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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 January 24, 2023
  4. **Delegation**
    - 4.1 Goalie Signage – Cody Dennis Memorial, *Karla Danser and Amanda Terndrup*
  5. **Public Hearing**

None
  6. **Business Arising from Minutes**

None
  7. **Business**
    - 7.1 Request for Decision, Directors' Quarterly Reports, 4th Quarter of 2022
    - 7.2 Request for Decision, Indigenous Cultural Awareness Training
    - 7.3 Request for Decision, Bylaw 1276.23, Redistricting a Portion of Lot 3 Block 1 Plan 102 2233
    - 7.4 Request for Decision, Policy 168.23, Certificate of Compliance
    - 7.5 Request for Decision, Bylaw 1277.23, Utility Rate Bylaw – Schedule "B" 2023 Rates
    - 7.6 Request for Decision, Policy 164.23, Aquatic Centre Closure
    - 7.7 Request for Decision, Policy 165.23, Abbey Centre – Acceptable Usage
    - 7.8 Request for Decision, Special Events Permit, SuperKids Triathlon
    - 7.9 Request for Decision, Policy 167.23, Electronic Sign
    - 7.10 Request for Decision, FCSS Board Member Resignation
    - 7.11 Request for Decision, Recreation, Culture and Parks Board Member Resignation
  8. **Action Correspondence**
    - 8.1 Wolf Creek Public Schools – Invitation to meet with Board (*verbal*)
  9. **Information**
    - 9.1 Report for Council, Abbey Centre Vandalism
    - 9.2 Joint Council Meeting Minutes – November 14, 2023
    - 9.3 City of Lacombe Highlights – January 9, 2022
  10. **Round Table Discussion**
    - 10.1 Mayor Hoover
    - 10.2 Deputy Mayor Svab
    - 10.3 Councillor Dennis
    - 10.4 Councillor Sands
    - 10.5 Councillor Coulter
    - 10.6 Councillor Stendie
    - 10.7 Councillor Appel
  11. **Adoption of Minutes**
    - 11.1 Minutes from the Regular Council Meeting on January 10, 2023
    - 11.2 Minutes from the Standing Committee of Council on January 16, 2023
  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:***

- Regular Meeting – February 14, 2023
- Regular Meeting – February 28, 2023

To Town of Blackfalds Council and Administration,

Just wanted to inquire about the goalie signage that was on the south side of the old arena before the Eagle Builder center was built. I know that people have been asking our family about the sign now for a couple years as it was for a memorial for my brother Cody Dennis. I have copied my mom's letter sent to the Town of Blackfalds from two and a half years ago.

**From:** Brenda Dennis <brenda.dennis[REDACTED]>

**Date:** July 8, 2020 at 8:46:18 AM MDT

**To:** [info@blackfalds.com](mailto:info@blackfalds.com)

**Subject:** Arena signage

Good morning;

*Can this letter please be forwarded to Administration, Town Council and the Recreation Board.*

*As we are excited to see the expansion of the arena. We were wondering what is going to happen to the sign in Memory of Cody Dennis (the goalie with #1) on the south side of the Multiplex.*

*Some history on this sign for ones that have moved to Blackfalds after 2004. Cody was killed at the intersection (the traffic circle) of Highway 2a and Highway 597. Cody started playing hockey here when the arena was opened. The town was doing the signage on the arena, I believe the fall after Cody's death. The town contacted our family and asked if they could change their original plan of a regular hockey player and put a goalie with the # 1 on it in memory of Cody. We were very honored to have this on the arena, and especially living close to the arena.*

*As most of you are aware, the Cody Dennis Memorial Fund has helped enhance Blackfalds Minor Hockey Association. We have raised over \$60,000. In 2010, we were honored to have CBC Hockeyville come and televise the game and our town. (You can google Hockeyville Blackfalds and see it on Youtube) The last few years the fund has also donated to D.I.D.S. We made a \$5,000 donation a few years ago, and we have sponsored skill training for the players of BMHA and BMHA charged a nominal fee and then in turn BMHA donated the fee charged and we matched the fee and donated it to D.I.D.S.*

*Our family would really like to keep Cody's memory going with the Arena. If anyone has any questions please don't hesitate to call me [REDACTED] home or [REDACTED] cell or send an email.*

*Thanks and stay healthy!*

*Brenda Dennis*

My mom received a reply from CAO Thompson advising this would be added the town council agenda on July 28,2020. If you look back on the town website, this item never even made it to the agenda. Recently this has been brought up and still nothing about it except for at the last standing meeting, with no real answers except them looking into it further.

Before the arena was opened in Blackfalds, my parents were both apart of the AG society in Blackfalds. They volunteered at numerous fundraisers with the AG society to get the first arena in Blackfalds. The year the ice was put into the arena was Cody's first year of hockey. Cody had been a big part of the

community in the short 20 years he was alive. Cody and I both volunteered for the Town of Blackfalds summer day camps, every Monday to Friday for at least two summers. We also received volunteer of the month at least once however believe it was two times. Cody was always at the arena, whether it be to play with his team, helping with younger teams, refereeing games, or being picked up to play for teams that didn't have a goalie. If the Zamboni was on the ice Cody would be the first one to be on the ice moving the nets so the driver didn't have to get off the Zamboni. There was even one winter that he helped the town employees put the ice in the arena over a weekend. We also both volunteered for the Blackfalds Public Library growing up. The day Cody passed away June 8, 2004, Blackfalds Town Council approved the new Library (the one that was in the civic center) they planted a tree in memory of Cody at Tayles park.

When Cody passed away his 4 hockey coaches thought we should do a memorial game for him. That is what we did. April 1 will be the 18<sup>th</sup> game, only missing one because of COVID. The game is a community event in a lot of people's eyes, we attract long time residents and new residents that never even knew Cody. Over the years the game has shifted, originally it was Cody's old teammates and coaches against the last team he played for the Blackfalds Beerhounds. As everyone got older it has made it a bit more of a challenge to get his old team mates back to play, we still have some that do come back to their hometown to play their only game of hockey a year. The rest of his team consists of previous Cody Dennis memorial award winners from the past 18 years. I was though it was kind of neat last year to have a team of 20ish guys all from Blackfalds with maybe a handful still residents come back to play for Cody. The other team now in the first period we have kids from minor hockey all age levels that come play the adults. The last two periods are coaches from minor hockey. If you really think about it on the ice the night of Cody's game you have present and past residents ranging in age of 5 to 39, some are driving 2 hours plus to play, and most of them don't even know Cody. That must say something about Cody and this town. This pass year's game raised over \$6000! All the money we have raised has gone back the Blackfalds Minor Hockey, except for money that was donated to DIDS. Even without him here for the last 18 and half years he is still giving back to the community and minor hockey. His game does bring people from out of town and sometimes people from out of provinces who are supporting local business including hotels as some people stay the night because of weather or wanting to have a few drinks after and catch up with long time friends. With the game approaching again this year I would just like to know if there are any plans to rehang the sign or something done with his memorial?

The Town of Blackfalds approached our family to put the goalie sign with number 1 on the side of the arena as a memorial for Cody instead of their original plan of having a player in Bulldogs colours. I honestly don't know who paid for the sign we assumed the town had since they approached my parents and hung the sign on the arena. There is a trophy case that Blackfalds Minor Hockey put in the lobby of the old arena, and they retired his number #1.

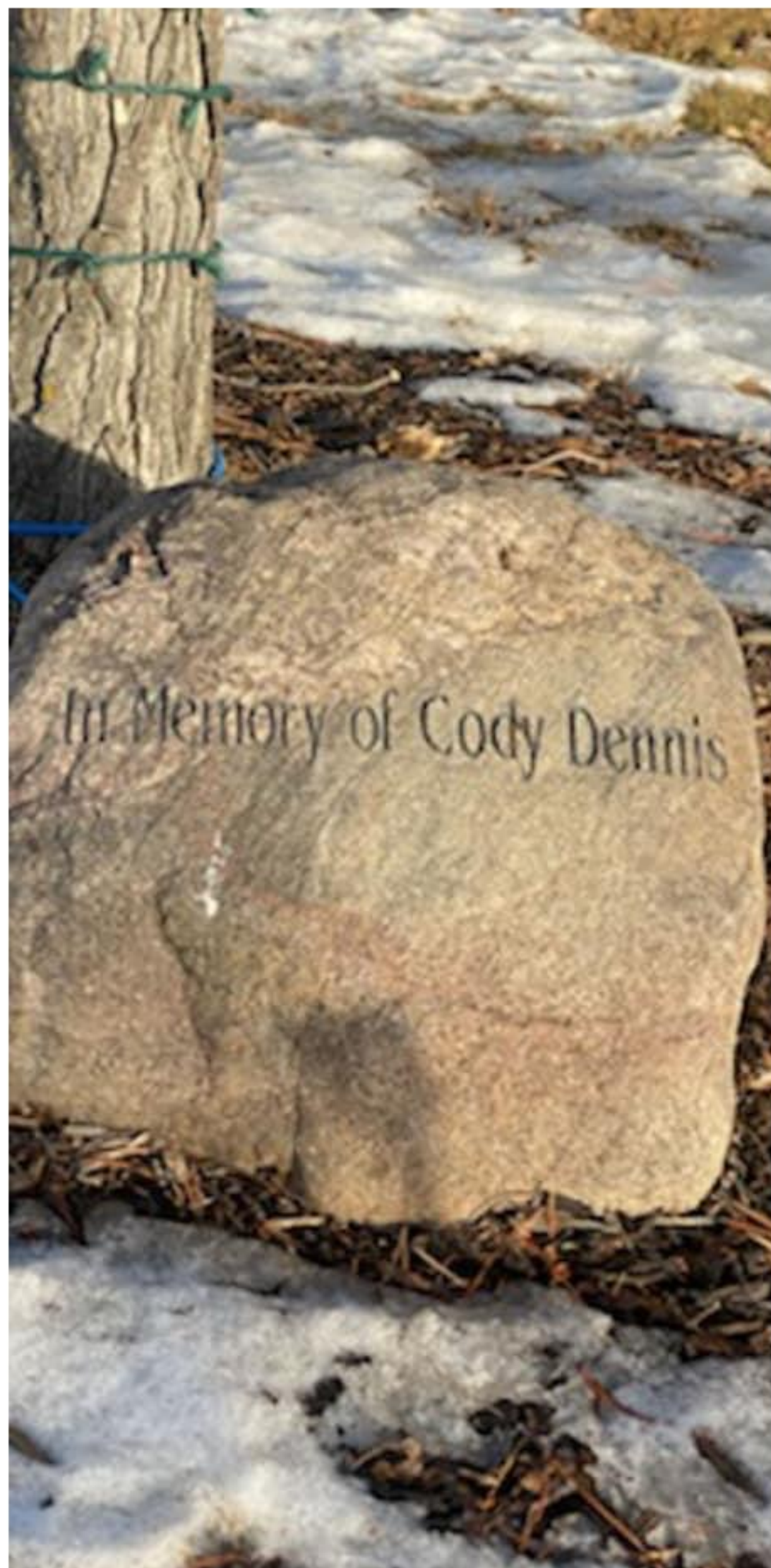
I am honestly tired of replying I don't know what the town is doing with his sign, we would just like some answers please. If you have never lost someone close, you might not understand the feelings that come along with things like this. This sign means something to my parents, myself and even my kids even though most of them never met Cody. It obviously means something to the other people asking about it. I treasure all the memories of my brother with a lot of those being in Blackfalds arena and will continue to make sure his memory stays alive.

Thank for taking the time to listens to me,

Karla









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**MEETING DATE:** January 24<sup>th</sup>, 2023

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

**PRESENTED BY:** Justin de Bresser, Director of Corporate Services (*Acting CAO*)

**SUBJECT:** **Directors' Quarterly Reports, 4th 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 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 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**

None

## **ADMINISTRATIVE RECOMMENDATION**

1. That Council accept the Directors' 4th 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, 4th Quarter of 2022*
- *Infrastructure and Property Services Director's Quarterly Report, 4th Quarter of 2022*
- *Community Services Director's Quarterly Report, 4th Quarter of 2022*

## **APPROVALS**



CAO Myron Thompson



Department Director/Author



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**MEETING DATE:** January 24<sup>th</sup>, 2023

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

**SUBJECT:** Corporate Services Director's Quarterly Report, 4th Quarter of 2022

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**FINANCE & ADMINISTRATION:**

- Finance Staff attended the GFOA Annual Conference for three days. There were many informative sessions and keynote speakers that offered perspectives on a variety of topics. I attended breakout sessions on Asset Retirement Obligations, ESG reporting, Ethics, Mental Health issues, and e-mail security and password protection. Keynote speakers brought forward thoughtful insight into the areas of Truth & Reconciliation, Investment outlook, the economic outlook for Alberta, and Climate change.
- Assisted with the Utility Rate Model review with the consultant.
- The Operating and Capital Budgets were approved by Council. After Final approval, we set up the approved Budgets on the website. (As per the MGA). Also, the Final Operating Budget 2023-2025 was put into a PDF format, saved, and made available to all budget managers. This finalizes the budget process for 2023.
- We had a kickoff meeting with WEX to move ahead with setting up a new MasterCard program. WEX will provide us with an improved credit card purchasing system that will give us more options and control over transactions. The system will allow us to create temporary cards and virtual cards for unique purchases. To get started we completed the setup forms and signed the agreements. This will be followed up with WEX building a reporting tool, followed by setup and training. The new purchasing cards will be rolled out throughout February and March.
- As we approach the end of the year there are tasks to close the current year and prepare to set up the new year. To close off 2022; create the year-end planning document and assign tasks to coordinate the yearend processes to close off the modules at appropriate times, prepare caseware software for yearend work and for the audit team. To Set up & prepare for 2023; open the new fiscal year in Diamond, upgrade Diamond software with the 2023 updates, set up the 2023 allocations as determined by the budget process and set up 2023 modifiers (payable and payroll), open new accounts that belong to 2023 and uploading the Final budget into the Diamond software.
- Finance is supporting IT and records management, Part of the tasks that continues is to clean up archived folders and duplications that were saved in the Corporate Services Directory. Much progress has been made.
- Finance is preparing and submitting information for a claim based on a class action settlement with Visa and Mastercard. All organizations that have collected payments by Visa or Mastercard in the past 20 years can apply for a portion of the settlement. The deadline to apply was December 31.

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- The Financial Analyst has begun to work through and finalize the capital projects for the year.
  - Quarter 3 Financial Reports have been prepared and will be presented to Council on Oct 25.
  - Planning has begun in preparation for the year-end financial activities. Cut-off dates and timelines have been established for Payroll, Invoicing for AR, AP, and capital project invoicing timelines.
  - Financial Analyst has been working closely with the Asset Management coordinator to reconcile and set up the Asset Management software for the TCA module. Additionally, reviewing the asset lists for obsolescence, accuracy, and insurance. The Analyst will be maintaining the TCA and updating the annual activity over the upcoming months

**INFORMATION TECHNOLOGY & RECORDS MANAGEMENT:**

- Working with Matrix Video Communication Corp. for the Council Chambers AV/IT upgrades. All the equipment has arrived on time and the installation is booked in the window between Jan 25 and Feb 13. The IT team will continue to work with the installers to complete this project, provide project updates and obtain training to help train the staff and council.
- IT has upgraded our Cyber Security to Sophos Managed Detection and Response (MDR) services which improves client endpoint protection, email spam filtering, & cyber security solutions. The MDR also Includes 24/7 support from a team of security experts which is a very valuable part of this upgrade. Managed Detection and Response (MDR) is designed to fill this gap and enhance security operations through guidance and support. Provides diverse technology to eliminate false positives and provide full visibility into our environment.
- The civic basement renovation has been completed with a few expected additional tasks required. IT & Records Management, Planning & Development and FCSS Departments have been relocated to their great new office spaces. The board rooms have been set up and functional to host in house and virtual meetings. The Tayles room has become a huge attraction. (This project was a great success)
- Worked with the CPO's to install and configure the new iNet PublicSafety software on their vehicle laptops, which provides dispatch the GPS location of the CPO vehicles and additional features.
- Planned and prepared for the new GP 2018 v18.5 year end upgrade and scheduled the new build to be completed in the first week of January 2023. Update has been successfully completed as scheduled.
- Provided the Auditors with a very intense detailed report about our IT environment and financial software setup; including documentation, agreements, security access, recent invoices, network maps, etc.

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- The IT Team successfully completed 130 support/help desk tickets. We appreciate all the staff who continue to use the ticketing system, as it help us prioritise and track our technical issues and provide solutions for reoccurring issues.
  - Records Coordinator attended 2-day AIIM Virtual Conference
  - Records Coordinator and IT Analyst completed Basic Emergency Management (BEM) training
  - IT & Records Management researched and attended several demos, as an alternative to SharePoint for the Towns future file plan functionality.
  - Finalized functional file plan and received CAO sign-off.  
A functional file plan is a tool for staff to use to help manage records. Consider it a valuable roadmap, listing different records maintained by the records coordinator, where and how they are stored, and how long they are to be kept. A comprehensive functional file plan provides a location for every record in an electronic or paper filing system. Understanding the file plan helps users know where to file their records and helps others know where to find the records they need to complete their tasks.
  - Worked with all department to complete the de-duplication of network drives. Approximately 140,000 duplicates have been removed to date. Project completion hinges on Finance to finalize their Archive clean-up.

**MARKETING & COMMUNICATIONS:**

- Corporate Apparel - MarCom recently took over corporate apparel for the Town employees and Boards & Committee members in time to conduct the fall order. We are working with the clothing supplier and town employees to help improve future catalogs and better accommodate all department's needs.
- Swag - Preliminary groundwork has begun with updating the town swag supply, many of the items in our current stock are very outdated (old logos, unnecessary items). MarCom will be working with EcDev, Corporate Services, and the Abbey Centre to determine the types of items they would like to represent the town.
- Indoor & Outdoor Facility Signage Update - MarCom continues to work on updating outdoor and indoor signage (wayfinding, security & pet notices, floorplans, etc.) as many contain outdated information & have weathered poorly making them difficult for the public to read.
- Blackfalds Connect - MarCom began testing Blackfalds Connect and is creating marketing materials to better promote the services, as well as determining what departments it will best serve.
- Events - MarCom assisted CSD to obtain grant funds for Blackfalds Culture Days and provided marketing and photography services for various events including the Community Info Expo, Monster Bash, Snacks with Santa, TOB Xmas Party, and the New Year's Eve Free Skate.



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- MarCom assisted Corporate Services in creating the 2023 Budget Survey, promoting the survey, compiling results, and updating the website. Ideas have already begun as to how the Town can get a larger response, including mail adverts with utility bills
  - The 2023 Winter Program & Activity guide was developed and published with a good uptake in advertisers to offset the printing cost.



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Department Director/Author

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**MEETING DATE:** January 24, 2023

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

**SUBJECT:** **Infrastructure and Property Services Director's Quarterly Report, 4th Quarter of 2022**

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**OVERVIEW:**

1. Budget 2023 operational areas have been completed for the department. The Director and managers attended the budget workshop the first weekend of November along with the other Senior Management team members. The 2023 Operational and Capital Budget for the department was approved by Council along with the other department budgets. Work has begun on capital projects for this upcoming construction season.
2. The Director and Infrastructure Services Manager addended the Recycling Council of Alberta Conference in Jasper. The topic this year was circular economy with great representation from municipalities and businesses and not-for-profit organizations across Alberta and Canada.
3. On November 16, 2022, the Infrastructure Services Manager, Environmental Services Foreman, and Transfer Station Operator conducted a tour of Leduc's Eco-Station located within the City of Leduc. The department thanks the City of Leduc for graciously hosting a tour of their facility and explaining the numerous progressive environmental initiatives currently underway and planned. The Town looks to Leduc as an example of how strategic long-term planning, marketing and communications and community outreach can improve environmental incentives for the community. As a result of this site tour, staff gain new long-term strategic planning ideas for the transfer station site and community.
4. The P&D Manager attended the Alberta Professional Planners Conference in Canmore. The Development Officers attended the Alberta Development Officers Association Conference in Camrose.
5. Department members participated in the Regional Emergency Management Full Scale Exercise on October 26, 2023. There were several learnings taken away from this exercise and we would like to thank Manager Morrison for organizing this event.
6. The department has been short-staffed due to injuries and sickness. We are hopeful that one employee will be returning to full duties shortly. We are in the process of posting the new 2023 mechanic position before the end of this month and will be looking forward to the summer staff postings happening soon for summer of 2023.
7. Planning & Development is gearing up for the scheduled Municipal Development Plan review this year, meeting with senior administration and eventually Council to define the project scope, public engagement and timeframes.

8. Off Site Levies Bylaw continues to be worked on. Report planned for Council for first quarter of 2023.
9. The IDP and ICF committees met in December to discuss matters relating to shared matters of the County of Lacombe and the Town. We will meet again in 2023 after the terms of references are edited.

**OPERATIONS:**

10. Staff have now fully relocated to the new office expansion at the Civic Centre. We have seen great use of the new meeting space and continue to organize hard files and miscellaneous items as they come up. We would ask that any members of the public, board members or visitors coming down to use the new meeting space to check in with visitor tags downstairs ahead of any meeting.
11. The Joint Use & Planning Agreement (JUPA) with Wolf Creek has been fully executed and is now in effect (as of December 30, 2022). The department is very proud to announce that the Town of Blackfalds is the first community in the Wolf Creek School Division to have our required JUPA in place with Wolf Creek well in advance of the June 2023 deadline, as set out in the *Municipal Government Act* and the *Education Act*. Planning & Development thanks CAO Thompson, the Town's senior leadership team, and the Secretary-Treasurers of each of the School Boards for their part in the development of these agreements. Red Deer Catholic and Centre Nord are taking their JUPA's with the Town to their Board Meetings at the end of January for signature, Council will be updated when those agreements are executed.
12. The Wolf Creek School Board approved their new grade configuration for Blackfalds schools based on comprehensive public engagement and input from impacted municipalities and other stakeholders, including the Town of Blackfalds. As of September 2024, Iron Ridge Secondary Campus will officially open as a grade 9-12 school, Iron Ridge Junior Campus (currently grades 7-9) is planned to become a grade 7 and 8 school, with Iron Ridge Elementary (Pre-K-3) and Intermediate (grades 4-6) remaining with the same grade configuration as before. An expanded attendance boundary for Blackfalds has also been approved with the boundary stretching into the rural area surrounding Blackfalds to the north past Township 40-0 and west past Range Road 28-2 at the Bentley attendance boundary, east down in the Joffre area past Highway 11 to meet up with the Clive attendance boundary, and south to the Blindman River. Students in the expanded Blackfalds attendance boundary who are currently attending Lacombe schools, will attend Blackfalds schools once the changes go into effect in September 2024.
13. The department is actively identifying and creating internal policies and procedures to ensure municipal best practices are being implemented, along with transparency and consistency in our practices. The first of these internal policies/procedures, the Compliance Policy and Procedures, is being taken to Council shortly for approval.
14. At the end 2022, Planning & Development had processed 240 permits with the total permit value of \$22,693,583.48. In comparison, by the end of 2021, the department had processed 234 permits with a total permit value of \$21,917,253.00. In summary, both permit activity and values are up.

15. Work is on-going on the Soper annexation withdraw report to the Land & Property Rights Tribunal. The report will be presented to Council for their review prior to submitting the report to the Tribunal, local authorities and agencies, and posting it on the Town's website for public information.
16. Monitoring of the Town's new Land Use Bylaw (LUB) is on-going, with amendments being identified and prepared for Council's future consideration. The LUB provides the blueprint for all development that occurs within the Town's municipal boundary so it is imperative that the bylaw is kept relevant, reflects contemporary planning and development practices, and meets the needs of our residential and business community.
17. Business Licensing have been set up for the new year and are currently being processed
18. Various Area Structure Plans (ASPs) have been discussed over the last few quarters:
  - a. Work continues on the amendments to the Aspen Lakes West ASP, which is necessary to accommodate the new Catholic elementary school. Internal reviews of the updated concept plan have been completed and some additional amendments are needed before the amending Bylaw will be ready for the formal approval process.
  - b. The Rolling Hills developer and their consultants have advised that updated plans will be forthcoming for the remainder of the development. To date, these updated plans have not been received.
19. In collaboration with Stantec, the department is in the process of updating the hydrant flushing program. This updated hydrant flushing program will be implemented during public works annual hydrant inspection program that takes nearly 4 months to complete during the warmer season.
20. Winter snow came fast and heavy for the department in November. The team worked together to ensure all service levels in accordance with the Snow and Ice Maintenance Policy was adhered to; however with receiving a large amount of snow in a short amount of time, the Town received concerned phone calls from residents. In response to this, Administration reviewed levels of service within the policy, and operational practices taken by staff and concluded level of service commitments were implemented at the time above the service levels in the policy.
21. As part of the 2023 operating budget, the spring sweeping program will be contracted out. In preparation of this, an Expression of Interest was posted to Alberta Purchasing Connection (APC) on December 22, 2022 with a close date of January 31, 2023. The department will commence street sweeping activities when roads and boulevards are snow-free and temperatures permit. Similar media and communications from the 2022 year will be utilized to ensure that residents and visitors are aware of this spring sweeping program.
22. The department continues to review various utility work permits, building and development permits as received.

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**CAPITAL UPDATE:**

23. The Gregg Street and Womacks project is now completed with seasonal deficiencies noted for spring of 2023. These deficient outstanding items include painting of crosswalks, some signage installations, removal and relocation of one crosswalk pushbutton and minor grading/concrete works around the asphalt areas. Since the new alignment and signals have been installed, we have seen the public get accustomed to the new layout of the roadway and the pedestrian pathway along the eastern section of Womacks.
24. The McKay Ranch Lift Station was not awarded in 2022, due to lack of development and excessive cost overruns. The project will be retendered in the spring and capital dollars are approved for construction in the 2023 budget.
25. The NW stormwater Project is still awaiting Alberta Environmental Appeal Board decision. No formal updates have been received, however, the Director did receive verbal confirmation that the board will be working on it this quarter.
26. The department received a bulletin from Ford Canada advising that any 2022 model year or previous model year orders which are not fulfilled as 2022 model years will not be eligible for government tender price protection as 2023 model year orders. This includes any order that has already been re-entered as a 2023 model year and has not achieved scheduled status. As a result of this change, public works is still awaiting a one ton truck and chassis ordered in 2021 as well as a one ton dump truck ordered in July 2022.
27. The 2023 Bobcat was ordered and is being delivered on January 19, 2023.

**PROGRESS ON PROJECTS/PROGRAMS:**

28. Between October 11 through the 14<sup>th</sup>, public works completed its annual Fall Clean Up program. The department conducts both a Spring and Fall Clean Up Program to promote environmental stewardship in the community with collection of household hazardous waste materials, and waste removal. This fall event was another successful diversion.
29. In preparation of a new mechanic position in 2023, the department has been busy with reviewing and updating safety documentation, fleet management processes, inventory, service request and work order processes, and physical space requirements at the Operations Center. It is anticipated the recruitment process will commence at the end of January 2023.
30. Utility Bylaw rates were reviewed, discussed, and updated as per the 2023 budget plans, with first reading approved at the first January Council meeting. The second and third reading of the 2023 rates is coming forward as part of this meeting.
31. Asset Management
  - c. In November 2022, the department brought forward revisions to Asset Management Policy 161.22 to reflect current asset management practices within the department, and additional definitions.



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- d. On December 9, 2022, the department submitted an expression of interest to participate in a natural asset management development project sponsored by FCM. As part of the Town's commitment to growing asset management, this workshop will develop a roadmap as to how Blackfalds can integrate natural assets in its asset management planning and enhance understanding of the role of natural assets in service delivery.
  - e. As part of the 2022 Pavement Management Study capital project, a pavement management tree decision workshop was held at the Civic Center. The purpose of this meeting was to review the results of the pavement management study field work, current operational pavement practices, as well as future pavement rehabilitation/repair practices. The results of this workshop, along with the final report will be delivered in Q1 2023.
  - f. The bi-annual environmental sampling program at the old landfill was completed in October 2022 with a draft report being submitted for Town review in December. The results of the sampling program indicated no significant change in contaminate types, and levels, with historic results. The Town will continue the bi-annual monitoring program in accordance with best management practices.
32. Work continues towards revisions to the Dangerous Goods Bylaw and Traffic Bylaw to conform with new regulations and the Transportation Master Plan.
33. As part of the department's commitment to safety, the public works department continues to make progress with reviewing and creating new formal hazard assessments and safe operating guidelines for the various tasks it undertakes.
34. As part of the department's commitment to regional collaboration, the Managers and Director met separately with their counterparts at the City of Lacombe and the County of Lacombe to discuss shared services. Further collaboration discussions will occur as 2023 progresses.



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Department Director/Author

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**MEETING DATE:** January 24<sup>th</sup>, 2023

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

**SUBJECT:** **Community Services Director's Quarterly Report, 4th Quarter of 2022**

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## **OVERVIEW**

Happy New Year! Community Services has been hard at work the last few months as our winter activities have restarted and events such as Alberta Day, Culture Days, Monster Bash, Snacks with Santa, Light Up, CP Holiday Train and Family New Year's Eve Skate have taken place.

Fall programming resumed at the Abbey Centre as C'amped started on October 7<sup>th</sup> with strong registration numbers. Adult Wellness classes were added to our winter programming and we received positive feedback regarding the return of the printed Program & Activity Guide. The Abbey Centre attracted **4985** daily admissions and **17,893** member visits in this quarter.

FCSS moved into their new home at Civic Cultural Centre and saw a total of 606 visitors this quarter. A total of 1877 volunteer hours were recorded for 2022 from 292 volunteers.

Ice time at the Eagle Builders Centre continues to be in high demand as we are booked up with our local sports associations and the Jr. A Bulldogs.

Renovations at the Food Bank and Lower Level of the Civic Centre were completed. The 16<sup>th</sup> Annual Light Up Blackfalds wowed community members again on November 26<sup>th</sup> and Tayles Park continued to be a popular stop throughout the holiday season.

Outdoor rinks and ponds are now all open. Parks and Facilities staff continue to work hard to try and keep with the regular maintenance and custodial tasks in all facilities

## **PARKS AND FACILITIES OPERATIONS:**

### Eagle Builders Centre Operations

- Delnor started working on repairing deficiencies in December.

### Facility Operations

- Maintenance requests in our facilities remain high as staff are finding it hard to find time to get to these tasks.
- Operators assisted with the FCSS office move.

### Parks Operations

- Light-up Blackfalds Christmas display was set-up with the community event happening on November 26/22.
- Staff watered trees and completed some tree pruning along Cottonwood Drive.

- Willow outdoor rink was opened in the middle of December with the outdoor skating loop opening a week later. Ponds were also opened in the middle of December.
- Parks rounds, playground inspections, ponds, and outdoor rink inspections and maintenance (crack filling and flooding) are part of the Parks weekly responsibilities.
- Trail, sidewalk, and facility snow clearing conducted according to the Snow Removal Policy.
- December was a tough month with staff shortages due to sickness and fluctuating weather, putting us behind to complete regular tasks.
- Selected Parks and Facilities staff took part in the COR audit interviews.

**ABBEY CENTRE OPERATIONS:**

- C'amped resumed for the 2022/2023 season on October 7 with strong registration numbers.
- We continue to host many IRJC classes in Field House 3 as part of our Joint Use Agreement with the Wolf Creek Public School Division.
- Rope Skipping Alberta and Archery Alberta were hosted several times this fall/winter with both organizations planning to return in 2023.
- General Manager Simpson and Guest Services Team Lead Reeves took part in the LREMP full scale exercise October 26 supporting FCSS in their ESS rollout as well as attended the ARPA conference Oct 27-29.
- A couple of long-time service employees left the Abbey Centre in November & December with recruitment and filling of Custodial and Guest Services Representative positions happening.
- The Abbey Centre once again participated as a long-term member in the Blackfalds Chamber of Commerce initiative, Passport to Christmas.
- Staff were happy to assist the Blackfalds Ministerial Association in the coordination of the return of the Remembrance Day Service at the Abbey Centre November 11.
- Adult Wellness classes have been added to the Winter programming compliment and we received positive feedback regarding the return of the printed Winter Program Guide.
- Due to ongoing misbehavior and vandalism by youth during the lunch time, staff have been allocated to supervise the 2<sup>nd</sup> floor during their visits.
- We once again hosted the Big Brothers Big Sisters Festival of Wreaths campaign.
- With the very strong turn out for Drop-In Pickleball, we increased our drop-in times to include Tuesday and Thursday afternoons for the Fall and Winter schedule.
- Staff dealt with a major medical situation and arson incident on Nov 15 and Nov 16 respectively.
- The Abbey Centre was once again the host location for the Blackfalds Christmas Market Dec 3 & 4 which had very strong attendance.
- Snacks with Santa was successful on December 10<sup>th</sup> and the event will be returning to run in late November while moving to the Blackfalds Community Centre.
- The new Abbey Platinum Master Built Centre sign was installed December 16<sup>th</sup>.
- The Planetarium visited again on Dec 20 with the 6-6:30 pm time slot proving to be the most popular.
- Changes to fees in PerfectMind were implemented by our Guest Services team as the changes came into effect January 1<sup>st</sup>.
- The Blackfalds & District Ag Society has confirmed sponsorship for a picnic table. A second one will be installed in conjunction with the Blackfalds Field House Society 2023 Capital project and fundraising is under way for a 3<sup>rd</sup> table which will be a compilation of 30 individuals/families donating \$100 each.

- The SuperKids Triathlon will resume July 8<sup>th</sup> after a 3-year hiatus. Previous race director Cathy Forner and most of our Captains will be returning as well.
- The centre has been busy over the extreme cold weather and Christmas break with staff working hard on Year End activities and getting ready to meet a brand-new year.
- We attracted 4985 daily admissions and 17,893 member visits in this quarter. Membership revenues for this quarter were \$103,113, facility/program room rental fees were \$22,958 and day admission sales were \$27,881. As of December 31<sup>st</sup>, we had 399 annual members, 498 monthly members and 1795 punch pass holders.

**FCSS OPERATIONS:**October

- October saw 222 visitors to the office.
- Seniors Programming:
  - Seniors Active Programming:
    - Drop-In 50+ Walking Club: FCSS staff facilitates the 50+ Walking Club on Tuesday and Thursdays at the Abbey Centre. During the month of October, 36 people participated (1/6 were Lacombe County residents), 8 dates offered, and 121 track admissions were purchased. Participants tracked their distance walked and as a group they walked 5218 laps in October.
    - 50+ Yoga, Drop-In 50+ Skating, and 50+ Fit & Functional classes: Volunteer Programmer continues to work with the Fitness and Aquatics Coordinator/Recreation and Culture Programmer to monitor registration numbers.
  - It's More Than a Movie monthly event screening of Hocus Pocus with 6 seniors in attendance.
- Board/Committee Appointments: Council appointed 15 applicants at the Annual Organizational Meeting on October 25<sup>th</sup>. There are still vacancies on Economic Development & Tourism Advisory Committee and the FCSS Board
- Town of Blackfalds volunteers were utilized at the following programs and events:
  - Oct 29: Monster Bash (15 volunteers, totaling 52 volunteer hours)
- Blackfalds Youth Crew is offered Mondays from 3:45 – 5:45pm for youth grades 4 – 6 and Tuesdays from 5:00 – 7:00pm for youth grades 7-12. October 17&18 saw 20 youth in attendance, October 24&25 saw 16 youth in attendance, and October 31&November 1 saw 8 youth in attendance. Youth participated in ice breaker games while making popcorn bags, movie & popcorn night, and Fall craft making.
- Child Safe Canada Home Alone Safety was offered October 19 with 14 youth in attendance. The class continues to be offered on a near monthly basis throughout the school year for youth grades 4 – 6. The next course is scheduled for November 21 and has 4 available spaces (15 max registration allowed).
- FCSS Staff along with Abbey staff, Corporate Services and Planning & Development team members participated in the LREMP Full Scale Training Exercise on October 26<sup>th</sup>. The Emergency Social Services branch opened a mock reception centre and welcomed 378 evacuees throughout the day. Residents were evacuated from Eckville, Clive & Alix and sent to Lacombe and Blackfalds. 25 Grade 5 students from IRIC joined the staff team and were a great addition to the experience.

- FCSS Staff attended each of the Iron Ridge Campuses for their Welcome Back Open Houses (IRIC & IRJC) and the IREC Parent Teacher Interview evening to share information and resources to members of the community.

### November

- November saw 199 visitors to the office.
- Seniors Programming:
  - Seniors Active Programming:
    - Drop-In 50+ Walking Club: FCSS staff facilitates the 50+ Walking Club on Tuesday and Thursdays at the Abbey Centre. During the month of November, 42 people participated (1/7 were Lacombe County residents), 8 dates offered, and 144 track admissions were purchased. Participants tracked their distance walked and as a group they walked 5588 laps in November.
  - It's More Than a Movie monthly event screening of Remember the Titans– 16 people attended at the November date
- Board/Committee Appointments: There are still vacancies on Economic Development & Tourism Advisory Committee, Municipal Library Board and the FCSS Board.
- Blackfalds Youth Crew - November 7 saw 5 youth in attendance, November 8 program was canceled due to inclement weather, November 14 & 15 saw 15 youth in attendance, and November 21 & 22 saw 17 youth in attendance. Youth participated in creating a friendship wheel, baking homemade pop tarts, and creating winter warmth packages while discussing crisis supports available to youth.
- Child Safe Canada Home Alone Safety was offered November 21 with 13 youth in attendance. The next course is scheduled for December 14.
- FCSS in partnership with the Community Legal Clinic hosted a Wills and Estate Planning workshop at the Community Centre. 11 community members attended.
- FCSS Manager and Youth Programmer attended the 2022, in-person, FCSSAA Conference in Edmonton. This conference included the biannual West Central Regional Meeting.
- Community Engagement Programmer participated in the Innisfail Non-Violence One Day Conference bringing attention to and therefore decreasing the stigma surrounding intimate partner and family violence.
- Hosted the 3<sup>rd</sup> Youth Action Coalition work with AHS Health Promotion Facilitators and Anam Rural Youth Association as co-facilitators.
- Family Violence Prevention Month: November was proclaimed by Council as Family Violence prevention month. On November 25<sup>th</sup> the Town of Blackfalds was a wave of purple to help raise awareness of family violence prevention. Red Silhouettes were put up in the FCSS Office as well as the Civic Center. Informational posters were hung at the Abbey Center to promote awareness and offer resources for anyone going through family violence.
- The 1<sup>st</sup> Annual Reindeer Games Christmas Bureau Municipal Staff Donation Challenge was hosted. FCSS won the challenge and loads of donations were collected in support of the program.

### December

- December saw 185 visitors to the office.
- Seniors Programming:
  - Seniors Active Programming:
    - Drop-In 50+ Walking Club: FCSS staff facilitates the 50+ Walking Club on Tuesday and Thursdays at the Abbey Centre. During the month of December, 36



people participated (1/7 were Lacombe County residents), 6 dates offered, and 95 track admissions were purchased. Participants tracked their distance walked and as a group they walked 6094 laps in December.

- Winter Programming: Volunteer Programmer continues to work with the Fitness and Aquatics Coordinator/Recreation and Culture Programmer. They've been closely monitoring registration numbers and the Friday 50+ Yoga class will be swapped out to 50+ Chair Yoga.
- It's More Than a Movie monthly event viewing of The Holiday – 16 people were in attendance.
- Board/Committee Appointments: There are still vacancies on Economic Development & Tourism Advisory Committee and the FCSS Board.
- Volunteer Programmer reviewed current inventory of available volunteers willing to sit on multiple Boards, Committees and Commissions.
- As a result of this review and a volunteer was approached and expressed interest in filling the EDTAC vacancy.
- Appointment was approved by Council at the December 13<sup>th</sup> meeting.
- Volunteer Christmas Open House: Blackfalds FCSS hosted Volunteer Christmas Open House on December 5 to celebrate International Volunteer Day with our volunteers and local community groups. This open house was drop in style, where there was gingerbread house decorating, snacks & refreshments, mingling, door prizes and a photo booth. (35 attendees)
- Town of Blackfalds volunteers were utilized at the following programs and events:
  - Dec 10: Snacks with Santa (17 volunteers, totaling 68 volunteer hours)
    - Blackfalds Youth Crew December 5 saw 8 youth in attendance, December 6 program was canceled due to staff illness. December 12 saw 12 youth in attendance while December 13 saw 7 youth in attendance. December 19 & 20 program was cancelled due to inclement weather. Youth participated in creating their own giant snowflakes, making Christmas ornaments, and tobogganing with hot chocolate. Gingerbread house kits were offered to families involved with BYC as a take home activity as BYC was cancelled due to frigid temperatures. 3 families accepted the offer and received gingerbread house kits.
    - Child Safe Canada Home Alone Safety was offered December 14 with 9 youth in attendance. The next course is scheduled for January 19.
    - Positive Peers is a healthy friendships group offered to students at Iron Ridge Intermediate Campus. This group started December 7 with 5 youth in attendance and December 14 with 5 youth in attendance. December 21 was cancelled due to school closure. The group meets every Wednesday over lunch/recess. FCSS Youth Programmer and IRIC School Social Worker have partnered for the delivery of this program.
    - Upcoming Programming - all FCSS youth programming January - March is scheduled with online registration open. All programming submitted to Marketing & Communications team for Program Guide, Web Page & Activity Calendar. Programming includes Blackfalds Youth Crew, Child Safe Canada Home Alone Safety, & School Break Sessions (during February break)
    - Blackfalds Christmas Bureau supported 417 Blackfalds residents. 100 Families, 22 Seniors/Singles and 258 Children benefited from the program. \$17,806.25 were raised and 111.5 volunteer hours (Beyond Food Hub Blackfalds Food Bank, Blackfalds Fire Department and Blackfalds FCSS)
    - FCSS MOVED! into the old Planning and Development offices on the lower level of the Civic Centre. Moving is time consuming and reorganizing is ongoing. Some storage concerns have been identified and staff are working with other departments to mitigate.

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**Ongoing Initiatives**

- Friendly Caller Program – working on partnership with the Golden Circle
- Intergenerational Pen Pal Program
- The FCSS Volunteer Newsletter
  - In October the newsletter was emailed to 244 contacts with the 'Open Rate' of 51%
  - In November the newsletter was emailed to 244 contacts with the 'Open Rate' of 54%
  - In December the newsletter was emailed to 246 contacts with the 'Open Rate' of 52%
- Vibrant Living 50+ Newsletter
  - In October the newsletter was emailed to 119 contacts with the 'Open Rate' of 80% and mailed to 30 residents.
  - In November the newsletter was emailed to 131 contacts with the 'Open Rate' of 76% and mailed to 30 residents.
  - In December the newsletter was emailed to 142 contacts with the 'Open Rate' of 68% and mailed to 29 residents.
- Snow Angel Program (41 volunteers are supporting 22 locations, 5 locations on the waitlist, 9 volunteers are hoping to be paired with a resident close to their home)
  - Volunteer Programmer continues to work closely with the Blackfalds Senior Citizens Cheemo Club to ensure their space requirements have been met included signing the 2023-2024 Cheemo Club Agreement
  - 2022 Volunteer Recap:
- 1877 volunteer hours were recorded in 2022
- 292 volunteer positions were held by Blackfalds residents in support of Town/FCSS initiatives and events.
  - In collaboration with Blackfalds Health Professionals Attraction & Retention Committee members participated in a tour of the community with a prospective Doctor and their family.
  - Professional Development for the quarter included:
    - FOIP Training
    - Respect in the Workplace
    - Basic Emergency Management
    - Home Alone Safety Canada Facilitator Training
    - ICS/ICP 100 Training
    - AHS Mental Health Literacy Training
    - Mental Health Literacy Facilitator Training
    - Central Alberta Child Advocacy Centre Presentation
    - Office of the Alberta Health Advocates Information Session
  - Central Alberta Rural Communities Coalition: Members include representatives from Sylvan Lake, Eckville, Delburne, Elnora, Rimbey, Bentley, Lacombe, Blackfalds
  - Regional Vision 4 Non-Violence Coalition / Impact quarterly meetings
  - Ongoing participation
  - Dow/MEGlobal Community Advisory Panel: continues to meet quarterly
  - Red Deer Polytechnic Social Work Practicum Student Supervision, worked with RDP to offer a placement for a 2<sup>nd</sup> year student.
  - Queer Straight Alliance is a gender diverse support group offered to students at Iron Ridge Junior Campus. This group meets on day 5 of the school schedule over lunch break. IRJC School Social Worker facilitates this group, FCSS Youth Programmer attends to build rapport with and support the students in attendance.

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**PROJECTS, EVENTS & EAGLE BUILDERS CENTRE OPERATIONS:**Projects

- In the last quarter of the year, we saw the Food Bank construction come to completion in early November and we were on budget. The Food Bank will serve our community for years to come as it is well laid out and the vast area to house everything that the Food Bank needs to address the vulnerable population.
- The Downstairs Renovation was completed in the October and the addition of offices and meeting rooms are great for the town to expand in future years.

Events

- In October the Halloween Party was a huge success in the community. This is always held in the Community Hall and is well attended where families enjoy themselves at the event.
- In November, Project, Events and EBC Manager Barnes attended the National Sports Event Congress in Edmonton and put a bid in to host the 2025 National Slo-Pitch Championship. Met a lot of members from the National Sporting Association and talked about what Blackfalds has to offer.
- November 26<sup>th</sup> was the 16<sup>th</sup> Annual Light Up Blackfalds and of course, it was another great event with families from Blackfalds counting down for incredible lights to turn on and enjoyed throughout the Christmas holidays.
- Snacks with Santa was held on December 10<sup>th</sup> and was a hit with the young kids in our community.
- The Town's Christmas Party was held that night which 130 staff and Council attended.
- New Year's Skate on December 31<sup>st</sup> at the EBC saw 200 people attend and enjoy skating snacks.

Eagle Builders Centre

- The EBC has been extremely busy with numerous tournaments and games for minor hockey, ringette, drop-in hockey, figure skating, and the Junior A Bulldogs.
- We have been turning away numerous games and tournaments from outside the community due to the facility being at almost max capacity.
- The AJHL Showcase was a huge success and the Junior A Bulldogs will be putting in another bid for the 2023 Showcase.



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Department Director/Author

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**MEETING DATE:** January 24, 2023

**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator

**PRESENTED BY:** Justin de Bresser, Director of Corporate Services (*Acting CAO*)

**SUBJECT:** **Indigenous Cultural Awareness Training**

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## **BACKGROUND**

Indigenous Cultural Awareness Training is intended to deliver cultural awareness training to build an understanding when it comes to Indigenous engagement in the community. In addition, the training connects the learnings to the Truth and Reconciliation Commissions of Canada's Call to Action #92.

## **DISCUSSION**

Indigenous Cultural Awareness Training is offered in an in-person workshop or as an online course. The in-person workshop is customizable and can be delivered for 10+ people over a full or half day. While the online training takes 4-8 hours to complete, is more affordable, accessible anywhere, and progress is at your own time/pace, upon online completion, each participant can print out their own Certificate in Indigenous Awareness or order a framed print online. The links for the training options are listed below in the attachments.

## **FINANCIAL IMPLICATIONS**

The in-person workshop pricing typically ranges from \$5,000 on the low end up to \$15,000 depending on the scope of services needed and the total number of participants. The online course is \$128 per person. Within the Legislative Cost Centre, funds are available for attending this training.

## **ADMINISTRATIVE RECOMMENDATION**

1. That Council discuss the training options and direct Administration to make the necessary arrangements for Indigenous Cultural Awareness Training.

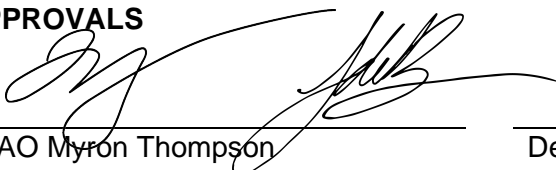

## **ALTERNATIVES**

- a) That Council refer this item to Administration for further consideration.

## **ATTACHMENTS**

- <https://www.cascadeprojects.ca/indigenous-cultural-awareness-training/>
- <https://indigenousawarenesscanada.com/indigenous-awareness-workshops/indigenous-awareness-certification/>

## **APPROVALS**

 _____ CAO Myron Thompson	 _____ Department Director/Author
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**MEETING DATE:** January 24, 2023

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

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

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

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## **BACKGROUND**

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

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

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

## **DISCUSSION**

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

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

Bylaw 1276.23 was presented before the Standing Committee of Council at their January 16, 2023 meeting where the following recommendations were carried unanimously:

**002/23** Councillor Stendie moved That the Standing Committee of Council recommend to Council to give First Reading to Bylaw 1276.23.

**CARRIED UNANIMOUSLY**

**003/23** Mayor Hoover moved That the Standing Committee of Council, upon giving First Reading to Bylaw 1276.23, recommend to Council to set a Public Hearing date for February 28, 2023 at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

## **FINANCIAL IMPLICATIONS**

None



**ADMINISTRATIVE RECOMMENDATION**

1. That Council give First Reading to Bylaw 1276.23; and
2. That Council sets a Public Hearing date for February 28, 2023, at 7:00 p.m. in Council Chambers.

**ALTERNATIVES**

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

**ATTACHMENTS**

- *Bylaw 1276.23*

**APPROVALS**



CAO Myron Thompson



Department Director/Author

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

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

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

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

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

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

**PART 1 – TITLE**

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

**PART 2 – AMENDMENT**

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

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

**PART 3 – DATE OF FORCE**

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

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

(RES. )

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

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

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

(RES. )

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

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

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

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

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

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

DRAFT

Redistricting from C-2 District to PF District

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**MEETING DATE:** January 24, 2023

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

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

**SUBJECT:** **Policy 168.23, Certificate of Compliance**

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## **BACKGROUND**

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

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

## **DISCUSSION**

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

- When a property fully complies with setbacks prescribed in the current LUB or it complies with previously approved variance to setbacks (Certificate of Compliance),
- When a property has not been developed in accordance with the setbacks prescribed by the current LUB nor has it been constructed in accordance with approved plans (Letter of Non-Compliance), and
- When a property has not been constructed in accordance with setbacks prescribed in the LUB but did comply with municipal regulations at the time of construction (Letter of Non-Conformance).

The Certificate of Compliance Policy and Procedures were presented before the Standing Committee of Council at their January 16, 2023 meeting where the following recommendation was carried unanimously:

**009/23** Councillor Coulter moved That the Standing Committee of Council recommend to Council to approve the Certificate Compliance Policy 168.23.

**CARRIED UNANIMOUSLY**

**FINANCIAL IMPLICATIONS**

None

**ADMINISTRATIVE RECOMMENDATION**

1. That Council moves to adopt Policy 168.23, Certificate of Compliance, as presented.

**ALTERNATIVES**

- a) That Council approves the Certificate of Compliance Policy 168.23 as amended.
- b) That Council refers this item back to Administration for more information or amendments.

**ATTACHMENTS**

- *Policy 168.23, Certificate of Compliance*
- *Development Fees and Fines Bylaw*

**APPROVALS**



CAO Myron Thompson



Department Director/Author

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

## 1. Policy Statement

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

## 2. Reason for Policy

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

## 3. Related Information

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

## 4. Definitions

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

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

## **5. Responsibilities**

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



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

5.3 Director of the Department to:

5.3.1 Ensure implementation of this policy and procedure.

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

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

5.4 Manager to:

5.4.1 Understand and adhere to this policy and procedure.

5.4.2 Ensure employees are aware of this policy and procedure.

5.5 All Employees to:

5.5.1 Understand and adhere to this policy and procedure.

## **6. Exclusions**

6.1 N/A

## **7. Appendix**

7.1 Land Use Bylaw in force

7.2 Development Fees and Fines Bylaw in force

## **8. End of Policy**

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

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

## 2. General

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

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

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

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

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

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

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

#### **Approval**

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Chief Administrative Officer

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Date

Box 220 | 5018 Waghorn St  
Blackfalds, AB | T0M0J0  
403.885.4677  
[www.blackfalds.com](http://www.blackfalds.com)



# DEVELOPMENT FEES AND FINES BYLAW 1269/22

Prepared by  
**Planning and Development**

Bylaw Adopted: April 26, 2022

**BLACKFALDS**  
ALBERTA





**TOWN OF BLACKFALDS  
BYLAW 1269/22**

**A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH FEES, RATES, CHARGE FOR SERVICES PROVIDED BY THE MUNICIPALITY AND ESTABLISH FINES AND PENALITIES FOR CONTRAVENTIONS TO THE LAND USE BYLAW.**

**WHEREAS** pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26 of the Revised Statutes of Alberta, 2000 and amendments thereto, to pass a bylaw for municipal purposes respecting the following matters:

- a) services provided by or on behalf of the municipality
- b) the establishment of fees for licenses, permits and approvals
- c) the establishment of fines and penalties for contraventions to the Land Use Bylaw.

**AND WHEREAS**, the *Safety Codes Act*, R.S.A. 2000, Chapter S-1, as amended or repealed and replaced from time to time, authorizes an accredited municipality to make bylaws respecting fees for anything issued or any material or service provided pursuant to the Safety Codes Act;

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

**1. TITLE**

- 1.1 That this Bylaw shall be cited as the Town of Blackfalds "Development Fees and Fines Bylaw".

**2. OPERATIVE CLAUSE**

- 2.1 That Bylaw 1269/22 be adopted, which establishes development fees and fines in Schedules A, B, and C.

**3. REPEAL OF BYLAW 1003/06 and 1113/10**

- 3.1 That Bylaw 1003/06 is hereby repealed upon this Bylaw coming into effect.  
3.2 That Bylaw 1113/10 is hereby repealed upon this Bylaw coming into effect.

**4. EFFECTIVE DATE**

- 4.1 This Bylaw comes into force and effect when it receives third reading and final reading.

READ for a First time this 22<sup>nd</sup> day of March, A.D., 2022.

(RES. NO. 090/22 )

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

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

READ for a Second time this 26<sup>th</sup> day of April, A.D., 2022.

(RES. NO. 120/22 )

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

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



**TOWN OF BLACKFALDS  
BYLAW 1269/22**

---

READ for a Third time this 26th day of April, A.D., 2022.

(RES. NO. 121/22 )

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

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

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## SCHEDULE A

### Development Fees

#### Miscellaneous Fees

Building Condominium Endorsement Fee	\$50
Compliance Letter	\$75
Compliance Letter – Rush Service (less than 3 business days)	\$125
Commencing Development Prior to Issuance of Permit	Double the DP and BP Fees
Copies of Statutory Documents & Plans	\$25
Development Security Deposit (per unit)	\$1,000
Encroachment Agreement (excludes registration)	\$150
Environmental Assessment Search	\$25
Land Title Search	\$20
Land Use Designation/ Zoning Letter	\$25
Maps – Small	\$10
Maps – Large	\$25
Signs – Permanent	\$100
Signs – Temporary	\$50
Subdivision and Development Appeal Fee	\$300

#### Development Permit Application Fees

##### RESIDENTIAL DEVELOPMENT

<b>Permitted Use</b>	<b>\$100</b>
<b>Discretionary Use</b>	<b>\$200</b>
Demolition Permit	\$75
Duplex	\$100/unit
Home Based Business 1,2,3	Permitted \$100 Discretionary \$200
Multiple Housing Development (including Apartments)	DP Fee + \$25/unit + Minimum engineering review fee of \$2,500 which includes the initial review and one revised submission review
Row Housing / Stacked Row Housing	DP Fee + \$25/unit
Variance (for permitted uses in the Land Use Bylaw)	\$150
<b>Unless otherwise stated above, the Development Permit fee for a Permitted use is \$100 and \$200 for a Discretionary Use.</b>	

## COMMERCIAL, INDUSTRIAL & INSTITUTIONAL DEVELOPMENT

Permitted Use	Building Size: 500 m <sup>2</sup> : \$150 501 m <sup>2</sup> – 2,000 m <sup>2</sup> : \$200 > 2,001 m <sup>2</sup> : \$250
Discretionary Use	Building Size: 500 m <sup>2</sup> : \$300 501 m <sup>2</sup> – 2,000 m <sup>2</sup> : \$400 > 2,001 m <sup>2</sup> : \$500
Change in Use	\$150
Commercial, Industrial, Institutional Development	DP Fee + \$25/unit + a minimum engineering review fee of \$2,500 which includes the initial review and one revised submission review
Demolition Permit	\$150 Any engineering reviews and associated costs will be the responsibility of the applicant at the discretion of the Development Authority
Site Grading and Tree Clearing	\$150 Any engineering reviews and associated costs will be the responsibility of the applicant at the discretion of the Development Authority

## Plans, Statutory Documents and Subdivision Fees

Area Structure Plans, Outline Plans, Concept Plans & Non-statutory Plans	\$1,500 + Minimum engineering review fee of \$2,500 which includes the initial review and one revised submission
Land Use Bylaw and Plan Amendments	\$1,500 Engineering reviews and associated costs may be required at the discretion of the Development Authority
Subdivision Appeal Fee	\$300
Subdivision Application Fee: 1-2 parcels	\$1,000

3 or more parcels	\$1,200 + \$200/lot
Subdivision Endorsement Fee	\$100/lot
Subdivision Revisions – Minor (prior to subdivision approval)	\$500

## SCHEDULE B

### Building Permit Fees

Accessory Building	<ol style="list-style-type: none"> <li>1. A minimum fee of \$95.00 shall be charged for the issuance of any Building Permit.</li> <li>2. An additional administration fee of \$30.00 per application shall be charged.</li> </ol>
Basement Development	<ol style="list-style-type: none"> <li>1. A minimum fee of \$95.00 shall be charged for the issuance of any Building Permit.</li> <li>2. An additional administration fee of \$30.00 per application shall be charged.</li> </ol>
Building Permit Fee	<ol style="list-style-type: none"> <li>1. Shall be calculated at \$5.50 for each one thousand dollars (\$1,000) of construction cost or part thereof, with: <ol style="list-style-type: none"> <li>a. The minimum accepted project cost being no less than \$1183.93/m<sup>2</sup> (\$110.00/ft<sup>2</sup>) for a project, <b>PLUS</b></li> <li>b. \$215.28/m<sup>2</sup> (\$20.00/ft<sup>2</sup>) for an attached garage, if applicable.</li> </ol> </li> <li>2. A minimum fee of \$95.00 shall be charged for the issuance of any Building Permit.</li> <li>3. An additional administration fee of \$30.00 per application shall be charged.</li> </ol>
Deck	A minimum fee of \$95.00 shall be charged for the issuance of any Building Permit.
Development Security Deposit	\$1,000
Re-inspection of a Building	\$95.00

## SCHEDULE C

### Offences and Penalties

Offences and Penalties						
All capitalized definitions within the Offences and Penalties section can be found in Land Use Bylaw 1268/22.						
			FINES			
Part	LUB Section	Offence	First	Second	Third and Subsequent	
<b>2</b>	<b>OPERATIONAL</b>	Commencement of any Development without approval	\$250	\$500	\$1,000	
<b>3</b>	<b>GENERAL REGULATIONS</b>	Commencing demolition without a Development Permit.	\$1,000	\$2,000	\$4,000	
<b>3</b>	3.18(a)(i)	Allowing unrepaired, dismantled, inoperable, dilapidated vehicles or equipment on Parcel	\$250	\$500	\$1,000	
<b>3</b>	3.18(a)(ii)	Allowing a Temporary Structure or Structure, Canvas Covered on Parcel without approval	\$250	\$500	\$1,000	
<b>3</b>	3.18(a)(iii)	Allow excavation, storage or piling up of construction materials on Parcel	\$250	\$500	\$1,000	
<b>3</b>	3.18(a)(iv)	Allow motor vehicle, boats, utility/cargo trailer, Off Highway or Recreational Vehicle to be parked or to remain on any part of any landscaped area of any Front Yard of the Parcel in a Residential District	\$250	\$500	\$1,000	
<b>3</b>	3.18(a)(v)	Allow commercial vehicle to be parked on a Parcel in a Residential District when not loading/unloading	\$250	\$500	\$1,000	

## Offences and Penalties

All capitalized definitions within the Offences and Penalties section can be found in Land Use Bylaw 1268/22.

				FINES		
Part		LUB Section	Offence	First	Second	Third and Subsequent
3	GENERAL REGULATIONS	3.18(a)(vi)(i)	Allowing a Recreational Vehicle to be parked on a Front Yard or allow a Recreational Vehicle to overhang the sidewalk, curb, Lane, or roadway, or in any manner that protrudes, poses a traffic or safety hazard, or is otherwise not entirely within the property boundaries of the Parcel.	\$250	\$500	\$1,000
3		3.18(a)(vi)(ii)	Allowing a Recreational Vehicle to be parked on the Side Yard of any Parcel when that Side Yard is adjacent to a paved public roadway and is not on an approved Parking Pad.	\$250	\$500	\$1,000
3		3.18(a)(vii)	Parking a Recreational Vehicle, boat, or utility trailer in a manner that reduces the number of available Off-Street Parking stalls.	\$250	\$500	\$1,000
3		3.18(a)(viii)	Allow or permit a Recreational Vehicle to be used for living or sleeping accommodations in a Residential District.	\$250	\$500	\$1,000

## Offences and Penalties

All capitalized definitions within the Offences and Penalties section can be found in Land Use Bylaw 1268/22.

			FINES		
Part		LUB Section	Offence	First	Second Third and Subsequent
3	<b>GENERAL REGULATIONS</b>	3.18(a)(iv)	Parking of vehicle in a Front or Side Yard in a Residential District off of an approved Parking Pad	\$250	\$500 \$1,000
3		3.22.1(a)	Excavation, stripping or grading without a Development Permit	\$500	\$1,000 \$2,000
4	<b>SPECIFIC USE REGULATIONS</b>	4.11	Placement of a Shipping Container in a Residential District in a manner not provided for in the Land Use Bylaw.	\$250	\$500 \$1,000
5	<b>SIGNS</b>	5.0	Contravention or failure to comply with any provision relating to Signs in the Land Use Bylaw.	\$250	\$500 \$1,000
5		5.5.2(a)(ii)	Sign Impound Fees - Temporary or Portable Signs (per sign)	\$100	\$200 \$400
5		5.11.5(a)(vi)	Failure to remove garage sale sign	\$100	\$200 \$400





**Box 220 | 5018 Waghorn St  
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**MEETING DATE:** January 24, 2023

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

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

**SUBJECT:** **Bylaw 1277.23, Utility Rate Bylaw – Schedule “B” 2023 Rates**

---

## **BACKGROUND**

Utility Rate Bylaw 1250.20. Schedule “B” was approved by Council on September 8<sup>th</sup>, 2020 with the 2021 rates Schedule B updated in early 2021 to align with the 2021 budget. For 2022, Council decided to maintain the 2021 rate for 2022 until the utility rate analysis was completed. The 2023 budget included increases and decreases to these water and sewer rates based on the completed utility rate analysis. Schedule “B” is amended yearly in alignment with the operating budget for water and sewer to set the rates for each year.

## **DISCUSSION**

Council and Administration discussed utility rates for 2023 in the budget assumption discussions that took place in the last quarter of 2022. The direction from these meetings in relation to utility rates for 2023 are included in your budget binders. The 2023 operating budget included increases to the residential (and commercial) water and sewer utility rates for 2023. Bylaw 1266.22 amendments Schedule B, 2021 (and 2022) rates to 2023 rates (see attached bylaw). The proposed water and wastewater rate yearly increase across all our 3950 accounts provides additional utility revenue to cover CPI, cost of treatment and maintenance. This amount equates to an average 1.0% increase per month or \$1.72 for a family of 4 (typical house) and is outlined under “Utility Analysis” tab on page 2 of your 2023 budget binder and as attached to this memo.

**Note:** the Solid Waste and Recycling Rates are being held at 2022 rates for commercial and residential service representing a 0% increase from 2022 to 2023.

At the January 10<sup>th</sup>, 2023 Council meeting the first reading was passed unanimously:

**003/23** Councillor Sands moved That Council give First Reading to Bylaw 1277.23, a Bylaw to amend Schedule “B” of Bylaw 1250.20, water and wastewater rates for 2023.

**CARRIED UNANIMOUSLY**

We are requesting Council consider second and third reading of this bylaw today. Administration has provided our un-audited actual costs for treatment and maintenance for water and wastewater below under financial implications as per Council’s inquiry at the last meeting.

## **FINANCIAL IMPLICATIONS**

No impact to 2023 budget if approved. The water and wastewater revenues and expenses are based on the 2023 rates presented tonight under Schedule “B”.

The 2022 actuals for treatment and maintenance for water is **\$2,587,144.80**. We will transfer the remaining budget dollars of **\$989,430** to the water capital reserve.

The 2022 actuals for treatment and maintenance for wastewater is **\$1,935,219.93**. We will transfer the remaining budget dollars of **\$529,706** to the water capital reserve.

**ADMINISTRATIVE RECOMMENDATION**

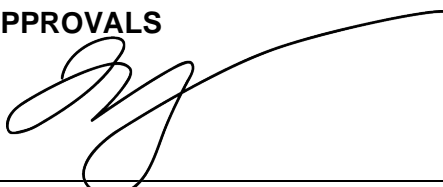
1. That Council give Second Reading to Bylaw 1277.23, a bylaw to amend Schedule "B" of Bylaw 1250.20, water and wastewater rates for 2023.
2. That Council give Third and Final Reading to Bylaw 1277.24, a bylaw to amend Schedule "B" of Bylaw 1250.20, water and wastewater rates for 2023.

**ALTERNATIVES**

- a) That Council refer this Bylaw back to Administration for further review.

**ATTACHMENTS**

- *Bylaw 1277.23, Schedule "B" 2023 Rates*
- *Bylaw 1254.21, Schedule "B" 2021 (and 2022) rates*
- *Utility Analysis Sheet*

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



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**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO  
AMEND UTILITY BYLAW 1250.20, TO REGULATE THE SUPPLY AND USE OF WATER,  
WASTEWATER, AND STORMWATER UTILITIES FOR THE TOWN OF BLACKFALDS**

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A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of providing for the supply and use of water, wastewater, and stormwater utilities in the Town of Blackfalds:

**WHEREAS** Part 1, Section 3 of the *Municipal Government Act*, RSA 2000, c. M-26, provides that one purpose of a municipality is to provide services, facilities or other things that are necessary or desirable for all or part of the municipality;

**WHEREAS** Part 2, Division 1, Section 7 of the *Municipal Government Act*, RSA 2000, c. M-26 provides a Municipal Council with the authority to pass bylaws respecting safety, health and welfare of people and protection of people and property, services provided by, or on behalf of, the municipality, public utilities and enforcement of bylaws;

**WHEREAS** Part 2, Division 1, Section 8 of the *Municipal Government Act*, RSA 2000, c. M-26 provides a Municipal Council with the authority to regulate or prohibit and provide for a system of licenses, permits and approvals;

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

**PART 1 – TITLE AND PREAMBLE**

- 1.1 That this Bylaw shall be cited as “Schedule “B” 2023 Rates”
- 1.2 The Schedule attached to this Bylaw forms part of this Bylaw.

**PART 2 - REPEAL**

- 2.1 That Bylaw 1254.21 is hereby repealed upon this Bylaw coming into effect.

**PART 3 - DATE OF FORCE**

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

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

(RES. )

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

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

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

(RES. )

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

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

---

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

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

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

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

DRAFT

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**SCHEDULE "B"**

**COMMERCIAL AND RESIDENTIAL WATER AND WASTEWATER RATES**  
(Rates Effective January 1, 2023)

---

**WATER RATES**

Each Owner shall pay for water services supplied to the Property owned by them, the aggregate of amounts determined as per below:

A. Minimum Rate: Fixed base rate as below:

The fixed base rate monthly charge shall be determined by the size of the meter supplied to each Owner as follows:

5/8" (16mm) and 3/4" (19 mm)	\$17.40 fixed rate
1" (25 mm)	Cost of 3/4" meter multiplied by 2.5
1 1/2" (38 mm)	Cost of 1' meter multiplied by 2.5
2" (50 mm)	Cost of 1 1/2' meter multiplied by 2.5
3" (75 mm)	Cost of 2' meter multiplied by 2.0
4" (100 mm)	Cost of 3' meter multiplied by 2.0
** For larger size service, multiplier to be determined by Administration.	

\*\* For larger size service, multiplier to be determined by Administration.

- B. Plus an Infrastructure rate: \$6.00  
C. Plus a Consumption rate: \$2.80 per cubic meter of water measured
- 

**WASTEWATER RATES**

Each Owner shall pay for wastewater services supplied to them, the aggregate of amounts determined as per below:

- A. Minimum Rate: \$14.88  
B. Plus an Infrastructure rate: \$6.00  
C. Plus a Consumption rate: \$3.12 per cubic meter at 80% of water measured.

The above monthly minimum rates will apply to all properties in Town that have water and/or wastewater services available in the land abutting the property.

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**GENERAL PROVISIONS**

A deposit of no greater than three months estimated billing may be required at the discretion of the CAO.

The decision to sell bulk water to contractors, developers and private companies shall be at the discretion of the CAO and/or their delegate. If the Town of decides to sell bulk water, it will be at the rate established by the North Red Deer River Water Services Commission, plus an additional \$0.75 for every cubic meter. A minimum charge of \$150.00 per sale will apply to all bulk sales.



TOWN OF BLACKFALDS  
BYLAW 1254.21

BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA,  
TO AMEND UTILITY BYLAW 1250.20, TO REGULATE THE SUPPLY AND USE OF  
WATER, WASTEWATER, AND STORMWATER UTILITIES FOR THE TOWN OF  
BLACKFALDS

Being a Bylaw of the Town of Blackfalds to provide for the supply and use of water,  
wastewater and stormwater utilities in the Town of Blackfalds:

**WHEREAS** Part 1, Section 3 of the Municipal Government Act, RSA 2000, c. M-26, provides  
that one purpose of a municipality is to provide services, facilities or other things that are  
necessary or desirable for all or part of the municipality;

**WHEREAS** Part 2, Division 1, Section 7 of the Municipal Government Act, RSA 2000, c. M-  
26 provides a Municipal Council with the authority to pass bylaws respecting safety, health  
and welfare of people and protection of people and property, services provided by, or on  
behalf of, the municipality, public utilities and enforcement of bylaws;

**WHEREAS** Part 2, Division 1, Section 8 of the Municipal Government Act, RSA 2000, c. M-  
26 provides a Municipal Council with the authority to regulate or prohibit and provide for a  
system of licenses, permits and approvals;

**NOW THEREFORE** THE MUNICIPAL COUNCIL OF THE TOWN OF BLACKFALDS, IN  
THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

Bylaw 1254.21 is hereby amending "SCHEDULE "B" RATES" of the Utility Bylaw 1250.20  
of the Town of Blackfalds for billing purposes as attached.

**DATE OF FORCE**

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

READ for the first time this 12 day of A.D., 2021.

(RES. 06/21)

Richard Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON

READ for the second time this 26 day of A.D., 2021.

(RES. 19/21)

Richard Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON

READ for the third time this 26 day of A.D., 2021.

(RES. 20/21)

Richard Poole  
MAYOR RICHARD POOLE

[Signature]  
CAO MYRON THOMPSON





**TOWN OF BLACKFALDS  
BYLAW 1254.21**

---

**SCHEDULE "B"**

**COMMERCIAL AND RESIDENTIAL WATER AND WASTEWATER RATES**  
(Rates Effective January 1, 2021)

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**WATER RATES**

Each Owner shall pay for water services supplied to the Property owned by them, the aggregate of amounts determined as per below:

A. Minimum Rate: Fixed base rate as below:

The fixed base rate monthly charge shall be determined by the size of the meter supplied to each Owner as follows:

5/8"(16mm) and 3/4"(19 mm)	\$17.40 fixed rate
1" (25 mm)	Cost of 3/4" meter multiplied by 2.5
1 1/2" (38 mm)	Cost of 1' meter multiplied by 2.5
2" (50 mm)	Cost of 1 1/2' meter multiplied by 2.5
3" (75 mm)	Cost of 2' meter multiplied by 2.0
4" (100 mm)	Cost of 3' meter multiplied by 2.0

\*\* For larger size service, multiplier to be determined by Administration.

B. Plus an Infrastructure rate: \$10.82

C. Plus a Consumption rate: \$2.77 per cubic meter of water measured

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**WASTEWATER RATES**

Each Owner shall pay for wastewater services supplied to them, the aggregate of amounts determined as per below:

A. Minimum Rate: \$14.88

B. Plus an Infrastructure rate: \$0.00

C. Plus a Consumption rate: \$3.12 per cubic meter at 80% of water measured.

The above monthly minimum rates will apply to all properties in Town that have water and/or wastewater services available in the land abutting the property.

---

**GENERAL PROVISIONS**

A deposit of no greater than three months estimated billing may be required at the discretion of the CAO.

The decision to sell bulk water to contractors, developers and private companies shall be at the discretion of the CAO and/or their delegate. If the Town of decides to sell bulk water, it will be at the rate established by the North Red Deer River Water Services Commission, plus an additional \$0.75 for every cubic meter. A minimum charge of \$150.00 per sale will apply to all bulk sales.

**Town of Blackfalds**  
**2023 Financial Plan and Budget**  
**Financial Impacts of Utility Rate Changes**

	2022					2023				
	Typical Monthly Consumption (Cubic Meters)	Base Rate	Variable Rate	Capital Infrastructure	Total	Base Rate	Variable Rate	Capital Infrastructure	Total	\$ Change
<b>Water</b>										
<b>Rates</b>		\$ 17.40	\$ 2.77	\$ 10.82		\$ 17.40	\$ 2.80	\$ 6.00		
Typical House	18	\$ 17.40	\$ 49.86	\$ 10.82	\$ 78.08	\$ 17.40	\$ 50.40	\$ 6.00	\$ 73.80	-\$ 4.28
Low Consumption, Single Occupant	8	\$ 17.40	\$ 22.16	\$ 10.82	\$ 50.38	\$ 17.40	\$ 22.40	\$ 6.00	\$ 45.80	-\$ 4.58
<b>Waste Water (80% of Water Volume)</b>										
<b>Rates</b>		\$ 14.88	3.12	-		14.88	3.12	6.00		
Typical House	14.4	\$ 14.88	\$ 44.93	\$ -	\$ 59.81	\$ 14.88	\$ 44.93	\$ 6.00	\$ 65.81	\$ 6.00
Low Consumption, Single Occupant	6.4	\$ 14.88	\$ 19.97	\$ -	\$ 34.85	\$ 14.88	\$ 19.97	\$ 6.00	\$ 40.85	\$ 6.00
<b>Solid Waste</b>										
<b>Rates</b>		Residential \$ 29.43				Residential \$ 29.43				
Typical House		\$ 29.43			\$ 29.43	\$ 29.43			\$ 29.43	\$ -
<b>Total Billings</b>										
<b>Typical House</b>										
Total Per Month		\$ 61.71	\$ 94.79	\$ 10.82	\$ 167.32	\$ 61.71	\$ 95.33	\$ 12.00	\$ 169.04	\$ 1.72
<b>Total Annual Cost</b>		\$ 740.52	\$ 1,137.46	\$ 129.84	\$ 2,007.82	\$ 740.52	\$ 1,143.94	\$ 144.00	\$ 2,028.46	\$ 20.64
<b>Low Consumption, Single Occupant</b>										
Total Per Month		\$ 61.71	\$ 42.13	\$ 10.82	\$ 114.66	\$ 61.71	\$ 42.37	\$ 12.00	\$ 116.08	\$ 1.42
<b>Total Annual Cost</b>		\$ 740.52	\$ 505.54	\$ 129.84	\$ 1,375.90	\$ 740.52	\$ 508.42	\$ 144.00	\$ 1,392.94	\$ 17.04

**MEETING DATE:** January 24, 2023

**PREPARED BY:** Carol Simpson, Abbey Centre General Manager

**PRESENTED BY:** Carol Simpson, Abbey Centre General Manager

**SUBJECT:** **Policy 164.23, Aquatic Centre Closure**

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## **BACKGROUND**

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

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

## **DISCUSSION**

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

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

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

This item was brought to our Recreation, Culture and Parks Board Meeting on November 2, 2022 where it was recommended that the draft policy be brought forward to Standing Committee of Council which took place on January 16, 2023.

## **FINANCIAL IMPLICATIONS**

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

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

**ADMINISTRATIVE RECOMMENDATION**

1. That Council moves to adopt Policy 164.23, Aquatic Centre Closure, as presented.

**ALTERNATIVES**

- a) That Council refer this item back to Administration for further review.

**ATTACHMENTS**

- *Policy 164.23, Aquatic Centre Closure*
- *Health & Safety Policy Statement*
- *Aquatic Closure Report*

**APPROVALS**



CAO Myron Thompson



Department Director/Author



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

## 1. Policy Statement

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

## 2. Reason for Policy

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

## 3. Related Information

- 3.1 NA

## 4. Definitions

- 4.1 **“Air Quality Health Index”** a numerical value index used to communicate to the public how polluted the air is or how polluted it is forecasted to become. A number on a 1 (one) to 10 (ten) scale is provided to indicate the level of relative health risk associated with local air quality.
- 4.2 **“Air Temperature”** is the temperature of the air surrounding an individual and is typically measured in degrees Celsius (°C).;
- 4.3 **“Contamination”** the introduction of an unwanted/harmful substance such as blood, vomit, or feces into a swimming pool. A state of being made impure by dangerous bacteria.
- 4.4 **“Emergency Procedure”** a plan of action to be conducted in a certain order or manner, in response to a situation that poses an immediate risk to health, life, property, or the environment.

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- 4.5 **“Equipment Failure”** an event in which equipment cannot accomplish its intended purpose or task. It may also mean that the equipment has stopped working, is not performing as desired, or is not meeting target expectations.
  - 4.6 **“Major Medical”** an incident involving 1 (one) or more individuals that require 2 (two) or more first aiders to assist; often involving Emergency Medical Services or transport to a medical facility.
  - 4.7 **“Power Outage”** the loss of the electrical power network supply to an end user.
  - 4.8 **“Unsettled Weather”** a condition in the atmosphere conducive to unpredictable and frequent changes. Typically associated with the passage of surface or upper level low pressure systems, fronts or other phenomenon.

## **5. Responsibilities**

- 5.1 Municipal Council to:
  - 5.1.1 Approve by resolution this policy and any amendments.
  - 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 5.2 Chief Administrative Officer to:
  - 5.2.1 Implement this policy and approve procedures.
  - 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 5.3 Director of the Department to:
  - 5.3.1 Ensure implementation of this policy and procedure.
  - 5.3.2 Ensure that this policy and procedure is reviewed every three years.
  - 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 5.4 Manager to:
  - 5.4.1 Understand, and adhere to this policy and procedure.
  - 5.4.2 Ensure employees are aware of this policy and procedure.
- 5.5 All Employees to:
  - 5.5.1 Understand and adhere to this policy and procedure.

**6. Exclusions**

6.1 NA

**7. Special Situations**

7.1 N/A

**8. Appendix**

8.1 N/A

**9. End of Policy**

DRAFT

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

- 1.1 The Town of Blackfalds (the “Town”) recognizes the need for a guiding document for Community Services Department staff to adhere to when managing inclement weather, air quality concerns, pool contamination, major medical/incident, and power/equipment failure relative to Outdoor Aquatic Centre.
- 1.2 While no full policy currently exists, certain procedures have been identified and followed per the Aquatic Safety Plan which is updated annually but currently does not address some situations that the Aquatic Centre has faced since its opening in 2014. This policy incorporates many types of occurrences and incidents that have been encountered or maybe encountered going forward and would potentially affect public swim times and/or swim lessons.

## 2. General

### 2.1 Contamination

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

### 2.2 Major Medical/Emergency Procedure

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

### 2.3 Equipment Failure

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

### 2.4 Power Outage

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



## 2.5 Thunder/Lightening

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

## 2.6 Air Temperature

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

## 2.7 Unsettled Weather

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

## 2.8 Air Quality

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

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

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

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

## 3. End of Procedure

### Approval

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

\_\_\_\_\_  
Date

# Health and Safety Policy Statement

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

## Purpose

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

## Scope

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

## Commitment of the Town

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

## Commitment of Employees

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



Myron Thompson, Chief Administrative Officer  
November 2016

# AQUATICS CLOSURE REPORT

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

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

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

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

The General Manager and the Aquatic Coordinator must be contacted.

General Manager	Carol Simpson
Fitness & Aquatics Coordinator	Chantelle Harty

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

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

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

## Reason for Closure

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

## Pool Affected

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

## Pool Contamination:

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

## Major Medical/Emergency Procedure:

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

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

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

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

### Equipment Failure:

Pool Affected:

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

Description and details of the equipment failure:

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Did the equipment failure result in a pool closure?

☐ Yes

☐ No

How long will the affected equipment or pool be closed?

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

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

#### **Power Outage:**

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

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

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

Did you turn off your pumps in the mechanical room?

☐ Yes

☐ No

Did you turn off the Hot Tub Heat Exchangers?

☐ Yes

☐ No

#### **Thunder & Lightning:**

Clear the Aquatic Centre and clean the deck if safe.

Assign one person to be on lightning and thunder watch.

Keep Guest Services up to date on the stopwatch time.

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

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

#### **Air Temperature:**

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

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

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

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

### Unsettled Weather:

Follow the emergency procedure as required.

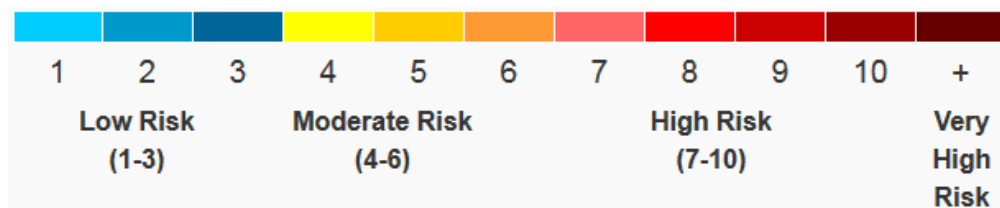
Type of Weather:

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

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

### Air Quality:

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



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

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

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

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

### Aquatic Shift Supervisors Information:

Staff Member(s) Involved: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone No: \_\_\_\_\_

Staff Member(s) Involved: \_\_\_\_\_ Position: \_\_\_\_\_  
Phone No: \_\_\_\_\_

**Forms Attached:**

☐ Major First Aid

☐ Witness Statements

☐ Staff Statements

☐ Other: \_\_\_\_\_

**Corrective Action/Follow Up:**

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

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

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

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

**MEETING DATE:** January 24, 2023

**PREPARED BY:** Carol Simpson, Abbey Centre General Manager

**PRESENTED BY:** Carol Simpson, Abbey Centre General Manager

**SUBJECT:** **Policy 165.23, Abbey Centre – Acceptable Usage**

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## **BACKGROUND**

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

## **DISCUSSION**

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

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

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

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

This item was brought to our Recreation, Culture and Parks Board Meeting on December 7, 2022, where it was recommended that the amendments be approved.

## **FINANCIAL IMPLICATIONS**

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



**ADMINISTRATIVE RECOMMENDATION**

1. That Council moves to adopt Policy 165.23, Abbey Centre – Acceptable Usage, as presented.

**ALTERNATIVES**

- a) That Council refers the item back to Administration for further review.

**ATTACHMENTS**

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

**APPROVALS**



CAO Myron Thompson



Department Director/Author

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

## 1. Policy Statement

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

## 2. Reason for Policy

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

## 3. Related Information

- 3.1 N/A

## 4. Definitions

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

## 5. Responsibilities

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

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

5.3 Director of the Department to:

5.3.1 Ensure implementation of this policy and procedure.

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

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

5.4 Manager to:

5.4.1 Understand, and adhere to this policy and procedure.

5.4.2 Ensure employees are aware of this policy and procedure.

5.5 All Employees to:

5.5.1 Understand and adhere to this policy and procedure.

## **6. Exclusions**

6.1 N/A

## **7. Special Situations**

7.1 N/A

## **8. Appendix**

8.1 N/A

## **9. End of Policy**

<b>PROCEDURE</b>	<b>Policy No.:</b> 165/23 <b>Policy Title:</b> Abbey Centre – Acceptable Usage Policy <b>Department:</b> Community Services
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## 1. Preamble

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

## 2. General

- 2.1 In an effort to protect spontaneous and structured play for Abbey Centre members as well as accommodate outside events; both revenue generators, the following guidelines are deemed acceptable use without being disruptive to paying members and guests.
- 2.2 All bookings will be taken and held on a first come, first serve basis as long as all of the booking requirements have been fulfilled within the time limits set forth by Best Practices.
- 2.3 Regardless of facility component, alcohol is prohibited for all events regardless of types with the exception of markets which are covered under the Alberta Gaming, Liquor & Cannabis (AGLC) “artisan markets” umbrella for taste testing wares.
- 2.4 This policy shall not preclude the Town of Blackfalds the ability to utilize its own spaces for special events or programming.

## 3. Field House

- 3.1 There is to be no more than one acceptable event per month that utilizes the full Field House.
- 3.2 Events must fall within the parameters of any of the following: sporting event/competition, market/tradeshow, non-profit community event or education based graduation ceremony.
- 3.3 A maximum of six additional sporting events/competitions (regional, provincial, national or international) per year will be considered provided they prove to be a benefit to our community and the Abbey Centre. Approval of these events will be determined by Administration as part of the day to day business operations.
- 3.4 Full Field House events will not be booked on sequential weeks and must have a *minimum* of one weekend between full Field House events.

## 4. Outdoor Aquatic Centre

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

**5. Fitness Studio 1**

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

**6. Fitness Studio 2**

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

**7. Program Room**

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

**8. Amphitheatre**

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

**9. Indoor Play Space**

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

**10. End of Procedure****Approval**

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Chief Administrative Officer

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Date



## POLICY

<b>Policy No:</b> 108/14 <b>Policy Title:</b> Abbey Centre - Acceptable Usage <b>Department:</b> Community Services <b>Council Approval:</b> RES/ 60/14 <b>Reviewed:</b> 2014 02 25 <b>Revised:</b> <b>Supersedes Policy/Bylaw:</b>	<b>M#</b>  <b>Date:</b> 2014 02 25
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### Policy Statement

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

#### 1. Reason for Policy

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

#### 2. Related Information

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

#### 3. Definitions

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

#### 4. Responsibilities

##### 4.1 Municipal Council to:

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



4.2 Chief Administrative Officer to:

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

4.3 Director of the Department to:

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

4.4 Manager to:

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

4.5 All Employees to:

- 4.5.1 Understand and adhere to this policy and procedure.

**5. Exclusions**

N/A

**6. Appendix**

N/A

**7. End of Policy**





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

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

## **2. FIELD HOUSE**

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

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

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

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

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

**5. SERVUS PROGRAM ROOM**

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

**6. End of Procedure**

**Approval**



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**Chief Administrative Officer**

2014 02 25

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**Date**



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**MEETING DATE:** January 24, 2023

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

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

**SUBJECT:** **Special Event Permit, SuperKids Triathlon**

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## **BACKGROUND**

The SuperKids Triathlon was first held in Blackfalds in the summer of 2017 to introduce youth to the sport of triathlon in a non-competitive and supportive environment. The event was cancelled the last three (3) years due to the pandemic.

## **DISCUSSION**

This year's SuperKids Triathlon is scheduled for July 8, 2023, from 9:00 a.m. to 12:00 p.m. Setup for the event will commence on the morning of the event starting at 5:00 a.m. The event will require barricades and delineators for the course and transition area. We are hoping to have 80 participants and 60 volunteers help out with the event. Blackfalds Fire and Rescue have been asked to be on-site to provide first aid if required.

## **FINANCIAL IMPLICATIONS**

None

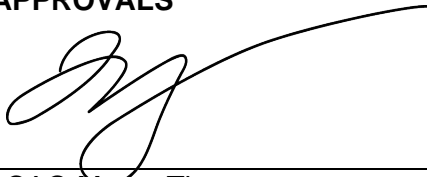
## **ADMINISTRATIVE RECOMMENDATION**

1. That Council accept the Special Events Permit for the SuperKids Triathlon.

## **ATTACHMENTS**

- *SuperKids Triathlon Special Events Permit Form*

## **APPROVALS**



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CAO Myron Thompson



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Department Director/Author

# BLACKFALDS

## A L B E R T A

### PERMIT FOR SPECIAL EVENTS

PERMIT NO. \_\_\_\_\_

1. The applicant should be aware of the requirements of the Special Event Permit and Traffic Bylaws which governs parades/processions, assemblies, etc. (copies are available through the Administrative Assistant at the Town Office).
2. Application to hold a special event must be made to the Town not less than 4 weeks prior to the time desired to hold the event. Applications must be accompanied by the completed route map and Certificate of Insurance.
3. Event Categories:  
Applicants will be invoiced for processing costs as follows:
  - A. Parades / Special Events held on major roadways as designated in the Special Event Approval Policy. The Public Works Department must have a minimum of 15 working days advance notice to arrange barricading and signage if roads are to be closed.  
Cost: No processing fee.
  - B. Parades / Special Events held on all other roadways. The Public Works Department must have a minimum of 5 working days advance notice to arrange barricading and signage if roads are to be closed.  
Cost: No processing fee.
  - C. Special Events held on all other city property, including parking lots, parks, trails, playgrounds, etc.  
Cost: No processing fee.
4. The applicant shall contact the R.C.M.P. Town Detachment (phone 885-0020) a minimum of 2 weeks prior to the event with regard to any Police assistance required.
5. All applicants will be processed through the Director of Community Services, phone 885-6440. The Recreation, Parks & Culture Department will notify sponsoring groups when approved applications can be picked up.
6. A copy of this permit, signed by the appropriate Town official, must be kept at the special event location and be produced upon demand.

APPLICANT INFORMATION	Name of Sponsoring Group: <u>TOWN OF BLACKFALDS - ABBEY CENTRE</u>
	Address: <u>BOX 220 4500 WOMANUS RD</u> Postal Code: <u>T0M 0T0</u>
	Name of Contact Person: <u>CAROL SIMPSON</u>
	Address: <u>SAME</u> Postal Code: _____
	Phone (bus): <u>403-885-4029</u> (res.): _____
	Fax: <u>403-885-0218</u> E-mail: <u>csimpson@blackfalds.ca</u>
SPECIAL EVENT (✓ appropriate box)	Name of Event: <u>ABBIEY CENTR SUPER KIDS</u>
	Description of Event: <u>KIDS TRIATHLON</u>
	Date: <u>JULY 8/23</u> Time: From <u>5</u> am / pm To <u>1</u> am / pm <u>EVENT 9-12 PM</u>
	Staging Area: Start <u>ABBIEY CENTRE</u> Finish <u>ABBIEY CENTRE</u>
	Number of Participants: <u>50 PARTICIPANTS / 60 VOLUNTEERS</u>
	List of equipment, vehicles, material proposed on site by applicant (if applicable) <u>BARRICADES PLACED PER MAP</u>
Date: <u>JAN 18/23</u>	Signature of Applicant: <u>Carol Simpson</u>

ORIGINAL:  
COPIES:

Permit Coordinator - Community Services Department.  
Applicant; RCMP (Bylaws); Town Council; Engineering; Emergency Services; Public Works; Parks Facilities Superintendent.  
Licensing & Inspections.

# WAIVER FORM

To be signed by Applicant	The applicant, on its own behalf and on behalf of its officers, agents and employees, waives the right to bring any claim against the Town of Blackfalds and its officers, agents and employees for any matter arising out of or in anyway connected with the Special Event, including claims based on the alleged negligence of the Town or its officers, agents or employees. The applicant further agrees to indemnify and save harmless The Town of Blackfalds, its officers, agents and employees from and against all claims of any nature, including negligence, arising out of or in any way connected with the Special Event.
	Sponsoring Group <u>TOWN OF BLACKFALDS ABBEY LEisure</u>
	Per <u>LAROL SIMPSON</u> Date <u>JAN 11/23</u>

## PLEASE READ CAREFULLY

CONDITIONS OF APPROVAL	Approved (Subject to Conditions): _____ Conditions: _____
	Denied _____ Reason: _____
	1. Applicant to complete the attached map clearly outlining the route or location of the special event together with notation of the start and finish location, if applicable, and any other pertinent details. (E.g. requests for road closures, parking removal). <u>ATTACHED</u>
	2. Applicant to submit a valid certificate of insurance with the application. The certificate to show a minimum liability amount of <u>\$2,000,000.00</u> and to have the Town of Blackfalds as an Additional Named Insured for the date(s) of the event. <u>TOWNINS &amp; TRIATHLON MB</u>
	3. The promoters shall comply with all applicable laws, including bylaws and regulations.
	4. Applicant to pay for the necessary advertising of road closures, signing, and barricading costs as identified by the Public Works Manager, and to ensure affected businesses and residences are made aware of such closures.
	5. Applicant to ensure adequate traffic control through consultation with R.C.M.P., Town Detachment. <u>NO TRAFFIC CONTROL REQUIRED</u>
	6. Applicant to ensure adequate first aid service is available. <u>FIRST AIDERS (STAFF) - REQUEST TO BLACKFALDS FIRE TO ATTEND</u>
	7. Applicant to ensure participants provide right-of-way to emergency vehicles.
	8. Applicant to be responsible for resulting clean-up of route or location at which the event occurs.
	9. Flag markers or removable signs only to be used for marking routes on trails/sidewalks/roads. <u>ABSOLUTELY NO PAINT</u>
11. Special Conditions:	<p>SPECIAL CONDITIONS ACCEPTED BY APPLICANT</p> <p>PER: <u>Larol Simpson</u> (Signature)</p>

FAILURE TO COMPLY WITH THE CONDITIONS HEREIN COULD RESULT IN THE APPROVAL BEING WITHDRAWN, FUTURE APPLICATIONS BEING DENIED, AND/OR PROSECUTION FOR BREACH OF TOWN BYLAWS.



TOWN APPROVAL	
1. Signing Authority for Category A & B Events	
Chief Administrative Officer _____	Date _____
2. Signing Authority for Category C Events	
Director of Community Services _____	Date _____

ORIGINAL: Permit Coordinator - Community Services Department.  
COPIES: Applicant; RCMP (Bylaws); Town Council; Engineering; Emergency Services; Public Works; Parks Facilities Superintendent; Licensing & Inspections.





Sat. July 8, 2023

-  Barricade
-  Barricade with "Trail Closed until 12 pm" signage

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**MEETING DATE:** January 24, 2023  
**PREPARED BY:** Shelby Craig, Marketing and Communications Team Lead  
**PRESENTED BY:** Rick Kreklewich, Director of Community Services  
**SUBJECT:** **Policy 167.23, Electronic Sign**

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## **BACKGROUND**

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

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

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

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

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

## **DISCUSSION**

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

At the Standing Committee Meeting of Council on January 16, Council posed numerous concerns/questions to Administration. We hope these answers provide more clarity.

### **1. Regarding not charging non-profits, would we need to add in guidelines surrounding how often they are allowed to advertise given the limited quantity of ads per week?**

You will find in the policy (Section 3.9) *The Town of Blackfalds reserves the right to limit messages for events held on a regular basis, i.e., weekly, or monthly events. This is to ensure fair opportunity for all groups wishing to display a community message.* We also state in both the policy and the advertising contract that ads will be published on a first come, first serve basis.

However, through deliberation, Administration decided to charge for all advertising on the

electronic signs as not charging certain groups may cause an influx of ads, limited space for organizations who are expected to purchase ad spots, and concerns about which organizations take priority.

- a. Has there been an abundance of interest from them?**  
We do have non-profit organizations reach out to us regarding advertising on the sign.
  - b. Non-profit events have been advertised in the past at no charge**  
If we move forward with this policy and rate implementation, organizations that have been advertising for free in the past will now be charged.
  - c. Before (not sure when) non-profits were given the option of which sign to advertise on (Broadway was free, 2A had a charge)**  
The Town has never charged for advertising on either sign since its installation in 2013. We have only ever offered non-profits a free spot.
  - d. Possibly look at 1 day a week or a limited number of spaces for free that are available to non-profits who don't have a lot of need or activities**  
We would like to suggest a test period of 6 months to see how the community receives the current policy and rates. If this is successful, we will continue to keep the process the same, however, if we see a need for improvement, we can try this in the future.
- 2. Can we give non-profits the options to advertise on 2A for a fee but at no charge for the Broadway sign?**
  - a. We rarely use the Broadway Sign to promote non-profits, and often offer the Highway 2A sign to organizations instead, mainly due to the limitations in messaging, characters, and customization. This sign would not be the best way for organizations to display their messages.
  - b. MarCom has to create entirely new ad spots for the Broadway Sign as the application does not allow for uploading camera-ready ads. No custom fonts, brand colours, logo options, etc. which many organizations require for their advertising.
- 3. What is our current standing for advertising local non-profits or sports organizations in the program guide (for example)?**
  - a. Both non-profits and businesses are charge a fee to advertise in the guide, however non-profits are discounted.
- 4. School registration advertised – are they categorized as non-profits?**
  - a. Yes

Following the discussion at Standing Committee, Administration has chosen to reduce the costs for non-profits and local sports organizations but keep the costs same for local and regional businesses.

The Town of Blackfalds is recommending charging Non-Profits **\$10**, Local Sports Teams **\$20**, Local Businesses **\$50** and Regional Businesses **\$60** per week.

For example, if all advertising spots were filled throughout the week week, each spot would appear 617 times per day or 4,320 times per week. For a non-profit organization, this would work out to \$0.0023 per display.

This price is considerably lower than neighbouring communities with similar electronic signs.



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**Price Examples:****Town of Penhold**

Non-Profit: \$0

Commercial: \$25/week

**Lacombe and District Chamber of Commerce**

Non-members: \$210/month

Members: \$160/month

Non-profit: \$150/month

**Grand Prairie & District Chamber of Commerce**

Members: \$430/month

Non- profit members: \$350/month

**Red Deer Westerner**

\$150/week

Administration would like to temporary implement the proposed costs for 6 months and determine the feedback from the community, whether that be measured through used ad space, monetary considerations, etc. If the prices are deterring organizations from advertising on the Highway 2A sign, we can review the prices in August and implement discounts or cost saving incentives.

**FINANCIAL IMPLICATIONS**

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

**ADMINISTRATIVE RECOMMENDATION**

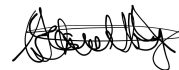
1. That Council moves to adopt Policy 167.23, Electronic Sign, as presented.

**ALTERNATIVES**

- a) That Council send back to Administration for further review.

**ATTACHMENTS**

- *Policy 167.23, Electronic Sign*
- *Electric Sign Board Advertising Contract*
- *Community Event Sign Policy 217/11*
- *Alberta Transportation*

**APPROVALS**  
\_\_\_\_\_  
Myron Thompson, CAO  
\_\_\_\_\_  
Department Director/Author

<b>Policy No.:</b>	<b>167.23</b>	<b>Council Approval:</b>  <b>Resolution No.:</b>  <b>Date:</b>
<b>Policy Title:</b>	<b>Electronic Sign</b>	
<b>Department:</b>	Corporate Services	
<b>Reviewed:</b>		
<b>Revised:</b>		
<b>Supersedes</b>		
<b>Policy/Bylaw:</b>	217/11 Community Event Sign	

## 1. Policy Statement

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

## 2. Reason for Policy

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

## 3. Definitions

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

## 4. Responsibilities

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

- 
- 4.3.1 Ensure implementation of this policy and procedure.
  - 4.3.2 Ensure that this policy and procedure is reviewed every three years.
  - 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
  - 4.4 Manager to:
    - 4.4.1 Understand and adhere to this policy and procedure.
    - 4.4.2 Ensure employees are aware of this policy and procedure.
  - 4.5 All Employees to:
    - 4.5.1 Understand and adhere to this policy and procedure.
  - 4.6 All Advertisers to:
    - 4.5.2 Understand and adhere to this policy and procedure.

## **5. Appendix**

- 5.1 Electric Sign Board Advertising Contract

## **6. End of Policy**

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

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

## **2. Electronic Sign Messaging**

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

## **3. Community Use**

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

- 
- 3.7.1 The Town will not solicit or accept advertising or sponsorship from companies whose reputation could prove detrimental to the Town's public image and/or whose main business is derived from:
    - 3.7.1.1 The sale of tobacco
    - 3.7.1.2 Pornography
    - 3.7.1.3 Represents political endorsement of a party, elected representative or candidate, or candidate from any level of government
  - 3.7.2 The Town will not allow advertising or sponsorship, either directly or through third party arrangements that
    - 3.7.2.1 Convey a negative religious message that might be deemed prejudicial to religious groups
    - 3.7.2.2 Present demeaning or derogatory portrayals of individuals or groups or contain anything, which, considering generally prevailing community standards, is likely to cause deep or widespread offence
  - 3.7.3 The Town may, at its discretion, bring any proposals to Council for their approval even if they do not meet the guidelines of this policy. Council may also consider any proposal or direct staff to pursue any opportunities for advertising and sponsorship that do not strictly adhere to this policy
  - 3.7.4 Alcohol related advertising/promotions must abide by the Alberta Liquor and Gaming Commission's Liquor Licensee Handbook (Section 7 and 8)
  - 3.7.5 BOLT Transit related advertising must also abide by the policies set forth by Red Deer Transit and the BOLT Steering Committee
  - 3.8 The Town of Blackfalds is not responsible for any malfunctions to the sign boards beyond our control. Best efforts will be made to provide an equivalent schedule of advertisements upon repair.
  - 3.9 The Town of Blackfalds reserves the right to limit messages for events held on a regular basis, i.e., weekly, or monthly events. This is to ensure fair opportunity for all groups wishing to display a community message.
  - 3.10 The Town of Blackfalds is not responsible for verifying the accuracy of information except for municipal information.

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

#### **Approval**

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Chief Administrative Officer

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Date

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

All contracts are payable monthly in advance.

The Town of Blackfalds reserves the right to disapprove all ads.

The Town of Blackfalds is not responsible for loss of signal due to power outages or other circumstances beyond its control.

In the event of signal loss, best efforts will be made to provide an equivalent schedule of advertisements.

Ads				# of Ads	Total weeks	Total Cost
Ads must be upload-ready and provided as a 352 x 224 pixel jpeg image. All ads must be in for review 7 days prior to posting.						
Non-Profit	Local Sports Teams	Local Businesses	Regional Businesses			
\$10 / week	\$20 / week	\$50 / week	\$60 / week			\$
<b>Cheques payable to : Town of Blackfalds</b> <b>Mail to: Box 220   5018 Waghorn Street</b> <b>Blackfalds, AB   T0M0J0</b> <b>Payment methods accepted are VISA/Mastercard by phone, or in-office payment.</b>				Sub Total		\$
				G.S.T		\$
				Total		\$

**Please send ads to [marketing@blackfalds.ca](mailto:marketing@blackfalds.ca) or email us if you have any questions!**

**Attach your business license or registered non-profit license to the signed contract before sending.**

Town of Blackfalds

Authorized Client Signature

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

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



## Town of Blackfalds Municipal Policy Handbook

POLICY NUMBER:

DEPARTMENT: CSD

POLICY NAME: **Community Event Sign**

DATE OF APPROVAL BY COUNCIL: June 28, 2011

RESOLUTION NO. 217/11

LAST REVIEW DATE:

NEXT REVIEW DATE:

SPECIAL NOTES:

### Policy Statement:

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

### Procedures:

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

**APPROVED BY:**

  
Mayor Melodie Stol

  
Acting CAO Sean Barnes

Reference No.: 70000037

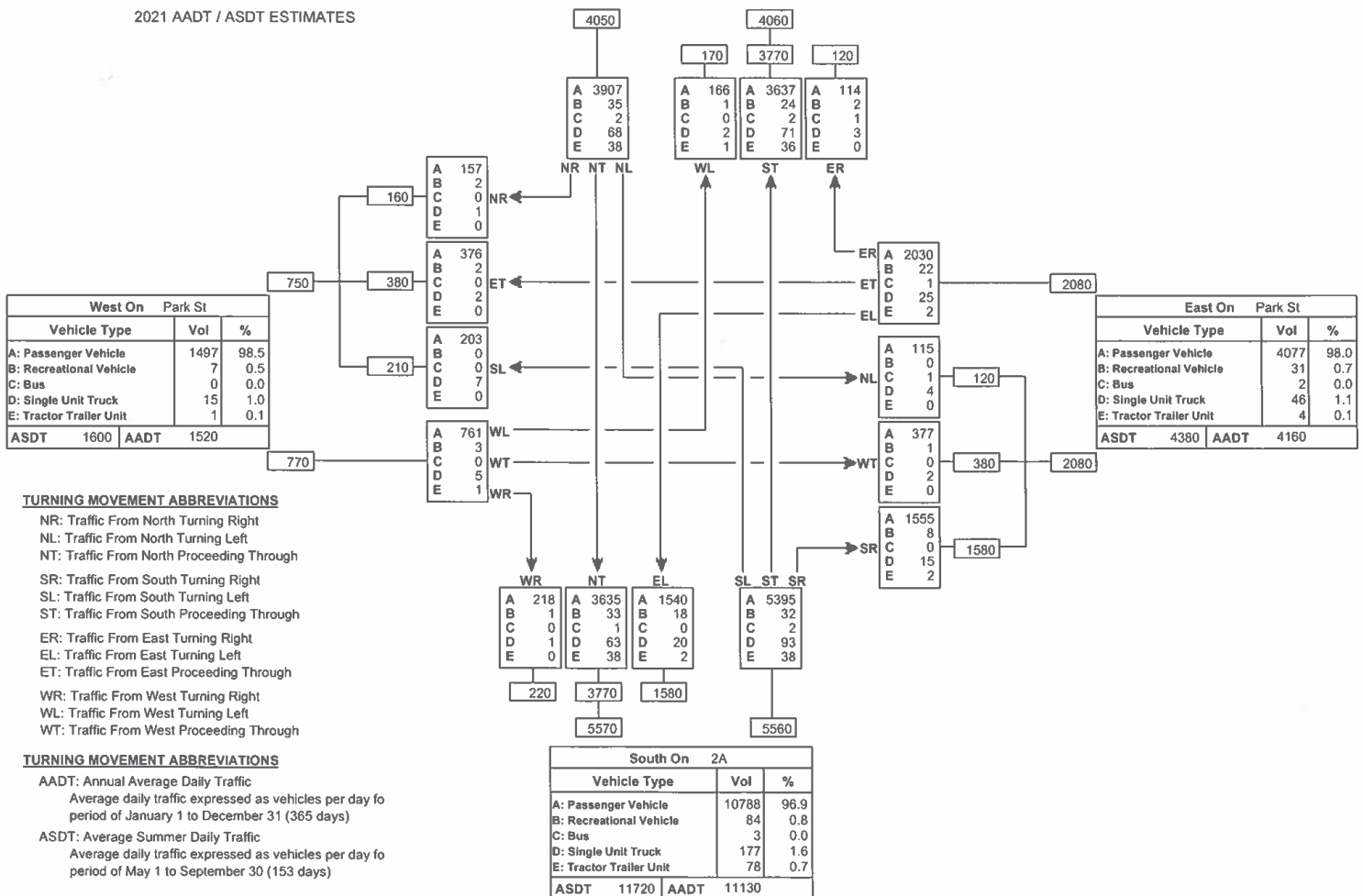
Intersection of:

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

2021 AADT / ASDT ESTIMATES

Turning Movement Summary Diagram

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





Reference No.: 70000037

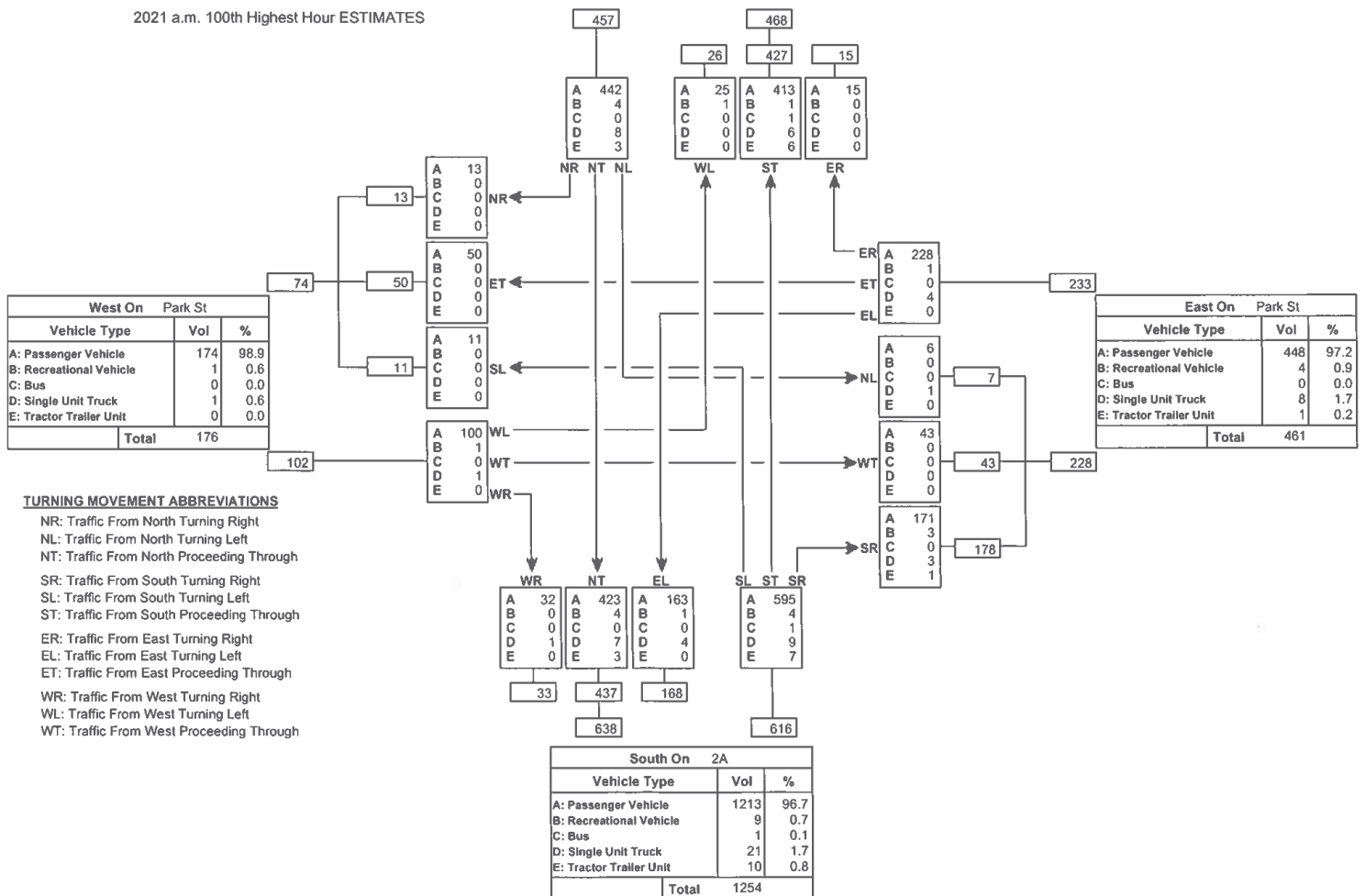
Intersection of:

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

2021 a.m. 100th Highest Hour ESTIMATES

Turning Movement Summary Diagram

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



Reference No.: 70000037

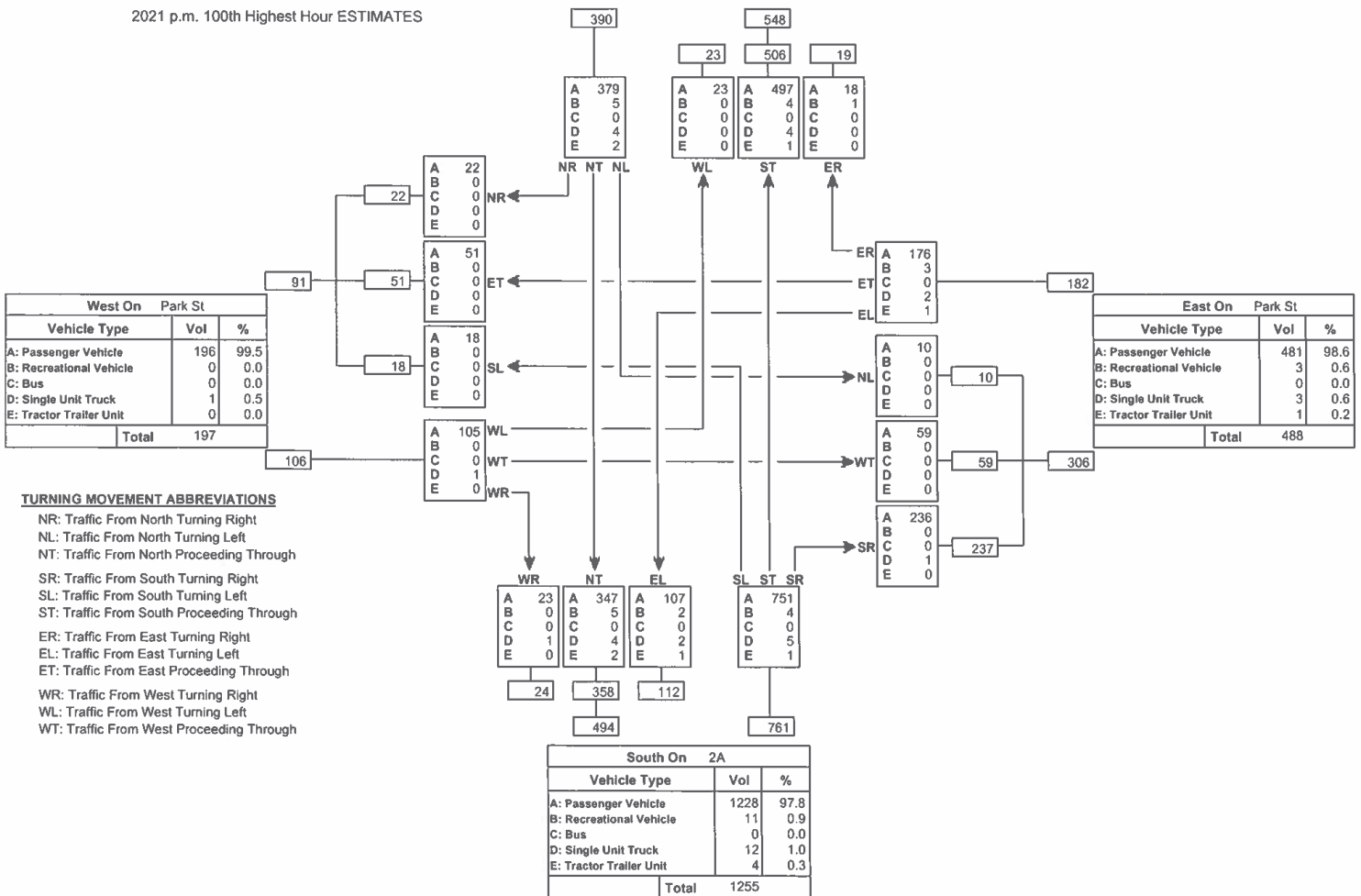
Intersection of:

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

2021 p.m. 100th Highest Hour ESTIMATES

Turning Movement Summary Diagram

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



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**MEETING DATE:** January 24, 2023

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

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

**SUBJECT:** **FCSS Board Member Resignation**

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**BACKGROUND**

At the December 1<sup>st</sup>, 2022, FCSS Board Meeting, Leslie Ruddick notified the Board of her resignation from a Member at Large position. The FCSS Board consists of two appointed Council members, one (1) Lacombe County member and up to seven (7) Members at Large.

**DISCUSSION**

With this resignation, the FCSS Board will have five (5) Members at Large and two (2) vacant spots.

**ADMINISTRATIVE RECOMMENDATION**

1. That Council accept the resignation of Leslie Ruddick from the FCSS Board effective immediately, with regrets.

**ALTERNATIVES**

- a) That Council refer this item to Administration for further consideration.

**ATTACHMENTS**

- *Resignation Email*

**APPROVALS**

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CAO Myron Thompson

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Department Director/Author

**Subject:** FCSS Board

**From:** LESLIE RUDDICK [REDACTED]

**Date:** November 16, 2022 at 11:45:17 AM MST

**Subject:** FCSS Board

Good Afternoon Sue,

I am reaching out with my regrets that I will have to resign from the FCSS board. I have taken a position with The Abbey Centre. Thank you so much for the opportunity. If you require anything further from me please let me know.

Thank you,  
Best Regards,  
Leslie Ruddick

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**MEETING DATE:** January 24, 2023

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

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

**SUBJECT:** **Recreation, Culture and Parks Board Member Resignation**

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**BACKGROUND**

At the January 4<sup>th</sup>, 2023 Recreation, Culture and Parks Board Meeting, Keith Kerr notified the Board of his resignation from a Member at Large position. The Recreation, Culture and Parks Board consists of two (2) appointed Council members, one (1) Lacombe County member and five (5) Members at Large.

**DISCUSSION**

With this resignation, the Recreation, Culture and Parks Board will have four (4) Members at Large and one (1) vacant spot.

**ADMINISTRATIVE RECOMMENDATION**

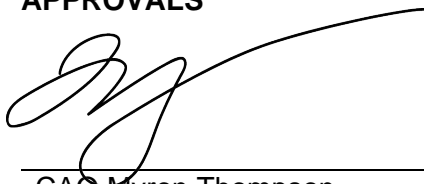
1. That Council accept the resignation of Keith Kerr from the Recreation, Culture and Parks Board effective immediately, with regrets.

**ALTERNATIVES**


- a) That Council refer this item to Administration for further consideration.

**ATTACHMENTS**

- *Resignation Email*

**APPROVALS**

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CAO Myron Thompson

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Department Director/Author

[REDACTED]

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**Subject:** Recreation, Culture & Park Board member at large

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**From:** Keith Kerr [REDACTED]  
**Sent:** January 4, 2023 12:47 PM  
**To:** Cara Kroetsch [REDACTED] Alyssa Borix [REDACTED] Rick Kreklewich [REDACTED]  
**Subject:** Recreation, Culture & Park Board member at large

January 4th, 2023

Dear Cara,

Regretfully I am writing to inform the board I am stepping down from my role as member at large for Recreation, Culture and Parks effective immediately.

My job scope has changed to the point I feel I cannot serve this position the way it is intended nor the way I had hoped.

I wish nothing but the best for the board and the Town Of Blackfalds. I do intend on submitting my Volunteer Application Form and Criminal Record Check as I see many good opportunities there to become more involved in my community.

Please know I appreciate the time and effort it takes to fill these positions. And I truly appreciate the opportunity afforded me.

Please accept this letter as my letter of resignation. I have CC'd Alyssa and Rick in this email.

Sincerely,

Keith Kerr  
[REDACTED]

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**MEETING DATE:** January 24, 2023

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

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

**SUBJECT:** **Abbey Centre Vandalism**

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## **BACKGROUND**

At the December 7<sup>th</sup>, 2022 Recreation, Culture and Parks Board Meeting, Manager Simpson discussed the recent vandalism at the Abbey Centre. As part of her report it was noted that some of vandalism had occurred during the day from students who attend the Iron Ridge Junior Campus. This was discussed at the January 16<sup>th</sup>, 2023 Standing Committee of Council Meeting where it was made known that Administration would be meeting the following day with Peace Officers, the School Resource Officer, IRJC Principal and Assistant Principal to discuss this matter further.

## **DISCUSSION**

Administration met with the aforementioned group on January 17<sup>th</sup>, 2023 to discuss the vandalism and disrespect of staff being reported at the Abbey Centre and the impacts it has had on everyone at the table. All parties involved agreed that this behaviour needs to be corrected and we are all willing to support each other to work toward finding a solution that will improve the issues at hand.

Unfortunately, we have tried several ideas in the past that have had little effect in making sufficient changes at the Abbey Centre. We have had staff patrol the 2<sup>nd</sup> level on a regular basis during lunch break. We have also limited loitering by requiring paid use in order to use the Field House. We implemented engineering controls including changing our wayfinding lettering from acrylic to vinyl to prevent further vandalism.

We discussed various solutions at the meeting and the logistics of implementing these solutions. We will continue to brainstorm new ideas and review the logistics of the solutions provided and discuss further with the Recreation, Culture and Parks Board at the February meeting. It is difficult to apply a solution that doesn't negatively impact legitimate users of our facility and add further responsibility for our staff or financial burden to the Centre.

## **FINANCIAL IMPLICATIONS**

None

## **APPROVALS**



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CAO Myron Thompson

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Department Director/Author

## MINUTES

A Joint Council Meeting for the Town of Blackfalds and Lacombe County was held on November 14, 2022, at 5018 Waghorn Street, commencing at 7:00 p.m.

### BLACKFALDS COUNCIL MEMBERS PRESENT

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

### LACOMBE COUNTY COUNCIL MEMBERS PRESENT

Reeve Barb Shepherd - Division 3  
Deputy Reeve John Ireland - Division 1  
Councillor Brenda Knight - Division 2  
Councillor Dwayne West - Division 4  
Councillor Allan Wilson - Division 6  
Councillor Dana Kreil- Division 7

### ATTENDING

Myron Thompson, CAO  
Tim Timmons, County Manager  
Justin de Bresser, Director of Corporate Services  
Dion Burlock, Director of Community Services  
Preston Weran, Director of Infrastructure and Property Services  
Bill Cade, Director of Operations  
Cajun Paradis, Senior Planner  
Danielle Nealon, Executive & Legislative Coordinator

### REGRETS

Councillor Ken Weenink - Division 5  
Rick Kreklewich, Director of Community Services

### MEDIA

None

### OTHERS PRESENT

None

### CALL TO

**ORDER:** Mayor Hoover called the Joint Council Meeting to order at 7:13 p.m.

### TREATY SIX LAND ACKNOWLEDGEMENT

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

### INTRODUCTIONS

Town of Blackfalds Council and Administration team members and Lacombe County Council and Administration team members introduced themselves.



## **MINUTES**

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### **ADOPTION OF AGENDA**

Councillor Sands moved That Councils adopt the November 14, 2022 Agenda as presented.

**CARRIED UNANIMOUSLY**

### **MUNICIPAL UPDATES**

Councils and Administrations discussed new and evolving projects in each respective municipality.

### **JOINT ECONOMIC AREA**

#### **Water & Wastewater Servicing – Required Upgrades**

Councils and Administrations discussed the need for required upgrades in Aspenlund Industrial Park for water and wastewater servicing. It was determined that Councils and Administrations would have a better understanding of the project needs in December and for this item to come back at a future meeting for discussion.

#### **Operational Cost-sharing in JEA Area**

Councils and Administrations discussed the need to update the Joint Economic Area Agreement entered into in 2007.

Reeve Shepard moved That Councils bring this item back to the ICP/IDP Committee Meeting in 2023 to set an action plan with the intent to update the Joint Economic Area Agreement by the renewal date of April 30<sup>th</sup>.

**CARRIED UNANIMOUSLY**

### **SOPER ANNEXATION UPDATE**

Town of Blackfalds Council and Administration updated Lacombe County Council and Administration on the Soper Annexation being contested.

Councillor West moved That Councils accept the Soper Annexation Update as information.

**CARRIED UNANIMOUSLY**

### **GRAVES REQUEST RE: ANNEXED LANDS TAXATION**

Councils and Administrations discussed the taxation request from Graves on the annexed lands.

Councillor Kreil moved That Councils accept the Graves Request Re: Annexed Lands Taxation as information.

**CARRIED UNANIMOUSLY**

### **BLACKFALDS NORTHWEST AREA MASTER STORM WATER MANAGEMENT PROJECT UPDATE**

Director Weran and Town of Blackfalds Administration provided Lacombe County Council and Administration with an update on the Blackfalds Northwest Area Master Storm Water Management Project.

Councillor Coulter moved That Councils accept the Blackfalds Northwest Area Master Storm Water Management Project Update as information.

**CARRIED UNANIMOUSLY**

**MINUTES**

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**EAGLE BUILDERS CENTRE – OFFICIAL DEDICATION**

Councils and Administrations discussed the formal official dedication of the Eagle Builders Centre.

Reeve Shepherd moved That Lacombe County Council will be advised by their Administration once the official dedication has taken place and the plaque is placed.

**CARRIED UNANIMOUSLY**

**OTHER**

Lacombe County thanked Blackfalds for hosting and for dinner and Blackfalds thanked Lacombe County for attending.

**ADJOURNMENT**

Mayor Hoover adjourned the Joint Council Meeting at 8:35 p.m.

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Jamie Hoover, Mayor

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Barb Shepherd, Reeve

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Myron Thompson, CAO

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Tim Timmons, County Manager



# City of Lacombe

## COUNCIL HIGHLIGHTS

January 9, 2023

### Regular Meeting of Council

## 2. Review of Agendas

### 2.1 Consent Agenda

Council approved the consent agenda package as presented, which included Council Reports, Commission and Board Committee Reports; Council Mailbox; and Minutes. The Consent Agenda included:

- Councillor Reports
  - Councillor Konnik
- Commission, Board, Committee Reports and Minutes
  - Lacombe Foundation Minutes -Sept 26
  - Lacombe Regional Waste Services Commission Meeting Minutes – October 12
  - Municipal Planning Commission Meeting Minutes – November 16
  - Parkland Regional Library Services Board Talk - November 17
- Council Mailbox
  - Alberta Precision Laboratories Memorandum - December 5
- Adoption of Minutes
  - December 5, 2022, Regular Council Meeting Minutes

## 4. Presentations

### 4.1 Lacombe Athletic Park Association – Track Update

Chair Jay Adamson, Past Chair Darren Berg, Marketing Chair Diane Hayduk, and Secretary Treasurer Jason Lunn of the Lacombe Athletic Park Association provided Council with a presentation on a proposed track and field improvement to their facility.

## 5. Public Hearings

### 5.1 Bylaw 400.41 -LUB Amendment Site Exception

A public hearing was held for Land Use Bylaw 400.41 which would amend the Land Use Bylaw 400. If approved, Bylaw 400.41 will allow “Transitional Housing with up to 10 accommodation units and 5 offices within the existing building” as a discretionary use on the West Part of Lot 30, Plan RN9. The subject site is found at 5346 50 Avenue.

## 6. Requests for Decision

### 6.1 Bylaw 400.41 -LUB Amendment Site Exception–2nd/3rdReading

A Land Use Bylaw amendment application has been made to allow “up to 10 accommodation units and 5 offices within the existing building to support transitional housing” as a discretionary use on the West Part of Lot 30, Plan RN9.

The applicant, The Broom Tree Foundation, proposes to renovate the existing building at 5346 50 Ave to provide transitional housing opportunities and support to struggling women and their children. The subject site is the former site of the Lacombe Pentecostal Church, and the Outreach School operated by Wolf Creek Public Schools.

The proposed bylaw amendment would limit the transitional housing use to the subject site. The proposed use would occupy a vacant building that has limited options for re-use while offering community housing support.

Upon review of relevant policies and surrounding uses, the proposed use is deemed compatible with the surrounding area.

Council gave second and third reading to Bylaw 400.41 as presented.

### 6.2 Community Builder Partnership Policy

The revised Community Builder Partnership Policy consolidates the current Community Builder Partnership Policy with the Recreation and Culture Grant to allow more flexibility to applicants while minimizing presentations to Council for minor funding requests.

The updated Community Builder Partnership Policy will allow the Lacombe & District Recreation, Parks, and Culture Board to approve capital projects, programming, and events requests below \$10,000. Requests above the \$10,000 threshold will be vetted through the Lacombe and District Recreation, Parks, and Cultural Board, with recommendations made to City Council for final approval.

Council approved the Community Builder Partnership Policy as presented and rescinded Policy 62/210.10 (12) Community Builder Partnership Policy.

### 6.3 Bylaw 450.1 -Utility Bylaw Amendment

Administration discovered a mistype in the Utility Bylaw 450 Schedule B Rates and Fees. Specifically, the “Scheduled Bi-weekly pickup per bin”, “Scheduled weekly pickup per shared bin,” and “Non-scheduled extra pickup per bin” rates do not currently reflect the 3.6% rate increase for the solid waste utility intended to take effect in 2023.

If left as is, Administration estimates \$24,200 less revenue than budgeted in the solid waste utility (Department 43). To ensure January utility billings reflect the intended rates, third reading is required on or before the January 23rd regular meeting. However, Administration recommended that Council consider the passage of all three readings which requires Council’s unanimous consent per Council’s Procedural Bylaw section 6.16(2). Street and Highway 12.

Council gave first and second readings to Bylaw 450.1, followed by providing consent to consider all three readings of Bylaw 450.1 in one meeting.

Council then gave third reading to Bylaw 450.1

## **8. In Camera**

### **8.1 Land (FOIP Section 16)**

Council permitted YFL Development Inc. to register security against a land parcel in lieu of a security deposit for the Midway Centre Phase 1 Development Agreement.

### **8.2 Labour (FOIP Section 24)**

Council approved the Lacombe Police Association's request under Article 34 of the Collective Agreement to adjust the salary increase for 2023 from 1.75% effective January 1, 2023, to 3% effective January 1, 2023.

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

***-Monday, January 23, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall***

***-Monday, February 13, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall***

***-Monday, February 27, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall***

TO		Members of Council		
FROM		Mayor Jamie Hoover		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary or key issues, decisions and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: November 16, 2022 – January 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Nov 16	x			St. Gregory the great Student Council
Nov 17	x			RDRMUG meeting, Drumheller
Nov 22			x	Food Hub tour
Nov 22			x	Christmas tree decorating
Nov 22	x			RCM
Nov 24	x			ABMunis LGFF Allocation Proposal
Nov 26		x		Light-up Blackfalds
Nov 27		x		Queen Elizabeth II Jubilee Medal Presentation, Edmonton
Nov 29-30			x	Wolf Creek Public School Grade 6 municipal office information tours
Nov 29	x			Youth Action Coalition meeting
Dec 5	x			Lacombe Foundation meeting
Dec 5		x		BBBS Christmas banquet
Dec 7	x			Blackfalds Healthcare Professionals Attraction & Retention Committee Meeting
Dec 8		x		CP Holiday Train
Dec 10			x	Snacks with Santa volunteer volunteered role
Dec 10			x	Blackfalds Human Rights Day event appearance
Dec 10		x		Town of Blackfalds Christmas party
Dec 11			x	Victims Services Charity Checkstop
Dec 12	x			Meeting with Health Minister Copping, MLA Yao (PS) and MLA Orr
Dec 12			x	Business View publication, feature initial interview
Dec 13	x			RCM
Dec 14			x	Habitat for Humanity team build
Dec 14	x			New physician community tour and luncheon
Dec 14	x			Policing committee meeting
Dec 20		x		MP Blaine Calkins open house

## Council Monthly Round Table Report

Dec 20			x	Planetarium event – Abbey Centre
Jan 3			x	Kids3 Daycare, Kinder First Aid instruction
Jan 8-9			x	IRIC Grade 4 PBL Project letter responses
Jan 12	x			Social Housing Accommodation Regulation program review
Jan 13	x			Meeting with Deputy Minister of Seniors Housing, Lacombe Lodge rebuild

TO		Members of Council		
FROM		Deputy Mayor Laura Svab		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary or key issues, decisions and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: November 16, 2022 – January 16, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
November 22			x	Tour of Community Food Hub
November 22	x			MPC Orientation and MPC meeting
November 22			x	Tree Decorating and Council's Christmas Card Photos
November 22	x			Regular Council Meeting
November 26		x		16th Annual Light Up Blackfalds
December 1			x	Social Needs Assessment Workshop
December 5	x			Library Board Meeting and Potluck
December 6	x			Recreation, Culture, and Parks Board Meeting
December 10		x		Town of Blackfalds Christmas Party
December 13	x			Regular Council Meeting
December 14	x			Policing Committee
January 3	x			Library Board Meeting
January 4	x			Recreation, Culture, and Parks Board Meeting
January 10	x			Regular Council Meeting
January 16	x			Standing Committee Meeting



TO		Members of Council		
FROM		Councillor Brenda Dennis		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary or key issues, decisions and/or comments for Council’s information</li></ul>		
REPORT DATE		For the period: November 15, 2022 to January 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Nov 22			X	Tour of the Community Food Hub
Nov 22	X			MPC Meeting
Nov 22	X			Regular Council Meeting
Nov 26		X		Light up Blackfalds
Dec 1	X			FCSS Social Needs Assessment Workshop
Dec 5		X		Volunteer Christmas Open House
Dec 10		X		Town of Blackfalds Christmas Party
Dec 12	X			Meeting with Health Minister Copping and MLAs
Dec 13	X			Regular Council Meeting
Dec 18		X		Dancer’s Edge Dance Recital
Jan 4	X			FCSS Interagency Meeting
Jan 9	X			Economic Development And Tourism Meeting
Jan 10	X			Regular Council Meeting
Jan 12	X			RRD Rural Justice Community Advisory Council
Jan 14-15		X		Blackfalds U13 Hockey Tournament

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Jim Sands</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: Nov 15/ 22-Jan 15 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Nov 22/ 22			X	Council tour of Community Food Hub
Nov 22/ 22	X			MPC Orientation and MPC Meeting
Nov 22/ 22			X	Tree Decorating and Council Christmas card Photos
Nov 22/ 22	X			Regular Council Meeting
Nov 23/ 22	X			LREMP Advisory Committee Meeting
Dec 10/ 22		X		Town of Blackfalds Christmas Party
Dec 13/ 23	X			Regular Council Meeting
Jan 10/ 23	X			Regular Council Meeting
Jan 12/ 23	X			FCSS Jan Meeting

TO		Members of Council		
FROM		Councillor Edna Coulter		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary of key issues, decisions and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: Nov. 16,2022 to Jan. 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Nov 17, 2022	X			Parkland Library meeting
Nov. 22, 2022			X	Tour of Community Food Hub
Nov. 22, 2022	X			Regular Council meeting – had a team building while decorating the Christmas tree and getting council picture done
Nov. 26, 2022			X	Light up Blackfalds – help serve residents hot cholate and watched the light get turned on
Dec. 1, 2022	X			Social Needs Assessment workshop
Dec. 6, 2022	X			Blackfalds Library meeting
Dec. 7, 2022	X			Blackfalds Healthcare Professionals Attraction & Retention meeting
Dec. 10, 2022			X	Town of Blackfalds Christmas Party
Dec. 13, 2022	X			Regular council meeting
Dec 14, 2022			X	Habitat for Humanity Project – Volunteered to paint and clean up one of the homes that is getting built
Dec. 14, 2022			X	Meet & Greet with Apollo Health, Dr. Gbenoba and family
Jan. 3, 2023	X			Blackfalds Library meeting
Jan. 10, 2023	X			Regular Town Council meeting

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Rebecca Stendie</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: November 16, 2022 to January 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
November 22, 2022				Tour of Blackfalds Food Bank and Beyond Food Community Hub
November 22, 2022				Council photos
November 22, 2022				Regular Council meeting
December 1, 2022				Social Needs Assessment workshop
December 1, 2022				Family and Community Support Services meeting
December 7, 2022				Recreation, Parks, and Culture meeting
December 13, 2022				Regular Council meeting
January 10, 2023				Regular Council meeting
January 12, 2023				Family and Community Support Services meeting

TO		Members of Council		
FROM		Councillor Marina Appel		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary of key issues, decisions and/or comments for Council’s information</li></ul>		
REPORT DATE		For the period: 16 November – 15 January		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Nov 22			X	Beyond Food Community Hub Walkthrough
Nov 22			X	Council Christmas Tree Decoration + Photos
Nov 22	X			RCC Meeting
Nov 26		X		Light up Blackfalds Event! It was fun to hand out Hot Chocolate – perhaps we can get a sponsor for next year, so we can serve more guests!
Dec 1			X	Social Needs Assessment Workshop
Dec 1	X			FCSS Meeting
Dec 7	X			BHPARC (missed due to lack of invitation)
Dec 12	X			Meeting with Minister Copping, MLA Orr, MLA Yao (Virtual, at Civic Centre)
Dec 13	X			RCC Meeting
Jan 5	X			Blackfalds Chamber of Commerce Meeting
Jan 9	X			EDTAC Meeting – Great to welcome Jason to the team and get started on a new year of ECDEV!
Jan 10	X			RCC Meeting
				Events Regrettably missed due to illness in December: CP Holiday Train, Blackfalds Chamber of Commerce Christmas Social, Town Christmas Party, Policing Committee Meeting (submitted questions and received answers), Habitat for Humanity Build Day

**MINUTES**

A Regular Council Meeting for the Town of Blackfalds was held on January 10, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Myron Thompson, CAO  
Justin de Bresser, Director of Corporate Services  
Preston Weran, Director of Infrastructure and Property Services  
Rick Kreklewich, Director of Community Services  
Carol Simpson, Abbey Centre General Manager  
Laura Thevenaz, Manager of Infrastructure Services  
Shelby Craig, Marketing and Communications Team Lead  
Marco Jadie, IT Tech  
Danielle Nealon, Executive & Legislative Coordinator

**REGRETS**

None

**MEDIA**

None

**OTHERS PRESENT**

Robert Côté, Fire Chief  
Mike Elder, Deputy Fire Chief  
Garret Kinley, Fire Department  
Bill Stock, Fire Department  
Gene Ostropolski, Fire Department  
Louise Rellis, Anam Rural Youth Association  
Trevor Thomas, Bulldogs Jr. A Club  
Shane Hansen

**CALL TO**

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

**TREATY SIX LAND ACKNOWLEDGEMENT**

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

**ADOPTION OF AGENDA**

**001/23** Councillor Sands moved That Council adopt the January 10, 2023, Agenda as presented.

**CARRIED UNANIMOUSLY**

**MINUTES**

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**DELEGATION**

**Provincial Fire Service Award Medal – Garret Kinley**

Mayor Hoover and Fire Chief Côté presented Garret Kinley with the Alberta Emergency Services Award for his years of service with Emergency Services.

**Anam Rural Youth Association, Louise Rellis**

Louise Rellis presented to Council a Report to the Community of Blackfalds outlining the mental health support services for youth offered by the association.

**Bulldogs Junior A Club, Trevor Thomas**

Trevor Thomas presented to Council the intent of the Bulldogs Jr. A Club to submit a bid to host the National Junior A Championship Centennial Cup tournament in May 2024 or 2025.

**PUBLIC HEARING**

None

**BUSINESS ARISING FROM MINUTES**

None

**BUSINESS**

**Request for Decision, Blackfalds Bulldogs Centennial Cup Bid**

Director Kreklewich following the Delegation from the Bulldogs Junior A Club requested a letter of support from Council to host the National Junior A Championship Centennial Cup tournament in Blackfalds.

**002/23** Councillor Stendie moved That Council provide a letter of support for the Blackfalds Bulldogs Jr. A Club to host the Centennial Cup event in Blackfalds.

**CARRIED UNANIMOUSLY**

**Request for Decision, Bylaw 1277.23 – Schedule “B” 2023 Rates, Amendment to Bylaw 1250.20**

Director Weran brought forward for Council’s consideration First Reading to Bylaw 1277.23 that would amend Schedule “B” of the Utility Bylaw 1250.20.

**003/23** Councillor Sands moved That Council give First Reading to Bylaw 1277.23, a Bylaw to amend Schedule “B” of Bylaw 1250.20, water and wastewater rates for 2023.

**CARRIED UNANIMOUSLY**

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

Director Kreklewich presented a request to Council for approval of grant funding to the Blackfalds Fibre Arts Collective from the Community Initiative Grant.

**004/23** Deputy Mayor Svab moved That Council approves grant funding to the Blackfalds Fibre Arts Collective from the Community Initiatives Grant in the amount of \$4,072.

**CARRIED UNANIMOUSLY**

**MINUTES****Request for Decision, Love Locks – Public Art Piece**

Manager Simpson brought forward a request to accept the recommendation of the Recreation, Culture and Parks Board to provide monies to the Lacombe Composite High School for the purchase of steel and forming for the Love Locks public art piece.

- 005/23** Councillor Appel That Council accepts the recommendation of the Recreation, Culture and Parks Board to provide \$2,000 to the Lacombe Composite High School for the purchase of steel and forming from the Abbey Centre General Contracted Service Budget.

**CARRIED UNANIMOUSLY**

**Request for Decision, Library Board Member Resignation**

Director Kreklewich requested that Council accept the resignation of Kristel Leeks from the Municipal Library Board.

- 006/23** Deputy Mayor Svab moved That Council accept the resignation of Kristel Leeks from the Municipal Library Board effective immediately, with regrets.

**CARRIED UNANIMOUSLY**

**Request for Decision, 2023 Capital Budget Revision – Skid Steer**

Manager Thevenaz brought forward a request to Council to revise the 2023 Capital Budget to allow for the replacement of a skid steer.

- 007/23** Councillor Stendie moved That Council allocates \$112,000 drawn from the Fleet Reserve to fund the Capital Fleet purchase of a new skid steer.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE**

None

**INFORMATION**

- Report for Council, Natural Asset Management Roadmap Development Project
- Parkland Regional Library System Board Meeting Minutes – November 17, 2022
- FCSS Meeting Minutes – November 10, 2022
- Report for Council, Enforcement and Protective Services Monthly Report – December 2022
- Report for Council, Development & Building Monthly Report – December 2022
- Report for Council, BOLT KPI Monthly Report – December 2022
- County of Lacombe Highlights – December 8, 2022
- Letter from C.M. (Curtis) Zablocki – Alberta Municipalities Conference – Fall 2022
- Report for Council, Tayles Park Lighting Schedule
- Recreation, Culture and Parks Board Meeting Minutes - December 7, 2022

- 008/23** Councillor Sands moved That Council accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**ROUND TABLE DISCUSSION**

None



**MINUTES**

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**ADOPTION OF MINUTES**

**009/23** Councillor Coulter moved That Council accept the Regular Council Meeting Minutes from December 13, 2022, as presented.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**BUSINESS FOR THE GOOD OF COUNCIL**

None

**BREAK**

**010/23** Deputy Mayor Svab moved That Council move for a five-minute recess at 8:21 p.m.

**CARRIED UNANIMOUSLY**

**CONFIDENTIAL – Closed Session**

- **FOIP S. 25**
- **FOIP S. 25**

**011/23** Councillor Sands moved That Council move to a closed session commencing at 8:30 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 25 of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance:** Mayor Jamie Hoover, Deputy Mayor Laura Svab, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Jim Sands, Councillor Brenda Dennis, Councillor Marina Appel, CAO Myron Thompson.

**012/23** Councillor Sands moved That Council move to come out of the closed session at 9:02 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 9:02 p.m.

**Regular Council Meeting Attendance:** Mayor Jamie Hoover, Deputy Mayor Laura Svab, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Jim Sands, Councillor Brenda Dennis, Councillor Marina Appel, CAO Myron Thompson.

**ADJOURNMENT**

Mayor Hoover adjourned the Regular Council Meeting at 9:02 p.m.

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Jamie Hoover, Mayor

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Myron Thompson, CAO

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday January 16, 2023 at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Myron Thompson, CAO  
Justin de Bresser, Director of Corporate Services  
Preston Weran, Director of Infrastructure and Property Services  
Rick Kreklewich, Director of Community Services  
Jolene Tejkl, Manager of Planning and Development  
Carol Simpson, Abbey Centre General Manager  
Sue Bornn, FCSS Manager  
Marco Jadie, IT Tech  
Lorrie Logan, Municipal Clerk

**REGRETS**

None

**MEDIA**

None

**OTHERS PRESENT**

Tanya Morrison, Farmstead Life Insurance  
Teresa Johnson, Urban Hens  
Louise Rellis, Anam Rural Youth Association  
Corinne Hansen, AHS Health Promotion Facilitator

**CALL TO  
ORDER:**

Deputy Mayor Svab called the Standing Committee Meeting to order at 7:00 p.m.

**TREATY SIX LAND ACKNOWLEDGEMENT**

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

**ADOPTION OF AGENDA**

Addition of Item 14.1, FOIP Section 24  
Addition of Information Item 9.2, Cody Dennis Wall Memorial  
Addition of Item 9.3, Abbey Centre Vandalism – Discussion

**001/23**

Councillor Coulter moved that Standing Committee of Council adopt the Agenda for January 16, 2022, as amended.

**CARRIED UNANIMOUSLY**

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**DELEGATION****Urban Chicken Community Package – Linda Murrell**

Linda Murrell, Teresa Johnston, and Tanya Morrison gave a presentation on raising backyard Urban Chickens.

**Property Assessment Process – Frank Watson**

Frank Watson presented the Property Assessment Process by Bow Valley Property Assessments for the Town of Blackfalds.

**PUBLIC HEARING**

None

**BUSINESS ARISING FROM MINUTES**

None

**BUSINESS****Request for Direction, Bylaw 1276.23 Amending Land Use Bylaw – Redistricting of a Portion of Lot 3, Block 1, Plan 102 2233**

Manager Jejkl presented an overview of the draft Bylaw 1276.23.

**002/23** Councillor Stendie moved That the Standing Committee of Council recommend to Council to give First Reading to Bylaw 1276.23.

**CARRIED UNANIMOUSLY**

**003/23** Mayor Hoover moved That the Standing Committee of Council, upon giving First Reading to Bylaw 1276.23, recommend to Council to set a Public Hearing date for February 28, 2023 at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

**Request for Direction, Policy 164.23 – Aquatic Centre Closure Policy**

Manager Carol Simpson presented the Aquatic Centre Closure Policy.

**004/23** Councillor Sands moved That the Standing Committee of Council recommend to Council that the Aquatic Centre Closure Policy be brought forward to Council for consideration.

**CARRIED UNANIMOUSLY**

**Request for Direction, Policy 165.23 – Abbey Centre Acceptable Usage Policy**

Manager Simpson presented updated changes to the Abbey Centre Acceptable Usage Policy.

**005/23** Councillor Appel moved That the Standing Committee of Council recommend to Council to accept the provided amendments to the Abbey Centre Acceptable Usage Policy.

**CARRIED UNANIMOUSLY**

**006/23** Councillor Sands moved That the Standing Committee of Council recommend the inclusion of the amended Abbey Centre Acceptable Usage Policy at the January 24, 2023 Regular Council Meeting agenda for review.

**CARRIED UNANIMOUSLY**

**Request for Direction, Policy 167.23 – Electronic Sign Policy**

Director Kreklewich presented updated information on the Electronic Sign Policy.

- 007/23** Mayor Hoover moved That the Standing Committee of Council refer this item back to Administration.

**DEFEATED**

*In Favor: Deputy Mayor Svab and Mayor Hoover*

- 008/23** Councillor Stendie moved That the Standing Committee of Council recommend that the Electronic Sign Policy 167.23 be brought forward to Council for review and consideration.

**CARRIED UNANIMOUSLY**

**Request for Direction, Policy 168.23 – Compliance Certificate Policy**

Manager Tejkl presented updates to the Compliance Certificate Policy.

- 009/23** Councillor Coulter moved That the Standing Committee of Council recommend to Council to approve the Certificate Compliance Policy 168.23.

**CARRIED UNANIMOUSLY**

**INFORMATION**

- Report for Committee - Youth Action Coalition
- Cody Dennis Wall Memorial (*verbal*)

- 010/23** Mayor Hoover moved That the Standing Committee of Council accept the Youth Action Coalition and the Cody Dennis Wall Memorial as information.

**CARRIED UNANIMOUSLY**

- Abbey Centre Vandalism (*verbal*)

- 011/23** Councillor Sands moved That the Standing Committee of Council accept the Abbey Centre Vandalism updated information as per discussion.

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

None

**BUSINESS FOR THE GOOD OF THE COMMITTEE**

None

**BREAK**

- 012/23** Councillor Appel moved That the Standing Committee of Council move for a five-minute recess at 8:47 p.m.

**CARRIED UNANIMOUSLY**

**CONFIDENTIAL – Closed Session**

- **FOIP S. 24**

- 013/23** Councillor Coulter moved That the Standing Committee of Council move to a closed session commencing at 8:52 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24 of Alberta's Freedom of Information and Protection of Privacy Act.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance:** *Mayor Jamie Hoover, Deputy Mayor Laura Svab, Councillor Jim Sands, Councillor Rebecca Stendie, Councillor Edna Coulter, Councillor Brenda Dennis, Councillor Marina Appel.*

**014/23**

Councillor Sands moved That the Standing Committee of Council move to come out of the closed session at 9:50 p.m.

**CARRIED UNANIMOUSLY**

**Standing Committee Meeting of Council Attendance:** *Mayor Jamie Hoover, Deputy Mayor Laura Svab, Councillor Jim Sands, Councillor Rebecca Stendie, Councillor Edna Coulter, Councillor Brenda Dennis, Councillor Marina Appel.*

**ADJOURNMENT**

Deputy Mayor Laura Svab adjourned the Standing Committee of Council Meeting at 9:50 p.m.

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Deputy Mayor, Laura Svab

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Myron Thompson, Chief Administrative Officer