

## AGENDA

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1. **Call to Order**
  2. **Land Acknowledgement**
    - 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
  3. **Adoption of Agenda**
    - 3.1 Agenda for July 12, 2022
  4. **Delegation**
    - 4.1 Blackfalds RCMP 2nd Quarter Report - *S/Sgt Dan Martin, RCMP*
    - 4.2 Blackfalds Fire Service Semi Annual Report - *Robert Cote, Fire Chief*
  5. **Public Hearing**

None
  6. **Business Arising from Minutes**
    - 6.1 Request for Decision, Consumer Transfer of Electrical Power Distribution
  7. **Business**
    - 7.1 Request for Decision, Blackfalds RCMP Multi-Year Financial Plan
    - 7.2 Request for Decision, Directors' Quarterly Reports, 2nd Quarter of 2022
  8. **Action Correspondence**

None
  9. **Information**
    - 9.1 Report for Council, Womacks Rd. & Gregg St. Realignment, Parking Lot and Highway 2A Intersection Improvements - Project Update
    - 9.2 Report for Council, Enforcement and Protective Services Monthly Report - June 2022
    - 9.3 Report for Council, Development & Building Monthly Report - June 2022
    - 9.4 Report for Council, BOLT KPI Monthly Report - June 2022
    - 9.5 Lacombe County Highlights - June 23, 2022
  10. **Round Table Discussion**

None
  11. **Adoption of Minutes**
    - 11.1 Minutes from the Regular Council Meeting on June 28, 2022
  12. **Notices of Motion**

None
  13. **Business for the Good of Council**

None
  14. **Confidential**

None
  15. **Adjournment**
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### **Future Meetings/Events:**

- Standing Committee of Council Meeting – July 18, 2022
- Regular Council Meeting – July 26, 2022

**MEETING DATE:** July 12<sup>th</sup>, 2022

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

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

**SUBJECT:** **Consumer Transfer of Electrical Power Distribution**

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## **BACKGROUND**

The Town of Blackfalds has had a Bylaw in place since September of 2013 granting Fortis Alberta the right to provide power distribution services within the boundaries of the Municipality and which would include the extended as a result of the annexation of lands from Lacombe County in 2009. A number of landowners within the annexed portion of land were members of EQUUS Rural Electrification Association (REA), which is a pone of the province's energy distribution providers for rural customers. Through the annexation process FortisAlberta applied to the Alberta Utilities Commission (AUC) to have any overlapping services assigned over to them as per the exclusivity provided under the franchise agreement. With the annexation a total of thirteen (13) services were transferred to FortisAlberta that followed the decision of the AUC. FortisAlberta currently provides electrical distribution to a total of 4300 sites within the Municipality.

In May of 2020 an amending Bylaw 1148/20 was brought forward to Council and given final reading. This bylaw formalized the service transfer to the franchise provider in accordance with Section 46 of the MGA. This amending bylaw was typical as per the process undertaken by many municipalities across the province that undertaken annexation processes.

## **DISCUSSION**

One of the landowners, through the annexation, became a FortisAlberta customer. This land owner has three (3) services, with two (2) of the services placed on a residential rate (FortisAlberta Rate 11), while the remaining service being placed on a general service rate (FortisAlberta Rate 61) due to the increased peak demand capacity required for this service relating to a commercial type of activity. Over the past several months the landowner has been in communication with Town Administration over concerns for the increased costs of service he has experienced since the transfer. The complainant was provided information by Administration who also reached out to FortisAlberta for further information, and data. The landowner was also in contact with FortisAlberta seeking information and remedy to his electrical utility costs. The landowner also contacted AUC and the Ministry of Energy with his concerns. Meetings took place between the landowner and Town administration as well as with FortisAlberta on the matter. FortisAlberta further reviewed the landowner's concerns through investigations, analysis and assembling of data. It has been recognized that the landowner is now required to pay a municipal franchise fee as do all residents of the Municipality which is one of the factors in the additional monthly energy costs. In addition, the landowner identified that as a former member of the REA that he was responsible and paid for the construction costs to install the service and did not have these funds refunded upon the transfer to FortisAlberta even though Fortis Alberta paid the REA for the depreciated value of these assets servicing the landowner upon the transfer from EQUUS to FortisAlberta.

The landowner did bring his concerns forward formally when he came before Council as a delegation at a June Council meeting. Subsequently FortisAlberta were requested to attend Council as a delegation and provide information relative to the process of consumer transfer and details relative to the concern brought forward by the landowner. The information provided was very thorough with responses provided to numerous questions raised by Council.

It was identified through the information provided to Council and information provided during the presentation that the REA has been paid twice for the utility investment, initially by the customer and again by FortisAlberta during the utility transfer process. Even though this is a matter between the landowner customer and EQUS, FortisAlberta has been advocating for these funds to be refunded to the customer, as has the customer themselves, but to no avail.

Final discussions on this matter at the June 28<sup>th</sup> Council meeting included the options of reaching out formally to the Board of Directors of REA as well as the Provincial Ministry of Energy seeking assistance in this matter. Administration confirmed that information would be consolidated and brought forward for Council's consideration.

### **FINANCIAL IMPLICATIONS**

There are no costs associated to the Town of Blackfalds in this matter however there is revenue generated through the electrical franchise fees.

### **ADMINISTRATIVE RECOMMENDATION**

1. That a formal letter from Council be provided to the Board of Directors of EQUS Rural Electrification Association requesting a refund of costs to be paid to the landowner that is associated to the investment of infrastructure for the electrical service provided to the landowner.
2. That a formal letter from Council be provided to the Minister of Energy advocating on behalf of the landowner in the process, deemed to be unfair, and assistance in recovering of funds refund of costs associated to the investment of infrastructure for the electrical service provided to the landowner.

### **ALTERNATIVES**

- a) That Council not accept the recommendation of Administration in provision of a letter to the EQUS Rural Electrification Association requesting a refund of costs to be paid to the landowner that is associated to the investment of infrastructure for the electrical service provided to the landowner.
- b) That Council not accept the recommendation that a formal letter from Council be provided to the Minister of Energy advocating on behalf of the landowner in the process, deemed to be unfair, and assistance in recovering of funds refund of costs associated to the investment of infrastructure for the electrical service provided to the landowner.

c) That Council refer this item back to Administration for more information.

**ATTACHMENTS**

- *Previous documents provided by FortisAlberta and the customer have been provided to Council.*

**APPROVALS**



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CAO Myron Thompson

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Department Director/Author



**MEETING DATE:** July 12<sup>th</sup>, 2022

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

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

**SUBJECT:** **Blackfalds RCMP Multi-Year Financial Plan**

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## **BACKGROUND**

The Town of Blackfalds is served by the Royal Canadian Mounted Police and this service is formalized through the Municipal Police Service Agreement (MPSA). On an annual basis, at the start of the policing fiscal year, a Multi-Year Financial Plan (MYFP) is prepared by the RCMP and provided to the Municipality for the purpose of engaging in the long-term financial planning and future resource requirements through collaborative engagement.

In previous years Administration has taken the information provided in the MYFP for consideration in the annual budget process and updating of the Staffing Plan. The MSPA includes a cost sharing arrangement of 70% paid by the Municipality and 30% paid by the federal government which is the cost sharing ratio adopted for municipalities with populations between 5,000 and 14,999.

## **DISCUSSION**

Sgt. Dueck provided an overview of the MPSA along with the presentation of the 2<sup>nd</sup> quarter report on policing activities earlier through the delegation portion of the meeting. The purpose of the Request for Decision is to not only provide a copy of the most current MYFP but to have a "Agreement in Principle" in support of the plan by Council.

The MYFP provides valuable data, metrics, and forecasted resources anticipated to assist the RCMP in maintaining the ultimate goal of ensuring the safety and security of our citizens. Our detachment strength is for urban enforcement is nine (9) positions. In addition to cost sharing on these positions we employ two (2) municipal administrative support positions to augment the federal support staff at the detachment.

The Town of Blackfalds owns the RCMP Detachment Building and leases space to the RCMP provincial resources which is over and above the nine (9) municipal members also includes nineteen (19) rural and enhanced members, five (5) public service members, six (6) RCMP Traffic members, and two (2) Victim Services positions.

The MYFP includes the forecasting of future accommodation, equipment, and fleet needs. Costs have been estimated for current and future years as divisional pooled costs. As a community of less than fifteen thousand (15,000) in population costs are pooled together and divided over the full-time equivalent utilization in the respective police service.

Over the past number of years, accommodation of facility space for the enforcement has been a topic of discussion as the detachment has reached capacity in the housing of members. This concern has been brought up on a number of fronts including annual discussions with K Division at the annual Alberta Municipalities Association conference. Some reprieve was experienced in the transition of

our Peace Officers to the Operations Centre. In addition, there has been some discussions on other options available to free up space which could be further explored.

**FINANCIAL IMPLICATIONS**

There will be financial implications in the budget both operational and with capital costs over the term identified in the plan. These costs will be taken into consideration in the Towns annual and long term budget cycles.

**ADMINISTRATIVE RECOMMENDATION**

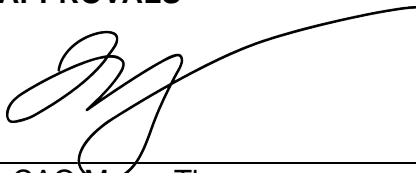
1. That Council acknowledge support of the Multi-Year Financial Plan with an Agreement in Principle only and consideration as part of the Municipal annual budget development process.
2. That Council authorize the Mayor's signature of the Multi-Year Financial Plan acknowledging the Agreement in Principle and effective collaboration in strategic planning for policing expenditures over the term identified in the plan.

**ALTERNATIVES**

- a) That Council does not acknowledge support of accept the Multi-Year Financial Plan with an Agreement in Principle.
- b) That Council refer this item back to Administration for more information.

**ATTACHMENTS**

- *Blackfalds Municipal Detachment Multi-Year Financial Plan*

**APPROVALS**

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CAO Myron Thompson

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Department Director/Author



# **Blackfalds Municipal Detachment Multi-Year Financial Plan**

**April 1, 2022**

<b>Prepared for:</b>	The Town of Blackfalds
<b>Prepared by:</b>	Blackfalds Detachment
<b>In Consultation With:</b>	Operations Strategy Branch, Alberta RCMP

## Introduction

This Multi-Year Financial Plan (MYFP) has been prepared by the Alberta Royal Canadian Mounted Police (RCMP), in consultation with the Town of Blackfalds, pursuant to Article 17.1 of the Municipal Police Service Agreement (MPSA). This plan is for the fiscal year starting on April 1, 2023, and covers a period of five years.

Article 17 of the MPSA establishes a collaborative process for the RCMP and the Town of Blackfalds to engage in multi-year, long-term financial planning and reporting for the Service and divisional administration. This process ensures the contract parties discuss future resource requirements, increases financial accountability and transparency. The financial planning and forecasting process is critical to ensuring adequate funding is available for resources and equipment to support public and officer safety. It also provides the contract parties with information so they can jointly identify opportunities for cost containment and strengthened financial efficiency, where appropriate.

This plan is a reflection of the ongoing cooperation between the RCMP and the Town of Blackfalds to ensure adequate and effective municipal policing is provided in the Town, pursuant to the MPSA. Community engagement and consultation is also a key component of the way forward and paramount to satisfying the safety concerns of the individuals we serve. The safety and security of the citizens of the Town of Blackfalds and the police officers serving within the Municipal Police Service (MPS) remains the ultimate goal. This plan includes the following:

- i) A listing of MPSA positions,
- ii) A listing of resources required to support the Service,
- iii) Forecast of future year costs.

The cost-share arrangement under the MPSA indicates that a municipality with a population between 5,000 and 14,999 pays 70% of the costs and the federal government pays 30%. Providing and maintaining the Service each fiscal year includes operating and maintenance costs such as salaries, benefits and indirect costs, transportation and equipment, professional services, repairs, utilities, supplies, and miscellaneous operational expenses.

The majority of costs for municipalities with a population below 15,000 are pooled together and divided over the total full-time equivalent (FTE) utilization of members in the respective police service. This allows all of these smaller municipalities to share in the peaks and valleys of policing costs, such as the repair or replacement of police vehicles, and each pay an average per FTE cost based on their collective expenditures. This pooled rate assists in smoothing the costs from year to year and minimizing drastic financial effects from one year to the next. However, certain costs like overtime and guarding costs are considered jurisdiction specific and are not shared with other municipalities. As well, any costs which municipalities provide at no cost to Canada, including accommodations and support staff, are also not shared with other communities.



Financial details and forecasts will be identified within the equipment, technology and fleet tables provided below as well as within the MYFP table.

Providing effective and efficient police services requires a robust Enterprise Resource Planning system to sustain Corporate and Human Resource management functions such as Finance, Property Management, Procurement Services, Training, Staffing, Recruitment, etc. In order for Corporate and Human Resources support functions to remain relevant and effective today and into the future, the RCMP plans to make significant investments over a multi-year period to implement the following strategic transformations:

- Corporate System Modernization (S4/HANA – SAP) – beginning in 2022 the RCMP will begin both system and business transformation, and
- Human Resources System and Pay Modernization (Vendor TBD) – planned to begin by 2024, the RCMP will begin both system and business transformation to implement a modern Human Resources Enterprise Resource Planning and a new Regular Member pay system.

RCMP will realize these broad business outcomes through:

- Operational support to Contract Policing: Provide efficient business processes and systems;
- Modernization: support common, shared systems that replace outdated technologies and reduce customizations;
- Cost Effectiveness: deliver affordable and sustainable management services;
- Standardization: enable streamlined processes and common data structures across the RCMP; and
- Integration: enhance internal and external national integration and collaboration.

The RCMP will continue to engage and communicate its plans for system modernization and the associated business transformation with our Contracting Partners and key stakeholders to ensure the alignment of strategic priorities.

## Background

The Town of Blackfalds has a small town feel with over 10,000 residents, yet has a progressive economic vision. It is situated in an ideal location with its close proximity to Red Deer, and is placed in the centre of the primary economic corridor between Edmonton and Calgary. Blackfalds offers a diverse economic base with the primary industry sectors including Agriculture (beef, grain, dairy, etc.), Natural Resources, Construction, Manufacturing and Business Services. Blackfalds' significant growth has also been reflected in the commercial and industrial development, with many construction and residential commercial expansion projects currently underway, bringing residential attractiveness to the community.

According to the 2021 Federal Census, the Town of Blackfald's population increased to 10,470, a notable 12.2 percent increase from its 2016 population of 9,328.<sup>1</sup> A Municipal Census

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<sup>1</sup> [Profile table, Census Profile, 2021 Census of Population - Blackfalds, Town \(T\) \[Census subdivision\], Alberta \(statcan.gc.ca\)](https://www150.statcan.gc.ca/n1/pub/92-627-x/2021001/article/00001-eng.htm)

completed in 2021 indicates a population of 11,125.<sup>2</sup> The Town has seen incredible growth over the last several years and, having exceeded 10,000 residents, could request a change to city status.<sup>3</sup> Municipal forecasts have even estimated that the population could exceed 15,000 residents within 10 years, which may impact billing rates for police services.<sup>4</sup> The health of a community and its population levels are factors that have the potential to impact police activities.

The 2021 Police to Population Ratio for Blackfalds Municipal Detachment was 1,306 persons per Member (Municipal Detachment average for populations 10,000 to 20,000 was 835 persons per Member).<sup>5</sup> The 2021 Criminal Code cases per Member for Blackfalds Municipal Detachment was 50.6, lower than the 80 Criminal Code cases per Member average for Municipal Detachment with populations between 10,000 to 20,000.

In addition, the total Criminal Code Offences for Blackfalds Municipal Detachment decreased by 22% between 2020 and 2021. Although, Person Crimes increased by 7%, primarily due to increases in Sexual Assault (from 3 to 12) and Uttering Threats (46%, from 35 to 51). Property Crime decreased by 15%, primarily due to a decrease in Theft Under \$5,000 (-32%, from 116 to 79). Other Criminal Code decreased by 26% and Reported Spousal Abuse related occurrences decreased by 15% (from 181 to 154).

Crime statistics are provided to the Detachment Commander on an ongoing basis and are included in this document for reference and consideration to any resourcing pressures.

## Blackfalds Municipal Detachment Resources

As identified in that table below, Blackfalds has nine established positions on their Annex dedicated to Front Line Policing. The Town recently called up a position in 2021/2022 in order to meet the policing needs of the growing population.

Function	Sgt.	Cpl.	Cst.	Total
General Duty	1	1	7	9
Total	1	1	7	9

The Town of Blackfalds currently employs two municipal employees to provide administrative support for the Municipal Detachment.

<sup>2</sup> <https://www.blackfalds.ca/Home/DownloadDocument?docId=3c7af9ce-a1bb-4373-8f1e-87f083bafd23>

<sup>3</sup> [Types of municipalities in Alberta | Alberta.ca](https://www.alberta.ca/types-of-municipalities-in-alberta.aspx)

<sup>4</sup> January 2016 THE TOWN OF BLACKFALDS Recreation, Culture, and Parks Needs Assessment and Master Plan.

<sup>5</sup> The 2021 Census data for all Alberta RCMP Detachment areas will be released later this year. For the purposes of this plan, the 2021 Police to Population Ratio was calculated with an estimated population.



## Anticipated Increases to Resources

Through consultation with the Town of Blackfalds and the Detachment Commander, the following table provides anticipated resource growth to the Municipal Police Service over the following five years. This information serves as a projection only and is not a commitment to call up resources.

Police Service Agreement	Category of Employee Rank/Group & Level (if available)	2023/24	2024/25	2025/26	2026/27	2027/28
Blackfalds MPSA	Regular Members	1	1	1	1	1
	Cost*	\$153,162	\$153,075	\$154,809	\$155,946	\$159,305
	Municipal Employees	1			1	
	Cost	\$65,286			\$65,286	

\*All costs noted at the applicable contract partner share.

## Detachment Metrics

Blackfalds Municipal Detachment 2021 Metrics					
Metric	2017	2018	2019	2020	2021
CC/PO	96.0	81.4	90.9	83.1	66.1
CSI	87.1	68.4	94.2	67.7	N/A
CC/1000*	82.3	65.5	69.0	59.7	50.6
PPR* <sup>6</sup>	1,166	1,242	1,317	1,393	1,306

\*Metrics are based on estimated population values.

## Metrics of similar size Detachments with 10,000-20,000 Population (13 Detachments)

Metric	2017	2018	2019	2020	2021
CC/PO	89	87	88	83	80
CC/1000	107	103	106	103	95
CSI (Average Rate)	109.3	99.1	125.9	111.0	N/A
PPR	835	846	825	801	835

<sup>6</sup> **Police-to-Population Ratio (PPR)** is the relationship between the number of officers and the population within the detachment area. This ratio focuses on the visibility of police officers in the community. All workload metrics (i.e., Criminal Code per Regular Member (or Police Officer), Crime Severity Index, Criminal Code per 1,000 population, and PPR) and community-specific information should be taken into consideration when determining policing needs.

## **FORECASTED RESOURCE REQUIREMENTS**

### **2023/2024 – 1 Regular Member, 1 Municipal Employee**

The position would be for one GIS/Crime Reduction constable position. With a projected population of 11,640<sup>7</sup>, it is anticipated that the PPR would become approximately 1:970, and the Civilian to Member ratio would become 3.3:1 (10 Regular Members, 3 Municipal Employees).

The addition of support staff would assist with re-assigning administrative tasks away from Regular Member duties. Currently, numerous tasks are completed by sworn officers that could more appropriately be completed by civilian staff if the capacity existed.

### **2024/2025 – 1 Regular Member**

With the projected population of 11,950, it is anticipated that the addition of one General Duty constable would bring the PPR to 1:919, and the Civilian to Member ratio would be 4:1.

### **2025/2026 – 1 Regular Member**

With the projected population of 12,308, it is anticipated that the addition of one General Duty constable would bring the PPR to 1:879, and the Civilian to Member ratio would be 4.7:1 (14 Regular Members, 3 Municipal Employees).

### **2026/2027 – 1 Regular Member, 1 Municipal Employee**

With the projected population of 12,677, it is anticipated that the addition of one General Duty constable and one Municipal Employee would bring the PPR to 1:845, and the Civilian to Member ratio would be 3.75:1.

### **2027/2028 – 1 Regular Member**

With the projected population of 13,057, it is anticipated that the addition of one General Duty constable would bring the PPR to 1:816, with a Civilian to Member ratio of 4:1 (16 Regular Members, 4 Municipal Employees).

Benefits of additional resources include:

- Potential to improve upon the 24 hour on-duty police coverage; The Detachment has already moved to a 4-watch system with 10 & 10.5 hour shifts of 5 on / 4 off. More members would allow for added coverage for core policing activities;

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<sup>7</sup> These future population figures are projections only, based on municipal census data and an average historical annual growth rate of 3%. These projections are subject to change and will be reviewed on an annual basis.



- Increased focus on crime reduction strategies;
- Increased preventative patrols and proactive work;
- Potential for improved response time;
- Improved service delivery to public as the police to population ratio would be more in line with the average;
- Potential ability to increase traffic enforcement within the Town of Blackfalds.

Failing to meet necessary resource growth targets may result in policing becoming less proactive and preventative, reduced visibility at the community level, and a potential decline in the quality of policing service. This could impact both public and officer safety, as well as the perception of how safe the citizens of Blackfalds feel in their community. Service delivery models may need to be reevaluated at the local and provincial level.

Direct costs for police officer salaries and the associated indirect costs are one of the key drivers of policing costs. Pay raises for members are determined through the collective bargaining process between the Treasury Board of Canada and unions representing various categories of employees and classifications. Economic increases are typically the main element of pay increases for these represented members and employees, which are guided by inflation, as well as other factors. More recently the negotiated National Police Federation (NPF) agreement also included market adjustments to bring regular member salaries in line with other police forces.

Although the RCMP does not negotiate salary increases, for your planning purposes going forward, the RCMP is recommending including a pay increase planning figure of 3% based on recent monetary policy from the Bank of Canada. Inflation rates vary from year to year, especially in the current global environment. Negotiated salaries increases or those imposed through third party arbitration could result in increases below or above the planning rate. Given that the NPF has access to binding arbitration (in the absence of a negotiated settlement) there is inherent uncertainty in projecting settlements. As such, should contract partners wish to build contingencies into their planning figures to mitigate potential fluctuations in negotiated rates or the possibility of arbitration, they are encouraged to do so.

While police officers at the Staff Sergeant level and below are subject to the Collective Bargaining Agreements achieved through the NPF, some communities may have resources at the Inspector level and above or even Public Service Employees, that are not a part of the NPF. Pay raises for these individuals are managed through other processes and any increases could impact the costs of policing and throughout the five-year forecast, if applicable.

## **Division Administration**

Administration in the context of "Division Administration" refers to the common support services provided to multiple business lines of the RCMP, including municipal, provincial and federal levels of funding. These support services may include financial services, planning, client services, human resources, informatics and management services. Administration costs include

personnel and operating and maintenance costs, including employer paid benefit plans (pensions and employment insurance) for administration employees.

The divisional and regional administration allocation methodology is used to share costs among all business lines in a division or region, such as health services costs for all employees, as well as the costs of members on maternity/paternity leave and other special leaves. The following costs are shared by all business lines and are consequently charged to divisional or regional administration:

- Shared administrative services;
- Special Leave, such as: medical; maternity; paternity; graduated return to work; and pregnant Member working;
  - sick leave or suspended costs will be allocated to divisional/regional administration after 30 days;
  - parental leave and pension retirement leave costs will be allocated to divisional/regional administration immediately;
- Pay in lieu of leave;
- Health Services including supplemental and occupational health only for regular members, civilian members, PSEs and special constables;
- Earned Retirement Benefit (ERB) – This is a benefit that was paid to each RCMP Member.

This allocation of administration costs ensures an equitable sharing of all RCMP administrative costs between the various business lines of the RCMP. The final costs for divisional and regional administration are allocated based on the working FTE utilization of members for each business line. This results in a per capita rate that is then charged at the cost-share ratio to each contract partner based on the annual working FTE utilization level of members for the current fiscal year.

When resource levels increase throughout the province, the support services provided by administration programs requires expanded capacity to meet increased demands of employees. Program growth impacts administrative requirements from the onset of fulfilling staffing requirements, providing technology equipment and delivering mandatory training, to ensuring sound program management through analysis and research and promoting and maintaining employee wellness.

Although an increase in administrative resources would have a relatively minimal impact on the division administration rate, this rate has seen increases in the rates of members on special leave as well as an increase in health care costs over the last few years. The health and wellness of the Alberta RCMP employees remains a top priority for the police service. There is continued focus on mental health initiatives to ensure RCMP employees are well equipped to manage the stress associated with the nature of police work, and remain healthy and productive.

The division administration rate does fluctuate over time, due to the variability of the cost categories that contribute to administration costs. As such, forecasting the number of FTEs working and the potential for members to be on special leave, is a key factor in the financial



planning process. Further details can be found in the financial summary, including the projected division administration rate for 2022/23 and for the five-year planning cycle.

## Accommodation

According to Article 12.1 of the MPSA, municipalities with a population of 5,000 or more are responsible for providing and maintaining accommodations for their Municipal Police Service, at no cost to Canada. Whether providing their own accommodations or occupying federal government detachment facilities, municipalities with MPSAs are responsible for 100% of the costs of providing and maintaining these accommodations, including furnished office space, cellblock facilities, and garage space. The municipality is also required to pay 100% for operating and maintenance costs.

To support the financial planning of the municipal accommodations, which includes building upgrades, a refresh, lifecycle or renovations, discussions between the Mayor and Detachment Commander should be shared with the Alberta RCMP Real Property Asset Management unit. This allows both parties to plan, budget, approve and provide guidance to ensure it meets the standards set forth in policy.

The Town of Blackfalds owns the existing RCMP Detachment and leases the space to the RCMP provincial resources. The building houses 9 Municipal members, 19 Rural and Enhanced members, 5 Public Service Employees, 2 Municipal Clerks and 2 full time Victim Service positions. Finally, there are also 5 RCMP Traffic members and 1 Traffic PSE. As of April 1, 2022, the Alberta Traffic Sheriffs will have departed the detachment for a Provincial Building site in Red Deer.

In a recent building review, the Alberta RCMP Real Property Asset Management unit has indicated that the building is in good condition. There have been preliminary discussions with the Town of Blackfalds regarding expansion of the current building to the east. No time frames have been established at this time.

Through the Contract Management Committee, a number of initiatives have been identified within the Real Property portfolio, in support of greening government, health and safety and modernization of the workplace. Depending on the current detachment facility, these initiatives as described below, could have an impact on our municipal partners.

As part of the Government of Canada's transition to net-zero carbon and climate-resilient operations by 2050, the Real Property portfolio will strive to reduce the carbon footprint of its leased or owned office space. The RCMP, with the assistance of Real Property Management, continues to make progress in supporting the *Greening Government Strategy*. The Real Property Management branch is diligently working to develop an RCMP Green Building Policy, guidance documents and a Departmental Sustainable Development Strategy (DSDS). In parallel, the RCMP is exploring the integration of new green technology into its real property projects/buildings to contribute to the government's environmental objectives.



The RCMP is issuing new policy direction for mandatory testing and monitoring of potable water as well as potentially hazardous substances such as asbestos, legionella and radon. Once the policy direction has been fully implemented, health and safety risks will be reduced through the provision of clear guidance, roles and responsibilities, and consistent testing and monitoring approaches.

The COVID-19 pandemic has enabled the RCMP to consider flexible work arrangements for non-operational personnel, thanks to significant Government of Canada investments in new technology and related infrastructure. The RCMP will be exploring opportunities for modern, flexible, and technology-enabled portfolio changes to meet future needs of the force while supporting operations and government socio-economic objectives (e.g. greening, accessibility, Indigenous reconciliation).

## **Equipment**

To ensure operational effectiveness and the safety of all members and the communities we serve, appropriate equipment and technology is required. Officers face varied incidents that can result in injury or damage to persons or equipment, such as intentional contact with police cars or assaults with a weapon. These incidents can impact the required types of equipment and information technology to ensure public and member safety. While the known equipment costs will be included within overall financial projections, there are often opportunities for more effective and efficient equipment that may emerge unexpectedly, such as data storage or body worn cameras. Ensuring our members are properly equipped to manage and respond to incidents is critical to the safety of our citizens and their communities.

The forecast for equipment purchases is based on the five-year Operational Equipment Plan, the Technology Equipment Plan and the Fleet Plan. Items identified within each of the plans are required to support the existing and expanding needs of the Alberta RCMP. The Alberta RCMP is also bound by regulatory requirements to ensure members are properly trained and appropriately equipped, and equipment purchases are planned to meet these necessities and to ensure public and officer safety. In some cases, equipment will be purchased to replace older or outdated equipment, such as the life-cycling of computer equipment.

Modernizing the police service requires continual investment of equipment to ensure member safety and communication requirements are met. This is also one area whereby the cost of equipment and vehicles is directly impacted by economic factors, including inflation, as well as technological advancements that come at a cost. To ensure we keep pace with an evolving environment, continual investment is required to keep our members safe, while they work to protect Albertans and their communities.

### **Operational Equipment:**

Modernizing of police and public safety intervention equipment will ensure that police officers have the appropriate tools to perform their duties as safely and effectively as possible, which supports our goal of keeping communities and their citizens safe.



**Pistol Modernization** – The RCMP has been reviewing the requirement to replace the current 9mm Smith and Wesson duty pistols which have been in use since 1994 and have not been commercially manufactured since 1999. A variety of issues have arisen suggesting the current pistol does not meet the needs of Alberta RCMP members. Industry advancements have been made resulting in the availability of lighter weight pistols which allow for attachments of lights, improved ergonomics and increased reliability. Within this replacement strategy, modern pistols will have features that ensure the firearm is suitable for use by the widest demographic of police officer possible.

The RCMP intends to procure an off-the-shelf pistol with ancillary equipment through a competitive solicitation. The ancillary equipment will include red dot sights, weapon lights, magazines and pouches, holsters (serge and general duty), and preventative maintenance kits. The cost of the pistol and ancillary package is estimated to be \$2,414 per regular member. The total estimated pistol transition training costs, which is inclusive of ranges, targets, simunition barrels and ammunition is \$446 per regular member. Ammunition estimates are based on 1,000 rounds and 100 targets per member. It is estimated that the full implementation, inclusive of the roll out, training and divestment of old pistols, will take approximately three (3) years, with a potential contract award in December 2022.

**Body Worn Cameras** – To improve public transparency and accountability, and to respond to concerns about policing from racialized and Indigenous communities, the Federal Government announced the implementation of a Body-Worn Camera Program. The objective of the program is to equip all RCMP officers who have operational interactions with the public with a body-worn camera while on duty. For planning purposes, and until a contract of supply is in place, contract partners can estimate a cost of \$3000 per front-line member, starting in 2024/25. This preliminary estimate includes the BWC, the cloud-based Digital Evidence Management Service (DEMS) and support staff to operate the program; not just the camera.

**Conductive Energy Weapons Replacement** – The new CEW would ensure that frontline members have access to a less lethal de-escalation option available at all times for frontline general duty policing. A managed service option (subscription) is currently being considered. Through ongoing negotiations, a managed service and bulk purchase could be less than the cost of the one for one replacement of the existing CEWs including the on-going costs. Depending on the implementation schedule, the costs could vary between \$72.80/month to \$97.34/month. Costs estimated in the operational equipment tables are based on the rate of \$72.80/month.

**Portable Ballistic Shields** – The RCMP has identified that Portable Ballistic Shields (PBS) can provide an extra measure of safety to RCMP members in some highly dangerous situations, should the need arise to rescue a member of the public or a fellow officer in an active shooter or similar situation. Ballistic shields will supplement soft and hard body armour when the need arises. The estimated cost per portable ballistic shield is \$8,000 to \$10,000 each. The recommendation is that a minimum of two portable ballistic shields are made available for each detachment/unit. Procurement of the Portable Ballistic Shield is still required and design and



development of training and policy are ongoing. Rollout is expected to occur in 12-18 months (Fiscal Year 2023/2024).

**Breaching Equipment** – As part of Immediate Action Rapid Deployment (IARD) training, members are introduced to the use of breaching equipment. A standard breaching tool for every frontline patrol vehicle in the country will provide the first officer(s) arriving on scene, (active threat, domestic violence, person in crisis, Feeney warrant, etc.) to have a breaching capability, if urgently required. The breaching tool is designed to be stored in a marked police vehicle in order to deal with IARD type incidents. A contract was awarded for the Breaching tools in June 2021, at a cost of \$688 per set of tools, which would include carrying case and sling. Design and development of training and policy are ongoing, with rollout expected to occur in 12-18 months (Fiscal Year 2023/2024).

**Extended Range Impact Weapon (40mm)** – Less lethal technologies, such as the Extended Range Impact Weapon, provide officers with more opportunities to de-escalate dangerous situations rather than resorting to lethal force. A pilot project on the use of the 40mm Extended Range Impact Weapon (ERIW) by General Duty members assessed the usage and effectiveness of this less lethal option. The estimated cost for each ERIW and accessories would cost approximately \$4,174, plus \$750 for the new vehicle firearm rack for an estimated cost per vehicle of \$4,924. Design and development of training and policy are ongoing, but it would most likely require a one-day training with an annual recertification. The rollout is expected to commence within the next 12-18 months (Fiscal Year 2023/2024), and spread out across 3 to 5 years.

**Hard Body Armour (HBA)** – Hard Body Armour have become lighter, allowing officers to wear it for longer periods of time, promoting optimal performance under hazardous conditions. Industry advancements have been made resulting in the availability of lighter weight HBA plates and plates of different sizes to allow a better fit for several different body shapes. The RCMP will be moving to a personal issue of hard body armour (HBA) once the procurement action is complete. Following extensive analysis, the RCMP will procure three different sizes (S, M, L) of HBA to ensure proper fit and wear, to optimize its use by the RCMP members. The cost per HBA is estimated to be between \$600 and \$1,000.

**Employment and Social Development Canada Directives:** The RCMP is being advised of ESDC directives as the Mass Casualty Commission continues with their inquiry. The RCMP anticipates that it will have to develop action plans to address the findings. Details will be provided as they become available, but it is anticipated that requirements including additions or modifications to policing equipment, vehicles, etc., may be part of that action plan.

**Situational Awareness (ATAK)** – The RCMP is currently performing ongoing testing of a situational awareness software that would allow for members' location to be posted for awareness when on duty. The system currently being tested, referred to as Android Team Awareness Kit (ATAK), allows for GPS tracking of members to ensure they can be located by front-line supervisors, Critical Incident Commander (CIC), Operational Communications Centres



(OCC), Division Emergency Operations Centres (DEOC) and/or the National Operations Centre (NOC). The ATAK system requires that each member be issued an android phone. A project proposal is currently being advanced for system implementation throughout the RCMP, with ongoing testing in place within Alberta and other locations with positive results. Test results have been shared with the Contract Management Committee, and Alberta continues to plan for the implementation of ATAK in conjunction with the National Project team lead by Contract and Indigenous Policing (C&IP).

**In Car Digital Video System (ICDVS)** – The life cycle management of ICDVS equipment is aligned with the vehicle replacement schedule. These systems were formerly provided by WatchGuard, and as a result of the recent bidding process, Panasonic is now the provider of this equipment. There are some challenges with changing providers, as the systems can only be installed at initial vehicle fit-up. Because of the back-end Panasonic infrastructure not being ready we need to remain with WatchGuard system until a backend infrastructure is upgraded to be compatible with Panasonic. This will result in a mixed operating environment for the next three to five years as the old system is phased out and the new Panasonic system is simultaneously phased in. Projected ongoing costs are included within the IT equipment plan.

Overall Muni Under - Operational Equipment Plan						
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Ammunition	\$ 277,135	\$ 290,992	\$ 305,541	\$ 320,818	\$ 336,859	\$ 353,702
Taser 7 (includes holsters)	\$ -	\$ 387,714	\$ 317,662	\$ 326,928	\$ 329,424	\$ 332,920
Taser XP	\$ 10,200	\$ -	\$ -	\$ -	\$ -	\$ -
Body Worn Cameras	\$ -	\$ -	\$ 1,089,000	\$ 1,116,000	\$ 1,128,000	\$ 1,140,000
Pistol Modernization	\$ -	\$ 871,454	\$ 4,828	\$ 21,726	\$ 9,656	\$ 9,656
WatchGuard System	\$ 170,345	\$ 120,890	\$ 120,890	\$ 120,890	\$ 120,890	\$ 120,890
Breaching Tools	\$ -	\$ 96,320	\$ -	\$ -	\$ -	\$ -
Portable Ballistic Shields	\$ -	\$ 560,000	\$ -	\$ -	\$ -	\$ -
Extended Range Impact Weapons 40mm	\$ -	\$ 689,360	\$ -	\$ -	\$ -	\$ -
Digital Cameras	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -
Fume Hoods	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -
Carbines	\$ 144,000	\$ -	\$ -	\$ -	\$ -	\$ -
Binoculars	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -
Night Vision	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -
Shotguns	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Hard Body Armour	\$ -	\$ 361,000	\$ 2,000	\$ 9,000	\$ 4,000	\$ 4,000
Hard Body Armour (Current Version)	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -
Protective Technical Services	\$ 241,279	\$ 301,400	\$ 318,200	\$ 132,300	\$ 111,600	
<b>Total Operational Equipment Costs</b>	<b>\$ 906,959</b>	<b>\$ 3,679,130</b>	<b>\$ 2,158,121</b>	<b>\$ 2,047,662</b>	<b>\$ 2,040,429</b>	<b>\$ 1,961,168</b>

All costs identified in the table above are in 100% terms, and will be included within the MYFP forecast. These projected costs will form part of the divisionally pooled costs and the associated cost per member rate. Further review of deployment strategies may impact the planned schedule of costs. Updates will be provided once deployment plans are determined.

### Technology:

The following is a projection of anticipated Technology expenditures over the next five years, and includes technological items as they relate to workstations, radios, LiveScan, Technology



Contracts & Software Licensing and Telecommunications. While the projections are estimates only, the costs associated with technology equipment are identified in the table below to support planning purposes.

**Workstation Life Cycling** – The five-year plan for workstation life cycling are based on current inventory replacements schedules and include hardware such as computer/laptop, monitor, scanner and printers, much of which are life cycled on a four to five-year basis. The forecast for municipalities is based on known, upcoming workstation expenditures, Detachment requests for the current fiscal year, and expected workstation costs for anticipated resource growth as indicated by the Municipality (two monitors and a desktop/laptop per new officer). A contingency forecast based on historical expenditures provides an estimate of potential costs for items that have not been accounted for.

**Alberta First Responders Radio Communication System (AFRRCS)** – Full implementation of the AFRRCS system is complete and in the operations phase of equipment life-cycling. Ongoing maintenance and replacement of aging equipment will be required. Based on the current lifespan of the radios, the forecast for radio replacement has been adjusted to phase in replacement over the next several years as an ongoing program. The goals of the Alberta RCMP radio program over the next five years are to: support interoperability and growth, enhance officer and public safety, and to improve efficiency of operations. Although the replacement of aging radio equipment is expected to commence in 2024/2025, many municipalities can expect radio replacements as early as 2023/2024. Some expenditures may be initiated earlier or later than scheduled to off-set high-cost years. The radio plan also includes estimated costs associated with anticipated resource growth over the next five years.

**LiveScan** – LiveScan electronic finger/palm printing systems have been operating throughout Alberta RCMP for 12-13 years, however, a normal replacement schedule would see a device replaced every eight years to maintain operational integrity. A replacement schedule, as outlined in the table below, has been identified to replace existing machines over the next five-year cycle.

**Technology Contracts and Software Licensing** – Identified within the Technology Plan is a forecast for software and estimated costs for licensing and printer rentals. Applicable Detachment expenditures for these items are identified in the table below.

**Telecommunications** – Although Shared Services Canada (SSC) manages and maintains RCMP line speed services, internet, and telecommunications services, Alberta RCMP remain responsible for a number of costs to manage our infrastructure. There have been a number of enhancements to RCMP infrastructure including Wifi installation and access points, server upgrades, etc. The table below references the ongoing costs for these services.

SSC currently manages services relating to voice and data communications services and android cellphones that are deployed throughout this province. Contract partners are not being billed for these services at this time, however, we have continued to identify applicable costs for your



reference should this position change. The McNeil Report highlighted the safety requirements for each officer to carry a cellphone and rollout of android devices commenced in 2021/2022. The five-year forecast of androids is based on current inventory replacement schedules and anticipated growth in officer resources, as indicated by the municipalities.

Muni Unders - Technology Plan						
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Workstation Life Cycling	\$ 261,195	\$ 156,500	\$ 246,960	\$ 88,176	\$ 5,058	\$ 4,972
Workstation Contingency	\$ -	\$ 71,521	\$ -	\$ 139,844	\$ 222,963	\$ 223,049
Radios	\$ 4,600	\$ 64,360	\$ 181,648	\$ 811,713	\$ 115,000	\$ 322,000
Livescan	\$ 23,383	\$ 81,650	\$ 55,500	\$ -	\$ -	\$ 61,460
Tech Rentals/Software	\$ 48,805	\$ 48,567	\$ 45,315	\$ 45,315	\$ 45,315	\$ 45,315
Telecommunications	\$ 39,845	\$ 17,528	\$ 16,998	\$ 12,810	\$ 12,810	\$ 12,810
<b>Total Technology Forecast</b>	<b>\$ 377,828</b>	<b>\$ 440,125</b>	<b>\$ 546,420</b>	<b>\$ 1,097,858</b>	<b>\$ 401,145</b>	<b>\$ 669,605</b>
Telecommunications (non-billable)	\$ 69,374	\$ 23,510	\$ 59,130	\$ 14,226	\$ 5,416	\$ 5,416

### Fleet:

Ongoing fleet plans reflect replacement needs based on vehicle mileage lifecycle plans and applicable expansion to satisfy requirements for new Municipal resources. In 2022/2023, the Divisional Fleet Program will be replacing police vehicles across many municipalities as part of normal replacement schedules, deploying new vehicles to new positions, and the program will maintain a contingency due to vehicle write-offs from call-related incidents and unplanned purchases. Although estimated contingency costs are not listed in the tables following 2023/2024, they are included in the total estimated forecast of vehicles in the out-years.

The five-year forecast is based on estimated costs of vehicles and associated fit-up costs under ideal conditions. Increased costs due to inflation are planned for in the five-year forecast, but due to market conditions and supply constraints, expenditures can vary from the plan. In fact, we have seen in recent years the average cost of a police vehicle increase by over \$5K per vehicle. Included within the table are projected expansion costs based on anticipated resource growth identified by all Municipal partners. These planned amounts may vary depending on actual positions called up, as well as a number of other factors considered through the Fleet Management process.

Muni Unders - Police Vehicles Plan						
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Vehicles	\$ 1,620,500	\$ 2,236,000	\$ 2,025,000	\$ 2,060,000	\$ 2,035,000	\$ 2,035,000
Fit-Up	\$ 367,100	\$ 520,750	\$ 410,750	\$ 412,250	\$ 394,250	\$ 394,250
Contingency	\$ 172,500	\$ 216,500	\$ -	\$ -	\$ -	\$ -
Expansion	\$ -	\$ 58,200	\$ 59,700	\$ 122,400	\$ 188,100	\$ 63,750
<b>Total Police Vehicle Forecast</b>	<b>\$ 2,160,100</b>	<b>\$ 3,031,450</b>	<b>\$ 2,495,450</b>	<b>\$ 2,594,650</b>	<b>\$ 2,617,350</b>	<b>\$ 2,493,000</b>

The RCMP continues to make progress in supporting the Greening Government Strategy, a Government of Canada directive to achieve net-zero carbon and climate-resilient operations by 2050. This is also affecting the future of the National Safety and Security Fleet including the RCMP policing and administrative vehicles. The impact to the RCMP is being assessed through



a study to inform the feasibility of implementing this strategy across all geographical locations. This may impact fleet sustainment costs as well as the requirement for charging infrastructure. More information will be provided as information becomes available.

## Financial Summary

The attached MYFP table represents the estimated pooled direct and indirect costs, to form the estimated cost per member, as well as location specific costs. Based on the forecasts identified within the financial tables, the estimated basic average cost per member, excluding location specific costs, for 2022/23 has increased to \$140,647 in 70% terms, and is projected to increase to \$153,162 in 2023/24, in 70% terms. Adequate funding is critical to providing policing services to ensure the safety of your community and citizens.

Indirect costs have also been impacted by member pay raise, including the Division Administration rate. This rate is determined by the sum of several cost categories, including the cost of core administration, members on special leave (such as medical leave), and health care costs, and allocating the total costs by the number of working full-time equivalent members in the province. With increases health care costs and more members on special leave, the Division Administration rate has also increased, and is forecast at a rate of \$33,000 per working member for 2022/23.

The annual estimate of pooled costs and location specific costs for the Town of Blackfalds for 2022/23, based on a working member FTE utilization of 9, is estimated at \$1,346,823. Overtime within the forecast is based on previous year's expenditures, with an increase to account for the member pay raise effective April 1, 2022.

In order for your Town and the Alberta RCMP to more strategically plan for policing expenditures, the total expenditures (broken down above) will be divided into quarters and reflected equally on each quarterly invoice in the 2022/23 fiscal year, similar to an equalized payment plan, and be reconciled following Quarter 4. Your community's estimated quarterly invoice payments for 2022/23 are \$336,706. To minimize the risk of significant over or under payment, the RCMP will review actual expenditures in comparison to the forecast throughout the year and make adjustments in Quarter 3 if there are significant variances. The multi-year financial plan summary is attached for your reference.

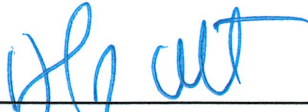
## Conclusion

This Multi-Year Financial Plan is presented in accordance with the provisions of the Municipal Police Service Agreement. The RCMP remains committed to the sound stewardship of public resources in balance with operational requirements in a complex and evolving landscape.

The continuing investment in the municipal police service, particularly in building front line resources, will better equip the RCMP in Blackfalds to meet the challenges that accompany prosperity and growth.

### Agreement in Principle

In acknowledgement of your support for the above multi-year plan and the 2022/23 FTE utilization target, forecast and quarterly invoice amount, please review and sign the Approval in Principle included at the end of this document by June 15, 2022.



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S/Sgt. Dan Martin  
Detachment Commander  
Blackfalds Detachment

Date: 22-06-21

I acknowledge receipt of this Multi-Year Financial Plan (MYFP) that has been prepared as required under the Municipal Police Service Agreement (MPSA), as per Article 17 of the MPSA. I understand that the content is based on information available at the time of the preparation of the document, inclusive of Divisional and Regional Administration as per Article 11 of the MPSA. The Multi-Year Financial Plans will be considered as part of our annual branch budget development process. This MYFP, including the proposed budget and any changes to the number of personnel, is approved "in principal" only and will be considered as part of the Municipal annual budget development process.

The identified expenditures and FTE utilization level for 2022/23 is approved as identified. If any changes are required to the number of Members and Support Staff for the Municipal Police Service, an explanation for any difference between the most recent projected budget figure and the approved budget, including any suggestions for addressing the difference will be provided.

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James Hoover  
Mayor  
Town of Blackfalds

Date:

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**MEETING DATE:** July 12<sup>th</sup>, 2022

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

**SUBJECT:** **Directors' Quarterly Reports, 2nd Quarter of 2022**

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## **BACKGROUND**

Council and Administration have incorporated a reporting process that includes quarterly reports provided by the department directors that provides updates on activities within each department. The objective of these quarterly reports as well as the reporting of the CAO on a monthly basis, assists in improving the flow of information for Council and to ensure that they have adequate knowledge of programs and activities of the various departments' functional areas. These reports also provide additional insight to the public of activities related to municipal operations.

## **DISCUSSION**

This standard template provides an opportunity for department directors to report on activities within their department on a quarterly basis and has been developed to ensure that consistency in format is maintained. The reports provide an overview of the department activities, updates on operational activities, an update on capital works activities, and information on the progress of projects and programs. Administrative staff are prepared to answer any questions or to expand upon information contained within the report upon request of Council.

## **FINANCIAL IMPLICATIONS**

N/A

## **ADMINISTRATIVE RECOMMENDATION**

1. That Council accept the Directors second quarter reports for 2022 as information.

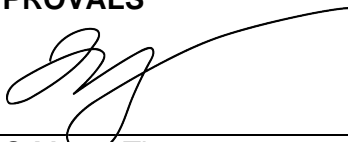
## **ALTERNATIVES**

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

## **ATTACHMENTS**

- *Corporate Services Director's Quarterly Report, 2nd Quarter of 2022*
- *Community Services Director's Quarterly Report, 2nd Quarter of 2022*
- *Infrastructure and Property Services Director's Quarterly Report, 2nd Quarter of 2022*

## **APPROVALS**



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CAO Myron Thompson

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Department Director/Author

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**MEETING DATE:** July 12<sup>th</sup> 2022

**PREPARED BY:** Justin de Bresser, Director of Corporate Services

**SUBJECT:** **Corporate Services Director's Quarterly Report, 2nd Quarter of 2022**

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## **OVERVIEW**

## **FINANCE**

- Financial services department has continued to work with Auditors on the financial year end audit. Draft statements are being reviewed, and BDO is expected to present to council on April 26.
- LWA Consulting is on-site for a review of GST reporting, staff have been assisting and supplying the necessary information for the review. This will ensure we are recovering all the available GST.
- WCB Premium audit will commence the last week in April, gathering supporting documentation is taking place. Finance has continued to update the year end TCA Module and move towards finalizing the 2021 fiscal year.
- First quarter financial operating reports and variance analysis have been created and are provided as information at this meeting.
- Front reception position has trained and began supporting the P&D department addressing the backlog of records and retention of records. This collaborative approach is helping with scanning and renaming files for P&D Department. Front reception and the Municipal clerks supported the Garden Plot registration day, typically a busy day, and all went smoothly.
- Property Tax Rate bylaw was completed. Assessment notices and bill will be sent out next month.
- Completed entering and reconciling all the 2021 finalized information into the TCA Module to finalize the year end, then closed the module in diamond. Once TCA was reconciled to the audited statements, we closed the 2021 Fiscal Year in Diamond GP
- Completed a number of grant applications and grant follow up claims for projects.
- Signed the Alberta Municipalities group buying Power + contract for electricity.
- Completing the Borrowing bylaw for the McKay Ranch Lift Station.

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- Municipal clerks received an above average number of phone calls and concerns with Property Tax invoices that were received last month as well as above average level of activity receiving payments during June.
  - Payroll updated the salary grids in preparation for the CUPE Agreement, and Questica data.
  - The competition for the financial analyst position was closed May 31. We proceeded to the interview & hiring process; shortlisted candidates, reviewed interview questions, conducted interviews, reference checks- along with HR support. Subsequently we made a selection, the new analyst will start next month.
  - Completed the RCMP Operation & Maintenance documentation and compiled invoices and forwarded it to K- Division for review and finalization. The lease revenue is expected to offset the RCMP share of the building costs.
  - Completed the report for Alberta Community Partnership Statement of Funding and Expenditures (SFE) - Grant money received for Planning & Development Intern.
  - Established 2023 budget timelines as part of the budget planning process. Document provided to Council for their review at tonight's meeting.
  - Focused effort on a number of new policies and policy updates.
  - Reviewing and working on updating the corporate travel and subsistence policy.

## **MARKETING & COMMUNICATIONS**

- The MarCom Manager recently retired, and Marketing and Communications now looks forward to the addition of a new Marketing Coordinator to help alleviate the increase in projects.
- The Annual Report project has been finalized and sent to print, and copies will be available both online and hard copy at the Town Office.
- MarCom continues to update the website, events calendar and programs calendar with the introduction of Session 2 programs, and the upcoming aquatics/swim lesson programming.
- Now that the Spring/Summer season has arrived, MarCom has increased focus on promoting the seasonal job postings, such as Child Minding Attendees and Lifeguards.
- The Branding Survey has concluded, and the department has created a response document that will be shared with Council and the public in May.

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- Events such as the Family Easter Event, Volunteer Appreciation, and the upcoming Youth Week, Youth Bike Rodeo, and Garden Month has MarCom busy with creating/updating marketing materials and updating the website.
  - A key activity is the marketing/promotion of Blackfalds Connect, the Blackfalds alert system in which Blackfalds residents can register their email and/or phone number and be sent updates on all the latest news, upcoming events, emergency alert messages, and even the weather. This will allow first-hand contact for residents who may not have access, or regular access, to social media or the website.
  - Recruitment of the Marketing Coordinator has now been completed and we are happy to announce that Mandi Gerhardt has accepted the position.
  - Updating Blackfalds Brand – forms, templates, policies. A new policy will be presented at a Standing committee meeting.
  - Community Garage Sale address collection/dissemination has been completed.
  - Working on a number of activities in support of Canada Day/Summer Culture Series/Youth Summer Programming.
  - Monthly newsletter preparation and dissemination.
  - Considerable activities undertaken in support of preparing, debriefing, and future planning for Blackfalds Days including working on assembling a Blackfalds Days video to be utilized for promotion purposes.
  - Preparing for the fall guide submissions.

## **IT & RECORDS MANAGEMENT**

- Communication system issues previously related in prior reports have primarily related to tower mounted radio links. These provide the communication link between departments. The majority of the problems have been resolved with some minor remaining. Issues being currently addressed with vendors.
- Completed the upgrade for the job security control systems and working on an upgrade for the Town's secured wireless network.
- Meetings with all departments for the file plan review/approval
- Working on the WHISPER project to organize and clean up file duplication within the Town's servers.
- Completed work activities with Xplornet to improve connectivity and signal strength for our network and phone traffic.

- Working on the configuration of Aruba Wireless Access Points throughout the town facilities to provide a secured staff Wi-Fi network which will also include a secured guest network. Unfortunately, IT is still waiting on the ceiling mounts and the other half of the access point order to arrive.
- IT is also assisting in developing the RFP for Council chambers
- Reviewing and working on a licensing strategy to adjusting the town's licensing agreements for Microsoft and Adobe to avoid embarrassing and potentially costly licensing mistakes.
- Gathering quotes for new computer replacement purchases for 2022.
- Working with All-Net Solutions and Marketing & Communications to review our website for broken links.
- Configuration and installation of Wireless Access Points throughout the Town facilities to provide a secure Wi-Fi network for all staff.
- Continuing to work on the file de-duplication project to organize and clean up files on our network shares.
- New computer replacement configuration and rollout for 2022.



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Department Director/Author



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**MEETING DATE:** July 12<sup>th</sup>, 2022

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

**SUBJECT:** **Community Services Director's Quarterly Report, 2nd Quarter of 2022**

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## **OVERVIEW**

When it rains, it pours!

Many seasonal recreations sites were prepped and opened around May long weekend. New and returning staff were onboarded and onsite to lend a hand to setup/cleanup of Blackfalds Days. Parks & Facilities continue to make cleaning and maintenance a top priority.

Camp Curious reached capacity in 2 age groups with nearly 100 names in total on the waitlist. We attracted **7524** daily admissions and **20,927** member visits in this quarter to the Abbey Centre.

Family and Community Support Services offered support for multiple initiatives including National Volunteer Week, Blackfalds Youth Week, Family Easter Event, Clean Up Blackfalds, Seniors Active Programming Partnership and Blackfalds Days.

Blackfalds Days was a huge success starting with a double feature at the drive-in and wrapping up with a BBQ and toonie swim at the Abbey Centre, with concerts, a pancake breakfast, a parade, a petting zoo, markets, food trucks and fireworks all in between!

## **PARKS AND FACILITIES OPERATIONS**

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### **APRIL**

- Parks and Facilities prepared for the onboarding of summer staff.
- Prepared mowing and trimming equipment.
- Tayles Christmas light display cleaned up and new bulbs/cords ordered for Christmas 2022.
- Parks crew (along with Public Works) started landscaping work at the Eagle Builders Centre. In front of library required screened soil so that was placed later.
- Facilities team continues to work on maintenance items in all facilities as well as operations for events.

### **MAY**

- Parks and Facilities have 9 returning summer staff and 4 new.
- Parks team prepared the community garden and bike skills park for opening May long weekend.
- Tennis courts were opened.
- EBC landscaping was completed

- Tayles Spray Park opened May 27.
- Parks team completed some general cleanup around the community.
- Facilities staff prepared ball diamonds and soccer pitches for spring and summer use
- All sports fields are being used by Minor Ball, Minor Soccer, Slo-Pitch League, and 2 weekend tournaments at All-Star Park.
- Minor Lacrosse is using Arena #2 dry floor.
- Parks and Facilities staff attended a Fortis and Atco orientation coordinated by Infrastructure and Property Service.
- Capital Project #22-7235 (EBC Floor Scrubber), #22-7234 (Arena #2 Score Clock) and #22-7226 (Kubota RTV for ASP) were completed.

**JUNE**

- Parks and Facilities staff assisted with setup and clean up for several Blackfalds Days events including MEGlobal drive-in movie, concert series, Councillor's Pancake Breakfast, Servus BBQ and Kids Zone.
- Staff tended barricades during parade and were on hand at events throughout the weekend for general cleaning and supervision.
- Minor sports (lacrosse, baseball and soccer) are wrapping up for the season.
- All-Star Park hosted three ball tournaments in June
- Parks team keeping up with beautification of community (hanging flowers, flower beds, large planters, mowers, trimming, Bike Skills park maintenance and cleaning excessive amounts of graffiti)
- Bike Skills closed frequently due to weather

**ABBEY CENTRE OPERATIONS**

April 1<sup>st</sup> to June 30<sup>th</sup>

- We hosted the Badminton Alberta Junior Provincial Tournament April 8 – 10 and the field house rentals have very busy with a wide variety of renters and uses.
- Mid-April Cindy Reeves became the new Guest Services Team Lead replacing Carol Simpson who became General Manager the end of February.
- Thrifty Thursdays continue the first Thursday of each month. These offer cost savings on various Abbey Centre services. The May 5<sup>th</sup> discount of 10% off monthly memberships was very popular.
- A new Food Services Agreement was signed by Mobile Meals & Munchies for a 1-year term effective June 1, 2022. Changes to the services delivery (no outside food allowed in the Aquatic Centre) has transitioned well so far.
- Capital projects for the pool chemical controllers and the re-tiling of the hot tub were both completed with Lacombe Grant applications submitted.
- We were happy to support FCSS with things such as Youth and Seniors week and space for the Vibrant Living information display.
- We transitioned our Family Changeroom to a more inclusive Universal Changeroom to ensure we have safe spaces available for everyone.

- Registration for Camp Curious and Aquatics opened May 1<sup>st</sup> with strong interest. Wait list numbers for Camp Curious are unprecedentedly high. Swim Kids registration for Spring 1 & 2 finished with a 75% fill rate and Pre-school was 40% full which is reflective of the cooler weather.
- Held Water Safety month in June with a colouring contest and gift card for the winner.
- Interviews, hiring and training of summer staff and a variety of permanent positions (Fitness Programmers, Custodial, etc.) was ongoing throughout the spring.
- For Blackfalds days FCSS's Youth Night Out was held at the Abbey Friday night, the Non-Denominational Church Service/BBQ Sunday morning and the toonie swim was offered all day Sunday. Abbey Staff worked in a variety of capacities: Movie Night, Parade Marshall, Kid Zone, Red Deer Royals Liaison and we were happy to host the Staff Appreciation BBQ afterwards.
- The Program & Lesson Refund Policy 115/15 was rescinded and the new Activities & Membership Refund Policy 153.22 approved by Council June 28<sup>th</sup> which will help guide our staff and offer further flexibility to our users.
- We attracted **7524** daily admissions and **20,927** member visits in this quarter. Membership revenues for this quarter were **\$95,549**, facility/program room rental fees were **\$21,186** and day admission sales were **\$49,420**. As of June 30<sup>th</sup>, we had **354** annual members, **921** monthly members and **1685** punch pass holders.

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## **FCSS OPERATIONS**

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### **APRIL**

**2022 Volunteer Award Presentation:** 2022 Volunteer Award Presentation was held on April 13<sup>th</sup> in Council Chambers. The recipients for the current awards were as follows:

- Carol Simpson Volunteer of the Year – Brad Harnack
- Gloria House Mentor Award – Louise Rellis
- Outstanding Group, Adult Category – Lunch Box Program Volunteers
- Leaders of Tomorrow, Elementary – Rhys Bonnett
- Leaders of Tomorrow, Junior High – Tessa Overacker
- Leaders of Tomorrow, High School – Anita Diachok

**National Volunteer Week (April 24-30, 2022):** All Volunteer Award nominees were invited to stop by FCSS during National Volunteer Week to pick up their nomination package which included a token of appreciation. FCSS hosted two movie nights for all community volunteers including 2022 Volunteer Award nominee and recipients, Town of Blackfalds volunteers, as well as community organizations and groups.

**NEW in 2022 Community Volunteer Income Tax Program (CVITP):** The CVITP is a collaboration between the municipality and the Canada Revenue Agency (CRA). The Town is registered as a community organization offering the CVITP where volunteers file tax returns for eligible people. We were able to support **11 residents, returning \$62,529.48** into our local economy.

FCSS Board chose Moorhouse & Associates to undertake the **2022 Social Needs Assessment & Master Plan**.

**Blackfalds Youth Week** - hosted May 1 - 7. @Home Escape Rooms were full, with 24 youth in attendance, BYC Youth Week Celebrations on May 2 & 3 saw 37 youth in attendance, Big Brothers Big Sisters Tie-dye Fun & Games had 24 youth in attendance, Inspiring Virtues Rock Your Kindness Workshop had 11 youth in attendance. Lacombe Family Resource Networks hosted an event on Friday May 6. 27 youth accessed the free youth & teen drop in at the Abbey Centre on Saturday May 7.

**Grant for Back-to-School Program:** An MEGlobal Grant of \$1000 was obtained to help support the costs for this subsidized program.

**Family Easter Event:** Hosted on April 9, 2022. Over 300 people attended, and 162 children participated in the activities. ATB Financial and the Blackfalds District AG Society made a monetary donation and Blackfalds Boston Pizza, 7-eleven, Mac Munchies, and Blackfalds A&W donated items for the goodie bags. Collaboration took place with Big Brothers Big Sisters Lacombe & District, Razzle Dazzle Kids Konnection, Urban Bulldogs Against Kid Abuse, and the Lacombe & Area Family Resource Network.

**Clean up Blackfalds:** April 24 – May 7, 2022. 5 Individuals/groups signed up to clean up the community.

## **MAY**

**Golden Circle Senior's Information Gathering Luncheon:** FCSS Staff, Golden Circle Seniors Resource Centre Executive Director & Outreach Team and 33 seniors attended the luncheon on May 25<sup>th</sup>. Programs available include a volunteer driver program, frozen meals delivery, home maintenance/yard work, housekeeping, grocery delivery, and resource support.

**Interagency Meeting:** continued bimonthly interagency meetings, took place on May 4<sup>th</sup>, with 15 individuals in attendance from different community organizations.

**Grant for One Seed at a Time Garden:** An Alberta Blue Cross COVID Community Roots Program grant of \$2500.00 Was obtained to help support this initiative.

**Cheemo Club Engagement:** Volunteer Programmer continues to act in a liaison role with the Cheemo Club to support them with all concerns they have.

**Seniors Active Programming Partnership:** Blackfalds & District Agricultural Society providing funding towards seniors active programming, which will allow us to offer 50+ Yoga classes and Walking Club barrier free for all Blackfalds and Lacombe County residents. Volunteer Programmer continues to work with Fitness & Aquatics Coordinator to offer 50+ Yoga in the fall.

**West Central FCSS Regional Meeting:** Blackfalds hosted 11 communities for the Spring West Central Regional FCSS Meeting on May 17<sup>th</sup>

**Sole Survivors Walk-a-Thon:** In partnership with Central Alberta Victims & Witness Support Society during Victims & Survivors of Crime Week FCSS supported 188 Grade 7 & 8 students, on May 18<sup>th</sup>, from IRJC & SGTG to raise awareness and funds for CAVWSS & FCSS.

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**JUNE**

**Youth Bike Rodeo:** Volunteer Programmer attended the Youth Bike Rodeo on June 1<sup>st</sup> along with 15 volunteers, who donated their time to help assist participants through the obstacle course and BBQ.

Continued participation on the **Blackfalds Healthcare Professionals Attraction & Retention Committee** – notably we hosted a **What's Up Doc Information Fair** on June 1<sup>st</sup>, in conjunction with the Bike Rodeo. 19 agencies participated with good uptake from the community.

**Blackfalds Days** (June 16-19): Another successful Blackfalds Days weekend is in the books! It takes many people to run a successful multi-event weekend involving staff from various departments, 59 volunteers volunteered more than 200 hours, as well - support from our local community groups.

- **Drive In Movie:** 8 volunteers helped with parking vehicles
- **EBC Grand Opening:** 2 volunteers with their ProServe certificate bartended the grand opening
- **Youth Night Out:** 10 volunteers helped supervise inflatables and games area
- **Pancake Breakfast:** 9 volunteers helped clear tables and take out garbage
- **Judging Parade:** 3 volunteers to help judge the floats
- **Kids Zone:** 18 volunteers filled 23 shifts to help supervise inflatables and games area
- **Fireworks:** 7 Blackfalds Pyro Crew volunteers that put on a spectacular Blackfalds Days fireworks show and totaled 60 volunteer hours.

**2022 Stars of Alberta nominations:** The 2022 Carol Simpson Volunteer of the Year and Gloria House Mentor Award recipients fall within the Stars of Alberta Volunteer Award eligibility criteria and guidelines and their nominations have been put forth.

**Seniors Week:** Hosted June 6<sup>th</sup> – 11<sup>th</sup>, 2022. A variety of events were hosted throughout the week; Free day membership at the Abbey Center, Estate planning and Fraud Seminar hosted by Blackfalds Servus Credit Union, Cheemo Club carpet bowling and Whist Card night, Afternoon tea and technology support hosted by the Blackfalds Servus Credit Union Public Library, Walking Club hosted by Blackfalds FCSS, Pour Art Paint hosted by the Recreation and Culture Programmer, and Bingo hosted by the Blackfalds Youth Crew. Attendance ranged from 6-20 individuals for each activity.

**One Seed at a time FCSS Garden Boxes:** Planting this year included tomatoes, beets, radishes, onions, variety of herbs.

A new **AHS Children's Mental Health Therapist** joined the FCSS team to provide supports to children in Blackfalds.

**ONGOING INITIATIVES**

1. **50+ Walking Club** finished during Seniors Week and will break during the summer. During January – June there were 58 people participated and attended 693 times, 25% were Lacombe County residents, 44 dates offered (2 during Seniors' Week), and they walked as a group 42825 laps (6117kms). We look forward to starting up September 20.
2. Friendly Caller Volunteer Program & International Pen Pal Volunteer Program

3. The monthly FCSS Volunteer Newsletter continues to see increased subscriptions. The newsletter is a great opportunity to promote upcoming TOB volunteer opportunities, as well as non-profit groups/organizations in our community looking for volunteers. People interested can sign up for the monthly newsletter by checking it off 'email correspondence' on their Volunteer Application or subscribing at [www.blackfalds.com/volunteer](http://www.blackfalds.com/volunteer).
  - a. In April the newsletter was emailed to 237 contacts with the 'Open Rate' of 47%
  - b. In May the newsletter was emailed to 235 contacts with the 'Open Rate' of 50%
  - c. In June the newsletter was emailed to 241 contacts with the 'Open Rate' of 53%
4. FCSS Vibrant Living 50+ Newsletter: The monthly newsletter is a great way to keep our seniors informed about what is going on in the community, future opportunities, events, programming, and resources available to them. People interested can sign up for the monthly newsletter by subscribing at <https://www.blackfalds.com/living-here/vibrant-living-50>.
  - a. In April the newsletter was emailed to 89 contacts with the 'Open Rate' of 64% and mailed to 26 residents.
  - b. In May the newsletter was emailed to 92 contacts with the 'Open Rate' of 65% and mailed to 26 residents.
  - c. In June the newsletter was emailed to 104 contacts with the 'Open Rate' of 71% and mailed to 26 residents.
5. Numerous Collaborations, continued facilitation through virtual meetings & emails:
  - a. Central Alberta Rural Communities Coalition
  - b. IMPACT/Regional Vision for Non-Violence Coalition

## **PROJECTS, EVENTS & EAGLE BUILDERS CENTRE OPERATIONS**

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### **Projects**

- The Civic Centre downstairs renovation got underway with construction at the beginning of June. They are at the framing stage with rough in electrical finishing up next week. Then drywall will proceed after that. Looking at September for completion.
- Design of the track and field/football field is now complete and waiting until the 2024 budget year to look at the possibility of construction at the new high school.
- Food bank renovations started in May and have completed the framing and rough in plumbing/electrical. New doors and windows go on in the next couple of weeks, hope to be done by September as well.
- Parking lot at All-Star Park was out to tender in April and Border Paving has the contract to complete the work and will start around the end of July.
- Plaza at the EBC is now on hold as Council has decided to retender the project to see if costs will come down.


### **Events**

- The biggest event that was planned for this past quarter was Blackfalds Days. It was a 4-day event starting on Thursday with the movie night (double feature), leading into Friday with the grand opening of the EBC with a VIP thank you for all those involved with the building of the Facility. The concert that night was well attended. Also Friday night was Youth Night Out which was well attended and the youth in our community having great time at the Abbey Centre. Saturday started out with Councillor's Pancake Breakfast which again was well

attended. The parade was good as it made it through before the rain started. Servus Kids Zone was packed, the Farmers Market extremely busy and the 2<sup>nd</sup> concert added a little something for everyone by providing entertainment for a different demographic than the one reached the night before. The fireworks show went off well with a little rain. Sunday finished it off with the church service and BBQ at the Blackfalds and District Ag Society Amphitheatre and the toonie swim.

**Eagle Builders Centre**

- The Facility Operators took out the ice at the end of April and then was busy with lacrosse and ball hockey. The tables and chairs for the Library patio was delivered and people are enjoying it on nice days.
- Gord Bamford Foundation had their annual golf tourney and social where 650 people showed up to the event. EBC will be the future home of the annual event.
- The acoustic panels arrived at the facility and Resolve Acoustics has started the installation and should be done in two weeks. (Mid-July).



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Department Director

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**MEETING DATE:** July 12<sup>th</sup>, 2022

**PREPARED BY:** Preston Weran, Director Infrastructure and Property Services

**SUBJECT:** **Infrastructure and Property Services Director's Quarterly Report, 2nd Quarter of 2022**

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## OVERVIEW

- The BOLT service has been extended for another 12 months until September 1, 2023. The BOLT internal team has been working together to identify two new transit stops to service Eagle Builders Facility in Asplund Industrial. The Team is also working with Red Deer Polytechnic to establish a new stop in Red Deer. The BOLT service provider is conducting scenario analysis to identify optimal pick up times for incorporating these three new stops while maintaining existing level of service and expectations for existing riders. We are excited to expand this service for the community.
- The Director has completed his tasks as the Recruitment Chair of the Battle River Watershed Committee and the new Executive Director, Catherine Pierce was formally announced at the Battle River Watershed Society AGM on July 23rd in Camrose.
- Discussions regarding budget 2023 have begun.

## OPERATIONS

1. The annexation process of the NE 24-39-27-W4M (except Lot 1 Block 1 Plan 032 0195) continues with the preparation of the Negotiation Report, which will form a major portion of the annexation application to the Land & Property Rights Tribunal. Discussions to commence shortly with the initiating landowner and Lacombe County to flush out the details of the report.
2. Planning & Development staff have been familiarizing themselves with the new Land Use Bylaw. An amending Bylaw will be coming before Council before Q4 of this year reflecting the recent consolidation of various provincial subdivision and development regulations along with clarifications on setbacks to wastewater treatment plants, landfills, and some various housekeeping amendments noted by staff.
3. To date, Planning & Development staff have processed 134 Permits at the value of \$13,409,734 in 2022 with residential and commercial permitting leading the pack. This time last year, staff had processed 129 Permits at the value of \$16,428,435. In summary, Permit processing is up, but the value of the Permits is down.
4. The *Municipal Development Plan* review will be rescheduled later into 2022/early 2023 based on priorities and human resources.
5. Three different Area Structure Plans (ASP) have been discussed over the last few quarters:
  - a. The Good Acre draft ASP for the quarter section legally described as NW 36-39-27-W4M, immediately east of Greystone Ranch, continues to evolve with the consultant working on technical studies to support the draft ASP



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- b. The Aspen Lakes West ASP amendment, necessary to accommodate the new Catholic elementary school, has gone through internal review and is currently being reviewed by Red Deer Catholic School Division to ensure the new location meets their criteria
    - c. The Rolling Hills developer and their consultant are working on updates to the concept plan for the remainder of the community, based on previous feedback provided by Town administration.
  6. Draft Joint Use & Planning Agreements, which are required to be entered into with each School Board operating within the Town's jurisdiction, will be sent to School administrations for their review shortly. Once Town and School administration are comfortable with the draft agreements, they will be provided to Council and the School Boards for consideration. The *Municipal Government Act* and the *Education Act* both require these agreements to be in place by June 2023.

## **CAPITAL UPDATE**

1. The Pavement Management Study initial study was completed in May 2022. Stantec is in the process of verifying the data and selecting locations to calibrate and verify results through a geotechnical program. This second phase of the field work is anticipated to occur in July or early August pending equipment availability. The results will be compiled into a final report to be delivered in November 2022.
2. The RFP for the Bulk Fuel Station Project was posted to APC on June 28<sup>th</sup> with a close date of August 4<sup>th</sup>. The project is for the purchase and installation of a bulk fueling station for municipal operations located at the Town's Operations Center. The RFP stipulates that the station must be fully operational by October 31, 2022.
3. The Director has completed letter for NW stormwater correspondence planned to go to AEP and Environmental Appeal Board (EAB) / Minister. We have started baseline testing in the area in anticipation of the project moving forward in the fall of this year, pending action from the EAB
4. Phase 2a and Phase 3 of the Wetland, Trunk and Outfall system has been completed by DB Bobcat, deficiencies will be addressed this summer.
5. Phase 1a inspections of the East Area Storm system is completed and we are working through the deficiencies with stakeholders.
6. The Gregg Street and Womacks project is ongoing, with weather delays pushing the road reconfiguration to end of July or first week of August. Shallow utility and CP Rail works have also been a challenge to coordinate and impacted the schedule to date.
7. The Leung Road and Duncan Avenue Project is ongoing, with substantial completion scheduled for later this month.
8. The All-Star Park parking lot will be starting this month, with completion planned before the start of the 2022 fall school year.
9. The McKay Ranch Lift Station was not awarded this year, due to lack of development and excessive cost overruns, the project will be retendered in the fall, once the 10 year capital plan has been revised with 2022 costs.

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**PROGRESS ON PROJECTS/PROGRAMS**

1. Spring cleanup was a success with similar pickups from last year, seasonal yard waste pick up is underway. Fall clean-up will be scheduled for week after Thanksgiving. Leaf and yard waste program pick-up end the last full week of October. Our solid waste services contract is also being reviewed for the 2023 year.
2. Utility Bylaw rates were reviewed, discussed, and updated as per the 2022 budget plans, but no increases were approved. The utility rate review has been going well, with the resulted planned to be brought forward to Council in August of this year for 2023 budget considerations.
3. Asset Management
  - a. The department is in the process of drafting an Asset Management Strategy for the Town. The purpose of this asset management strategy document is to convey a robust vision and framework that provides guidance and leadership in the development and implementation of the Town's asset management program to Council and administration. It is intended to demonstrate an organization-wide commitment to sustainable, best practices in asset management, including the consistent use of asset management to facilitate logical and informed decision-making for the optimal management of assets.
  - b. The department continues to expand its condition assessment templates for new asset classes as part of its asset management program. The means moving from a paper-based documentation system into cloud-based data management. Public Works is now conducting all hydrants inspections and flushing program online and the results look great. This is the first year the Town will be conducting stormwater management facilities inspections with this program too (drainage ditches, culverts, inlet/outlets, lift stations, etc.)
  - c. This is the first year a curb & gutter condition assessment for all areas has formally been conducted in the Town. This curb & gutter inspection was conducted concurrently with the sidewalk inspection program this summer. As consistently applied with other asset condition assessments, deficiencies are rated on a scale of 1-5 (1 = perfect or new, 5 = immediate repairs).
  - d. Sidewalk Inspections. Administration has now been conducting sidewalk inspections online through the ESRI Field Map program for three years now. This cloud based web mapping approach to this inspection and subsequent repairs and replacement has proven to effectively reduce overall repairs and replacements. The results from this year's inspection only identify less than 5 areas of deficiencies rated at 4 (less than 47) or 5 (1 location). This methodical and consistent approach has allowed the Town to proactively conduct internal repairs on locations that may otherwise need to utilize contracted services for repairs. We are pleased with the results of this program and its overall improvement of level of service to residents, reduction in severity of repairs, and utilization of Town resources to repair where needed.

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4. On May 27<sup>th</sup>, the Public Works department posted the Request for Tender for the supply of a new 1.5 ton truck with a dump body with a tender close date of June 23, 2022. The existing unit T8-08 from 2008 and is up for renewal. As part of the 2022 capital budget, \$100,000 was approved for the purchase of a new unit. Four Tender submissions were received, and the department is in the process of reviewing submissions.
  5. Old Landfill. The first annual monitoring program Spring monitoring session at the Old Landfill was conducted in early May. This involved field visual inspection, gas monitoring, groundwater monitoring and surface water sampling. The second inspection will be conducted during the Fall monitoring event, after which the results report will be provided to the Town. The Town will provide all monitoring results to Alberta Environment. As per the Best Management Practice developed for the Old Landfill, monitoring is to be conducted two times per year, with one session in the Spring, and the second in the Fall.
  6. Public Works
    - a. The department has been focused on crack sealing on the east side of Town and downtown area this year.
    - b. The department's Labourer, Jenna Krause, officially resigned from the Town on June 28<sup>th</sup>. Jenna started as a summer student for two years before joining the Town as a full-time Labourer for a year. We wish Jenna the best of luck in her future career. The department will be looking to fill this vacant position with an operator role.
    - c. Our Environmental Services Team conducted drainage maintenance repairs along Highway 2A in June. Even though the ditch along Highway 2A is owned by Alberta Transportation, the Town is responsible for stormwater related repairs and maintenance.
    - d. The Transportation Services Team continues to work hard to secure roadway paint for both internal maintenance activities, as well as contracted painting service for roadway center lines this summer. It is anticipated that roadway centerline, curbs, parking lots will be painted by the end of August, pending the availability of paint.
    - e. With the closure of Broadway Avenue North for a month over April and early May, the public works department was able to conduct its annual roadway repairs, as well as calcium application. Calcium application on all gravel roadways was done in late April and early May of this year.



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Department Director/Author

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**MEETING DATE:** July 12<sup>th</sup>, 2022

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

**SUBJECT:** **Womacks Rd. & Gregg St. Realignment, Parking Lot and Highway 2A Intersection Improvements - Project Update**

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## **BACKGROUND**

During the 2021 Budget deliberations funds were allocated in the amount of \$5.66 million dollars to re-face the downtown area around the new Twin Arena facility plaza and parking lot. This Womacks Rd and Gregg St realignment /Plaza project also included associated underground works, closure of Broadway Avenue and CP rail crossing, extending Gregg Street to Waghorn from Lawton Avenue, repave Lawton and connect improvements to the intersection of Highway 2A and Gregg. This project is currently in construction and with more traffic being routed into this area, the town has recognized that improvements to the Highway 2A and Panorama is warranted.

As part of the 2022 capital budget, funds of \$175,000 were allocated to this intersection change of scope planned to be part of this original project construction contract. At the January 25th Council meeting this item and options for upgrades was presented and ultimately option 2 was passed to move into construction at the March 22, 2022 Council meeting as per the following motion:

**073/22** Councillor Sands moved that Council move forward with option 2 and recommends that Administration to prepare a change order for the anticipated work through the existing Border Paving contract for the Womacks/Gregg Project using the capital funds allocated of \$175,000 and use \$45,000 from the Streets Reserves.

**CARRIED**

*Opposed: Councillors Dennis and Coulter*

The detailed design and AT approvals have been finalized for pricing of this lane reconfiguration and traffic signal revision. We are anticipating this work to be completed under the current 2022 Border construction schedule but will need confirmation from the contractor for this Change order to be added to the schedule. Further of note, the Plaza Project has been separated out into its own project now delayed until a retender can occur this fall. With the 2022 construction season being impacted by weather, we wanted to highlight the overall scope of the project, work completed last fall and updated key milestones for this construction season below for Council's information.

## **DISCUSSION**

The updated scope of this project include:

- The realignment of a portion of Gregg Street and connection to Womacks,
- The paving, electrical and deep underground services around the multiplex parking lot, including a major sanitary truck upgrade,
- The Lawton Avenue Overlay and curbing work,

- The revisions to the Highway 2A and Gregg Street Intersection lane configurations as per option 2 (dedicated left signal/lane, dedicated thru and dedicated right turn lane for both east and west traffic,
- Closure of Highway Avenue connection to intersection and overlay of Gregg Street and
- The closure of the Broadway Avenue roadway and the completion of the pedestrian CP rail crossing.

**Work that was competed to date include:**

- All land acquisition,
- All building demos,
- All work around the EBC except for some fencing along the northern section of the parking lot,
- 80% of the parking lot asphalt and curbing completed, except for areas contained within the existing Broadway Avenue ROW,
- 90% of the existing shallow utilities and CP Rail work,
- The acreage fence line is completed,
- The asphalt overlay works on Lawton avenue and improvements to the boulevards and sidewalks on this street,
- Stanley Street pavement, curbing, lighting and power,
- All underground work northwest of the Railway,
- All underground work southeast of the Railway except for the stormwater portion under the future Gregg street connection,
- The shallow utilities have completed the new power and other utilities' work and will continue to work alongside Border as needed throughout the remainder of the project.
- All curbing and gutter work along the east side of the railway is now completed. Gravels are being hauled, with spot paving happening over the next two weeks.

**Work outstanding and milestone dates:**

CP Rail have been busy on other jobs and have been rescheduled a couple of times in the 2022 construction season. Border has been able to work around their schedule delays to date, but the critical new railway crossing (at km 12.03) is expected to begin on July 18<sup>th</sup> week. The new railway crossing is scheduled to be in service on July 28/29. Following the new crossing being in service, the CP crews will begin removing the existing Broadway Avenue railway crossing (at km 11.91) and then move forward to build the pedestrian crossing, schedule to be finalized by CP rail once the new crossing work and roadwork is completed.

- Border will work towards getting either side of the new Railway Crossing roadway paving and outstanding underground completed for end of July (except work adjacent and within Highway 2A),
- Border will then close Broadway Avenue southern Rail crossing on at the end of July or the first part of August and reroute traffic to the new crossing,
- They will then work towards removing the existing Broadway Ave roadway and installing the remainder of parking lot area and parking lot lighting the first two weeks of August,
- They will then work towards realigning and updating Gregg Street and Womacks intersection.

- Then they will work to completed the Highway 2A and Gregg Street intersection and remaining underground works for the end of August. Note: this last item's final schedule needs to be confirmed with Border, once the Change order work scheduled for the Highway 2A intersection and traffic light reconfiguration is known.

We are also pleased to note that we received one of the CP rail Grants applied for under the Transport Canada program for \$363,266.00. However, we did not realize the second grant application for \$1,037,577.25. We have reapplied for this portion of the grant again this year for consideration.

This project has been delayed due to weather and external shallow and rail service construction works being delayed. However, Border has continued to adjust their workplan to mitigate some of these delays, however recent rain days have delayed both groups from completing their works. The roadway switchover is now planned for the end of July or the first week of August, weather dependent. Once we know the precise date, that information will be shared through our media channels. Currently, the roadway detour information on the website has been updated with this new timeline. The tentative construction schedule has most of the work completed for the end of August, but with recent delays, and us depending on other organizations to complete their portions of the work, the project may not be substantially completed until September. We would be happy to answer any questions or address any concerns that may arise from this report.

#### **ATTACHMENTS**

- *2021 Overall Drawing*
- *Construction Photos*
- *Revised Construction Schedule*

#### **APPROVALS**



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CAO Myron Thompson



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Department Director/Author







SIDEWALK  
CLOSED

SIDEWALK  
CLOSED

ROAD CLOSED













ROAD CLOSED

0156813 LANE F 0131 015134 100









CATERPILLAR

ROAD CLOSED







ID	Task Name	Duration	Start	Finish	July 2022																												August 2022												September 2022			
					28	30	02	04	06	08	10	12	14	16	18	20	22	24	26	28	30	01	03	05	07	09	11	13	15	17	19	21	23	25	27	29	31	02	04									
1	Blackfalds - Womacks Road, Gregg St, & Plaza Parking Lot																																															
2	Sch B: Womacks Road & Gregg St	15.5 days	Wed 06/07/22	Fri 22/07/22																																												
3	Reshape gravel prior to paving	5 days	Wed 06/07/22	Mon 11/07/22																																												
4	Separate walks & Trail	4 days	Mon 11/07/22	Fri 15/07/22																																												
5	Asphalt Paving	1 day	Wed 13/07/22	Wed 13/07/22																																												
6	Catch basin tie in	1 day	Fri 15/07/22	Fri 15/07/22																																												
7	Landscaping	2 days	Mon 18/07/22	Tue 19/07/22																																												
8	Signage	1 day	Wed 20/07/22	Wed 20/07/22																																												
9	Top lift paving	1 day	Thu 21/07/22	Thu 21/07/22																																												
10	Line Marking	1 day	Fri 22/07/22	Fri 22/07/22																																												
11	Sch B: Womacks Rd & Gregg St - Railway ROW	4.5 days	Thu 28/07/22	Tue 02/08/22																																												
12	Reshape gravel prior to paving	0.5 days	Thu 28/07/22	Thu 28/07/22																																												
13	Asphalt Paving	0.5 days	Thu 28/07/22	Thu 28/07/22																																												
14	Asphalt Trail	0.5 days	Fri 29/07/22	Fri 29/07/22																																												
15	Line Marking	1 day	Fri 29/07/22	Sat 30/07/22																																												
16	Landscaping	2 days	Sat 30/07/22	Tue 02/08/22																																												
17	Close Broadway Ave Rail x-ing, switch traffic to Womacks Road	1 day	Tue 02/08/22	Wed 03/08/22																																												
18	Sch A: Plaza Parking Lot	14 days	Wed 03/08/22	Thu 18/08/22																																												
19	Excavation after Broadway closed	1 day	Wed 03/08/22	Thu 04/08/22																																												
20	Gravel & reshape	4 days	Thu 04/08/22	Mon 08/08/22																																												
21	Asphalt Paving parking lot	1 day	Tue 09/08/22	Tue 09/08/22																																												
22	Pinned Concrete Curb	3 days	Wed 10/08/22	Fri 12/08/22																																												
23	Line markings	2 days	Sat 13/08/22	Mon 15/08/22																																												
24	Landscaping	3 days	Mon 15/08/22	Thu 18/08/22																																												
25	Signage	1 day	Sat 13/08/22	Sat 13/08/22																																												
26	Sch C: Gregg St & Waghorn St Intersection	8 days	Wed 03/08/22	Thu 11/08/22																																												
27	Removals	1 day	Wed 03/08/22	Thu 04/08/22																																												
28	Concrete	2 days	Thu 04/08/22	Sat 06/08/22																																												
29	Asphalt Trail	3 days	Sat 06/08/22	Tue 09/08/22																																												
30	Landscaping	2 days	Wed 10/08/22	Thu 11/08/22																																												
31	Sch D: Hwy 2A & Gregg St Intersection	18 days	Mon 15/08/22	Sat 03/09/22																																												

Project: Womacks Rd & Gregg  
Date: Wed 06/07/22

Task

Split

Milestone

Summary

Project Summary

Page 1



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**MEETING DATE:** July 12<sup>th</sup>, 2022

**PREPARED BY:** Ken Morrison, Emergency Management and Protective Services Manager

**SUBJECT:** **Enforcement and Protective Services Monthly Report - June 2022**

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**BACKGROUND**

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

**DISCUSSION**

The attached documents are a combination of activities occurring during the month of June for Municipal Enforcement, Fire Services, RCMP and Emergency Management.

**ATTACHMENTS**

- *Municipal Enforcement: statistics, June 2022*
- *Cottonwood Speed Sign Stats.*
- *Womack's Road Speed Sign Stats.*

**APPROVALS**



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CAO Myron Thompson



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Department Director/Author

## **Protective Services**

### **Town of Blackfalds Municipal Enforcement:**

June was an exceptionally busy month for the Blackfalds Municipal Enforcement officers. 106 investigational files were opened. These are both pro-active and complaint driven files.

Traffic Bylaw, 12 files were opened both as a result of complaints and proactive action by officers. Many of these files have related to improper placement of RV's such as unattached on roadways, as well as vehicles parked in contravention of the bylaw.

Community Standards Bylaw, 26 files were opened. Two violation tickets were issued as a result of these investigations. Officers have been considering the wet weather we have been having in their proactive patrols within the community when dealing with unsightly properties.

Land Use Bylaw, 27 files were opened, and one violation ticket was issued as a result of these investigations. Several of these files have related to parking on vacant lots and improper parking of RV's. The majority of these are located as a result of proactive patrols by the officers and are dealt with through warnings, unless they do not comply with the instructions provided by the officer.

Animal Control Bylaw, we saw 25 files opened mainly as a result of complaints, with 7 violation tickets being issued. 7 of these files were opened and dealt with by our Animal Control contractor.

The remaining files were 6 parking complaints and 10 miscellaneous complaints which related to assisting the RCMP, attending motor vehicle collisions, found property, assist Blackfalds Fire, and other public concerns.

Officers continued to spend time patrolling the various school zones within town, whenever possible ensuring drivers were complying with the TSA as well as town bylaws. We are continuing to find drivers are showing a disregard for crosswalks, speed continues to be a factor as well vehicles not coming to full stops at the stop signs. In total officers spent approximately 12 hours in and around school zones. Four tickets were issued for passing of school buses while stopped with their stop sign out and red lights displayed.

Officers continued to focus attention in and around the Abbey Center time permitting, in efforts to reduce the disrespect to staff and damage to the facility. Along with more patrols officers have been viewing the available town cameras and working together with other agencies to identify the culprits. This seems to have had the desired effect with fewer complaints coming in as a result of more officer presence.

Of particular concern we continue to see many graffiti complaints within the community, which is tying up a large amount of time for Parks and Facilities staff as well as officers, in clean up. Officers are working together with other agencies to curb this behaviour. Town cameras which are placed in various locations have been a great help in these investigations.

The department has continued to work on community initiatives, bike patrols have been used, when possible, with the rain cutting the number of patrols down. Officers were involved with the planning of the KIDS & KOPS summer camp program which is organized by Big Brothers & Big Sisters. This is taking place the week of July 4-7<sup>th</sup> and has involved the entire ME department, Lacombe Police officers, FCSS, RCMP and Lacombe Peace officers along with numerous other volunteers. The Bike Rodeo was held on June 1<sup>st</sup> after being put on hold for two years during the Pandemic.

June 8<sup>th</sup> the Policing Committee meeting was held, representatives of the committee who attended the Alberta Association of Police Governance conference reported on what they learned. Members were provided with information to take online training in Policing committees through the Solicitor Generals office.

Traffic safety has continued to be a priority within the department with planned joint operations having taken place throughout the month, involving other partner agencies.

### **Violation tickets issued.**

In total 134 violation tickets were issued during the month of June. 19 warnings were given out by officers. Total violation fines issued during the month was \$30,136.

- 30 tickets were issued under the Use of Highway and Rules of the Road Regulations,
- 76 violations were issued under the Traffic Safety Act,
- 14 under the Vehicle Equipment Regulation,
- 4 under the Operator Licensing and Vehicle Control Regulation,
- 1 under the Tobacco, Smoking and Vaping Reduction Act.
- 2 under the Gaming, Liquor and Cannabis Reg,
- 1 under the Land Use Bylaw,
- 2 under the Community Standards Bylaw,
- 4 under the Animal Control Bylaw

### **Speed Signs:**

Traffic data from speed sign located on Cotton Wood EB showed between May 30<sup>th</sup> and July 1<sup>st</sup>, there was 33,237 vehicles recorded. Average speed was 46 kmh.

Traffic data from speed sign located on Womack's EB showed between May 30<sup>th</sup> and July 2<sup>nd</sup>, there was 47,018 vehicles recorded. Average speed was 36 kmh.

*Municipal Enforcement Month End Report attached.*

- *Cotton Wood speed sign stats attached.*
- *Womack's EB speed sign stats attached.*

**Blackfalds Fire Rescue**

During the month of June, we brought on three recruits who will be working with the mentoring group during their probationary period.

All the members have been assigned the FOIP course as a refresher.

Wednesday evenings have been focused on getting water from the hydrant through the pumps to the nozzle. Running practical evolutions with the members to becoming more efficient prior to deployment of the equipment at an actual incident.

We have started the discussions of the paint scheme and decaling for the new truck with Fort Garry.

We are working with City of Lacombe and Town of Sylvan Lake Fire Departments as both departments are preparing to switch over to the Provincial AFRCC's radio system. This includes the reprogramming of the radios to add their talk groups in.

The department is working out the details of a NFPA 1001 Level 2 course in conjunction with the City of Lacombe department. Between both departments we have approximately 24 members that need this course to complete their NFPA 1001 training since the start of the pandemic. We are hoping to run the course during August and September.

Chief Côté and Deputy Chief Elder have finished their on-line courses (Con-Ed credits) for their recertification and renewal of their Safety Codes designations. They will be starting their recertification of both their inspector's designation this fall.

The Blackfalds Firefighters Association has purchased two sea cans for training props. These sea cans will enhance the practical training of live fires allowing the department to run more evolutions on Wednesday evening and possibly on weekend as part of the NFPA 1001 level 1 and Level 2 training.

**Fire Department – January 2022 – INCIDENT SUMMARY – PAGE 1 of 1**

Call #	Date	Incident Type	Dispatch Event #	Location	RCMP #	MAFP 1244
0088	1	Fire Grass Brush	202206011335	Corp Limits	Yes	N/A
0089	2	Mutual Aid	202206021456	Lacombe County	N/A	N/A
0090	6	Animal Service	202206061502	Corp Limits	N/A	N/A
0091	6	Alarm	202206062105	Corp Limits	N/A	N/A
0092	11	Alarm	202206111309	Corp Limits	N/A	N/A
0093	13	Motor Vehicle Incident	202206141119	Corp Limits	Yes	N/A
0094	14	Medical	202206141512	Corp Limits	N/A	EMS
0095	15	Alarm	202206152253	Corp Limits	N/A	N/A
0096	18	Alarm	2022061808250	Corp Limits	N/A	N/A

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0097	18	Medical	202206182028	Corp Limits	N/A	EMS
0098	21	Alarm	202206210152	Corp Limits	N/A	N/A
0099	22	Medical	202206221215	Corp Limits	N/A	EMS
0100	24	Medical	202206242146	Corp Limits	N/A	EMS
0101	25	Fire Vehicle	202206250812	Corp Limits	Yes	Yes
0102	27	Alarm	202206270855	Corp Limits	N/A	N/A
0103	28	Motor Vehicle Incident	20220628024	Lacombe County	Yes	EMS
0104	30	Fire Illegal Burn	202206301454	Corp Limits	N/A	N/A

### **Occupational Health & Safety**

D/Chief Elder has continued to work with all departments in ensuring the “Near Miss” program is being monitored and reported on. As well he has been ensuring a quick response to any Corepointe issues.

### **RCMP**

RCMP Quarterly report to be in person.

### **Emergency Management**

Manager Morrison, Chief Cote, and D/Chief Elder took part in the Planning “P” workshop organized by Red Deer County CRAHIMT, providing an excellent refresher and hands on experience for all.

In June three staff began their ICS 300 training, which is a 3-day course, and will be broken down to every Tuesday for three weeks ending on July 12<sup>th</sup>, this is a new approach to the training rather than three consecutive days.

LREMP continues to work together in developing the full-scale exercise planned for October 26<sup>th</sup>, 2022.

Ken Morrison

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Emergency Management & Protective Services Manager

Town of Blackfalds.



# Statistics Summary Report

Technician Name: administrator

Location: Cotton Wood ED  
 Address: Cotton Wood ED, Blackfalds, Ab  
 Speed Limit: 50

Report Period: 2022-05-30 to 2022-07-01  
 Total Vehicle Count: 33,237



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	233	33	73	31 %	9	114	46	11
01-02	88	13	27	31 %	10	84	46	11
02-03	52	7	18	35 %	18	72	46	11
03-04	58	8	13	22 %	23	79	47	11
04-05	61	9	19	31 %	18	65	47	11
05-06	207	30	75	36 %	6	68	46	12
06-07	814	116	244	30 %	5	72	47	11
07-08	2,042	292	397	19 %	5	68	45	11
08-09	2,127	304	390	18 %	5	78	45	11
09-10	1,090	156	360	33 %	5	78	47	11
10-11	1,445	206	451	31 %	8	94	47	11
11-12	1,829	261	595	33 %	7	70	47	11
12-13	1,897	271	547	29 %	5	80	47	11
13-14	2,217	317	533	24 %	6	72	46	11
14-15	2,670	381	531	20 %	7	106	45	11
15-16	2,691	384	685	25 %	5	89	46	11
16-17	3,150	450	1,019	32 %	5	93	47	11
17-18	3,026	432	1,036	34 %	5	95	47	11
18-19	2,075	296	750	36 %	5	79	48	11
19-20	1,752	250	602	34 %	7	97	47	11
20-21	1,517	217	425	28 %	6	74	46	11
21-22	1,154	165	300	26 %	7	75	46	11
22-23	639	91	150	23 %	6	87	46	11
23-24	403	58	94	23 %	10	70	45	11
	33,237	4,747	9,334	29 %	8	82	46	11

County Speed Bins

Speed	Count
0...5	21
5...10	183
10...15	399
15...20	513
20...25	717
25...30	694
30...35	808
35...40	2,579
40...45	6,950
45...50	11,039
50...55	6,216
55...60	2,394
60...65	556
65...70	114
70...75	33
75...80	10
80...85	2
85...90	3
90...95	3
95...100	1
100...105	0
105...110	1
110...115	1
Total:	33,237

Generated on July 2, 2022 at 5:38 PM

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# Statistics Summary Report

Technician Name: administrator

Location: 4809 Womack's EB  
 Address: 4809 Womack's EB, Blackfalds, AB  
 Speed Limit: 40

Report Period: 2022-05-30 to 2022-07-02  
 Total Vehicle Count: 47,018



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	315	45	144	46 %	11	57	39	10
01-02	169	24	96	57 %	11	60	41	10
02-03	105	15	52	50 %	15	88	42	10
03-04	131	19	61	47 %	10	72	39	10
04-05	143	20	63	44 %	7	55	37	10
05-06	519	74	203	39 %	7	61	37	10
06-07	1,459	208	607	42 %	7	71	38	9
07-08	2,470	353	497	20 %	5	70	34	9
08-09	2,571	367	472	18 %	5	76	34	9
09-10	2,018	288	441	22 %	5	67	35	9
10-11	2,275	325	435	19 %	6	85	34	9
11-12	2,862	409	510	18 %	6	65	34	9
12-13	2,903	415	483	17 %	7	65	34	9
13-14	2,950	421	515	17 %	5	64	34	9
14-15	3,433	490	514	15 %	6	59	34	8
15-16	3,445	492	563	16 %	5	67	33	9
16-17	4,080	583	606	15 %	5	58	34	8
17-18	3,749	536	725	19 %	5	66	34	9
18-19	3,185	455	670	21 %	5	68	35	9
19-20	2,488	355	582	23 %	6	63	35	9
20-21	2,367	338	515	22 %	5	66	35	9
21-22	1,791	256	439	25 %	5	67	35	9
22-23	1,043	149	310	30 %	5	66	37	9
23-24	547	78	206	38 %	7	75	38	9
	47,018	6,715	9,709	28 %	7	67	36	9

Countyby Speed Bins

Speed	Count
0...5	48
5...10	368
10...15	1,141
15...20	1,320
20...25	1,744
25...30	8,051
30...35	12,606
35...40	12,031
40...45	6,642
45...50	2,359
50...55	529
55...60	121
60...65	37
65...70	12
70...75	5
75...80	1
80...85	2
85...90	1
Total:	47,018

Generated on July 3, 2022 at 6:49 AM

SafePace® Pro by Traffic Logix®

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**MEETING DATE:** July 12<sup>th</sup>, 2022

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

**SUBJECT:** Development & Building Monthly Report – June 2022

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## **BACKGROUND**

Attached is the June 2022 Development & Building Permit Report and Comparison for 2020-2022 year to date. We also have shown the comparison for the year-to-date figures for 2021 on the comparison report.

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

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

## **ATTACHMENTS**

- June 2022 Development/Building Permit Report
- 2020 – 2022 Development/Building Comparison Report

## **APPROVALS**



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CAO Myron Thompson

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Department Director/Author

117-22	7-Jun-22	26 Cedar Square	R-1S	Residential	Garage
118-22	7-Jun-22	5 Cyprus Road	R-1M	Residential	Garage
119-22	7-Jun-22	156 Pioneer Way	R-1S	Residential	Garage
120-22	8-Jun-22	9 Coachman Way	R-1S	Residential	Basement Reno
121-22	8-Jun-22	5205 Westridge Drive	R-1S	Residential	Covered Deck
122-22	15-Jun-22	89 Portway Close	R-1S	Residential	Garage
123-22	15-Jun-22	21 Ash Close	R-1L	Residential	Hot Tub
124-22	17-Jun-22	6037 Parkwood Road Unit 100	C-2	Commercial	Fascia Signs
125-22	15-Jun-22	4901 Parkwood Road (Portion of 992 5751/1/3 and 982 2147/1/2PUL)	PF	Public Facility	Trail
126-22	21-Jun-22	29 Prairie Ridge Close	R-2	Residential	Garage
127-22	21-Jun-22	14 Aztec Crescent	R-1M	Residential	Basement Reno
128-22	21-Jun-22	4909 Aspen Lakes Boulevard	R-1M	Residential	Basement Reno
129-22	21-Jun-22	65 McKay Place 25, 29, 33, 37, 41, 45	R-MHP	Residential	Modular Home
130-22	21-Jun-22	Winston Place	R-2	Residential	Parking, side yard relaxations
131-22	22-Jun-22	22 Briarwood Crescent	R-1M	Residential	Home Business
132-22	22-Jun-22	69 Aztec Crescent	R-1S	Residential	Garage
133-22	23-Jun-22	18 Arlen Close	R-2	Residential	Home Business
134-22	23-Jun-22	125 Coachman Way	R-1L	Residential	Side and rear yard relaxations
135-22	28-Jun-22	1 Ponderosa Avenue	R-1S	Residential	Basement Development and Main Floor Reno



	2020		2021		2022		June	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
<b>Residential</b>								
SFD	24	\$ 5,965,780.00	29	\$ 7,854,460.00	13	\$ 3,887,813.00	19	\$ 5,546,460.00
Duplexes	12	\$ 3,053,876.00	0	\$ -	4	\$ 800,000.00	0	\$ -
Manufactured Home	1	\$ 55,000.00	0	\$ -	3	\$ 300,000.00	0	\$ -
4-plex	1	\$ 300,000.00	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	0	\$ -	4	\$ 883,340.00	10	\$ 2,513,600.00	4	\$ 883,340.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<b>Total Res. Dwellings</b>	<b>38</b>	<b>\$ 9,374,656</b>	<b>33</b>	<b>\$ 8,737,800</b>	<b>30</b>	<b>\$ 7,501,413</b>	<b>23</b>	<b>\$ 6,429,800</b>
Garage	23	\$ 556,400.00	15	\$ 471,000.00	17	\$ 734,000.00	7	\$ 188,000.00
Deck	8	\$ 32,400.00	4	\$ 18,500.00	2	\$ 4,600.00	2	\$ 10,000.00
Basement Reno	58	\$ 1,067,750.00	50	\$ 1,120,400.00	36	\$ 704,550.00	21	\$ 548,400.00
Addition	0	\$ -	1	\$ 25,000.00	0	\$ -	1	\$ 25,000.00
Accessory Suite	1	\$ -	0	\$ -	0	\$ -	0	\$ -
Home Business	30	\$ -	26	\$ -	6	\$ -	20	\$ -
Other	58	\$ 989,561.17	55	\$ 1,986,318.00	20	\$ 424,256.73	25	\$ 273,500.00
<b>Commercial</b>	15	\$ 679,700.00	27	\$ 738,735.00	17	\$ 3,185,400.00	11	\$ 646,735.00
<b>Industrial</b>	5	\$ 459,900.00	3	\$ -	3	\$ 12,093.75	3	\$ -
<b>Institutional</b>	3	\$ 29,260,000.00	1	\$ 3,000.00	0	\$ -	2	\$ 3,000.00
<b>Agricultural</b>	3	\$ 31,000.00	2	\$ 25,000.00	0	\$ -	1	\$ 13,000.00
<b>Public Facility</b>	12	\$ 25,613,528.50	17	\$ 8,791,500.00	4	\$ 943,421.00	7	\$ 8,291,000.00
<b>TOTAL PERMITS</b>	<b>254</b>	<b>\$ 68,064,895.67</b>	<b>234</b>	<b>\$ 21,917,253.00</b>	<b>135</b>	<b>\$ 13,509,734.48</b>	<b>123</b>	<b>\$ 16,428,435.00</b>
<b>General Yearly Notes:</b>		1 - 24,600,000 Multi-Plex expansion		1 - 2,500,000 East Area Linear Wetland Ph. 2		1 - 2,500,000 Vista Trail Commercial		
		1 - 29,000,000 Wolf Creek High School		1 - 5,500,000 Womacks/Gregg St. Alignment Project				

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**MEETING DATE:** July 12<sup>th</sup>, 2022

**PREPARED BY:** Laura Thevenaz, Infrastructure Services Manager

**SUBJECT:** **BOLT KPI Monthly Report – June 2022**

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## **BACKGROUND**

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide traditional public transit service between Red Deer, Blackfalds and Lacombe as well as local bus service within Blackfalds and Lacombe. Unfortunately, a notice of motion passed at the City of Lacombe Council meeting on September 23, 2020 ultimately ending the BOLT regional partnership ceasing operational service on August 28<sup>th</sup>, 2020. Fortunately, the Town of Blackfalds was able to quickly move forward with procurement of a service contractor, purchase of a wheelchair accessible van and finalized an on-demand transit service model for our Town. This new BOLT 2.0 allows for five-day service from 6:00 am to 8:00 pm with many more boarding options for our residents and visitors within town and one stop at the Kingston Hub at the north end of Red Deer.

Since September 1, 2020, the Town of Blackfalds has been operating the new BOLT 2.0 service as an on-demand digital community commuter service. Our new service provider, application, schedule, ticket procurement and service stop maps have been working well over the course of this new service model. More information is available for riders and the public at the link below.

<https://www.blackfalds.com/living-here/bolt-transit>

Council has extended the pilot program by another year until August 31, 2024. BOLT plans to add additional regional stops in Lacombe County and City of Red Deer, if possible.

## **DISCUSSION**

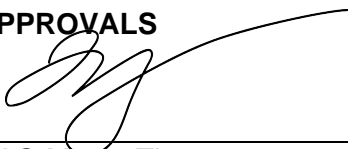
The first page of the report shows the June stats and associated mapping, while the remainder of the pages outlines the trending comparison since start of the year. The data dates are highlighted in the white box on the left side of each sheet for reference.

At Council, when we were approved for the year extension, we brought forward options to add specific regional transit stops in Lacombe County and Red Deer Polytechnic. The BOLT service provider is conducting scenario analysis to identify optimal pick-up times for incorporating these three new stops while maintaining existing level of service and expectations for existing riders. We are excited to expand this service for the community in time for the fall school year.

## **ATTACHMENTS**

- *June 2022 Monthly Report and Yearly Trending Report*

## **APPROVALS**



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CAO Myron Thompson

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Department Director/Author

Program

☒ Blackfalds

ServiceDay

☒ Sun  
☒ Mon  
☒ Tue  
☒ Wed  
☒ Thu  
☒ Fri  
☒ Sat

Date

01/04/2022 30/06/2022

Dropoff Pickup



## Monthly KPI Metric Summaries Report

### Blackfalds

Month	# Riders	# New Riders	# Repeat Riders	Avg. Rides Per Rider	# Passengers Completed	# Rides Completed	Shared Rides (%)	Avg. Shared Fare Occupancy	Avg. Daily User Conversion Rate (%)	Avg. Ride Rating	% Rides With 1-2 Star Ratings and Comments	# Abandoned Rides	Pickup Violations (%)	Dropoff Violations (%)	# Unique Users That Experienced Failed Search	Passengers Per Vehicle Hour (PVH)
Jun 2022	36	9	27	10.3	421	371	36%	2.4	83%	4.8	0%	0	2%	1%	12	1.3
May 2022	30	3	27	12.8	442	384	43%	2.3	84%	4.8	0%	0	1%	0%	4	1.5
Apr 2022	40	6	34	9.0	442	361	39%	2.3	84%	4.7	0%	0	3%	1%	6	1.6
Mar 2022	34	5	29	15.5	591	527	56%	2.4	92%	4.8	0%	1	6%	2%	16	1.8
Feb 2022	31	4	27	12.6	419	390	50%	2.6	86%	4.9	0%	0	1%	1%	8	1.6
Jan 2022	31	9	22	11.1	363	344	40%	2.3	83%	4.9	0%	0	2%	1%	3	1.2
Dec 2021	29	3	26	9.9	326	286	36%	2.3	74%	4.9	0%	0	2%	2%	4	1.0
Nov 2021	31	5	26	13.3	450	412	46%	2.5	84%	4.8	0%	0	1%	0%	3	1.5
Oct 2021	32	8	24	9.4	344	301	45%	2.5	82%	4.9	0%	2	1%	0%	2	1.2
Sep 2021	27	7	20	9.1	280	247	45%	2.4	74%	4.9	0%	0	1%	1%	2	1.0
Aug 2021	28	8	20	5.0	164	141	27%	2.1	71%	4.8	1%	0	2%	0%	1	0.6
Jul 2021	22	8	14	6.9	173	151	24%	2.1	67%	4.9	0%	0	0%	0%	0	0.6
Jun 2021	23	5	18	10.6	256	243	40%	2.2	78%	4.9	0%	0	1%	1%	1	0.8
May 2021	23	6	17	8.0	195	183	26%	2.2	84%	4.9	0%	0	1%	0%	1	0.7
Apr 2021	23	5	18	9.2	228	212	37%	2.2	83%	4.9	0%	0	1%	0%	3	0.8
Mar 2021	22	6	16	12.4	299	273	45%	2.1	82%	5.0	0%	0	2%	0%	1	1.0
Feb 2021	17	6	11	9.6	172	163	21%	2.1	83%	5.0	1%	0	1%	0%	0	0.7
Jan 2021	26	8	18	8.3	234	217	33%	2.2	86%	5.0	0%	2	0%	1%	0	0.9
Dec 2020	21	4	17	8.4	203	177	26%	2	82%	5.0	0%	0	1%	1%	0	0.7
Nov 2020	30	11	19	9.2	299	276	40%	2.2	87%	5.0	0%	2	3%	1%	2	1.1
Oct 2020	27	12	15	9.2	266	249	43%	2.2	78%	5.0	0%	3	6%	4%	1	0.9
Sep 2020	36	33	3	5.9	228	212	44%	2.2	69%	4.9	0%	5	3%	4%	7	0.8
Aug 2020	3	3	0	1.3	4	4	0%	-	43%	4.7	0%	0	0%	0%	0	0.1

Program

☒ Blackfalds

ServiceDay

☒ Sun  
☒ Mon  
☒ Tue  
☒ Wed  
☒ Thu  
☒ Fri  
☒ Sat

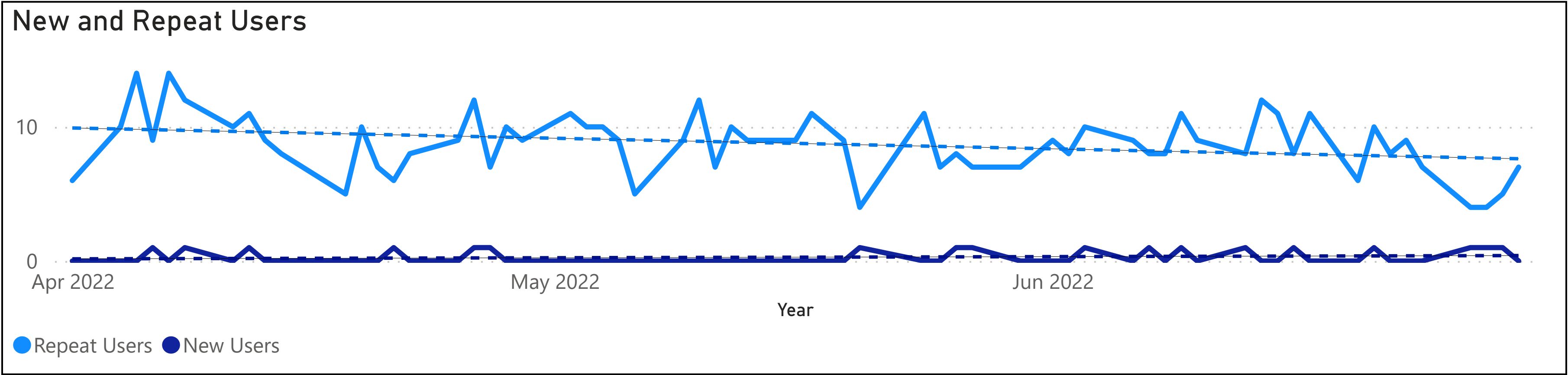
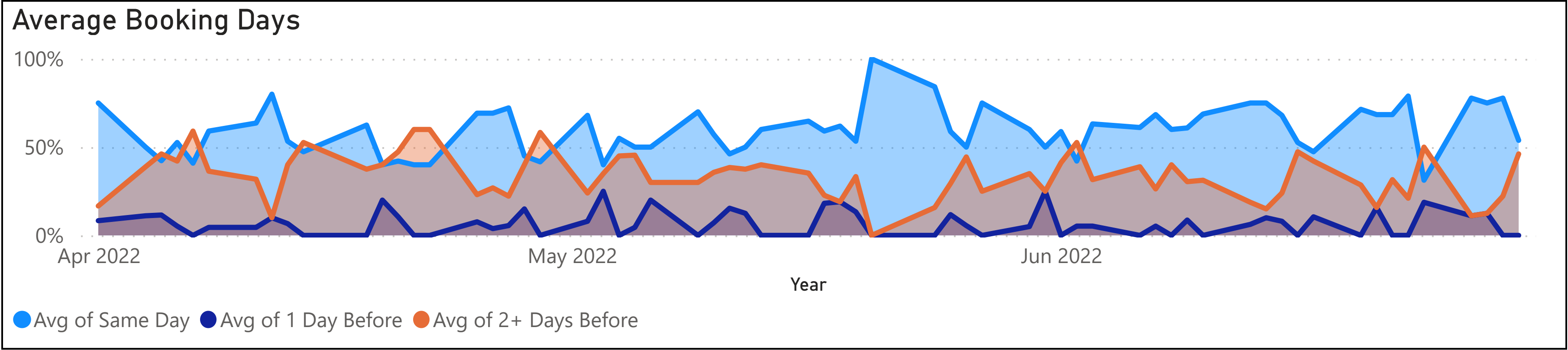
Date

01/04/2022

30/06/2022

9.76

Avg Actual Trip Duration (min)



Year	2022				
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users
Blackfalds	58.8%	7.1%	34.1%	18	551
Total	58.8%	7.1%	34.1%	18	551



Program

☒ Blackfalds

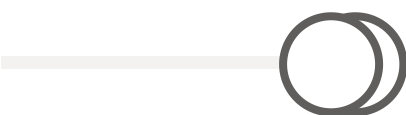
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- ☒ Sat

Date

01/04/2022

30/06/2022



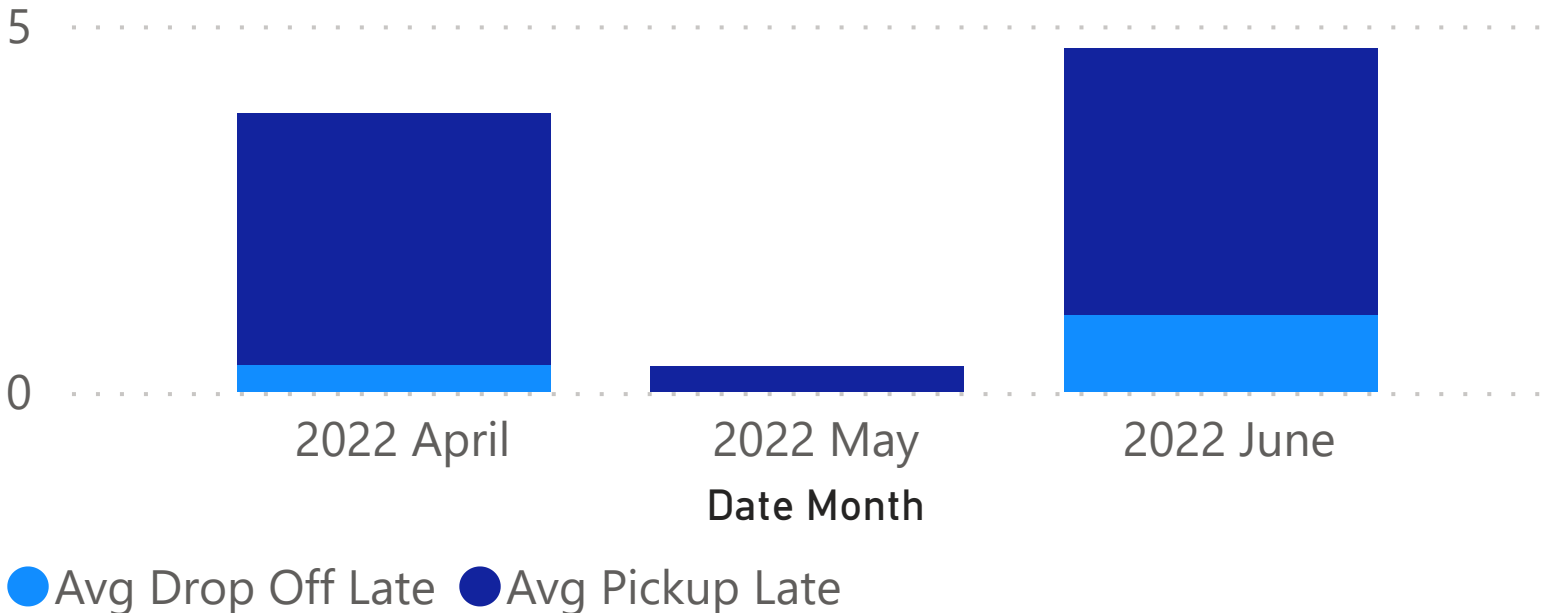
1116

Completed Rides

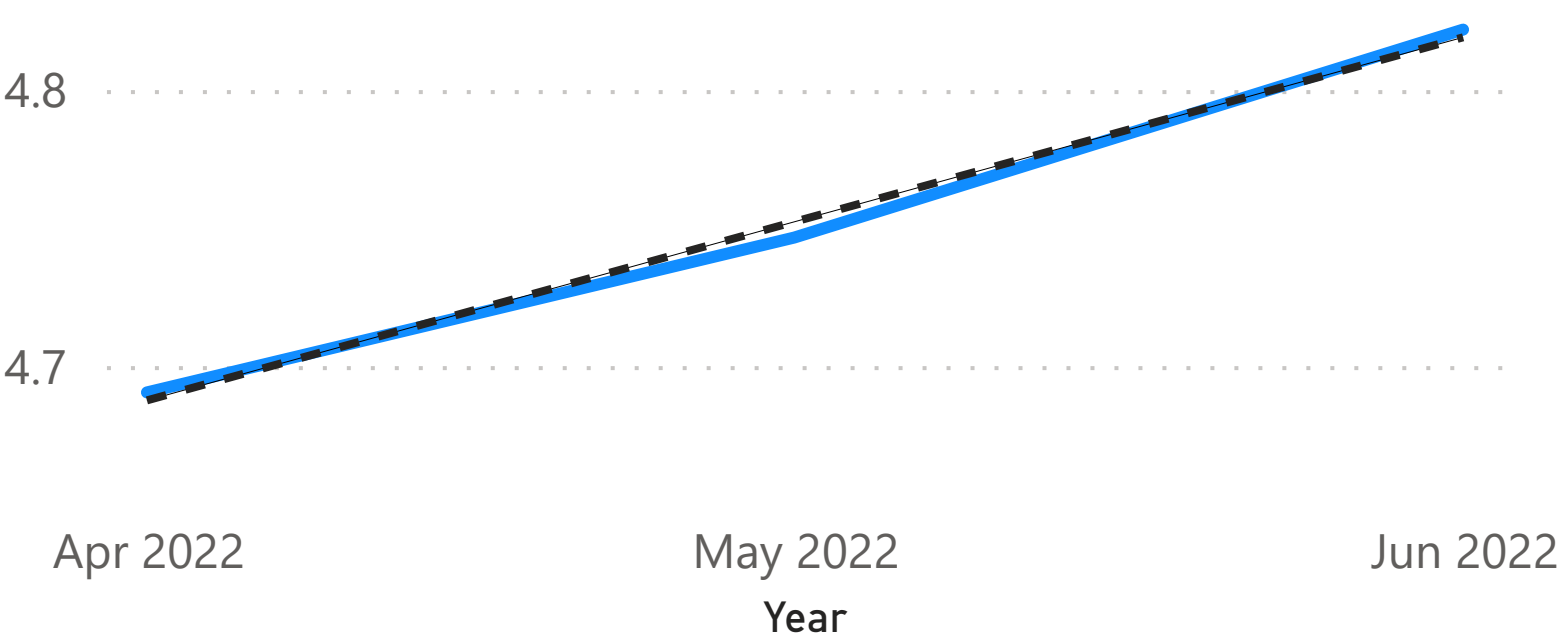
4.76

Avg Ride Rating

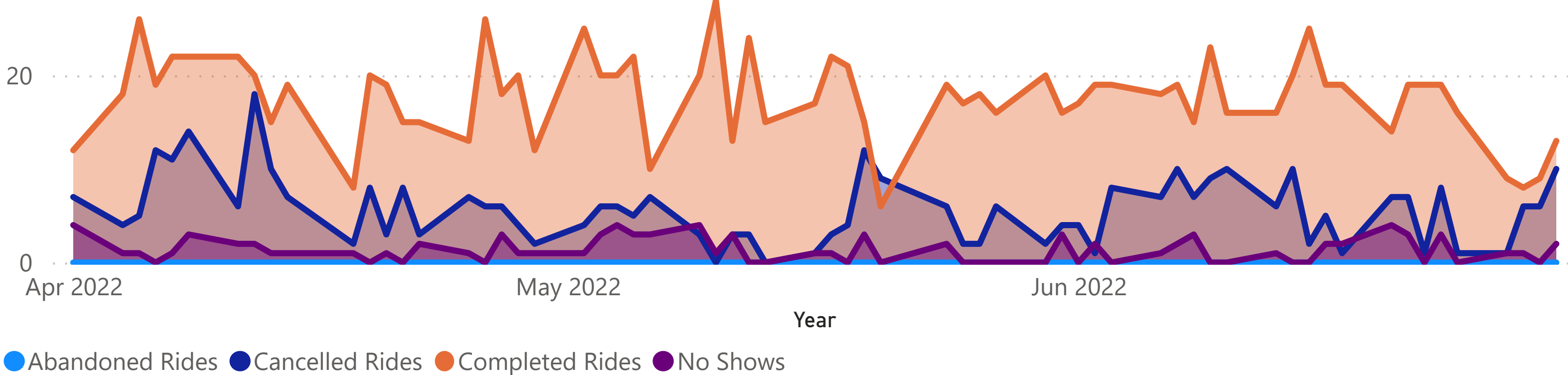
### Avg Late Pickup and Drop Off



### Avg Ride Rating



### Ride Status Types



Year	2022						
Month	April						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Shows
Blackfalds	0.38	3.43	4.69	0	143	361	26
Total	0.38	3.43	4.69	0	143	361	26

Program

☒ Blackfalds

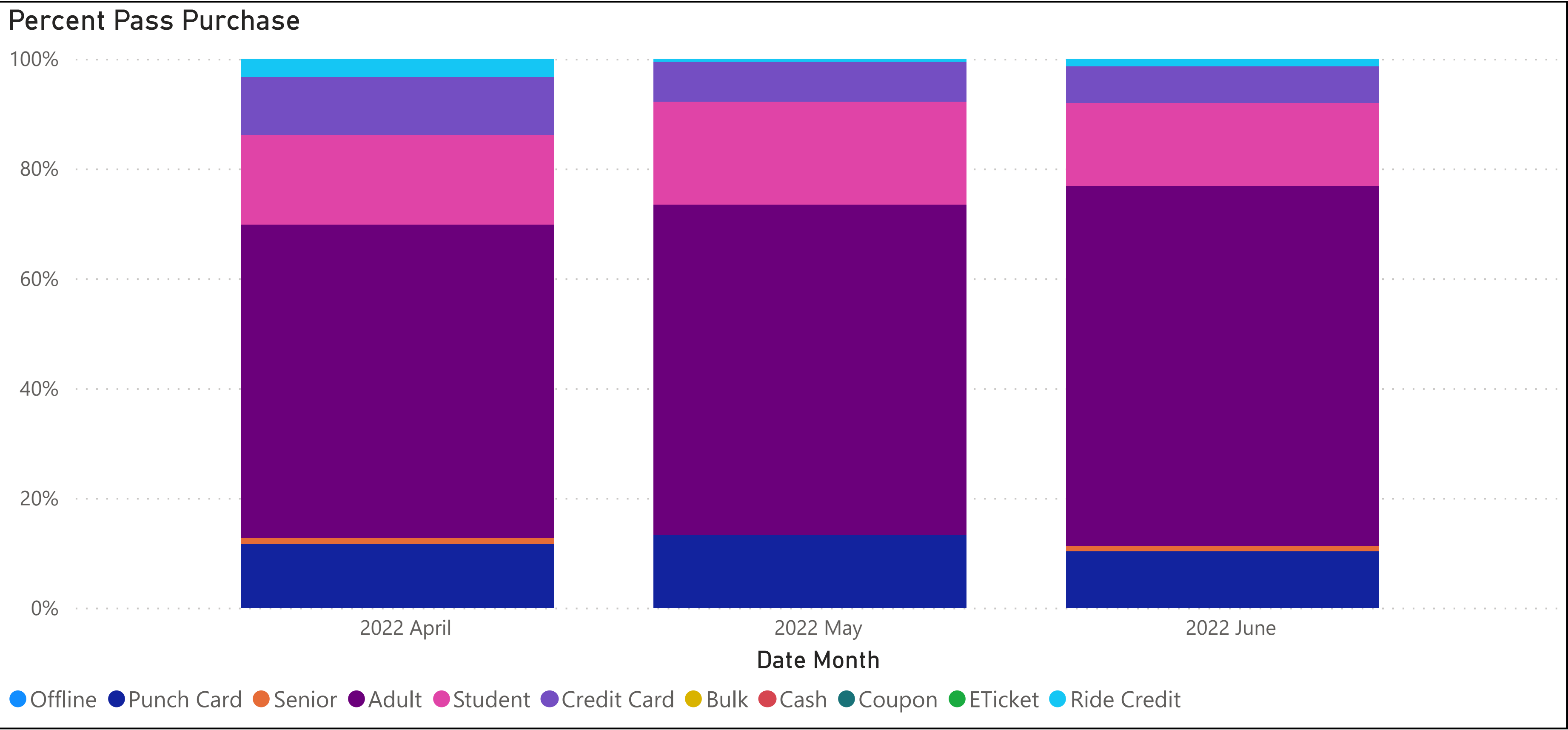
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☒ Thu  
☒ Fri  
☒ Sat

Date

01/04/2022

30/06/2022



Year	2022														
Month	April										May				
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket	Avg Offline	Avg Punch Card	Avg Senior
Blackfalds	0%	12%	1%	57%	16%	11%	0%	0%	0%	0%	3%	0%	0%	13%	1%
Total	0%	12%	1%	57%	16%	11%	0%	0%	0%	0%	3%	0%	0%	13%	1%

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Program

☒ Blackfalds

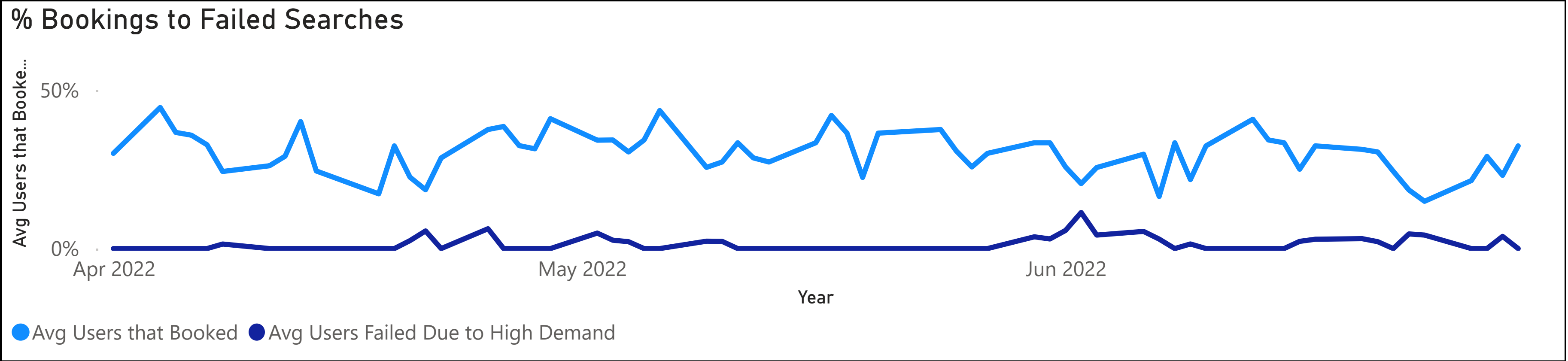
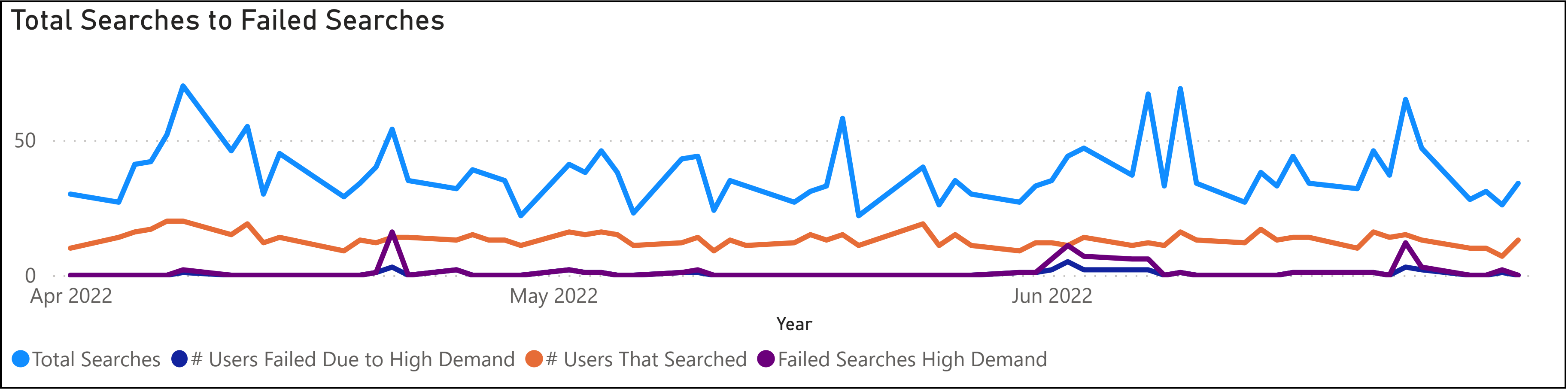
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☒ Fri  
☒ Sat

Date

01/04/2022

30/06/2022



Year	2022				
Month	April				
Program	Total Searches	# Users Failed Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demand
Blackfalds	795	7	284	30%	1%
Total	795	7	284	30%	1%

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Program

☒ Blackfalds

ServiceDay

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☐ Sat

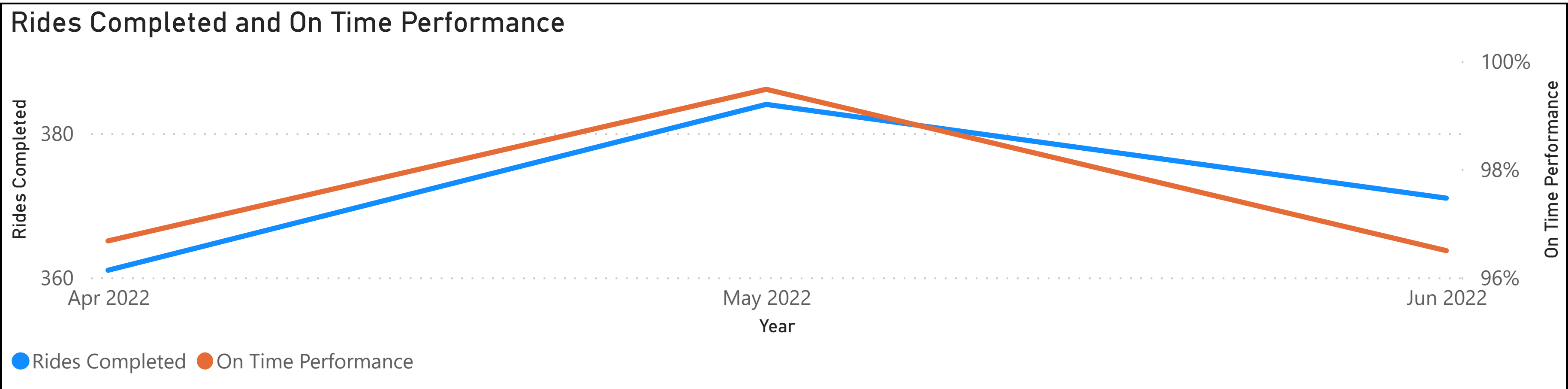
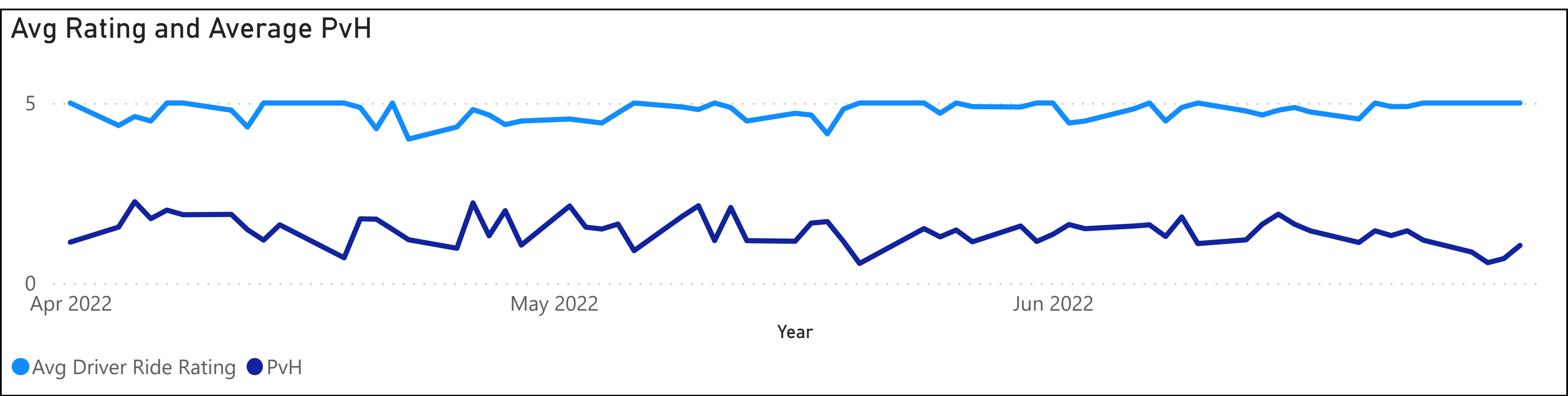
Date

01/04/2022

30/06/2022

97.58%

On Time Performance



Year	2022							
Month	April				May			
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance
Blackfalds	361	4.69	1.57	96.68%	384	4.75	1.45	96.68%
Total	361	4.69	1.57	96.68%	384	4.75	1.45	96.68%



Program

☒ Blackfalds

ServiceDay

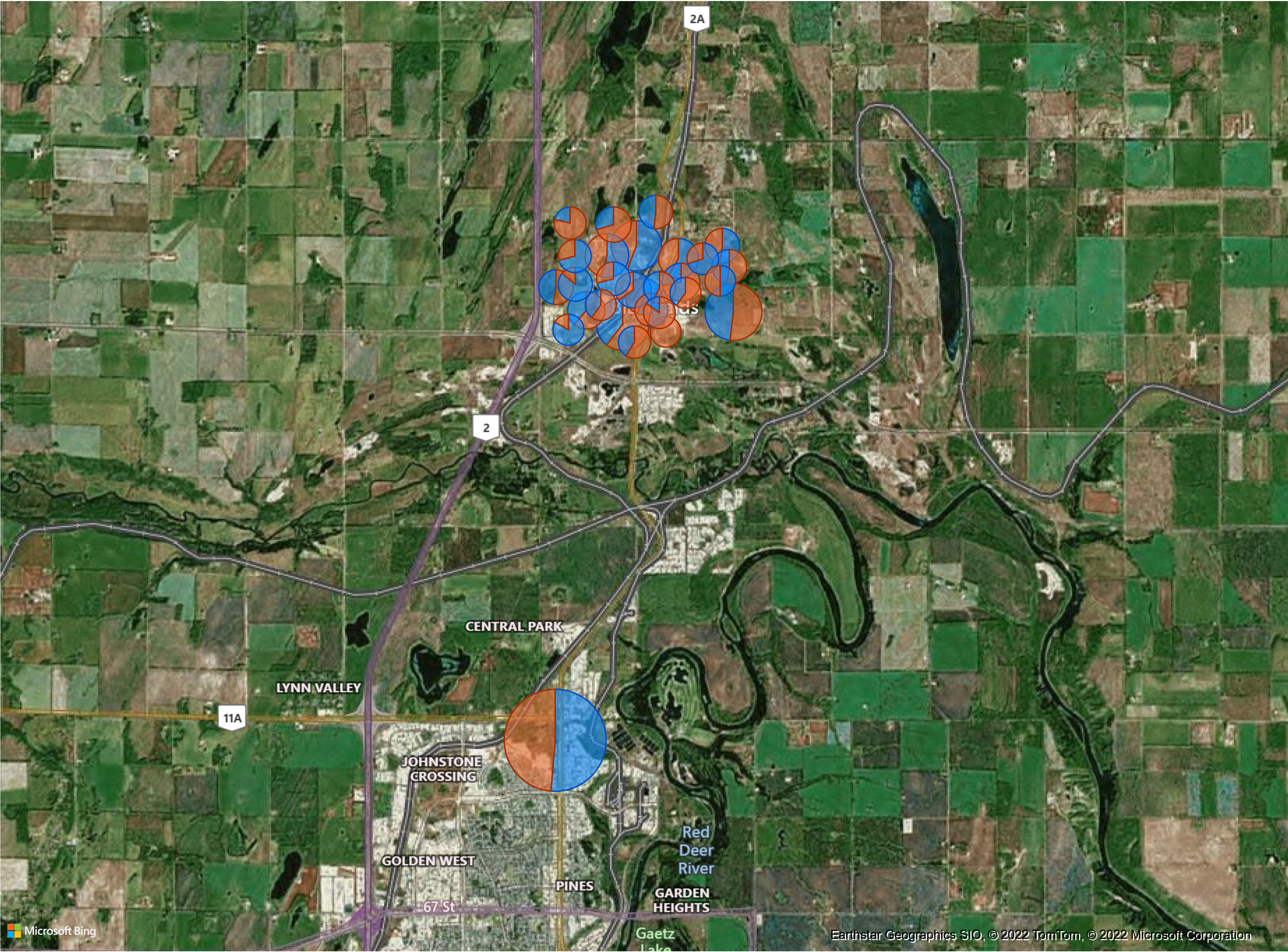
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- ☒ Sat

Date

01/04/2022 30/06/2022



● Dropoff ● Pickup



Program

☒ Blackfalds

ServiceDay

- ☐ Sun
- ☐ Mon
- ☐ Tue
- ☐ Wed
- ☐ Thu
- ☐ Fri
- ☐ Sat

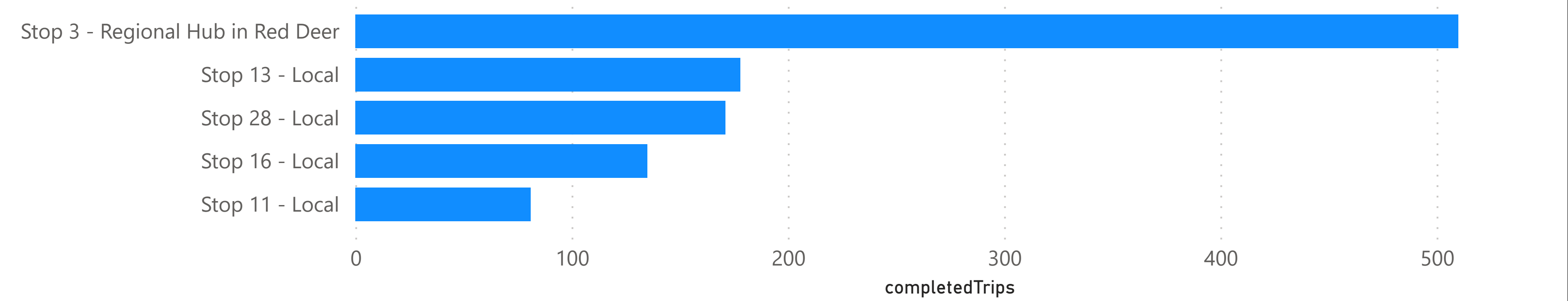
Date

01/03/2022

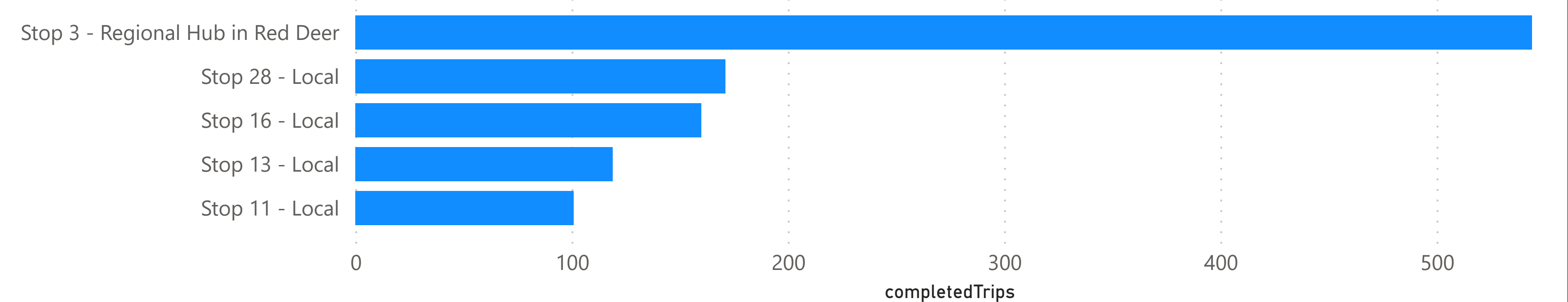
30/06/2022



Top 5 Pickup Locations



Top 5 Drop Off Locations



stopName	Dropoff	Pickup	Total
Stop 1 - Regional Hub West Blackfalds	34	22	56
Stop 10 - Local	2	3	5
Stop 11 - Local	101	81	182
Stop 12 - Local	19	50	69
Stop 13 - Local	119	178	297
Stop 14 - Local	35	21	56
Stop 15 - Local	8	13	21
Stop 16 - Local	160	135	295
Stop 17 - Local	40	36	76
Total	1643	1643	3286



WHERE PEOPLE ARE THE KEY

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JUNE 23, 2022

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### **TOWN OF BLACKFALDS – BOLT BUS SERVICES – ASPELUND INDUSTRIAL PARK**

As per a recent request from the Town of Blackfalds that the County give consent and support for the use of two regional Blackfalds On-Demand Local Transit (BOLT) bus stops in Aspelund Industrial Park the following resolution received Council approval:

That Lacombe County provide a letter to the Town of Blackfalds:

1. authorizing their provision of BOLT service within the Aspelund Industrial Park and confirming consent and support for the two regional bus stops located on private property owned by Eagle Builders within the Aspelund Industrial Park, and
2. providing consent and support for the use of the Lacombe County roadways within Aspelund Industrial Park for the BOLT service.

### **5-YEAR RECREATION CAPITAL PLAN 2023 to 2027**

In 2021, Council approved the first Five-Year Recreation Capital Plan. The Plan is reviewed annually to ensure that areas of highest need are prioritized. In 2022, one project was identified: the Sunbreaker Cove washroom replacement.

An overview of the proposed projects for the 2023-2027 five-year plan was presented. Areas identified are of strategic importance and high use. All proposed funding sources are subject to Council approval during the annual budget process. The 5-year Recreation Capital Plan for 2023 to 2027 was approved as presented.

### **COUNTY RESERVE LANDS**

Lacombe County Policy RC(8) Use and Management of County Reserve Lands outlines how the County manages lands designated as municipal reserve, environmental reserve, and reserve. Inspections are currently being performed of County reserve lands to ensure that reserve lands are being managed in a way consistent with County Policy. A report was presented highlighting 1) Timelines of Reserve Management; 2) Inspections and Findings; 3) Challenges; and 4) Future Steps.

### **COMMITTEE OF THE WHOLE**

The following recommendations from the Committee of the Whole meeting held on June 13, 2022 received the approval of Council:

- *That the County Manager be directed to prepare a report regarding the programs and initiatives of the educational component being provided by Inside Education; and further, that that report be presented at a future Council meeting.*
- *That the presentation and discussion with the RCMP representatives be received for information.*
- *That the presentation on the County's assessment process be received for information.*
- *That the report on Recreational and Cultural Programming be received for information; and further; that the County Manager be directed to review Policy RC(6) Library Support and present a report regarding this review at a future Council meeting.*
- *That the discussion regarding the procedures bylaw be received for information.*
- *That the discussion on Truth and Reconciliation be received for information; and further, that Council be authorized to attend the presentation on September 30, 2022 with regard to Truth and Reconciliation.*
- *That the discussion regarding incentive programs for businesses located in or coming to Lacombe County be received for information.*
- *That the discussion on the potential boat launch on the southwest side of Sylvan Lake be received for information.*
- *That the discussion on permits for one-time promotional events be received for information.*



WHERE PEOPLE ARE THE KEY

**VESTA ENERGY LTD.**

A presentation by Vista Energy Ltd. representatives on their initiatives, current and future activities within Lacombe County was received for information by Council.

**CITY OF LACOMBE E-SCOOTER PROJECT – ROLL TECHNOLOGIES**

Arda Erturk, CCO, Roll Technologies provided a presentation on the proposed City of Lacombe E-Scooter Project highlighting

- How the E-Scooter Project Works
- Best Practices Implemented
- User Safety
- Helmet Distribution
- Superior Geo-Fencing

The e-scooter is also being considered for use in the Rosedale Valley subdivision which is located within Lacombe County. The County Manager was directed to prepare a report regarding the use of e-scooters within Rosedale Valley. That report will be presented at a future Council meeting.

**Next Regular Council Meeting is**  
**Thursday, July 14, 2022 - 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**October 4, 2022 – 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.**



## **MINUTES**

A Regular Council Meeting for the Town of Blackfalds was held on June 28, 2022, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

### **MEMBERS PRESENT**

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

### **ATTENDING**

Myron Thompson, CAO  
Justin de Bresser, Director of Corporate Services  
Rick Kreklewich, Director of Community Services  
Preston Weran, Director of Infrastructure and Property Services  
Carol Simpson, Abbey Centre General Manager  
Jolene Tejkl, Planning & Development Manager  
Cory Babey, Information Technology Manager  
Danielle Nealon, Executive & Legislative Coordinator

### **REGRETS**

None

### **MEDIA**

None

### **PUBLIC**

Kayla Law, FortisAlberta  
Logan Thomson, FortisAlberta

### **CALL TO ORDER:**

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

### **TREATY SIX LAND ACKNOWLEDGEMENT**

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

**MINUTES**

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**ADOPTION OF AGENDA**

- 185/22** Councillor Coulter moved That Council adopt the June 28, 2022, Agenda as presented.

**CARRIED UNANIMOUSLY**

**DELEGATION**

**FortisAlberta**

Kayla Law and Logan Thomson presented to Council a background overview of the Municipal Franchise Agreement that 162 municipalities signed within the FortisAlberta service area in 2013.

**PUBLIC HEARING**

None

**BUSINESS ARISING FROM MINUTES**

**McKay Ranch Lift Station Project Update**

Director Weran presented an update on the McKay Ranch Lift Station Project.

- 186/22** Councillor Stendie moved That Council authorize Administration to re-tender this project in the fall of 2022 with construction to be undertaken in 2023.

**CARRIED UNANIMOUSLY**

**BUSINESS**

**CAO Report**

CAO Thompson reviewed the various organizational operations and activities during the month of June 2022.

- 187/22** Councillor Svab moved That Council accept the CAO Report as information.

**CARRIED UNANIMOUSLY**

**Request for Decision – 2023 Budget Planning Timeline**

Director de Bresser brought forward to Council for recommendation the 2023 Budget Planning Timeline, the timeline follows the Budget Planning Policy.

**MINUTES**

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- 188/22** Deputy Mayor Appel moved That Council accepts the recommendations of Administration to approve the 2023 Budget Timeline as amended.

**CARRIED UNANIMOUSLY**

**Request for Decision – Activities & Memberships Refund Policy**

Manager Simpson brought forward the Activities and Memberships Refund Policy 153.22 for formal approval.

- 189/22** Councillor Stendie moved That Council accept the recommendation of the Standing Committee of Council in the updating of the Program and Lesson Refund Policy 115/15 which is brought before Council as a new policy titled Activities and Memberships Refund Policy 153.22.

**CARRIED UNANIMOUSLY**

- 190/22** Councillor Svab moved That Council formally approve the Activities and Memberships Refund Policy 153.22.

**CARRIED UNANIMOUSLY**

- 191/22** Councillor Sands moved That Council rescind Program and Lesson Refund Policy 115/15.

**CARRIED UNANIMOUSLY**

**Request for Decision - Corporate Credit Card Usage Policy Update**

Director de Bresser brought forward to Council the Corporate Credit Card Usage Policy 152.22 for formal adoption.

- 192/22** Councillor Svab moved That Council adopt Corporate Credit Card Usage Policy 152.22 as presented.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE**

**Bentley Parade Invite – August 4, 2022**

A request was made by the Town of Bentley for Mayor Hoover to attend the Bentley Parade on August 4, 2022.



**MINUTES**

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**193/22** Deputy Mayor Appel moved That Council accept the invite as information.

**CARRIED UNANIMOUSLY**

**INFORMATION**

- Lacombe County Highlights – June 9, 2022
- City of Lacombe Highlights – June 13, 2022

**194/22** Councillor Coulter moved That Council accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**ROUND TABLE DISCUSSION**

Mayor and Council shared meetings and events attended from May 16 – June 15, 2022.

**195/22** Councillor Stendie moved That Council accept the Round Table Reports as information.

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**196/22** Deputy Mayor Appel moved That Council accept the Regular Council Meeting Minutes from June 14, 2022, as presented.

**CARRIED UNANIMOUSLY**

**197/22** Councillor Coulter moved That Council accept the Standing Committee Minutes from June 20, 2022, as amended.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**BUSINESS FOR THE GOOD OF COUNCIL**

Mayor Hoover noted Council received the Lacombe County News and Proposal of the Federal Electoral Boundaries and they are available for viewing in the Council Reading Tray.

**MINUTES**

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**BREAK**

**198/22** Councillor Dennis moved That Council move for a five-minute recess at 8:18 p.m.

**CARRIED UNANIMOUSLY**

**CONFIDENTIAL – Closed Session**

- **FOIP S. 24**
- **FOIP S. 18**

**199/22** Councillor Svab moved That Council move to a closed session commencing at 8:23 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Sections 24 and 18 of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance:** Mayor Jamie Hoover, Deputy Mayor Marina Appel, Councillor Edna Coulter, Councillor Laura Svab, Councillor Rebecca Stendie, Councillor Jim Sands, Councillor Brenda Dennis, CAO Myron Thompson, Director Preston Weran and Manager Jolene Tejkl.

**200/22** Councillor Svab moved That Council move to come out of the closed session at 9:36 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 9:36 p.m.

**Regular Council Meeting Attendance:** Mayor Jamie Hoover, Deputy Mayor Marina Appel, Councillor Edna Coulter, Councillor Laura Svab, Councillor Rebecca Stendie, Councillor Jim Sands, Councillor Brenda Dennis, Director Preston Weran and Manager Jolene Tejkl.

**ADJOURNMENT**

Mayor Hoover adjourned the Regular Council Meeting at 9:36 p.m.

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Jamie Hoover, Mayor

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Myron Thompson, CAO