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1. **Call to Order**
  2. **Land Acknowledgement**
    - 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
  3. **Adoption of Agenda**
    - 3.1 Agenda for July 26, 2022
  4. **Delegation**

None
  5. **Public Hearing**

None
  6. **Business Arising from Minutes**

None
  7. **Business**
    - 7.1 CAO Report (*verbal*)
    - 7.2 Request for Decision, Wordmark and Corporate Branding Policy
    - 7.3 Request for Decision, Quarterly Financial Report
    - 7.4 Request for Decision, Community Engagement Budget Survey
    - 7.5 Request for Decision, FCSS Facility & Furnishings
  8. **Action Correspondence**
    - 8.1 Alix Days Parade Invite
  9. **Information**
    - 9.1 Report for Council, Economic Development & Tourism Strategy Updates
    - 9.2 Letter from Minister Ric McIver, 2022 Minister's Awards for Municipal and Public Library Excellence
    - 9.3 Municipal Planning Commission Meeting Minutes - April 26, 2022
    - 9.4 Lacombe County Highlights - July 14, 2022
  10. **Round Table Discussion**
    - 10.1 Mayor Hoover
    - 10.2 Deputy Mayor Stendie
    - 10.3 Councillor Sands
    - 10.4 Councillor Coulter
    - 10.5 Councillor Dennis
    - 10.6 Councillor Svab
    - 10.7 Councillor Appel
  11. **Adoption of Minutes**
    - 11.1 Minutes from the Regular Council Meeting on July 12, 2022
  12. **Notices of Motion**

None
  13. **Business for the Good of Council**
    - 13.1 Thank You Card, Optimist Club of Blackfalds (*Council Reading Tray*)
    - 13.2 Thank You Card, Waskasoo Seepee Traditional Pow Wow Planning Committee (*Council Reading Tray*)
  14. **Confidential**

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

- Regular Council Meeting – August 9, 2022
- Regular Council Meeting – August 23, 2022

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**MEETING DATE:** July 26, 2022

**PREPARED BY:** Shelby Craig, Marketing and Communications Team Lead

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

**SUBJECT:** **Wordmark and Corporate Branding Policy**

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## **BACKGROUND**

Guidelines for the use of the Town logo are required to ensure that the corporate image is always presented in the most visually suitable and professional format in all varieties of use.

The Town logo is now employed in a wide variety of mediums, including publications, letterheads, newspapers, electronic communications, websites, various marketing and promotional items, name tags, etc. These mediums have varying requirements for resolution and colour gradients and adaptability is required to ensure the professional appearance and legibility of the Town logo, wordmark, or slogan.

## **DISCUSSION**

During the May 10, 2022, Regular Council Meeting, the project to create a new brand for the Town of Blackfalds was defeated, however, Administration realized the need to make adjustments internally to our community's branding utilizing Wordmark Standards. With the new standard the Town would no longer be utilizing the logo and slogan that was updated in 2014, as it no longer visually reflects the brand story and statement of Blackfalds. Going forward, the Town of Blackfalds will only use the wordmark as it provides a clean, presentable alternative.

Our organization has been transitioning to utilization of the wordmark and understand the importance of bringing forward a policy for Council's consideration.

## **FINANCIAL IMPLICATIONS**

At this time, Administration will continue to update documents and policies when they come up for renewal. Any new signage required will be developed with the Town of Blackfalds wordmark only.

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**ADMINISTRATIVE RECOMMENDATION**

1. That Council adopt the Wordmark and Corporate Branding Policy 154.22 as presented.
  2. That Council rescind the Logo and Corporate Branding Policy 112/14.

**ALTERNATIVES**

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

**ATTACHMENTS**

- *Wordmark and Corporate Branding Policy 154.22*
- *Wordmark Standards 2022*
- *Logo and Corporate Branding Policy 112/14*

**APPROVALS**



Myron Thompson, CAO



Department Director/Author

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<b>Policy No.:</b>	<b>154.22</b>	<b>Council Approval:</b>  <b>Resolution No.:</b>  <b>Date:</b>
<b>Policy Title:</b>	<b>Wordmark and Corporate Branding</b>	
<b>Department:</b>	<b>Corporate Services</b>	
<b>Reviewed:</b>		
<b>Revised:</b>		
<b>Supersedes Policy/Bylaw:</b>	<b>Logo and Corporate Branding 112/14</b>	

## **1. Policy Statement**

- 1.1 This policy establishes guidelines for the use of the Town wordmark and ensures that the corporate image is presented in the most ideal and professional format in various forms of use.

## **2. Reason for Policy**

- 2.1 The Town wordmark is currently used in a wide variety of mediums, including publications, letterhead, newspapers, electronic communication, web sites, various marketing and promotional items, and name tags, etc.

## **3. Definitions**

- 3.1 Logo – the visual graphic  
3.2 Wordmark – “Blackfalds, Alberta”  
3.3 Slogan – “A nice place to grow!”

## **4 Responsibilities**

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

**4.4 Manager to:**

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

**4.5 All Employees to:**

- 4.5.1 Understand and adhere to this policy and procedure.

**5 Exclusions**

- 5.1 N/A

**6 Special Situations**

- 6.1 N/A

**7 Appendix**

- 7.1 Wordmark Standards

**8 End of Policy**

<b>PROCEDURE</b>	<b>Policy No.:</b> <b>Policy Title:</b> <b>Department:</b>	<b>154.22</b> <b>Wordmark and Corporate Branding</b> <b>Corporate Services</b>
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## **1. Visual Identity**

- 1.1 A well-defined identity system will enable the Town of Blackfalds to present a consistent and professional visual message to its internal and external audiences. This consistency is key to reinforcing the Town's identity and reputation.
- 1.2 However, owing to the variety of marketing and communications mediums that the Town uses there is a need for the visual identity to also allow for creative flexibility to meet the goals of the Town.

## **2. Wordmark**

- 2.1 Whenever possible the wordmark should be used black or white.
- 2.2 The wordmark should never be paired with the logo approved in 2014, or the slogan.
- 2.3 The wordmark should only be used in a vertical format.
- 2.4 Improper use of the logo:
  - 2.4.1 Do not scale the wordmark below minimal legible size 2.5.3.
  - 2.4.2 Do not stretch or compress the wordmark.
  - 2.4.3 Do not alter the wordmark with other fonts or colours.
  - 2.4.4 Do not frame around the wordmark.
  - 2.4.5 Do not use versions of the logo created prior to 2022.
  - 2.4.6 Do not use versions of the slogan created prior to 2022.
- 2.5 The wordmark should be placed in a visually dominant position on the left or right of any format; center placing should generally be avoided

## **3. Colours**

- 3.1 The current wordmark should only be used in black or white.

## **4. Personalization of Items**

- 4.1 Two items in the overall stationery system are meant to be personalized with the name of the individual user: business cards and email signatures. Customization of these items with the addition of membership listings, slogans, service descriptions, and taglines are not permitted.

## **5. Approval Process**

- 5.1 All use of the Town of Blackfalds wordmark must be approved by the Office of the CAO and the Marketing and Communications Department prior to final production.

## **6. End of Procedure**

### **Approval**

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Chief Administrative Officer

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Date

# WORDMARK STANDARDS

Town of Blackfalds

**BLACKFALDS**  
A L B E R T A

BLACKFALDS  
**CIVIC CULTURAL**  
CENTRE

[www.blackfalds.ca](http://www.blackfalds.ca)



## INTRODUCTION

A well-defined visual identity system will enable the Town of Blackfalds to present a consistent and professional visual message to its internal and external audiences. This consistency is key to reinforcing the Town's identity and reputation.

As such, this document is to be used in conjunction with the Logo and Corporate Branding Policy, which outlines the procedures for logo usage.

## APPROVED USE OF THE TOWN OF BLACKFALDS WORDMARK



## CORPORATE LOGO MISUSE



Do not distort in any way or use colours that are not black and white.



Do not use logos prior to 2022.

## APPROVAL PROCESS

Use of the Town of Blackfalds wordmark must be approved by the Office of the CAO **and** the Marketing and Communications department prior to final production. Please advise these individuals of any external requests for wordmark use, so+ the most appropriate wordmark file can be provided to suit the purpose.



## POLICY

<b>Policy No.: 112 / 14</b> <b>Policy Title: Logo and Corporate Branding</b> <b>Department: Administration</b> <b>Council Approval:</b> <b>Reviewed:</b> <b>Revised:</b> <b>Supersedes Policy/Bylaw: 2011 Logo and Corporate Branding Policy</b>	<b>M#</b>  <b>Date:</b>
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### Policy Statement

#### 1. Reason for Policy

- 1.1 This policy establishes guidelines for the use of the Town logo and ensures that the corporate image is presented in the most ideal and professional format in various forms of use.

#### 2. Related Information

- 2.1 The Town logo is currently used in a wide variety of mediums, including publications, letterhead, newspapers, electronic communication, web sites, various marketing and promotional items, and name tags, etc.

#### 3. Definitions

- 3.1 Logo – the visual graphic  
Wordmark – “Blackfalds, Alberta”  
Slogan – “A nice place to grow!”

#### 4. Responsibilities

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

4.2 Chief Administrative Officer to:

4.2.1 Implement this policy and approve procedures.

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

4.3 Director of the Department to:

4.3.1 Ensure implementation of this policy and procedure.

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

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

4.4 Manager to:

4.4.1 Understand, and adhere to this policy and procedure.

4.4.2 Ensure employees are aware of this policy and procedure.

4.5 All Employees to:

4.5.1 Understand and adhere to this policy and procedure.

**5. Exclusions**

N/A

**6. Special Situations**

N/A

**7. Appendix**

7.1.1 Logo Standards

**8. End of Policy**

## PROCEDURE

<b>Policy No.:</b> <b>Policy Title: Logo and Corporate Branding</b> <b>Department: Administration</b>	
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### 1. Visual Identity

- 1.1 A well-defined identity system will enable the Town of Blackfalds to present a consistent and professional visual message to its internal and external audiences. This consistency is key to reinforcing the Town's identity and reputation.

However, owing to the variety of marketing and communications mediums that the Town utilizes, there is a need for the visual identity to also allow for creative flexibility to meet the goals of the Town.

### 2. Logo

- 2.1 Whenever possible the logo should be used in full colour.
- 2.2 The logo and the wordmark should never be used alone or paired with anything other than each other.
- 2.3 The slogan "a nice place to grow!" may be used with the logo and wordmark, when deemed suitable. It may also be removed when scale or background colour/material dictate superior visual presentation without.
- 2.4 The logo is available of both vertical and horizontal formats and the appropriate version to use will be dictated by the best visual presentation.
- 2.5 Improper use of the Logo:
- 2.5.1 Do not use drop shadows
  - 2.5.2 Do not scale the logo below minimal legible size
  - 2.5.3 Do not stretch or compress the logo
  - 2.5.4 Do not alter the wordmark with other fonts
  - 2.5.5 Do not frame in the logo
  - 2.5.6 Do not use versions of the logo created prior to 2008
- 2.6 The logo should be placed in a visually dominant position on the left or right of any format; center placing should generally be avoided.

### 3. Colours

- 3.1 The Town of Blackfalds is recognizable through its official colors of blue and green representing the sky and the land, and ochre, representing sunrise and/or harvest. Whenever possible, use of these colours as foundational elements within promotional material is encouraged.

#### **4. Personalization of items**

- 4.1 Two items in the overall stationery system are meant to be personalized with the name of the individual user: business cards and email signatures. Customization of these items with the addition of membership listings, slogans, service descriptions, and tag-lines are not permitted.

#### **5. Approval Process**

- 5.1 All use of the Town of Blackfalds logo must be approved by the Office of the CAO **and** the Communications Officer or the Marketing Coordinator prior to final production.

#### **Approval**

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**Chief Administrative Officer**

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**Date**

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**Mayor or Council**

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**Date**

## Logo Standards

### TOWN OF BLACKFALDS



## INTRODUCTION

A well-defined visual identity system will enable the Town of Blackfalds to present a consistent and professional visual message to its internal and external audiences. This consistency is key to reinforcing the Town's identity and reputation.

As such, this document is to be used in conjunction with the Logo and Corporate Branding Policy, which outlines the procedures for logo usage.

## APPROVED USE OF THE TOWN OF BLACKFALDS LOGO



Town of Blackfalds Logo- Vertical,  
sunGradient – white tagline



Town of Blackfalds Logo- Vertical,  
sunGradient – black tagline



Town of Blackfalds Logo- Vertical,  
Three Colours



Town of Blackfalds Logo-  
Horizontal, Three Colours



Town of Blackfalds Logo- Vertical, B&W



Town of Blackfalds Logo- Horizontal, B&W



Town of Blackfalds Logo- Horizontal, Three colours illustrated on dark background



Town of Blackfalds Logo- Vertical, Three colours illustrated on dark background



Town of Blackfalds Logo- Horizontal, White illustrated on dark background



Town of Blackfalds Logo- Vertical, White illustrated on dark background





**BLACKFALDS**  
ALBERTA

Town of Blackfalds Logo- Horizontal, CMYK Colour, No Slogan



**BLACKFALDS**  
ALBERTA

Town of Blackfalds Logo- Vertical, CMYK Colour, No Slogan



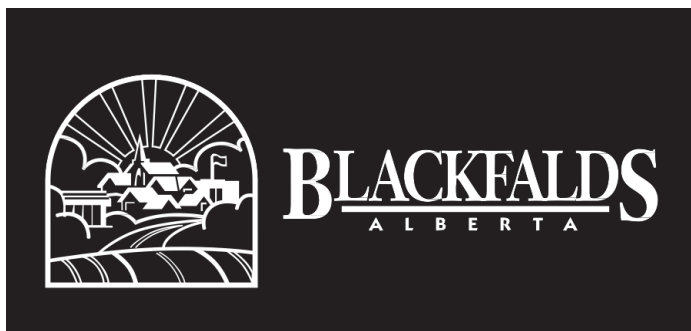
**BLACKFALDS**  
ALBERTA

Town of Blackfalds Logo- Horizontal, Black, No Slogan



**BLACKFALDS**  
ALBERTA

Town of Blackfalds Logo- Horizontal, Black, No Slogan



**BLACKFALDS**  
ALBERTA

Town of Blackfalds Logo- Horizontal, White, No Slogan



**BLACKFALDS**  
ALBERTA

Town of Blackfalds Logo- Horizontal, White, No Slogan



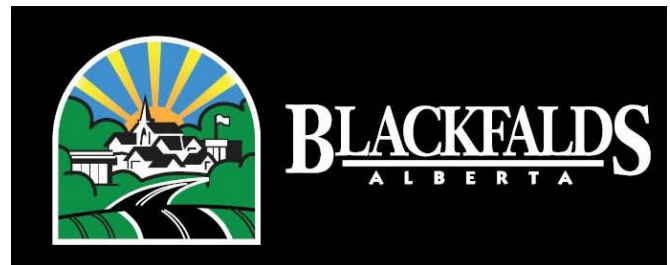
Town of Blackfalds Logo- Vertical  
Sunray Gradient on black



Town of Blackfalds Logo- Horizontal  
Sunray Gradient on black



Town of Blackfalds Logo- Vertical  
Sunray Gradient on dark background,  
No slogan



Town of Blackfalds Logo- Horizontal Sunray  
Gradient on dark background, No slogan



Town of Blackfalds Logo – Vertical  
,Sunray Gradient, No Slogan



Town of Blackfalds Logo – Horizontal,  
Sunray Gradient, No Slogan



**BLACKFALDS**  
ALBERTA  
*a nice place to grow!*

Town of Blackfalds Logo – Horizontal,  
Sunray Gradient



**BLACKFALDS**  
ALBERTA  
*a nice place to grow!*

Town of Blackfalds Logo – Horizontal,  
Sunray Gradient, White slogan

## CORPORATE LOGO MISUSE



Do not frame in the logo



Do not distort the logo in any way



Do not use previous logos that were in the system prior to 2008

## **APPROVAL PROCESS**

Use of the Town of Blackfalds logo must be approved by the Office of the CAO, the Communications Officer, or the Marketing Coordinator prior to final production. Please advise these individuals of any external requests for logo use, so the most appropriate logo can be provided to suit the purpose.

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**MEETING DATE:** July 26, 2022

**PREPARED BY:** Darolee Bouteiller, Finance Manager

**SUBJECT:** Quarterly Financial Reports For the Period Ending June 30, 2022

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## **BACKGROUND**

The Quarterly Financial Reports for the period ending June 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 % 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 gives a brief explanation for significant variances.

Capital Projects are reported for the year-to-date activity for the period ending June 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 % of budget by councillor.

## **DISCUSSION**

The operating revenues for the period ending June 30, 2022, are at \$10.7 M which is 48.96% of the budgeted revenues. This period tax revenue was invoiced and due, 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 \$9.7 M which is 48.40% of the annual budgeted expenditures, this is slightly below the budgeted expectation for the period. Overall, the Town is currently operating in a surplus position of \$1.042 M. Majority of the surplus is generated from Franchise fees that is transferred to Capital reserves at the end of the year.

Environmental Services have generated Year-to-date revenue of \$3.7 M and expenditures of \$2.7 M creating a Year-to-date surplus of \$1.046 M. The surplus at the end of the year is transferred into the Utility reserves for supporting utility maintenance projects in the future.

Appendix B provides a review of department variance analysis. Many of the Town departments are impacted by seasonal activities. FCSS, Recreation, Parks and Streets will have more activities during the summer months and throughout the rest of the year than in the first six months.

**Revenues:**

- General revenue from taxation represents 50% of the Year-to-date tax revenue.
- Revenue is on track or above expectations for Development Permits. The high school building permit contributes to this surplus.
- Recreation Revenue is below the budget average, this is typical for this time of the year. More activities will commence throughout the summer; diamond rentals, camping, swimming lessons and child programming are just beginning to occur.
- Utility Revenue is on track with budget.

**Expenses:**

- Seasonal activities have not fully commenced in FCSS programs, Recreation and Parks; therefore, program costs are lower than the average budget amounts. The expectation is that once these programs are in full force, costs will increase next quarter.
- 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.
- Utility expenses are slightly below the budget average but are on track for the current year.
- Administration and Managers are aware of the Gas and Oil budget line, which is trending to come in over budget. Department managers are offsetting other expense lines to limit the impact of higher fuel cost.

Currently, the Town of Blackfalds operations are 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 June 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 \$1.3 M have been passed at council meetings. The total funding available for Capital is \$12.6 M.

As of June 30<sup>th</sup>, 2022, the total spent on capital projects is \$2.8 M. Large construction projects that continue throughout the quarter are the East Area Storm, McKay Ranch Lift Station, Gregg Street/Womacks Road realignment and Duncan Avenue & Leung Road. Projects that have been completed include scale cluster server, Abbey Centre Photocopier, Floor Scrubber, Arena #2 Score Clock, and the Tandem Truck. Other projects have been sent out for RFP or have commence during the second quarter. This is typical for municipal activities when construction season is during the summer months.

Overall, the Town Capital Budget is on track for the first quarter of the year.

**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 second quarter of the fiscal year, the expectation would be for the expenses to be no more than 50% of the annual budget. All elected officials are on track 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 June 30, 2022, as information.
2. That Council accepts the Capital Project Report for the period ending June 30, 2022, as information.
3. That Council accepts the Council Expenditure Report for the period ending June 30, 2022, as information.

**ALTERNATIVES**

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

**ATTACHMENTS**

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

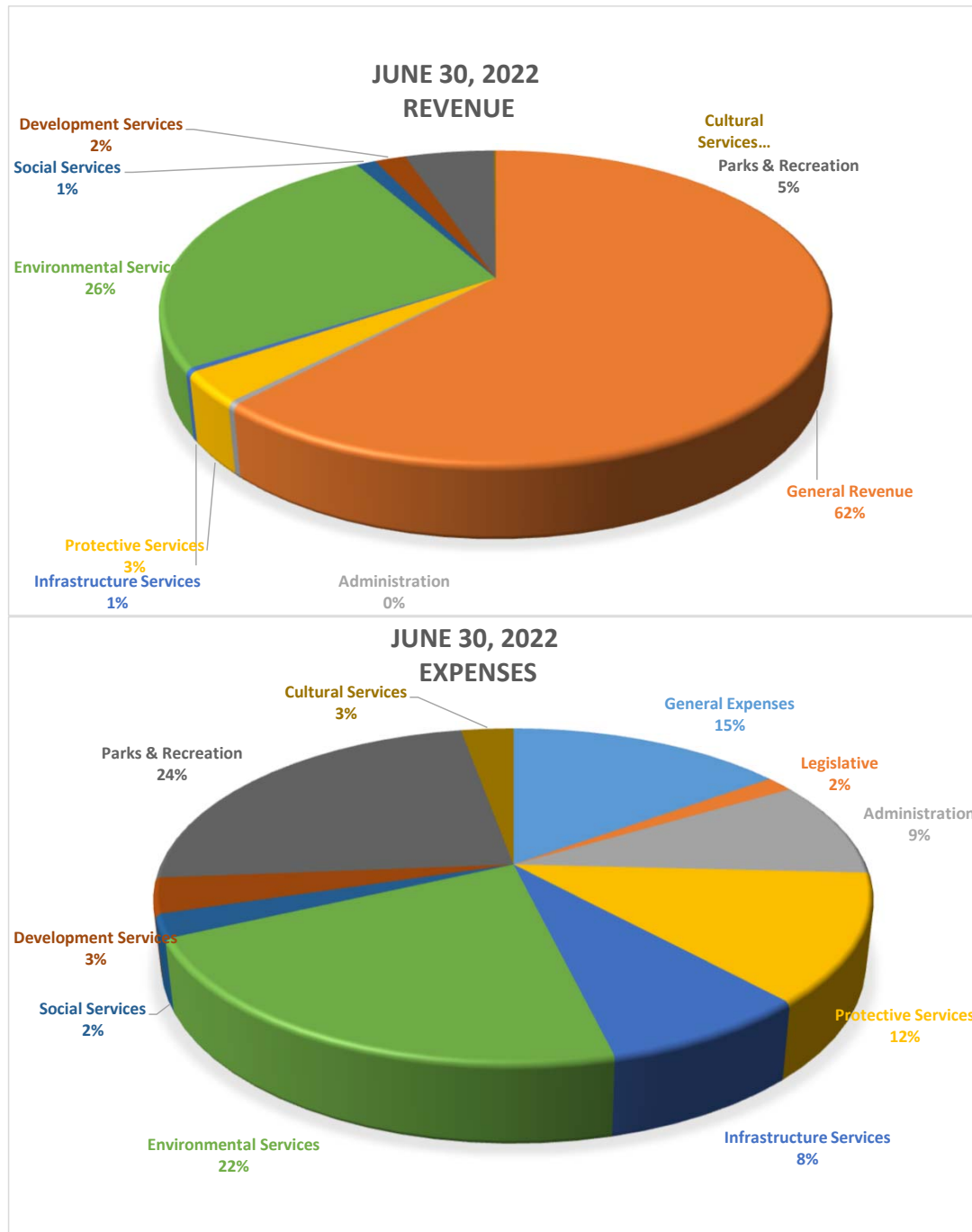
	2022 Actual	2022 Budget	Variance	% of Budget
<b>Revenues</b>				
Property Taxes	5,894,326	11,788,652	5,894,326	50.00%
Requisition (Education, Seniors Foundation)	1,869,223	3,738,446	1,869,223	50.00%
<b>Total Taxation</b>	<b>7,763,549</b>	<b>15,527,098</b>	<b>7,763,549</b>	<b>50.00%</b>
General Revenue	1,269,738	2,497,349	1,227,611	50.84%
Administration	52,422	98,900	46,478	53.01%
Protective Services	463,457	1,021,320	557,863	45.38%
Infrastructure Services	55,057	60,634	5,577	90.80%
Social Services	166,087	333,041	166,954	49.87%
Development Services	260,425	326,330	65,905	79.80%
Parks & Recreation	751,833	2,173,410	1,421,577	34.59%
Cultural Services	15,000	15,000	0	100.00%
<b>Total Other Revenue</b>	<b>3,034,019</b>	<b>6,525,984</b>	<b>3,491,965</b>	<b>46.49%</b>
<b>Total Revenue</b>	<b>10,797,568</b>	<b>22,053,082</b>	<b>11,255,514</b>	<b>48.96%</b>
<b>Expenditures</b>				
General Expenses	1,868,671	3,737,343	1,868,672	50.00%
Legislative	186,891	433,551	246,660	43.11%
Administration	1,164,429	2,554,565	1,390,136	45.58%
Protective Services	1,547,173	3,137,847	1,590,674	49.31%
Infrastructure Services	999,946	1,931,096	931,150	51.78%
Social Services	282,052	630,194	348,142	44.76%
Development Services	426,545	845,130	418,585	50.47%
Parks & Recreation	2,926,664	6,195,718	3,269,054	47.24%
Cultural Services	352,676	690,020	337,344	51.11%
<b>Total Expenditures</b>	<b>9,755,047</b>	<b>20,155,464</b>	<b>10,400,417</b>	<b>48.40%</b>
<b>Net Surplus/(Deficit) To Date</b>	<b>1,042,521</b>	<b>1,897,618</b>	<b>855,097</b>	<b>0</b>
<b>Environmental Services</b>				
(Self Supported Utilities*)				
Water	1,760,472	3,592,160	1,831,688	49.01%
Wastewater	1,197,222	2,562,072	1,364,850	46.73%
Solid Waste	811,686	1,593,734	782,048	50.93%
<b>Environmental Services Revenue</b>	<b>3,769,380</b>	<b>7,747,966</b>	<b>3,978,586</b>	
Water	1,198,323	2,613,572	1,415,249	45.85%
Wastewater	874,043	2,077,499	1,203,456	42.07%
Solid Waste	650,658	1,467,692	817,034	44.33%
<b>Environmental Services Expenditures</b>	<b>2,723,024</b>	<b>6,158,763</b>	<b>3,435,739</b>	
<b>Net Surplus/(Deficit) To Date</b>	<b>1,046,356</b>	<b>1,589,203</b>	<b>542,847</b>	



# BUDGET

**BLACKFALDS**  
ALBERTA

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





# BUDGET

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

	2022 Actual	2022 Budget	Variance	% of Budget	Explanation
<b>General</b>					
Taxation	7,763,549	15,527,098	7,763,549	50.00%	Represents 50% of tax revenue YTD. Property Taxes are invoiced in the second quarter but earned evenly throughout the year.
General Revenue	1,269,738	2,497,349	1,227,611	50.84%	On Track
<b>Total General Revenue</b>	<b>9,033,287</b>	<b>18,024,447</b>	<b>8,991,160</b>	<b>50.12%</b>	
General Expenses	1,868,671	3,737,343	1,868,672	50.00%	On track
<b>Net General</b>	<b>7,164,616</b>	<b>11,666,981</b>	<b>7,122,488</b>	<b>61.41%</b>	
<b>Legislation &amp; Administration</b>					
Revenue	52,422	98,900	46,478	53.01%	Revenue is on track. Includes animal licenses fees that have been adjusted for 1/2 of the year.
Expenses	1,351,320	2,988,116	1,636,796	45.22%	Expenses are slightly lower than budget due mainly to staffing vacancies or leave in the first quarter.
<b>Net Legislation &amp; Admin</b>	<b>-1,298,898</b>	<b>-2,889,216</b>	<b>-1,590,318</b>	<b>44.96%</b>	
<b>Protective Services</b>					
Revenue	463,457	1,021,320	557,863	45.38%	Fine revenue for policing and bylaws is lower than expected, there is no training and cost recovery revenue in the first half of the year.
Expenses	1,547,173	3,137,847	1,590,674	49.31%	On track for the first quarter.
<b>Net Protective Services</b>	<b>-225,030</b>	<b>-2,116,527</b>	<b>-1,032,811</b>	<b>17.73%</b>	
<b>Infrastructure - Services</b>					
Revenue	55,057	60,634	5,577	90.80%	A reconciliation from prior years Transit program was recognized this period creating a surplus in revenue.
Expenses	999,946	1,931,096	931,150	51.78%	On track
<b>Net Operations - Infrastructure Services</b>	<b>-944,889</b>	<b>-1,870,462</b>	<b>-925,573</b>	<b>50.52%</b>	
<b>Social Services</b>					
Revenue	166,087	333,041	166,954	49.87%	On track for the first quarter Charitable donations are below the average quarterly amount
Expenses	282,052	630,194	348,142	44.76%	FCSS programs expenses are low as expected until programs get underway for the year.
<b>Net Social Services</b>	<b>-115,965</b>	<b>-297,153</b>	<b>-181,188</b>	<b>39.03%</b>	



# BUDGET

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

	2022 Actual	2022 Budget	Variance	% of Budget	Explanation
<b>Development Services</b>					
Revenue	260,425	326,330	65,905	79.80%	A building permit for the Highschool has greatly increased permit revenue. Permit revenue and inspection fees continue to rise throughout the second quarter.
Expenses	426,545	845,130	418,585	50.47%	On track
<b>Net Planning &amp; Development</b>	<b>-166,120</b>	<b>-518,800</b>	<b>-352,680</b>	<b>32.02%</b>	
<b>Parks &amp; Recreation</b>					
Revenue	751,833	2,173,410	1,421,577	34.59%	Revenue for summer related activities, including diamond rentals, camping, swimming lessons and child minding is just beginning by the end of this quarter. Abbey are activity expected to increase during the summer months.
Expenses	2,926,664	6,195,718	3,269,054	47.24%	Costs in the first quarter tend to be below the quarterly average, due to the seasonal nature of recreation activities.
<b>Net Parks &amp; Recreation</b>	<b>-2,174,831</b>	<b>-4,022,308</b>	<b>-1,847,477</b>	<b>54.07%</b>	
<b>Cultural Services</b>					
Revenue	15,000	15,000	0	0.00%	On Track
Expenses	352,676	690,020	337,344	51.11%	On Track
<b>Net Library</b>	<b>-337,676</b>	<b>-675,020</b>	<b>-337,344</b>	<b>50.02%</b>	
<b>Total Operation</b>					
Revenue	10,797,568	22,053,082	11,255,514	48.96%	
Expenses	9,755,047	20,155,464	10,400,417	48.40%	
<b>Surplus/(Deficit) before Transfers - YTD</b>	<b>1,042,521</b>	<b>1,897,618</b>	<b>855,097</b>		
<b>Environmental Services</b>					
Revenue	3,769,380	7,747,966	3,978,586	48.65%	On Track for this period to date.
Expenses	2,723,024	6,158,763	3,435,739	44.21%	Lower than anticipated expenses due to staff vacancies, and contracted services.
<b>Net Environmental Services</b>	<b>1,046,356</b>	<b>1,589,203</b>	<b>542,847</b>		

# BUDGET



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

Project #	Project Description	Prior Years Approval	Roll Over Reserve	Grants	2022 Capital Budget Approved	2022 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
<b>Administration &amp; Protective Services</b>										
19-2304	Feasibility Study - Solar Program (Prot. Serv. Bldg.)	20,000	20,000		-		20,000	-	20,000	On Hold
20-6900	Town of Blackfalds Rebranding Initiative	35,000	32,604		-		32,604	-	32,604	On Hold
22-1206	Scale Cluster Server				54,000		54,000	54,623	623	Complete
22-1204	Civic Centre - Lower Floor Renovations				200,000	152,500	352,500	19,571	332,929	Work in Progress
22-1205	Council Chambers - IT Upgrades				50,000		50,000		50,000	
22-1207	Photocopier (Operations Facility, Abbey Centre)	-	-		24,000		24,000	19,950	4,050	Complete
22-2306	Freightliner Pumper				800,000		800,000	1,725	798,275	In Process
<b>Total Administration &amp; Protective Services</b>		<b>55,000</b>	<b>52,604</b>		<b>1,128,000</b>	<b>152,500</b>	<b>1,333,104</b>	<b>95,869</b>	<b>1,237,235</b>	
<b>Infrastructure</b>										
17-3201	Womack Road & Gregg Street Realignment /Centre Plaza (CP Rail Crossing)/ Hwy 2 intersection	6,135,970	323,032	-	175,000		498,032	407,563	90,469	In Progress/ scope changes
21-3208	Tandem Truck	280,000	280,000				280,000	247,319	32,681	In progress
21-3209	One ton 4x4 PW Truck (replacement)	90,000	90,000				90,000	-	90,000	Carry forward to 2022
21-3210	Duncan Ave & Leunge Road Phase I	2,000,000	355,312				355,312	98,303	257,009	In progress
21-3212	Asset Management Software	46,500					-		-	Implementation in progress
21-3214	Work Order Software	54,700					-		-	Implementation in progress
22-3215	Pavement Quality Study				110,000	-	110,000		110,000	Tender Awarded
22-3217	1 ton DUMP (PW)				100,000		100,000		100,000	Tender Process
22-3218	Case SV250 Skid Steer (Bobcat)				75,000	14,975	89,975		89,975	Tender Awarded
22-3219	Bulk Fuel Station				60,000		60,000		60,000	In Progress
22-3220	All Star Park Parking Lot - Duncan Ave				250,000		250,000	3,243	246,757	In Progress
							-		-	
<b>Total Infrastructure</b>		<b>8,607,170</b>	<b>1,048,344</b>		<b>770,000</b>	<b>14,975</b>	<b>1,833,319</b>	<b>756,429</b>	<b>1,076,890</b>	
<b>Recreation</b>										
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

# BUDGET



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

Project #	Project Description	Prior Years Approval	Roll Over Reserve	Grants	2022 Capital Budget Approved	2022 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
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	875,479	269,521	In progress
21-7224	Arena - Dehumidification	93,500	47,000				47,000	46,500	500	
21-7225	Food Bank Building Renovations	75,000	44,208				44,208	1,590	42,618	In Progress
22-7226	Kubota RTV 900 Utility Vehicle (CSD)				25,000		25,000		25,000	
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	4,864	25,136	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	100,430	74,570	In progress
22-7237	Annual Trail Development				50,000		50,000		50,000	
22-7203	Border Paving Plaza				667,934		667,934	35,947	631,987	On Hold
<b>Total Recreation</b>		<b>1,256,900</b>	<b>441,627</b>		<b>1,143,934</b>	<b>1,145,000</b>	<b>2,730,561</b>	<b>1,118,407</b>	<b>1,612,154</b>	
<b>Total Capital Projects &amp; Funding</b>		<b>9,919,070</b>	<b>1,542,575</b>		<b>3,041,934</b>	<b>1,312,475</b>	<b>5,896,984</b>	<b>1,970,705</b>	<b>3,926,279</b>	
<b>Utilities/ Development</b>										
13-4200	PW-STM-01 East Area Storm System and Wetlands	6,352,824	360,238				360,238	807,914	447,676	Project Continues
14-4203	Lift Station - McKay Ranch	2,439,300	2,418,625				2,418,625	23,959	2,394,666	Project Continues

# BUDGET



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

Project #	Project Description	Prior Years Approval	Roll Over Reserve	Grants	2022 Capital Budget Approved	2022 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
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	1,884,992		2,000,000		3,884,992		3,884,992	Project Continues
Total Utilities / Development Projects		11,364,482	4,750,773		2,000,000	-	6,750,773	831,873	5,918,900	
Total Capital Projects		21,283,552	6,293,348		5,041,934	1,312,475	12,647,757	2,802,578	9,845,179	

**Town of Blackfalds**  
**Council Expenditures**  
**For the Period Ending June 30, 2022**

	2022 ACTUAL	2022 BUDGET	Variance	% of Budget
<b>Mayor - Hoover</b>				
<b>Expenses</b>				
Honorarium	29,880	59,760	29,880	50.00%
Per Dlem	6,870	10,965	4,095	62.65%
<b>Salaries &amp; Benefits</b>	<b>36,750</b>	<b>70,725</b>	<b>33,975</b>	<b>51.96%</b>
Conference & Travel	4,117	9,850	5,733	41.80%
<b>TOTAL EXPENSES</b>	<b>40,867</b>	<b>80,575</b>	<b>39,708</b>	<b>50.72%</b>
<b>Councillor - Coulter</b>				
<b>Expenses</b>				
Honorarium	13,450	28,428	14,978	47.31%
Per Dlem	1,455	7,522	6,067	19.34%
<b>Salaries &amp; Benefits</b>	<b>14,905</b>	<b>35,950</b>	<b>21,045</b>	<b>41.46%</b>
Conference & Travel	476	5,200	4,724	9.15%
<b>TOTAL EXPENSES</b>	<b>15,381</b>	<b>41,150</b>	<b>25,769</b>	<b>37.38%</b>
<b>Councillor Svab</b>				
<b>Expenses</b>				
Honorarium	14,214	28,428	14,214	50.00%
Per Dlem	1,065	7,522	6,457	14.16%
<b>Salaries &amp; Benefits</b>	<b>15,279</b>	<b>35,950</b>	<b>20,671</b>	<b>42.50%</b>
Conference & Travel	21	5,200	5,179	0.41%
<b>TOTAL EXPENSES</b>	<b>15,300</b>	<b>41,150</b>	<b>25,850</b>	<b>37.18%</b>
<b>Councillor Appel</b>				
<b>Expenses</b>				
Honorarium	14,214	28,428	14,214	50.00%
Per Dlem	2,235	7,522	5,287	29.71%
<b>Salaries &amp; Benefits</b>	<b>16,449</b>	<b>35,950</b>	<b>19,501</b>	<b>45.76%</b>
Conference & Travel	718	5,200	4,482	13.80%
<b>TOTAL EXPENSES</b>	<b>17,167</b>	<b>41,150</b>	<b>23,983</b>	<b>41.72%</b>
<b>Councillor Stendie</b>				
<b>Expenses</b>				
Honorarium	14,214	28,428	14,214	50.00%
Per Dlem	525	7,522	6,997	6.98%
<b>Salaries &amp; Benefits</b>	<b>14,739</b>	<b>35,950</b>	<b>21,211</b>	<b>41.00%</b>
Conference & Travel	0	5,200	5,200	0.00%
<b>TOTAL EXPENSES</b>	<b>14,739</b>	<b>41,150</b>	<b>26,411</b>	<b>35.82%</b>
<b>Councillor Dennis</b>				
<b>Expenses</b>				
Honorarium	14,214	28,428	14,214	50.00%
Per Dlem	2,610	7,522	4,912	34.70%
<b>Salaries &amp; Benefits</b>	<b>16,824</b>	<b>35,950</b>	<b>19,126</b>	<b>46.80%</b>
Conference & Travel	1,817	5,200	3,383	34.94%
<b>TOTAL EXPENSES</b>	<b>18,641</b>	<b>41,150</b>	<b>22,509</b>	<b>45.30%</b>
<b>Councillor Sands</b>				
<b>Expenses</b>				
Honorarium	14,214	28,428	14,214	50.00%
Per Dlem	1,695	7,522	5,827	22.53%
<b>Salaries &amp; Benefits</b>	<b>15,909</b>	<b>35,950</b>	<b>20,041</b>	<b>44.25%</b>
Conference & Travel	482	5,200	4,718	9.27%
<b>TOTAL EXPENSES</b>	<b>16,391</b>	<b>41,150</b>	<b>24,759</b>	<b>39.83%</b>

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**MEETING DATE:** July 26, 2022

**PREPARED BY:** Darolee Bouteiller, Finance Manager

**SUBJECT:** **Community Engagement Budget Survey**

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## **BACKGROUND**

On June 28, Council reviewed the Budget Timelines and procedures for the Community Engagement portion of the budget process. It was determined that Community Engagement would be in the form of an in-house survey along with attending an open house during the Community Information Expo.

Council further directed Administration to bring back the Budget Survey for Council's review prior to releasing it for residents to complete. Attached is the Budget Survey for Council's review.

## **DISCUSSION**

The goal in conducting a survey is to enable citizens to provide feedback regarding their level of satisfaction with various services provided by the Town and indicate their preferred process for tax changes. It gives residents an opportunity to let the Town know the concerns they have as citizens, that may influence how resources are allocated during budget preparation.

The survey consists of nine questions designed to cover key activities of the Town. The questions ask citizens to rate their level of satisfaction or dissatisfaction with the service based on their experience regarding; Enforcement, Environmental, Infrastructure, Communications, Facilities, Programs & Events, Parks & Playgrounds and FCSS. Citizens are also asked what process they prefer for balancing the budget with regards to taxation levels, and fee for service. This year each question will be prefaced with a pie chart graphic to put perspective on the impact or amount of budget for the department. Each question is followed by a comments box to allow the citizen to make further comments regarding the service in the question.

This survey was developed in-house and will be available August 22 – through to September 11. As an incentive to encourage participation in the survey there will be a draw from all completed surveys for a \$100 credit toward their utility account, and a Town of Blackfalds Swag gift. The survey will be promoted through the Town of Blackfalds social media accounts and our website. A QR (Quick Response) Code will be posted at municipal facilities for people to take a photo and complete remotely. This will also be available at the Community Information Expo.

The Budget "open house" will take place during the Community Information Expo held September 7, at the Community Centre. Council will have a display of budget boards, with informative data on operating and capital projects plans and information. The display will help initiate conversations with residents. Additionally, there will be an iPad available for residents to complete the Budget Survey on site or use the QR Code to complete the budget survey on their phone.

Results from the Budget Survey will assist Council in setting priorities and budget considerations. The Budget Survey results will be finalized and presented to Council on September 27. The results will be incorporated into the Budget Binder as part of the 2023 – 2025 Budget.



**FINANCIAL IMPLICATIONS**

The costs associated with the survey and open house include staff time for preparing and promoting the Budget Survey, prize giveaways, and minimal amounts of office supplies to prepare for the display at the open house.

**ADMINISTRATIVE RECOMMENDATION**

1. That Council approve proceeding with the attached in-house Budget Survey.

**ALTERNATIVES**

- a) That Council does not accept the Budget Survey as presented.
- b) That Council refer the Budget Survey back to Administration for further review.

**ATTACHMENTS**

- *2023 Budget Survey*

**APPROVALS**

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CAO Myron Thompson

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Department Director/Author

**The Town of Blackfalds aims to deliver a balanced budget  
that maintains affordability for taxpayers while delivering services  
that residents value and expect.**

**By completing this budget survey you will help us understand  
your priorities and how well municipal services meet your expectations.**

**The survey closes on Sept. 11, 2022.**

**Protective Services** includes policing, fire and emergency services, bylaws and municipal enforcement, and occupational health & safety.

These services account for approx. 15% of the Town's operating budget, provides a safe community and includes policing, emergency services, fire suppression, rescue, medical response, and many common concerns including excessive noise, unsightly premises, and support at public events.

1. Based on your experience with Protective Services, how would you rate your level of satisfaction?

- ☐ Well below expectation
- ☐ Below expectation
- ☐ Meets expectation
- ☐ Above expectation
- ☐ Exceeds expectation

Please provide additional comments regarding Protective Services

**Environmental Services** include water, sewer, garbage and recycling services.

The environmental services are self-funded by the revenue collected from the Town utility bills and are designed to recover costs of utility services, maintain reliable infrastructure, and support future growth.

2. Based on your experience with Environmental Services, how would you rate your level of satisfaction?

- ☐ Well below expectation
- ☐ Below expectation
- ☐ Meets expectation
- ☐ Above expectation
- ☐ Exceeds expectation

Please provide additional comments regarding Environmental Services

**Property Tax** collected from residential and non-residential properties is one of the various revenue sources to pay for municipal services. Other sources of funding come from grants and user fees. To balance the budget, considerations are given to increased costs and inflation while continuing to find efficiencies and being mindful not to compromise existing service levels that citizens have come to expect.

Generating approximately 53% of the total operating revenue tax increases help to maintain existing service levels. Tax increases are directly tied to economic environment, often based on the [Consumer Price Index](#) (CPI).

3. Tax rates determine the Town revenue and is directly related to levels of service. What process would you prefer to see the Town undertake when establishing tax rates?

- ☐ Decrease taxes = Service levels will be reduced or eliminated.
- ☒ No tax increase = Service levels will be reduced or eliminated.
- ☐ Minor tax increase + increased user fees and look for cost efficiencies = Service levels will be maintained.
- ☐ Tax increase (equivalent to CPI) = Service levels will be Improved.

Please provide additional comments regarding Property Taxes

**Infrastructure Services** consist of road and street maintenance.

Infrastructure Services account for 7% of operating budget and includes roads and street maintenance include repairs, street sweeping, snow removal, and signage.

4. Based on your experience with Infrastructure Services, how would you rate your level of satisfaction?

- ☐ Well below expectation
- ☐ Below expectation
- ☐ Meets expectation
- ☐ Above expectation
- ☐ Exceeds expectation

Please provide additional comments regarding Infrastructure Service

**Marketing & Communications** leads, coordinates and manages all activities that involve information sharing, promotions, and brand strategies for all departments in the Town.

The MarCom team spearheads the development of marketing goals and promotional activities and supports the organization's internal and external communications, including the Town's website, social media accounts, newsletters, media releases, events, and programs.

It accounts for 1% of the total budget.

5. Based on your experience with Marketing & Communications, how would you rate your level of satisfaction?

- ☐ Well below expectation
- ☐ Below expectation
- ☐ Meets expectation
- ☐ Above expectation
- ☐ Exceeds expectation

Please provide additional comments regarding MarCom

**Facility Services** maintains all municipal buildings and recreational facilities.

As part of the Community Services Department (CSD), which is 14% of the operating budget, facility services includes building maintenance and custodial services.

6. Based on your experience with Town Facilities, how would you rate your level of satisfaction?

- ☐ Well below expectation
- ☐ Below expectation
- ☐ Meets expectation
- ☐ Above expectation
- ☐ Exceeds expectation

Please provide additional comments regarding Town Facilities

**The Town offers various Programs & Events throughout the year**

As part of the Community Services Department (CSD), which is 14% of the operating budget, the Town facilitates and coordinates arts & culture, fitness, aquatic, intergenerational, youth and senior programs and events.

7. Based on your experience with Programs & Events, how would you rate your level of satisfaction?

- ☐ Well below expectation
- ☐ Below expectation
- ☐ Meets expectation

- ☐ Above expectation
- ☐ Exceeds expectation

Please provide additional comments regarding Town Programs & Events

**Parks, Playgrounds and Green Spaces** consist of playgrounds, parks, trails and open spaces.

As part of the Community Services Department (CSD), which is 14% of the operating budget, parks, playgrounds and green spaces include floral beautification and tree planting and other replacement initiatives.

8. Based on your experience with Parks, Playgrounds and Green Spaces, how would you rate your level of satisfaction?

- ☐ Well below expectation
- ☐ Below expectation
- ☐ Meets expectation
- ☐ Above expectation
- ☐ Exceeds expectation

Please provide additional comments regarding Parks, Playgrounds and Green Spaces

**Family & Community Support Services (FCSS)** provides support and social programs.

FCSS' mandate includes volunteerism, family life enrichment programming and community development. Although supported by provincial and local government grants this service accounts for about 1% of the total operating budget.

9. Based on your experience with FCSS, how would you rate your level of satisfaction?

- ☐ Well below expectation
- ☐ Below expectation
- ☐ Meets expectation
- ☐ Above expectation
- ☐ Exceeds expectation

Please provide additional comments regarding Family & Community Support Services

The Town of Blackfalds is required by the Municipal Government Act (MGA) to provide a balanced budget and a three-year forecast effective at the beginning of every year. As a Citizen of the Town, your opinions are an important component to determine service levels and priorities in setting the budget.

Are you a:

- ☐ Blackfalds resident
- ☐ Lacombe County Resident
- ☐ Blackfalds business owner
- ☐ None of the above

Are you interested in completing more surveys? Yes No

**Thank you for participating in this Survey.**

**Submit your email to enter the draw for a chance to win a \$100 credit**

**on your utility account and some Town of Blackfalds Swag!**

Email Address

0/50

Personal information provided through this online survey is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP). Names and email addresses will be used to facilitate contact with prize winners and will be protected under Part 2 of the Act. Questions or concerns regarding the collection and/or use of this information may be directed to the Records Management & FOIP Coordinator at [foip@blackfalds.com](mailto:foip@blackfalds.com) or by telephone at (403) 885-6370.

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**MEETING DATE:** July 26, 2022

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

**SUBJECT:** **FCSS Facility & Furnishings**

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## **BACKGROUND**

The FCSS building currently provides space for FCSS operations which currently includes 4.5 full time employees as well as office space for Alberta Health Services (youth mental health) and contracted Children Services. The building was formerly the Blackfalds Town Hall and was constructed in 1980. An inspection of the facility conducted in 2018, as part of the Civic Facilities Development Strategy and Master Plan, found that the building was in sound structural condition. The building currently is in need of a variety of maintenance upgrades with the most notable being re-roofing. Current operational costs for this facility are approximately \$12,000 per year, which does not include any major maintenance requirements. The structure is over 40 years old and has served the community well.

At the June 15, 2020, Standing Committee of Council, a report was provided that outlined Town owned facilities that were impacted due to a number of changes in operations and due to implementation of capital projects. One of these facilities included the existing FCSS facility and Administration sought preliminary input from the Standing Committee of Council to determine a course of action for Administration to act upon relating to this facility.

With the renovation of the former Library space in the Civic Centre approved and currently underway additional information and discussion took place earlier this year at the Standing Committee of Council meeting held on March 14<sup>th</sup> for further consideration and determination relative to the FCSS facility. Much of the discussion centered around needed space for medical and social services utilization as well for Not-for-Profit organization utilization. There was also information shared relative to the Social Needs Assessment and outcomes and recommendations that will be forthcoming upon its completion. It was also confirmed during discussion that the area of land which the facility exists on was identified for future parking and utilized in the parking calculations for the Eagle Builders Centre with the parking stall count estimated at 27 stalls. Following the discussion, the following motion was made:

**18/22**      *Councillor Stendie made a motion that Standing Committee of Council refers this item back to Administration for further information.*

## **CARRIED UNANIMOUSLY**

Another related matter that has been brought forward for discussion previously is that of furnishings for the newly renovated space in the lower level of the Civic Centre. The options brought forward included the purchase of new furnishings of the space or the option of bringing over and utilization of furnishings from the FCSS facility.

**DISCUSSION**

Administration has identified two options to consider with the future of the existing FCSS facility once FCSS employees transition over to the Civic Centre. One option is to have the structure demolished and the area transformed into expanded parking space as previously discussed. This option not only provides needed additional parking but opens up and improves the view towards the Civic Centre facility.

The other option is to have the structure remain and have it utilized by existing and possibly additional medical and social service providers/partners. Administration has confirmed that AHS Children's Mental Health Services want to remain a tenant and Administration has and continues to advocate for Adult Mental Health Services to be provided from the facility. The Kids Konnection Family Day Home Program providers are also wanting to retain office space. In addition, administration has met with a youth support services provider that is interested in office space for themselves and possible for other associated partnering agencies.

The building, in physical space itself and layout is conducive for office administration activities and should multiple agencies be utilizing the facility some renovations may be needed for security and access requirements.

With the matter of furnishings and previous discussions related to this subject including the options to utilize them in the new renovated space or purchase new. There are 5 office spaces utilized by Town staff with furnishings that are bare minimum, of lower quality and of various layouts and finishes. Administration recommends that if the decision is to have the FCSS facility remain and repurposed that the furnishings remain in the space for use for several reasons, one being that the workspace layout in the Civic Centre renovated space does not work well with the existing furnishings and in addition it may create hardships for organizations utilizing the repurposed space in the FCSS facility to access and supply their furnishings.

Administration will be developing a Space & Utilization Policy in the near future that will assist further in the decision making of providing space for external agencies including the determination of lease fees and associated considerations.

Further to the furnishing requirements for the Civic Centre lower renovation space; Administration is prepared to develop a Request for Proposal to secure furnishings so that these items are available upon completion of the renovations. The architectural process did include furnishings layout, so we have that information to assist us. It should also be noted a large portion of the estimated \$50,000 capital costs for furnishings will be for the large general meeting space as well as the meeting work room space.

**FINANCIAL IMPLICATIONS**

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

The financial implications for the new furnishings will be determined via the RFP process as the value is estimated to be over \$10,000. The funding for the purchase will be drawn from capital reserves.



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**ADMINISTRATIVE RECOMMENDATION**

1. That Council consider the information provided relative to the course of action relating to the FCSS facility and provide direction to Administration relative to this item.
  2. That Council authorize administration to undertake the procurement of new furnishings for the Civic Centre lower-level renovation.

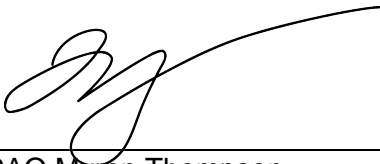
**ALTERNATIVES**

- a) That Council refer the FCSS Facility back to Administration for more information.
- b) That Council refer the procurement of furnishings for the Civic Centre lower-level renovations back to Administration for more information.

**ATTACHMENTS**

None

**APPROVALS**



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CAO Myron Thompson

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Department Director/Author

The Alix & District Chamber of Commerce will be hosting the **Alix Days Parade 2022** on Saturday, August 13, and we would love to see you, your business, your group, your family, and everyone join us.

Enjoy all you can eat at the **Pancake Breakfast** from 8am to 10 am at the Fire Hall, right across the street from the Alix MAC School grounds.

Parade participants will line up at the school grounds at 9 am, to be ready for judging at 9:30. **Parade begins at 10 am.**

A map of the parade route is attached, along with the entry form, and a poster you can print and share if you choose. These are available on our Chamber of Commerce Facebook page as well as the Village of Alix website.

Please mail your completed form to the Chamber at:

Box 831, Alix, AB, T0C 0B0    Fax to: 403-747-2480    Drop it off to Willy Bevan at Ye Old Nooke, or email to [options.alix@gmail.com](mailto:options.alix@gmail.com)

After the parade, the **weekend Amateur Jackpot Rodeo** at the AG grounds begins at 2:00 on Saturday, at 1:00 on Sunday, hosted by the Alix Agricultural Society. Slake your thirst at the beer garden, fill family tummies at the food trucks, and enjoy the all ages cabaret on Saturday night.

Don't forget to check out the village for other events, and take time to enjoy the beach!

So come participate; show us your stuff! – or just come on out and enjoy Alix Days!

- Questions or Queries? The Chamber Parade Committee:
  - Arlene: 403-318-9906    Glenna: 403-350-4079    Willy: 403-323-1313

# **ALIX DAYS 2022**

## **SATURDAY, AUGUST 13**



**PANCAKE BREAKFAST: 8-10 AM**  
**AT THE FIRE HALL**



**PARADE: 10 AM**



**SPONSORED BY ALIX & DISTRICT CHAMBER OF COMMERCE**



**AMATEUR JACKPOT**  
**RODEO**



**SATURDAY: 2 PM (SLACK AT 10 AM)**  
**SUNDAY 1 PM**

**BEER GARDEN**



**FOOD TRUCKS**



**LIVE MUSIC SATURDAY EVENING**  
**ALL AGES CABARET**

**ALIX AGRICULTURAL GROUNDS**

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**MEETING DATE:** July 26, 2022

**PREPARED BY:** Christopher Johnson, Economic Development Officer

**SUBJECT:** Economic Development & Tourism Strategy Update

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## **BACKGROUND**

The Economic Development & Tourism Strategy was adopted by Council in October 2021 and implemented by the Office of Economic Development. The attached report is meant to provide an update and insights to the work that has been undertaken toward the Pillars and Goals in the Strategy, to date.

## **DISCUSSION**

Progress has been made to strategically advance some of the goals under each of the 4 pillars prioritized in the Strategy: Business Support & Attraction, Placemaking, Investment Readiness, and Tourism. Highlights include: completion of a digital, categorized, and editable business distribution list to easily, quickly, and efficiently communicate and engage with all or groups of licensed businesses; updated community profile and Quality of Life tool embedded into website to help with attraction and fact finding by interested site selectors, developers, potential residents, and more; assistance with the attraction and implementation of one new community physician; and hiring of Visitor Services Liaison (summer) who has proven to be instrumental in small-medium event ideation, planning, and execution, increased social media engagement, increased community engagement at events, and increased awareness of events, itineraries, and opportunities for local and regional visitors.

## **ATTACHMENTS**

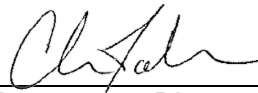
- *Economic Development & Tourism Strategy Updates, July 12, 2022*
- *Economic Development & Tourism Strategy*

## **APPROVALS**



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CAO Myron Thompson



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Department Director/Author

# Economic Development & Tourism Strategy Updates

## July 12, 2022

### Pillar: Business Support & Attraction

#### Goal 1

**Grow and develop business retention and expansion initiatives including business visits, surveys, and provision of business information and support in order to ensure regular communication, monitoring, and updating business community needs and issues.**

#### Action

Develop events calendar of workshops, training, and other outreach activities to support business.  
Compile and update business distribution list

#### Strategies

*CRM is complete in Constant Contact and updated weekly/monthly.*

*Digital Service Squad implemented and ongoing in Blackfalds*

*Collaborating with other municipalities to develop access, budgets, ideas for workshops, training, and other outreach activities.*

#### Action

Regular schedule of business satisfaction surveys.

#### Strategies

*Business survey distributed Oct 2021, prior to CRM and distribution list. 6 respondents.  
Main concerns were affordability of space and availability of space.*

*Need to develop strategy and timelines for regular surveys*

#### Goal 2

**Launch business directory on new website to showcase local licensed businesses.**

#### Action

Update Localintel and maintain current directory on Town Website.

#### Strategies

*Localintel has been updated, business directory no longer offered on Localintel and has been added to new website, which is updated minimum monthly.*

*Added Quality of life tool to Localintel.*

*Adding portions of Localintel as embedded elements on Town website.*

Action

Maintain directories to increase walkability.

*Strategies*

*Both CRM and Directory is update monthly at minimum.*

*Directory is mobile friendly*

Action

Include home-based businesses.

*Strategies*

*CRM includes all business licenses.*

**Goal 3**

**Attend targeted trade shows (virtual and otherwise) that allow promotion of development opportunities and provide access to major retail companies and institutional investors.**

Action

Compile list and seek approval – will be included in future budgeting.

*Strategies*

*List for 2022 was compiled and submitted for budget review.*

*Attendance at trade shows has already commenced in 2022.*

**Goal 4**

**Continue to support and assist with business retention programs in partnership with existing business groups i.e. Annual Business Awards, Passport to Christmas, Health Professional Appreciation.**

Action

Attend local and regional chambers of commerce meetings.

*Strategies*

*Regular attendance, input, and collaboration at Blackfalds chamber meetings is ongoing. Utilizing the Chamber membership for information sharing and news.*

*Evaluating potential membership in other chambers.*

Action

Create more programs as opportunities arise.

*Strategies*

*Local participation in Alberta Digital Economy Program and Digital Service Squad.*

*Need to examine potential opportunities and financial implications for future budget years.*

## **Goal 5**

**Establish an environment of entrepreneurship. Advocate for and support relevant programming across the education system.**

### **Action**

Research entrepreneurial and cooperative programs.

### *Strategies*

*Digital Service Squad adoption.*

*Participation in Alberta Advantage Immigration Program Rural Entrepreneur Stream.*

*Incubator discussion.*

*Continual ideation and research of new programs.*

### **Action**

Liaise with the Blackfalds Chamber of Commerce.

### *Strategies*

*Ongoing active involvement and collaboration in meetings and information sharing.*

### **Action**

Work with school districts to understand needs.

### *Strategies*

*Active involvement with Junior Achievers and insertion of entrepreneurial curriculum into local schools.*

*Involved in ongoing discussion with Burman University and Small Business Centre.*

### **Action**

Host and promote regional career fairs and involve external groups.

### *Strategies*

*Connected with Eagle Builders to promote hiring fairs.*

*Connected with Lacombe, Lacombe County, and Burman University to collaborate on hiring needs.*

## **Goal 6**

**Continue to streamline permitting and licensing processes and make available online whenever possible.**

### **Action**

Develop online platform that integrates with the Town website.

### *Strategies*

*Investigating the user-friendliness of implementing an online form for business licenses.*

*Permitting is not available for online use at this time as there is too much paperwork and processes involved.*

*Working closely with PD in the development of the new LUB to aid in the process of business development and creating a friendlier working environment for businesses.*

## **Goal 7**

**Strengthen relationships with agencies to enhance delivery of business supports and training in the community.**

### **Action**

Develop accessible online training i.e. webinars, online workshops, and regional resources.

### *Strategies*

*Monthly updates of training and webinars in Newsletter.*

*Regular updates of training and resources available fed to and distributed by Chamber of Commerce to membership.*

*Investigating option of embedding a calendar into the Business Development portion of the website to list available upcoming resources.*

*Regular cleanup and updates to the Business Resource Centre page of the website.*

*Communication of important and time sensitive resources through direct email campaigns.*

### **Action**

Develop annual calendar of training as it becomes available.

### *Strategies*

*Investigating option of embedding a calendar into the Business Development portion of the website to list available upcoming resources.*

## **Goal 8**

**Contribute to updates to Land Use Bylaw, Municipal Development Plan, Municipal Sustainability Plan, and other documents, to mitigate unnecessary constraints and costs for business.**

### **Action**

Engage with business community.

### *Strategies*

*First point of contact for all new business inquiries and research. All departments are aware to direct inquiries to the Economic Development Office.*

*Use of surveys, email, marketing campaigns, and impromptu business visits to remain connected and informed on the pulse of the community.*



*Researching community engagement activities to maximize attendance and engagement in a positive manner.*

*Extended marketing of Public Hearings/Forums to ensure greater engagement and communication from businesses and residents.*

Action

Aid in the development or update.

*Strategies*

*The Office of Economic Development played a collaborative role in the newest revision of the Land Use Bylaw and will continue to bring forth discussion items and collaborate with P&D on future recommendations and revisions.*

## **Goal 9**

**Create a prospectus that highlights specific types of business that are wanted in Blackfalds, i.e. professional, health food store, artisan market, restaurants. Use as part of marketing package and post on relevant websites.**

Action

Conduct gap analysis and engagement surveys.

*Strategies*

*Engaging with CAEP to update and maintain Central Alberta Investment Attraction Matrix to identify specific business needs in the community and region.*

*Passed up opportunity (cost) to update Robust Community Profile in 2022, but will consider again in 2023 budget.*

Action

Include prospective verbiage and content in attraction marketing.

*Strategies*

*Have completed and begun to market Blackfalds Welcome Video*

*Updating and developing land inventory. CAEP inventory updated in May 2022 and being used to attract foreign investment.*

*Creating Land Development brochure and proposal for South Street municipal land and marketing to developers and site selectors.*

*Marketing available properties/businesses through social media and EcDev Newsletters.*

Action

Research business incentives opportunities.

#### *Strategies*

*Monitoring Provincial and Federal opportunities that become available and marketing through Chamber, Social Media, Newsletter, and Direct Email Campaigns.*

#### *Action*

*Distribute and promote on social media.*

#### *Strategies*

*Development of short term Social Media Strategy for EcDev. Need to work with MarComm for long term plan.*

*Monthly EcDev and Tourism Newsletter began December 2021.*

*Increase in Social Media engagement and following.*

*Increase in opening and response to targeted email campaigns.*

### **Goal 10**

**Enhance collaboration with Lacombe County on promoting available properties in joint economic development area and adjacent industrial park.**

#### *Action*

*Maintain inventory of development and commercial lands.*

#### *Strategies*

*Inventory is maintained through Localintel.*

*Working with local businesses, business owners, realtors to maintain more thorough inventory, specifically for inventory not listed in Realtor.ca.*

*Working with GIS to create a layer on our mapping systems that will show up to date inventory by place, size, category, etc.*

#### *Action*

*Collaborate with Lacombe County EDO to market opportunities.*

#### *Strategies*

*Regular collaboration with Lacombe and Lacombe County EDOs to discuss Economic Development opportunities.*

#### *Action*

*Compile and update available properties and commercial land content on Town website and Localintel.*

#### *Strategies*

*Inventory is maintained through Localintel., which can be placed directly on to Town website.*

*Working with local businesses, business owners, realtors to maintain more thorough inventory, specifically for inventory not listed in Realtor.ca.*

*Working with GIS to create a layer on our mapping systems that will show up to date inventory by place, size, category, etc.*

**Action**

Make available in easily accessible place.

**Strategies**

*Looking at areas on Town website for information to be embedded and more easily accessible.*

**Goal 11**

**Categorize and maintain collateral for investors, businesses, residents, and visitors including sector profiles, testimonials, maps, etc.**

**Action**

Compile and update collateral on Town website and Localintel.

**Strategies**

*Any created marketing collateral is mainly digital and can be found on Town website.*

*Marketing and Communications plan to be established for the creation of ongoing collateral.*

**Action.**

Make available in easily accessible place.

**Strategies**

*Exploring option for Investor section on Town website to maintain an easily accessible area.*

**Goal 12**

**Assess residential, commercial, and industrial developers needs and interests in partnering on collaborative marketing initiatives.**

**Action**

Use Localintel collaborative Quality of Life tool.

**Strategies**

*Has been added to our Localintel package and embedded onto Town website.*

**Action**

Develop community engagement plan.

**Strategies**

*Need to outline requirements and work with MarComm for development and implementation.*

**Action**

Establish list of current/interested developers.

### *Strategies*

*Already established and maintained through Planning & Development office.*

### *Action*

Explore creating a microsite showcasing resident neighborhoods.

### *Action*

Market “Your Best Life” in Blackfalds, through sustaining and increasing population growth and economic development activities in Blackfalds.

## **Pillar: Placemaking**

### **Goal 1**

**Invest in promoting the community through dynamic and storytelling content. Emphasize Blackfalds as modern, active, and fun – a vibrant community of young families, thriving businesses, and outstanding recreation opportunities.**

### *Action*

Gather/create inventory of marketing collateral and content i.e. videos, still ads, photography, virtual community tours.

### *Strategies*

*Ongoing creation of content through MarComm and Visitor Services.*

*Completion of Welcome Video.*

*Increased engagement across Tourism and EcDev social media platforms.*

*Increased open rate and response rate to direct email campaigns.*

*Collaborating with Tourism Red Deer and Lacombe Regional Tourism to market community events to larger regional population.*

### *Action*

Develop marketing plan through implementation.

### *Strategies*

*With the adoption of the MarComm Strategic Plan, will need to follow the same principles to implement a marketing plan for EcDev.*

### *Action*

Explore addition of Localintel Quality of Life tool and embed into Business & Development pages on Town website.

### *Strategies*

*Complete.*

## **Goal 2**

**Champion and participate in community branding. When the time is right, integrate into economic development marketing; enhance residential and commercial areas by adding streetlight banners, neighborhood wayfinding signage, and other elements.**

### **Action**

Re-establish branding committee to continue established course of action.

### *Strategies*

*On hold until approval from Council for branding initiative.*

### **Action**

Go to market for Community Branding consultant.

### **Action**

Engage community, departments, Council, and Administration.

### **Action**

Re-introduce new branding to Council for adoption and acceptance.

### **Action**

Work with Marketing & Communications to roll out new brand to community through marketing campaigns.

## **Goal 3**

**Promote opportunities to attract health services and wellness facilities, childcare providers, affordable housing, and accessible aging in place accommodations.**

### **Action**

Implement physician marketing strategy.

### *Strategies*

*Ongoing initiative for BHPARC.*

### **Action**

Conduct needs assessment.

### **Action**

Refine incentive program.

### *Strategies*

*Ongoing initiative for BHPARC based on needs of collaborating physicians/pharmacies.*

### **Action**

Work with Localintel for inventory.

*Strategies*

*Localintel does not provide data in this sector. We are working with Lacombe Foundation to understand and maintain knowledge of this inventory.*

Action

Conduct gap analysis of accessible, affordable, adult-only, and rental housing.

*Strategies*

*Memorandum is complete at this time and is being reviewed by administration for direction on next steps.*

Action

Build a plan to address identified needs.

**Goal 4**

**Identify, densify, and enliven the downtown core.**

Action

Engage stakeholders.

Action

Engage in gap/analysis survey.

Action

Explore opportunities for programming.

*Strategies*

*Visitor Services Liaison working on summer projects to enliven downtown and other areas. I.e. Canada Day Dog Walk, Chalk Up Broadway, etc.*

Action

Research grant funding initiatives, revitalization incentive program, art and culture initiatives.

*Strategies*

*Ongoing finger on the pulse of new and existing grants and funding opportunities.*

Action

Continue to advance the initiatives in the Downtown Revitalization Plan, including façade improvements.

Action

Research business attraction/incentives.

*Strategies*

*Ongoing.*

*Blackfalds is enrolled in the Rural Entrepreneur Stream of the Alberta Advantage Immigration Program, an incentive to bring immigrant entrepreneurs to rural Alberta.*

#### Action

Advocate for growth of unique retail, office, restaurant, and entertainment opportunities in commercial areas, recognizing current limited available commercial space downtown.

#### Goal 5

**Plan and encourage local events and activities. Prepare for opening of Eagle Builders Centre.**

#### Action

Plan for visitor needs such as hotels, restaurants, shopping, etc.

#### Strategies

*Engaged with hotel developers and site selectors with very little appetite at this time.*

*Networked with current hotel managers to make aware of Bulldogs and other event schedules.*

*Working to improve/expand BOLT Transit scheduling to include event transportation.*

*Closely engaged with Events team internally to plan, market, and grow events.*

*Ongoing networking and attraction of commercial and retail opportunities.*

*Regularly engaged with Salomons, Forum, and business owners to market available property and community needs.*

*Engaged with CAEP and the update of Investment Attraction Readiness Matrix.*

#### Action

Gap analysis and community engagement.

#### Action

Develop event specific marketing.

#### Action

Research relevant tradeshow.

#### Strategies

*Ongoing development of Destination Marketing strategy includes a selection of relevant conferences and tradeshow.*

*Attendance will be revised year after year to maximize attendance and budget.*

#### Goal 6

**Support the development of gathering spaces and assist with attraction & delivery of programming and events.**

#### Action

Attract sponsorship and support for the Eagle Builders Centre plaza space.

*Strategies*

*On hold.*

Action

Research events group RFP and contracting.

*Strategies*

*Now staffed internally.*

Action

Research available grants for community events.

*Strategies*

*Ongoing. Either making application or directing to CSD for consideration.*

Action

Expand summer community markets and Arts & Culture Series.

*Strategies*

*Entering 2<sup>nd</sup> year of Summer Flourish Community Market.*

Action

Growth of event base to include Bike Skills, All Wheels Park, All Star, and other regional landmarks and tourism attractions.

*Strategies*

*Small amounts of success with an event at the Bike Skills park in 2021.*

*Have been investigating organized groups to take on activation of the Bike Skills parks with little interest.*

*Investigating competitive events to activate the Bike Skills park.*

*All Star Park is near capacity in summer months, but investigating opportunities for off-season activation.*

**Goal 7**

**Build community capacity to attract, welcome, integrate, and retain newcomer residents and entrepreneurs.**

Action

Plan to expand hospitality industry and tourism attractions such as hotels, restaurants, shopping, etc.

*Strategies*

*Town is enrolled in the Alberta Advantage Immigration Program Rural Entrepreneur Stream, encouraging immigrant entrepreneurs to consider Blackfalds as their destination to start or buy a business.*



*In conversation with hotel developers and site selectors with little to no interest currently.*

*Participation in retail attraction events has been successful in promoting the benefits of Blackfalds and region.*

Action

Conduct gap analysis and community engagement.

*Strategies*

*Engaged in indirect organic surveys through social media and networking currently.*

## **Pillar: Investment Readiness**

### **Goal 1**

**Maintain and promote an available property inventory. Aim to make this an online, interactive and searchable tool on the Town's website.**

Action

Work with Localintel to maintain.

*Strategies*

*Investigated this with Localintel and it is not in their wheelhouse, aside from what's migrated from realtor.ca. I have had conversations with Jamie about using GIS and placing a layer on top, but unsure how to update aside from realtor.ca. Also looking at how to update info that is not listed. In progress.*

Action

Work with the business community to maintain current vacancies.

*Strategies*

*Conversations with the larger realtors to help maintain unlisted inventory. Challenge with business owners that don't list is that without them notifying me, I don't have any way to update.*

Action

Embed on town website.

*Strategies*

*Investigating the way to best do this. May end up being the Localintel button that populates from realtor.ca.*

### **Goal 2**

**Investigate renewal options with Localintel and embed existing investment attraction tools into the Town website or create in-house tools.**

Action

Regularly update Localintel information.

*Strategies*

*Done and ongoing. Community profile embedded on website.*

Action

Put MarComm in communication with Localintel for web integration.

*Strategies*

*Done prior to creation and implementation of new website.*

**Goal 3**

**Market broadband communications infrastructure as a community strength. Assess and advocate for additional fibre build where beneficial.**

Action

Maintain updated map.

*Strategies*

*Map is updated through Localintel as part of the new Quality of Life tool and has been imbedded on website.*

Action

Included in relevant marketing.

*Strategies*

*Ongoing. Actively used in EcDev marketing when relevant.*

Action

Conduct needs assessment and advocate for expansion where necessary.

**Goal 4**

**Organize regular opportunities to engage local landlords, business property owners, realtors, and prospective developers, so their needs, challenges, and successes are clearly understood.**

Action

Develop list of opportunities.

Action

Maintain calendar of events.

Action

Maintain email distribution list.

*Strategies*

*CRM utilized to create and update distribution list of all businesses licensed within the Town.*

Action

Market calendar to community and partner groups.

## **Goal 5**

**Support the expansion of the BOLT regional public transit system to support economic growth, workforce, and schooling mobility.**

### **Action**

Provide input, when necessary, which contributes to establishing new or updates functioning.

### *Strategies*

*Partaking in all BOLT related discussions.*

*Making suggestions to benefit EcDev through public transit.*

*Implementation of new stops at Eagle Builders and Red Deer Poly in summer of 2022.*

## **Pillar: Tourism**

### **Goal 1**

**Develop opportunities in sports and recreation tourism. Create a strategy to attract related activity and private spin off industries including sport medical facilities and businesses.**

### **Action**

Work with AJHL to create events surrounding the team and community.

### *Strategies*

*Currently engaged with Bulldogs to develop a community showcase in conjunction with AJHL Showcase in Sept/Oct 2022.*

### **Action**

Attract and grow current sports circuit as well as new opportunities.

### *Strategies*

*Working with Lacombe Regional Tourism and events team to research new sporting opportunities.*

*Currently exploring opportunities with Pinty's Grand Slam of Curling and Alberta Summer Games.*

### **Action**

Research group for activation of Bike and All Wheels parks.

### *Strategies*

*Have been exploring groups for some time with little to no interest. Currently awaiting a conversation with BMX Canada/USA to see if there is any interest of joining a circuit.*

### **Action**

Grow relationship with Lacombe Regional Tourism to be the premier destination for activity and sport/recreation hosting.

### *Strategies*

*Have become a Director on the Board which has given us more involvement and voice.*

*Working with Executive Director of LRT to attract local and regional events.*

### Action

Research Trade Show, Conference, and sponsorship opportunities.

### *Strategies*

*Ongoing as part of my annual schedule. Collaborating with Events team to attend Sport Events Congress (SEC) which happens to take place in Edmonton this year (Nov 2022).*

## **Goal 2**

### **Grow Tourism in Blackfalds.**

### Action

Expand marketing to reach Edmonton and Calgary markets.

### Action

Maintain and enhance relationships with tourism partners – Central Alberta Tourism Alliance, Lacombe Regional Tourism, and Tourism Red Deer and encourage investment from private tourism operators (accommodations, golf course, trail and river experiences, hunting, and camping).

### *Strategies*

*Ongoing membership in CATA, LRT, and TRD. Creating a voice for the Town and marketing the available amenities and facilities.*

*Identification of tourism businesses as a community gap and ongoing attraction of potential business operators for start or expansion of business locally.*

### Action

Explore opportunities to contract a local community group to provide visitor services at the Wadey Centre.

### Action

Expand visitor services to be more community visible at high priority events.

### *Strategies*

*Ongoing since summer of 2021. Visitor Services Liaison has been active throughout the community and at events in addition to organizing small to medium profile events in 2022 role.*

### Action

Research Trade Show, Conference, and sponsorship opportunities.

### Action

Research feasibility of a Town of Blackfalds/Tourism app to focus on the younger population and include itinerary creation and implementation.

### **Goal 3**

#### **Attract tourism business and build partnerships.**

##### **Action**

Inventory available tourism options and develop needs/opportunities assessment.

##### **Action**

Market opportunities and actively search for partners to grow business in Blackfalds.

##### *Strategies*

*Ongoing marketing of community gaps for tourism business attraction.*

*Also one of the gaps identified in the CAEP Investment Attraction Matrix.*

##### **Action**

Mentor B2B collaboration to create new local options.

### **Goal 4**

#### **Create relevant and exciting content specific to tourism and maintain an updated database available for use with industry partners.**

##### **Action**

Develop a database of year-round photography.

##### *Strategies*

*Ongoing content creation through both MarComm and Visitor Services*

##### **Action**

Contract drone photographer.

##### *Strategies*

*Utilized services of contractor to create professional content and development of Blackfalds Welcome video.*

##### **Action**

Develop a tourism panel and request HD footage from willing participants.

##### **Action**

Work with Lacombe Regional Tourism to maintain regional content.

##### *Strategies*

*Ongoing content creation through LRT in addition to Travel Alberta and Red Deer Tourism.*

*Creation of regional itineraries and marketing material through LRT.*

### **Goal 5**

#### **Create a Destination Marketing Fund (DMF).**

Action

Organize a committee/non-profit group.

Action

Develop industry standard inclusion process and fees.

Action

Develop compelling marketing strategy to attract buy-in.

**Goal 6**

**Develop and maintain an online tourism presence.**

Action

Create a tourism portal on the Town website.

Action

Explore creating a Tourism microsite.

Action

Create and maintain tourism specific social media.

*Strategies*

*Creation/maintenance of My Blackfalds (Facebook) and Visit Blackfalds (Instagram).*

*Significant increases in followers and engagement on both social platforms.*

*Creation and distribution of monthly EcDev/Tourism newsletter.*

Action

Be present on Lacombe Regional Tourism and Travel Alberta social media and website.

*Strategies*

*Present on LRT social and website.*

**Goal 7**

**Major Projects – Creation of new capital projects or inclusion into current projects and events.**

Action

Encourage ideation of major tourism projects.

Action

Conduct feasibility studies.



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

RECEIVED

JUL 12 2022

AT THE OFFICE OF  
THE CAO/COUNCIL

JUL 07 2022

AR108892

His Worship Jamie Hoover  
Mayor  
Town of Blackfalds  
PO Box 220  
Blackfalds, AB T0M 0J0

Dear Mayor Hoover:

Thank you for your submission of the Eagle Builders Centre initiative to the Partnership category of the 2022 Minister's Awards for Municipal and Public Library Excellence.

The Minister's Awards review committee reviewed 22 submissions this year. Although your submission was not selected to receive an award, I commend your work to make your community strong, prosperous, and resilient, and to provide excellent service to your residents and stakeholders. I appreciate your willingness to share this accomplishment and wish you continued success with this initiative.

To build on this program's objective to share municipal and public library success and knowledge across the province, summaries of each initiative submitted for this year's Minister's Awards will be posted on the Government of Alberta website later this summer. Program staff may reach out to your Chief Administrative Officer for further details to support this effort and advise when the information has been posted.

Sincerely,

Ric McIver  
Minister

cc: Myron Thompson, Chief Administrative Office, Town of Blackfalds



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
April 26, 2022, Commencing at 6:15 P.M.**

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A Municipal Planning Commission Meeting for the Town of Blackfalds was held on April 26, 2022, commencing at 6:15 p.m.

**MEMBERS PRESENT:**

Laura Svab – Chairperson  
Brenda Dennis – Vice Chairperson  
Jim Sands

**REGRETS:**

Trish Willis  
Alex Garcia

**PUBLIC ATTENDING:**

None

**ATTENDING:**

Billie Scott, Planning & Development Officer II

**REGULAR MUNICIPAL PLANNING COMMISSION MEETING CALLED TO ORDER:**

Chairperson Svab called the meeting to order at 6:15 p.m.

**AGENDA APPROVAL:**

**Resolution 9-22**

Member Dennis moved to approve the April 26, 2022 agenda as presented.

**EMERGENCY EXITS:**

Chairperson Svab identified emergency exits.

**BUSINESS ARISING FROM MINUTES:**

None

**BUSINESS:**

- 5.1      **Application 49-22**  
            **Side yard setback relaxation of 0.7m (16%)**  
            **Cantilever projection variance of 0.14m (9%)**  
            **Covered deck Setback Relaxation of 1.12m (16%)**  
            **49 Valmont Street (Lot 27, Block 7, Plan 142 3984)**  
            **Residential Single Dwelling Medium Lot District (R-1M)**

Administration provided background information on the proposed development.

**Resolution 10-22**

MOVED by Member Sands that the Municipal Planning Commission APPROVE the application for the side yard, cantilever projection and rear yard relaxations as presented in Development Permit 49-22, granting a side yard relaxation from 4.5m to 3.8m, a cantilever projection relaxation from 4.0m to 3.64m and a relaxation for the rear yard setback to accommodate a covered deck from 7.5m to 6.38m at 49 Valmont Street (Lot 27, Block 7, Plan 142 3984) as granting the relaxation will not affect the use, enjoyment, value of this property or adjacent properties,





**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
April 26, 2022, Commencing at 6:15 P.M.**

AND Subject to the following conditions being met to the satisfaction of the Development Officer:

1. The proposed development shall be undertaken and completed in accordance with the approved plans.
2. The applicant shall ensure that the side yard relaxation does not exceed 3.8m, the cantilever projection relaxation does not exceed 3.64m and the rear yard setback relaxation does not exceed 6.38m.
3. Applicant is responsible for ensuring that all development is outside active utility right of ways.
4. Any changes to the approved application shall require a separate permit application.

**Notes:**

1. **Occupancy is ONLY permitted:**
  - a) **Once all inspections (Building, Plumbing, Gas and Electrical) are completed and all deficiencies are address to the satisfaction of the Safety Codes Officer, and;**
  - b) **The fully signed "Permission to Occupy" card has been returned to the Town of Blackfalds Planning and Development Department.**
2. **Applicant is required to submit a "Final Lot Grading Certificate" prepared by a professional (e.g. Alberta Land Surveyor, Professional Engineer or Professional Technologist) acceptable to the Development Authority for approval PRIOR TO OCCUPANCY.**
3. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
4. If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within twelve (12) months from the date of issue of this development permit.
5. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
6. The contractor of a residential property is responsible to ensure all sub trades dispose of their waste material into an outside waste bin on the property (supplied by contractor) or dispose of their waste material on a daily basis into a truck or trailer conveyance and transported to an approved landfill. **No waste should be stored on the property outside the building, which allows the wind to blow the material onto another property.**
7. **Development to conform to grading plan which includes Black Dirt. Curb stop MUST remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.**
8. **Minimum front yard landscaping requirements:** placement of sod within 12 months (1 year) unless other landscaping material has been approved by the Development Authority.
9. **NO FRONT PARKING STALLS** are permitted except where attached garages have been approved. Two (2) parking stalls (gravel pad) at the rear of the lot are to be developed as shown on the approved site plan.
10. **Front Driveway** to be paved / concrete within 12 months (1 year) from construction completion.
11. **Accessory Buildings** (garages or sheds) to match dwelling unit in color and materials and be applied for separately if not included in the original drawings.





**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
April 26, 2022, Commencing at 6:15 P.M.**

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12. All off street parking that enters onto a paved public roadway must be hard surfaced.
13. All accesses to any garage, carport or parking pad must be hard surfaced if entering from a hard surfaced road or street.
14. Prior to occupancy, the applicant shall place on the front exterior of the dwelling an appropriate mailbox.
15. Prior to occupancy, the applicant shall place on the front exterior of the dwelling the appropriate civic address numbers. Numbers or letters shall be in a contrasting color and shall not be less than 6 inches (15.14cm) in height.
16. Development Permit card must be displayed during development.
17. The granting of this permit and compliance with the requirements of this permit and the Land Use Bylaw does not exempt any person from the requirements of, or excuse or authorize the violation of any regulation, Bylaw or act administered by this or any other agencies or levels of government that may affect the proposed project.
18. Nothing in this permit or the Land Use Bylaw exempts a person to obtain a development permit as required by the Land Use Bylaw or to obtain any other permit, license or other authorization required by the Land Use Bylaw or any other Bylaw.
19. In addition to the provisions and requirements of this permit and the Land Use Bylaw, a person is also required to comply with all federal, provincial and other legislation.
20. The Town of Blackfalds requires that a dual check valve for backflow prevention, be installed for all residential and/or commercial properties, as well as any business facilities.
21. There shall be no connected drains, sumps or any fixture disposing of sewage waste, contaminated or polluted water, waste water or any other chemical or substance allowed within the property or in any garages or accessory buildings, whether attached or detached, or to any of the Town's infrastructure systems, as per the current Water and Sewer Bylaw in force.

**CARRIED UNANIMOUSLY**

**5.2      Application 59-22  
            Temporary Placement of Sea Can (Accessory Structure)  
            4618 East Railway Street (Lot 1, Block 1, Plan 802 1468)  
            Commercial Central District (C-1)**

Administration provided background information on the proposed development.

**Resolution 11-22**

MOVED by Member Dennis that the Municipal Planning Commission APPROVE the application for the Temporary Accessory Structure (Sea Can) as presented in Development Permit 59-22 at 4618 East Railway Street (Lot 1, Block 1, Plan 802 1468), as granting the continuation of the use and placement of the Temporary Accessory Structure (Sea Can) will not affect the use, enjoyment and value of this property or adjacent properties,

AND subject to the following conditions being met to the satisfaction of the Development Officer:

1. This development permit is for the temporary storage of no more than one (1) Temporary Accessory Structure (Sea Can) 8' x 40' in size and shall expire on **April 26, 2027**;



**TOWN OF BLACKFALDS  
MUNICIPAL PLANNING COMMISSION  
Meeting Minutes  
April 26, 2022, Commencing at 6:15 P.M.**

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**Notes:**

1. All outdoor storage shall meet the required setbacks of the district;
2. Any contamination of the environment resulting from the applicants' activities shall be remediated at the applicants expense;
3. The applicant shall screen the fenced compound at the subject property;
4. Applicant is responsible for ensuring the yard be maintained in a neat, tenable fashion, and free of weeds and other noxious growth;

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

**6.1 Minutes of February 8, 2022**

**Resolution 12-22**


Member Sand moved to approve the minutes of February 8, 2022, as presented.

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Chairperson Svab adjourned the meeting at 6:24 p.m.

  
\_\_\_\_\_  
**CHAIR**

  
\_\_\_\_\_  
**SECRETARY**





WHERE PEOPLE ARE THE KEY

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JULY 14, 2022

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### **CITY OF LACOMBE E-SCOOTER PROJECT – ROSEDALE VALLEY**

The City of Lacombe has recently implemented a pilot project for e-scooters within the City. As part of the project, the City has identified Rosedale Valley as a connection that would deliver better connectivity to the system. The provider of the service, Roll Technologies Inc., requested that Lacombe County consider approving the utilization of the roads within Rosedale Valley. The e-scooter pilot project to be implemented by Roll Technologies Inc. within Rosedale Valley received the approval of Council.

### **McLAND RESOURCES LTD. - TAX CANCELLATION PENALTY REQUEST**

A motion that Lacombe County cancel the \$ 7,494.51 late payment penalties levied on properties owned by McLand Resources Ltd. did not receive Council approval.

### **FORSTER - TAX CANCELLATION PENALTY REQUEST**

A motion that Lacombe County cancel the \$ 587.11 late payment penalty levied on tax account #4028294204 received Council approval.

### **CP RAIL PRESENTATION**

M. LoVecchio, Director of Indigenous Relations and Government Affairs, CP Rail, provided a presentation on the projects and initiatives of CP Rail within Lacombe County.

**Next Regular Council Meeting is**  
**Thursday, August 25, 2022 - 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**October 4, 2022 – 9:00 a.m.**

**Lacombe County Administration Building**

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

## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		Mayor Jamie Hoover		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary or key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: June 16 – July 15 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
		(Choose one)		
June 16		x		Drive-in movie night
June 17	x			Stronger Foundations, leaders update virtual
June 17		x		Lacombe County Farm Safety Days
June 17		x		Eagle Builders Centre Grande Opening
June 17		x		Blackfalds Days Concert series 1
June 18		x		Council Pancake breakfast
June 18		x		Blackfalds Days Parade
June 18		x		Blackfalds days Concert series 2
June 18		x		Blackfalds market
June 20	x			NRDRWSC
June 20	x			NRDRWWSC
June 20		x		Red Deer Indigenous Society Pow Wow Dignitary Grande entry
June 20	x			SCC
June 22			x	Alberta Munis Summer Leaders caucus, Didsbury
June 23			x	Battle River Watershed Alliance AGM, Camrose
June 27	x			Lacombe Foundation board meeting
June 28	x			RCM
June 29	x			Municipal Virtual Leaders Forum - virtual
June 29			x	Blackfalds Fire Department training opportunity
June 30		x		Ponoka Stampede and parade
July 1		x		Canada Day event Tayles Park
July 1		x		Community Dog Walk
July 4,5,7			x	Kids and Kops Camp volunteer opportunity/Graduation dignitary
July 6	x			FCSS interagency meeting
July 7			x	Lacombe Foundation board chair administration
July 12	x			RCM



## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		Deputy Mayor Rebecca Stendie		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: June 16, 2022 – July 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
June 18 & 19		x		Blackfalds Days events. It was so nice to be able to have the Councillors pancake breakfast again and see so many residents and neighbours out enjoying the parade, market, and all the other events.
June 20	x			Standing Committee
June 26		x		Library Grand Opening. Thank you to the volunteers who put on a great BBQ and it was amazing watching the kiddos who utilize the library get to cut the ribbon.
June 28	x			Regular Council meeting
July 12	x			Regular Council meeting

## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Jim Sands</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: June 15 - July 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
June 20/ 22	X			Standing Committee Meeting
June 28/ 22	X			Regular Council Meeting
July 12/ 22	X			MPC Meeting
July 12/ 22	X			Regular Council Meeting
July 15/ 22			X	Councillors Corner Submission

## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Edna Coulter</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: June 16 to July 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Jun 16, 2022		X		Attended Lacombe County Farm Safety
Jun 17, 2022		X		Grand Opening of EBC
June 18, 2022		X		Blackfalds Days Pancake Breakfast and Parade
June 20, 2022	X			Standing Committee meeting
June 27, 2022		X		Blackfalds Library Grand opening
July 8, 2022			X	Attended Rimbey Parade
July 12, 2022	X			Regular Meeting



## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Brenda Dennis</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>• Summary of meetings/events attended as a Council representative during this reporting period</li> <li>• Summary of key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: June 15 to July 14, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
June 17		X		Grand Opening EBC Aaron Pritchett, Gord Bamford Concert
June 18		X		Blackfalds Day Pancake Breakfast Blackfalds Day Parade
June 19	X			Restorative Justice Case Conference
June 20	X			Standing Committee Meeting
June 27		X		Library Grand Opening
June 28	X			Regular Council Meeting
July 12	X			MPC Meeting
July 12	X			Regular Council Meeting

## Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor Laura Svab		
SUBJECT		<ul style="list-style-type: none"><li>• Summary of meetings/events attended as a Council representative during this reporting period</li><li>• Summary or key issues, decisions and/or comments for Council's information</li></ul>		
REPORT DATE		For the period: June 16, 2022 – July 16, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
June 17		x		Grand Opening of Eagle Builders Centre
June 17		x		Aaron Pritchett and Neon Smoke Band
June 18		x		Pancake Breakfast
June 18		x		Blackfalds Days Parade
June 18		x		Volunteer at the Library - Plan of Service survey
June 18		x		American Rock Legends
June 18		x		Fireworks
June 20	x			Standing Committee Meeting
June 27	x	x		Grand Opening of Service Credit Union Public Library
June 28	x			Regular Council Meeting
July 1		x		Canada Day at Tayles Park
July 12	x			MPC Meeting
July 12	x			Regular Council Meeting
July 16		x		Mayor's Breakfast – Lacombe Days
July 16		x		Lacombe Days Parade

## Council Monthly Round Table Report

<b>TO</b>		Members of Council		
<b>FROM</b>		<b>Councillor Marina Appel</b>		
<b>SUBJECT</b>		<ul style="list-style-type: none"> <li>Summary of meetings/events attended as a Council representative during this reporting period</li> <li>Summary or key issues, decisions and/or comments for Council's information</li> </ul>		
<b>REPORT DATE</b>		For the period: 16 June – 15 July, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
		(Choose one)		
June 16	X			Chamber Zoom Meeting – BOTY Awards Event
June 17		X		EBC Grand Opening Ribbon Cutting
June 18		X		Blackfalds Days! Pancake Breakfast and Parade
June 20	X			SCC Meeting
June 27		X		Blackfalds Servus Public Library Ribbon Cutting
June 28	X			RCC Meeting
June 30		X		Ponoka Stampede
July 12	X			<i>Absent from RCC due to medical procedure -</i>
July 14	X			Chamber Zoom Meeting – BOTY Awards Event – to further the conversation

A Regular Council Meeting for the Town of Blackfalds was held on July 12, 2022, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Myron Thompson, CAO  
Rick Kreklewich, Director of Community Services  
S/Sgt. Dan Martin, RCMP  
Sgt. Brent Dueck, RCMP  
Jared Hamilton, RCMP  
Slav Adrou, RCMP  
Ken Morrison, Enforcement and Protective Services Manager  
Marco Jadie, IT Tech  
Danielle Nealon, Executive & Legislative Coordinator

**REGRETS**

Councillor Marina Appel  
Justin de Bresser, Director of Corporate Services  
Preston Weran, Director of Infrastructure and Property Services

**MEDIA**

None

**PUBLIC**

None

**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.

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**ADOPTION OF AGENDA**

**201/22** Councillor Svab moved That Council adopt the July 12, 2022, Agenda as presented.

**CARRIED UNANIMOUSLY**

**DELEGATION****Blackfalds RCMP 2nd Quarter Report**

S/Sgt. Dan Martin presented to Council an update on Blackfalds RCMP crime statistics, hiring and other notable activities from January to June 2022.

Sgt. Brent Dueck presented to Council an overview of the Blackfalds RCMP Multi-Year Financial Plan for 2022 to 2027.

**Blackfalds Fire Service Semi-Annual Report**

Fire Chief Robert Cote provided Council with a semi-annual report on the Blackfalds Fire Departments call statistics from January to June 2022 and fire rescue training.

**PUBLIC HEARING**

None

**BUSINESS ARISING FROM MINUTES****Consumer Transfer of Electrical Power Distribution**

CAO Thompson brought forward for Council's consideration a consolidated information report with options to formally reach out to the Board of Directors of REA and the Provincial Ministry of Energy.

**202/22** Deputy Mayor Stendie moved That a formal letter from Council be provided to the Board of Directors of EQUS Rural Electrification Association requesting a refund of costs to be paid to the landowner that is associated to the investment of infrastructure for the electrical service provided to the landowner.

**CARRIED UNANIMOUSLY**

- 203/22** Councillor Svab moved That a formal letter from Council be provided to the Minister of Energy advocating on behalf of the landowner in the process, deemed to be unfair, and assistance in recovering of funds to refund the costs associated to the investment of infrastructure for the electrical service provided to the landowner.

**CARRIED UNANIMOUSLY**

**BUSINESS**

**Request for Decision - Blackfalds RCMP Multi-Year Financial Plan**

CAO Thompson brought forward to Council for acknowledgement and support with an Agreement in Principle only, the Blackfalds RCMP Multi-Year Financial Plan.

- 204/22** Councillor Sands moved That Council acknowledge support of the Multi-Year Financial Plan with an Agreement in Principle only and consideration as part of the Municipal annual budget development process.

**CARRIED UNANIMOUSLY**

- 205/22** Deputy Mayor Stendie moved That Council authorize the Mayor's signature of the Multi-Year Financial Plan acknowledging the Agreement in Principle and effective collaboration in strategic planning for policing expenditures over the term identified in the plan.

**CARRIED UNANIMOUSLY**

**Request for Decision - Directors' Quarterly Reports, 2nd Quarter of 2022**

Council was given an update by CAO Thompson on the Corporate Services, Community Services, and Infrastructure and Property Services departments for the 2nd Quarter of 2022.

- 206/22** Councillor Coulter moved That Council accept the Directors' second quarter report as information.

**CARRIED UNANIMOUSLY**

**ACTION CORRESPONDENCE**

None

**INFORMATION**

- Womacks Rd. & Gregg St. Realignment, Parking Lot and Highway 2A Intersection Improvements - Project Update
- Enforcement and Protective Services Monthly Report - June 2022
- Development & Building Monthly Report - June 2022
- BOLT KPI Monthly Report - June 2022
- Lacombe County Highlights - June 23, 2022

**207/22** Councillor Svab moved That Council accept the Information Items as information.

**CARRIED UNANIMOUSLY**

**ROUND TABLE DISCUSSION**

None

**ADOPTION OF MINUTES**

**208/22** Councillor Dennis moved That Council accept the Regular Council Meeting Minutes from June 28, 2022, as presented.

**CARRIED UNANIMOUSLY**

**NOTICES OF MOTION**

None

**BUSINESS FOR THE GOOD OF COUNCIL**

None

**CONFIDENTIAL**

None

**ADJOURNMENT**

Mayor Hoover adjourned the Regular Council Meeting at 8:11 p.m.

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Jamie Hoover, Mayor

---

Myron Thompson, CAO