOIP 17 [Learn why this is important](#)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Wrt your proposed "new direct control district" regarding Anna Close, (your concept plan area 2)  
Our concern regarding 1 bedroom accessory suites permitted in some of these units.  
We would hope that serious consideration has been undertaken regarding parking in the area. It has been our observation that other "row housing" developments in the area have put "on street" parking at a premium and cause for some neighbourly dispute. Many of these units are occupied by young working couples with both occupants working and potentially driving two vehicles. This proposal could potentially have four vehicles trying to find suitable parking areas at any given time. As a worst case scenario, four vehicles each 20 feet in length

We thank you for this opportunity to offer our comments.

Cathy & Steve Cousine

FOIP 17

Sent from [Mail](#) for Windows

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**MEETING DATE:** March 26, 2024  
**PREPARED BY:** Rick Kreklewich, Director of Community Services  
**PRESENTED BY:** Rick Kreklewich, Director of Community Services  
**SUBJECT:** **Council Policy CP-181.24 - Special Event Permit**

---

## **BACKGROUND**

The Special Events Permit Bylaw 942/03 was given Third Reading on April 8<sup>th</sup>, 2003, as resolution number 117/03. Since that time, the Bylaw has not undergone a review, and there are several provisions that require updating and the Bylaw is overdue to be reviewed by Council. This Policy was brought to the March 18<sup>th</sup> Standing Committee of Council Meeting for direction, and it was unanimously recommended it be brought forward to the March 26, 2024, Regular Council Meeting for consideration.

## **DISCUSSION**

Administration has undergone an initial review of the Bylaw and determined that it is better suited as a Council Policy than a Bylaw as it allows more flexibility and adaptability if required.

In replacement of the Bylaw, Administration is proposing a Council Policy with expanded Special Events Permit Guidelines and an Application document to request more information from event organizers. Having more information on the application provides the Town with a better understanding of the event and ensures the event organizer considers multiple aspects of their event. The Policy and Application documentation has been reviewed by the Senior Management Team as events may impact all areas. Minor amendments were made following the direction provided at the Standing Committee Meeting on March 18<sup>th</sup>. Business licenses were not included in the amendments due to Part 6 – License Exemptions of the Business License Bylaw 1209/17. A definition of a special event was added to the Policy.

## **FINANCIAL IMPLICATIONS**

None

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council adopt Council Policy CP-181.24 – Special Event Permit, as presented.

## **ALTERNATIVES**

- a) That Council refers this Policy back to Administration for additional information and/or amendments.

**ATTACHMENTS**

- *Special Event Permit Bylaw 942/03*
- *Council Policy CP-181.24 - Special Event Permit*
- *Special Event Permit Guidelines & Application*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

**TOWN OF BLACKFALDS  
BYLAW 942/03**

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**BEING A BY-LAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING PUBLIC TRAVEL AND PORTIONS OF A PUBLIC HIGHWAY OR OTHER PROPERTY IN THE TOWN FOR THE PURPOSE OF A SPECIAL EVENT, PARADE OR PROCESSION.**

---

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 1994 and amendments thereto.

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

**PART I- TITLE**

This By-Law may be cited as "Special Events Permit By-Law."

**PART II- DEFINITIONS**

- 2.1 **Parade, Procession, Race or Display** means any group of pedestrians or vehicles or a combination of pedestrian and vehicles other than a funeral or military processions, marching, walking, running, standing, proceeding or riding upon Town property or a highway within the Town;
- 2.2 **Promotion** means one or more persons gathered for the purpose of soliciting, protesting, rallying, entertaining, evangelizing or selling goods or services;
- 2.3 **Special Event** means a promotion, parade, procession, race or display that requires use of Town property or a highway within the Town.

WHEREAS application has been made to the Town to have the highway closed, and

WHEREAS the Council of the Town of Blackfalds deems it expedient to provide for a bylaw for the purpose of delegating authority for the issuance of Special Event Permits to allow for closing to public travel certain roads, or portions thereof, situated in the said municipality and

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government act, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

**PART III PERMIT NECESSARY**

- 3.1 No person or organization shall hold, organize or take part in any Special Event on a highway without first obtaining a Special Event Permit from the Chief Administrative Officer of the Town.
- 3.2 (a) Notwithstanding anything in this By-Law, a procession of vehicles within the Town that is part of a military or funeral procession does not require a permit, but must comply with the provisions of the Highway Traffic Act.  
(b) Vehicles in a funeral procession may enter an intersection without stopping provided they comply with the provisions of the Highway Traffic Act.
- 3.3 Every participant in a Special Event and the organization and leaders thereof shall be guilty of an offence for each violation of Section 3.1.
- 3.4 Any person desiring to hold a Special Event on Town property or a highway within the Town shall apply in writing to the Chief Administrative Officer at least 4 weeks prior to the proposed date of the event. The application shall include the following information:

*Handwritten initials*

- (a) the name, address and telephone number of the applicant and, if the applicant is an organization, the names, addresses and occupations of the executive thereof;
  - (b) a signed undertaking from the person who will be in control of the event, agreeing to be responsible for the good order and conduct thereof;
  - (c) the nature and object of the Special Event;
  - (d) the date and time during which the Special Event is proposed to be held;
  - (e) the intended route or area proposed to be covered by the Special Event
  - (f) the approximate number of people and/or vehicles anticipated to take part in the event
  - (g) any other information required by the Chief Administrative Officer.
- 3.5 Where an event requires the partial or complete closure of a road or other public area, then and applicant must pay all costs incurred by the Town in connection with the event including advertising, signage, barricading and staff time in respect of road closure and traffic control measures.
- 3.6 On receipt of a completed application the Chief Administrative Officer shall issue a Special Event permit unless, in the reasonable opinion of the C.A.O.;
- (a) there are grounds to believe that the event will substantially and unreasonably interfere with the right of members of the public to use Town roads for the free passage of persons and vehicles; or
  - (b) the event constitutes a danger to the health and safety of the public or to the security of property.
- 3.7 The Chief Administrative Officer may add conditions to a Special Event Permit which are reasonably necessary to ensure the safety of the public, protection of property and the orderly conduct of the event. Such conditions may include a requirement for the provision of liability insurance.
- 3.8 Nothing in Sections 3.1 through 3.6 shall be construed as prohibiting the assembly of persons for the purpose of watching a Special Event duly authorized by the Chief Administrative Officer.
- 3.9 The Chief Administrative Officer may issue permits for Special Events. These permits will contain such directions to the applicant as the C.A.O. considers necessary to prevent unnecessary and unreasonable obstruction of highway or to prevent a breach of the peace.
- 3.10 The Chief Administrative Officer may direct the temporary closure of highways, parking lots and/or any other Town property during a Special Event where, in the sole discretion of the C.A.O., such temporary closure is desirable for the public safety.
- 3.11 If the Chief Administrative Officer refuses to issue a Special Event Permit, the applicant may appeal to Council. Council may direct the issuance of such permit subject to the provisions of this By-Law and such other conditions as it deems necessary.

And furthermore, no person shall obstruct, impede or inconvenience vehicular or pedestrian traffic or a permitted Special Event;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Blackfalds in the Province of Alberta does hereby authority to the Chief Administrative Officer or designated other as outlined in the Policy known as "*Special Event Permits*" to close to public travel for the purpose of special events, promotions or parades the highways, roads, parks or other Town property, subject to rights of access granted by other legislation

This By-law shall come into full force upon third and final reading.

READ for the first time this 8 day of April A.D. 2003

(RES. 114/03)

  
\_\_\_\_\_  
C.E.O. WAYNE TUTTY

  
\_\_\_\_\_  
C.A.O. R. L. COAD

READ for the second time this 8 day of April A.D. 2003

(RES. 115/03)

  
\_\_\_\_\_  
C.E.O. WAYNE TUTTY

  
\_\_\_\_\_  
C.A.O. R. L. COAD

READ for the third and final time this 8 day of April A.D. 2003

(RES. 117/03)

  
\_\_\_\_\_  
C.E.O. WAYNE TUTTY

  
\_\_\_\_\_  
C.A.O. R. L. COAD

## SPECIAL EVENT PERMIT

<b>POLICY NO.:</b>	CP-181.24
<b>DIVISION DEPARTMENT</b>	Administration
<b>REVIEW PERIOD</b>	Every 4 years

### 1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to determine the requirements for holding Special Events within Town properties and public places and develop an approval process.

### 2. POLICY STATEMENT

- 2.1 The Town understands that events are important to the community and that the use of public spaces may be required to hold an event. Therefore, a process must be established to consider public safety and minimize any negative community impact.
- 2.2 The Town has established guidelines for Special Event Organizers to follow when submitting applications to obtain approval for their events.

### 3. DEFINITIONS

- 3.1 **“Chief Administrative Officer or CAO”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.2 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3 **“Special Event”** means a one-time, annual, or infrequent occasion that may impact Town operations, infrastructure, or services, such as festivals, parades, concerts, exhibits, sporting events, etc., that take place on public lands and are expected to attract over 200 people.
- 3.4 **“Special Event Organizer”** means the person(s) responsible for the Special Event's planning, setup, implementation, and takedown/clean up.
- 3.5 **“Town”** means the municipality of the Town of Blackfalds.

### 4. SCOPE

- 4.1 This Policy applies to Council, the Chief Administrative Officer and Special Event Organizers.

## **5. AUTHORITY AND RESPONSIBILITIES**

### **5.1 Council to:**

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

### **5.2 Chief Administrative Officer to:**

- 5.2.1 Advise Council on the development, implementation, and amendment of this Policy.
- 5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.
- 5.2.3 Approve or deny all Special Event Permit Applications and add conditions necessary to ensure the safety of the public, the protection of property, and the orderly conduct of the event.

## **6. POLICY**

- 6.1 Any Special Event that requires the use of a public space (outside of regular facility usage) will be required to fill out a Special Event Permit Application.
- 6.2 Special Events will be separated into three categories with varying submission timelines:
  - 6.2.1 Category A Special Events will include parades/special events held on major roadways and must be submitted three months prior to the event date.
  - 6.2.2 Category B Special Events will include parades/special events held on all other roadways and must be submitted two months prior to the event date.
  - 6.2.3 Category C Special Events will include all other Town property, including parks, parking lots, trails, playgrounds, etc., and must be submitted one month prior to the event date.
- 6.3 The Special Event Organizer is responsible for submitting all information as requested in the Special Event Permit Application. This information includes but is not limited to contact information, general event information, insurance, site plans, signage, traffic accommodations, temporary structures/tents, inflatable structures, food/beverage services, mobile food/beverage services, fireworks/open fire, first aid, security, emergency action plan, clean up, etc.
- 6.4 The Chief Administrative Officer or designate shall approve or deny all Special Event Permit Applications and report to Council as needed.

- 6.5 The Chief Administrative Officer may add conditions to a Special Event Permit which are necessary to ensure the safety of the public, the protection of property and the orderly conduct of the event.
- 6.6 The Chief Administrative Officer may direct the temporary closure of highways, parking lots and/or other Town property during a special event where such temporary closure is desirable for public safety.

**7. RELATED DOCUMENTS**

- 7.1 Special Event Permit Guidelines and Application

**8. END OF POLICY**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**POLICY RECORD HISTORY**

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

**ADMINISTRATIVE REVISIONS**

Date	Description

# GUIDELINES

## Purpose

The Town of Blackfalds aims to streamline the Special Event process to ensure consistency, convenience and safety for the Special Event Organizer, attendees and public at large. These guidelines serve to detail the requirements for holding Special Events within Town properties and public places.

## What is a Special Event?

A Special Event is a one-time, annual, or infrequent occasion that may impact town operations, infrastructure, or services, such as festivals, parades, concerts, exhibits, sporting events, etc. and take place on public lands. Please fill out a Special Event Application (Appendix A) if your event includes any of the following factors:

- Impact on traffic/pedestrian flows
- Partial/full road closures or public open space closures
- Alcohol being served to the public at large
- Fireworks or pyrotechnic displays
- Large crowds (over 200 people) in attendance
- Amplified sound
- Stages or large tents
- Amusement rides or inflatables
- The nature of the event could present a risk to public safety

You will not be required to fill out a Special Event Application if you are holding an event on private property for invited guests only (i.e.. wedding, birthday party, family gathering) and does not impact Town services.

## Special Events Application

The Special Events Application form must be completed and submitted within the following time frame based on the event type as outlined below:

Special Event Type	Description	Application Deadline	Cost
<b>A</b>	Parades/Special Events held on major roadways as designated in the Special Event Approval Policy. The Community Services Department must have a minimum of 15 working days advance notice to arrange barricading and signage if roads are to be closed.	3 months prior to event date	No Processing Fee
<b>B</b>	Parades/Special Events held on all other roadways. The Community Services Department must have a minimum of 5 working days advance notice to arrange barricading and signage if roads are to be closed.	2 months prior to event date	No Processing Fee
<b>C</b>	Special Events held on all other Town property, including parking lots, parks, trails, playgrounds, etc. Community Services Department may install barricades or other devices as required.	1 month prior to event date	No Processing Fee

It is important that we receive the Application as per the deadlines listed to provide adequate time for all Administrative Departments and Council to review the Application. The Town reserves the right to request additional information or documentation regarding the applicant, organization, sponsors, event participants, event vendors, event activities or the event itself.

## General Procedures & Guidelines

All legislation, bylaws and regulations must be adhered to by the Special Event Organizer, including, not but limited to:

- Business License Bylaw
- Land Use Bylaw
- Community Standards Bylaw
- Traffic Bylaw
- Fire Protection Bylaw
- Special Event Permit Council Policy
- Applicable permits/licenses/approval for beverage and food services, sale and consumption of alcohol, discharge of fireworks, etc.

A list of bylaws can be found on the Town website at [www.blackfalds.ca/p/bylaws-policies](http://www.blackfalds.ca/p/bylaws-policies).

The Special Event Organizer is required to provide evidence of all necessary licenses/permits required to operate the event prior to the Special Event. The Special Event Organizer is responsible for meeting all requirements of the Town of Blackfalds, including bylaws and policies, as well as any regulatory approvals required by outside agencies. The Special Event Organizer is responsible for any fees incurred for permitting/licensing or costs associated for additional Town staff requirements.

## Facility Bookings

Prior to submitting your Special Event Application, please ensure that all facility spaces have been reserved for your event. To book a facility, please contact Guest Services at [guestservices@blackfalds.ca](mailto:guestservices@blackfalds.ca). Information packages for facilities are available on our website ([www.blackfalds.ca/p/facility-and-room-rentals](http://www.blackfalds.ca/p/facility-and-room-rentals)). Please review the information provided in these documents prior to booking.

## Insurance

The Special Event Organizer must obtain and provide a copy of a valid certificate of insurance, showing a minimum liability amount of \$2,000,000. The Town of Blackfalds must be named as an additional insured for the date(s) of the Special Event.

## Site Plan/Traffic Accommodations

A detailed site map (layout) and/or traffic accommodation plan must be submitted along with the Special Events Application where activities will occur within the Town's road right-of-way. If you require a map of a particular area, an updated map of Blackfalds can be found at [www.blackfalds.ca/p/maps](http://www.blackfalds.ca/p/maps) under the Town of Blackfalds Parcel Map link.

**Road Closures** - If temporary street closures, sidewalk closures, and/or parking restrictions are required and/or will impact traffic/pedestrian flows, the Special Event Organizer must indicate the area requested for street/sidewalk closure. Please include street name(s) and time periods on the Special Events Application.

**Parking Lot Closures** – A parking lot map must be submitted that clearly shows parking, driving lanes, location of booths and a detailed event layout. This map will be the basis for the inspections of fire, safety, and first aid requirements deemed necessary by the Town of Blackfalds.

**Green Space Closures** – If your event requires the closure of a green space, please indicate the area being requested and the purpose for the use of the space. When booking green spaces, consider the activity, not just during the event but access to the event and clean up after the event. Safety and security will need to be included in the outline. Each activity type will require an assessment of their appropriateness for public property.

All traffic control devices (i.e. signs, delineators, barricades) must be marked on map along with the Traffic Accommodation Plan provided in the application for our review. If you require traffic control devices for your event, please contact the Director of Community Services to check for availability. If traffic control devices are available for your use, it will be the responsibility of the Special Event Organizer to arrange pick up and return. If devices are lost or stolen, the applicant will be responsible for the cost to replace the device.

**Site Plan** – A detailed site plan of the specific locations of activities and amenities (including dimensions where applicable) must be included in your application. Amenities that should be depicted include, but are not limited to:

- temporary structures such as tents, air-supported structures/inflatables, staging, retail booths

- washroom locations (fixed/portable) and handwash stations
- first aid station
- fencing (fixed/portable)
- security locations
- licensed consumption area (ie. beer gardens)
- vehicle/pedestrian access/egress and vehicle parking areas
- vehicle and/or equipment staging areas
- food/beverage services and mobile food/beverage services
- fire/emergency lane
- amusement rides
- fireworks
- spectator seating/viewing area including tables and chairs
- vendor area
- traffic control devices
- event signage
- power access

These maps/plans must be submitted along with the Special Events Application as per the deadline to ensure a comprehensive review is completed and a safe and effective plan is in place for the event. Site plans must be approved prior to any event setup. No modification of the setup shall occur once the approved plan has been established without written approval.

## **Temporary Structures/Tents**

If you are planning to have any temporary structures installed within the event area, please indicate that on the application form. Please contact Alberta First Call to arrange utility locations in cases where spiking or staking is required for the temporary structure installation. The Town is responsible for locating its water, wastewater and stormwater infrastructure, and applicants must submit a Utility Locate Request through the Town's Service Request Portal. The Town is not registered with Alberta First Call. If a temporary structure is secured by sandbags or blocks, please ensure that the area is secure and that tripping hazards have been eliminated.

All tent structures being used near an open flame or for cooking purposes must meet all flammability requirements as per the Canada Consumer Product Safety Act (CCPSA). Tents being used for shade and rain cover do not require flame-retardant materials. Licensed tents may require Occupant Load Certificates calculated by the Fire Chief or designate and posted at the principal entrance.

Special Event Organizers are encouraged to monitor weather conditions throughout the event to ensure the safety of those in attendance in relation to erected temporary structures.

## **Inflatable Structures**

Permits will not be issued for structures not governed by the building code such as bouncy castles or other inflatable play structures, trampolines, slides, rope courses and climbing walls. Approval may be required from AEDARSA, and safety protocols should always be followed.

## **Food/Beverage Services**

If you plan on having food/beverage services as part of your event, you may have to obtain a permit and licensing through Environmental Public Health (EPH) at Alberta Health Services. Please visit the EPH website page at [www.albertahealthservices.ca/eph/Page13999.aspx](http://www.albertahealthservices.ca/eph/Page13999.aspx) to learn more about planning your event with food/beverage services. We encourage Special Event Organizers to review the information packages on the EPH website to prevent any unforeseen delays in hosting your event.

As food services may involve open flames, hot equipment, electrical connections, cooking oils, propane, flammable liquids, cleaning chemicals, engine oil and combustible products, you may be required to have an inspection from our Fire Services Department.

If your event includes alcohol sales, please visit the Alberta Gaming, Liquor and Cannabis website ([aglc.ca/liquor/liquor-licences](http://aglc.ca/liquor/liquor-licences)) to determine the type of license required for your event.

## **Mobile Food/Beverage Services**

If you plan on having mobile food/beverage services at your event such as food trucks, trailer cooking units or food carts, you may have to obtain a permit and licensing through Environmental

Public Health (EPH) at Alberta Health Services. Please visit the EPH website page at [www.albertahealthservices.ca/eph/Page13999.aspx](http://www.albertahealthservices.ca/eph/Page13999.aspx) to learn more about planning your event with mobile food services.

## **Fireworks/Open Fire**

The Special Event Organizer shall contact the Town of Blackfalds Fire Department to apply for a permit to discharge fireworks and/or to have an open fire (i.e. fire pits). A copy of the Fire Permit must be submitted to the Town prior to the event. The Special Event Organizer must carry a copy of the permit and present it upon request.

The Special Event Organizer must comply with the Town of Blackfalds Fire Bylaw and the Alberta Fire Code for the use of fireworks.

## **Emergency Services/First Aid/Security**

When planning your Special Event, please keep in mind that emergency access to parks, driveways, walkways and thoroughfares as well as parking lots must be maintained at all times during event. Emergency vehicle access must be noted on all site plans.

As facilities allow, Special Event Organizers must provide a barrier free environment for visitors to the event with special needs. Clearly marked signage is required for visitors requiring special services. Handicap parking spaces, identified viewing areas and washroom facilities that are accessible, including portable toilets are to be located in areas for ease of access if possible. It is strongly recommended that the Special Event Organizer provide certified first aid service on site during the operating hours of the event for attendees, volunteers and staff.

The applicant is responsible for the behavior of event participants and is responsible for ensuring appropriate security measures are in place. Security personnel should be experienced and capable of handling the situations which they may face. They should be scheduled and have a main focal point for communication in emergency situations and the emergency services personnel should they be called for assistance.

## Emergency Action Plan

An Emergency Action Plan will be required to be submitted as part of your application package, for any events being held on public lands. The amount of detail required will vary for each event.

Suggestions include but are not limited to the following:

- Location of access for Emergency Vehicles
- Location of exits
- First Aid Services
- A contact person designated for the Special Event who will be on-site for the duration of the event.

## Clean Up

The Special Event Organizer is responsible for leaving the area clean and litter-free and is responsible for any property damage that may occur during the event. The Town of Blackfalds encourages the recycling of materials such as cans and bottles. The clean up and removal of garbage is to be completed immediately following the event. The Special Event Organizer may be charged for any clean up costs incurred by the Town of Blackfalds to restore the location for regular use by the public following the event.

## Community Initiatives Grant Program

Special Event Organizers may apply for the Community Initiatives Grant Program offered by the Town of Blackfalds each fiscal year. Funding for this grant is limited and based on a first-come, first-served basis and reviewed by the Recreation, Culture and Parks Board and approved by Town Council.

## Advertising

Before placing signage for your event, please ensure that you have reviewed the Sign Development Permit Application ([www.blackfalds.ca/p/permits](http://www.blackfalds.ca/p/permits)) and have all the necessary permitting to display your signage. Signage may not be attached to trees, furniture, existing signs or interior/exterior walls. All signage must be removed at the conclusion of the event.

The Town of Blackfalds offers digital advertising on the sign located at the corner of Park Street and Highway 2A. If you would like to advertise your event on that sign, please contact the Marketing & Communications Department at [marketing@blackfalds.ca](mailto:marketing@blackfalds.ca).

## SPECIAL EVENT PERMIT APPLICATION

*\*Please refer to the Special Event Permit Guidelines prior to filling out this application*

### APPLICANT INFORMATION

Organization  
Name:

Name of Event  
Organizer:

Phone  
Number:

Mailing Address  
& Postal Code:

Email  
Address:

Event Day On-Site  
Supervisor:

Cell  
Phone:

### GENERAL EVENT INFORMATION

Event Name:

Event Date(s):

Location:

Event Start Time:

Event Finish Time:

Set-up to begin on:

Time:

AM/

PM

Takedown to end by:

Time:

AM/

PM

Number of Participants:

Number of Spectators:

### DESCRIPTION OF EVENT

Personal information on this form will be used strictly for obtaining the prescribed consent. 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 Act. Questions regarding the collection and use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

## DETAILED EVENT INFORMATION

*\*All event information is subject to the approval of the Town of Blackfalds*

**Will your event include any of the following:**

**Food and Non-alcoholic Beverages?**

YES

NO

If YES, will they be sold or served?

SOLD

SERVED

**Alcoholic Beverages:**

YES

NO

If YES, will they be sold or served?

SOLD

SERVED

**Merchandise Sales:**

If YES, please specify what will be sold:

YES

NO

**Will donations in any form be solicited/accepted?:**

YES

NO

If YES, please specify the means of solicitation:

**Do you plan to erect temporary structures/tents:**

YES

NO

If YES, describe and give the quantity along with the sizes of each:

*\*Call Alberta First Call at 1.800.242.3447 to arrange utility location where spiking or staking is requested.*

**Stages, Inflatable Structures, Portable Toilets, Dumpsters, Fences and Barricades, and other structures:**

If you are planning to erect, install, or use any of these structures, please describe sizes and quantities of individual structures:

**DETAILED EVENT INFORMATION**

**Promotional Signs or Banners:**

**Do you plan to use promotional signs or banners?** YES NO

If YES, please specify sign size, sign type and how many:

**Amplified Sound:**

*\*Must comply with the Community Standards Bylaw*

Do you plan to use any device to amplify sound? YES NO

If YES, please specify what type: LIVE RECORDED

**Will you require access to electrical power?** YES NO

If YES, please specify where, for what purpose, and the amperage/voltage required:

**Will your event require security?** YES NO

If YES, please specify what security measures have been planned:  
*(Ex. Overnight security provided by event volunteers, or hiring of security company, etc.)*

**First Aid / Emergency Response Planning:**

Please outline your plan for first aid services and emergency response/evacuation in case of an incident:  
*(Feel free to attach a separate Emergency Response Plan, if applicable)*

**Are you requesting permission to operate vehicles on Blackfalds parks or trails?** YES NO

*\*There are no motorized vehicles permitted on the Town of Blackfalds parks or trails.  
 The Town of Blackfalds may consider granting vehicle access if there is a reasonable request by the event organizer*

**If YES:** Number of Vehicles: Type(s) of Vehicles:

DETAILED EVENT INFORMATION		
<b>Will your event feature any pyrotechnic devices?</b>	YES	NO
<i>*If YES, please contact Blackfalds Emergency Services at 403.885.4144</i>		
<b>Special Considerations (ex. Horse Drawn Carriage):</b>	YES	NO
If YES, please specify details:		
<b>Will your event require the full or partial closure of roads or streets?</b>	YES	NO
If YES, list the name of all roads/streets requested for full or partial closure:		
Specify timeframe involved in closures: <i>* Attach a map of road closure locations, including where the barricades should be places</i>		

## Route Map

If your event is a Run, Walk, Parade or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to review from Town of Blackfalds Administration.

## Site Map

Please provide a site map that indicates the precise location of all sources of amplified sound, temporary structures/tents, stages, inflatables, portable toilets, dumpsters, fences, barricades and other structures, proposed driving paths for all equipment and supply vehicles, location of alcohol, food and merchandise service. All site maps are subject to the approval of The Town of Blackfalds.

## Insurance

Valid certificate of insurance, showing a minimum liability amount of \$2,000,000.00 and will include the Town of Blackfalds as an additional insured for the date(s) of the event.

## Emergency Response Plan

Please provide a plan of how you intend to deal with an emergency situation or the potential evacuation from the site.

## APPLICANT

Each party shall indemnify and save harmless the other party to the Agreement, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties actions.

Personal information on this form will be used strictly for obtaining the prescribed consent. 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 Act*. Questions regarding the collection and use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

I affirm that I am 18 years of age or older and all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and the Town of Blackfalds bylaws, and agree to abide by them.

**Signature of this document indicates your acknowledgment of the above requirements.**

\_\_\_\_\_  
**Name of Applicant (please print)**

\_\_\_\_\_  
**Signature of Applicant**

**Please submit your completed Special Event Permit application:**

<b>Email:</b> events@blackfalds.ca	<b>Mailing Address:</b> Civic Cultural Centre Box 220, 5018 Waghorn St, Blackfalds, AB TOM OJO
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**FOR OFFICE USE ONLY**

**Reviewed by:**

Emergency Management & Protective Services Director	Infrastructure and Planning Services Director
Community Services Director	<b>Signature of CAO or Designate</b>

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**MEETING DATE:** March 26, 2024

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

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

**SUBJECT:** **Bylaw 1304.24 - Special Event Permit Repeal Bylaw**

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## **BACKGROUND**

Should Council adopt the Special Event Permit Council Policy, as addressed in the previous Council Report, Bylaw 942/03 is no longer required. As per Section 191(2) of the *Municipal Government Act*, the repeal of a bylaw must be done in the same manner as the original bylaw.

## **DISCUSSION**

As there is no requirement to advertise this repealing Bylaw, Administration is recommending that Council consider giving three readings to Bylaw 1304.24, a Bylaw to Repeal the Special Event Permit Bylaw 942/03.

As previously addressed in the Council Report for the Special Event Permit Council Policy, a policy that addresses special events is more flexible and adaptable than a Bylaw.

## **FINANCIAL IMPLICATIONS**

There are no financial implications to repealing Bylaw 942/03.

## **ADMINISTRATIVE RECOMMENDATION**

That Council considers the following motions:

1. That Council give First Reading to Bylaw 1304.24, A Bylaw to Repeal the Special Events Permit Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1304.24, A Bylaw to Repeal the Special Events Permit Bylaw, as presented.
3. That Council give unanimous consent for Third Reading and Final Reading of Bylaw 1304.24, A Bylaw to Repeal the Special Events Permit Bylaw, as presented.
4. That Council give Third and Final Reading to Bylaw 1304.24, A Bylaw to Repeal the Special Events Permit Bylaw, as presented.

## **ALTERNATIVES**

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

**ATTACHMENTS**

- *Bylaw 1304.24 - Special Event Permit Repeal Bylaw*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO REPEAL THE SPECIAL EVENT PERMIT BYLAW 942/03**

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, Chapter M-26 and amendments thereto, for the purpose of repealing the Special Event Permit Bylaw 942/03.

**WHEREAS**, pursuant to Section 191(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, provides for Council to pass and repeal bylaws.

**AND WHEREAS**, Council for the Town of Blackfalds is desirous of repealing the Special Event Permit Bylaw 942/03.

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

**PART 1 – TITLE**

1.1 That this Bylaw shall be cited as the “Special Event Permit Repeal Bylaw”.

**PART 2 - REPEAL**

2.1 That Bylaw 942/03 is hereby repealed upon this Bylaw coming into effect.

**PART 3 - DATE OF FORCE**

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

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

(RES. )

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

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

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

(RES. )

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

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

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

(RES. )

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

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

**MEETING DATE:** March 26, 2024

**PREPARED BY:** Darolee Bouteiller, Finance Manager

**PRESENTED BY:** Darolee Bouteiller, Finance Manager

**SUBJECT:** **2025 Budget Planning Timeline**

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## **BACKGROUND**

A preliminary budget schedule with suggested timelines and activities is being provided for Council's review and consideration (attached). The annual budget for the Town of Blackfalds consists of the 2025 Operating Budget with a three-year forecast, and a 2025 Capital Budget with a five-year Capital Plan. Also included in the Budget Timeline is the Public Engagement component of budgeting. The Budget process includes planning, developing, training, approval, endorsement, and communication phases.

Council will be proactive throughout the budget process, give direction, endorse, and approve segments as required to move forward on the process. Administration's responsibilities are to develop the Budget based on the Council priorities, strategic plans, and MSP.

## **DISCUSSION**

This budget schedule follows the Budget Planning Policy and Procedures and ensures both Council & Administration have a schedule to move forward with approvals and endorsements throughout the process. This schedule highlights both Capital (light blue) and Operating Budget (light green), Public Engagement Activity timeframes for planning, reviews, and approvals at all levels. This timeline takes into consideration the availability of Administration and Council, upcoming conferences, Regular Council meetings and Standing Committee meeting dates.

Council will establish budget priorities, set assumptions, and give general budget direction at a special meeting scheduled for August 6. Following the guidance set by Council at this meeting, Administration will develop the budget and conduct reviews of each department. The balanced budget will move ahead with Director and CAO endorsement by September 20.

Capital planning discussions will commence June and continue through to August. Balancing and development will continue throughout September, with CAO & Director endorsement by September 30. A draft of the Capital Budget and Five Year Plan 2025-2029 will be reviewed with Council at the Budget workshop.

During the month of September, Town supported services will be invited to attend as a delegation at either the Council meetings or Standing Committee meeting. This will give supported service groups an opportunity to make presentations and validate Town Support.

Public engagement is an important part of Budget preparations and provides a better understanding of community priorities. Council will have an opportunity to engage with the public with an on-line survey and by attending the Community Information Expo on September 13. An in-house budget survey will be conducted from August 28 to September 17. This will overlap with the Community

Information Expo to capitalize on survey participation. It is our intent to have the survey results finalized with a report brought back to Council at the October 8 Regular Council Meeting.

A complete review of the budget with Council and Administration is scheduled at the Budget workshop on November 1<sup>st</sup> and 2<sup>nd</sup>, which is open to the public for observation. In preparation for the workshop, the draft budget will be compiled using the custom-built reports from Questica software along with documented summaries and analytics delivered to Council on or before October 11<sup>th</sup>.

The Draft Operating and Capital Budgets will be updated to reflect outcomes from the Budget workshop. This budget timeline reserves space to hold a special meeting with council if necessary to ensure all pertinent items from the workshop have been considered and addressed within the Budget document.

Administration intends to seek Final Approval of the 2025 Operating & Capital Budget with Council on November 26, 2024 Regular Council Meeting.

### **FINANCIAL IMPLICATIONS**

Section 242 and 245 of the *Municipal Government Act* (MGA) requires that Council must adopt an operating budget and capital budget for each calendar year by January 1. The Budget is a core document that provides financial guidance and information to staff regarding how Council wishes to manage the operations of the municipality to implement their policies and programs.

### **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council approve the 2025 Budget Planning Timeline, as presented.

### **ALTERNATIVES**

- a) That Council provide options for changes in the recommended Budget Timeline, that Administration would be able to accommodate in the schedule.
- b) That Council refer this back to Administration for further review.

### **ATTACHMENTS**

- *The Budget Process Timelines for 2025 Operating Budget and Capital Plan*

### **APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author



**Town of Blackfalds**  
**2025 Budget Preparation Timeline**

Activity	Details	Budget Phase		Mar-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25		
				12	1st - 31	1st - 31	30 - 31	31	31	6	13	26	16	1st - 31st	1-31	11	10,16,24
Budget Timeline	Finance to Present 2025 Budget Timeline to Council for approval	Planning	RCC	12													
Operating Budget - Staffing Plan	Staffing Plan Discussions with Directors, CAO & HR - recommend beginning in June, with plan established by July 31	Planning	Adm.		1st - 31												
Operating Budget - Utility Rates	Utility Rates Discussions with CAO & Director of Infrastructure & Planning based on Utility Rate Model Review.	Planning	Adm.		1st - 31												
Staffing Updates in Questica	Update: Staffing positions and roles in Questica	Develop	Finance		30 - 31												
Operating Budget - Preliminary Work	Finance - Enter expense changes for Insurance, Utilities, Telephone, Debenture Debt & Interest, etc. Complete for July 31	Develop	Finance			31											
Questica Training	Schedule a staff training session as required	Training	Workshop			31											
Budget Assumptions To Council	Special Meeting for Council to give general budget direction. Council to set priorities, focus areas and give general budget direction. Meeting 5- 8 (dinner @ 5 meeting 5:30)	Planning	Council Special Meeting				6										
Public Engagement - Survey	Prepare the survey questions	Endorse	RCC				13										
Public Engagement - Survey	Survey to take place Aug 26 - Sept 16	Conduct	Adm.				26	16									
Capital Budget Planning	Finance to review the 5 Year Capital Plan with Directors and Managers. Various meetings throughout the months, adjust priorities, Develop timelines and project scope of the 5 year capital Plan.	Develop	Adm.		1st - 31st												
Operating Budget - Preparation	Rollout Budget Manager access; Enter budgets into Questica for 2025-2027. To be completed August 31	Develop	All Departments				1-31										
Public Engagement - Community Information Expo	Council will be represented at the Community Information Expo. Set up at 5 pm, event is 6 pm - 8 pm.	Conduct	Council, Finance Budget Team					11									
Presentations to Council from Town Supported Services, funded and in-kind	Servus Credit Union Library, Blackfalds & Area Historical Society, Beyond Food Community Hub, Blackfalds Chemo Club, STARS, Blackfalds Chamber of Commerce, ANAM - Rural Youth Association. Each to provide approximately 20 min. presentation at September Council Meetings and Standing Committee	Endorse	Council					10,16,24									
Operating Budget - Review	CAO Budget review with Directors and Managers.	Develop	Adm.					1st - 20th									
Capital Budget - CAO Review	CAO review and endorse the Five year Capital Plan	Endorse	CAO					30									
Operating Budget - Balance	Finance to balance operations budget, make revisions requested by Directors, Final Review - CAO Endorsement	Endorse	CAO						4								
Public Engagement Report to Council	Report back to council the results of the on-line Survey	Communicate	Council						8								



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**MEETING DATE:** March 26, 2024

**PREPARED BY:** Laura Thevenaz, Infrastructure Services Manager

**PRESENTED BY:** Laura Thevenaz, Infrastructure Services Manager

**SUBJECT:** **Annual Pavement Rehabilitation Project**

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## **BACKGROUND**

During the 2024 Budget deliberations, funds of \$400,000 to complete the yearly annual pavement improvements were allocated. This \$400,000 must account for all project related expenses such as engineering, sidewalk improvements, survey, construction, underground utility inspections and upgrades. Additionally, funds of \$25,000 to add a catch basin to Aspen Drive west of the Aspen Community Gardens site were allocated within the 2024 Budget This \$25,000 must account for all project related expenses such as engineering, sidewalk improvements, survey, construction, underground utility inspections and adjustments.

As part of the 2022 Pavement Management Study capital project, the Town's engineering consultant, Stantec, undertook a comprehensive field study to measure the condition of roadways throughout the Town. In December 2022, the raw field data results were provided to Administration to assist in the selection of a roadway for rehabilitation under the 2024 capital program. Each roadway segment was assigned a Pavement Quality Index (PQI) number based on the severity, extent and type of defect found. The lower the PQI score, the higher the number of defects; conversely, the higher the PQI score, the lower the defects. Projects for the 2024 year include an overlay to East Railway from Lansdowne Avenue to the rail crossing and the overlaying of two other intersections in town. Improvements will be made to pedestrian safety through the construction of a 1.5m separate sidewalk and curblin as per the attached sketch. Further scope details are outlined below.

## **DISCUSSION**

As part of the two 2024 Capital Projects noted above \$425,000 was approved for annual roadway and sidewalk improvements. The proposal for this Capital Project is comprised of the two capital components along with some additional engineering at the railway crossing to obtain CP Rail's approval to construct a pedestrian crossing as per budget discussions which were deferred until more details were known. The first component will be the annual roadway rehabilitation project which will be funded through the previously approved \$400,000 capital budget. The second component will be the engineering and permitting of a new at-grade railway crossing at South Street.

### ***Annual Roadway Rehabilitation Project Scope***

1. Asphalt overlay on South Street from the east side of the railway tracks to East Railway Street, continuing north along East Railway Street to Lansdowne Avenue.
2. Installation of a new curb and gutter and monolithic sidewalk on the north side of South Street from the east side of the railway tracks to East Railway Street, and on the southeast side of East Railway Street north along the road until it connects to the existing sidewalk on Lansdowne Avenue.

3. Minor realignment of the road surface at the corner of East Railway Street and South Street within the Town's existing road right-of-way to improve intersection geometry.
4. Creation of a new intersection with Rectangular Rapid Flashing Beacon (RRFB) lights and a proper crosswalk at South Street and East Railway Street
5. Minor re-alignment of existing water infrastructure including a hydrant and valve, will be required to install a new sidewalk on the east side of East Railway.
6. Installation of a new culvert to facilitate adequate drainage from the northwest corner of East Railway Street and South Street to the south side of South Street.
7. Asphalt mill and overlay at the intersections of Panorama Drive and Parkwood Road, and East Avenue and Wilson Street.
8. Installation of a catch basin and minor surface works at Aspen Drive.
9. Sidewalk improvements around town will be tendered under the same contract but funded through Streets operations budget.

### ***Evaluation***

After careful review of the field data results and deliberation, the East Railway Street between South Street and Lansdowne Avenue was selected for several important factors:

1. The roadway has one of the lowest (PQI) scores (41.4/100), ride comfort index score (22/100) and structural adequacy index (11/100) scores.
2. The area sees very high vehicle and pedestrian traffic, being adjacent to the IREC school and is anticipated to increase with the opening of the new high school on Leung Road later this year.
3. There is no existing sidewalk that connects from the sidewalk on Lansdowne Avenue, south along East Railway Street to the east side of the railway.
4. There is the opportunity to significantly improve pedestrian safety by connecting pedestrian upgrades as part of the East Railway rehabilitation project to pedestrian improvements as part of the Phase 2 Leung Upgrades. This project will include construction of a new 3.0 wide asphalt trail on the north side of South Street to the west side of the rail line.
5. There is a known stormwater drainage issue at the northwest corner of South Street and East Railway Ave that requires mitigation.

The Town understands that the Wolf Creek Public School District has recommended to Alberta Education to replace the existing Iron Ridge Elementary Campus (IREC) and construct a new elementary school on the empty field west of the current school site. To accommodate this future school, installation of new water, wastewater, and stormwater main underground utilities will be required, and the roadway will be constructed out to a full urban cross-section. In late 2023, Administration contacted Wolf Creek Public School District regarding the plan to replace this school and was advised that its replacement has been in the capital plan for nearly 20 years. In consideration of this, Administration believes that the community benefits of safe pedestrian connectivity in anticipation of increased pedestrian traffic, until the new IREC school is approved, and constructed is a key consideration for this project. Administration took this into consideration and opted to conduct only an asphalt overlay on the existing asphalt surface to reduce costs. It is also anticipated that the sidewalk constructed as part of this project will be able to remain in place when the new roadway with all new utility mains is constructed as part of the new IREC school.

The average lifespan of an asphalt overlay is approximately 8 to 15 years, depending on factors such as existing structural base and conduction, vehicle usage, drainage conditions, etc. Administration believes an asphalt overlay is the most optimal rehabilitation technique at the lowest overall cost to immediately improve roadway condition knowing this road will be removed when the new school is constructed. East Railway Street is one of the busiest collector roadways in the community, connecting residents across the railway and into downtown. Based on these factors, Administration recommends Council approve the selection of East Railway Street and other minor intersection improvements.

At this time, Administration requires an additional budget of \$20,000 to conduct engineering and permit applications for the new South Street at-grade crossing. CPKC permitting and approvals timeline are unknown; as such, Administration is not requesting capital project budget adjustments outside of the engineering and permitting costs until approvals are secured and will plan this work as a deletable schedule to the tender. Should engineering, permitting and approvals be received in 2024, Administration will bring forward a request for a revised scope to this combined Asphalt Overlay Capital Project to construct a new-at grade crossing. This new Capital Project will include the construction of a new trail connecting the west side of the new CPKC at-grade crossing to Westridge Drive. *(Note: As part of the Phase 2 Leung Upgrade Project, a new 3.0m wide asphalt trail will be constructed from Leung Road to Westridge Drive as part of the Vista Trail Project).*

To improve operational efficiencies, and opportunity for cost savings, the tender will include separate schedule pricing for the installation of a new catch basin or manhole at Aspen Drive (approved under the 2024 capital budget for \$25,000). Under the Street operations budget, \$69,000 has been budgeted for various repairs and replacements throughout the community of the Town's existing sidewalk network. The tender will also include a separate schedule for provisional pricing for a qualified concrete contractor to conduct these repairs funded from the Streets operations budget.

## **FINANCIAL IMPLICATIONS**

An additional \$20,000 is required for the engineering and permitting for a new at-grade railway crossing at South Street. These funds will be used to complete a detailed crossing drawing for CP Rail with plans to add this section of the crossing to the Asphalt Overlay and Sidewalk improvements project outlined above. The Canada Community Building Fund will be used for this design. Depending on final costs, through the tender close, cost funding for the actual construction to be determined.

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motions:

1. That Council approve the selection for the 2024 annual pavement project to include East Railway Street improvements and other intersection improvements.
2. That Council allocate an additional \$20,000 for the engineering and permitting for a new at-grade railway crossing at South Street to be funded from the Canada Community Building Fund.

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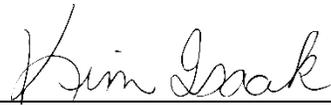
**ALTERNATIVES**

- a) That Council refer this item back to Administration for more information.

**ATTACHMENTS**

None

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

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**MEETING DATE:** March 26, 2024

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

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

**SUBJECT:** **National Volunteer Week April 14-20, 2024**

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## **BACKGROUND**

National Volunteer Week 2024 will take place from April 14-20. This week is set aside each year to recognize and thank volunteers around Blackfalds and Canada for their contributions to strengthening inclusivity and well-being in our communities.

The theme for National Volunteer Week 2024 is ***Every Moment Matters***. It highlights the importance of every volunteer and each contribution they make at a moment when we need support more than ever. The sharing of time, skills, empathy, and creativity is vital to the inclusivity, strength, and well-being of our communities.

It's in these moments and the relationships between them that we discover a deeper sense of purpose and belonging. Through engagement with our community, we recognize our sense of belonging. By connecting and engaging with the community, we come to know our importance. Volunteering is impactful, and together, we shape the neighbourhoods, culture, and society we aspire to be part of.

We will honour our award recipients at our 2024 awards presentation at Best of Blackfalds – Volunteer Edition on April 18 and at Youth Recognition Night on May 2. All nominees and volunteers who have supported the Town of Blackfalds are invited to participate in these events.

## **DISCUSSION**

Our municipality has a long-standing tradition of celebrating National Volunteer Week. This year, we will honour exceptional community volunteers through our municipally hosted Volunteer Awards Presentations, FCSS Volunteer Newsletter, Abbey Centre volunteer bulletin board, and local media throughout April. Blackfalds is home to dedicated individuals who contribute to our community's strength and future. As we observe National Volunteer Week 2024, we unite to acknowledge and celebrate the invaluable contributions of volunteers across the country. Every Moment Matters, now more than ever.

## **FINANCIAL IMPLICATIONS**

None

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council moves to proclaim April 14-20, 2024, as National Volunteer Week in the Town of Blackfalds.

**ALTERNATIVES**

- a) That Council refer this back to Administration for further review.

**ATTACHMENTS**

- *2024 National Volunteer Week Proclamation*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

# National Volunteer Week

April 14-20, 2024



VOLUNTEER  
BÉNÉVOLES  
C A N A D A

EVERY  
MOMENT  
MATTERS

#NVW2024 #EveryMomentMatters

## MAYORAL PROCLAMATION

WHEREAS, a significant portion of the Canadian population, totaling 24 million individuals, dedicate their time to various forms of volunteering, contributing an impressive number nearly 5 billion volunteer hours annually; and

WHEREAS, within the community of Blackfalds, volunteers serve as mentors to our youth, provide support to those experiencing isolation, enhance beauty of our natural spaces, and engage in fundraising efforts for charitable causes; and

WHEREAS, amidst the challenges posed by the COVID-19 pandemic, volunteers in Blackfalds have exhibited remarkable resilience by offering aid to families, friends, neighbors, and even strangers, while also advocating against systemic injustices and promoting discussions aimed at fostering a more equitable society; and

WHEREAS, the volunteers in Blackfalds represent a diverse array of individuals including families, workers, retirees, and community members of all ages and backgrounds; and

WHEREAS, the collective efforts of our towns volunteers significantly contribute to making Blackfalds a more vibrant and desirable place to reside; and

WHEREAS, it is essential to acknowledge the varied roles undertaken by volunteers in our community, ranging from Snow Angel Program to Town of Blackfalds Special Events such as Winterfest and Blackfalds Days to being involved with our community churches or schools to serving on a Town of Blackfalds Board, Committee or Commission; and

WHEREAS, vital organizations within Blackfalds, such as ANAM Rural Youth Association, Beyond Food Community Hub-Blackfalds Food Bank, Big Brother and Big Sisters, Blackfalds & District Agricultural Society, Blackfalds Figure Skating Club, Blackfalds Fire Fighters Association, Blackfalds Seniors Club, Central Alberta Victim & Witness Support Society, Dual Ice Development Society, FCSS, Girl Guides, Blackfalds Historical Society, Minor Ball, Minor Hockey Association, Minor Soccer Association, Optimist Club of Blackfalds, Scouts, Servus Credit Union Blackfalds Public Library; and

NOW, THEREFORE, I, Jamie Hoover, Mayor of Blackfalds, do hereby proclaim April 14-20, 2024, as National Volunteer Week and call upon my fellow citizens to acknowledge and appreciate the indispensable contributions made by volunteers to the betterment of our community.

Signed on the \_\_\_\_ day of March, 2024

\_\_\_\_\_  
Mayor Jamie Hoover

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**MEETING DATE:** March 26, 2024

**PREPARED BY:** Justin de Bresser, Director of Corporate Services

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

**SUBJECT:** **Wadey House Summer Student – Budget Request**

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## **BACKGROUND**

The Wadey House was moved in 2016 from its original location on South Street just south of Iron Ridge Elementary Campus to the southwest corner of All-Star Park. It now provides the community with visitor information services and houses the Blackfalds & Area Historical Society.

## **DISCUSSION**

The Historical Society has been actively discussing the need to open the Wadey house for the summer of 2024. In 2021 and 2022, the operating budget allocated resources for a Visitor Services Representative. This role played a crucial part in having the Visitor Information Centre open on certain days, coordinating tourism services, and helping to organize various community events. Importantly, this position is strongly connected with Marketing and Communication efforts, ensuring effective outreach and engagement of Town events.

Additional assistance for Marketing and Communications would be advantageous when summer activities demand more attention from this department.

Some of the additional duties could include the following:

- Website updates
- Form updates
- Assisting with photography/videography
- Assisting with promotions
- Marketing requests (Wrike)
- Event assistance
- Social Media Monitoring
- Newsletter support/review

To facilitate the above, Administration is proposing re-establishing this position for the summer of 2024.

## **FINANCIAL IMPLICATIONS**

Administration is recommending an upset limit of \$10,000 to cover the cost of this summer position. This upset limit will enable the Town to provide at least 4 days a week for the months of May through to August, plus time needed to cover special events. If accepted, the funding source will be identified in the upcoming Spring Budget Adjustments.

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council directs Administration to increase the Wadey Centre budget by \$10,000 to accommodate a summer student position.

**ALTERNATIVES**

- a) That Council refer this back to Administration for further review.

**ATTACHMENTS**

None

**APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author

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**MEETING DATE:** March 26, 2024  
**PREPARED BY:** Kim Isaak, Chief Administrative Officer  
**PRESENTED BY:** Kim Isaak, Chief Administrative Officer  
**SUBJECT:** **Vacant Council Committee Appointments**

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## **BACKGROUND**

With the Council resignation of March 4, 2024, the following Council Committees are vacant a council representative:

- Policing Committee; and
- Intermunicipal Development Planning / Intermunicipal Collaboration Framework Committee.

In addition, this vacancy has left the following Committees without an alternate:

- Parkland Regional Library Board;
- Blackfalds Health Practitioners Attraction and Retention Committee; and
- Iron Ridge Junior Campus School Council

## **DISCUSSION**

Council members have volunteered to fill the vacancies, and as such, a resolution making these new appointments is required.

## **FINANCIAL IMPLICATIONS**

There are no financial implications to the appointments.

## **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motions:

1. That Councillor Svab be appointed to the Policing Committee effective immediately until the 2024 Organizational Meeting of Council.
2. That Councillor Appel be appointed to the Intermunicipal Development Planning / Intermunicipal Collaboration Framework Committee effective immediately until the 2024 Organizational Meeting of Council.
3. That Councillor Dennis be appointed as alternate to the Intermunicipal Development Planning / Intermunicipal Collaboration Framework Committee and the Parkland Regional Library Board effective immediately until the 2024 Organizational Meeting of Council.

4. That Mayor Hoover be appointed to the Blackfalds Health Practitioners Attraction and Retention Committee and alternate to the Iron Ridge Junior Campus School Council effective immediately until the 2024 Organizational Meeting of Council.
5. That Administration be directed to inform the applicable committees of the new appointments.

**ALTERNATIVES**

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

**ATTACHMENTS**

None

**APPROVALS**



\_\_\_\_\_  
Kim Isaak,  
Chief Administrative Officer

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

**MEETING DATE:** March 26, 2024

**PREPARED BY:** Kim Isaak, Chief Administrative Officer

**PRESENTED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **Minister's Awards for Municipal Excellence**

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## **BACKGROUND**

The Minister's Awards for Municipal Excellence recognizes and celebrates the excellence and innovation exemplified by Alberta municipalities. The program has been in place since 2002 and has highlighted and shared initiatives, including new and unique approaches to issues, streamlined processes for existing practices, and creative community partnerships.

The five eligible categories that municipalities can apply on are listed below:

- Building Economic Strength
- Enhancing Community Safety
- Partnership
- Red Tape Reduction; and
- Service Delivery Enhancement.

Submission deadline for the awards is April 15, 2024

## **DISCUSSION**

In discussion with Administration from Lacombe County it was identified that both parties have received benefits under the Joint Economic Area Agreement, Joint Servicing Area Water and Wastewater Agreement and the Wastewater Trunk Line Funding Agreement. This collaborative partnership would be worthy of a submission for the "Building Economic Strength" category.

The Joint Economic Area Agreement has been in place since 2007 to encourage commercial and industrial development to the benefit of both the Town and County, minimizing the impact of jurisdictional boundaries and using to its advantage the availability of service by the Town's public water and wastewater systems. In 2014 the parties entered into a Joint Servicing Area Water and Wastewater Agreement to provide water and wastewater services to properties located in the County's Aspelund Industrial Park via the Town's utility system. Further to this in August of 2023 the parties agreed to a funding agreement for additional wastewater facilities to facilitate future growth in the Aspelund Industrial Park. As a result of these collaborative growth agreements numerous economic benefits have been received by both parties with the most recent being the construction of the 300-million litre milk processing facility which is the first-of-its-kind in Canada.

## **FINANCIAL IMPLICATIONS**

There are no associated costs to the submission for this award.

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**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council endorse the recommendation from Administration to submit an application for the Minister's Awards for Municipal Excellence in the "Building Economic Strength" category.

**ALTERNATIVES**

- a) That Council refer the item back to Administration for additional information.

**ATTACHMENTS**

- *Minister's Awards for Municipal and Public Library Excellence – Submission Form*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer

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Department Director/Author

# Minister's Awards for Municipal and Public Library Excellence

## 2024 Submission Form for Municipalities

### Submission Guidelines for Municipalities

- The program recognizes initiatives that demonstrate a first-time or unique use of an idea in Alberta. The sponsorship and the use of a purchased product or service are not eligible for submission.
- A municipality may submit a maximum of two initiatives per award year. Improvement districts and Special Areas are not eligible for the Minister's Awards.
- An initiative may be submitted to only one category per award year.
- Submissions must demonstrate that the initiative has been in place long enough to produce verifiable results.
- Submissions will be evaluated by a Review Committee of municipal representatives which will recommend award winners to the Minister.
- Completed submission forms are only accepted electronically and can be sent by email to [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca)
- The submitting municipality agrees to the publication of information related to their initiative by the Government of Alberta, including any documents, photos and videos of the recipients with their awards.

**The submission deadline is April 15, 2024.**

### Award categories for municipalities

Award categories are open to all eligible municipalities, with the exception of the Smaller Municipalities category, which is restricted to municipalities with a population under 5,000.

#### Building Economic Strength

Award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community and/or improves the attractiveness of the community to businesses, investors, and visitors.

#### Enhancing Community Safety

Award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures) and community services initiatives.

#### Partnership

Award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.

#### Red Tape Reduction

Award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.

#### Service Delivery Enhancement

Award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.

### Smaller Municipalities

Award will be given for a municipal initiative that demonstrates leadership, resourcefulness or innovation, or both, to better the community.

### Selection Criteria

In addition to the criteria for each award category, submissions will also be evaluated on the following:

- **Sustainability** - impacts of the initiative in the short, medium, and long term, with sufficient results over time to indicate viability.
- **Relevance** - suitability of the initiative to the local conditions, size of municipality, and available resources.
- **Transferability** - effect the initiative has or could have on local government throughout the province and the effort expended in order to assist other municipalities in understanding and implementing the initiative.
- **Quality of submission** - clarity, logic and completeness of the submission.

### Contact

If you have any questions, please email the Capacity Services team at Municipal Affairs at [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca) or call 780-427-2225 (toll-free in Alberta by dialing 310-0000 first).

[Submission form for municipalities](#)

Commented [JP1]: Reminder: change 2023 to 2024 in footer

### Submitter Information

Date (MM/DD/YYYY)	Click or tap to enter a date.
Award Category	Please indicate which award category the submission should be considered under.
Name of Initiative	Please enter a concise title for the initiative. The title should have a maximum of 45 characters. Spaces, letters of the alphabet, numbers, and punctuation all count toward a character limit.
Name of Municipality	Please enter the name of the municipality submitting the initiative.
Municipality Website	Please provide the URL to your municipality's website.
Name of Contact Person	Please enter the name of the person to be contacted if there are questions about the submission.
Email of Contact Person	Please enter the email address for the contact person.

### Initiative Information

**1. Provide a brief description of your initiative (100 words or less).**

Click or tap here to enter text.

**2. What challenge, issue, or community need did this initiative address?**

Click or tap here to enter text.

**3. What were the goals, objectives, and/or desired outcome(s) of implementing this initiative?**

Click or tap here to enter text.

**4. When did you implement this initiative? *Note: initiatives must have been in place long enough to produce verifiable results***

Click or tap here to enter text.

**5. What impact has this initiative already had in your community or on your organization? What statistics, data, or performance measures are available to demonstrate its impact to date?**

Click or tap here to enter text.

**6. What advice would you share with other municipalities from your experience with this initiative (i.e. key learnings)?**

Click or tap here to enter text.

**Question 7 is for the Partnership Category Only – for all other categories, please proceed to the next question**

**7.a. List the members of the partnership and their contributions.**

Click or tap here to enter text.

**7.b. Award items in the Partnership category will be given to the winning municipality and up to three partners, with the other partners receiving certificates for their contributions. Please list up to three partners you wish to have recognized should your municipality's initiative be selected in this category.**

Click or tap here to enter text.

**7.c. Explain how this initiative could not have been accomplished by your municipality alone.**

Click or tap here to enter text.

**7.d. Include documentation demonstrating each partner has been informed and acknowledges the submission (e.g. email response or letter). See instructions for attachments at the end of this form.**

Click or tap here to enter text.

**Question 8 is for the Building Economic Strength Category Only – for all other categories, please proceed to Question 9**

**8. Which stakeholders in your business community did you work with on this initiative (e.g. chamber of commerce, industry associations, business incubator)**

Click or tap here to enter text.

9. Is there anything else you would like the Review Committee to know about this initiative? (REQUIRED for ALL categories)

Click or tap here to enter text.

**Attachment 1 (Optional):** One supporting document related to the submission.

**Attachment 2 (Required for Partnership category):** One document that includes documentation of acknowledgement and/or support from all partners named in the submission (e.g. PDF of emails/letters from partners).

Submit completed submission forms to [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca) by April 15, 2024.

If you have any questions, please call the Capacity Services team at (780) 427-2225 or toll free: 310-0000

or email [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca)

The information provided on this form will be used in support of the Minister's Awards for Municipal and Public Libraries Excellence program. It is being collected under the authority of section 33 of the [Freedom of Information and Protection of Privacy \(FOIP\) Act](#) and will be managed in accordance with the FOIP Act. If you have any questions about this collection, please contact the Municipal Services Division, 17th Floor Commerce Place, 10155 - 102nd Street, Edmonton, Alberta, T5J 4L4, (780) 427-2225 (Outside Edmonton, call 310-0000 to be connected toll-free).

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**MEETING DATE:** March 26, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**PRESENTED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**SUBJECT:** **Clive FunFest Parade Invite**

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**BACKGROUND**

Annually, the Village of Clive invites the Mayor or designate to attend and take part in the Clive FunFest Parade, which typically occurs in June of each year.

**DISCUSSION**

On March 8, 2024, the Town received the annual Clive Funfest Parade invitation for Mayor Hoover or a designate to attend the Clive FunFest Parade on Saturday, June 22, 2024. The line-up will start at 10:30 a.m. at the Clive Baptist Church, and the parade will commence at 11:00 a.m.

**FINANCIAL IMPLICATIONS**

Funds are allocated annually for parade candy and the use of the Town's golf cart float.

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council designates a dignitary to attend the Clive FunFest Parade.

**ALTERNATIVES**

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

**ATTACHMENTS**

- *Letter Invitation from Mayor Luci Henry - Village of Clive - Clive FunFest Parade*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author



The Village of Opportunity

March 8, 2024

His Worship Jamie Hoover  
Town of Blackfalds  
Box 220, 5018 Waghorn St  
Blackfalds, AB  
T0M 0J0

Dear Mr. Hoover,

On behalf of the Village of Clive, I would like to invite you, or a designate, to take part in the Clive FunFest Parade. It will be held on Saturday June 22<sup>nd</sup>, 2024. Line-up is at 10:30am at the Clive Baptist Church. The parade commences at 11:00am.

Please let us know if you require a dignitary vehicle or if you will be bringing your own. If you will not be using your own vehicle as part of the parade, please park on a side street and proceed to the Baptist Church parking lot.

It is recommended that items such as candy, balloons, etc. may be given out to spectators by "Walkers" who accompany the float and hand out treats from a safe distance by using small bags or pails.

The Village will be providing Clive Bucks to treat yourself at Clive businesses and or food trucks.

Please RSVP to [tricia@clive.ca](mailto:tricia@clive.ca) by June 1, 2024.

Hope to see you at the festivities,

A handwritten signature in blue ink that reads "Luci Henry".

Luci Henry, Mayor  
Village of Clive

*Village of Clive*

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E-mail: [admin@clive.ca](mailto:admin@clive.ca)