

AGENDA

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1. **Call to Order**
 2. **Land Acknowledgement**
 - 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
 3. **Adoption of Agenda**
 - 3.1 Agenda for October 25, 2022
 4. **Delegation**
 - 4.1 Varme Waste Energy, *Rory Wheat*
 - 4.2 Blackfalds RCMP 3rd Quarter Report – *Sgt. Brent Dueck, RCMP*
 5. **Public Hearing**

None
 6. **Business Arising from Minutes**

None
 7. **Business**
 - 7.1 CAO Report – October 2022 (*verbal*)
 - 7.2 Request for Decision, Regional SDAB Bylaw 1274.22
 - 7.3 Request for Decision, Municipal Office Space Policy 163.22
 - 7.4 Request for Decision, Schedule “C” Community Services Facilities Fee Schedule Bylaw 1273.22
 - 7.5 Request for Decision, Standing Committee of Council Meeting Cancellation
 - 7.6 Request for Decision, Quarterly Financial Reports for the Period Ending September 30, 2022
 8. **Action Correspondence**
 - 8.1 Letter from Blackfalds Ministerial Association, *Pastor Kyle Kloss*
 9. **Information**
 - 9.1 Eagle Builders Centre Road Work, Parking Lot and Plaza Update – *Stantec (verbal)*
 - 9.2 Report for Council, Annexation of NE 24-39-27-W4M Proposal Withdrawn
 - 9.3 Report for Council, 2023 Capital Budget
 - 9.4 FCSS Meeting Minutes – September 15, 2022
 - 9.5 Board Letter October 13, 2022, Town of Blackfalds Report, *Environmental Appeals Board*
 - 9.6 Lacombe County Highlights – October 13, 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 October 11, 2022
 - 11.2 Minutes from the Standing Committee of Council Meeting on October 17, 2022
 12. **Notices of Motion**

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

None
 14. **Confidential**
 - 14.1 FOIP Sec. 19
 15. **Adjournment**
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Future Meetings/Events:

- Regular Meeting – Tentative: November 8, 2022
- Standing Committee of Council Meeting – Tentative: November 14, 2022



BLACKFALDS TOWN COUNCIL

September 2022

Presentation Agenda

1. Norwegian Partner Introductions
2. Varne Energy Overview
3. Our Environmental Impact
4. Aitos Gasification Technology
5. Partnership with Innisfail
6. Q & A





Global Director of Energy from Waste

Andreas Karlsen



Green
Transition
Holding

Andreas has 8 years of experience in the oil and gas industry where he mainly focused on rig new builds and upgrades as well as offshore wind projects.

He held various positions within engineering, new product development and sales.

He has also held a central role in commercialization and development of low carbon solutions towards the oil and gas industry and project execution.

Andreas also serves as the Chairman for Varme Energy

Supported by strong, industrial owners

Varme Energy is majority owned by Green Transition Holding, a Norwegian EfW specialist



GTH is a project developer and asset owner focusing on Energy-from-waste (EfW), Carbon Capture & Storage and district energy



Established in 2020 to commercialize on +30 years industrial knowhow and unique technology held within our group companies



Actively exploring other zero emissions technology across the EfW and bio energy value chain



Portfolio of 8 bio energy district heating plants following the acquisition of AT Biovarme in 2021



Option for first greenfield EfW project in the UK secured



In-house EPC capabilities



Proprietary EfW technology



Operational knowhow



Carbon Capture and Storage Expertise (CCS)



Green
Transition
Holding

Group companies



AITOS
GASIFICATION
TECHNOLOGY



CARBON
CIRCLE



ecvio

PIPEOTECH
[SEALING YOUR INTEGRITY]

GREEN BIO



Norwegian team with deep industry knowledge

GTH Management



Paal Skoe
CEO



Helge Rosvold
CTO



Torgeir Segberg
Director, EfW



Geir Otto Amundsen
Director, Bio Energy



Mikkel Andreasen
CFO



Andreas Karlsen
Global Director Energy
from Waste

~60
employees in
the GTH Group



GTH - Board of Directors



Eirik Flatebø
Chairman



Svein Flåtten
Board Member



Christopher Vanay
Board Member



Robert Macleod
Board Member



Petter Dragesund
Board Member



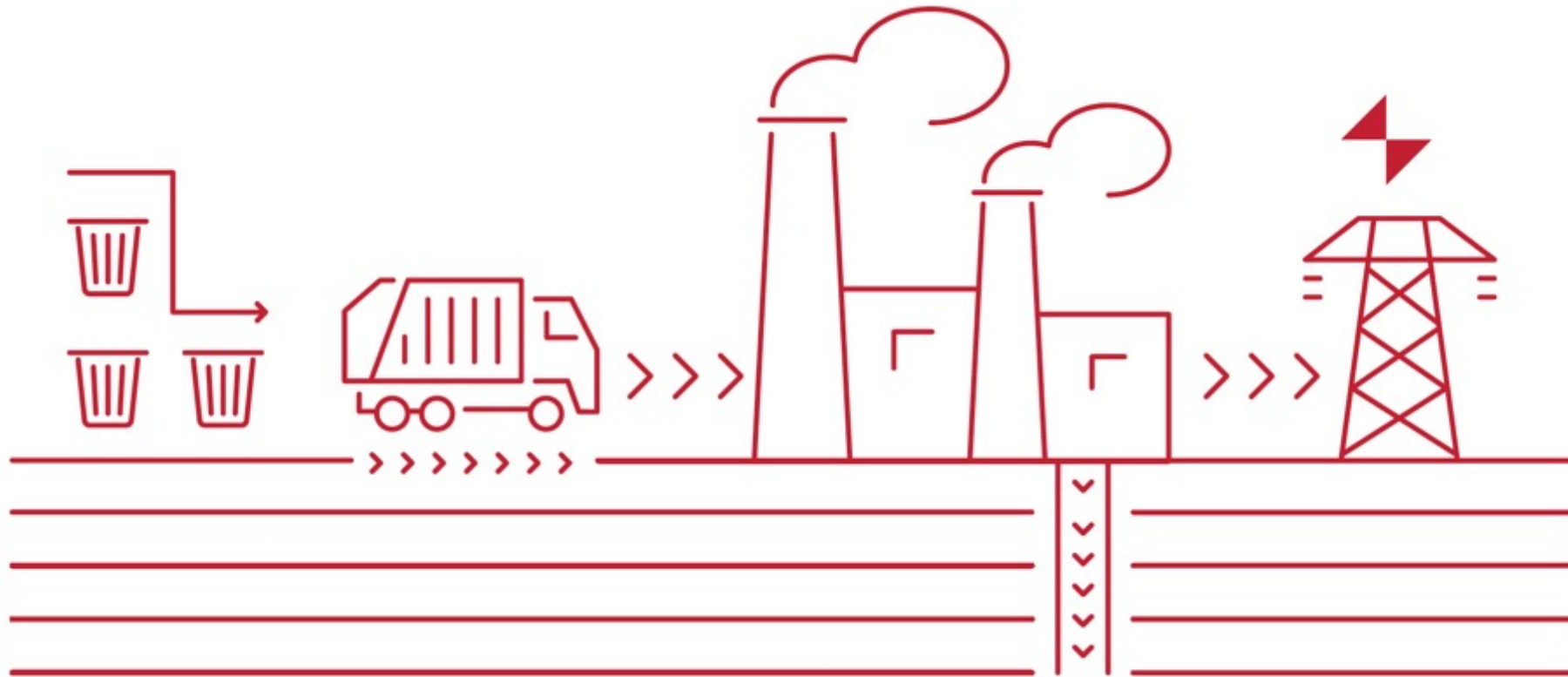
Sigbjørn Bråtane
Board Member



Dag Schjerven
Board Member



Varme Energy Overview



Executive Summary: Developing Waste to Energy Facilities with Integrated Carbon Capture & Storage

1

97% of our waste is currently going to landfills in Canada – where it remains forever



2

Processing our garbage through a waste to energy facility eliminates all methane emissions, and reduces overall GHG emissions associated with our waste by >95%



Landfills account for ~23% of Canada's methane emissions

3

The commercial window for waste to energy + CCS has arrived in Canada. Market fundamentals of investment tax credits, strong carbon pricing, and CCS availability have all materially shifted since 2020



VarME Energy at a glance

Canada's first waste to energy (WtE) specialists



VarME develops, owns and operates facilities for waste to energy, carbon capture & storage (CCS) & district energy



Highly Capable and Experienced Management Team headquartered in Edmonton, Alberta



Commercial negotiations underway on 3 projects - 2 in Edmonton Area and 1 in Innisfail (Signed LOI)



Negotiating waste tipping fee agreements from a variety of sources ~300k tonnes qualified leads in pipeline



Shortlisted for \$25M subsidy through Canadian Government's Low Carbon Economy Challenge



Multiple partnerships in development across supply chain



Exclusive IP & Technology rights



In-house EPC capabilities



Strong industrial support



Strong team & industry network



Execution team with deep industry knowledge

Industrial knowhow, passion, execution, technology

Varme Management Team



Sean Collins
CEO



Rory Wheat
Development Manager



Samir Hamid
Waste Consultant



GTH Management Team



Paal Skoe
CEO



Helge Rosvold
CTO



Torgeir Segberg
Technical Director, EfW



Geir Otto Amundsen
Director, Bio Energy



Mikkell Andreasen
Chief of Staff



Andreas Karlsen
Director, Energy From Waste

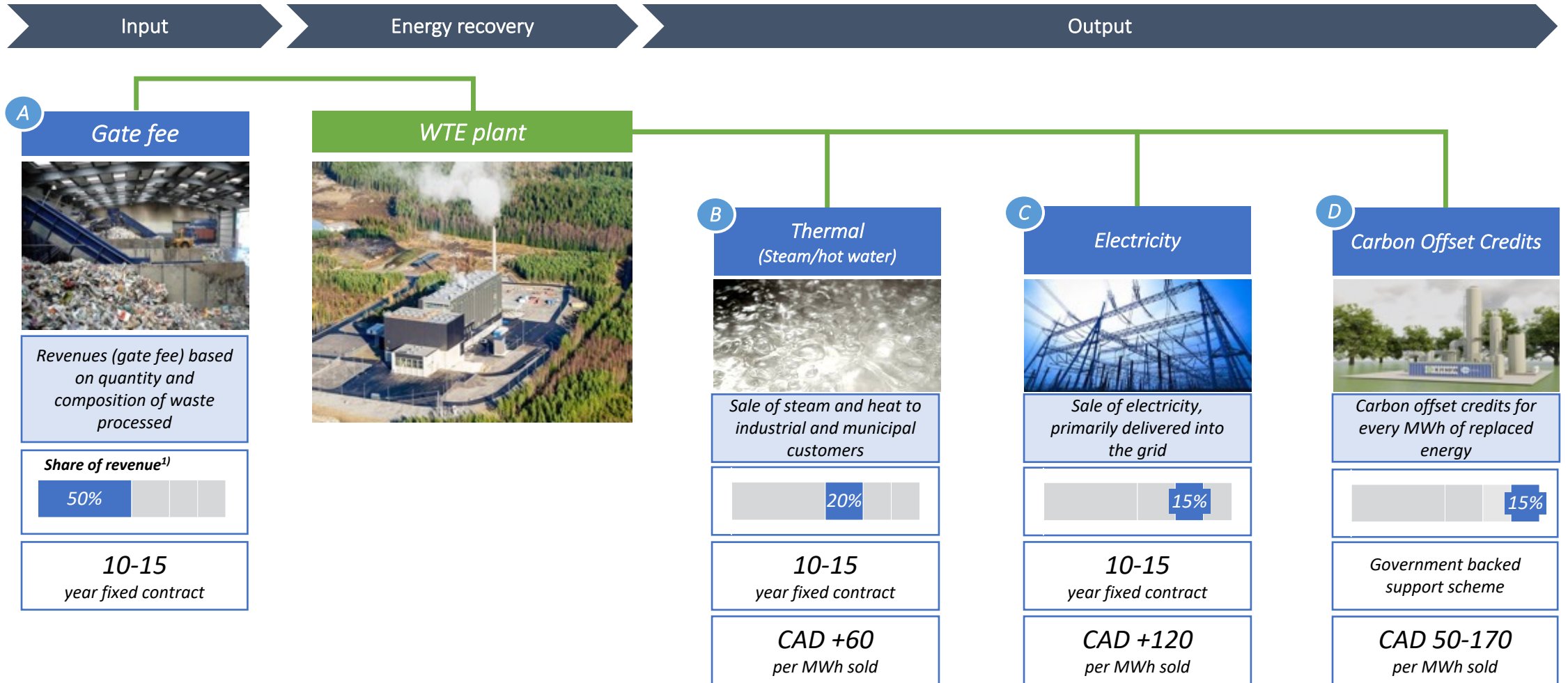
~60
employees in
the GTH Group



Contractor Support Team



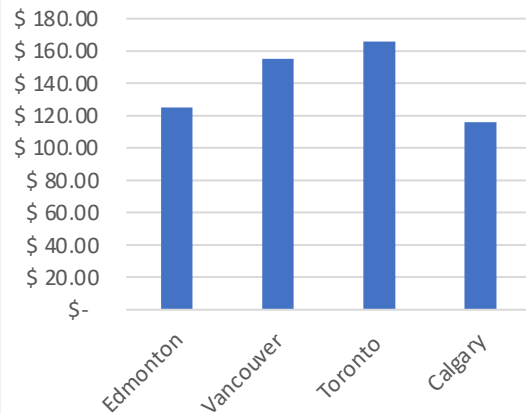
Project Economics



Highly supportive market drivers in Canada

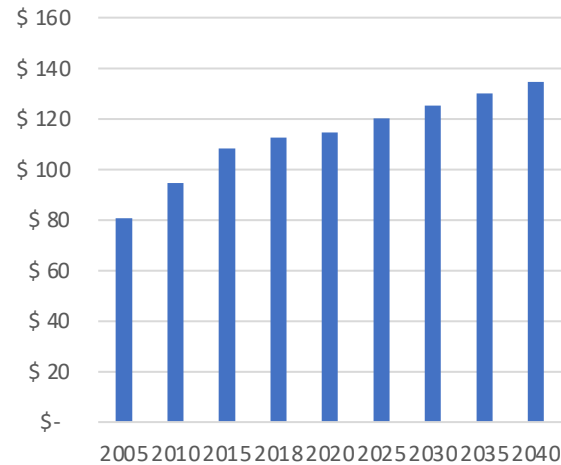
Gate fees development

Landfill tipping fee's Major Cities



Increasing energy prices

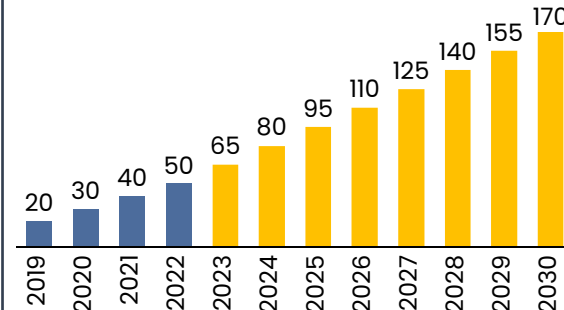
\$ / MWh expected spot market development



Value added products

Carbon Capture & Storage

CAD/t Carbon offset credits per Co2(e)



Syngas



Major opportunities within Hydrogen & Ammonia

Regulatory push

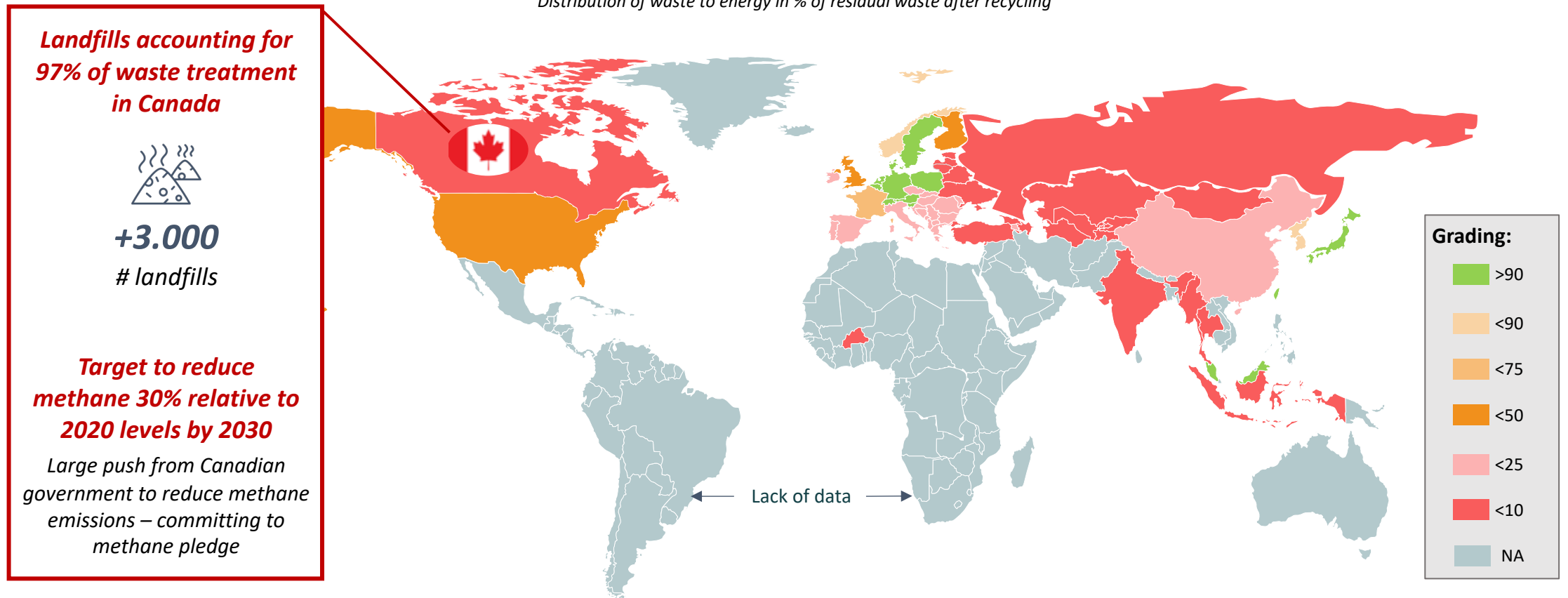
1. **CCS incentive - 50% tax payback of CCS CAPEX after first year in operation**
2. **Global Methane Pledge commitment - reducing methane emissions by 30%**
3. **Municipal Landfill Diversion Targets becoming common**

Demand for zero-carbon solutions and clean, local energy driving plant economics

Canada far behind comparable countries in the development of waste to energy for treatment of waste

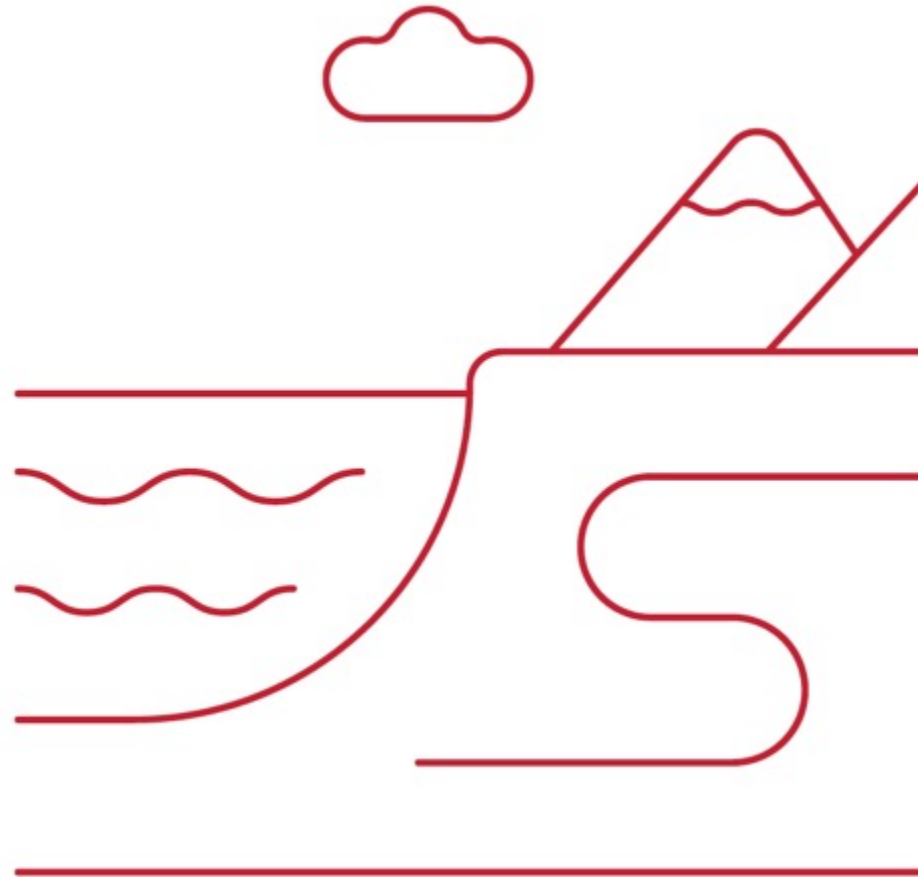
Waste to Energy as a share of residual waste

Distribution of waste to energy in % of residual waste after recycling

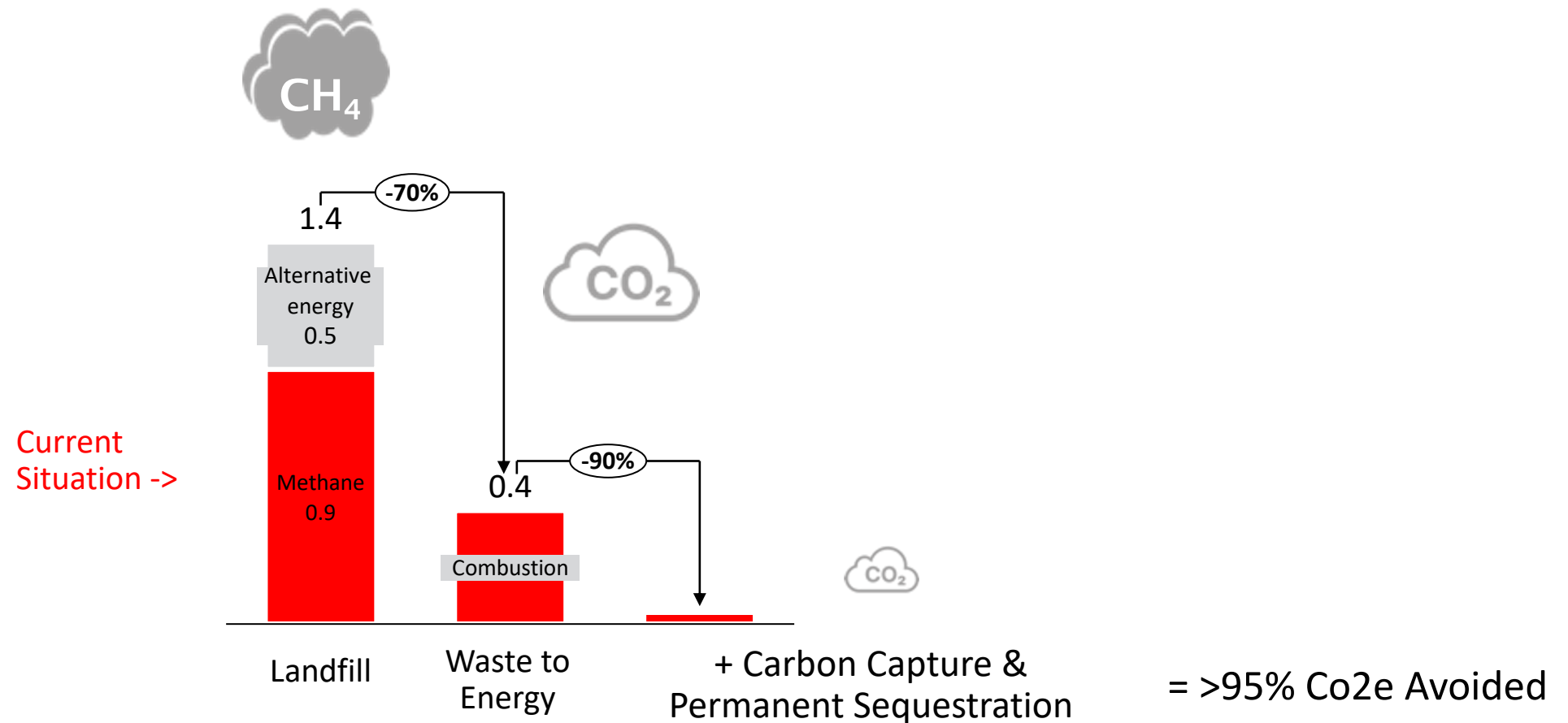


Significant potential from taking position within EfW given regulatory push for reduction in landfills

Our Environmental Impact



Co2e per 1 Tonne of Landfill Garbage



Eliminating Landfills Creates Many Complementary Industries



EU 2000 Starting Point

54%

Recycling & compositing

47%

Waste-to Energy

28%

22%

26%

10%

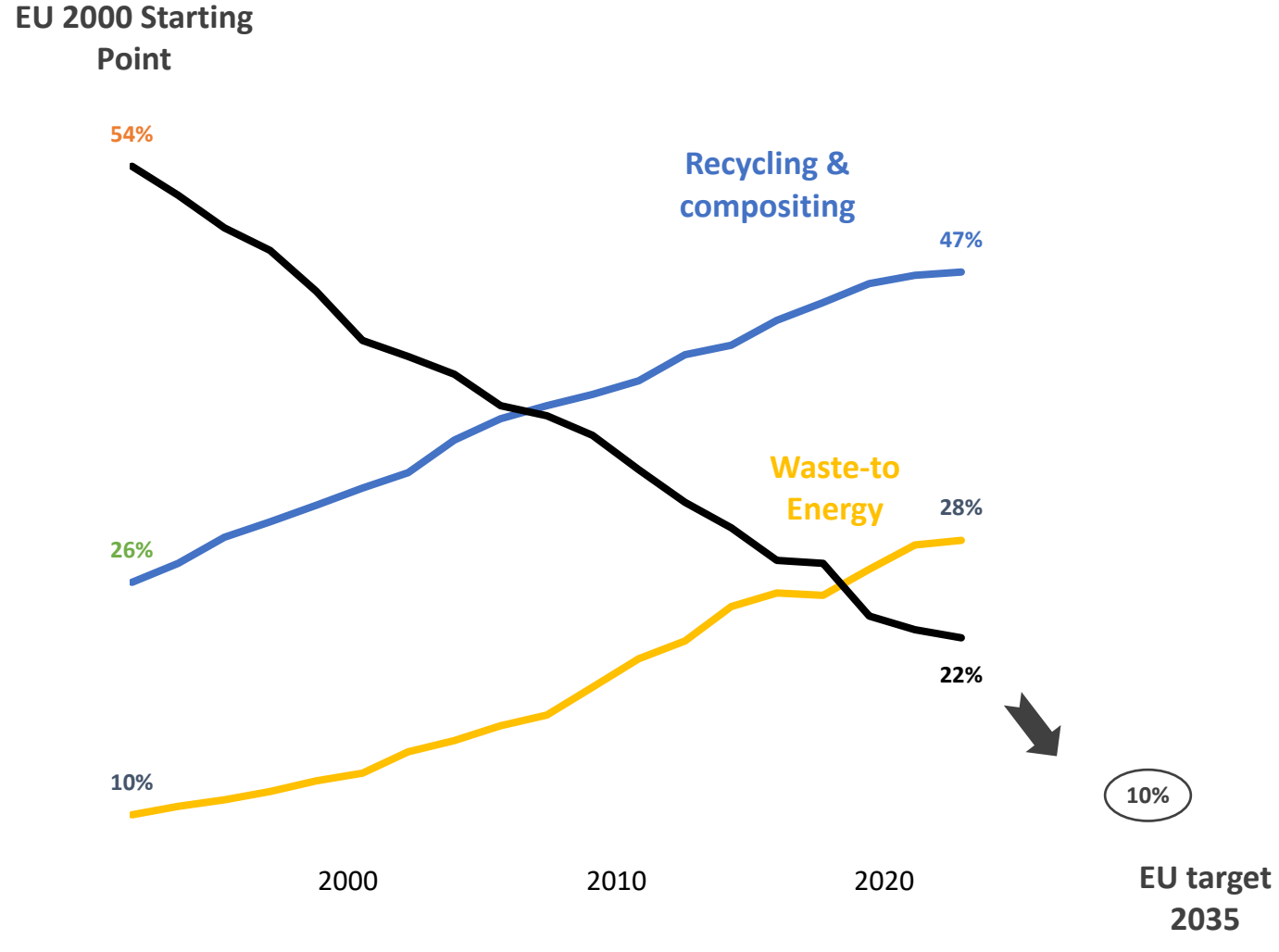
2000

2010

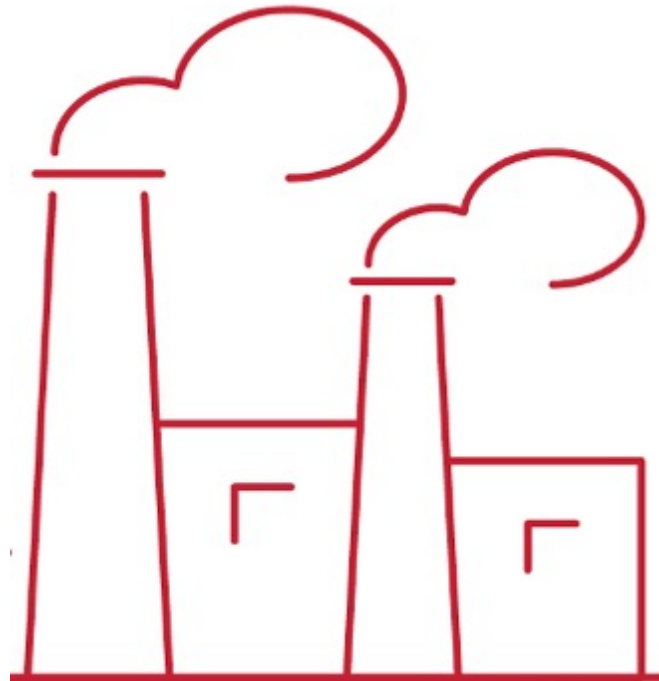
2020

EU target 2035

10%



Aitos Gasification Technology



Gasification 101



Forus Facility
in Stavanger, Norway

AITOS
GASIFICATION
TECHNOLOGY

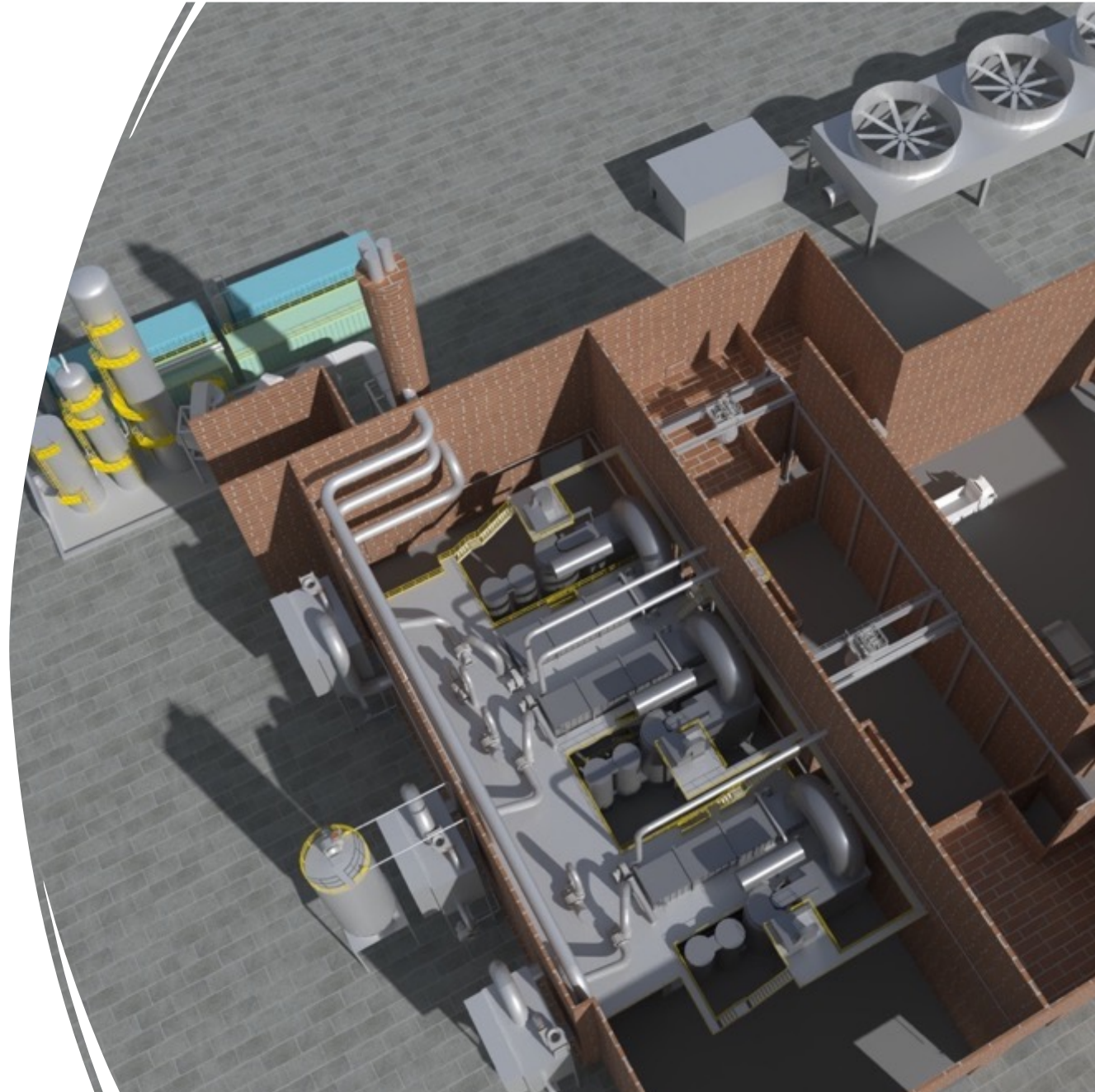


Partial oxidation, where a gasifying medium (steam, air, oxygen or other) interacts with waste at high temperature (550–1800 °C), in which solid material is gasified

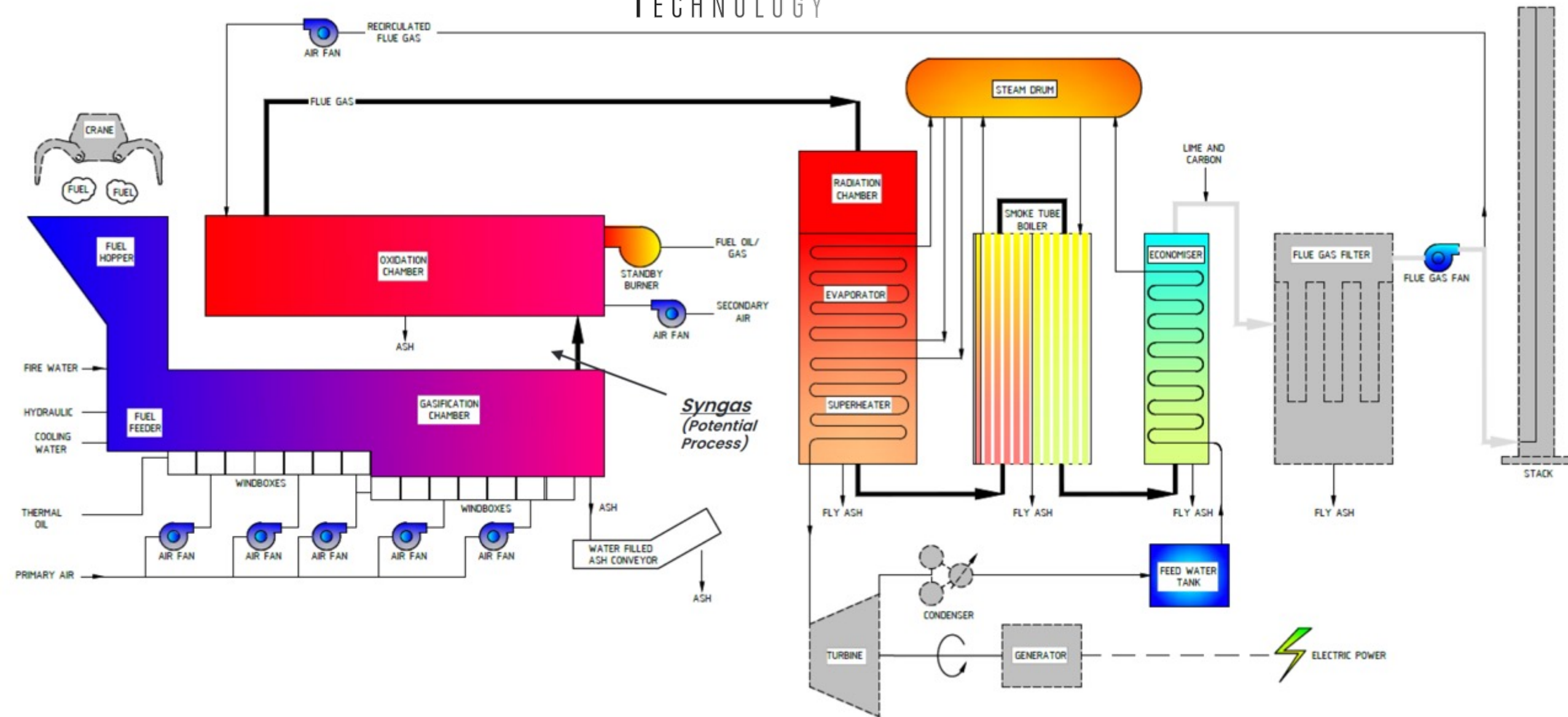
*Output: Syngas, steam (heat/electricity)
Residue: Bottom ash, slag*

AITOS GASIFICATION TECHNOLOGY

- **Patented, proven, strong operational history and low CAPEX**
- **Next generation Advanced Thermal Technology (ATT).**
- **Flexibility to variations in calorific value of waste “adaptive cruise control”**
- **Inherently low NO_x and SO_x surpasses all EU emissions regulations**
- **Modular and scalable in 50,000 tonne/year/oven increments**



AITOS GASIFICATION TECHNOLOGY



Q & A Session



Get in touch:

Sean Collins
CEO

Phone 1.780.232.0339
Email: sean@varme.ca

Rory Wheat
Development Manager

Phone 1.639.840.2131
Email: rory@varme.ca

MEETING DATE: October 25, 2022

PREPARED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Regional Subdivision and Development Appeal Board Bylaw No. 1274.22**

BACKGROUND

Section 627 of the *MGA* requires Council to establish a Subdivision and Development Appeal Board (SDAB) either locally or with one or more municipalities to establish an intermunicipal SDAB to hear appeals on development and subdivision appeals within their jurisdiction. The Town of Blackfalds has fulfilled this obligation with our own SDAB, established under Bylaw 1076/08, which is comprised of at least five citizens at large who are appointed at the organizational meeting of Council for a term of one year.

A recent call-out for SDAB volunteers did not result in a sufficient number of applications, and in previous years it has been difficult finding enough citizens at large to meet SDAB quorum.

DISCUSSION

With this evening being Council's organizational meeting and unsuccessful attempts at achieving a sufficient number of citizen at large applications to sit on the SDAB, Administration has had discussions with Parkland Community Planning Services (PCPS) to inquire about their 29-member Regional SDAB.

PCPS' Regional SDAB operates much like regional assessment appeal board models. Municipalities that are part of the Regional SDAB make annual contributions to have the pool of Board Members and Clerks trained and ready to conduct an appeal. PCPS currently has a pool of 12 Board members from various municipalities in Central Alberta that have been appointed and trained. There is also a pool of non-planner clerks and planner clerks the Town could draw if needed.

The Standing Committee of Council reviewed a draft Regional SDAB Bylaw 1274.22 at their October 17, 2022 meeting; the following motions were carried unanimously:

24/22 Councillor Stendie moved That the Standing Committee of Council recommend to Council to consider three readings of the Regional SDAB Bylaw 1274.22 as presented at their next Council meeting on October 25, 2022, and

CARRIED UNANIMOUSLY

25/22 Councillor Appel moved That the Standing Committee of Council recommend to Council, upon giving three readings to the Regional SDAB Bylaw 1274.22 as presented, authorize the Town's Mayor and Chief Administrative Officer to sign the Agreement for the Intermunicipal Regional Subdivision and Development Board Services

CARRIED UNANIMOUSLY

FINANCIAL IMPLICATION

The annual contribution required for Regional SDAB membership, regardless of whether an appeal is filed or not, is \$480/year + GST = \$504.00.

If an appeal occurs under this model, the Town will accumulate additional expenses in the form of Board per diems and expenses, clerk fees based on hourly rates, and hearing expenses such as advertising and legal fees. Costs for a straight-forward appeal under this model are typically around \$4,000 - \$5,000.

The Town currently charges a \$300 appeal fee to assist with the costs accumulated during an appeal. Council may want to consider increasing the appeal fee should the Town join the Regional SDAB through the LUB revisions coming later this year.

ADMINISTRATIVE RECOMMENDATION

1. That Council give three readings of the Regional SDAB Bylaw 1274.22 as presented; and
2. That Council, upon giving three readings to the Regional SDAB Bylaw 1274.22 as presented, authorize the Town's Mayor and Chief Administrative Officer to sign the Agreement for Intermunicipal Regional Subdivision and Development Board Services.

ALTERNATIVES

- a) That Council consider three readings of the Regional SDAB Bylaw 1274.22 as amended, and that upon giving three readings of the Regional SDAB Bylaw 1274.22 as amended, authorize the Town's Mayor and Chief Administrative Officer to sign the Agreement for Intermunicipal Regional Subdivision and Development Board Services.
- b) That Council refer this item back to Administration for further consideration.

ATTACHMENTS

- *Regional SDAB Bylaw 1274.22 (draft)*
- *Agreement for Intermunicipal Regional Subdivision and Development Board Service*

APPROVALS

CAO Myron Thompson



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO TO AUTHORIZE THE TOWN OF BLACKFALDS TO ENTER INTO AN AGREEMENT WITH ONE OR MORE OTHER MUNICIPALITIES TO ESTABLISH THE REGIONAL INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD AND TO AUTHORIZE THE TOWN OF BLACKFALDS ENTERING INTO AN AGREEMENT WITH PARKLAND COMMUNITY PLANNING SERVICES (PCPS) FOR THE PROVISION OF INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD SERVICES.

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 authorizing the Town of Blackfalds to enter into an agreement with one or more other municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board and to authorize the Town of Blackfalds entering into an agreement with Parkland Community Planning Services (PCPS) for the provision of intermunicipal subdivision and development appeal board services.

WHEREAS the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended (the “**Act**”) allows a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the Council of the Town of Blackfalds considers it beneficial to enter into an agreement with certain other municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board and for the provision of subdivision and development appeal board services to be provided by Parkland Community Planning Services;

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Regional SDAB Bylaw**”.

PART 2 – DEFINITIONS

- 2.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in the *Municipal Government Act*.
- 2.2 In this Bylaw, the following terms shall have the meanings shown:
- (a) “**Act**” means ***the Municipal Government Act***, RSA 2000, Chapter M-26 as amended from time to time, together with all Regulations passed thereunder;
 - (b) “**Administrative Committee**” means that committee established pursuant to this Bylaw;
 - (c) “**Administrator**” means the individual appointed as Administrator for the purpose of the Agreement by the Coordinator;
 - (d) “**Agreement**” means the Agreement to Establish the Regional Intermunicipal Subdivision and Development Appeal Board and to Provide for Regional Intermunicipal Subdivision and Development Board Services to be entered into between the Participating Municipalities and the Coordinator;
 - (e) “**Board Member**” means a person appointed to the Regional Board;
 - (f) “**Clerk**” means the person(s) appointed and qualified to carry out the functions of the clerk of the Regional Board in accordance with this Bylaw and the Act;
 - (g) “**Common Law Bias**” means a situation where a Board Member's personal or private interests may or may be perceived as influencing the Board Member on a matter before the Regional Board including but not limited to: direct or indirect Pecuniary Interest, pre-judgment, closed mindedness, undue influence, relationship with any of the parties involved in the matter including family members, close friends and business associates;
 - (h) “**Conflict of Interest**” means both Common Law Bias and Pecuniary Interest;

- (i) **"Coordinator"** means the Parkland Community Planning Services;
- (j) **"Designated Officer"** has the same meaning as in the Act;
- (k) **"Development Authority"** has the same meaning as in the Act;
- (l) **"Municipal Planning Commission"** has the same meaning as in the Act;
- (m) **"Municipality"** means the municipal corporation of the Town of Blackfalds together with its jurisdictional boundaries, as the context requires;
- (n) **"Panel"** means a panel of the Regional Board consisting of either three (3) or five (5) Board Members;
- (o) **"Participating Municipality(ies)"** means the municipalities which are parties to the Agreement;
- (p) **"Pecuniary Interest"** has the same meaning as prescribed in Part 5, Division 9 of the Act;
- (q) **"Presiding Officer"** means that Board Member who is chairing a Regional Board or Panel meeting;
- (r) **"Regional Board"** means the Regional Intermunicipal Subdivision and Development Appeal Board established pursuant to the Agreement and this Bylaw;
- (s) **"Resident"** means an individual who lives in a Participating Municipality on a daily and permanent basis and whose primary residence is located within a Participating Municipality;
- (t) **"Subdivision Authority"** has the same meaning as in the Act; and
- (u) **"Subdivision and Development Appeal Board"** has the same meaning as in the Act.

PART 3 - ESTABLISHMENT OF THE REGIONAL BOARD AND COMPOSITION

- 3.1 The Municipality is hereby authorized to enter into the Agreement with the Participating Municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board for the purpose of exercising the functions of the Subdivision and Development Appeal Board in accordance with the Act and for the provision of Regional Intermunicipal Subdivision and Development Appeal Board services by Parkland Community Planning Services.
- 3.2 The Regional Intermunicipal Subdivision and Development Appeal Board is hereby established and authorized to exercise the functions of the Subdivision and Development Appeal Board for the Municipality in accordance with the Act.
- 3.3 The Regional Board shall be composed of a minimum of five (5) Board Members and a maximum of twelve (12) Board Members.
- 3.4 It is preferred, but not required, that one Member who is a resident of the Participating Municipality be appointed from each Participating Municipality.

PART 4 - POWERS AND DUTIES OF BOARD

- 4.1 The Regional Board shall hear and decide upon appeals made with respect to a decision made by the Subdivision Authority and the failure or refusal to make a decision by the Subdivision Authority in accordance with the Act.
- 4.2 The Regional Board shall hear and decide upon appeals made against a decision or order made by the Development Authority and the failure or refusal to make a decision by the Development Authority in accordance with the Act.

PART 5 - ADMINISTRATIVE COMMITTEE

- 5.1 The Administrative Committee is hereby established.
- 5.2 The Administrative Committee shall consist of all the Participating Municipalities' Chief Administrative Officers or their respective designates.
- 5.3 The Administrator or his/her designate shall be a non-voting member of the Administrative Committee.
- 5.4 The Administrative Committee is hereby delegated the authorization and power to appoint Board Members in accordance with this Bylaw.
- 5.5 The Administrative Committee's functions, powers and duties are as follows:
- a) subject to this Bylaw, establish qualifications and expectations for Board Members;
 - b) appoint Members to the Regional Board who meet the qualifications of a Board Member as specified in this Bylaw and as may be established by the Administrative Committee from time to time;
 - c) develop policies and procedures governing hearings, conduct of Board Members and other Regional Board matters;
 - d) evaluate Board Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Board Members, as may be required;
 - e) ensure Board Members are provided with adequate mentoring and training to effectively fulfil their role;
 - f) establish rates of remuneration and expenses for Board Members;
 - g) remove and replace Board Members as deemed necessary by the Administrative Committee in accordance with this Bylaw; and
 - h) act as a liaison between Participating Municipalities and the Coordinator.
- 5.6 The Administrative Committee shall meet on at least an annual basis and as often as deemed necessary by the Administrative Committee or as may be reasonably requested by the Coordinator.
- 5.7 The Administrative Committee shall conduct its meetings in accordance with the Act and may develop its own meeting procedure rules as it deems appropriate from time to time.
- 5.8 Quorum for a meeting of the Administrative Committee shall be five (5) Chief Administrative Officers or their respective designates together with the Administrator or his/her designate.
- 5.9 Decisions of the Administrative Committee shall be determined by a simple majority vote of those Chief Administrative Officers or their designate present at the meeting.

PART 6 - BOARD MEMBERS

- 6.1 A Board Member shall not include:
- a) an employee of any Participating Municipality,
 - b) a member of any Municipal Planning Commission, or
 - c) any person who carries out Subdivision or Development Authority powers, duties or functions on behalf of any Participating Municipality.
- 6.2 Board Members shall be not less than 18 years of age and it is preferred, but not required, that Board Members be a Resident of a Participating Municipality.
- 6.3 At least 50% of the Board Members shall be Residents of a Participating Municipality.

PART 7 - TERMS OF BOARD MEMBER APPOINTMENT

- 7.1 All Board Members shall be appointed for a two (2) or three (3) year term, at the discretion of the Administrative Committee, for the purpose of establishing a staggered expiration of terms amongst the Board Members.
- 7.2 The Administrative Committee may re-appoint a Board Member at the expiration of his/her term.
- 7.3 A Board Member may resign from the Regional Board at any time by providing written notice to the Administrator to that effect.
- 7.4 The Administrative Committee may remove a Board Member at any time if:
- a) in the opinion of the Administrative Committee, a Board Member is not performing his/her duties in accordance with the Act, this Bylaw or the rules of natural justice,
 - b) a Board Member is absent for more than three (3) consecutive meetings of a Panel to which he/she has been assigned without reasonable cause, or
 - c) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.
- 7.5 Notwithstanding any vacancy in the membership of the Regional Board, the remaining Board Members may exercise and perform the powers and duties of the Regional Board.
- 7.6 In the event that a vacancy occurs on the Regional Board with more than one (1) year left in the Board Member's term, the Administrative Committee shall appoint a replacement Board Member within six (6) months of the notice of the vacancy and the person so appointed to fill such vacancy shall hold office for the balance of the period that his/her predecessor would have held the position of Board Member.
- 7.7 Upon being appointed as a Board Member, an individual must successfully complete the training as prescribed by the Act prior to participating in a Regional Board appeal hearing.

PART 8 - APPOINTMENT AND DUTIES OF CHAIR AND VICE-CHAIR OF THE REGIONAL BOARD

- 8.1 At its organizational meeting held in any calendar year, the Regional Board shall appoint a Chair and Vice-Chair from amongst the Board Members.
- 8.2 The Chair and Vice-Chair shall hold office for a period of two (2) years from the date of appointment.
- 8.3 The Chair, and in his/her absence, the Vice-Chair, shall:
- a) preside at meetings of the Regional Board; and
 - b) serve as the Presiding Officer for a Panel hearing an appeal if the Chair or Vice-Chair is assigned to hear the appeal.
- 8.4 In the absence of the Chair or Vice-Chair, the Board Members of every Panel hearing an appeal shall select a Presiding Officer from among themselves who shall:
- a) preside over and be responsible for the conduct of the hearing;
 - b) vote on matters submitted to the Panel unless disqualified to do so; and
 - c) sign orders, decisions and documents issued by the Regional Board.

PART 9 - AUTHORIZATION OF APPOINTMENT OF THE CLERK TO THE REGIONAL BOARD

- 9.1 The position of Clerk of the Regional Board is hereby established to carry out the powers, duties and functions of a Designated Officer of the Municipality which shall be the powers, duties and functions of a Clerk prescribed by the Act.
- 9.2 The Administrator is hereby appointed into the position of Clerk to the Regional Board.
- 9.3 The Administrator is hereby authorized to appoint one or more Clerks of the Regional Board.

PART 10 - CLERK OF THE REGIONAL BOARD

- 10.1 The Clerk of the Regional Board shall provide administrative and logistical support to the Regional Board in accordance with the Act and shall:
- a) not have a vote in any proceedings of the Regional Board;
 - b) give at least five (5) days written notice of a hearing of an appeal to:
 - i) in the case of an appeal against an order, decision or a failure to make a decision by a development authority, the parties indicated in the Act; and
 - ii) in the case of an appeal against a decision or a failure to make a decision by the subdivision authority, the parties indicated in the Act;
 - c) notify Board Members of the meetings of the Regional Board, including hearings;
 - d) prepare and maintain a file of written minutes of the business transacted at all meetings, including hearings, of the Regional Board;
 - e) for each Regional Board appeal hearing, record and issue a decision of the Regional Board and its findings, with reasons, to all affected parties in accordance with the Act;
 - f) obtain legal counsel to advise the Regional Board when required;
 - g) be authorized to sign on behalf of the Regional Board any order, decision, approval, notice, or any other thing made, given or issued by the Regional Board; and
 - h) undertake such other duties as the Regional Board may require.

PART 11 - FILING AN APPEAL

- 11.1 A party may appeal to the Regional Board in accordance with the Act.
- 11.2 A notice of appeal is deemed to be filed with the Regional Board on the date that all information requirements related to a notice of appeal prescribed in the Act and the applicable appeal fee are received by the Clerk within the time period for filing a notice of appeal prescribed in the Act.

PART 12 - ESTABLISHMENT OF BOARD PANELS FOR INDIVIDUAL HEARINGS

- 12.1 Where a matter has been appealed to the Regional Board, the following Panels may be established at the discretion of the Administrator in consultation with the Chief Administrative Officer of the Participating Municipality in which the appeal was filed:
- a) a Panel consisting of three (3) Board Members; or
 - b) a Panel consisting of five (5) Board Members.
- 12.2 Board Members from one (1) municipality may not form the majority of any Panel hearing an appeal.

- 12.3 It is preferred, but not required, that a Board Member appointed from a Participating Municipality sit on the Panel hearing an appeal involving that Participating Municipality.
- 12.4 A Panel shall not have more than one Board Member who is a councillor.
- 12.5 A decision of a Panel is the decision of the entire Regional Board.

PART 13 - APPEAL HEARINGS

- 13.1 Within thirty (30) days of receiving written notice of an appeal that is filed in accordance with the provisions of the Act, the Regional Board shall hold a public hearing to hear an appeal from:
- a) a decision of a Subdivision Authority or Development Authority;
 - b) a Subdivision Authority or Development Authority's refusal or failure to make a decision within the time allowed for a decision established in the Act; or
 - c) an order issued by a Development Authority.
- 13.2 The hearings of the Regional Board shall be in public, but the Regional Board may at any time recess and deliberate and make its decisions in private.
- 13.3 The Regional Board shall hear all those persons from whom it is required to hear by the applicable provisions of the Act.
- 13.4 A request for adjournment of a hearing may be granted at the discretion of the Regional Board, but any adjournment must be to a specific time and date.
- 13.5 The Regional Board may adjourn an appeal hearing to a specific time and date upon its own volition to request technical information, legal opinions, or other information desired by the Regional Board.
- 13.6 Upon conclusion of a hearing, the Regional Board shall deliberate and reach its decision in private and in doing so shall determine an appeal in accordance with the provisions of the Act.
- 13.7 Audio and/or video recordings of hearings may be made by the Clerk. No other recordings of appeal hearings shall be permitted. Recordings of appeal hearings, if made, shall be retained for at least six (6) months following the adjournment of the hearing and after that time may be destroyed subject to legal and/or legislative requirements.

PART 14 - QUORUM AND VOTING AT HEARINGS

- 14.1 A quorum of the Regional Board shall be as follows:
- a) two (2) Board Members for a panel of the Regional Board consisting of three (3) Board Members; and
 - b) three (3) Board Members for a panel of the Regional Board consisting of five (5) Board Members.
- 14.2 All Board Members must vote on all matters before the Regional Board unless a Board Member declares a Conflict of Interest.
- 14.3 Where a Board Member of a Panel hearing an appeal absents or declares a Conflict of Interest, the Clerk may appoint a replacement Board Member to the Panel.
- 14.4 Only those Board Members present at the entire hearing of an appeal shall be able to vote on the appeal, provided those Board Members voting form a quorum.
- 14.5 The majority vote of those Board Members present and voting constitutes the decision of the Panel and Regional Board.

14.6 In the event of a tie vote, the appeal shall be deemed to be denied.

PART 15 - RULES OF ORDER

15.1 The Regional Board shall conduct appeal hearings in accordance with:

- a) the provisions of the Act and related Regulations;
- b) the principles of natural justice and procedural fairness; and
- c) the policies and procedures established by the Administrative Committee.

PART 16 - CONFLICT OF INTEREST

16.1 Where a Board Member is of the opinion that he/she may have a Conflict of Interest in respect of a matter before the Board, the Board Member shall absent him/herself from the Regional Board proceedings while that matter is being discussed. Prior to leaving the meeting, the Board Member shall:

- a) declare that he/she has a Conflict of Interest; and
- b) describe in general terms the nature of the Conflict of Interest.

16.2 All Board Members are bound to adhere to and comply with the Pecuniary Interest provisions of the Act.

16.3 The Clerk shall cause a record to be made in the hearing minutes of the Board Member's absence and reasons for it.

PART 17 - NOTICE OF DECISIONS AND RECORD OF HEARING

17.1 After the conclusion of an appeal hearing, the Clerk shall:

- a) under the direction of the Presiding Officer, prepare the decision or order of the Regional Board and the reasons for the decision in compliance with the Act; and
- b) arrange for the order or decision of the Regional Board to be signed and distributed in accordance with the requirements of the Act.

17.2 The Regional Board shall issue its decision in writing, together with reasons for the decision, within fifteen (15) days of the conclusion of a hearing.

17.3 A decision of the Regional Board is not final until notification of the decision is issued in writing.

17.4 The Clerk shall maintain a record of the appeal hearing in accordance with the Act.

PART 18 - SUBDIVISION ENDORSEMENT

18.1 If a Subdivision Authority fails or refuses to endorse a plan of subdivision or other instrument as approved by the Regional Board on appeal, the Presiding Officer of the Panel that heard the appeal, or in his/her absence any other Board Member of the Panel that heard the appeal is authorized to endorse the subdivision instrument.

PART 19 - NUMBER AND GENDER REFERENCES

19.1 All references in this Bylaw shall be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or a female person, or a corporation or a partnership.

PART 20 - SEVERABILITY

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

PART 21 - REPEAL

21.1 That Bylaw 1076/08 is hereby repealed upon this Bylaw coming into effect.

PART 22 - DATE OF FORCE

22.1 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

This Agreement dated this _____ day of _____, 20_____

BETWEEN:

TOWN OF BLACKFALDS

TOWN OF BENTLEY

SUMMER VILLAGE OF GULL LAKE

TOWN OF MILLET

SUMMER VILLAGE OF PARKLAND BEACH

TOWN OF OLDS

SUMMER VILLAGE OF ROCHON SANDS

TOWN OF PENHOLD

SUMMER VILLAGE OF SUNDANCE BEACH

TOWN OF PONOKA

VILLAGE OF ALIX

TOWN OF RIMBEY

VILLAGE OF CAROLINE

TOWN OF ROCKY MOUNTAIN HOUSE

VILLAGE OF CLIVE

TOWN OF THREE HILLS

VILLAGE OF DONALDA

TOWN OF TROCHU

Being municipal corporations pursuant to the ***Municipal Government Act***, R.S.A. 2000 Chapter **M-26**

(collectively the “**Participating Municipalities**”)

-and-

PARKLAND COMMUNITY PLANNING SERVICES

Being an intermunicipal service agency created pursuant to the ***Municipal Government Act***, R.S.A. 1980, Chapter M-26

(“**PCPS**” or the “**Coordinator**”)

Herein after “**the Parties**”

AN AGREEMENT TO ESTABLISH THE REGIONAL INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD AND TO PROVIDE FOR INTERMUNICIPAL REGIONAL SUBDIVISION AND DEVELOPMENT BOARD SERVICES

BACKGROUND

- A.** Each Participating Municipality has passed a bylaw authorizing the Participating Municipality to enter into an agreement with the other Participating Municipalities establishing a Regional Intermunicipal Subdivision and Development Appeal Board (the “**Regional Board**”) having jurisdiction within their respective boundaries in accordance with the ***Municipal Government Act***, R.S.A. 2000 Chapter M-26.

- B. The Participating Municipalities want to establish the function and role of the Regional Board as well as the rights and obligations of the Participating Municipalities in accordance with the terms and conditions of this Agreement.
- C. The Participating Municipalities want to retain PCPS and PCPS agrees to be retained as the Coordinator for the Regional Board and provide services and support for the Regional Board in accordance with the terms and conditions of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained herein, the Parties hereto covenant and agree each with the other as follows:

1) AGREEMENT TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

1.1 The Participating Municipalities hereby agree amongst themselves to establish the Intermunicipal Subdivision and Development Appeal Board for the purpose of carrying out the functions of a Subdivision and Development Appeal Board in accordance with the Act, Bylaw and this Agreement.

2) DEFINITIONS AND SCHEDULES

In this Agreement, unless the context provides otherwise, the following words or phrases will have the following meanings:

- 2.1 **"Act"** means the ***Municipal Government Act***, R.S.A. 2000 Chapter M-26, as amended from time to time, together with all Regulations passed thereunder;
- 2.2 **"Administrator"** means the individual appointed as Administrator for the purpose of this Agreement by the Coordinator;
- 2.3 **"Administrative Committee"** means the Administrative Committee created by the Bylaw;
- 2.4 **"Agreement"** means this Agreement as the same may be amended from time to time and the expressions "herein", "hereof", "hereto", "above", "below" and similar expressions if used in any article, section or paragraph of this Agreement refer to this Agreement including the Schedules attached hereto and do not refer solely to a particular article, section or paragraph unless specifically stated herein;
- 2.5 **"Board Member"** means an individual appointed as a member to the Regional Board and **"Board Members"** means all the individuals appointed as members to the Regional Board;
- 2.6 **"Business Day"** means a day other than a Saturday, Sunday or statutory holiday in the Province of Alberta;
- 2.7 **"Bylaw"** means a Bylaw in the form as set out in **Schedule "A"**;
- 2.8 **"Chief Administrative Officer"** means the individual appointed as Chief Administrative Officer by Council of each Participating Municipality in accordance with the Act or his/her designate;

- 2.9 **"Clerk"** means a person qualified and appointed as clerk to the Regional Board in accordance with the Act;
- 2.10 **"Coordinator"** means Parkland Community Planning Services;
- 2.11 **"Council"** means the duly elected body of a Participating Municipality;
- 2.12 **"Designated Officer"** has the same meaning as in the Act;
- 2.13 **"Director"** means the individual appointed as Director for the Coordinator;
- 2.14 **"Force Majeure"** means acts of God, strikes, lockouts or other industrial disturbances of a general nature affecting an industry critical to the performance of this Agreement, acts of the King's enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, storms, floods, washouts, arrests and restraints of rulers and people, civil disturbances, explosions, inability with reasonable diligence to obtain materials and any other cause not within the control of the Party claiming a suspension, which, by the exercise of due diligence, such Party shall not have been able to avoid or overcome; provided however, the term "Force Majeure" does not include a lack of financial resources or available funds or similar financial predicament or economic circumstances or any other event, the occurrence or existence of which is due to the financial inability of a Party to pay any amount that a prudent and financially sound entity in similar circumstances would reasonably be expected to pay to avoid or discontinue such event;
- 2.15 **"Participating Municipality"** means a municipality which is a party to this Agreement and **"Participating Municipalities"** means all of the municipalities which are parties to this Agreement;
- 2.16 **"Party"** means a party to this Agreement and **"Parties"** means two or more parties to this Agreement;
- 2.17 **"Panel"** means a panel of the Regional Board consisting of three (3) or five (5) Members;
- 2.18 **"Regional Board"** means the Intermunicipal Subdivision and Development Appeal Board created pursuant to this Agreement and the Bylaw;
- 2.19 **"Services"** means the Board coordination and support services provided by the Coordinator pursuant to **Schedule "B"**;
- 2.20 **"Service Fee"** means the annual Service fee and additional fees set out in **Schedule "C"**; and
- 2.21 **"Subject Participating Municipality"** means that Participating Municipality which has had an appeal filed to the Regional Board from a decision of its Development Authority or Subdivision Authority, an order issued by its Development Authority or a deemed refusal.
- 2.22 The following schedules form part of this Agreement:
- Schedule A** – Form of Bylaw
 - Schedule B** – Service Options
 - Schedule C** – Annual Service Fees and Additional Fees
 - Schedule D** - Participating Municipalities Contact Information

3) **TERM**

- 3.1 The term of the Agreement commences on January 1, 2022 and shall continue until terminated by one or more Parties as follows (the "**Term**"):
- a) Any Participating Municipality may terminate its participation in this Agreement at any time by providing not less than sixty (60) days' prior written notice to the Coordinator. The terminating Participating Municipality shall forfeit the full amount of that Participating Municipality's annual Service Fee paid or owing for that calendar year in which the notice of termination is effective.
 - b) The Coordinator may terminate this Agreement at any time by providing not less than six (6) months' prior written notice to the Participating Municipalities effective January 1 of the subsequent year.
 - c) This Agreement may be terminated at any time by the mutual written agreement of the Participating Municipalities and the Coordinator.
- 3.2 Notwithstanding Clause 3.1, neither the Participating Municipalities nor the Coordinator may terminate this Agreement during the first three years of the Term.
- 3.3 All amounts owing by one Party to another Party as at the effective date of termination shall be paid in accordance with the terms of this Agreement. The Coordinator shall issue a final invoice to any Participating Municipality affected by a notice of termination within thirty (30) of the effective date of termination.

4) **PARTICIPATING MUNICIPALITY RESPONSIBILITIES**

Pre-Conditions to Receiving Service

- 4.1 A Participating Municipality is entitled to receive Services pursuant to this Agreement upon completion of the following:
- a) the Participating Municipality's Council has passed a Bylaw and the Participating Municipality has provided a copy of the Bylaw to the Coordinator;
 - b) the Participating Municipality has provided payment in full to the Coordinator of the Service Fee for the first year of the Term; and
 - c) the Participating Municipality has provided written notification to the Coordinator of which Services the Participating Municipality wants to receive.

Payment of Service Fees

- 4.2 During each calendar year of the Term, each Participating Municipality shall pay the annual Service Fee to the Coordinator on or before January 31.
- 4.3 A Participating Municipality may change the level of Service it receives from the Coordinator at any time by providing written notice to the Coordinator and paying any resulting increase in Service Fee. There shall be no refund of annual Service Fee amount paid by the Participating Municipality where the Participating Municipality opts to reduce the level of Service it receives during a calendar year.

- 4.4 Upon receipt of an appeal to the Regional Board, the Subject Participating Municipality is responsible to pay all administration and other fees identified in **Schedule "C"** in addition to the annual Service Fee.
- 4.5 In the event that a decision of the Regional Board is subject to a leave to appeal application or merit hearing at the Court of Appeal, the Subject Participating Municipality shall be responsible to pay all actual costs incurred by the Coordinator in preparing and coordinating the filing of the Regional Board's record with the Court of Appeal and such other matters that may be requested or required to support the Regional Board's response to the application or merit hearing including the administration and other fees identified in **Schedule "C"** in addition to the annual Service Fee.
- 4.6 Participating Municipalities shall pay all Service Fees in addition to the annual Service Fees to the Coordinator within Thirty (30) days after receipt of an invoice from the Coordinator.

Legal Fees

- 4.7 If the Subject Participating Municipality or the Coordinator is of the opinion that legal services are required for the purpose of a specific appeal hearing to be conducted by the Regional Board, the Chief Administrative Officer and the Administrator shall consult and jointly coordinate the retention of appropriate legal counsel for the Regional Board. Legal counsel shall only be retained to assist the Regional Board with the approval of the Chief Administrative Officer of the Subject Participating Municipality. The Subject Participating Municipality is responsible to pay all legal fees within thirty (30) days of receipt of the invoice from the Coordinator or the legal firm directly, as may be mutually determined by the Administrator and Chief Administrative Officer.
- 4.8 If a Regional Board decision is subject to a leave to appeal application or appeal to the Alberta Court of Appeal, the Subject Participating Municipality's Chief Administrative Officer and the Administrator shall consult and coordinate the retention of appropriate legal counsel for the Regional Board. The Subject Participating Municipality is responsible to pay all legal fees within Thirty (30) days of receipt of the invoice from the Coordinator or the legal firm directly, as may be mutually determined by the Administrator and Chief Administrative Officer.

Recording Fees

- 4.9 If the Coordinator determines that audio or digital recording and/or transcript services are required for the conduct of a specific appeal, the Chief Administrative Officer and the Administrator shall consult and jointly coordinate the arrangement of appropriate recording and/or transcript service for the Regional Board. Recording and/or transcript services shall only be requested to assist the Regional Board with the approval of the Chief Administrative Officer of the Subject Participating Municipality. The Subject Participating Municipality is responsible to pay all recording and/or transcript fees within thirty (30) days of receipt of the invoice from the Coordinator or the transcript firm directly, as may be mutually determined by the Administrator and Chief Administrative Officer.

Annual Information Provision

- 4.10 On or before January 31 of every calendar year during the Term, each Participating Municipality shall provide the following information to the Coordinator in writing:
- a) The applicable appeal fees in accordance with the applicable bylaw(s) of the Participating Municipality; and
 - b) Copies of Certificates evidencing the Insurance requirements referred to in Section 10 of this Agreement.

Clerk and Administrative Support for the Board

- 4.11 Where a Participating Municipality has opted to provide a Clerk for the Regional Board and administrative support for the processing of appeals using its own staff or personnel other than the staff of or Clerks provided by the Coordinator, that Participating Municipality shall:
- a) notify the Coordinator of the name of the Clerk appointed for the purpose of assisting the Regional Board with the appeal within two (2) Business Days of the Participating Municipality's receipt of the notice of appeal to the Regional Board, and
 - b) provide and book a suitable venue for the conduct of the appeal hearings by the Regional Board, taking into consideration the anticipated number of attendees to the particular appeal hearing, after coordinating the appeal hearing date(s) with the Coordinator.
- 4.12 Where the Participating Municipality has opted to utilize a Clerk provided by and other administrative staff of the Coordinator to assist the Regional Board with the appeal hearing, the Participating Municipality shall provide all documentation and information needed by the Clerk and Regional Board for the conduct of an appeal hearing to the Coordinator within two (2) Business Days of the Participating Municipality receiving the notice of appeal to the Regional Board. The information to be provided to the Coordinator includes, but is not limited to (as applicable):
- a) the notice of appeal where the appeal has been filed with the Participating Municipality not the Coordinator,
 - b) confirmation of receipt of the applicable appeal fee,
 - c) notice of decision being appealed,
 - d) copy of the Development Permit being appealed,
 - e) copy of the Stop Order being appealed,
 - f) copy of the original application together with all supporting documents, plans, studies, etc.,
 - g) current copies of all relevant statutory plans, conceptual schemes, non-statutory plans, Land Use Bylaw, policies and procedures relating to the matter that is the subject of the appeal,
 - h) copies of all relevant meeting minutes, staff reports, correspondence, circulation comments and other communications,
 - i) copy of advertisement of the decision being appealed,
 - j) any other record or information relevant to the appeal, and
 - k) the location of the venue for the appeal hearing.

- 4.13 Where the Coordinator is providing the Clerk and administrative services for a Regional Board hearing, the Coordinator shall be responsible to book a suitable venue for the conduct of the appeal hearing, taking into consideration the anticipated number of attendees to the appeal hearing. The Subject Municipality shall be responsible to pay for all booking and rental fees and other costs associated with the hearing venue.
- 4.14 From time to time, the Coordinator and a Participating Municipality's may agree that the Participating Municipality will authorize a Designated Officer to perform the role of pool Clerk for the Regional Board. In that instance, the Coordinator shall arrange for all appropriate training for the Designated Officer as required for a Clerk pursuant to the Act. The Participating Municipality shall be compensated for the Designated Officer's time acting as pool Clerk for the Regional Board as the Coordinator and Participating Municipality may agree in writing.

Filing of Appeals to the Regional Board

- 4.15 Each Participating Municipality shall publish on its website and advise on all written decisions issued by its Development Authority or Subdivision Authority and Stop Orders issued by its Development Authority that the decision or Stop Order may be appealed in accordance with the Act by filing a notice of appeal together with the applicable appeal fee either with a) the Participating Municipality or b) the Coordinator at the addresses as referenced in Section 12.2 to the attention of the Clerk of the Regional Intermunicipal Appeal Board. A notice of appeal filed with either the Participating Municipality or the Coordinator shall be deemed to be filed with the Clerk in accordance with the Bylaw.
- 4.16 The Subject Participating Municipality is solely responsible for ensuring compliance with any decision rendered by the Regional Appeal Board.

Administrative Committee

- 4.17 In accordance with the Bylaw, the Chief Administrative Officer of each Participating Municipality is a member of the Administrative Committee. The Administrative Committee is responsible to ensure that there are not less than five (5) and not more than twelve (12) individuals appointed as Board Members at all times during the Term.
- 4.18 Each Participating Municipality will assist with the recruitment of Board Members by providing notices and postings on their respective websites as requested by the Coordinator from time to time.

5) COORDINATOR RESPONSIBILITIES

- 5.1 Subject to a Participating Municipality's satisfaction of the conditions set out in Section 4.1 and the Participating Municipality's payment of the Service Fees due and payable each year during the Term, the Coordinator shall provide Services to that Participating Municipality in accordance with the terms and conditions of this Agreement and the Bylaw.
- 5.2 The Coordinator shall review the Service Fees every three (3) years. If the Coordinator determines that a change is required to the Service Fees, the Coordinator will notify the Participating Municipalities in writing no later than June

30th of the proposed change to the Service Fee to be effective January 1 of the subsequent year.

- 5.3 Subject to the Administrative Committee fulfilling its obligations pursuant to Section 4.17, the Coordinator shall ensure that there is a pool of not less than five (5) and not more than twelve (12) Board Members who are available and who have received training in accordance with the Act at all times during the Term.
- 5.4 The Coordinator shall arrange for training of all individuals appointed as Board Members by the Administrative Committee up to a maximum of twelve (12) within six (6) months of the appointment.
- 5.5 The Coordinator shall ensure that there is a pool of not less than two (2) trained and qualified Clerks available to assist the Regional Board at all times during the Term.
- 5.6 The Coordinator shall keep a record of all appeals filed in accordance with the Act for a period of not less than ten (10) years from the date of receipt of the notice of appeal. The Coordinator shall provide the Subject Participating Municipality with a copy of records pertaining to that municipality within Ten (10) Business Days after receipt of a request by the Subject Participating Municipality at the sole cost and expense of the Subject Participating Municipality.
- 5.7 The Coordinator shall retain paper records such as background information, correspondence, appeal notices and withdrawn appeals for a period of not less than ten (10) years from the date of receipt of such paper records. The Coordinator shall provide the Subject Participating Municipality with a copy of records pertaining to that municipality within Ten (10) Business Days after receipt of a request by the Subject Participating Municipality at the sole cost and expense of the Subject Participating Municipality.
- 5.8 The Coordinator shall keep a record of all Board Member and Clerk appointments and training and shall report this information to Municipal Affairs from time to time as required by the Act.
- 5.9 The Coordinator, where requested and agreed to by the Subject Participating Municipality, shall retain legal services on behalf of the Regional Board.
- 5.10 The Coordinator, where requested and agreed to by the Subject Participating Municipality, shall cause audio or digital recordings and transcripts of appeal hearings to be made.
- 5.11 The Coordinator shall notify the Subject Participating Municipality in writing of receipt of a notice of appeal and provide a copy of the notice of appeal to the Subject Participating Municipality within Two (2) Business Days of receipt of the notice of appeal. Where the Coordinator has received the appeal fees on behalf of the Subject Participating Municipality, the Coordinator shall remit these fees to the Subject Participating Municipality upon conclusion of the appeal.
- 5.12 The Coordinator, where providing Clerk Services to the Subject Participating Municipality, shall be responsible to coordinate all arrangements and perform all administrative functions related the holding of the Regional Board appeal hearing in accordance with the requirements of the Act including (as applicable):
 - a) Scheduling the appeal hearing,
 - b) Coordinating not less than three (3) Board Members to sit on the Panel. At the option of the Subject Participating Municipality, the Coordinator shall coordinate five (5) Board Members to sit on the Panel,
 - c) Arranging for a Clerk for the appeal hearing,

- d) Providing notice in writing of the hearing,
- e) Making all relevant documents and materials respecting the appeal available for public inspection electronically on the Coordinator's website and at the Coordinator's office,
- f) Preparation of Regional Board appeal hearing minutes and summary of the evidence heard by the Regional Board,
- g) Preparation of the Regional Board notice of decision, and
- h) Providing a copy of the Regional Board's notice of decision to all relevant Parties.

5.13 Where a Regional Board decision is subject to a leave to appeal application or merit hearing at the Court of Appeal, the Coordinator shall coordinate the preparation and filing of the Regional Board hearing Record with the Court of Appeal as well as any other matters that may be requested or required to support the Regional Board's response to the leave to appeal application or merit hearing.

6) ALL PARTIES' RESPONSIBILITIES

- 6.1 Both the Coordinator and the Subject Participating Municipality shall make every reasonable effort to ensure that all information that will be or is intended to be used in a Regional Board appeal hearing is complete and accurate and provided to the other Party in a timely fashion.
- 6.2 All Parties acknowledge and agree that they are subject to the provisions of the Bylaw and where there is any conflict between the Bylaw and this Agreement, the provisions of the Bylaw shall prevail to the extent of the conflict.

7) PRIVACY

- 7.1 All Parties acknowledge and agree that they are subject to the ***Freedom of Information and Protections of Privacy Act (FOIPP)*** and that they will only collect and release information in accordance with the provisions of FOIPP.
- 7.2 Participating Municipalities shall ensure that any information of a confidential or protected nature which it provides to the Coordinator is clearly marked as such.
- 7.3 All Participating Municipalities shall ensure that their planning and development applications and forms of notice of appeal having the requisite acknowledgement and agreement pursuant to FOIPP that any party submitting an application or notice of appeal acknowledges and agrees that the information submitted by that party in support of its application or appeal shall be subject to release to the public.

8) DISPUTE RESOLUTION

- 8.1 If any dispute arises between any of the Participating Municipalities and the Coordinator with respect to the interpretation or application of the provisions of this Agreement, the Parties shall first attempt to resolve the dispute by direct negotiations between the Chief Administrative Officer of the Participating Municipality and the Director within thirty (30) days of receipt of notice of the matter in dispute. If the Chief Administrative Officer or the Director cannot resolve the dispute, then such dispute will be referred to two elected officials from the

Participating Municipality and two elected officials from the PCPS Board of Directors, who will then meet to discuss and attempt to resolve the matter in dispute in a timely fashion.

- 8.2 In the event the dispute cannot be resolved by the elected officials of the Participating Municipality and the Coordinator within thirty (30) days of the dispute being referred to them, then, upon mutual consent of the Parties, the Parties may utilize the Alberta Municipal Affairs Mediation Services program to assist in resolving the dispute. The Parties shall bear their own costs of mediation.
- 8.3 In the event the dispute cannot be resolved through mediation, then the dispute will be determined by arbitration in accordance with the following:
- a) The Parties will agree upon a single arbitrator (the "**Arbitrator**") and in the event that the Parties are unable to agree upon the Arbitrator, the matter will be referred to the Court of King's Bench of Alberta for the appointment of the Arbitrator;
 - b) The decision of the Arbitrator will be binding upon the Parties;
 - c) The cost of arbitration will be borne by the Party against which the award is made by the Arbitrator, unless the Arbitrator decides otherwise;
 - d) The Arbitrator will not alter, amend or otherwise change the terms and conditions of this Agreement;
 - e) Except as modified herein, the provisions of the **Arbitration Act** will apply to any arbitration conducted pursuant to this Agreement; and
 - f) Notwithstanding any provision contained herein to the contrary, if any dispute which has been submitted to the Arbitrator has not been determined by the Arbitrator within 45 days of receipt of the notice to arbitrate, either Party at any time thereafter, but prior to the determination being made by the Arbitrator, will have the right of recourse to the Court of Alberta having jurisdiction for determination of the dispute, and upon the commencement of any action for such purpose the jurisdiction of the Arbitrator with respect of such dispute will cease.

9) RELEASE AND HOLD HARMLESS

- 9.1 With the exception of negligence or willful breach of this Agreement, the Bylaw or the Act, the Participating Municipalities agree to release and hold harmless the Coordinator together with its Board of Directors, officers, employees, contractors, volunteers, and agents together with the Clerks and Board Members (collectively referred to as the "**Coordinator Parties**") from and against all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands and proceedings, all of whatever nature and kind that the Participating Municipalities may sustain, pay or incur or which may be brought or made against all or any of them, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, with respect to any occurrence, event, incident or matter caused by, and/or arising as a direct or indirect result of or in connection with the performance or intended performance of the Coordinator Parties' obligations pursuant to the Act, Bylaw and this Agreement.

- 9.2 The provisions set forth in Section 9.1 will survive the expiration of the Term or the termination of this Agreement.

10) INSURANCE

- 10.1 Throughout the Term, each of the Participating Municipalities shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:
- a) Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate; and
 - b) General Liability insurance policy of not less than \$2,000,000 per occurrence. The Coordinator must be named as an additional insured.
- 10.2 Throughout the Term, the Coordinator shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:
- a) Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate; and
 - b) General Liability insurance policy of not less than \$2,000,000 per occurrence.

11) FORCE MAJEURE

- 11.1 If a Participating Municipality or the Coordinator fail to meet their respective obligations hereunder within the respective time prescribed, and such failure is directly caused or materially contributed to by Force Majeure, such failure will be deemed not to be a breach of the obligations, provided that, in such event, the Participating Municipality or the Coordinator will use their commercially reasonable efforts to put themselves in a position to carry out their obligations hereunder as soon as reasonably possible, to the extent that it is within their power.

12) NOTICES

- 12.1 All notices sent pursuant to the terms of this Agreement shall be served by one of the following means:
- (a) personally, by delivering it to the Party on whom it is to be served at the address set out herein, provided that such delivery shall be made during normal business hours (8:30 a.m. - 4:30 p.m. on a Business Day. Personally delivered notice shall be deemed received when actually delivered as aforesaid;
 - (b) by telecopier, e-mail or by any other like electronic method by which a written or recorded message may be sent, directed to the Party upon whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - i. upon transmission with answer back confirmation if received within the normal hours of the business day; or

- ii. at the commencement of the next ensuing business day following transmission with answer back confirmation thereof if not received within the normal hours of the business day; or
- (c) by single registered mail in a prepaid envelope. Notice shall be deemed received five (5) days after mailing. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of the postal interruption shall be deemed to have been received unless actually received.

12.2 Notices shall be sent to the following addresses:

To the Participating Municipalities at the addresses set out in **Schedule "D"**.

To the Coordinator at:

PCPS
Unit B 4730, Ross Street
Red Deer AB T4N 1X2
Phone: (403)-343-3394
Email: pcps@pcps.ab.ca

13) SUCCESSORS

- 13.1 This Agreement will endure to the benefit of and be binding upon the Parties and the successors and assigns thereof.

14) ENTIRE AGREEMENT

- 14.1 This Agreement is the whole agreement between the Parties and replaces any prior Agreement existing between the Parties.
- 14.2 This Agreement may not be modified, changed, amended or waived except by signed written agreement of the Parties.

15) UNENFORCEABILITY

- 15.1 If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement will be deemed to be severed from the remainder of the Agreement, and the remainder of the Agreement will be enforceable.

16) ASSIGNMENT

- 16.1 This Agreement will not be assignable by any Participating Municipality or the Coordinator to any other person, agency, firm or corporation without the prior written consent of the other Parties.

17) COUNTERPART AND ELECTRONIC SIGNATURES

- 17.1 This Agreement may be executed in any number of counterparts by the Parties. All counterparts so executed will be the same effect as if all Parties actually had joined in executing one and the same document. Any faxed or electronic (pdf) copy of a signature will be deemed to be an original signature.

The Parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers.

PARKLAND COMMUNITY PLANNING SERVICES

Print Name

Signature

Print Name

Signature

TOWN OF BLACKFALDS

Print Name

Signature

Print Name

Signature

SCHEDULE A – SAMPLE BYLAW

(municipality name)

(bylaw number)

Regional Intermunicipal Subdivision and Development Appeal Board Bylaw

Bylaw (number) of the (municipality), in the Province of Alberta, being a bylaw to authorize the (municipality) to enter into an agreement with one or more other municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board and to authorize the (municipality) entering into an agreement with Parkland Community Planning Services (PCPS) for the provision of intermunicipal subdivision and development appeal board services.

WHEREAS the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended (the “**Act**”) allows a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the Council of the (municipality) considers it beneficial to enter into an agreement with certain other municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board and for the provision of subdivision and development appeal board services to be provided by Parkland Community Planning Services;

NOW THEREFORE the Council of the (municipality) duly assembled enacts as follows:

Short Title

- 1) The short title of this bylaw shall be the “Regional SDAB Bylaw.”

Definitions

- 2) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in the *Municipal Government Act*.

- 3) In this Bylaw, the following terms shall have the meanings shown:

“**Act**” means *the Municipal Government Act*, RSA 2000, Chapter M-26 as amended from time to time, together with all Regulations passed thereunder;

“**Administrative Committee**” means that committee established pursuant to this Bylaw;

“**Administrator**” means the individual appointed as Administrator for the purpose of the Agreement by the Coordinator;

“**Agreement**” means the Agreement to Establish the Regional Intermunicipal Subdivision and Development Appeal Board and to Provide for Regional Intermunicipal Subdivision and Development Board Services to be entered into between the Participating Municipalities and the Coordinator;

"Board Member" means a person appointed to the Regional Board;

"Clerk" means the person(s) appointed and qualified to carry out the functions of the clerk of the Regional Board in accordance with this Bylaw and the Act;

"Common Law Bias" means a situation where a Board Member's personal or private interests may or may be perceived as influencing the Board Member on a matter before the Regional Board including but not limited to: direct or indirect Pecuniary Interest, pre-judgment, closed mindedness, undue influence, relationship with any of the parties involved in the matter including family members, close friends and business associates;

"Conflict of Interest" means both Common Law Bias and Pecuniary Interest;

"Coordinator" means the Parkland Community Planning Services;

"Designated Officer" has the same meaning as in the Act;

"Development Authority" has the same meaning as in the Act;

"Municipal Planning Commission" has the same meaning as in the Act;

"Municipality" means the municipal corporation of (insert name of municipality) together with its jurisdictional boundaries, as the context requires;

"Panel" means a panel of the Regional Board consisting of either three (3) or (five) Board Members;

"Participating Municipality(ies)" means the municipalities which are parties to the Agreement;

"Pecuniary Interest" has the same meaning as prescribed in Part 5, Division 9 of the Act;

"Presiding Officer" means that Board Member who is chairing a Regional Board or Panel meeting;

"Regional Board" means the Regional Intermunicipal Subdivision and Development Appeal Board established pursuant to the Agreement and this Bylaw;

"Resident" means an individual who lives in a Participating Municipality on a daily and permanent basis and whose primary residence is located within a Participating Municipality;

"Subdivision Authority" has the same meaning as in the Act; and

"Subdivision and Development Appeal Board" has the same meaning as in the Act.

Establishment of the Regional Board and Composition

- 4) The Municipality is hereby authorized to enter into the Agreement with the Participating Municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board for the purpose of exercising the functions of the Subdivision and Development Appeal Board in accordance with the Act and for the provision of Regional

Intermunicipal Subdivision and Development Appeal Board services by Parkland Community Planning Services.

- 5) The Regional Intermunicipal Subdivision and Development Appeal Board is hereby established and authorized to exercise the functions of the Subdivision and Development Appeal Board for the Municipality in accordance with the Act.
- 6) The Regional Board shall be composed of a minimum of five (5) Board Members and a maximum of twelve (12) Board Members.
- 7) It is preferred, but not required, that one Member who is a resident of the Participating Municipality be appointed from each Participating Municipality.

Powers and Duties of Board

- 8) The Regional Board shall hear and decide upon appeals made with respect to a decision made by the Subdivision Authority and the failure or refusal to make a decision by the Subdivision Authority in accordance with the Act.
- 9) The Regional Board shall hear and decide upon appeals made against a decision or order made by the Development Authority and the failure or refusal to make a decision by the Development Authority in accordance with the Act.

Administrative Committee

- 10) The Administrative Committee is hereby established.
- 11) The Administrative Committee shall consist of all the Participating Municipalities' Chief Administrative Officers or their respective designates.
- 12) The Administrator or his/her designate shall be a non-voting member of the Administrative Committee.
- 13) The Administrative Committee is hereby delegated the authorization and power to appoint Board Members in accordance with this Bylaw.
- 14) The Administrative Committee's functions, powers and duties are as follows:
 - a) subject to this Bylaw, establish qualifications and expectations for Board Members;
 - b) appoint Members to the Regional Board who meet the qualifications of a Board Member as specified in this Bylaw and as may be established by the Administrative Committee from time to time;
 - c) develop policies and procedures governing hearings, conduct of Board Members and other Regional Board matters;
 - d) evaluate Board Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Board Members, as may be required;
 - e) ensure Board Members are provided with adequate mentoring and training to effectively fulfil their role;

- f) establish rates of remuneration and expenses for Board Members;
 - g) remove and replace Board Members as deemed necessary by the Administrative Committee in accordance with this Bylaw; and
 - h) act as a liaison between Participating Municipalities and the Coordinator.
- 15) The Administrative Committee shall meet on at least an annual basis and as often as deemed necessary by the Administrative Committee or as may be reasonably requested by the Coordinator.
- 16) The Administrative Committee shall conduct its meetings in accordance with the Act and may develop its own meeting procedure rules as it deems appropriate from time to time.
- 17) Quorum for a meeting of the Administrative Committee shall be five (5) Chief Administrative Officers or their respective designates together with the Administrator or his/her designate.
- 18) Decisions of the Administrative Committee shall be determined by a simple majority vote of those Chief Administrative Officers or their designate present at the meeting.

Board Members

- 19) A Board Member shall not include:
- a) an employee of any Participating Municipality,
 - b) a member of any Municipal Planning Commission, or
 - c) any person who carries out Subdivision or Development Authority powers, duties or functions on behalf of any Participating Municipality.
- 20) Board Members shall be not less than 18 years of age and it is preferred, but not required, that Board Members be a Resident of a Participating Municipality.
- 21) At least 50% of the Board Members shall be Residents of a Participating Municipality

Terms of Board Member Appointment

- 22) All Board Members shall be appointed for a two (2) or three (3) year term, at the discretion of the Administrative Committee, for the purpose of establishing a staggered expiration of terms amongst the Board Members.
- 23) The Administrative Committee may re-appoint a Board Member at the expiration of his/her term.
- 24) A Board Member may resign from the Regional Board at any time by providing written notice to the Administrator to that effect.
- 25) The Administrative Committee may remove a Board Member at any time if:

- a) in the opinion of the Administrative Committee, a Board Member is not performing his/her duties in accordance with the Act, this Bylaw or the rules of natural justice,
 - b) a Board Member is absent for more than three (3) consecutive meetings of a Panel to which he/she has been assigned without reasonable cause, or
 - c) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.
- 26) Notwithstanding any vacancy in the membership of the Regional Board, the remaining Board Members may exercise and perform the powers and duties of the Regional Board.
- 27) In the event that a vacancy occurs on the Regional Board with more than one (1) year left in the that Board Member's term, the Administrative Committee shall appoint a replacement Board Member within six (6) months of the notice of the vacancy and the person so appointed to fill such vacancy shall hold office for the balance of the period that his/her predecessor would have held the position of Board Member.
- 28) Upon being appointed as a Board Member, an individual must successfully complete the training as prescribed by the Act prior to participating in a Regional Board appeal hearing.

Appointment and Duties of Chair and Vice-Chair of the Regional Board

- 29) At its organizational meeting held in any calendar year, the Regional Board shall appoint a Chair and Vice-Chair from amongst the Board Members.
- 30) The Chair and Vice-Chair shall hold office for a period of two (2) years from the date of appointment.
- 31) The Chair, and in his/her absence, the Vice-Chair, shall:
- a) preside at meetings of the Regional Board; and
 - b) serve as the Presiding Officer for a Panel hearing an appeal if the Chair or Vice-Chair is assigned to hear the appeal.
- 32) In the absence of the Chair or Vice-Chair, the Board Members of every Panel hearing an appeal shall select a Presiding Officer from among themselves who shall:
- a) preside over and be responsible for the conduct of the hearing;
 - b) vote on matters submitted to the Panel unless disqualified to do so; and
 - c) sign orders, decisions and documents issued by the Regional Board.

Authorization of Appointment of the Clerk to the Regional Board

- 33) The position of Clerk of the Regional Board is hereby established to carry out the powers, duties and functions of a Designated Officer of the Municipality which shall be the powers, duties and functions of a Clerk prescribed by the Act.
- 34) The Administrator is hereby appointed into the position of Clerk to the Regional Board.
- 35) The Administrator is hereby authorized to appoint one or more Clerks of the Regional Board.

Clerk of the Regional Board

- 36) The Clerk of the Regional Board shall provide administrative and logistical support to the Regional Board in accordance with the Act and shall:
- a) not have a vote in any proceedings of the Regional Board;
 - b) give at least five (5) days written notice of a hearing of an appeal to:
 - i) in the case of an appeal against an order, decision or a failure to make a decision by a development authority, the parties indicated in the Act; and
 - ii) in the case of an appeal against a decision or a failure to make a decision by the subdivision authority, the parties indicated in the Act;
 - c) notify Board Members of the meetings of the Regional Board, including hearings;
 - d) prepare and maintain a file of written minutes of the business transacted at all meetings, including hearings, of the Regional Board;
 - e) for each Regional Board appeal hearing, record and issue a decision of the Regional Board and its findings, with reasons, to all affected parties in accordance with the Act;
 - f) obtain legal counsel to advise the Regional Board when required;
 - g) be authorized to sign on behalf of the Regional Board any order, decision, approval, notice, or any other thing made, given or issued by the Regional Board; and
 - h) undertake such other duties as the Regional Board may require.

Filing an Appeal

- 37) A party may appeal to the Regional Board in accordance with the Act.
- 38) A notice of appeal is deemed to be filed with the Regional Board on the date that all information requirements related to a notice of appeal prescribed in the Act and the applicable appeal fee are received by the Clerk within the time period for filing a notice of appeal prescribed in the Act.

Establishment of Board Panels for Individual Hearings

- 39) Where a matter has been appealed to the Regional Board, the following Panels may be established at the discretion of the Administrator in consultation with the Chief Administrative Officer of the Participating Municipality in which the appeal was filed:
- a) a Panel consisting of three (3) Board Members; or
 - b) a Panel consisting of five (5) Board Members.
- 40) Board Members from one (1) municipality may not form the majority of any Panel hearing an appeal.
- 41) It is preferred, but not required, that a Board Member appointed from a Participating Municipality sit on the Panel hearing an appeal involving that Participating Municipality.
- 42) A Panel shall not have more than one Board Member who is a councillor.
- 43) A decision of a Panel is the decision of the entire Regional Board.

Appeal Hearings

- 44) Within thirty (30) days of receiving written notice of an appeal that is filed in accordance with the provisions of the Act, the Regional Board shall hold a public hearing to hear an appeal from:
- a) a decision of a Subdivision Authority or Development Authority;
 - b) a Subdivision Authority or Development Authority's refusal or failure to make a decision within the time allowed for a decision established in the Act; or
 - c) an order issued by a Development Authority.
- 45) The hearings of the Regional Board shall be in public, but the Regional Board may at any time recess and deliberate and make its decisions in private.
- 46) The Regional Board shall hear all those persons from whom it is required to hear by the applicable provisions of the Act.
- 47) A request for adjournment of a hearing may be granted at the discretion of the Regional Board, but any adjournment must be to a specific time and date.
- 48) The Regional Board may adjourn an appeal hearing to a specific time and date upon its own volition to request technical information, legal opinions, or other information desired by the Regional Board.
- 49) Upon conclusion of a hearing, the Regional Board shall deliberate and reach its decision in private and in doing so shall determine an appeal in accordance with the provisions of the Act.
- 50) Audio and/or video recordings of hearings may be made by the Clerk. No other recordings of appeal hearings shall be permitted. Recordings of appeal hearings, if made, shall be retained for at least six (6) months following the adjournment of the hearing and after that time may be destroyed subject to legal and/or legislative requirements.

Quorum and Voting at Hearings

- 51) A quorum of the Regional Board shall be as follows:
- a. two (2) Board Members for a panel of the Regional Board consisting of three (3) Board Members; and
 - b. three (3) Board Members for a panel of the Regional Board consisting of five (5) Board Members.
- 52) All Board Members must vote on all matters before the Regional Board unless a Board Member declares a Conflict of Interest.
- 53) Where a Board Member of a Panel hearing an appeal absents declares a Conflict of Interest, the Clerk may appoint a replacement Board Member to the Panel.
- 54) Only those Board Members present at the entire hearing of an appeal shall be able to vote on the appeal, provided those Board Members voting form a quorum.
- 55) The majority vote of those Board Members present and voting constitutes the decision of the Panel and Regional Board.
- 56) In the event of a tie vote, the appeal shall be deemed to be denied.

Rules of Order

- 57) The Regional Board shall conduct appeal hearings in accordance with:
- a) the provisions of the Act and related Regulations;
 - b) the principles of natural justice and procedural fairness; and
 - c) the policies and procedures established by the Administrative Committee.

Conflict of Interest

- 58) Where a Board Member is of the opinion that he/she may have a Conflict of Interest in respect of a matter before the Board, the Board Member shall absent him/herself from the Regional Board proceedings while that matter is being discussed. Prior to leaving the meeting, the Board Member shall:
- a) declare that he/she has a Conflict of Interest; and
 - b) describe in general terms the nature of the Conflict of Interest.
- 59) All Board Members are bound to adhere to and comply with the Pecuniary Interest provisions of the Act.

- 60) The Clerk shall cause a record to be made in the hearing minutes of the Board Member's absence and reasons for it.

Notice of Decisions and Record of Hearing

- 61) After the conclusion of an appeal hearing, the Clerk shall:
- a) under the direction of the Presiding Officer, prepare the decision or order of the Regional Board and the reasons for the decision in compliance with the Act; and
 - b) arrange for the order or decision of the Regional Board to be signed and distributed in accordance with the requirements of the Act.
- 62) The Regional Board shall issue its decision in writing, together with reasons for the decision, within fifteen (15) days of the conclusion of a hearing.
- 63) A decision of the Regional Board is not final until notification of the decision is issued in writing.
- 64) The Clerk shall maintain a record of the appeal hearing in accordance with the Act.

Subdivision Endorsement

- 65) If a Subdivision Authority fails or refuses to endorse a plan of subdivision or other instrument as approved by the Regional Board on appeal, the Presiding Officer of the Panel that heard the appeal, or in his/her absence any other Board Member of the Panel that heard the appeal is authorized to endorse the subdivision instrument.

Number and Gender References

- 66) All references in this Bylaw shall be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or a female person, or a corporation or a partnership.

Severability

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

Transition and Effective Date

- 68) Bylaw (insert number of current SDAB bylaw) is hereby repealed.
- 69) This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

Read a first time this _____ day of _____, _____.

Read a second time this _____ day of _____, _____.

Read a third time this _____ day of _____, _____.

Signed and passed this _____ day of _____, _____.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE B – SERVICE OPTIONS

In response to the varying needs and capabilities of Participating Municipalities, two different service packages/levels are available:

- **Service Package A** focuses on the organization and training of a qualified pool of Board Members that is shared by Participating Municipalities.
- **Service Package B** focuses on sharing the administrative arrangements for receiving notices of appeal, coordinating and holding appeals and issuing decisions through a qualified pool of Clerks that provide support to the Regional Board.

A. Service Package A – Shared Pool of Board Members

- The Participating Municipalities share in the recruiting and organizing of a pool of twelve (12) Board Members available to sit on Panels to hear appeals
- The Participating Municipalities share in the cost of training and certification of twelve (12) Board Members

Services include:

- Assistance with recruiting and selection of Board Members in accordance with the Agreement and the Bylaw
- Arranging for and providing training of Board Members in accordance with the Act
- Reporting Board Member training to Alberta Municipal Affairs in accordance with the Act
- Organizing the general orientation and organizational meetings of the Regional Board

Exclusions to Services:

- Municipalities participating in only **Service Package A** are required to provide and train their own Clerks and provide all administrative support required for the Regional Board hearing an appeal, in accordance with the Act, at the municipality's sole cost and expense.
- Municipalities participating in only **Service Package A** are required to pay Board Member per diems and expenses directly to the Board Members assigned to an appeal in accordance with the rates outlined in **Schedule C**.
- The provision of services directly related to holding an appeal on a particular matter is not included in **Service Package A** or **Service Package B**. These services are subject to additional fees in accordance with **Schedule C**.

B. Service Package B – Shared Administration and Clerks (Only as “Add- On” to Service Package A)

- **Service Package B** is only available as an “add-on” to **Service Package A**.
- All services included in **Service Package A**
- The Participating Municipalities share in the administrative costs to have a system in place to process all appeal hearings and making arrangements for hearing appeals in accordance with the Act.
- The Participating Municipalities share in the cost of training and certification of four (4) Clerks (2 planners and 2 non-planner) in accordance with the Act.

Services included:

- Arranging for and providing for training of Clerks in accordance with the Act
- Reporting Clerk training to Alberta Municipal Affairs in accordance with the Act
- General administration of policies, procedures and information brochures

Exclusions to Services:

- The provision of services directly related to holding an appeal on a particular matter is not included in **Service Package A** or **Service Package B**. These services are subject to additional fees in accordance with **Schedule C**.

C. Services Related to Holding an Appeal for Additional Fees (Rates set out in Schedule C)

The following will be offered by the Coordinator where the Coordinator provides the Clerk and administrative support for a specific hearing:

- Receive notice of appeal, collect and remit fee to the Participating Municipality and determine whether filing timelines have been met
- Notify Participating Municipality of appeal
- Coordinate a Panel of not less than three (3) Board members and, at the option of the Participating Municipality, five (5) Board Members
- Schedule hearing date with appellant(s), respondent(s), Participating Municipality and Board Members forming the Panel within 30 days from the date of receipt of the notice of appeal
- Coordinate the hearing venue with the Participating Municipality
- Prepare appeal agenda package and arrange for distribution
- Prepare and send out notice of appeal in accordance with the Act and arrange for posting with Participating Municipality
- Make all relevant documents and materials respecting the appeal available for public inspection electronically on the Coordinator's website and at the Coordinator's office
- Attend hearing and assist Presiding Officer with conduct of hearing
- Prepare record of proceedings
- Attend and assist Panel with deliberations and preparation of decision
- Distribution of decision to affected parties

D. Services Related to a Leave to Appeal Application to the Court of Appeal or a Court of Appeal Merit Hearing for Additional Fees (Rates set out in Schedule C)

The following services will be provided by the Coordinator where the Coordinator provided the Clerk and administrative support for a specific Regional Board appeal hearing and the Regional Board's decision on that appeal is the subject of a leave to appeal application to or merit hearing at the Court of Appeal:

- a) coordinate legal counsel to represent the Regional Board in consultation with the Chief Administrative Officer of the Subject Participating Municipality, and
- b) coordinate the preparation and filing of the Regional Board hearing Record with the Court of Appeal as well as any other matters that may be requested or required to support the Regional Board's response to the leave to appeal application or merit hearing.

E. Other Service Offerings

The Coordinator may provide other services at such rates as the Parties may mutually agree to from time to time.

SCHEDULE C – SERVICE FEES AND OTHER FEES

1. **ANNUAL SERVICE FEE:** (Participating Municipality must confirm in writing which Service Package is being chosen at time of Annual Service Fee payment)

SERVICE PACKAGE A: \$300.00

SERVICE PACKAGE B: \$180.00

2. **ADDITIONAL FEES:**

- a. Clerk services provided by a planner will be charged at a rate of \$150/hour and Clerk services provided by a non-planner will be charged at a rate of \$70/hour.
- b. Administrative support services to the Regional Board and Clerk will be charged at a rate of \$70/hour.
- c. Court of Appeal fees: where the Coordinator is providing services relating to a leave to appeal application to or merit hearing at the Court of Appeal, these services will be charged at the rate of \$150/hr where the service is performed by a planner and at a rate of \$70/hr where the service is performed by a non-planner.
- d. Withdrawn Appeals: in instances where an appeal is filed and then withdrawn; the Participating Municipality will be obligated to pay the hourly rates for the effort put into the file.
- e. Board Member Per Diems: in instances where an appeal proceeds to a hearing; the Participating Municipality will be obligated to pay Board Member Per Diems in accordance with the following:

Up to 4 hours	Over 4 Hours
\$150	\$300

- f. Meals and Expenses: will be charged to the Participating Municipality in accordance with policies and procedures prescribed by the Coordinator.
- g. Office/Print Supplies: will be charged to the Participating Municipality on a cost recovery basis.
- h. Legal Services: will be charged to the Participating Municipality on a cost recovery basis.
- i. Audio, Digital Recording and Transcript Services: will be charged to the Participating Municipality on a cost recovery basis.
- j. Venue booking fees, rates and charges will be charged to the Participating Municipality on a cost recovery basis.

SCHEDULE "D"

PARTICIPATING MUNICIPALITIES CONTACT INFORMATION

**Town of Blackfalds
PO Box 750
4901 – 50 Avenue
Blackfalds, AB
T0C 0V0**

MEETING DATE: October 25, 2022
PREPARED BY: Myron Thompson, Chief Administrative Officer
PRESENTED BY: Myron Thompson, Chief Administrative Officer
SUBJECT: **Municipal Facility Office Space Policy 163.22**

BACKGROUND

The Town of Blackfalds has provided office space to external agencies specifically in the FCSS facility located at 5016 Waghorn Street. Currently, two office spaces that are surplus to the needs of FCSS operations are provided to Kids Konnection Family Day Home Program and Alberta Health Services Children's Mental Health Services Program. Kids Konnection pays a lease of \$11/ft² per month plus a fee of \$100 monthly for utilities. The AHS program is provided office space on an in-kind basis.

Earlier this year Town Council was provided a tour of the facility which has a total of 8 office spaces, a small meeting room, a reception area and washrooms. The building is aged but is structurally in good condition and does require re-shingling. Annual operational costs for the building are approximately \$12,000 per year.

DISCUSSION

Council has previously made a decision to have office spaces in the FCSS facility, once the municipal FCSS operations transition to the Civic Centre, available to external health and social service organizations to provide programming and needed services for Town of Blackfalds residents. This would be accomplished through an established process of making individual office space available in the facility to these agencies. Many of these agencies may not be able to source individual office space in the private sector or are unable financially to do so. It is anticipated that grouping agencies that have similar social and health service mandates and goals would provide positive outcomes for our community which may not be made available should this initiative not take place.

The Municipal Facility Office Space Policy has been developed to provide guidance for Council and Administration to determine how unallocated and surplus office space in Municipal facilities may be made available specifically targeting the Community needs and gaps identified in the updated Social Needs Assessment Master Plan. A draft of the plan has recently been before the FCSS Board and will be before Council in the near future. Appendices A and B included with the policy are application and evaluation forms. These forms may be updated in the policy at a future date once the Social Needs Assessment Master Plan is formally adopted.

Although the current focus and priority is for the office space in the FCSS facility, there are and may in the future be additional office space available for external agency utilization. These may include the Wadey Centre and the Civic Centre, with the Wadey Centre being a facility where office space is currently available.

This policy was brought before the Standing Committee of Council on October 17th for review at which time the following resolution was approved:

27/22 Councillor Sands moved That the Standing Committee of Council recommend that the draft Municipal Facility Office Space Policy 163.22 be brought before Council for formal approval.

CARRIED UNANIMOUSLY

FINANCIAL IMPLICATIONS

Since it is unknown what the uptake in requested office space is, it is anticipated that any revenues provided by lease amounts will not offset the operational costs and there will be a financial deficit in the provision of this facility.

ADMINISTRATIVE RECOMMENDATION

1. That Council approves the Municipal Facility Office Space Policy 163.22 as presented.

ALTERNATIVES

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

ATTACHMENTS

- *Municipal Facility Office Space Policy 163.22 (draft)*

APPROVALS



Myron Thompson, CAO

Department Director/Author

Policy No.:	163.22	Council Approval: Resolution No.: Date:
Policy Title:	Municipal Facility Office Space Policy	
Department:	Community Services	
Reviewed:		
Revised:		
Supersedes Policy/Bylaw:		

1. Policy Statement

- 1.1 The Municipal Facility Office Space Policy will provide guidance for Council and Administration to determine how unallocated and surplus office space may be allocated to health and social service organizations and programming that provide needed services to Town of Blackfalds residents, per the Social Needs Assessment Master Plan.

2. Reason for Policy

- 2.1 That the Town of Blackfalds is dependent on external outreach agencies for needed services and providing office space for these agencies, when available is of benefit to the Community.
- 2.2 To set out a policy under which the Town of Blackfalds may enter into partnerships with health and social service organizations to provide them office space in order to meet the goals of the Social Needs Assessment Master Plan.
- 2.3 To encourage the procurement of social services, health services and programming not currently offered to Blackfalds residents.
- 2.4 To provide in-kind or reduced rate office space for new social services, health services and programming in Blackfalds where fees might currently be a barrier.
- 2.5 To provide more accessible services by offering community agencies and organizations the opportunity to locate in Blackfalds.

3. Related Information

- 3.1 None

4. Definitions

- 4.1 “**Donation**” means a sum of money given to a charitable cause through a gift, contribution, present, pledge, handout or offering with no reciprocal recognition. If reciprocal benefits exist, the principles of this policy apply.

- 4.2 **“In Kind Contribution”** means contributions, other than cash, including corporate products, labour, facility use, and services and/or other assets without charge or purchase.
- 4.3 **“Region”** means the geographical area surrounding the Town of Blackfalds where residents would seek and benefit from services.
- 4.4 **“Resources”** means provision of Town owned materials or assets in kind or provision of municipal labour forces in kind.
- 4.5 **“Social Assistance Agency”** means an agency providing assistance that supports individuals in provision of their basic needs.
- 4.6 **“Social Needs Assessment”** means the guiding document for Council, the FCSS Board, and Administration which provides direction on initiatives and strategies to address social needs in Blackfalds.
- 4.7 **“Town”** means the corporation of the Town of Blackfalds, its departments and employees.

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 As circumstances arise.

7. Special Situations

7.1 As circumstances arise.

8. Appendix

8.1 Appendix A - Municipal Facility Office Space Application

8.2 Appendix B – Municipal Facility Office Space Application Evaluation

9. End of Policy

PROCEDURE	Policy No.: Policy Title: Department:	163.22 Municipal Facility Office Space Policy Community Services
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1. Preamble

- 1.1 The Town will review all requests for office space in an open, equitable and fair manner.

2. General

2.1. Application

- 2.1.1. Applicants must be a health or social service agency, not just a not-for-profit organization.
- 2.1.2. Office space requests will be processed and considered through a formal request provided in writing by filling out Appendix A – Municipal Facility Office Space Application.
- 2.1.3. Applicants will be required to outline how their health or social service agency meets the needs of the Social Needs Assessment Master Plan or gap in community health services.
- 2.1.4. Applications will be reviewed by Town Administration for approval.
- 2.1.5. Administration's recommendation for approval will be forwarded to Town Council for formal approval.
- 2.1.6. Applicants may be requested to appear as a delegation in person to a Council Meeting and to provide an oral presentation.
- 2.1.7. This policy will include discretionary approval of organizations that may fall outside of the criteria identified, with consideration of shifting economic, social needs and benefits.

2.2. Eligibility Criteria

- 2.2.1. The Town of Blackfalds is a publicly funded government body that offers space to support community programs and organizations that further supports and improves the lives of our residents. Therefore, office space requests will only be considered, when the applicant meets the eligibility criteria for identified service gaps and vulnerable populations.
- 2.2.2. The applicant must demonstrate that donation of space will provide a direct or indirect benefit to the Town, its citizens, and those in the region through measurable and meaningful actions and services that are not currently offered in the Town of Blackfalds.

2.2.3. These gaps will be identified in relation to the Social Needs Assessment.

2.3. Evaluation

2.3.1. Municipal Administration will review applications from organizations and will determine approval based on Appendix B – Municipal Facility Office Space Application Evaluation.

3. End of Procedure

Approval

Chief Administrative Officer

Date

Town of Blackfalds5018 Waghorn Street,
Box 220,
Blackfalds, AB T0M 0J0**Phone** 403.885.4677**Fax** 403.885.4610**Email** info@blackfalds.ca

Purpose: To provide guidance for the Town of Blackfalds to enter into partnerships with health and social service organizations to provide them office space in order to meet the goals of the Social Needs Assessment Master Plan.

Who May Apply: Social Service and Health Service Agencies that provide social services, health services, and/or programming to the community. The service must be delivered in Blackfalds, AB.

To request office space, organizations must submit a complete application form. The application will be reviewed by Town Administration and if approved, will be brought forward to the Town of Blackfalds Council for final approval. Applicants may be asked to speak as a delegation for further information on their application. Applicants must be a social assistance agency or healthcare organization. Applicants are encouraged to note how their request addresses needs from the Social Needs Assessment Master Plan located **here** through completion of the Evaluation Form. If you require information or assistance, you can contact the Town at 403.885.4677. We are located at 5018 Waghorn Street, Blackfalds, AB.

Part A – Social Service or Health Service Agency's Information

1. Organization's Name: _____

2. Mailing Address: _____

Postal Code: _____

3. Primary Contact Person: _____

Phone: _____ E-Mail: _____

Registered Society / Charity Number (if applicable): _____

Part B – Purpose and Need

Demonstration of Need

1. What service gap(s) has been identified that shows the social service or health service need or programming in our community?
2. How does this program/service serve to strengthen and support social serving and health services of the residents of Blackfalds?
3. Will this program/service still locate in Blackfalds without the use of Municipal provided office space?

Organization

4. Is this program/service already offered through any other organization in Blackfalds?
5. Which of the FCSS priorities are addressed?
 - ☐ Bullying/Conflict Resolution
 - ☐ Child & Youth Safety
 - ☐ Mental Health Supports
 - ☐ Parenting
 - ☐ Health Services
 - ☐ Relationship Support
 - ☐ Family & Domestic Violence Support
 - ☐ Substance Abuse
 - ☐ Intergenerational Programming

6. Describe your organization including the type, the purpose, and number of members.

7. Describe the type of program(s) and/or services offered.

8. What are your organization's goals and objectives for this year?

9. What is your organization's target residents?

Part C – Issue Addressed

1. Describe the issue or priority area your organization/program proposes to address.

2. In which of the following areas does this service/program impact on social sustainability in our community:
 - ☐ Help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - ☐ Provide health services not currently offered to the residents of Blackfalds.
 - ☐ Help people to develop interpersonal and group skills which enhance constructive relationships among people;
 - ☐ Help people and communities to assume responsibility for decisions and actions which affect them;
 - ☐ Provide supports that help sustain people as active participants in the community.

3. In what ways are the residents you intend to serve impacted? Please describe short- and long-term implications.

4. What is the impact of not addressing the identified needs?

5. How does your project/program plan to address the issue?

6. Describe specifically how you will measure the success of locating your services in Blackfalds and your expected results. (Examples: # of participants, # of surveys completed, survey feedback, program waiting list, etc.)

7. Are there similar program/services offered in the community? If so, explain how yours is different.

Part D – Office Space Budget and Hours

1. If your organization were to use Municipal Office Space, would you expect to pay a subsidized rental fee? Or would you expect to use the space as a free, in-kind donation?
2. How much could your organization afford to pay per office space?
3. How many offices would you require?
4. How long would you need to use the office space for?
5. What days and hours would you plan to be in office?

Part A – Social Service or Health Service Agency's Information

Question #'s	Checklist	Yes	No	Comments
1	Organization Name:			
2	Organization contact info			
3	Is this organization a health services provider?			
4	Is this organization a social services provider?			
5	Is this organization primarily recreational in nature?			If yes, the application is ineligible
6	Is this program duplicating a current program?			If yes, the application is ineligible

Part B – Purpose & Need

Question #'s	Checklist	Yes	No	Comments
1	Demonstration of Need: ✓ Is there an identified service gap?			
2	✓ Does the organization strengthen & support social functioning in Blackfalds?			
3	✓ Does the organization strengthen & support health services functions in Blackfalds?			
4-6	Organization: ✓ Will this program/service still locate and operate in Blackfalds without the use of Municipal office space? ✓ Is the program/service already offered through any other organization in Blackfalds?			
7	✓ Are any of the FCSS priorities addressed? ○ Bullying/ Conflict Resolution ○ Child & Youth Safety ○ Mental Health Supports ○ Parenting ○ Health Services ○ Relationship Support ○ Family & Domestic Violence Support ○ Substance Abuse ○ Intergenerational Programming			
8	✓ Is the organization described, including the type, purpose, and number of members?			
9	✓ Are the type of program(s) and/or services offered described? ✓ Are the organization's goals and objectives for this year described? ✓ Are the organization's target residents indicated in the application?			

Part C - Issue Addressed

Question #'s	Criteria	Comments	Rating
1	<input checked="" type="checkbox"/> Did the applicant describe the issue or priority area the organization/program proposed to address?		
2-3	<input checked="" type="checkbox"/> Did the applicant demonstrate how the following areas this service/program impact the social sustainability in our community: <ul style="list-style-type: none"> <input type="checkbox"/> Help people to develop independence, strengthen coping skills and become more resistant to crisis; <input type="checkbox"/> Provide health services not currently offered to the residents of Blackfalds. <input type="checkbox"/> Help people to develop interpersonal and group skills which enhance constructive relationships among people; <input type="checkbox"/> Help people and communities to assume responsibility for decisions and actions which affect them; <input type="checkbox"/> Provide supports that help sustain people as active participants in the community. 		
3-5	<input checked="" type="checkbox"/> Does the applicant describe who is impacted by the issue? <input checked="" type="checkbox"/> Does the applicant describe in what way they are impacted? And do they describe short- and long-term implications? <input checked="" type="checkbox"/> Does the applicant describe the impact of not addressing the issue?		
6-8	<input checked="" type="checkbox"/> Does the applicant describe how the service/program addresses the issue? <input checked="" type="checkbox"/> Does the applicant describe specifically how they will measure the success of locating their services in Blackfalds and their expected results. <input checked="" type="checkbox"/> Are there similar programs offered in the community?		

Part D – Office Space Budget and Hours

Question #'s	Criteria	Comments
1	<input checked="" type="checkbox"/> Will the organization pay a subsidized rental fee? Or would it require the space as a free, in-kind donation?	
2-5	<input checked="" type="checkbox"/> How much could the organization afford to pay per office space? <input checked="" type="checkbox"/> How many offices would they require? Is this space available? <input checked="" type="checkbox"/> How long would they need to use the office space for? <input checked="" type="checkbox"/> Did the applicant note what days and hours they plan to be in office?	

Office Space Approved/Declined _____

MEETING DATE: October 25, 2022

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Bylaw 1273.22 – Schedule “C” – Community Services Facilities Fee Schedule**

BACKGROUND

The last amendment to Schedule “C” Community Services Facilities Fee to Bylaw 1053/07 was passed in 2019, under Bylaw 1240/19. Council reviewed this Bylaw at the October 17, 2022, Standing Committee of Council Meeting and recommended to consider first and second reading of this Bylaw at the October 25, 2022, Regular Council Meeting.

Generally, every two years Community Services reviews rates and fees for recreation facilities and provides any changes to the RCP Board and to Council for approval. The last review took place in 2019 for implementation in 2020. Most of the changes that took place at that time were related to facility rental fees. We decided not to make any changes to the rates and fees in 2021 due to the Covid pandemic. Typically, when changes are made to the rates and fees, they come into effect in January of the following year with the exception of arena fees which come into effect the following season (which is now in August).

DISCUSSION

The rates and fees were discussed at both the September 7th and October 5th RCP Board Meeting and the October 17th SCC Meeting. We discussed our recreation rates and fees in detail and determined areas where we believed we could make adjustments. The changes (shown in red) have been placed into the attached document for you to review. It was mentioned at the last RCP Board Meeting that we consider reviewing rates and fees again next year instead of every second year.

ADMINISTRATIVE RECOMMENDATION

1. That Council to consider first and second reading to Bylaw 1273.22 - Schedule “C” – Community Services Facilities Fee Schedule that will amend and form part of Bylaw 1053/07.

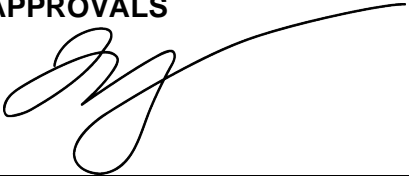
ALTERNATIVES

- a) That Council support Bylaw 1273.22 - Schedule “C” – Community Services Facilities Fee Schedule that will form part of Bylaw 1053/07 as revised.
- b) That Council refer this item back to Administration for more information.

ATTACHMENTS

- *Draft Bylaw 1273.22 - Schedule "C" – Community Services Facilities Fee Schedule*
- *Bylaw 1240/19 - Schedule "C" – Community Services Facilities Fee Schedule*
- *Bylaw 1053/07 – Rate Bylaw*

APPROVALS



CAO Myron Thompson



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND THE RATE BYLAW 1053/07 TO CHARGE FOR VARIOUS GOODS AND SERVICES
PROVIDED BY THE TOWN OF BLACKFALDS**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being chapter M-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto, to provide for amendments to Bylaw 1053/07 known as the Rate Bylaw of the Town of Blackfalds.

WHEREAS the Municipal Council deems it necessary and expedient to amend Bylaw 1053/07.

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

THAT Bylaw 1053/07 Schedule “C” – Community Services Facilities Fee Schedule is hereby amended by this Bylaw.

THAT Bylaw 1240/19 is hereby rescinded.

PART 1 - TITLE

- 1.1 That this Bylaw shall be cited as the “**Schedule “C” – Community Services Facilities Fee Schedule**”

PART 2 - DATE OF FORCE

- 2.1. 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

FACILITY - COMMUNITY CENTRE	2020-2022 Local	2020-2022 Non-local	2020-2022 Local Non-Profit	Notes	2020-2022 Local	2020-2022 Non-Local	2020-2022 Local Non-Profit
Main Hall							
Hourly Rental Rate	\$ 62.00	\$ 74.40	\$ 37.20	\$25 more than the Banquet Rm. Day Rate = to 8 x hourly. Weekend Rate = 1.5 x day rate.	\$ 62.00	\$ 74.40	\$ 37.20
Daily Rental Rate	\$ 496.00	\$ 595.20	\$ 297.60		\$ 496.00	\$ 595.20	\$ 297.60
Partial Weekend Rate	\$ 744.00	\$ 892.80	\$ 446.40		\$ 744.00	\$ 892.80	\$ 446.40
Full Weekend Rate	\$ 868.00	\$ 1,041.60	\$ 520.80		\$ 868.00	\$ 1,041.60	\$ 520.80
Multipurpose Room							
Hourly Rental Rate	\$ 41.50	\$ 49.80	\$ 24.90	Comparable to Banquet Room amount. Day Rate = to 8 x hourly. Weekend Rate = 1.5 x day rate.	\$ 41.50	\$ 49.80	\$ 24.90
Daily Rental Rate	\$ 332.00	\$ 398.40	\$ 199.20		\$ 332.00	\$ 398.40	\$ 199.20
Partial Weekend Rate	\$ 498.00	\$ 597.60	\$ 298.80		\$ 498.00	\$ 597.60	\$ 298.80
Full Weekend Rate	\$ 581.00	\$ 697.20	\$ 348.60		\$ 581.00	\$ 697.20	\$ 348.60
Main Hall & Multipurpose Room							
Hourly Rental Rate	\$ 77.00	\$ 92.40	\$ 46.20	Hourly Rate, Daily Rate and Weekend Rate is 1.25 x Main Hall rates. Non-local = 1.2 x base rate, Local Non-profit = .6 x base rate.	\$ 77.00	\$ 92.40	\$ 46.20
Daily Rental Rate	\$ 616.00	\$ 739.20	\$ 369.60		\$ 616.00	\$ 739.20	\$ 369.60
Partial Weekend Rate	\$ 924.00	\$ 1,108.80	\$ 554.40		\$ 924.00	\$ 1,108.80	\$ 554.40
Full Weekend Rate	\$ 1,078.00	\$ 1,293.60	\$ 646.80		\$ 1,078.00	\$ 1,293.60	\$ 646.80
Meeting Room							
Hourly Rental Rate	\$ 31.00	\$ 37.20	\$ 18.60	Comparable to Program Room, Performance Room and Fitness Studio 2	\$ 31.00	\$ 37.20	\$ 18.60
Daily Rental Rate	\$ 248.00	\$ 297.60	\$ 148.80		\$ 248.00	\$ 297.60	\$ 148.80
Full Weekend Rate	\$ 496.00	\$ 595.20	\$ 297.60		\$ 496.00	\$ 595.20	\$ 297.60

FACILITY - EAGLE BUILDERS CENTRE	2020-2022 Local	2020-2022 Non-local	2020-2022 Local Non-Profit	Notes	2020-2022 Local	2020-2022 Non-Local	2020-2022 Local Non-Profit
Banquet Room							
Hourly Rental Rate	\$ 41.50	\$ 49.80	\$ 24.90	Comparable to Multipurpose Room amount. Day Rate = to 8 x hourly. Weekend Rate = 1.5 x day rate.	\$ 41.50	\$ 49.80	\$ 24.90
Daily Rental Rate	\$ 332.00	\$ 398.40	\$ 199.20		\$ 332.00	\$ 398.40	\$ 199.20
Partial Weekend Rate	\$ 498.00	\$ 597.60	\$ 298.80		\$ 498.00	\$ 597.60	\$ 298.80
Full Weekend Rate	\$ 581.00	\$ 697.20	\$ 348.60		\$ 581.00	\$ 697.20	\$ 348.60
Performance Room							
Hourly Rental Rate	\$ 31.00	\$ 37.20	\$ 18.60	Comparable to Program Room, Community Centre Meeting Room and Fitness Studio 2	\$ 31.00	\$ 37.20	\$ 18.60
Daily Rental Rate	\$ 248.00	\$ 297.60	\$ 148.80		\$ 248.00	\$ 297.60	\$ 148.80
Full Weekend Rate	\$ 496.00	\$ 595.20	\$ 297.60		\$ 496.00	\$ 595.20	\$ 297.60
Ag. Room							
Hourly Rental Rate	\$ 26.00	\$ 31.20	\$ 15.60	Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.	\$ 26.00	\$ 31.20	\$ 15.60
Daily Rental Rate	\$ 208.00	\$ 249.60	\$ 124.80		\$ 208.00	\$ 249.60	\$ 124.80
Full Weekend Rate	\$ 416.00	\$ 499.20	\$ 249.60		\$ 416.00	\$ 499.20	\$ 249.60
Ice Rate							
Hourly Rental Rate	\$ 180.00	\$ 216.00	\$ 108.00	Local = Base Rate, Non-local = 1.2 x base rate, Local Non-profit = .6 x base rate.	\$ 165.00	\$ 198.00	\$ 99.00
Tournament Rate	\$ 153.00	n/a	n/a		\$ 165.00	n/a	n/a
Junior Hockey Rate	\$ 153.00	n/a	n/a	0.85 x the local base rate	\$ 140.25	n/a	n/a
Non-Prime Rate (Weekdays 8 am to 2 pm)	\$ 72.00	n/a	n/a	0.4 x the local base rate	n/a	n/a	n/a
Dry Floor Arena							
Hourly Rental Rate	\$ 82.50	\$ 99.00	\$ 49.50	Comparable to 2/3 of Field House. Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.	\$ 80.00	\$ 96.00	\$ 48.00
Daily Rental Rate	\$ 660.00	\$ 792.00	\$ 396.00		\$ 640.00	\$ 768.00	\$ 384.00
Full Weekend Rate	\$ 1,320.00	\$ 1,584.00	\$ 792.00		\$ 1,280.00	\$ 1,536.00	\$ 768.00

FACILITY - ALL STAR PARK/COM. GARDEN	2020-2022 Local	2020-2022 Non-local	2020-2022 Local Non-Profit	Notes	2020-2022 Local	2020-2022 Non-Local	2020-2022 Local Non-Profit
Ball Diamonds				Local = Base Rate, Non-local = 1.2 x base rate, Local Non-profit = .6 x base rate. Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate x 3 diamonds.			
Hourly Rental Rate	\$ 15.50	\$ 18.60	\$ 9.30		\$ 15.00	\$ 18.00	\$ 9.00
Daily Rental Rate per Diamond	\$ 124.00	\$ 148.80	\$ 74.40		\$ 120.00	\$ 144.00	\$ 72.00
Full Weekend Rate	\$ 744.00	\$ 892.80	\$ 446.40		\$ 720.00	\$ 864.00	\$ 432.00
Extended Weekend Rate	\$ 1,116.00	\$ 1,339.20	\$ 669.60		\$ 1,080.00	\$ 1,296.00	\$ 648.00
Concession Day Rate	\$ 82.50	\$ 99.00	\$ 49.50		\$ 80.00	\$ 96.00	\$ 48.00
Concession Weekend Rate	\$ 247.50	\$ 297.00	\$ 148.50		\$ 240.00	\$ 288.00	\$ 144.00
Campground - Tenting	\$ 10.00				No change from the previous rates		
Campground - Trailer	\$ 20.00						
Soccer Pitches				Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate x 1.5 pitches.			
Hourly Rental Rate	\$ 15.50	\$ 18.60	\$ 9.30		\$ 15.00	\$ 18.00	\$ 9.00
Daily Rental Rate	\$ 124.00	\$ 148.80	\$ 74.40		\$ 120.00	\$ 144.00	\$ 72.00
Full Weekend Rate	\$ 372.00	\$ 446.40	\$ 223.20		\$ 360.00	\$ 432.00	\$ 216.00
Minor Baseball/Soccer Player Fee	\$ 11.00	per registered player			\$ 10.50		
Community Garden							
Large Garden	\$ 30.00				per garden plot	\$ 30.00	
Small Garden	\$ 15.00				per garden plot	\$ 20.00	

FACILITY - ABBEY CENTRE	2020-2022 Local	2020-2022 Non-local	2020-2022 Local Non-Profit	Notes	2020-2022 Local	2020-2022 Non-Local	2020-2022 Local Non-Profit
Servus Program Room				Comparable to Community Centre Meeting Room, Performance Room and Fitness Studio 2			
Hourly Rental Rate	\$ 31.00	\$ 37.20	\$ 18.60		\$ 31.00	\$ 37.20	\$ 18.60
Daily Rental Rate	\$ 248.00	\$ 297.60	\$ 148.80		\$ 248.00	\$ 297.60	\$ 148.80
Full Weekend Rate	\$ 496.00	\$ 595.20	\$ 297.60		\$ 496.00	\$ 595.20	\$ 297.60
Fitness Studio 1				\$5 more than Banquet Rm, \$10 more than Fitness Studio 2 & Program Rm.			
Hourly Rental Rate	\$ 41.50	\$ 49.80	\$ 24.90		\$ 41.50	\$ 49.80	\$ 24.90
Daily Rental Rate	\$ 332.00	\$ 398.40	\$ 199.20		\$ 332.00	\$ 398.40	\$ 199.20
Fitness Studio 2				Comparable to Community Centre Meeting Room, Performance Room and Servus Program Room			
Hourly Rental Rate	\$ 31.00	\$ 37.20	\$ 18.60		\$ 31.00	\$ 37.20	\$ 18.60
Daily Rental Rate	\$ 248.00	\$ 297.60	\$ 148.80		\$ 248.00	\$ 297.60	\$ 148.80
Full Weekend Rate	\$ 496.00	\$ 595.20	\$ 297.60		\$ 496.00	\$ 595.20	\$ 297.60
1/3 Field House Gym				Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.			
Hourly Rental Rate	\$ 41.50	\$ 49.80	\$ 24.90		\$ 41.50	\$ 49.80	\$ 24.90
Daily Rental Rate	\$ 332.00	\$ 398.40	\$ 199.20		\$ 332.00	\$ 398.40	\$ 199.20
Full Weekend Rate	\$ 664.00	\$ 796.80	\$ 398.40		\$ 664.00	\$ 796.80	\$ 398.40
2/3 Field House Gym				Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.			
Hourly Rental Rate	\$ 82.50	\$ 99.00	\$ 49.50		\$ 82.50	\$ 99.00	\$ 49.50
Daily Rental Rate	\$ 660.00	\$ 792.00	\$ 396.00		\$ 660.00	\$ 792.00	\$ 396.00
Full Weekend Rate	\$ 1,320.00	\$ 1,584.00	\$ 792.00		\$ 1,320.00	\$ 1,584.00	\$ 792.00
Full-use Field House Gym				Day Rate is based on 1.25 x the 2/3 Field House. Weekend Rate = 2 x day rate.			
Daily Rental Rate	\$ 825.00	\$ 990.00	\$ 495.00		\$ 825.00	\$ 990.00	\$ 495.00
Partial Weekend Rate	\$ 1,072.50	\$ 1,287.00	\$ 643.50		\$ 1,072.50	\$ 1,287.00	\$ 643.50
Full Weekend Rate	\$ 1,650.00	\$ 1,980.00	\$ 990.00		\$ 1,650.00	\$ 1,980.00	\$ 990.00
Amphitheatre				Day Rate is based on 8 x the hourly rate. Weekend Rate = 2 x day rate.			
Hourly Rental Rate	\$ 21.00	\$ 25.20	\$ 12.60		\$ 21.00	\$ 25.20	\$ 12.60
Daily Rental Rate	\$ 168.00	\$ 201.60	\$ 100.80		\$ 168.00	\$ 201.60	\$ 100.80
Full Weekend Rate	\$ 336.00	\$ 403.20	\$ 201.60		\$ 336.00	\$ 403.20	\$ 201.60

ABBEY CENTRE MEMBERSHIP/ADMISSIONS

Single Admission	Rate	Notes	
Track	\$ 2.00		
Infant	FREE	Under 1	
Toddler	\$ 1.00	1 and 2	
Child	\$ 5.00	3 to 7	
Youth	\$ 5.50	8 to 12	
Teen	\$ 6.50	13 to 17	
Adult	\$ 9.00	18 to 59	
Senior	\$ 7.00	60+	
Senior+	FREE	75+	
Family	\$ 20.00	Max. of 5 family members in household (max 2 ages 18-74)	Added toddler rate and senior+ rate, redefined family to consist of a maximum of 5 family members of which, only up to 2 family members can be ages 18-74
Punch Passes	Rate	Notes	
Track	\$ 20.00	10 Admissions	
Toddler	\$ 9.00	New Rate	
Child	\$ 45.00		
Youth	\$ 49.50		
Teen	\$ 58.50		
Adult	\$ 81.00		
Senior	\$ 63.00		
Family	\$ 180.00		
		10 admissions for the price of 9 per age category.	No change from the previous rates
Monthly Memberships*	Rate	Notes	
Child	\$ 26.25		
Youth	\$ 28.88		
Teen	\$ 34.13		
Adult	\$ 47.25		
Senior	\$ 36.75		
Family	\$ 105.00		
		Equal to the price of 5.25 admissions per age category.	Rate was changed from 5 to 5.25 times the admission rate
Annual Memberships*	Rate	Notes	
Child	\$ 262.50		
Youth	\$ 288.75		
Teen	\$ 341.25		
Adult	\$ 472.50		
Senior	\$ 367.50		
Family	\$ 1,050.00		
		10 x the monthly membership rate per age category.	No change from the previous rates
Child Minding	Rate	Notes	
One Child (per half hour)	\$ 3.00		
Family (per half hour)	\$ 5.00		
One Child (10 hour punch pass)	\$ 54.00		
Family (10 hour punch pass)	\$ 90.00		
		10 hour punch cards are based on 9 hours of use.	No change from the previous rates
*Note: When purchasing a monthly or annual family membership, an additional child, youth or teen can be added to the family at a discount of 50% from a regular, child, youth or teen membership of the same membership type.			

DEFINITIONS

Local	Individuals who pay their taxes to either the Town of Blackfalds or Lacombe County
Non-Local	Individuals who do not pay their taxes to the Town of Blackfalds or Lacombe County
Local Non-Profit	Registered non-profit organizations based in Blackfalds or Lacombe County with a mailing address in either municipality, not including other Towns or Cities in Lacombe County

ADDITIONAL FEES/CHARGES

Lost Key	cost to re-key the building	No change from the previous rates
Lost Fob	\$25.00	
Damage Fee	\$50.00/hour plus supplies	
Clean Up Fee	\$75.00/hour	
Late Fee	\$50.00/half hour	
Damage Deposit up to	\$500.00	
Non-Refundable Booking Fee	\$300.00	
Com. Centre Stage Setup Fee	\$15/stage panel (max. 6 panels)	
Sound System Fee (Arena, Community Centre)	\$50.00	
Non-alcohol Event Damage Deposit	\$100.00 (excl. Abbey Centre)	
Alcohol Event Damage Deposit	\$500 (excl. Abbey Centre)	



**TOWN OF BLACKFALDS
BY-LAW 1240/19**

**A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AMEND
THE RATE BYLAW 1053/07 TO CHARGE FOR VARIOUS GOODS AND SERVICES
PROVIDED BY THE TOWN OF BLACKFALDS**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being chapter M-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto, to provide for amendments to Bylaw 1053/07 known as the Rate Bylaw of the Town of Blackfalds.

WHEREAS the Municipal Council deem it necessary and expedient to amend Bylaw 1053/07.

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

THAT Bylaw 1053/07 Schedule "C" – Community Services Facilities Fee Schedule is hereby amended by this Bylaw.

THAT Bylaw 1217/17 is hereby rescinded.

PART 1 – DATE OF FORCE

1. THAT this Bylaw shall come into full force and effect upon January 1, 2020.

READ for the first time this 12th day of NOVEMBER A.D., 2019.

(RES. 364 /19)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

READ for the second time this 12th day of NOVEMBER A.D., 2019.

(RES. 365 /19)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

READ for the third time this 26th day of NOVEMBER A.D., 2019.

(RES. 382 /19)


MAYOR RICHARD POOLE

CAO MYRON THOMPSON

FACILITY	Local	Non-local	Local Non-Profit	Notes	2018/19 Local	2018/19 Non-Local	2018/19 Local Non-Profit
Main Hall (Community Centre)							
Hourly Rental Rate	\$ 62.00	\$ 74.40	\$ 37.20	\$25 more than the Banquet Rm. Day Rate = to 8 x hourly. Weekend Rate = 1.5 x day rate.	\$ 60.00	\$ 72.00	\$ 36.00
Daily Rental Rate	\$ 496.00	\$ 595.20	\$ 297.60		\$ 480.00	\$ 690.00	\$ 288.00
Friday 6:00 pm to Sun. 2 am Friday 6:00 pm to Sun. 12 pm	\$ 744.00 \$ 868.00	\$ 892.80 \$ 1,041.60	\$ 446.40 \$ 520.80		\$ 720.00	\$ 900.00	\$ 432.00
					New extended weekend rate is 1.75 x the daily rate		
Multipurpose Room (Community Centre)							
Hourly Rental Rate	\$ 41.50	\$ 49.80	\$ 24.90	Comparable to Banquet Room amount. Day Rate = to 8 x hourly. Weekend Rate = 1.5 x day rate.	\$ 40.00	\$ 48.00	\$ 24.00
Daily Rental Rate	\$ 332.00	\$ 398.40	\$ 199.20		\$ 320.00	\$ 690.00	\$ 192.00
Friday 6:00 pm to Sun. 2 am Friday 6:00 pm to Sun. 12 pm	\$ 498.00 \$ 581.00	\$ 597.60 \$ 697.20	\$ 298.80 \$ 348.60		\$ 480.00	\$ 900.00	\$ 288.00
					New extended weekend rate is 1.75 x the daily rate		
Main Hall & Multipurpose Room (Community Centre)							
Hourly Rental Rate	\$ 77.00	\$ 92.40	\$ 46.20	Hourly Rate, Daily Rate and Weekend Rate is 1.25 x Main Hall rates. Non-local = 1.2 x base rate, Local Non-profit = .6 x base rate.	\$ 75.00	\$ 90.00	\$ 45.00
Daily Rental Rate	\$ 616.00	\$ 739.20	\$ 369.60		\$ 600.00	\$ 690.00	\$ 360.00
Friday 6:00 pm to Sun. 2 am Friday 6:00 pm to Sun. 12 pm	\$ 924.00 \$ 1,078.00	\$ 1,108.80 \$ 1,293.60	\$ 554.40 \$ 646.80		\$ 900.00	\$ 900.00	\$ 540.00
					New extended weekend rate is 1.75 x the daily rate		
Banquet Room (Multi-Plex)							
Hourly Rental Rate	\$ 41.50	\$ 49.80	\$ 24.90	Comparable to Multipurpose Room amount. Day Rate = to 8 x hourly. Weekend Rate = 1.5 x day rate.	\$ 40.00	\$ 48.00	\$ 24.00
Daily Rental Rate	\$ 332.00	\$ 398.40	\$ 199.20		\$ 320.00	\$ 384.00	\$ 192.00
Friday 6:00 pm to Sun. 2 am	\$ 498.00	\$ 597.60	\$ 298.80		\$ 480.00	\$ 576.00	\$ 288.00
Friday 6:00 pm to Sun. 12 pm	\$ 581.00	\$ 697.20	\$ 348.60		\$ 560.00	\$ 672.00	\$ 336.00
Ag. Room (Multi-Plex)							
Hourly Rental Rate	\$ 26.00	\$ 31.20	\$ 15.60	Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.	\$ 25.00	\$ 30.00	\$ 15.00
Daily Rental Rate	\$ 208.00	\$ 249.60	\$ 124.80		\$ 200.00	\$ 240.00	\$ 120.00
Friday 12:00 p.m. to Sun. 6:00 p.m.	\$ 416.00	\$ 499.20	\$ 249.60		\$ 400.00	\$ 480.00	\$ 240.00
Ice Rate							
Hourly Rental Rate	\$ 165.00	\$ 198.00	\$ 99.00	Local = Base Rate, Non-local = 1.2 x base rate, Local Non-profit = .6 x base rate.	\$ 160.00	\$ 192.00	\$ 96.00
Tournament Rate	\$ 165.00	n/a	n/a		\$ 165.00	n/a	n/a
Junior Hockey Rate	\$ 140.25	n/a	n/a	0.85 x the local base rate	\$ 136.00	n/a	n/a
Dry Floor Arena							
Hourly Rental Rate	\$ 82.50	\$ 99.00	\$ 49.50	Comparable to 2/3 of Field House. Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.	\$ 80.00	\$ 96.00	\$ 48.00
Daily Rental Rate	\$ 660.00	\$ 792.00	\$ 396.00		\$ 640.00	\$ 768.00	\$ 384.00
Friday 12:00 p.m. to Sun. 6:00 p.m.	\$ 1,320.00	\$ 1,584.00	\$ 792.00		\$ 1,280.00	\$ 1,536.00	\$ 768.00
Ball Diamonds							
Hourly Rental Rate	\$ 15.50	\$ 18.60	\$ 9.30	Local = Base Rate, Non-local = 1.2 x base	\$ 15.00	\$ 18.00	\$ 9.00
Daily Rental Rate per Diamond	\$ 124.00	\$ 148.80	\$ 74.40		\$ 120.00	\$ 144.00	\$ 72.00

Friday 12:00 p.m. to Sun. 6:00 p.m.	\$ 744.00	\$ 892.80	\$ 446.40	Local = Base Rate, Non-Local = 1.2 x Base rate, Local Non-profit = .6 x base rate. Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate x 3 diamonds.	\$ 720.00	\$ 864.00	\$ 432.00
Friday 12:00 p.m. to Mon. 6:00 p.m.	\$ 1,116.00	\$ 1,339.20	\$ 669.60		\$ 1,080.00	\$ 1,296.00	\$ 648.00
Concession Day Rate	\$ 82.50	\$ 99.00	\$ 49.50		\$ 80.00	\$ 96.00	\$ 48.00
Concession Weekend Rate	\$ 247.50	\$ 297.00	\$ 148.50		\$ 240.00	\$ 288.00	\$ 144.00
Campground - Tenting	\$ 10.00				No change from the 2018/19 rates		
Campground - Trailer	\$ 20.00						
Soccer Pitches				Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate x 1.5 pitches.			
Hourly Rental Rate	\$ 15.50	\$ 18.60	\$ 9.30		\$ 15.00	\$ 18.00	\$ 9.00
Daily Rental Rate	\$ 124.00	\$ 148.80	\$ 74.40		\$ 120.00	\$ 144.00	\$ 72.00
Friday 12:00 pm to Sun. 6:00 pm	\$ 372.00	\$ 446.40	\$ 223.20		\$ 360.00	\$ 432.00	\$ 216.00
Minor Baseball/Soccer Player Fee	\$ 10.50	per registered player			\$ 10.00		
Community Garden	\$ 31.00	per garden plot			\$ 30.00		

FACILITY	Local	Non-local	Local Non-Profit	Notes	2018/19 Local	2018/19 Non-Local	2018/19 Local Non-Profit
Servus Program Room (Abbey)							
Hourly Rental Rate	\$ 31.00	\$ 37.20	\$ 18.60	Comparable to Fitness Studio 2, \$5 more than the Ag. Rm.	\$ 30.00	\$ 36.00	\$ 18.00
Daily Rental Rate	\$ 248.00	\$ 297.60	\$ 148.80		\$ 240.00	\$ 288.00	\$ 144.00
Friday 12:00 pm to Sun. 6:00 pm	\$ 496.00	\$ 595.20	\$ 297.60		\$ 480.00	\$ 576.00	\$ 288.00
Fitness Studio 1 (Abbey)							
Hourly Rental Rate	\$ 41.50	\$ 49.80	\$ 24.90	\$5 more than Banquet Rm, \$10 more than Fitness Studio 2 & Program Rm.	\$ 40.00	\$ 48.00	\$ 24.00
Daily Rental Rate	\$ 332.00	\$ 398.40	\$ 199.20		\$ 320.00	\$ 384.00	\$ 192.00
Fitness Studio 2 (Abbey)							
Hourly Rental Rate	\$ 31.00	\$ 37.20	\$ 18.60	Comparable to Program Room, \$5 more than the Ag. Rm.	\$ 30.00	\$ 36.00	\$ 18.00
Daily Rental Rate	\$ 248.00	\$ 297.60	\$ 148.80		\$ 240.00	\$ 288.00	\$ 144.00
Friday 12:00 pm to Sun. 6:00 pm	\$ 496.00	\$ 595.20	\$ 297.60		\$ 480.00	\$ 576.00	\$ 288.00
1/3 Field House Gym (Abbey)							
Hourly Rental Rate	\$ 41.50	\$ 49.80	\$ 24.90	Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.	\$ 40.00	\$ 48.00	\$ 24.00
Daily Rental Rate	\$ 332.00	\$ 398.40	\$ 199.20		\$ 320.00	\$ 384.00	\$ 192.00
Friday 12:00 pm to Sun. 6:00 pm	\$ 664.00	\$ 796.80	\$ 398.40		\$ 640.00	\$ 768.00	\$ 384.00
2/3 Field House Gym (Abbey)							
Hourly Rental Rate	\$ 82.50	\$ 99.00	\$ 49.50	Day Rate = to 8 x hourly. Weekend Rate = 2 x day rate.	\$ 80.00	\$ 96.00	\$ 48.00
Daily Rental Rate	\$ 660.00	\$ 792.00	\$ 396.00		\$ 640.00	\$ 768.00	\$ 384.00
Friday 12:00 pm to Sun. 6:00 pm	\$ 1,320.00	\$ 1,584.00	\$ 792.00		\$ 1,280.00	\$ 1,536.00	\$ 768.00
Full-use Field House Gym (Abbey)							
Daily Rental Rate	\$ 825.00	\$ 990.00	\$ 495.00	Day Rate is based on 1.25 x the 2/3 Field House. Weekend Rate = 2 x day rate.	\$ 800.00	\$ 960.00	\$ 480.00
Friday 6:00 pm to Sat. 10 pm	\$ 1,072.50	\$ 1,287.00	\$ 643.50		New Fri/Sat Rate = 1.3 x the Daily Rate		

Friday 12:00 pm to Sun. 6:00 pm	\$ 1,650.00	\$ 1,980.00	\$ 990.00		\$ 1,600.00	\$ 1,920.00	\$ 960.00
Amphitheatre							
Hourly Rental Rate	\$ 21.00	\$ 25.20	\$ 12.60	Day Rate is based on 8 x the hourly rate.	\$ 20.00	\$ 24.00	\$ 12.00
Daily Rental Rate	\$ 168.00	\$ 201.60	\$ 100.80	Weekend Rate = 2 x day rate.	\$ 160.00	\$ 192.00	\$ 96.00
Friday 12:00 pm to Sun. 6:00 pm	\$ 336.00	\$ 403.20	\$ 201.60		\$ 320.00	\$ 384.00	\$ 192.00
Non-alcohol Event Damage Deposit	\$ 100.00	All facilities except for the Abbey Centre			No change from the 2018/19 rates		
Alcohol Event Damage Deposit	\$ 500.00	All facilities except for the Abbey Centre			Was \$300		
		Town of Blackfalds Bylaw 1195/19 Community Services Facilities Schedule C Effective January 1, 2020					

ABBEY CENTRE MEMBERSHIP/ADMISSIONS			
Single Admission	Rate	Notes	
Preschool (infants/toddlers)	FREE	2 and under	
Child	\$ 5.00	3 to 7	
Youth	\$ 5.50	8 to 12	
Teen	\$ 6.50	13 to 17	
Adult	\$ 9.00	18 to 59	No change from the 2018/19 rates
Senior	\$ 7.00	60+	
Family	\$ 20.00	2 adults, all kids ages 3 to 17 in household	
Punch Passes	Rate	Notes	
Child	\$ 45.00		
Youth	\$ 49.50		
Teen	\$ 58.50		
Adult	\$ 81.00		
Senior	\$ 63.00		
Family	\$ 180.00	10 admissions for the price of 9 per age category.	No change from the 2018/19 rates
Monthly Memberships	Rate	Notes	
Child	\$ 25.00		
Youth	\$ 27.50	Equal to the price	No change from the

Teen	\$ 32.50	Equal to the price of 5 admissions per age category.	No change from the 2018/19 rates
Adult	\$ 45.00		
Senior	\$ 35.00		
Family	\$ 100.00		
Annual Memberships	Rate	Notes	
Child	\$ 255.00	10.2 x the monthly membership rate per age category.	No change from the 2018/19 rates
Youth	\$ 280.50		
Teen	\$ 331.50		
Adult	\$ 459.00		
Senior	\$ 357.00		
Family	\$ 1,020.00		
Child Minding	Rate	Notes	
One Child (per half hour)	\$ 3.00	10 hour punch cards are based on 9 hours of use.	No change from the 2018/19 rates
Family (per half hour)	\$ 5.00		
One Child (10 hour punch pass)	\$ 54.00		
Family (10 hour punch pass)	\$ 90.00		

DEFINITIONS

Local	Individuals who pay their taxes to either the Town of Blackfalds or Lacombe County
Non-Local	Individuals who do not pay their taxes to the Town of Blackfalds or Lacombe County
Local Non-Profit	Registered non-profit organizations based in Blackfalds or Lacombe County with a mailing address in either municipality, not including other Towns or Cities in Lacombe County

ADDITIONAL FEES/CHARGES

Lost Key	cost to re-key the building	No change from the 2018/19 rates
Lost Fob	\$25.00	
Damage Fee	\$50.00/hour plus supplies	
Clean Up Fee	\$75.00/hour	Was \$50/hour
Late Fee	\$50.00/half hour	No change
Damage Deposit up to	\$500.00	Was \$300
Non-Refundable Booking Fee	\$300.00	No change from the 2018/19 rates
Com. Centre Stage Setup Fee	\$15/stage panel (max. 6 panels)	
Sound System Fee (Arena, Community Centre)	\$50.00	



TOWN OF BLACKFALDS
BY-LAW 1053/07

AMENDED BY
BY-LAW #
1083/09

A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
ESTABLISH RATES TO BE CHARGED FOR VARIOUS GOODS AND SERVICES
PROVIDED BY THE TOWN OF BLACKFALDS

WHEREAS paragraph 8 of the Municipal Government Act Revised Statutes of Alberta 1994 and amendments thereto authorize a Municipality, by bylaw, to establish fees for licenses, permits and approvals, and

WHEREAS paragraph 61 (2) authorizes a municipality to charge fees, tolls and charges for the use its property, and

WHEREAS paragraph 481 authorizes a municipality to establish fees payable to a person wishing to make a complaint to the Assessment Review Board, and

WHEREAS paragraph 630.1 authorizes a municipality to establish fees for planning functions, and

WHEREAS paragraph 6 gives municipality natural persons powers, which imply the power to charge for, goods and services provided.

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

SHORT TITLE

This Bylaw may be referred to as the **Rate Bylaw** of the Town of Blackfalds.

1. That the rates specified in the Schedules attached be charged for the goods and services specified.
2. That the Schedules attached to this bylaw may be modified and amended from time to time, as Council desires, by resolution of Council.

EFFECTIVE DATE

1. This Bylaw shall come into effect January 1, 2008.

READ for the first time this 13th November day of A.D., 2007.

(RES. /07) 443/07

Melodie Stol
Chief Elected Official

Corinne Newman
Chief Administrative Officer

READ for the second time this 13th November day of A.D., 2007.

(RES. /07) 446/07

Melodie Stol
Chief Elected Official

Corinne Newman
Chief Administrative Officer




TOWN OF BLACKFALDS
BY-LAW 1053/07

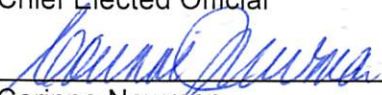
A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
ESTABLISH RATES TO BE CHARGED FOR VARIOUS GOODS AND SERVICES
PROVIDED BY THE TOWN OF BLACKFALDS

READ for the third time this 27th November day of A.D., 2007.

(RES. 107) 464/07



Melodie Stol
Chief Elected Official



Corinne Newman
Chief Administrative Officer

**TOWN OF BLACKFALDS
BY-LAW 1053/07**

SCHEDULE "A"

CORPORATE SERVICES FEES

PROPERTY INFORMATION

Tax Search/legal/civic	\$ 10.00
Tax Certificate	\$ 15.00
Lot Size	\$ 3.00
Zoning	\$ 2.00
Age	\$ 3.00
Assessment	\$ 2.00

(if order in combination all fees will apply)

Complete Property Information	
▪ legal/taxes/lot size/zoning Assessment/age	\$ 20.00

Legal Descriptions/Street Address	\$ 2.00
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ASSESSMENT APPEAL FEES

Assessment Appeals of land and buildings:

\$0-100,000	\$ 25.00
\$100,000 - \$250,000	\$ 50.00
\$250,000 –1 million	\$100.00
1 million & over	\$200.00

If the Assessment Review Board rules in favour of the complainant, the fees paid by the complainant are refundable as per Section 481 (2) of the Municipal Government Act.

COPY FEES

Copy Charges

Black/White copies	- Twenty-five cents (.25) – single side
Black/White copies	- Thirty-two cents (.32) – double side
Color copies	- Fifty cents (.50) – single side
Color copies	- One dollar (\$1.00) – double side

Community Groups

Black/White	- first 100 copies free
	- Ten cents (.10) – single side
	- Twenty cents (.20) – double side
Color copies	- no free color copies
	- Twenty-five cents (.25) – single side
	- Fifty cents (.50) – double side

Charges for sizes larger than 8" x 11/8" x 14 will be determined on individual basis

Services not provided to the public

Faxing
Printing documents

NSF CHARGES	\$25.00 PER
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**TOWN OF BLACKFALDS
BY-LAW 1053/07**

SCHEDULE 'B'

PLANNING AND DEVELOPMENT FEES

DEVELOPMENT PERMIT FEES	Application Fees	MPC Review
Residential permits	\$50.00	+ \$50.00
<u>Multi-family</u> (Calculated by number of units)		
4-10 units	\$65.00	+ \$100.00
11-20	\$95.00	+ \$100.00
21-50	\$125.00	+ \$100.00
51 units and over	\$200.00	+ \$100.00
<u>Commercial</u> Building area based on less than:		
500 m ²	\$100.00	+ \$100.00
501 m ² – 2000 m ²	\$150.00	+ \$100.00
2001 m ² and over	\$200.00	+ \$100.00
<u>Industrial</u> Building area based on less than:		
500 m ²	\$100.00	+ \$100.00
501 m ² – 2000 m ²	\$150.00	+ \$100.00
2001 m ² – over	\$300.00	+ \$100.00
<u>Institutional</u> Under 500 m ²	\$100.00	+ \$100.00
Over 500 m ²	\$155.00	+ \$100.00

SUBDIVISION FEES	Application Fees	Endorsement Fees
1 – 2 parcels	\$815.00	\$85.00 per parcel
3 – 5 parcels	\$1,075.00	\$85.00 per parcel
6 and more parcels	\$1,075.00 for the first 5 parcels and \$160.00 per parcel	\$85.00 per parcel

STATUTORY DOCUMENT AMENDMENTS

Land Use Bylaw	\$1000.00 including advertising costs
Municipal Development Plan	\$1000.00 including advertising costs
Area Structure Plan	\$1000.00 including advertising costs

AGREEMENTS

Encroachment	\$100.00 plus legal fees
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**TOWN OF BLACKFALDS
BY-LAW 1053/07**

SCHEDULE 'B'

PLANNING AND DEVELOPMENT FEES

APPEAL FEES

SUBDIVISION AND DEVELOPMENT APPEALS

Upon the service of a Notice of Appeal upon the Secretary of the Board, the Appellant shall pay to the Town of Blackfalds the followings fees:

Subdivision Application Appeal	\$100.00
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Development Permit Appeals	\$100.00
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PENALTIES

Penalty if construction has commenced prior to a building permit being approved:

First Offence & each subsequent offence	Double the Development Permit and Building Permit Fee
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CERTIFICATE OF COMPLIANCE

Regular Service

- | | |
|--|----------------|
| ▪ issued within 5 days from receipt of pertinent documents | \$50.00 |
|--|----------------|

Rush Service

- | | |
|--------------------|-----------------|
| ▪ less than 3 days | \$100.00 |
|--------------------|-----------------|

COPIES OF STATUTORY DOCUMENTS or PLANS

Per plan	\$25.00 plus GST
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SALE OF MAPS

Large size map	\$25.00 plus GST
Small Maps	\$10.00 plus GST

TOWN OF BLACKFALDS
BY-LAW 1053/07

SCHEDULE "C"

COMMUNITY SERVICES FACILITIES

Facilities	Local & Lacombe/County Adult	Non Local Adult	Local Youth and Not for Profit	Lacombe and Lacombe County Youth	Commercial
<u>Community Hall</u>					
Per Day	\$322.00	\$501.00	\$177.00	\$257.00	\$564.00
Per hour (1-4 hrs)	\$32.00	\$38.00	\$18.00	\$25.00	\$43.00
<u>Banquet Room & Seniors Center</u>					
Per Day	\$220.00	\$264.00	\$121.00	\$176.00	\$297.00
Per hour	\$22.00	\$26.00	\$12.00	\$19.00	\$30.00
<u>Ag Room</u>					
Per hour	\$22.00	\$26.40	\$13.20	\$18.70	\$29.70
<u>Ice</u>					
Per Hour	\$120.00	N/A	\$72.00	\$102.00	\$162.00
Tournament rate	\$126.00	N/A	\$126.00	\$126.00	\$162.00
<u>Dry Arena</u>					
Dry Arena per hour	\$60.00	\$72.60	\$36.00	\$51.00	\$82.00
<u>Ball Diamonds</u>					
per game/practice	\$28.00	\$33.00	\$5.50/Child	\$23.00	\$37.00
1 day, 1 diamond	\$66.00	\$79.00	\$40.00	\$56.00	\$89.00
Friday - Sunday	\$495.00	\$594.00	\$297.00	\$421.00	\$668.00
<u>Soccer</u>					
Game/practice	\$27.50	\$33.00	\$5.50/Child	\$23.00	\$37.00
Additional Costs:					
Dishes		\$40.00			
Liquor Dispenser		\$26.00			
Tablecloths					
53" x 118"		\$5.00			
85" X 85"		\$4.75			
71" x 71"		\$3.00			

TOWN OF BLACKFALDS
BY-LAW 1053/07

SCHEDULE "D"

COMMUNITY SERVICES ADVERTISING

ADVERTISING – MULTI-PLEX

Term of Contract	Local	Non-Local
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Multi-plex Rink Boards
(Advertising space 33" x 96")

1 st year (includes sign production) (October 1 – September 30)	\$550.00/yr	\$575.00/yr
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Subsequent years (October 1 – September 30)	\$375.00/yr	\$400.00/yr
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Multi-plex Wallboards
(4' x 4' or 2'x 8')

October 1 – September 30	\$180.00/yr	\$200.00/yr
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Multi-plex Wallboards
(4' x 8')

October 1 – September 30	\$360.00/yr	\$400.00/yr
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Ice Logos

October 1 – September 30	\$500.00/yr	\$540.00/yr
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Ice Resurfacers

Three year Terms	\$500.00/side/yr \$800.00/both sides/yr \$300.00/top/yr	\$550.00/side/yr \$900.00/both sides/yr \$350.00/top/yr
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ADVERTISING – ALL STAR PARK

Term of Contract	Local	Non-Local
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Three year Terms

<u>Outfield</u>	\$150.00/yr	\$200.00/yr
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Diamonds 1 & 2
(Facing Leung Road)

\$200.00/yr	\$250.00/yr
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<u>Entrance Fencing</u>	\$100.00/yr	\$150.00/yr
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**TOWN OF BLACKFALDS
BY-LAW 1053/07**

SCHEDULE “E”

ECONOMIC DEVELOPMENT

SALE OF PROMOTIONAL ITEMS

Town Pins	\$1.20 plus GST
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MEETING DATE: October 25, 2022

PREPARED BY: Myron Thompson, Chief Administrative Officer

PRESENTED BY: Myron Thompson, Chief Administrative Officer

SUBJECT: **Standing Committee of Council Meeting Cancellation**

BACKGROUND

Town Council has scheduled meetings for the Standing Committee of Council (SCC) on the 3rd Monday of the month with the exception of those months where there is a statutory holiday falling on that date or months where the second Tuesday of the month happens to follow the third Monday of the same month. An example would be the upcoming month of November where the meeting is scheduled for the 14th of the month.

DISCUSSION

Over the course of the last few years, many meetings were cancelled or at least impacted by COVID-19 restrictions. This includes meetings that would have normally taken place with our Municipal neighbours including the City of Lacombe and Lacombe County. A regional Council meeting took place with the City of Lacombe on May 18th in Blackfalds and subsequent to that meeting discussions and plans have been taking place with Lacombe County. The last meeting held with Lacombe County was several years ago and hosted by the County. November 14th has been chosen as the preferred date that best works for all parties and the meeting schedule would include the following:

Intermunicipal Collaboration Framework/Intermunicipal Development Plan Committee – 5:00 p.m.
followed by:
Joint Council Dinner - 6:30 p.m.
followed by:
Joint Council Meeting – 7:00 p.m.

Agendas will be finalized and circulated to the committees and respective Councils in advance. As this date is the day that the Standing Committee of Council would be meeting on, Council will need to cancel this meeting to participate in the regional meeting. If the meetings proceed Town will be hosting the meetings taking place in the lower-level Board Room.

FINANCIAL IMPLICATIONS

Funds are available within the legislative cost centre for costs related to these meetings.

ADMINISTRATIVE RECOMMENDATION

- | |
|--|
| <ol style="list-style-type: none">1. That Council cancel the November 14th Standing Committee of Council in order to participate in the planned joint meetings with Lacombe County. |
|--|

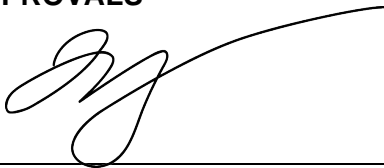
ALTERNATIVES

- a) That Council does not cancel the November 14th Standing Committee of Council in order to participate in the planned joint meetings with Lacombe County.
- b) That Council send this item back to Administration for further action.

ATTACHMENTS

- None

APPROVALS



CAO Myron Thompson

Department Director/Author

MEETING DATE: October 25, 2022

PREPARED BY: Darolee Bouteiller, Finance Manager

SUBJECT: Quarterly Financial Reports for the Period Ending September 30, 2022

BACKGROUND

The Quarterly Financial Reports for the period ending September 30, 2022, are attached. Together these reports represent the financial activities of the Municipality during the period year to date. Quarterly reporting gives a consistent comparison for Operating and Capital activities as they occur throughout the year.

The Operating Statement of Revenue & Expenditures (Appendix A) gives a high-level view of Revenues and expenditures incurred to date, the variance between the Annual Budget and the actual as a percent (%) of the Budget. These main indicators will identify areas of concern or anomalies.

The Divisional Statement and Variance Analysis (Appendix B) display revenue and expenses in each department and give a brief explanation for significant variances.

Capital Projects are reported for the year-to-date activity for the period ending September 30, 2022 (Appendix C). The report displays the prior years' approvals, approved Budget from the Capital Plan, additional funding approvals, Expenditures to date and a brief update on the status of the projects.

Included in the financial reporting is the Council Expenditure Report (Appendix D). This report displays the Budget, Year-to-date expenses, variance and percent (%) of the Budget by Councillor.

DISCUSSION

The operating revenues for the period ending September 30, 2022, are at \$16.4M which is 74.68% of the budgeted revenues. In accordance with the matching principal, we recognize the earned amount of revenue for the year, rather than the invoiced amount. The operating expenditures are \$15.1M which is 75.17% of the annual budgeted expenditures and is on track for the year. Overall, the Town is currently operating in a surplus position of \$1.3M. This surplus is generated from Franchise fees that will be transferred to Capital reserves at the end of the year.

Environmental Services have generated Year-to-date revenue of \$5.8 M and expenditures of \$4.5 M creating a Year-to-date surplus of \$1.2M. The surplus at the end of the year is transferred into the Utility capital reserves for supporting utility maintenance projects and development in the future.

Appendix B provides a review of department variance analysis. After the completion of the third quarter, many seasonal programs and activities have been finalized for the year.

Revenues

- General revenue from taxation represents 75% of the Year-to-date tax revenue.
- Policing fine revenue is slightly lower than budgeted.
- Revenue is above expectations for Development Permits. The high school building permit contributes to this surplus.

- Recreation Revenue for Abbey general admissions, Day camp programs, and swimming lessons has exceeded expectations. This is typical for the end of summer after the pool has closed.
- Revenue for Ice rental, diamond rentals and Abbey memberships is lower than the budget for this quarter,
- Utility Revenue is on track with the budget.

Expenses

- Some departments are still experiencing staff vacancies and staff leaves, or position replacements at a lower wage step increment, which contributes to expenses being lower than budget.
- Professional development and per diem budgets have not yet been fully utilized in most departments. Timing for these activities is usually fall. It is anticipated that the budgets will be utilized in the final quarter of the year.
- Social needs assessment in FCSS has not yet been expensed but is anticipated to be completed by end of the year.
- Budgeted expenses that relate to projects and initiatives of the EDO, have not yet been completed.
- Most seasonal activities have been completed this quarter for Recreation and Parks.

Currently, the Town of Blackfalds operations is on track for 2022. Administration will continue to closely monitor and assess financial results as they arise.

Capital Projects

Capital activity for the period ending September 30, 2022, is included in Appendix C. Capital Budget for 2022 was approved by Council in December 2021 with new funding of \$5 M approved for new projects or as new funding for projects that were carried forward from prior years. Throughout the year additional approvals in the amount of \$1.4 M have been passed at council meetings. The total new funding available for Capital 2022 is \$12.6 M.

As of September 30, 2022, the total spent on capital projects is \$4.5 M. Large construction projects that have continued are the East Area Storm, McKay Ranch Lift Station, Gregg Street/Womacks Road realignment and Duncan Avenue & Leung Road. Projects that have been completed this year include a scale cluster server, Abbey Centre Photocopier, Floor Scrubber, Arena #2 Score Clock, Arena dehumidification, Asset Management and work order software, and Tandem Truck.

Overall, there are no concerns with the Town Capital Budget year to date.

Council Expenditures

The report on Council expenditures is included in Appendix D. This report shows the year-to-date actual expense, the annual budget, and the variance as a dollar amount and as a percentage. Being the third quarter of the fiscal year, the expectation would be for the expenses to be no more than 75% of the annual budget. There is less than expected spending on Per Diem YTD for all council members. This is related to pandemic restraints for in-person sessions experienced at the beginning of the year. Administration has no concerns with Council spending for this reporting period.

These reports have been brought forward to Council as information and are intended to provide an overview of the progress year to date.

ADMINISTRATIVE RECOMMENDATION

1. That Council accepts the Operating Statement and Variance Analysis reports for the period ending September 30, 2022, as information.
2. That Council accepts the Capital Project Report for the period ending September 30, 2022, as information.
3. That Council accepts the Council Expenditure report for the period ending September 30, 2022, as information.

ALTERNATIVES

- a) That Council does not accept the Operating Statement and Variance report, Capital Project Report, and Council Expenditure Report
- b) That Council refers the report back to Administration for review.

ATTACHMENTS

- *Appendix A – September 30, 2022, Operating Statement of Revenue & Expenditure*
- *Appendix B – September 30, 2022, Division Statement & Variance Analysis*
- *Appendix C – September 30, 2022, Capital Project Report*
- *Appendix D – September 30, 2022, Council Expenditure Report*

APPROVALS

CAO Myron Thompson



Department Director/Author



BUDGET

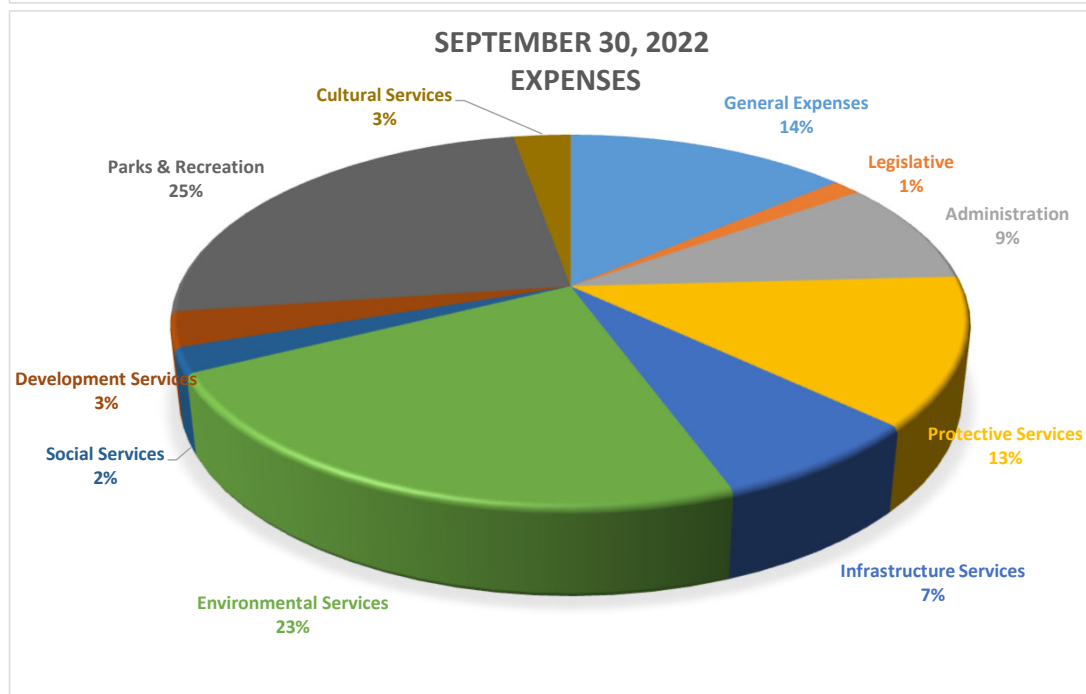
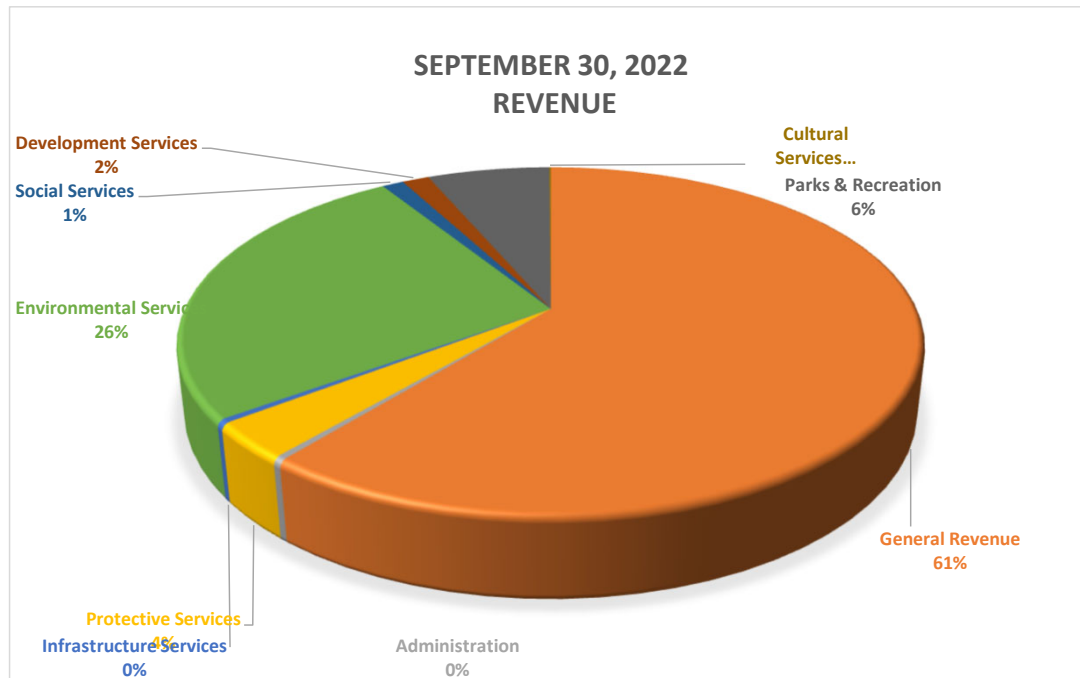
Town of Blackfalds Operating Statements of Revenue & Expenditure For the Period Ending September 30, 2022

	2022 Actual	2022 Budget	Variance	% of Budget
Revenues				
Property Taxes	8,841,489	11,788,652	2,947,163	75.00%
Requisition (Education, Seniors Foundation)	2,803,835	3,738,446	934,612	75.00%
Total Taxation	11,645,324	15,527,098	3,881,775	75.00%
General Revenue	1,921,656	2,497,349	575,693	76.95%
Administration	75,178	98,900	23,722	76.01%
Protective Services	753,678	1,021,320	267,642	73.79%
Infrastructure Services	80,434	60,634	-19,800	132.65%
Social Services	249,020	333,041	84,021	74.77%
Development Services	311,262	326,330	15,068	95.38%
Parks & Recreation	1,418,028	2,173,410	755,382	65.24%
Cultural Services	15,000	15,000	0	100.00%
Total Other Revenue	4,824,256	6,525,984	1,701,728	73.92%
Total Revenue	16,469,580	22,053,082	5,583,502	74.68%
Expenditures				
General Expenses	2,713,258	3,737,343	1,024,085	72.60%
Legislative	275,904	433,551	157,647	63.64%
Administration	1,773,391	2,554,565	781,174	69.42%
Protective Services	2,541,073	3,137,847	596,774	80.98%
Infrastructure Services	1,460,757	1,931,096	470,339	75.64%
Social Services	425,355	630,194	204,839	67.50%
Development Services	598,751	845,130	246,379	70.85%
Parks & Recreation	4,816,781	6,195,718	1,378,937	77.74%
Cultural Services	545,703	690,020	144,317	79.09%
Total Expenditures	15,150,973	20,155,464	5,004,491	75.17%
Net Surplus/(Deficit) To Date	1,318,607	1,897,618	579,011	0
Environmental Services				
(Self Supported Utilities*)				
Water	2,714,021	3,592,160	878,139	75.55%
Wastewater	1,874,329	2,562,072	687,743	73.16%
Solid Waste	1,224,064	1,593,734	369,670	76.80%
Environmental Services Revenue	5,812,414	7,747,966	1,935,552	
Water	1,956,840	2,613,572	656,732	74.87%
Wastewater	1,463,479	2,077,499	614,020	70.44%
Solid Waste	1,153,200	1,467,692	314,492	78.57%
Environmental Services Expenditures	4,573,519	6,158,763	1,585,244	
Net Surplus/(Deficit) To Date	1,238,895	1,589,203	350,308	

BUDGET

BLACKFALDS
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Town of Blackfalds
Operating Statements of Revenue & Expenditure
For the Period Ending September 30, 2022





BUDGET

Town of Blackfalds Divisional Statement & Variance Analysis For the Period Ending September 30, 2022

	2022 Actual	2022 Budget	Variance	% of Budget	Explanation
General					
Taxation	11,645,324	15,527,098	3,881,775	75.00%	Represents 75% of tax revenue YTD. Property Taxes are invoiced in the second quarter but earned evenly throughout the year.
General Revenue	1,921,656	2,497,349	575,693	76.95%	On Track
Total General Revenue	13,566,980	18,024,447	4,457,468	75.27%	
General Expenses	2,713,258	3,737,343	1,024,085	72.60%	On track
Net General	10,853,722	11,666,981	3,433,382	93.03%	
Legislation & Administration					
Revenue	75,178	98,900	23,722	76.01%	Revenue is on track. Includes animal licenses fees that have been adjusted for 3/4 of the year.
Expenses	2,049,295	2,988,116	938,821	68.58%	Expenses are slightly lower than budget due mainly to staffing vacancies and leave.
Net Legislation & Admin	-1,974,117	-2,889,216	-915,099	68.33%	
Protective Services					
Revenue	753,678	1,021,320	267,642	73.79%	Mostly on track. Fine revenue for policing is lower than expected.
Expenses	2,541,073	3,137,847	596,774	80.98%	Over budget due to increase in RCMP cost with additional backpay for 2021.
Net Protective Services	-225,030	-2,116,527	-329,132	17.73%	
Infrastructure - Services					
Revenue	80,434	60,634	-19,800	132.65%	A reconciliation from prior years Transit program was recognized this period creating a surplus in revenue.
Expenses	1,460,757	1,931,096	470,339	75.64%	On track
Net Operations - Infrastructure Services	-1,380,323	-1,870,462	-490,139	73.80%	
Social Services					
Revenue	249,020	333,041	84,021	74.77%	On track overall, but Program Registration Fees and Gifts & Contributions below budgeted amounts with Other Revenue being over budgeted amounts.
Expenses	425,355	630,194	204,839	67.50%	FCSS expenses lower than budget mainly due the lack of expenses relating to the Social Needs Assessment, which has not yet been completed.
Net Social Services	-176,335	-297,153	-120,818	59.34%	



BUDGET

Town of Blackfalds Divisional Statement & Variance Analysis For the Period Ending September 30, 2022

	2022 Actual	2022 Budget	Variance	% of Budget	Explanation
Development Services					
Revenue	311,262	326,330	15,068	95.38%	A building permit for the Highschool has greatly increased permit revenue. Permit revenue and inspection fees continued to be strong through quarter three.
Expenses	598,751	845,130	246,379	70.85%	Slightly below budget due to underspending to date on Economic Development Projects & Initiatives.
Net Planning & Development	-287,489	-518,800	-231,311	55.41%	
Parks & Recreation					
Revenue	1,418,028	2,173,410	755,382	65.24%	Revenues that are below the YTD budgeted expectation are Ice rental revenue (as expected as ice rental is mainly Q1 and Q4). EBC Banquet room and Concession rental revenue, Diamond rentals and Abbey Memberships. However, Abbey General Admissions, Day Camp, and Swimming lesson revenues have exceeded 100% of the annual budgeted amounts.
Expenses	4,816,781	6,195,718	1,378,937	77.74%	Busier summer has brought Q3 expenses back on track as expected due to seasonal nature of recreation activities.
Net Parks & Recreation	-3,398,753	-4,022,308	-623,555	84.50%	
Cultural Services					
Revenue	15,000	15,000	0	0.00%	On Track
Expenses	545,703	690,020	144,317	79.09%	On Track
Net Library	-530,703	-675,020	-144,317	78.62%	
Total Operation					
Revenue	16,469,580	22,053,082	5,583,502	74.68%	
Expenses	15,150,973	20,155,464	5,004,491	75.17%	
Surplus/(Deficit) before Transfers - YTD	1,318,607	1,897,618	579,011		
Environmental Services					
Revenue	5,812,414	7,747,966	1,935,552	75.02%	On Track for this period to date.
Expenses	4,573,519	6,158,763	1,585,244	74.26%	On Track for this period to date.
Net Environmental Services	1,238,895	1,589,203	350,308		

BLACKFALDS

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BUDGET



Town of Blackfalds
Capital Projects - Current and Carry forwards as at September 30, 2022

Project #	Project Description	Prior Years Approval	Roll Over Reserve/ Funds available from PY	Grants	2022 Capital Budget Approved	2022 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
18-7207	2018 Wayfinding Signage	293,400	107,357				107,357	-	107,357	On Hold
18-7209	Athletic Park Master Plan - Athletic Park Area Improvements	650,000	152,560				152,560	-	152,560	Project continues in 2022
18-7211	Move Old Skateboard Equipment	40,000	3,329				3,329	-	3,329	Project continues in 2022
19-7216	Aspen Pond Upgrade	25,000	25,000				25,000	-	25,000	On Hold
19-7221	Emergency Generator - Community Hall	80,000	62,173				62,173	-	62,173	On hold
20-7203	Arena Construction, Equipment & Furnishings to Completion		-			1,145,000	1,145,000	927,975	217,025	In progress
21-7224	Arena - Dehumidification	93,500	47,000				47,000	46,500	500	Complete
21-7225	Food Bank Building Renovations	75,000	44,208				44,208	47,338	3,130	In Progress
22-7226	Kubota RTV 900 Utility Vehicle (CSD)				25,000		25,000	21,335	3,665	
22-7228	Bobcat 3400 XL Utility Vehicle (CSD)				35,000		35,000		35,000	
22-7229	Toro 4010-D				85,000		85,000		85,000	
22-7230	Chemical Control System				14,000		14,000	16,960	2,960	In progress
22-7231	Hot Tub Tiling/Pool Equipment				30,000		30,000	17,231	12,769	In progress
22-7232	84" Angle Broom				8,000		8,000		8,000	
22-7233	Side Mount Flail Mower				13,000		13,000		13,000	
22-7234	Arena #2 Score Clock				16,000		16,000	14,850	1,150	
22-7235	Floor Scrubber				25,000		25,000	21,787	3,213	
22-7236	Ice Pad Covering /Safety Railing/glass lifter				175,000		175,000	182,605	7,605	
22-7237	Annual Trail Development				50,000		50,000	35,484	14,517	
22-7203	Border Paving Plaza				667,934	55,324	723,258	49,541	673,717	In progress
Total Recreation		1,256,900	441,627		1,143,934	1,200,324	2,785,885	1,381,606	1,404,279	
Total Capital Projects & Funding		9,919,070	4,434,514		3,041,934	1,404,799	8,881,247	3,776,087	5,105,160	

BUDGET



Town of Blackfalds
Capital Projects - Current and Carry forwards as at September 30, 2022

Project #	Project Description	Prior Years Approval	Roll Over Reserve/ Funds available from PY	Grants	2022 Capital Budget Approved	2022 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
Utilities/ Development										
13-4200	PW-STM-01 East Area Storm System and Wetlands	6,352,824	1,360,238				1,360,238	851,881	508,357	Project Continues
14-4203	Lift Station - McKay Ranch	2,439,300	2,418,625				2,418,625	35,347	2,383,278	Project Continues
17-4201	Lift Station - Aurora Heights	86,900	86,918				86,918	-	86,918	Project Continues
17-3702	North West Storm System	2,485,458	884,992		2,000,000		2,884,992		2,884,992	Project Continues
Total Utilities / Development Projects		11,364,482	4,750,773		2,000,000	-	6,750,773	887,228	5,863,545	
Total Capital Projects		21,283,552	9,185,287		5,041,934	1,404,799	15,632,020	4,663,315	10,968,705	

Town of Blackfalds

Council Expenditures

For the Period Ending September 30, 2022

Mayor - Hoover

Expenses

	2022 ACTUAL	2022 BUDGET	Variance	% of Budget
Honorarium	44,820	59,760	14,940	75.00%
Per Dlem	8,715	10,965	2,250	79.48%
Salaries & Benefits	53,535	70,725	17,190	75.69%
Conference & Travel	6,817	9,850	3,033	69.21%
TOTAL EXPENSES	60,352	80,575	20,223	74.90%

Councillor - Coulter

Expenses

Honorarium	20,557	28,428	7,871	72.31%
Per Dlem	2,355	7,522	5,167	31.31%
Salaries & Benefits	22,912	35,950	13,038	63.73%
Conference & Travel	1,189	5,200	4,011	22.87%
TOTAL EXPENSES	24,101	41,150	17,049	58.57%

Councillor Svab

Expenses

Honorarium	21,321	28,428	7,107	75.00%
Per Dlem	2,100	7,522	5,422	27.92%
Salaries & Benefits	23,421	35,950	12,529	65.15%
Conference & Travel	664	5,200	4,536	12.77%
TOTAL EXPENSES	24,085	41,150	17,065	58.53%

Councillor Appel

Expenses

Honorarium	21,321	28,428	7,107	75.00%
Per Dlem	3,270	7,522	4,252	43.47%
Salaries & Benefits	24,591	35,950	11,359	68.40%
Conference & Travel	1,394	5,200	3,806	26.81%
TOTAL EXPENSES	25,985	41,150	15,165	63.15%

Councillor Stendie

Expenses

Honorarium	21,321	28,428	7,107	75.00%
Per Dlem	660	7,522	6,862	8.77%
Salaries & Benefits	21,981	35,950	13,969	61.14%
Conference & Travel	0	5,200	5,200	0.00%
TOTAL EXPENSES	21,981	41,150	19,169	53.42%

Councillor Dennis

Expenses

Honorarium	21,321	28,428	7,107	75.00%
Per Dlem	3,510	7,522	4,012	46.66%
Salaries & Benefits	24,831	35,950	11,119	69.07%
Conference & Travel	2,706	5,200	2,494	52.04%
TOTAL EXPENSES	27,537	41,150	13,613	66.92%

Councillor Sands

Expenses

Honorarium	21,321	28,428	7,107	75.00%
Per Dlem	2,595	7,522	4,927	34.50%
Salaries & Benefits	23,916	35,950	12,034	66.53%
Conference & Travel	1,082	5,200	4,118	20.81%
TOTAL EXPENSES	24,998	41,150	16,152	60.75%

October 17, 2022

Action Correspondence
[Signature]

Dear Mayor Jamie Hoover and Town Council,

My name is Pastor Kyle Kloss, and I am one of the three pastors that make up the Blackfalds Ministerial Association in Blackfalds. Our Association is heading up the Remembrance Day Service at the Abbey Center in Blackfalds.

The intent of this letter is to ask Mayor Jamie Hoover to give an address on the behalf of the Town of Blackfalds to the Veterans for this year Remembrance Day Service.

Your assistance would be greatly appreciated and please let me know if your willing to give an address with the other dignitaries who may be attending.

Please contact either myself or James Clark for more information.
Kyle 403.357.9333 or email kyle.kloss@hotmail.ca
James 403.896.8525

Sincerely,



Pastor Kyle Kloss
Blackfalds Ministerial Association

RECEIVED

OCT 18 2022

AT THE OFFICE OF
THE CAO/COUNCIL

MEETING DATE: October 25, 2022

PREPARED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Annexation of NE 24-39-27-W4M (excluding Lot 1 Block 1 Plan 032 0195)
Proposal Withdrawn**

BACKGROUND

In February of 2021, a County landowner contacted the Town of Blackfalds to request the annexation of their lands, located at the NE 24-39-27-W4M (excluding Lot 1 Block 1 Plan 032 0195), into the Town of Blackfalds (location map provided in Attachment 1). Later on, in 2021 Council authorized Administration to prepare and submit a Notice of Intent to initiate the annexation process, and in December of 2021 the Notice of Intent was submitted to the Minister of Municipal Affairs, the Land & Property Rights Tribunal (LPRT), local authorities (e.g. Lacombe County), referral agencies, and adjacent landowners.

The next step in the annexation process outlined in the *Municipal Government Act* and the LPRT's Annexation Procedures Rules required a public engagement component. Letters soliciting comments on the proposed annexation were sent to the LPRT, local authorities, referral agencies, and adjacent landowners, along with an invite to a public Open House was held in Council Chambers on March 31, 2022. This Open House was also advertised to the public through the Town's website and social media channels, two editions of the Lacombe Express, and bulletin boards in the Civic Centre and Blackfalds Public Library. Written submissions were asked to be received by April 14, 2022.

This public engagement process resulted in noted objections to the annexation making this annexation application a "contested" one.

DISCUSSION

An uncontested annexation is a fairly straightforward application to the province, however, the annexation application for the NE 24-39-27-W4M (excluding Lot 1 Block 1 Plan 032 0195) is now considered "contested" which will require additional resources from Town administration and the initiating landowner.

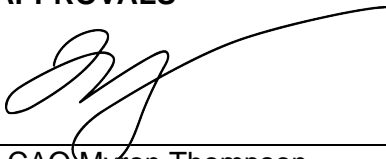
Administration met with the initiating landowner to discuss how they would like to proceed knowing that the annexation request is now "contested". The initiating landowner advised that they do not wish to continue pursuing the annexation of their lands into the Town of Blackfalds on October 6, 2022.

The *Municipal Government Act* is silent on what to do when an application for annexation is withdrawn prior to the submission of a Negotiation Report to the LPRT. However, there are two sections of the MGA that will need to be adhered to. Section 116 requires the Town to keep the public informed about the proposed annexation and Section 119 compels the initiating municipality to submit a "report" to the LPRT and local authorities. The "report" referred to under section 119 would typically be the Negotiation Report, however in this case the landowner has withdrawn their annexation request prior to the Negotiation Report being completed.

To fulfill these obligations under Sections 116 and 119 of the MGA, Administration will prepare a report outlining what steps have been taken thus far, the results of the public engagement process, and discuss the withdraw request from the initiating landowner. This information report will be presented to Council for authorization before it is sent out to the LPRT, local authorities, referral agencies, and adjacent landowners.

ATTACHMENT

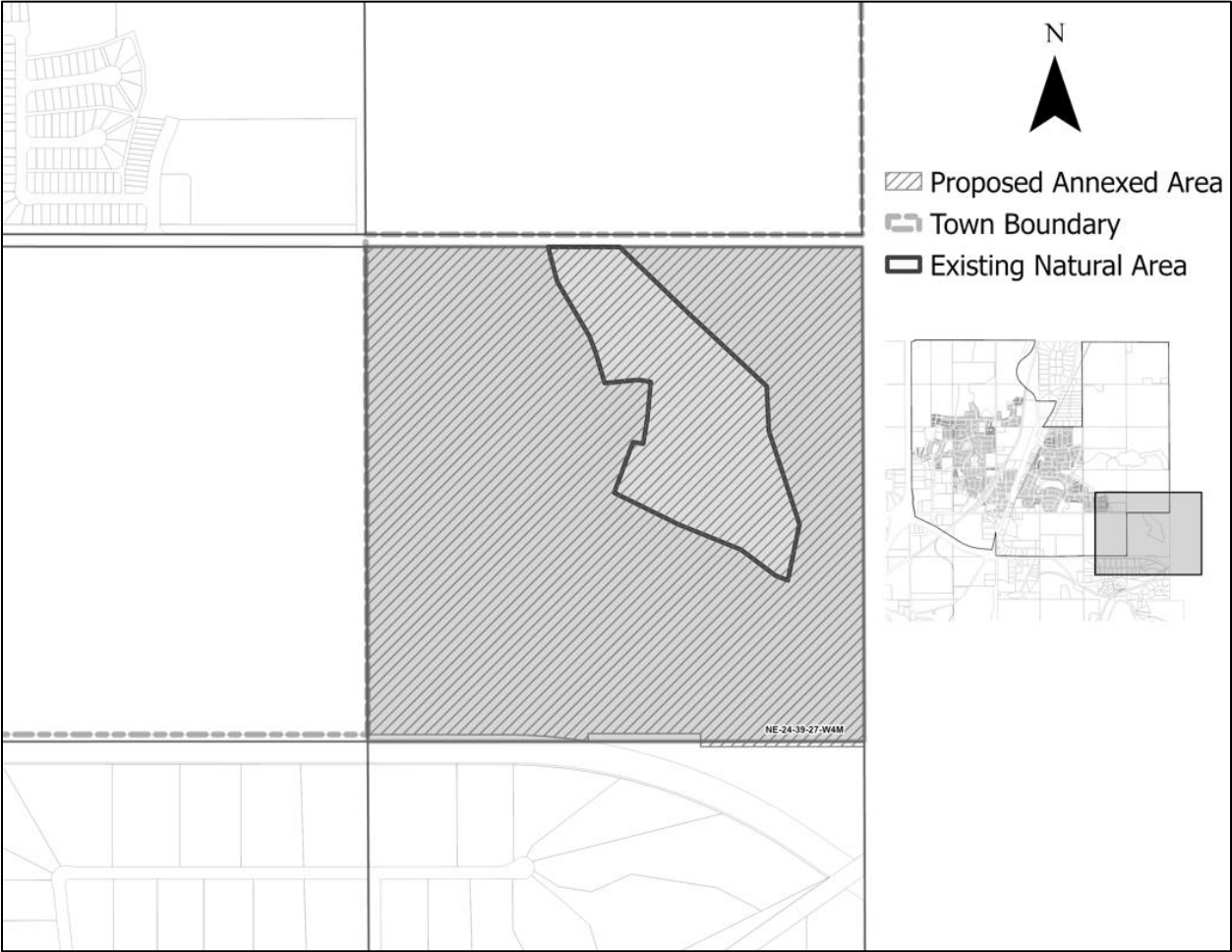
- *Location Map*

APPROVALS

CAO Myron Thompson

Department Director/Author

Location Map



MEETING DATE: October 25, 2022

PREPARED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **2023 Capital Budget**

BACKGROUND

The 2023 Capital Budget has been prepared for first review and comment. The presentation of the Capital Budget ahead of the Operating Budget will assist in the focus on key decisions for Capital Projects for the upcoming year.

DISCUSSION

The 2023 Capital Budget includes new budgeted dollars in order to complete the plan. The Capital budget differs from the Operational budget as the majority of the funding comes from 2 non-tax supported sources. These sources include Provincial and Federal Grants and Town Reserves. No new Debenture borrowing has been identified for 2023. Administration will determine the optimal mix of debt versus using its own reserves for future projects. Decisions regarding individual projects should not influence future tax rates.

Appendix A identifies the projects needed and the funding source, whereas Appendix B lists the project information and justification. Administration has carried through the projects identified in the 10-year capital plan as well as additional projects to accommodate changes in operational demands. These additional projects include:

- | | |
|--|---------|
| • Vehicle Hoist and Associated Equipment | \$20K |
| • Pedestrian Light Upgrades | \$14K |
| • Fire Department Sign | \$15K |
| • Fire Hall Washing Machine | \$12.5K |
| • Jaws of Life | \$55K |
| • Abbey Centre General Capital Projects | \$42.5K |
| • Pool Deck Lifting | \$100K |
| • Shingle Replacement (FCSS Building) | \$20K |
| • Water/Wastewater Asset Management Plan | \$100K |

The 2023 Capital Budget is presented tonight for first comments and direction from Council. Administration will be seeking input at both the November 5th budget workshop with final approval presented at the November 22nd Regular Council meeting.

Project Deferrals

There have been several projects deferred from 2023 these include:

• Bulk fuel station for the Operations Centre (2022)	\$60K
• South Street Improvements	\$1M
• East Railway Improvement	\$1M
• Broadway Reservoir & Pump Station	\$400K
• John Deer Loader	\$350k
• Street Sweeper	\$450K
• RPM 217 Snow Blower	\$125K
• Chevy CSD Van	\$20K
• Bobcat Skid Steer	\$70K
• Tool Cat	\$75K
• Backhoe Excavator (Additional Unit)	\$160K
• Football Field (High school)	\$500K

Decisions to defer these projects were made on the issues of supply chain, pricing increases and Operational needs.

FINANCIAL IMPLICATIONS

The following funding sources will be used for the 2023 Capital Budget:

Rollover Reserve	\$4,303,618
General Capital Reserve	\$ 555,500
Land & Buildings Reserve	\$ 20,000
Abbey Reserve	\$ 127,500
Water Reserve	\$ 50,000
Wastewater Reserve	\$ 50,000
Streets Reserve	\$ 14,000
Grants	\$ 334,500
Offsite Levies (Front Ended)	\$3,781,375
Total	\$9,248,493

ATTACHMENTS

- *Appendix A – 2023 Proposed Capital Budget*
- *Appendix B – 2023 Project Narrative*

APPROVALS

CAO Myron Thompson



Department Director/Author

APPENDIX A - 2023 Capital Projects

2023 Capital Budget					Funding Sources											Test	Notes:
Project Number		Prior Years Approval	New Funding	Total Funding	Rollover Reserve	General Capital Reserve	Land & Building Reserve	IT Reserve	Abbey Reserve	Wastewater Reserve	Water Reserve	Streets Reserve	CCBF*	Offsite Levies	Other		
Engineered Networks																	
Infrastructure	Annual Pavement Improvements	-	300,000	300,000										300,000			-
Infrastructure	NW Stormwater Management Proj. (Additional Funding)	1,884,993	2,000,000	3,884,993	1,884,993										2,000,000		-
Infrastructure	McKay Ranch Lift Station (Additional Funding)	2,418,625	1,781,375	4,200,000	2,418,625										1,781,375		-
Vehicle Replacement																	-
Bylaw	MI 6 Muni Enforcement	-	90,000	90,000		90,000											-
CSD	Light Truck(s)	-	40,000	40,000		40,000											-
Equipment - New																	-
Ops	Vehicle Hoist & Associated Equipment	-	20,000	20,000		20,000											-
Infrastructure	Pedestrian Upgrades	-	14,000	14,000								14,000					-
FIRE	Fire Department Sign	-	15,000	15,000		15,000											-
FIRE	Washing Machine	-	12,500	12,500		12,500											-
Equipment - Replacement																	-
CSD	Carry-over Toro Mower	85,000	15,000	100,000		100,000											-
IT	Photocopier Replacement	-	12,000	12,000				12,000									-
FIRE	Jaws of Life	-	55,000	55,000		55,000											-
Land Improvements - New																	-
CSD	Prairie Ridge Playground	-	65,000	65,000		65,000											-
CSD	Annual Trail Development	-	50,000	50,000		50,000											-
CSD	Additional Columbarium	-	80,000	80,000		68,000										12,000	-
Facility Replacement																	-
Abbey Centre	General Capital Projects	-	42,500	42,500					36,125							6,375	-
Abbey Centre	Lifting of Pool Deck	-	100,000	100,000					85,000							15,000	-
Admin Building	Shingle replacement (FCSS)	-	20,000	20,000			20,000										-
Other																	-
Infrastructure	Air Photos	-	40,000	40,000		40,000											-
Utilities	Water/Wastewater Asset Management Plan	-	100,000	100,000						50,000	50,000						-
		4,388,618	4,852,375	9,240,993	4,303,618	555,500	20,000	12,000	121,125	50,000	50,000	14,000	300,000	3,781,375	33,375		-

Appendix B – 2023 Project Narrative

Engineered Networks

1. Annual Pavement Improvements (\$300K)

As an outcome of the Pavement Management Study capital project conducted in 2022, a pavement management report will be developed that identifies the current condition of the Town's roadways, corresponding priorities for repair, and the proposed method of repair. The roadway(s) selected for replacement will be determined based on the results of this report. It is known that in the older area of Blackfalds, roadways are missing the approved base materials. Replacement of these older roadways will involve excavation and replacement of the existing materials to meet current engineering standards. At the time of replacement, it is prudent for the Town to inspect its water and stormwater mains and conduct necessary repairs while the roadway is under construction.

The Budget for this annual pavement improvement may include subgrade replacement and preparation, asphalt, concrete (e.g., Sidewalk and/or curb and gutter), engineering and utility inspection and repairs, as necessary.

2. North West Storm Trunk (\$2.0M New Funding)

The Town is proposing to build a stormwater management system, located within portions of NE 34-39-27 W4M and SE 3-40-27-W4M. The project was specifically designed to manage regional environmental concerns, future drainage requirements and flood protection levels within the Battle River Watershed (including Lacombe Lake, and the Town). This stormwater system will facilitate development within the Town and surrounding areas by providing an adequate outlet for the Town's Northwest Area, using existing topography and drainage routes, along with the creation of proposed stormwater features now and into the future with minimal impact on natural wetlands and waterbodies within the watershed area and at the same time guard against environmental disruption in the adjacent areas.

The Northwest Area Stormwater Master Plan set out new and upgraded infrastructure requirements for stormwater routing for the NW side of our community. This outfall system is an integral part of our storm system and will be located north of TWP Road 40-0 into Kuhnén Park and towards Lacombe Lake.

The land acquisition and design were started as part of the 2017 capital works, however, with landowner costs increasing and environmental appeals still outstanding, the project is currently on hold. Once we have confirmed that the Environmental appeal is concluded.

3. McKay Ranch Lift Station (\$1.78 M New Funding)

As part of the Town's current sanitary servicing, a temporary lift station in McKay Ranch services for the east area of Blackfalds. The McKay Ranch developer has expressed their desire to further expand the McKay Ranch development area further east. As such, to maintain adequate sanitary service for the area, the Town must construct a new, permanent lift station that meets the long-term needs of the Town.

Vehicle Replacements

4. Municipal Enforcement Vehicle Replacement (\$90K)

Municipal Enforcement MI5 (Ford Taurus) was due for replacement in 2021, having reached its life expectancy. Most enforcement vehicles are now SUVs such as the Ford Explorer or the Chevrolet Blazer. Having received some preliminary quotes, the Ford Explorer police interceptor (Hybrid) is estimated to be approximately \$68,000, comparable in price to the EcoBoost. Installation and supply of equipment to the vehicle is estimated to be \$23,000.00 using much of the equipment from the current vehicle. The total replacement cost is expected to be \$90,000.00

CSD Light Trucks (\$40K)

The Parks and Facilities Department is looking to purchase a small utility truck. The Parks Division requires an additional truck for watering and will move one of the heavier-duty trucks into this role and use the light-duty truck for the Parks Foreman. Trucks in the \$40,000.00 price range will be approximately three to four years old.

Equipment – New

5. Vehicle Hoist (\$20K)

It is anticipated that with the new mechanic position starting in 2023, some fleet and equipment repairs typically taken to external shops, will be done internally. A commercial vehicle hoist is required to conduct some of these repairs. The price includes the cost of the new hoist, as well as certification. The hoist will be in Building B of the Operations Center.

6. Pedestrian Upgrades (\$14K)

To improve pedestrian safety, a new set of pedestrian rectangular rapid flashing beacon (RRFB) lights will be installed at the intersection of Broadway Avenue, and Aspen Lakes Boulevard.

7. Fire Department Sign (\$15K)

Currently, there is no signage for public safety messages at the Fire Hall. The proposed sign would allow us to educate residents and businesses on public safety messages, recruitment, open houses, and fire bans. This would be a manual sign replacing letters to suit the specific messaging required.

The price includes the installation of the sign with footings included.

8. Commercial Washing Machine (\$12.5K)

The current washing machine is a heavy-duty residential appliance that has been in use for eight years and is used to clean cleaning rags, and contaminated PPE.

The current unit has the capability of washing three pairs of coveralls at a time or one set of turnout gear that has been taken apart (inner liner removed). Each wash cycle is 45 minutes in duration. Making it a very drawn-out process to clean PPE. After each fire, we usually must send the gear out to get cleaned (washed) anywhere from 6 sets to 12 sets which are out of service for over a week at a cost of \$90.00 per set.

A commercial extractor machine would allow us to wash up to four sets at a time and with the current gear dryer at the fire hall, the gear would be back in service within 24 hours.

Equipment – Replacement

9. Toro Mower (\$100K)

The current Groundsmaster 4010 was scheduled to be replaced in 2022.

This unit is used by the Parks to perform turf maintenance to all greenspaces and sports fields. Estimates received in August 2021 have the value of a replacement at \$108,236.00 with a trade-in value is \$25,000.00.

10. Photocopier Replacement (\$12K)

The IT department has determined that the Fire Hall Photocopier is nearing the end of life with 941,679 copies. The plan is to move the second unit from the Civic Centre and replace the Fire Hall copier. This move makes sense as the Civic Centre has higher usage and the secondary copier will be better suited in that location. The average life span of a copier is 5 years.

11. Jaws of Life (\$55K)

The original set of Jaws purchased by the Firefighters Association was bought in the spring of 2011 and was scheduled to be replaced in the 2018 capital budget and they were not replaced at that time. This set is now in its eleventh year of service and parts for this first generation of battery-operated tools are no longer made and there is no warranty on the tools.

Estimates for the replacement of the Hurst Edraulic tools (a cutter, spreader, and a ram) is \$55,000.

Land Improvements – Replacement

12. **Prairie Ridge Playground** **(\$65K)**

Prairie Ridge Playground, 5613 Prairie Ridge Avenue, has consistently had flooding issues. The pour-in-place surfacing has also degraded and has not passed the most recent playground inspection as it has hardened and does not meet fall protection certification.

In addition, this site does not have a swing set. With the relocation of the 2018 Vista Trail playground to Rolling Hills, and that site already having a swing set, we still have a swing set in our inventory that can be placed at Prairie Ridge. This quote includes the installation of this swing set.

The quote includes drainage wells, drainage rock, new wood borders, sand and pour-in-place removal, engineered wood fiber replacement, wear mats for high-movement equipment, and swing set installation.

Land Improvements – New

13. **Annual Trail Development** **(\$50K)**

Three Projects:

1. Centennial Trail north, ~200m length of 75mm lift of asphalt
2. Willow Park north trail leading to Aspen Lakes Blvd, ~20m length of ~50mm lift of asphalt
3. Abbey Centre trail beside the playground/fitness equipment, ~30m length of ~50mm lift of asphalt to drain water away from the playground.

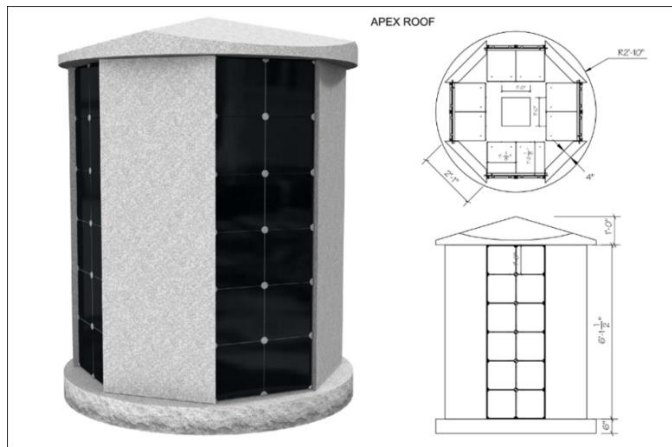
14. **Additional Columbarium** **(\$80K)**

The existing Columbarium is an Apex Roof style with 48 niches (24 double and 24 single)

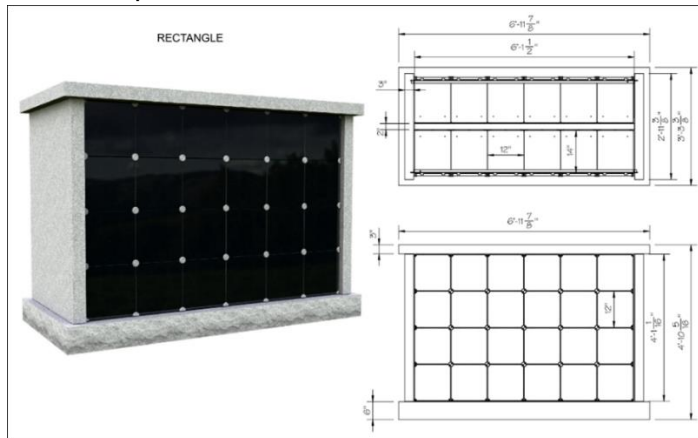
As of October 2022, there are nine niches remaining or 81% occupied.

The Columbarium is becoming more popular and the current Columbarium is getting close to being fully occupied in the next couple of years.

This is the style we currently have:



Another option:



Facility Replacement

15. Abbey Centre – General Capital Projects

(\$42.5K)

Hot water tank replacement –\$25,000

Around 2018 one of three 130-gallon AO Smith Cyclone Xi hot water tanks had a complete failure. We have been able to run operationally with the remaining two, but with the aging of the equipment and the inability to function should one of the other two fail (which happened earlier this year) it is an opportune time to replace this tank. Repair costs exceed the replacement cost so complete replacement is thought to be the desired option.

Commercial Grade Washer/Dryer \$7,000

With the laundry load of Custodial and Children Services items as well as Fitness Centre towels the residential washer and dryer that the Abbey Centre currently has struggled with the frequency

and capacity of needed loads. Several washers and dryers have been replaced throughout the years and it is burdensome to have a machine out of service. It is felt more prudent to invest in the appropriate machines needed for the job rather than repeated replacing and being so limited to their use.

Blackfalds Field House Society Rock Fundraiser - \$5,500

The Town of Blackfalds committed to the Blackfalds Field House Society during this fundraiser (\$250/rock) to permanently install the fundraising rocks (20) within the Abbey Centre once the build was complete. As a temporary measure, the rocks were mounted in a line under the south windows on the 2nd level. These sustained repeated damage from falling off the wall as they are too heavy and were also victims of repeated vandalism. They were removed in 2020 and are currently in storage. To fulfill the commitment that was made to the people who purchased these stones an alternative option has been obtained and quoted so we may finally fulfil this commitment.

Air conditioner for electrical/telecom room - \$5000

As the Electrical/Telecom room in Field House 3 houses a transformer and many other systems (which also produce their own heat), the room can get incredibly hot in the summer months. The current cooling system no longer functions and temperatures in that room reached over 30* this summer which is not conducive to keeping electrical and computer systems in good working order. A replacement system is needed to adequately cool that room which must remain closed off to the regular user.

16. Abbey Centre Pool Deck Repair (\$100K)

Through the settlement process of earthwork for the aquatic centre, there have been significant shifts in the concrete slabs which make up the aquatic deck. Freeze and thaw cycles have also not been helpful. With each passing year, the heaves change and the decking are proving to be a significant safety hazard. To mitigate the trip hazards the areas most affected have been painted high visibility yellow and a quote was sought out for repair work in 2019. With the onset of COVID and resulting restrictions, the repair work was never completed.

17. Shingle Replacement (Former FCSS Building) (\$20K)

The shingles on the former FCSS facility are in need of replacement. Estimates gathered in August 2022 range from \$13,000.00 to \$18,000.00.

The estimates do not include any necessary wood repairs.

The total cost for all the above (except for item #2) will be:		
PREMIUM ARCHITECTURAL CLASS 4 HAIL RESISTANT	Shingle Type	TOTAL COST
	IKO Cambridge	\$12,495.00
	OC Duration	\$13,785.00
	IKO NORDIC	\$17,780.00
		To match Civic Centre (Teak colour)

Other

18. Air Photos (\$40K)

The Town is currently using outdated aerial imagery. For cost efficiency, in the past, the Town has conducted aerial imagery at the same time as Lacombe County and will continue this practice moving forward when available.

19. Asset Management Plans (\$100K)

As the Town continues to mature with its asset management, the Town will be developing asset management plans for each of its major asset classes. Existing asset data will be analyzed to determine which asset class is ready for an asset management plan. Cost includes engineering support for determining appropriate asset-specific lifecycle, replacement costs based on material type, age of the asset, etc. and quality control for the asset management plan.



**TOWN OF BLACKFALDS
REGULAR FCSS MEETING - MINUTES
BLACKFALDS CIVIC CENTRE
COUNCIL CHAMBERS
September 15th, 2022 – 7:00 pm**

A Family and Community Support Services regular meeting for the Town of Blackfalds was held on the 15th day of September 2022 at the Town of Blackfalds Civic Centre in Council Chambers.

Members Present

Mayor Hoover, Councillor Sands, Tennielle Gilchrist, Sheila Giffin, Dena Thomas, Cliff Soper, Melissa MacLeod

Regrets

Councillor Stendie, Director Rick Kreklewich, Trish Willis, Samantha Wilson

Staff

Sue Bornn
Sue Penner

FCSS Manager
FCSS Admin Assistant

MINUTES

1 FCSS MEETING

1.1 Call to Order

Chair Gilchrist called the meeting to order at 7:44 pm.

2 LAND ACKNOWLEDGEMENT

- Chair Gilchrist read the land acknowledgement.

3 AGENDA APPROVAL

2.1 Agenda May 12th, 2022.

RES. 26/22

Member Giffin moved to accept the agenda as presented.

CARRIED UNANIMOUSLY

4 DELEGATION

5 ADOPTION OF MINUTES

RES. 27/22

Member Thomas moved to accept the minutes dated May 12th, 2022, as presented.

CARRIED UNANIMOUSLY



**TOWN OF BLACKFALDS
REGULAR FCSS MEETING - MINUTES
BLACKFALDS CIVIC CENTRE
COUNCIL CHAMBERS
September 15th, 2022 – 7:00 pm**

6 OLD BUSINESS

7 NEW BUSINESS

8 ACTION CORRESPONDENCE

9 INFORMATION

9.1 Social Needs Assessment & Master Plan

- Manager Bornn updated the board that throughout the summer months our consultants have been receiving completed surveys, meeting with community stakeholders, and collecting data for our assessment.
- In August, FCSS staff sent paper copies of the surveys to all the Vibrant Living (seniors) contacts that our office has. Over 40 completed surveys' have been returned to the FCSS office and in turn given to our consultants.
- At the Community Info Expo on September 7th many postcards were distributed, as well the youth specific postcards were handed out to youth at the Community Centre and at the All Wheels Park. Since then, over 20 youth surveys have been completed.
- Our consultants will forward a full update prior to the meeting on the 15th and Manager Bornn will send it to the board before the meeting.

9.2 FCSSAA June 17th Board Meeting Highlights

- Member Bornn present a few highlights from the meeting. There was discussion on the difficulty clients are having accessing Alberta Supports (Income Supports and AISH), specifically clients in the rural areas that may not have access to phones or computers. They are now being referred to FCSS Offices who can only offer limited help.

9.3 FCSS Manager's Update

- Manager Bornn advised the board that the position of Community Engagement Programmer has been filled by Jan Pocock who was with Lacombe FCSS for 15 years and staff are excited to work with her. Interviews have taken place for the Youth Programmer and there is a strong candidate who will be offered the position. As well, we have Social Work Practicum Student who will be in our office 1-2 days per week until the end of April.
- The Winter Coat Program is underway with 123 youth who will receive coat vouchers which can be used from September 16th to October 31st when the program closes. We are working with Mountain Warehouse again this year to provide the coats.
- The Winter Warmth Fundraiser takes place on September 29th from 6:00 to 9:00 pm at the Blackfalds Community Centre. There will be appetizers, beer tasting, live music and our annual dessert auction with over 20 desserts confirmed.
- Several new initiatives in partnership with Anam have started to take shape. An inaugural meeting of the of the Youth Action Plan Coalition was hosted on August 25th with over a dozen in attendance to look at addressing concerns, brought forward by the Junior Campus, with our youth population.



ALBERTA
ENVIRONMENTAL APPEALS BOARD

October 13, 2022

Via E-Mail

Ms. Antonietta Davis
5817 West Park Crescent
Red Deer, AB T4N 1E7
(Appellant EAB 20-011 & 20-016)

Mr. William Hill
RR1, Site 8, Box 29
Lacombe, AB T4L 2N1
(Appellant EAB 20-012)

Ms. Anita Alexander
1039 – 80 Avenue SW
Calgary, AB T2V 0V6
(Appellant EAB 20-013 & 014)

Mr. Barry Robinson
Ecojustice
744 – 4 Avenue SW, Suite 800
Calgary, AB T2P 3T4
(Counsel for Appellant EAB 20-013 & 014)

Mr. Ron Henschel
Aurora Heights Management Ltd.
#303, 4406 – 50 Avenue
Red Deer, AB T4N 3Z6
(Intervenor)

Ms. Nicole Hartman
Mr. Paul Maas
Alberta Justice and Solicitor General
Environmental Law Section
8th Floor, Oxbridge Place
9820 – 106 Street
Edmonton, AB T5K 2J6
(counsel for the Director, AEP)

Ms. Suzanne Alexander-Smith
Mr. Mathew James
Chapman Riebeek LLP
4802 – 50 Street
Red Deer, AB T4N 1X4
(counsel for the Town of Blackfalds)

Mr. Myron Thompson
Chief Administrative Officer
Town of Blackfalds
Box 220
5018 Waghorn Street
Blackfalds, AB T0M 0J0
(Approval Holder)

Mr. Joe Tindall on behalf of
Mr. Everett and Ms. Bev Loney
Box 557
Blackfalds, AB T0M 0J0
(Intervenor)

Dear Ladies and Gentlemen:

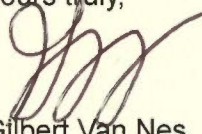
**Re: Town of Blackfalds/Water Act Approval Nos. 00387959-00-00
& 00391359-00-00/Our File Nos.: EAB 20-011-014 & 20-016 (public file)**

The Board acknowledges receipt of the attached letter dated September 26, 2022, from Ms. Alexander-Smith requesting the Board advise on the status of its Report and Recommendations that is to be provided to the Minister following the hearing held June 14, 17 and 21, 2021.

The Board advises that due to staffing issues, the completion of the Report and Recommendations has been delayed. The Board has taken steps to address the issue and will complete the Report and Recommendations as soon as possible.

Please do not hesitate to contact the Board if you have any questions. We can be reached toll-free by first dialing 310-0000 followed by 780-427-4179 for Gilbert Van Nes, General Counsel and Settlement Officer, 780-427-6569 for Valerie Myrmo, Registrar of Appeals, and 780-427-7002 for Denise Black, Board Secretary. We can also be contacted via e-mail at gilbert.vannes@gov.ab.ca, valerie.myrmo@gov.ab.ca and denise.black@gov.ab.ca.

Yours truly,



Gilbert Van Nes
General Counsel
and Settlement Officer

Att.

The information collected by the Board is necessary to allow the Environmental Appeals Board to perform its function. The information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*, section 33(c). Section 33(c) provides that personal information may only be collected if that information relates directly to and is necessary for the processing of these appeals. The information you provide will be considered a public record.

M:\EAB\Appeals 2020\20-011 Town of Blackfalds 387959 (Davis)\Letter Oct 13, 2022, status of Report.docx

CHAPMAN RIEBEEK LLP

Barristers & Solicitors

GARY W. WANLESS*, Counsel
TYLER NIGHTINGALE*

SUZANNE M. ALEXANDER-SMITH*, K.C.
SHAWN E. FRANK

NANCY A. BERGSTROM*, Counsel
DOMINIC PEÑA

*Denotes Professional Corporation

**Denotes Student-at-Law

Your file:

Our file:

Direct Email:

Assistant's Email:

39,582 SAS

sas@chapmanriebeek.com

cfree@chapmanriebeek.com

September 26, 2022

E-Mailed: Gilbert.VanNes@gov.ab.ca

Alberta Environmental Appeals Board

306 Peace Hills Trust Tower

10011 – 109 Street

Edmonton, AB T5J 3S8

Attention: Gilbert Van Nes

**RE: Town of Blackfalds/Water Act Approval Nos. 00387959-00-00 & 00391359-00-00
EAB File Nos. 20-011-013 & 20-011-014**

We are writing to inquire as to the status of the Board decision in this matter.

We note that the Hearing in the within matter proceeded before the Appeal panel scheduled for June 14, 17 and 21, 2021.

Pursuant to the provisions of the *Environmental Protection and Enhancement Act*, RSA 2000 c, E-12, the Board decision was to have been submitted to the Minister within 30 days following the completion of the Hearing. It has been close to 15 months since the Hearing and, as yet, have not received an indication as to the Minister's decision.

Kindly confirm the status of: the Board's report to the Minister; an anticipated timeline for the Board to receive the Minister's decision; and the Board's subsequent provision of the notice of same.

Yours truly,

CHAPMAN RIEBEEK LLP

Per:


SUZANNE ALEXANDER-SMITH, K.C.

SAS/clf

cc

Antionetta Davis, Appellant EAB 20-011 (auto.davis@shaw.ca; auto.davis2@shaw.ca)

William Hill, Appellant EAB 20-013 & 014 (secretwater@shaw.ca)

Anita Alexander, Appellant EAB (anitajanealexander@gmail.com)

Barry Robinson, Ecojustice (brobins@ecojustice.ca)

Nicole Hartman and Paul Maas, Alberta Justice (Nicole.hartman@gov.ab.ca) and (paul.maas@gov.ab.ca)

Ron Henschel, Aurora Heights Management Ltd. (ron@auroraheights.ca)

Myron Thompson, CAO, Town of Blackfalds (info@blackfalds.com)

Joe Tindall, on behalf of Mr. Everett and Ms. Loney, Intervener (jgt@sasktel.net and loneybev@telus.net)

Valerie Myrmo (valerie.myrmo@gov.ab.ca)

4802 Ross Street, Red Deer, Alberta, T4N 1X4

Telephone: 403-346-6603

Fax: 403-340-1280

Email: info@chapmanriebeek.com

Denise Black

From: Valerie Myrmo
Sent: Monday, September 26, 2022 11:13 AM
To: Denise Black
Subject: FW: Town of Blackfalds/Water Act Approval Nos. 00387959-00-00 & 00391359-00-00 (EAB File Nos. 20-011-013 & 20-011-014)
Attachments: sept.26.22 ltr to Van Nes re status of Board decision.pdf

Classification: Protected A

From: Carrie Free <CFree@chapmanriebeek.com>
Sent: Monday, September 26, 2022 9:46 AM
To: Gilbert VanNes <Gilbert.VanNes@gov.ab.ca>
Cc: anto.davis@shaw.ca; anto.davis2@shaw.ca; secretwater@shaw.ca; anitajanealexander@gmail.com; brobinson@ecojustice.ca; Nicole Hartman <Nicole.Hartman@gov.ab.ca>; Paul Maas <Paul.Maas@gov.ab.ca>; ron@auroraheights.ca; info@blackfalds.com; jgt@sasktel.net; loneybev@telus.net; Valerie Myrmo <Valerie.Myrmo@gov.ab.ca>; Preston Weran <PWeran@blackfalds.com>; Suzanne Alexander-Smith <sas@chapmanriebeek.com>
Subject: RE: Town of Blackfalds/Water Act Approval Nos. 00387959-00-00 & 00391359-00-00 (EAB File Nos. 20-011-013 & 20-011-014)

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Mr. Van Nes;

Good Morning. With respect to the above mentioned matter, attached please find our letter of today's date for your review.

We look forward to receipt of your response at your earliest convenience.

Thank-you,

Carrie Free

Real Estate Paralegal



4802 Ross Street
Red Deer AB, T4N 1X4
Ph: (403) 346-6603 Fax: (403) 340-1280
www.chapmanriebeek.com



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If you have received this email in error, please notify us immediately by return email or by telephone at 403-346-6603 and delete this email and any reply to it. Thank you.



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING October 13, 2022

BYLAW NO. 1369/22 – PUBLIC HEARING

A public hearing was held for Bylaw No. 1369/22. Bylaw No. 1369/22 is a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17, to list a special discretionary use of a “recovery centre” on the W½ Pt. SW 16-39-01 W5M.

Bylaw No. 1369/22 was given second reading. Third reading of the bylaw will be considered at the October 27, 2022 Council meeting.

SOUTH OF HIGHWAY 11 EAST OF HAYNES ASP

The draft Highway 11 (Joffre Bridge to Haynes) Area Structure Plan was received for information as presented. A public meeting will be held at the Haynes Hall on November 29, 2022 commencing at 6:15 p.m. (Presentation at 7:00 p.m.)

REQUEST FOR CLOSURE AND SALE OF ROAD ALLOWANCE

At the September 8, 2022 meeting, by resolution, Council instructed the County Manager to proceed with the process to close Road Plan 6363BM and 872 0826 and that this proposal be circulated to interested parties for comment. Council was informed that there have been no objections received from government agencies, utility companies or adjacent landowners.

The following resolution received the approval of Council and will be forwarded to the Minister of Alberta Transportation for approval:

IN THE MATTER of the closure to public travel and canceling a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

WHEREAS the land hereafter described is no longer required for public travel;

NOW THEREFORE BE IT RESOLVED that the Council of Lacombe County does hereby close the following described roads, subject to the rights of access granted by other legislation or regulations:

- 1) Plan 6363BM lying within the Pt. NW 16-40-03 W5M
(0.26 acres +/-)
- 2) Plan 872 0827 lying within the Pt. NW 16-40-03 W5M
(0.129 +/-0)

Excepting Thereout All Mines and Minerals

for the purpose of the consolidation of the 0.389 acres +/- with the lands in the Certificates of Title (082 448 246) for the Pt. NW 16-40-03 W5M containing 8.3 acres more or less.

STARS AIR AMBULANCE – FUNDING REQUEST

A funding request from STARS Air Ambulance for a \$ 2.00 per capita contribution annually for 2023, 2024 and 2025 was presented for Council’s consideration. Based on the County’s current population of 10,343 the request is for \$20,686. Council deferred this matter to the October 27, 2022 regular Council meeting.

POLICY RC(1) LACOMBE FISH & GAME ASSOCIATION – ACCESSIBLE FISHING DOCK

Lacombe County will provide financial support in the amount of \$ 75,000 for the Lacombe Fish and Game Association’s Len Thompson Fishpond Dock Project.



WHERE PEOPLE ARE THE KEY

PARKLAND REGIONAL LIBRARY 2023 BUDGET

The Parkland Regional Library Budget for 2023, providing for Lacombe County's membership fee of \$ 90,501.25, received Council approval.

TOWN OF BLACKFALDS POLICY RC(1) FUNDING REQUEST

Lacombe County will contribute in-kind support to the Town of Blackfalds' Border Paving Plaza Project through the contribution of 150 cubic meters of gravel. This contribution will be funded from the County's General Operating Budget.

BENTLEY SOUTHEAST AREA STRUCTURE PLAN PUBLIC MEETING

The Bentley Southeast Area Structure Plan will be held on November 16, 2022 at the Bentley Hall commencing at 4:00 p.m.

Next Regular Council Meeting is
Thursday, October 27, 2022 - 9:00 a.m.

Next Committee of the Whole Meeting is
November 29, 2022 – 9:00 a.m.

Lacombe County Administration Building

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

[illegible]

TO		Members of Council		
FROM		Deputy Mayor Laura Svab		
SUBJECT		<ul style="list-style-type: none">• Summary of meetings/events attended as a Council representative during this reporting period• Summary or key issues, decisions and/or comments for Council's information		
REPORT DATE		For the period: September 16, 2022 – October 16, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
September 16			x	Councillor's Corner Submission
September 20-23	x			Alberta Municipalities
September 27	x			MPC Meeting
September 27	x			Regular Council Meeting
September 28	x			St Gregory the Great School Council Meeting
September 29	x			Meeting with Minister of Health, the Honourable Jason Copping
September 29	x			Engagement Session with the Minister of Health, the Honourable Jason Copping
September 29			x	Cheque Signing
October 4	x			Library Board Meeting
October 5	x			Recreation, Culture, and Parks Board Meeting
October 11	x			Council Pre-Budget Meeting
October 11	x			Regular Council Meeting
October 12			x	Session 1 Public Library Service in Alberta

TO		Members of Council		
FROM		Councillor Brenda Dennis		
SUBJECT		<ul style="list-style-type: none">• Summary of meetings/events attended as a Council representative during this reporting period• Summary of key issues, decisions and/or comments for Council's information		
REPORT DATE		For the period: September 14 to October 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Sept 21			X	ABmunis 2022 Convention
Sept 22			X	ABmunis 2022 Convention
Sept 23			X	ABmunis 2022 Convention
Sept 24		X		Blackfalds Culture Days Fireworks
Sept 27	X			MPC Meeting
Sept 27	X			Council Meeting
Sept 29	X			Engagement meeting with the Minister of Health
Oct 1		X		AJHL Showcase Pancake Breakfast
Oct 1		X		AJHL Showcase Indigenous Dancers
Oct 11	X			Prebudget Meeting
Oct 11	X			Council Meeting

TO		Members of Council		
FROM		Councillor Jim Sands		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Sept 15 - Oct 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Sept 15/ 22	X			FCSS September Meeting
Sept 21,22,23/22			X	Alberta Municipalities convention Calgary
Sept 27/ 22	X			MPC Meeting
Sept 27/ 22	X			Regular Council Meeting
Sept 29/ 22	X			Engagement Session with Minister of Heath- Virtual
Oct 11/ 22	X			2023 Council Pre Budget Meeting
Oct 11/ 22	X			Regular Council Meeting
Oct 13/ 22	X			FCSS October Meeting

TO		Members of Council		
FROM		Councillor Edna Coulter		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Sept 16 to Oct 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Sept 21-23			Convention	Alberta Municipalities Convention
Sept 27	X			Regular Council meeting
Sept 29			Engagement Session	Engagement Session with the minister of Health
Oct 4	X			Blackfalds Library meeting
Oct 11	x			Pre budget meeting & Regular Council meeting
Oct 14			Tour	Did a Tour of the Blindman Brewing

TO		Members of Council		
FROM		Councillor Rebecca Stendie		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: September 16, 2022 – October 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
October 5, 2022	x			Recreation, Culture, and Parks board meeting
October 11, 2022	x			Pre-budget meeting
October 11, 2022	x			Regular Council meeting
October 13, 2022	x			Family and Community Support Services meeting

TO		Members of Council		
FROM		Councillor Marina Appel		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: 16 September – 15 October, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Sept 19	X			Budget Meeting (<i>Scheduled, but cancelled due to QEII Memorial</i>)
Sept 19	X			SCC Meeting (<i>Scheduled, but cancelled due to QEII Memorial</i>)
Sept 21-23		X		Alberta Municipalities Conference - YYC
Oct 11			X	Pre-Council Budget Software Training
Oct 11	X			RCC Meeting

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on October 11, 2022, 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
Marco Jadie, IT Tech
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

None

MEDIA

None

OTHERS PRESENT

Ron Sheppard, Parkland Regional Library
Barb Gilliat, Parkland Regional Library

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

267/22

Deputy Mayor Svab moved That Council adopt the October 11, 2022, Agenda as presented.

CARRIED UNANIMOUSLY

DELEGATION

Parkland Regional Library, Ron Sheppard and Barb Gilliat

Ron Sheppard and Barb Gilliat presented to Council the Proposed 2023 Budget for Parkland Regional Library.

PUBLIC HEARING

None

MINUTES

BUSINESS ARISING FROM MINUTES

None

BUSINESS**Request for Decision - 2023 Parkland Regional Library Budget Request**

Director de Bresser brought forward a request to accept the Parkland Regional Library's 2023 Proposed Budget.

- 268/22** Councillor Stendie moved That Council move to accept the Proposed Budget 2023 by the Parkland Regional Library with the 2023 membership requisition at \$8.75.

CARRIED UNANIMOUSLY

Request for Decision - Solid Waste Management Services Contract Extension

Director Weran brought forward for discussion the extension of solid waste management services by Environmental 360 Solutions.

- 269/22** Councillor Coulter moved That Council table this item until November 8, 2022.

DEFEATED

In Favour: Councillor Coulter

- 270/22** Councillor Stendie moved That Council authorize Administration to extend the current solid waste contract with Environmental 360 Solutions (E360s) for the provision of residential and commercial municipal solid waste services for an additional 18 months from January 10, 2023 to June 10, 2024.

CARRIED UNANIMOUSLY

Request for Decision - Family Violence Prevention Month Proclamation Request

Director Kreklewich brought forward a request to proclaim November as Family Violence Prevention Month in the Town of Blackfalds.

- 271/22** Councillor Sands moved That Council declare November as Family Violence Prevention Month.

CARRIED UNANIMOUSLY

Request for Decision - Directors' Quarterly Reports, 3rd Quarter of 2022

CAO Thompson presented Council with the Directors' 3rd quarter reports for 2022 as information.

- 272/22** Deputy Mayor Svab moved That Council accept the Directors' third quarter reports for 2022 as information.

CARRIED UNANIMOUSLY

ACTION CORRESPONDENCE

None

INFORMATION

- Womacks/Gregg St/Parking Lot Project Update (*verbal*)
- 2022 CP Holiday Train – December 8th, 2022
- Lacombe Foundation 2021 Annual Report
- Lacombe Foundation Board Meeting Minutes – June 27, 2022
- Report for Council, Enforcement and Protective Services Monthly Report - September 2022

MINUTES

- Report for Council, Development & Building Monthly Report - September 2022
- Report for Council, BOLT KPI Monthly Report - September 2022
- Recreation Culture and Parks Board Meeting Minutes - September 7, 2022
- Municipal Planning Commission Meeting Minutes – September 13, 2022
- County of Lacombe Highlights – September 22, 2022
- City of Lacombe Highlights – September 26, 2022

273/22 Councillor Appel moved That Council accept the Information Items as information.

CARRIED UNANIMOUSLY

ROUND TABLE DISCUSSION

None

ADOPTION OF MINUTES

274/22 Councillor Dennis moved That Council accept the Regular Council Meeting Minutes from September 27, 2022, as presented.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

None

BUSINESS FOR THE GOOD OF COUNCIL

None

BREAK

275/22 Councillor Dennis moved That Council move for a five-minute recess at 8:09 p.m.

CARRIED UNANIMOUSLY

CONFIDENTIAL – Closed Session

- **FOIP S. 19**

276/22 Deputy Mayor Svab moved That Council move to a closed session commencing at 8:15 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 19 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

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

277/22 Councillor Stendie moved That Council move to come out of the closed session at 8:58 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:58 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 and Councillor Marina Appel.

MINUTES

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 8:58 p.m.

Jamie Hoover, Mayor

Myron Thompson, CAO

DRAFT

MINUTES

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday October 17, 2022, 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
Preston Weran, Director of Infrastructure and Property Services
Rick Kreklewich, Director of Community Services
Carol Simpson, Abbey Centre General Manager
Sue Bornn, FCSS Manager
Cara Kroetsch, FCSS Volunteer Programmer
Marco Jadie, IT Tech
Lorrie Logan, Municipal Clerk

REGRETS

None

MEDIA

None

OTHERS PRESENT

Robert Jenkins, R. Jenkins Ltd.

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

Move Confidential item 14.3 to 14.4 and add 14.3 under FOIP Section 24.

22/22

Mayor Hoover moved that Standing Committee of Council adopt the Agenda for October 17, 2022, as amended.

CARRIED UNANIMOUSLY

DELEGATION

Utility Rate Review – R. Jenkins Ltd./Robert Jenkins

Robert presented to Standing Committee a Utility Rate review presentation.

PUBLIC HEARING

None

MINUTES**BUSINESS ARISING FROM MINUTES**

None

BUSINESS**Request for Direction, Asset Management Policy 139.20 Update**

Director Weran brought forward Policy 139.20 for discussion.

- 23/22** Councillor Sands moved That the Standing Committee of Council recommend to Council to adopt the Asset Management Policy 161.22 as presented.

CARRIED UNANIMOUSLY

Request for Direction, Regional Subdivision and Development Appeal Board Bylaw No. 1274.22

Manager Tejkl brought forward the Regional SDAB Bylaw 1274.22 for discussion.

- 24/22** Councillor Stendie moved That the Standing Committee of Council recommend to Council to consider three readings of the Regional SDAB Bylaw 1274.22 as presented at their next Council meeting on October 25, 2022, and

CARRIED UNANIMOUSLY

- 25/22** Councillor Appel moved That the Standing Committee of Council recommend to Council, upon giving three readings to the Regional SDAB Bylaw 1274.22 as presented, authorize the Town's Mayor and Chief Administrative Officer to sign the Agreement for the Intermunicipal Regional Subdivision and Development Board Services.

CARRIED UNANIMOUSLY

Request for Direction, Bylaw 1273.22 – Schedule "C" – Community Services Facilities Fee Schedule

Director Kreklewich and Manager Simpson brought forward Schedule "C" - Community Services Facilities Fee Schedule Bylaw 1273.22 for discussion.

- 26/22** Councillor Stendie moved That the Standing Committee of Council recommend to Council to consider first and second reading to Bylaw 1273.22 - Schedule "C" – Community Services Facilities Fee Schedule that will amend and form part of Bylaw 1053/07.

CARRIED UNANIMOUSLY

Request for Direction, Municipal Facility Office Space Policy 163.22

CAO Thompson, brought forward for discussion Policy 163.22.

- 27/22** Councillor Sands moved That the Standing Committee of Council recommend that the draft Municipal Facility Office Space Policy 163.22 be brought before Council for formal approval.

CARRIED UNANIMOUSLY

INFORMATION

None

MINUTES

ROUND TABLE

None

ADOPTION OF MINUTES

None

BUSINESS FOR THE GOOD OF THE COMMITTEE

None

BREAK

28/22 Councillor Appel moved that the Standing Committee of Council move for a five-minute recess at 8:26 p.m.

CARRIED UNANIMOUSLY**CONFIDENTIAL – Closed Session**

- FOIP S. 24
- FOIP S. 29
- FOIP S. 24
- FOIP S. 19

29/22 Councillor Stendie moved that the Standing Committee of Council move to a closed session commencing at 8:31 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Sections 19, 24 and 29 of *Alberta's Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

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

30/22 Councillor Sands moved that the Standing Committee of Council move to come out of the closed session at 9:47 p.m.

CARRIED UNANIMOUSLY**STANDING COMMITTEE MEETING OF COUNCIL RETURNED TO ORDER**

31/22 Deputy Mayor Laura Svab called the Standing Committee Meeting of Council back to order at 9:47 p.m.

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

32/22 Councillor Coulter moved that the Standing Committee of Council receive Agenda item 14.1 being a report as information.

CARRIED UNANIMOUSLY

33/22 Councillor Sands moved that Standing Committee of Council draft a letter to be forwarded to the Provincial Health Minister regarding Physician patient caps for Blackfalds.

CARRIED UNANIMOUSLY

MINUTES

ADJOURNMENT

Deputy Mayor Svab adjourned the Standing Committee Meeting at 9:49 p.m.

Deputy Mayor, Laura Svab

Myron Thompson, Chief Administrative Officer

DRAFT