

TOWN OF BLACKFALDS
Regular Council Meeting
Civic/Cultural Center – 5018 Waghorn Street
Tuesday May 12, 2020 7:00pm
AGENDA



-
1. **Call to Order** Verbal
 2. **Adoption of Agenda**
2.1 Agenda for May 12, 2020
 3. **Delegation**
3.1 Multi-Plex Expansion Target Value Design Review: ACI Architects/Director of Community Services, Sean Barnes
 4. **Public Hearing**
4.1 N/A
 5. **Business Arising from Minutes**
5.1 N/A
 6. **Business**
[6.1 Operating Variance and Capital Quarterly Reporting to March 31st, 2020](#)
[6.2 Blackfalds Transit Service Program – Request for Proposal](#)
[6.3 Blackfalds Transfer Site](#)
[6.4 Special Events Permit - Drive-In Movie Event](#)
[6.5 Blackfalds Girl Guides - Rental Request](#)
[6.6 Proposed Subdivision S-01-20 – 1 & 2 Condo Plan 982 0094](#)
 7. **Action Correspondence**
7.1 N/A
 8. **Information**
[8.1 Building and Development Monthly Report - April 2020](#)
[8.2 Protective Services Monthly Report – April 2020](#)
[8.3 Lacombe County Highlights](#)
[8.4 Invitation - Strides of Hope 2020](#)
[8.5 Recreation Culture and Parks Signed Minutes March 4, 2020](#)
[8.6 Recreation Culture and Parks Signed Minutes March 18, 2020](#)
 9. **Round Table Discussion**
9.1 N/A
 10. **Adoption of Minutes**
[10.1 Regular Council Meeting April 28, 2020](#)
 11. **Notices of Motion**
11.1 N/A
 12. **Business for the Good of Council**
12.1 N/A
 13. **Confidential**
13.1 FOIP S.16
 14. **Adjournment** Verbal
-

Future Meetings/Events:

- May 17- 23 National Public Works Week
 - May 18 – STAT Victoria Day
 - May 26 Regular Council Meeting



**TOWN OF BLACKFALDS
REGULAR COUNCIL
REQUEST FOR DECISION**

MEETING DATE: May 12, 2020

ORIGINATED BY: Darolee Bouteiller, Finance Manager

SUBJECT: Operating Statements, Variance Analysis & Capital Project Report for the period ending March 31, 2020

BACKGROUND:

The Operating Statement, Variance Analysis and Capital Project update for the three-month period ending March 31, 2020, are attached. Together these reports represent the fiscal activities of municipality during the period year to date. Typically, these reports are prepared and presented following the close of each quarter ending March, June, and September. Quarterly reporting gives us 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 earned to date, 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.

Please note that in these statements; Annual Grant revenue, property taxes, requisitions, and other annual contract payments are proportionately accrued or deferred to report YTD activity and provide a clearer perspective of the year to date position.

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 March 31, 2020 (Appendix C).

DISCUSSION:

The operating revenues for the period ending March 31, 2020 are at \$6.9 million which is 24.15 % of the budgeted revenues, we would expect an average of 25% of the annual budget for the first quarter period if revenues and expenses were received equally throughout the year.

Revenues:

Current revenues are on track for the quarter as most activity in January and February was on track. Slight decreases in revenue occurred in March as we entered the Covid-19 pandemic period.

- General Revenues are higher than quarterly average, due to increased interest income from short term investments, and higher than average franchise fees revenue.
- Division revenue is slightly below the 25% expectation, with lower revenue from business and animal licenses, fire call revenue, and building permit revenue.



TOWN OF BLACKFALDS REGULAR COUNCIL REQUEST FOR DECISION

- With the Town closing to the public on March 16 user fee revenue is down at the Recreation facilities, and commercial rent was adjusted for March.
- Environmental services revenue is below budget but is dependent on consumption and will fluctuate throughout the year.
- Planning and Development revenue YTD is lower than expected with permitting revenues only at 10% of the annual budget. This area is expected to pick up in the second quarter.

Expenses:

The Operating Expenditures are \$5.3 million which is 21.21% of the annual budgeted expenditures, this is slightly below the expectation for the period. Some departments are influenced by seasonal activities and are no cause for concern.

Expenses in Legislation & Administration, Infrastructure services, Planning & Development, and Recreation are all influenced by seasonal timing. This quarter they appear lower than the quarter average, but operations and activities will peak in the summer months and so will the expenditures. The Global pandemic is expected to have an impact on our operating budgets but will be more obvious in the upcoming quarters.

Overall, the Town is operating in a surplus position. The net surplus to date is \$709,327 and will be utilized over the balance of the year as expenses materialize. These results are typical for a municipal operation.

Capital Projects:

Capital activity for the period ending March 31, 2020 is included in Appendix C. Each project approved is listed showing \$11.5 M in projects continuing from prior years and the new capital projects approved in the 2020 capital plan for \$25.8 M. Giving a total approved capital budget of \$37.3 M.

During the first quarter of 2020 projects have been started or continued. The Town has spent \$2.6 M with the most significant amounts being for the East Area Storm, which is nearly 70% completed. The projects to purchase the AFRACS radios, SCBA equipment, and construction of the playground have been completed this quarter. In addition, the Solar program feasibility study, Aurora Lift Station, and the Town of Blackfalds rebranding initiatives have been put on hold until it is more reasonable to proceed. Other capital projects are in progress, with tenders awarded and moving ahead as planned. We anticipate more activity in capital projects over the next two quarters as we enter construction season.

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



**TOWN OF BLACKFALDS
REGULAR COUNCIL
REQUEST FOR DECISION**

ADMINISTRATIVE RECOMMENDATION:

1. That Council accepts the Operating Statement and Variance report for the three-month period ending March 31, 2020, as information.
2. That Council accepts the Capital Project Report for the period ending March 31, 2020 as information.

ALTERNATIVES:

- A) That Council does not accept the Operating Statement and Variance report. That Council does not accept the Capital Project Report.
- B) That Council refers the report back to Administration for review.

Attachments:

- *Appendix A – March 31, 2020 Operating Statement of Revenue & Expenditure*
- *Appendix B – March 31, 2020 Division Statement & Variance Analysis*
- *Appendix C – March 31, 2020 Capital Project Report*

Approvals:



CAO Myron Thompson



Department Director/Author



BUDGET

Town of Blackfalds

Operating Statements of Revenue & Expenditure

For the Period Ending March 31, 2020

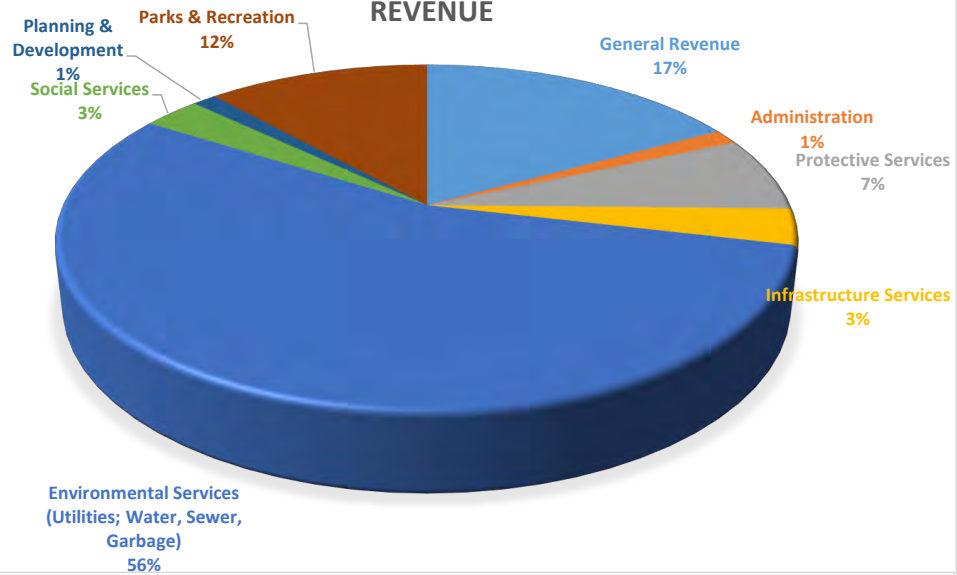
	2020 Actual	2020 Budget	Variance	% of Budget
Revenues				
Property Taxes	2,856,607	11,426,427	8,569,820	25.00%
Requisition (Education, Seniors Foundation)	934,608	3,738,432	2,803,824	25.00%
Total Taxation	3,791,215	15,164,859	11,373,644	25.00%
General Revenue	530,140	1,972,000	1,441,860	26.88%
Administration	43,459	200,500	157,041	21.68%
Protective Services	217,753	932,440	714,687	23.35%
Infrastructure Services	105,745	438,989	333,244	24.09%
Environmental Services (Utilities; Water, Sewer, Garl	1,732,007	7,765,620	6,033,613	22.30%
Social Services	94,359	355,821	261,462	26.52%
Planning & Development	39,293	276,400	237,107	14.22%
Parks & Recreation	363,962	1,539,361	1,175,399	23.64%
Total Other Revenue	3,126,718	13,481,131	10,354,413	23.19%
Total Revenue	6,917,933	28,645,990	21,728,057	24.15%
Expenditures				
General Expenses	974,589	3,738,432	2,763,843	26.07%
Legislative	87,407	375,220	287,813	23.29%
Administration	556,790	2,928,684	2,371,894	19.01%
Protective Services	649,268	2,792,017	2,142,749	23.25%
Infrastructure Services	418,605	2,445,569	2,026,964	17.12%
Environmental Services (Utilities; Water, Sewer, Garl	1,241,761	6,107,489	4,865,728	20.33%
Social Services	124,145	604,425	480,280	20.54%
Planning & Development	161,085	883,091	722,006	18.24%
Parks & Recreation	998,297	4,785,887	3,787,590	20.86%
Library	125,319	499,818	374,499	25.07%
Total Expenditures	5,337,266	25,160,632	19,823,366	21.21%
Surplus/(Deficit) Before Transfers	1,580,667	3,485,358	1,904,692	
Transfers				
Transfers to Reserves	871,340	3,485,358	2,614,019	25.00%
Total Transfers	871,340	3,485,358	2,614,019	25.00%
Net Surplus/(Deficit) To Date	709,327	0	-709,327	

BUDGET

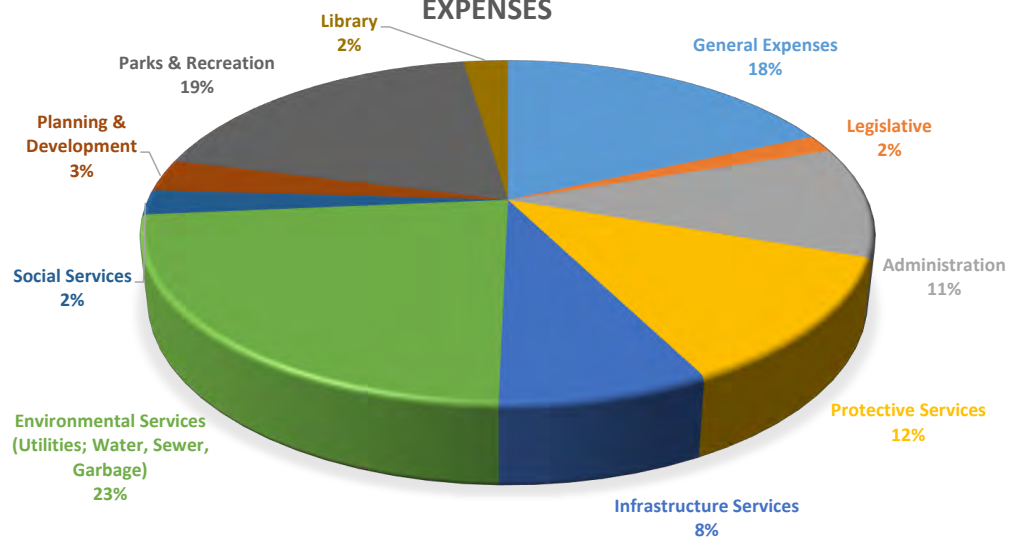


Town of Blackfalds Operating Statements of Revenue & Expenditure For the Period Ending March 31, 2020

MARCH 31, 2020 REVENUE



MARCH 31, 2020 EXPENSES



BUDGET



Town of Blackfalds Divisional Statement & Variance Analysis For the Period Ending March 31, 2020

	2020 Actual	2020 Budget	Variance	% of Budget	Explanation
General					
Taxation	3,791,215	15,164,859	11,373,644	25.00%	Property taxes are accrued on monthly basis.
General Revenue	530,140	1,972,000	1,441,860	26.88%	Franchise fees and Interest are higher than expected in the quarter.
Total General Revenue	4,321,355	17,136,859	12,815,504	25.22%	
General Expenses	974,589	3,738,432	2,763,843	26.07%	Requisitions are expensed quarterly
Net General	3,346,766	11,666,981	10,051,661	28.69%	
Legislation & Administration					
Revenue	43,459	200,500	157,041	21.68%	Revenue is low for the first quarter, business licenses revenue is recognized in each quarter, and is slightly lower than expected.
Expenses	644,197	3,303,904	2,659,707	19.50%	Expenditures in Administration are below the quarterly average, mostly due to timing - considered to be on track for the year.
Net Legislation & Admin	-600,738	-3,103,404	-2,502,666	19.36%	
Protective Services					
Revenue	217,753	932,440	714,687	23.35%	Annual revenue items are accrued monthly. Other Revenue, fines, donations and fire calls are below the average for first quarter.
Expenses	649,268	2,792,017	2,142,749	23.25%	Expenditures are slightly below budget; staff vacancy in police admin, fire training has been halted to enforce physical distancing measures and is low.
Net Protective Services	-225,030	-1,859,577	-1,428,062	17.73%	
Infrastructure - Services					
Revenue	105,745	438,989	333,244	24.09%	Revenue is on track for transit services year to date.
Expenses	418,605	2,445,569	2,026,964	17.12%	Expenditures during quarter one are typically lower due to the nature of activities in this department. Expected to increase in summer months.
Net Operations - Infrastructure Services	-312,860	-2,006,580	-1,693,720	15.59%	
Environmental Services					
Revenue	1,732,007	7,765,620	6,033,613	22.30%	Revenues for Environmental Services are considered on track. Revenue is dependent on consumption - water/sewer consumption will fluctuate throughout the year.
Expenses	1,241,761	6,107,489	4,865,728	20.33%	Expenditures are slightly below but on track for the year.
Net Environmental Services	490,246	1,658,131	1,167,885	29.57%	

BUDGET



Town of Blackfalds Divisional Statement & Variance Analysis For the Period Ending March 31, 2020

	2020 Actual	2020 Budget	Variance	% of Budget	Explanation
Social Services					
Revenue	94,359	355,821	261,462	26.52%	Revenues are reasonable, annual revenues are pro-rated monthly.
Expenses	124,145	604,425	480,280	20.54%	Expenditures are slightly below but on track for the year. Some programs have been cancelled reducing costs in FCSS.
Net Social Services	-29,786	-248,604	-218,818	11.98%	
Planning & Development					
Revenue	39,293	276,400	237,107	14.22%	Revenue is well below budget. Permitting revenues are down to about 10% of annual budget. Commercial rent has been waived for March and will continue during the closure period due to Covid -19.
Expenses	161,085	883,091	722,006	18.24%	Expenditures are below the quarterly target, mostly due to lower building and electrical inspection fees, and also some wage expenses are low.
Net Planning & Development	-121,792	-606,691	-484,899	20.07%	
Parks & Recreation					
Revenue	363,962	1,539,361	1,175,399	23.64%	Recreation revenue is slightly below quarterly budget. Annual cost share from the county is not received, but is accrued for on a monthly basis. Facilities were closed as of March 16, and is reflective in several revenue lines. The larger impact of the closures will be seen in the next quarter.
Expenses	998,297	4,785,887	3,787,590	20.86%	Expenses in the first quarter are expected to be lower than quarterly budget. The timing of when programs are offered will affect expenses associated with those programs. Expenses related to facility closures will be recognized in the next quarter period.
Net Parks & Recreation	-634,335	-3,246,526	-2,612,191	19.54%	
Library					
Revenue	0	0	0	0.00%	
Expenses	125,319	499,818	374,499	25.07%	Grant to Library accrued monthly.
Net Library	-125,319	-499,818	-374,499	25.07%	
Total Operation					
Revenue	6,917,933	28,645,990	21,728,057	24.15%	On target.
Expenses	5,337,266	25,160,632	19,823,366	21.21%	Slightly below target.
Surplus/(Deficit) before Transfers - YTD	1,580,667	3,485,358	1,904,692		

BUDGET

Town of Blackfalds Capital Projects - Current and Carry forwards as at March 31st 2020

Project #	Project Description	Prior Years Approval	Roll Over Reserve	New Funding Approved	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
Administration & Protective Services								
19-2301	AFRRCS Radios Mobile 10	70,000	2,853	28,000	30,853	28,973	1,880	Complete
19-2302	SCBA - Replacement	85,000	24	94,600	94,624	94,601	23	Complete
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	35,000	363	34,637	On Hold
			-		-		-	
Total Administration & Protective Services		175,000	22,877	157,600	180,477	123,937	56,540	
Infrastructure								
15-3204	Parkwood Extension	400,000	153,887		153,887	-	153,887	Complete
17-3201	Womack Road & Gregg Street Realignment (CP Rail Crossing)	500,000	472,827	1,000,000	1,472,827	10,727	1,462,100	In Progress
			-		-		-	
Total Infrastructure		900,000	626,714	1,000,000	1,626,714	10,727	1,615,987	
Recreation								
14-7211	ASP Dump Station		40,000	180,000	220,000		220,000	In Progress
17-7209	Playground - Iron ridge	125,000	95,982		95,982		95,982	In Progress
18-7207	2018 Wayfinding Signage	293,400	107,346		107,346		107,346	In Progress
18-7209	Athletic Park Master Plan - Athletic Park Area Improvements	649,954	152,514		152,514		152,514	In Progress
18-7211	Move Old Skateboard Equipment	40,000	11,191		11,191		11,191	Complete

BUDGET

Town of Blackfalds Capital Projects - Current and Carry forwards as at March 31st 2020

Project #	Project Description	Prior Years Approval	Roll Over Reserve	New Funding Approved	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
19-7205	Pedestrian Corridor Improvement - Trails & Sidewalks - 2020 Inclusive Parking Lot	50,000		65,000	65,000			In Progress
19-7215	Playground	125,000	82,155		82,155	83,346	1,191	Completed
19-7216	Aspen Pond Upgrade	25,000	25,000		25,000		25,000	On Hold
19-7217	Roof Maintenance and Exterior Glulam's Maintenance, Vortex Repair (pool)	35,000	17,270		17,270		17,270	In Progress
19-7221	Emergency Generator - Community Hall	80,000	62,173		62,173		62,173	In Progress
20-7208	Outdoor Rink Pad Replace/ Move		-	250,000	250,000		250,000	In Progress
20-7210	Fitness Equipment Replacement			341,393	341,393	85,348	256,045	In Progress
18-7203	Twin Arena - Architecture	750,000	370,245		370,245	12,031	382,276	In Progress
19-7401	Library -Architecture Design	395,000	192,563		192,563	54,313	138,250	In Progress
20-7203	Twin Arena - Construction	1,500,000	1,380,554	22,300,000	23,680,554	201,981	23,478,573	In Progress
Total Recreation		4,068,354	2,536,993	23,136,393	25,673,386	412,957	25,195,429	
Total Capital Projects & Funding		5,143,354	3,186,584	24,293,993	27,480,577	547,621	26,867,956	
Utilities/ Development								
13-4200	PW-STM-01 East Area Storm System and Wetlands	3,835,837	3,736,522	1,550,000	5,286,522	2,113,591	3,172,931	In Progress
14-4203	Lift Station - McKay Ranch	2,439,300	2,439,300		2,439,300		2,439,300	In Progress
17-4201	Lift Station - Aurora Heights	86,900	86,918		86,918		86,918	On Hold
17-3702	North West Storm	2,485,458	2,051,222		2,051,222	5,857	2,045,365	In Progress

BUDGET

Town of Blackfalds
Capital Projects - Current and Carry forwards as at March 31st 2020

Project #	Project Description	Prior Years Approval	Roll Over Reserve	New Funding Approved	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
	Total Utilities / Development Projects	8,847,495	8,313,962	1,550,000	9,863,962	2,119,448	7,744,514	
	Total Capital Projects	13,990,849	11,500,546	25,843,993	37,344,539	2,667,069	34,612,470	



**TOWN OF BLACKFALDS
COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: May 12, 2020

ORIGINATED BY: Preston Weran, Director of Infrastructure
and Property Services

SUBJECT: Blackfalds Transit Service Program Request for Proposal

BACKGROUND:

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide public transit service between Red Deer, Blackfalds and Lacombe as well as add local bus service to Blackfalds and Lacombe.

Unfortunately, the notice of motion passed at the City of Lacombe Council meeting on September 23, 2020. As determined by this decision, the BOLT service will cease operation on August 28th, 2020. Administration has been working since this time to determine how, if at all, to move forward with a transit service for our Town only and into Red Deer and back.

The transit report came forward at the April 20, 2020 Standing Committee meeting at which time the following motion was passed:

SCC 21.20

Councillor Hoover moved that the Standing Committee recommend that the RFP for transit services, based on the recommended service option 1 - Intermunicipal and local On Demand service, be brought forward to Council for approval.

CARRIED UNANIMOUSLY

DISCUSSION:

Since this recommendation came forward above, transit services as a whole, have been severely affected by the Pandemic COVID. Administration understands that this impacts current ridership and will have a long-lasting effect on transit and other major public services for the foreseeable future. But we really do not know what these lasting effects will be once the re-launch plan is fully executed within Alberta. With mask and distancing criteria changing each day, we wanted to have a frank discussion with Council on the impacts of COVID on this service.

We still strongly support sending out the RFP, to determine what our ideal On-Demand service, cost saving options, and costs will be. This is a very challenging time, but Administration, with proper bids and information, can look to bringing back the results of the RFP to Council.

The immediate issue with using smaller buses or vans, as currently outlined in the RFP, is being able to maintain the social distancing regulations of 2 meters, so as of now, we



TOWN OF BLACKFALDS COUNCIL MEETING REQUEST FOR DECISION

end up only transporting 1 or maybe 2 passengers. CRD is finding this especially challenging with their para-transit service. On the large 40' buses, BOLT has closed-off every second seat and has limited the number of passengers including standees. We have also stopped front door boarding, which has also stopped fare collection. Large shields/barriers have been installed behind the driver to help maintain social distancing.

CRD transit reported that in Red Deer their transit ridership has dropped by 60-80 percent at various route times, but these numbers are starting to stabilize. At the end of March, the CRD also went to 1hr frequency and reduced service hours due to the drop of ridership – essentially half the buses in service now compared to pre-COVID. Across the industry in Canada, there are similar numbers and responses – and some are even worse, into the 90-percentile range and transit agencies are cutting/reducing service along with associated layoffs.

In support of moving forward with the Standing Committee's Option 1 - Intermunicipal and local On Demand service, attached is the RFP as presented for consideration. To summarize, private fleet buses (size TBD) will make approximately 4-8 round trips per day on weekdays and charters available for additional cost as needed for Town business. This option will not have any local or regional service loops driven at a set time. Instead, this route can be driven if requested, through a call centre and/or app; On Demand, using the existing transit stops currently in place around town left over from BOLT. This aims to improve access between the participating community of Red Deer and Blackfalds for commuters, students, seniors and families without their own transportation to get to local/express routes and provide local access to both sides of the town; schools, facilities and the like.

The aim of the proposed procurement is to provide a cost-effective, accessible, and flexible, inclusive public transportation service across the entire Town as well as service to Red Deer. The service would be available weekdays from 6:30 am to 8:30 pm. The riders will use On Demand local and intermunicipal booking or appointment style service to book trips with the proponent's fleet of inclusive buses. The proposed 2-year pilot program would involve testing different time and day spans of service to align the service with actual demand. The service could expand (in year three) to a variable ratio of On Demand transit and/or set routes if needed either to different areas of Town or regionally. If this recommendation is accepted, we are anticipating the total agreement length to be 5 years. At which time, we would look at retendering the contract for another 3-5 years or bring the transit service in house.

If Council decides to move forward with the attached draft request for proposal, we will then finalize the RFP and post on Alberta Purchasing connection in May. The plan would then involve bringing the procurement to Council for approval, develop a work agreement and communication plan with the successful proponent over the next couple of months in time for fall implementation. Administration welcomes comments and discussion from Council on the attached draft of the RFP tonight.



TOWN OF BLACKFALDS COUNCIL MEETING REQUEST FOR DECISION

ADMINISTRATIVE RECOMMENDATION:

That Council move to approve the draft RFP for transit services based on the recommended Service Option 1 - Intermunicipal and local On Demand service as recommended by the Standing Committee.

ALTERNATIVES:

- A. That Council approve the draft RFP with revisions for transit services based on the recommended Service Option 1 - Intermunicipal and local On Demand service as recommended by the Standing Committee.
- B. That Council refer this item back to Administration for more information.

FINANCIAL IMPLICATIONS:

Unknown. Without going out for proposals and fully investigating the cost of apps and the like, we would anticipate this turnkey solution of On Demand costs to be at least 25% less than our current City of Red Deer BOLT rate of \$130.00 per hour. Also, the service hours would be half of what they used to be because of the truncated route and the efficiency that this model provides.


However, prior to awarding any contracts, a full audit of the costs would be undertaken to confirm remainder and future budget implications.

It is of note that the 2 busses initially proposed to serve the 27 rides per day, will be 10-14 passenger fleet units with the 10 passenger units having the ability to provide a single fully disabled rider. It is our plan that the final actual details of transit service levels, costs, interim and ultimate fleet equipment will be tuned for our Town through the procurement process with the chosen proponent's input and expertise.

Attachments:

- *Blackfalds Transit Program and Service Review Report April 1, 2020*
- *RFP for On Demand Local and Regional Transit Service Draft*


Approvals:



CAO Myron Thompson



Department Director/Author



Blackfalds Transit Program and Service Review

April 1, 2020

Preston Weran | Town of Blackfalds

Overview

BOLT Process and Service Rationale

The original BOLT partnership started through the investigation into a regional public transit system with the implementation of bus modernization and subsequent departure of Greyhound service from Lacombe. Feedback from the communities, Lacombe and Blackfalds, at the time, indicated that there was a desire to provide an affordable public transportation option for those with medical and service appointments in Red Deer. As the investigation deepened, additional feedback underscored the need for regular and reliable public transit for commuters, students, seniors and low-income residents.

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide public transit service between Red Deer, Blackfalds and Lacombe as well as add local bus service to Blackfalds and Lacombe. This service continued to grow substantially, until the City of Lacombe terminated the bus service effective, August 28th, 2020. If approved, the new Transit system would be scheduled to start the following Monday, August 31st, 2020. This will ensure that all school and college riders can use this new service come September 7th, 2020.

This information below, while valid, is only preliminary. Any agreements or assumptions made will require further negotiations with the CRD, external service providers and will require revisions to the assumed budget estimates attached based on actual costs.

BOLT Program Details

BOLT Transit launched on August 26, 2014. The regional service is cost-shared equally by the City of Lacombe and Town of Blackfalds, while the Red Deer Transit operates the service; this includes all associated maintenance and staffing costs. At the time, no new grant funding was available through the Green Transit Incentives Program (GreenTRIP); however, the City of Red Deer was awarded funds during the first program intake that they did not expend fully.

As part of this agreement, Red Deer Transit received provincial approval to direct

\$600,000.00 of that funding towards the purchase of two new buses for this regional service. Lacombe and Blackfalds then cost-shared the remaining \$300,000.00. The agreement was set for eighteen (18) years or a period equivalent to the life expectancy of the two buses purchased. As part of the agreement, Lacombe and Blackfalds both contribute \$25,000.00 annually to a fleet replacement reserve.

The buses are energy-efficient and fully accessible and can accommodate up to 38 passengers. They come equipped with dual bike racks and free onboard Wi-Fi access. As with all transit, riders have the potential to save money through reduced parking, fuel and vehicle maintenance costs. While most established intra-city transit systems expect 30 – 40% cost recovery, regional transit services trend lower and target estimates were therefore set at 20%.

The BOLT Committee was formed by resolutions of the Town of Blackfalds and the City of Lacombe in July, 2018. The Committee had been exploring factors in the current service that may be limiting growth in ridership, to satisfy sustainability concerns of both Council and ratepayers. Factors of the existing routes identified as potentially limiting ridership include the comparatively infrequent inter-city trips, and the lengthy, indirect route between Lacombe/ Blackfalds and Red Deer.

It was agreed, to grow the service, the Canadian Urban Transit Assoc (CUTA) Report notes that “only two (2) factors will substantially increase ridership: increased frequency of trips & directness of route / reduced time of trip”

It is also widely understood that a trusted, dependable, inclusive, available and growing transit service improves economic readiness to support service industry growth.

The BOLT committee was looking to streamline this service towards more connectable, efficient routes in alignment with the CRD new hub and spoke model when the City of Lacombe decided, unilaterally, to end our agreement last year. Service will end as of August 28th, 2020, unless our Council decide to commit to the Town of Blackfalds to continuing this service. Various options within this review will assist Council in their decision making process.

BOLT Service Composition

BOLT makes 7 round trips per day on weekdays and charters to Burman University on weekends. Its aim has been to improve access between the participating communities for commuters, students, seniors, families without transportation of their own and those with mobility issues. Based on feedback received from initial consultations and our recent survey, the model is primarily structured around commuters out of Blackfalds (intermunicipal) with some additional mid-day service to support those with appointment needs. Local service (municipal boundaries only) is also needed, but this may be better served in the near future as a commuter feeder route for morning and evening commuter service connections to the intermunicipal routes, then adding local loops internally, see Proposed Program Changes section for details.

BOLT Route Information

BOLT offers both express and local service. While the travel through Lacombe remains the same regardless of the trip type, the express option stops only once in either direction, on the way through Blackfalds. This allows the peak trips to complete the circuitous route in roughly one hour and forty-five minutes. By comparison, travel time for the local route takes two hours and fifteen minutes. Additionally, a free transfer onto Red Deer Transit Route 10 was negotiated for BOLT riders. This provides access to the Red Deer Hospital, Red Deer College and Bower Place without substantially increasing the cost of the service or the trip travel time. See figures below:



Monday - Friday Service							
Northbound to Blackfalds & Lacombe		Express		Local		Express	
1	Red Deer - Sorensen Station Parkland Mall		7:15 AM	9:15 AM	12:35 PM	3:00 PM	4:50 PM 8:24 PM
2	Red Deer - 78 Street	6:03 AM	7:23 AM	9:23 AM	12:43 PM	3:08 PM	4:58 PM 8:32 PM
3	Blackfalds - East Loop Panorama Dr, Pioneer Way, Cottonwood Dr, Prairie Ridge Ave, Park St East			9:35 AM	12:55 PM		
4	Blackfalds - West Loop Tayles Park, Multi-Plex, Broadway Ave, Westbrooke Rd, Abbey Centre, Park St. West			9:43 AM	1:03 PM		
5	Blackfalds - Express North A	6:15 AM	7:35 AM			3:20 PM	5:10 PM 8:44 PM
5	Blackfalds - Express North B	6:16 AM	7:36 AM			3:21 PM	5:11 PM 8:45 PM
6	Lacombe - Hospital Lacombe Christian School	6:26 AM	7:46 AM	10:04 AM	1:24 PM	3:31 PM	5:21 PM 8:55 PM
7	Lacombe - AFSC Arena, Lacombe Memorial Centre	6:31 AM	7:51 AM	10:09 AM	1:29 PM	3:36 PM	5:26 PM 9:00 PM
8	Lacombe - Mall Heritage Way, Elizabeth Park, College Ave	6:38 AM	7:58 AM	10:16 AM	1:36 PM	3:43 PM	5:33 PM 9:07 PM
9	Lacombe - Burman University	6:46 AM	8:06 AM	10:23 AM	1:43 PM	3:51 PM	5:41 PM 9:15 PM
Southbound to Blackfalds & Red Deer		Express		Local		Express	
9	Lacombe - Burman University Heritage Way, Elizabeth Park, College Ave	6:46 AM	8:06 AM	10:23 AM	1:43 PM	3:51 PM	5:41 PM 9:15 PM
8	Lacombe - Mall Lacombe Memorial Centre, Arena	6:54 AM	8:14 AM	10:30 AM	1:50 PM	3:59 PM	5:49 PM 9:23 PM
7	Lacombe - AFSC Lacombe Christian School	7:01 AM	8:21 AM	10:37 AM	1:57 PM	4:06 PM	5:56 PM 9:30 PM
6	Lacombe - Hospital	7:06 AM	8:26 AM	10:42 AM	2:02 PM	4:11 PM	6:01 PM 9:35 PM
5	Blackfalds - Express South	7:17 AM	8:37 AM			4:22 PM	6:12 PM 9:46 PM
4	Blackfalds - West Loop Tayles Park, Multi-Plex, Broadway Ave, Westbrooke Rd, Abbey Centre, Park St. West			10:52 AM	2:12 PM		
3	Blackfalds - East Loop Panorama Dr, Pioneer Way, Cottonwood Dr, Prairie Ridge Ave, Park St East			11:03 AM	2:23 PM		
2	Red Deer - 78 Street Parkland Mall	7:26 AM	8:46 AM	11:20 AM	2:40 PM	4:31 PM	6:21 PM 9:55 PM
1	Red Deer - Sorensen Station	7:37 AM	8:57 AM	11:31 AM	2:51 PM	4:42 PM	6:32 PM 10:06 PM

BOLT Monthly Ridership

The ridership numbers provided began in September 2015 when the automated fare system was installed onboard the buses. This system allows for the accurate tracking of fares collected and the number of riders who have utilized the system. Until this system was installed, monthly estimates were forecasted from random daily counts provided by the drivers. Since we will be eliminating the City of Lacombe leg from any future service option, the information below will not be comparable in the future.

	2015	2016	2017	2018	2019
January		1455	1719	1953	1869
February		1623	1610	1729	1546
March		1877	1856	1927	1804
April		1891	1515	1534	1959
May		1799	1865	1634	1906
June		1619	1798	1591	2025
July		1227	1257	1431	1572
August		1299	1387	1372	1574
September	1605	1881	1731	1797	2052
October	1318	1959	1825	2141	2226
November	1438	1897	1781	1936	2227
December	1364	1622	1407	1303	1690
	5725	20149	19751	20348	22450
% of growth per year from 2016			98%	103%	110%

BOLT Cost Recovery and other comparable

Cost recovery levels shown below are based on actual costs. However, the number of dwellings of 4,357 was taken from the 2018 Census report.

1. Cost per rider in 2016 was \$24.77, in 2017 it was \$25.77 and in 2018 it was \$24.96.
2. System cost recovery for 2016 was 57%, for 2017 was 58% and for 2018 was 59%.
3. 2018/2019 net service cost was -\$253,160 for Blackfalds share. This results in a tax dollar subsidy per month, per household of \$4.84.
4. Cochrane's new Transit service is estimated at a net service cost of \$551,812 for 2019. This results in a tax dollar subsidy per household, per month of \$3.82 as a comparison.

Proposed Blackfalds Transit Program Changes

BOLT will no longer be an entity after August 28th, 2020. BOLT fleet busses will be integrated into the CRDs fleet, and it is the Town's sole responsibility to rebuild this program, if Council decides to move forward with continued service options as outlined within this section as Blackfalds Transit (BT).

Definitions

*On Demand Service means when you know you will want a ride on route, you can use the website, mobile app or call BT directly to request a bus at a specific stop (along the old BOLT Town route at a specific day and time during regular service hours). Buses can be requested up to a week in advance, or just minutes in advance.

*Intermunicipal transportation means bus routes from municipality to municipality (express).

*Local service means bus routes within the limits of the Town boundaries.

Blackfalds Transit Program Details

Since late last fall, Administration has been working with the CRD, private/public transit service providers and other internal/external stakeholders to determine what options Blackfalds has available to continue this service in some manner. With the City of Lacombe section removed, and the recent changes to the CRD's transit system, this service level can be 100% maintained within Blackfalds and back to Red Deer.

We are excited to present transit service Option #1 as our remediation so that Blackfalds can continue to offer both intermunicipal (express) and local service (excluding the City of Lacombe leg) for about the same or less subsidy through our proposed procurement plan and estimated number of riders while looking ahead at future growth opportunities.

**Proposed annual net operating cost for our Town is \$200,000. That works out to \$4.24 per month, per household (4357) and will be proposed, in some manor, to Council for the 2021 budget, if Council so wishes to move forward with Transit services.

It is of note, any of the three service level options, will require us to enter into an agreement with a private, professional transit company to provide a turnkey delivery model through our standard procurement process. This plan is critical to meet our limited timeframe, proposed service level, billing, customer service and metrics tracking standards our current and future riders have come to expect through this community. Administration is proposing to accomplish this task by moving forward with an open invitation to submit non-binding proposals for the provision of On Demand local within the Town limits and intermunicipal (express) Transit Service from our Town into the north end of the City of Red Deer (CRD) transit hub.

The aim of the proposed procurement is to provide a cost-effective, accessible, and flexible, inclusive public transportation service across the entire Town as well as into and back from Red Deer. The Local service is available through the use of On Demand local routing and 4-6 scheduled (two way express) intermunicipal trips from Blackfalds to Red Deer using the proponent's fleet of inclusive buses. The 2-year pilot would involve testing different time spans of service to match the service with actual demand locally. The service could expand (in year three) to a variable ratio of On Demand transit along our old BOLT fixed transit routes and south to Red Deer. We are anticipating the total agreement length to be 5 years. At which time, we would look at retendering or bringing the transit service in house.

BT Proposed Service Composition - OPTIONS

This proposed new service (two-year pilot program) will run within Blackfalds to Red Deer and back again. Options proposed below will determine major service levels but are no means final and we welcome input. Ultimately, these options are presented to help Council with their decision to move forward or not. These options presented could have different implementation starts, but with most transit riders depending on affordable, inclusive and reliable service routes, we would recommend a 2-3 year consistent route with limited timing changes.

Further, with our recommended Option 1; Intermunicipal and local On Demand service; real time riders will show our team, by their bookings, the geographic areas of our Town that demand higher or lower levels of service. We can then look at tailoring our routes to increase efficiencies and promote multimodal transportation with our transit system as the hub. We can interlink future parks, trails, roadways, land and the like to support the public in getting away from private car ownership.

Option 1 - Intermunicipal and local On Demand service

Private fleet buses (size TBD) will make approximately 4-8 round trips per day on weekdays and charters available for additional cost as needed for Town business. This option will not have any local or regional service loops driven at a set time. Instead, this route can be driven if requested, through a call centre and/or app; On Demand, using the existing transit stops currently in place around town left over from BOLT. This aims to improve access between the participating community of Red Deer and Blackfalds for commuters, students, seniors and families without their own transportation to get to local/express routes and provide local access to both sides of the town; schools, facilities and the like.

\$213,800 total (\$163,800 plus \$50,000 for on demand estimate) based on \$130 per hour, CRD estimates and call outs but as low as **\$160,350** based on high level cost estimate. Actual scope TBD through procurement process and finalization of fleet supply/support and app cost details.

RUN TIMES SHOWN BELOW ARE EXAMPLES ONLY AND ON DEMAND USE WILL DICTATE KEY TIMES, BUT BUS WILL ONLY RUN ALONG OUR ROUTES, NOT DOOR TO DOOR



Key / Rpt Time	Leave Garage	Northbound		Southbound	
		WB Kingston Dr / Gaetz Av (A&W)	NB Parkwood Rd / Park St	SB Highway St / Queen Cr	WB Kingston Dr / Gaetz Av (A&W)
Stop Direction / Name (T					
	10	5	12	5	9
1 / 5:48	5:58	6:03	6:15	6:20	6:29
		6:33	6:45	6:50	6:59
		7:03	7:15	7:20	7:29
		7:33	7:45	7:50	7:59
2 / 11:30	11:40	11:45	11:57	12:02	12:11
		12:15	12:27	12:32	12:41
		12:45	12:57	13:02	13:11
1 / 5:48	15:58	16:03	16:15	16:20	16:29
		16:33	16:45	16:50	16:59
		17:03	17:15	17:20	17:29
		17:33	18:45	18:50	18:59

Service would still run from approximately 6-19:40 daily with service as needed (max. 5.0 hours). This on demand service would be very similar service as the Cochrane COLT system locally, but also drive into red deer as needed. The 10-14 passenger van would look something like the example below.



Option 2 - Intermunicipal (express) transportation with no local service

Private fleet buses (size TBD) will make 8 round trips per day on weekdays and charters available for additional cost as needed. This option will not have any local service loops driven and aims to improve access between the participating communities of Red Deer and Blackfalds for commuters, students, seniors and families with their own transportation to get to Highway 2A. This option limits those residents outside of the 30 minute walk area. However, with the increased frequency of the express route and quick turn arounds, this is a good low cost option to build upon. Further, this option does not utilize the existing local transit stops currently in place around Town left over from BOLT.

\$163,800 total based on \$130 per hour, CRD estimates and call outs but as low as \$122,850 based on high level cost estimate. Actual scope TBD through procurement process and finalization of fleet supply/support and billing/tracking cost details.

		Northbound		Southbound	
Key / Rpt Time	Leave Garage				
Stop Direction / Name (T)		WB Kingston Dr / Gaetz Av (A&W)	NB Parkwood Rd / Park St	SB Highway St / Queen Cr	WB Kingston Dr / Gaetz Av (A&W)
	10	5	12	5	9
1 / 5:48	5:58	6:03	6:15	6:20	6:29
		6:33	6:45	6:50	6:59
		7:03	7:15	7:20	7:29
		7:33	7:45	7:50	7:59
2 / 11:30	11:40	11:45	11:57	12:02	12:11
		12:15	12:27	12:32	12:41
		12:45	12:57	13:02	13:11
1 / 5:48	15:58	16:03	16:15	16:20	16:29
		16:33	16:45	16:50	16:59
		17:03	17:15	17:20	17:29
		17:33	18:45	18:50	18:59

Based on 4 quick trips in the morning and 4 quick trips in the afternoon, this service would run, as an example, between 6:03 to 6:29, then 6:33 to 6:59, then 7:03 to 7:29, then 7:33 to 7:59. The second route would be from 16:03 to 16:29, then 16:33 to 16:59, then 17:03 to 17:29, then 17:33 to 17:59. Or any combination of key 1 back to back then key 1 again in the afternoon.


Service runs from 6:03-7:59, then 16:29-19:40 daily with no midday service (5.0 hours).

Option 3 –Intermunicipal (connected) transportation with local service

Private fleet buses (size TBD) will make 5 round trips per day on weekdays and charters available for additional cost as needed. Local Service will be east loop, west loop then east loop again, to allow local riders access to both sides of the town. This option will have local service loops driven at a set time within the intermunicipal route (connected route time would be extended beyond traditional express times under options 1 and 2). We would use the existing transit stops currently in place around town left over from BOLT. This aims to improve access between the participating communities of Red Deer and Blackfalds for commuters, students, seniors and families without their own transportation to get to local/express routes and provide local access to both sides of the town; schools, facilities and the like. This option will be less efficient and the local and intermunicipal riders will have to “tour” the town before going back and forth to Red Deer.

\$188,000 based on \$130 per hour, CRD estimates and call outs but as low as ***\$141,000*** based

on high level cost estimate. Actual scope TBD through procurement process and finalization of fleet supply/support and billing/tracking cost details.



Key / Rpt Time	Leave Garage	WB Kingston Dr / Gaetz	Start of Blackfalds East Loop	Start of Blackfalds West Loop	Blackfalds East Loop #2	Express - East Side	Express - West Side	WB Kingston Dr / Gaetz Av (A&W)
Stop Direction / Name (Time Point)			EB Park St / Parkwood Rd	WB Waghorn St / East Ave	EB Park St / Parkwood Rd	Stop 5A (Stop 5B not used)	Stop 5	
3 / 6:00	6:10	6:15	6:27	6:35	6:47	6:56	7:01	7:10
		7:15	7:27	7:35	7:47	7:56	8:01	8:10
4 / 16:30	16:40	16:45	16:57	17:05	17:17	17:26	17:31	17:40
3 / 16:30	18:10	16:15	16:27	16:35	16:47	16:56	17:01	17:10
		17:15	17:27	17:35	17:47	17:56	18:01	18:10
		18:15	18:27	18:35	18:47	18:56	19:01	19:10

Based on two trips in the morning and three trips in the afternoon, this service would run, as an example, between 6:10 to 7:10, then 7:15 to 8:10. The second route would be from 16:40 to 17:40, then 17:45 to 18:40, then 18:45 to 19:40 or any combination.

Service runs from 6:10-8:10, then 16:40-19:40 daily with no midday service (5.75 hours)

Blackfalds Transit could be an internal service in the future, like the CRD transit, but due to tight timeframes and logistics surrounding communication, procurement, agreements and staffing resourcing, exploring this option will have to be done later or off-line from this initial program change. The fleet vehicles types are TBD through the procurement process. We could have high end, energy-efficient and fully accessible 38 passenger busses like the CRD has or , as proposed, as simple as a couple of 10-14 passenger vans or low floor busses. However, as with the large reduction in riders, a pilot program is proposed to save money through reduced fleet sizing, fuel types, and vehicle maintenance and lease cost agreements.

In order to operate on demand at 5.00 hours of service time (Option 1 recommendation), excluding administration services / on demand parameters, the costs providing this service internally, with two smaller FCSS style busses over a period of 7 years would equate to \$175,000 (\$120,000) per year, for operations, lease and maintenance only. We would struggle internally, to be able to offer even close to the same service level as BOLT without a major service interruption or additional support personnel or additional budget impacts compared to our proposed turnkey solution via procurement. The Town of Blackfalds is not a transit provider and would be limited in our resource and management abilities if we were to bring this new type of service in house. However, as we grow this service, beyond

the two-year pilot, we can explore those options as noted above.

BT Monthly Ridership Metrics

The ridership number and other metrics, if we have a turnkey solution, will be provided by the app / fare system that will be managed by the successful proponent. This type of system will allow for the accurate tracking of fares collected and the number of riders who have utilized the system at specific geodetic locations. As this system starts tracking metrics, monthly estimates and locations of service levels can be adjusted. Since we will be eliminating the City of Lacombe leg from any future service option, the information below will not be comparable in the future. But by maintaining our connection to the City of Red Deer, as a regional transit connection hub, we can massage this pilot program and develop KPIs and efficiencies moving forward with our Town Transit Service Levels into the future. For the start of our program, on day one, we are estimating our September 2020 ridership based on the Blackfalds compared to the City of Lacombe ratio historic ticket sales below; the average ratio is 31%. This provides us a total rides per year of 6960 or approximately 27 rides on average per weekday.

	2016	2016 #	2017	2017 #	2018	2018 #	2019	2019 #
Cash	\$26,982.59		\$25,458.41		\$26,989.10		\$28,680.20	
Lacombe Pass	\$ 21,305.00	341	\$ 18,845.00	286	\$ 20,295.00	311	\$ 17,340.00	276
Blackfalds Pass	\$ 9,695.00	215	\$ 8,190.00	175	\$ 6,195.00	140	\$ 8,050.00	177
Lacombe Tickets	\$ 5,527.00	191	\$ 6,409.00	198	\$ 6,233.00	188	\$ 6,326.00	196
Blackfalds Tickets	\$ 3,710.00	151	\$ 2,940.00	133	\$ 3,240.00	138	\$ 4,975.00	206
	\$40,237.00		\$36,384.00		\$35,963.00		\$36,691.00	
	\$ 13,405.00		\$ 11,130.00		\$ 9,435.00		\$ 13,025.00	
	33%		31%		26%		35%	

BOLT Historic Ridership

BT Expected Ridership

	2015	2016	2017	2018	2019
January		1455	1719	1953	1869
February		1623	1610	1729	1546
March		1877	1856	1927	1804
April		1891	1515	1534	1959
May		1799	1865	1634	1906
June		1619	1798	1591	2025
July		1227	1257	1431	1572
August		1299	1387	1372	1574
September	1605	1881	1731	1797	2052
October	1318	1959	1825	2141	2226
November	1438	1897	1781	1936	2227
December	1364	1622	1407	1303	1690
	5725	20149	19751	20348	22450
% of growth per year from 2016			98%	103%	110%

(31% of 2019)	2021/2020
January	579
February	479
March	559
April	607
May	591
June	628
July	487
August	488
September	636
October	690
November	690
December	524
PER YEAR	6960
AVER / MONTH	580
AVER / WEEK	134
AVER / DAY	27

BT Cost Recovery Estimate

Cost recovery levels will be difficult to determine at the start of this new service. The preliminary 2021 Budgetary revenues and expenses are very different with the City of Lacombe out of the equation. The average revenue percentage per month for Blackfalds is between 30-35% while the average expense percentage per month for Blackfalds is between 40-50%. The assumption for the options above, is that town taxes would continue to subsidize this system at approx. \$200,000 per year. Also, we assumed that the average revenue percentages per month would reach the 50% mark with any of the three options presented above, just because of “increased frequency of trips & directness

of route / reduced time of trip”

Note, that we are also anticipating that Council would choose to agree that any refunds from our \$25,000.00 annual contribution to the fleet replacement reserve would be transferred to a new transit operational reserve or general reserve. We would then use these funds to purchase fleet and equipment for this service in the future. Under the budget presented, we are assuming a potential that a 7-year lease could be run through operationally or accounted for under the terms of the procurement process proposed.

GL Account Type	GL Account *	Description	2020	2021 (change)
Expenses	2-110 Salaries	snow and admin	7354	7354
Expenses	2-111 Overtime		500	500
Expenses	2-116 Hourly Wages	snow and admin	6486	6486
Expenses	2-130 Employer Contributions	snow and admin	2987	2987
Expenses	2-136 WCB	snow and admin	180	180
Expenses	2-217 Telephone	WIFI box fees	700	1200
Expenses	2-221 Advertising & Promotion	remain the same to grow new service	3000	3000
Expenses	2-222 Printing & Stationary	remain the same to grow new service	500	500
Expenses	2-224 Memberships		0	0
Expenses	2-233 Engineering		0	0
Expenses	2-239 Other Professional Services	decreased by \$125,400 (burman 85.4k + 40k) then cut by half, actual costs TBD	585400	200000
Expenses	2-250 Contracted General Services		0	0
Expenses	2-510 Gen Goods & Supplies	Transit sign repairs or installs	1000	500
Expenses	2-544 Electricity		1000	0
Expenses	2-960 Transfer to Capital Reserve	Transfer to reserves to pay for future bus shelters (Lacombe's share not included)	8000	4000
Revenues	1-413 Bus Pass Fees	reduced by \$100,000 for burman then 31% of \$72,000	172000	22320
Revenues	1-590 Other Revenue	Advertizing Revenue from Ried Signs 31% of total	12500	4525
Revenues	1-591 Gifts & Contributions	City of Lacombe's CSP deleted (County of Lacombe should pay %?)	220700	
			617,107	226,707
			405,200	26,845
			(211,907)	(199,862)

Other Services

City of Red Deer Changes (1. Reference from reddeer.ca website on January 17, 2020)

1. ¹“Gaetz Avenue Rapid Bus route becomes the system’s new spine, connecting highest ridership destinations along that corridor and linking to other connecting services at proposed new north and south transit hubs, downtown’s Sorensen Station and other points. It is proposed to offer service every 15 minutes at peak commuter times to start, with 30 minute service at other times, with the potential to increase frequency across the day with future expansion.
2. Core routes support the Rapid Bus route by providing direct service on major roads and making it easier to travel across the City without having to transfer downtown. The Core routes also connect to Rapid Bus and other routes at the proposed transit hubs. They will offer consistent 30 minute service to start, with the option to increase to 15 minute frequencies at peak commuter times with future expansion.
3. Neighbourhood routes offer local service within neighbourhoods connecting to the Rapid Bus and Core routes at their closest transit hub. They offer service that may be less direct but which goes closer to home for customers less able to walk to a stop. Most neighbourhood routes offer 30 minute service across the day, with lower ridership routes reducing to 60 minute frequencies at lower demand times. All Neighbourhood routes offer 60 minute Sunday and holiday service to start (in keeping with current levels), with the option to increase higher ridership routes to 30 minute service over time.
4. School Services continue to offer special routes and trips designed to meet specific school student travel needs that are otherwise not served by the base transit system.
5. Targeted Services meet the needs of specific users and markets, such as industrial area commuters and special events. For instance, proposed new on-demand services will connect commuters to the Edgar Industrial Park, with a similar connection to the Queens Business Park envisioned in the future.
6. Action Bus will continue to operate throughout the City (and some areas of the County – funded by Red Deer County) to provide door-to-door service for eligible, registered users unable to use the fully accessible fixed route system some or all of the time. Draft proposals include the opportunity to continue to invest in the service so that it can better meet ridership demand and offer hours of service closer to that of the fixed-route system.

Changes are planned for the fall of 2020

BT Rate Review

If we move forward with continued service into the CRD, we are looking to review current fare pricing. However, by going with a turnkey private service provider, along with an app we will maintain our current ability to track metrics, accounting and migration patterns.

BT (BOLT) TODAY

	Regional		Local	
Cash Fare	\$5 (one-way)		\$2 (one-way)	
Monthly Card	Blackfalds	Lacombe	Blackfalds	Lacombe
Adult 18+	\$70	\$90	\$50	\$50
Senior 65+	\$35	\$45	\$25	\$25
Student	\$35	\$45	\$25	\$25
12-Ride Card	Blackfalds	Lacombe	Blackfalds	Lacombe
Adult 18+	\$30	\$42	\$20	\$20
Senior 65+	\$15	\$21	\$10	\$10
Student	\$15	\$21	\$10	\$10

CRD TODAY AND BT TOMORROW?

	Cash	12 Rides	Day Pass	Monthly Pass
Adult (18-)	\$2.50	\$27.50	\$10	\$72.50
Youth (6-17)	\$2.25	\$23	\$10	\$62
Student* (ID)	\$2.25	\$23	\$10	\$62
Senior (65+)	\$2.25	\$23	\$10	\$62 \$34 GIS Subsidized
Child (5 & under)	Free (except preschool groups)			
Preschool	2 Ride for \$2.25			
MYRide	\$5 charge for initial and replacement cards			

Ancillary Benefits

Regardless of ultimate decisions outlined above, the Town of Blackfalds FCSS department can and needs to continue utilizing a transit service for crisis and social intervention. If there is a situation that requires access to specific services in Red Deer, this organization has been able to use the service to provide those connections and would like to continue to do so. The Town stakeholders also benefit from the use of the new transit system's charter service to shuttle guests to local events and festivals in the area. Further, with the ability to utilize our own dedicated fleet service, we would see efficiencies with a number of our transportation logistics and costs associated with these charters currently coming from the high costs of the BOLT charter service currently available to us.

Public Feedback (image from iap2canada.ca website, January 16, 2020)

Since the inception of the service, feedback has been collected on ways to improve BOLT. With the changes proposed, these items will have to be updated and summarized based on future immediate feedback planned below.

1. Before the planned service changes are finalized, we would suggest on-the-bus surveys to determine and mitigate impacts to existing riders,
2. Input from the public who would choose to ride via a short 5 question on-line survey,
3. Follow up Budget survey would be done to determine effectiveness of changes.

Based on our timeframes, the level of Public Engagement prior to the service change this fall will be scoped in to the “Inform and Consult” Level of engagement, with “involvement” happening at the current ridership level only. However, future service changes and revisions will be done under the increased side of this matrix, towards aspects of all impacts.

Public Survey

A survey of BOLT riders and the public in the region was done in summer 2019. The survey was completed by 307 respondents, 47% of which reported living in Blackfalds and using the survey for travel outside of the community as opposed to within the community.

1. The majority of riders stated that they used the service to get to and from work, followed by those who used the service for shopping and appointments, and a small amount who rode the bus to school and back.
2. Survey respondents primarily indicated that the service ran on the days of the week that they needed it (Mon – Fri), but not at the times that were needed. The #1 service enhancement requested was to provide one more trip out of Red Deer after 5 pm and the second enhancement was to start the service earlier in the morning.
3. The other highly requested improvement to the transit system was to integrate the fares with Red Deer Transit.
4. Most riders indicated that they were walking to their bus stop, which was often 5+

blocks away, but was not deterring them from using the public transit.

As this data was collected online and from a regional population, it is recommended that a follow up in-person survey with only those riders who live or work in Blackfalds be conducted to confirm the validity of this information prior to finalizing a new proposed route and schedule for the new public transit service.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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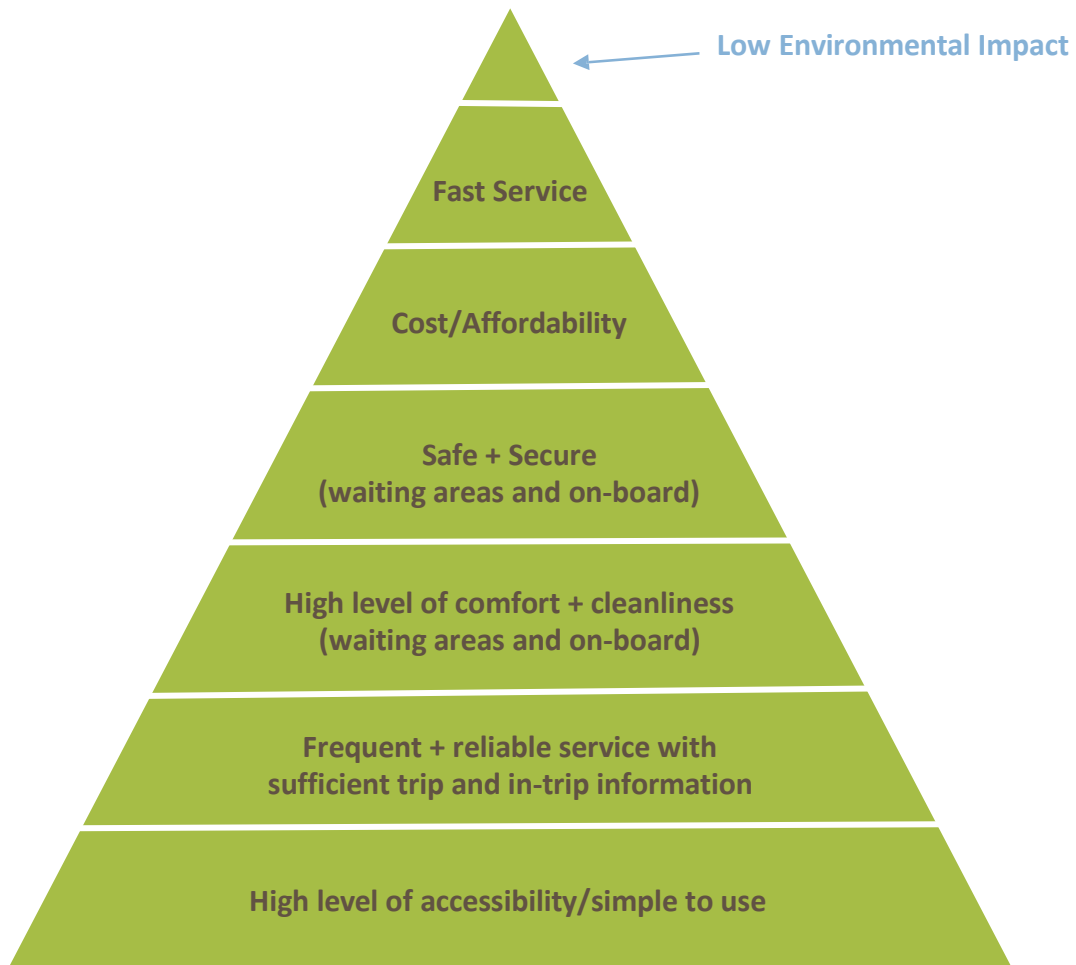
Appendix A – Outdated Survey Info

The existing section below are only placeholder themes kept from the old BOLT system:

1. **Frequency of the service needs to be increased.** Referring to Appendix C., frequency is one of the most important attributes of a successful public transit service. While peak time service is well utilized, the duration of time between trips during the daytime hours could be contributing to lower usage. An additional express trip would cost \$48,412.26 annually (Lacombe's share \$24,206.13), while it is \$64,559.17 for added local trips (Lacombe's share \$32,279.59).
2. **Addition of evening and Sunday service.** Commuters and students have indicated that an early evening trip would improve connections for those who work or study later. This would also address a need expressed by Burman University students. They would like to access city and regional services on a weekend day that better aligns with their schedules. Discussions are underway with the University to establish of a UPass system (each student would pay for a monthly pass along with their tuition fees) which cover an increase in frequency. The proposal aims to improve ridership, increase cost recovery (to an estimated 39%), reduce the annual subsidy (by over 14%) and lower per trip costs.
3. **Better alignment with Red Deer Transit morning start times.** The bus arrives in Sorensen station at 7:57am and the outgoing Route 10 trip does not leave until 8:15am. It arrives at RDC at 8:30am, meaning that an early morning 8am class is inaccessible to students.
4. **Service extended to Iron Wolf, MacKenzie Ranch and Willow Park.** While the service does make stops across a broad portion of Lacombe, it does reach out to these specific residents. To date, this has not been explored as the potential for service disruption increases significantly when crossing train tracks. The addition of more time into the schedule may also make the service less desirable.
5. **Free transfer on other Red Deer Transit routes.** The thought here is that the service would become far more attractive if the user did not have to pay for another fare upon arrival in Red Deer. To accomplish this, BOLT would need to adopt the Red Deer Transit fare structure and share in the proceeds received. Consequently, ridership would need to increase significantly to make up for the decrease in revenues.

Appendix B – Hierarchy of Attributes

A report published in Travel Behavior and Society (Batty et al, 2014) suggests that a hierarchy of transit service needs presented in the form of a pyramid (shown below), provides guidance on the relative importance of transit attributes. The most basic needs are presented at the bottom with more advanced needs (of decreasing relative importance) appear as one proceeds up the pyramid. The hierarchy implies that typically people are less concerned with the environmental benefits of using transit while bigger issues persist in the transit system. The hierarchy provides guidance to transit agencies as they try to establish the priority of attributes to tackle for their services.



Appendix C – References

- CUTA, 2016 Operating Data. Canadian Transit Fact Book, 2016.
- City of Red Deer Website, 2020
- City of Cochrane Website, 2020
- Reference IAP2 image from iap2canada.ca website, 2020
- P. Batty et al. Challenges and opportunities in developing urban modal shift. Travel Behaviour Society, 2014.

Request for Proposal (RFP) for On Demand Transit Service

RFP NO.:
TOB #37-01-2020

DATE RFP ISSUED:
Tuesday May 14, 2020

CLOSING DATE AND TIME:
May 28, 2020 before 2:00 P.M. (Local Time)

**Town of Blackfalds
Box 220
Blackfalds, AB
T0M 0J0**



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1.0 INTRODUCTION

This Request for Proposals (the “RFP”) is an invitation by the Town of Blackfalds (the “Town”) to submit **non-binding proposals** for the provision of On Demand Transit Service within the Town and into the north end of the City of Red Deer (CRD).

The “Service” includes service operations, fleet supply (optional) and maintenance, On Demand software provision, customer support, trip booking, and reporting (discussed further in Appendix A – Scope of Work). The successful Proponent will be invited to enter into contract negotiations with the Town for the provision of the Service for a 2-year pilot period, with the potential for additional 3 years of service provision. The anticipated start date for the transit service is August 31, 2020, but this date is subject to change.

Any award will be subject to funding approval by Town Council, and reconfirmation of reserve contribution funding under the previous agreement with the City of Red Deer and the City of Lacombe.

2.0 BACKGROUND

Blackfalds is one of Canada’s youngest and fastest growing communities; with a population of approximately 12,000 in 2020. Ideally situated in Central Alberta, midway between Alberta’s two largest urban centres, Blackfalds retains the feel and security of a small town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment. Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

As the population of Blackfalds increases, the expectations of the community for businesses, products, and services also increase, resulting in the need for updated and current goals and strategies as well as long range capital and operating planning to address infrastructure planning and operating results.

3.0 OPPORTUNITY

The Town of Blackfalds is looking to start a standalone transit service to provide local and regional transit service for the residents in this area. The existing intermunicipal service; BOLT, will end on September 30, 2020, as the City of Lacombe decided to end our BOLT transit agreement developed for this area’s needs. The Town would like to seamlessly transition our existing and future riders into our new Blackfalds’ service standard. (see Appendix B).

Town Council has asked Administration to explore the provision of a local transit service within the Town and into the City of Red Deer Transit’s north hub located at Kingston Drive and Gaetz Avenue where these riders will have access onto the CRD transit service for a separate

fee. The Standing Committee of Council recommended On Demand local and regional transit service to Council on April 28, 2020. Town Council directed Administration to proceed to the RFP process based on their approved service standards (see Appendix B –Blackfalds Service Standards). Following the RFP process, any award will be subject to final approval by Town Council.

4.0 OBJECTIVE

The primary objective of this Request for Proposals (the “RFP”) is an invitation by the Town of Blackfalds (the “Town”) to submit **non-binding proposals** for the provision of On Demand Transit Service within the Town limits and into the north end of the City of Red Deer (CRD).

The aim of the resulting agreement is to provide a cost-effective, accessible, and flexible, inclusive public transportation service across the entire Town and into Red Deer through the use of On Demand local and regional routing of trips from Blackfalds to Red Deer using the proponent’s fleet of inclusive units. This would be an entirely new service for the Town. The 2-year pilot would involve testing different time spans of service to match the Service with actual local demand. The Service could expand (in year three) to a variable ratio of On Demand transit along our old BOLT fixed transit route and into Red Deer.

5.0 GENERAL INSTRUCTIONS TO BIDDERS

Proposals specifically marked

“RFP – Blackfalds On Demand Transit Service”

shall be received by the following:

Mr. Preston Weran, Director of Infrastructure and Property Services
Town of Blackfalds Civic / Cultural Centre
5018 Waghorn Street, Box 220
Blackfalds, AB T0M 0J0

Proposals shall include the following information:

- 5.1** Faxed Proposals will not be considered. Email submission will be allowed, but the Town will not be held responsible for late submissions.
- 5.2** The conditions herein constitute a part of the RFP and the Proponent acknowledges acceptance of these conditions and waives all claims, rights, demands and the benefit of any provisions of any statute, rule of law or regulation that might affect the rights of the Town under this RFP by signing the Signature Sheet (see Page 25). Responses submitted that do not include a signed Signature Sheet will not be considered.
- 5.3** All communications regarding this RFP should be sent to the Director – Preston Weran at poweran@blackfalds.com. The Town will assume no responsibility for oral instructions or suggestions. Should the Proponent find discrepancies in, or omissions from the specifications, or should the Proponent be in doubt as to their meaning, the Proponent must notify the Town's contact above which may issue written addenda.
- 5.4** Each Proponent must make full disclosure of any personal or business relationships with any member of Town Council, any Executive Officer, or any Town staff member. Disclosure, if any, must be made in writing and accompany the Proponent's response.
- 5.5** The law applicable to this RFP is the law in force in the Province of Alberta.
- 5.6** All the terms and conditions of this RFP are assumed to be accepted by the Proponent, and incorporated in the Proposal, except those conditions and provisions which are expressly excluded by the Proposal.
- 5.7** Proposals shall be prepared at the sole cost of the Proponent and under no circumstances will the Town be responsible for these costs.

5.8 Proposals should adhere to the following format:

- Letter of Transmittal (cover)
- 1. Executive Summary
- 2. Profile and Capabilities of Firm
- 3. Service Delivery Plan
- 4. Innovative and Value-Added Solutions
- 5. References
- 6. Cost Pricing
- 7. Signed Insurance Signature Form

5.9 PROPOSAL PRICES

- 5.9.1 All prices proposed shall be in Canadian Currency as per the example under Appendix D. If not stated otherwise, the Town will assume that prices quoted are in Canadian funds.
- 5.9.2 Prices will include all applicable taxes, duties and costs of providing the Service unless otherwise expressly stipulated. When suggesting subscription costs the Proponent will describe the costs as related to present associated industry rates.
- 5.9.3 Goods and Services Tax (GST) shall not be included in quoted prices.
- 5.9.4 Unless specified otherwise by the Proponent, the Town will assume the Proposal to be firm for acceptance within 90 days of Proposal closing.
- 5.9.5 The costs and work description shall be written in common language with descriptions manageable to a lay person.
- 5.9.6 An optional Pre-Proposal Meeting will be held on **Thursday, May 21, 2020**, from 10:00 a.m. to 12:00 p.m. (local time) at the Town Civic Centre Office upstairs located at 5018 Waghorn Street in Blackfalds, AB.

6.0 DELIVERABLES

- 6.1 Time shall be of the essence to complete the package of services by the successful Proponent and no extension of time given on any occasion will be deemed to be a general waiver of this condition.
- 6.2 The Proponent is expected to use all reasonable undertakings to make delivery at the time specified in the RFP or otherwise stated. If for any reason delivery is delayed, the Proponent shall be responsible for any loss or damage sustained by the Purchaser or any third party by reason of such delay, unless prior written consent from the Purchaser is given accepting delay.

7.0 GENERAL

- 7.1** The Town may refuse to award a contract to a Proponent who has not complied with applicable Federal, Provincial or Municipal licensing regulations or Bylaws or other requirements.
- 7.2** The Proponent shall obtain and pay for all permits and licenses required either by the Government of Canada, The Province of Alberta, The Town, or any other authority to enable the Proponent to do all things necessary to perform the Contract for On Demand Local Transit Service ("the Contract") according to the provisions of the Contract.
- 7.3** Each Proponent warrants that the products and services it will supply to the Town conform in all respects to the standards set forth by all applicable Federal and Provincial agencies.
- 7.4** Headings and titles in the RFP are for convenience only and are not explanatory of the clauses with which they appear.
- 7.5** Any references in the RFP to statutes or regulations or to any Town bylaws are deemed to include the most recent amendments thereto or replacements thereof.
- 7.6** The successful Proponent hereafter shall be referred to as the "Contractor" as the context requires.

8.0 COMMITMENT AND LIMITATION OF LIABILITY

- 8.1** Proponents are advised that no commitment or contractual obligations arise or are created under this RFP until such time as the successful Proponent receives official written confirmation of acceptance from the Town.
- 8.2** In no circumstances will a Proponent be entitled to consequential damages for any loss of profit or damage to reputation.
- 8.3** In no circumstances will a Proponent be permitted to limit their liability to an amount less than FIVE MILLION (\$5,000,000.00) dollars.
- 8.4** In no circumstances will a Proponent be entitled to special damages.
- 8.5** The selected Proponent will carry a comprehensive general liability policy with a minimum limit of FIVE MILLION (\$5,000,000.00) including products and completed operations and non-owned automobile liability to the same limits.

9.0 PROJECT SCHEDULE

Key Points in RFP Process	Date
Issuing Date of RFP	Tuesday May 14, 2020
Optional Pre-proposal Meeting <i>at Civic Centre / Cultural Centre</i>	Thursday, May 21, 2020 from 10:00 a.m. to 12:00 p.m. (Local Time)
Deadline for Questions	May 24 th , 2020 4:30 pm
Deadline for Issuing Addenda	May 26 th 4:30 pm
RFP Closing Date and Time	Thursday May 28, 2020 before 2:00 P.M. (Local Time)

10.0 PROPOSAL

10.1 ACCEPTANCE OR REJECTION

- 10.1.1 Any award will be subject to funding approval by Town Council.
- 10.1.2 A Proposal may be rejected on the basis of the Proponents' past performance, financial capabilities, completion schedule or failure to comply with Federal, Provincial or Municipal legislation.
- 10.1.3 The Town reserves the exclusive right in its sole discretion:
 - 10.1.3.1 to accept the Proposal which it deems to be most appropriate and to waive any deviations in the Proposal;
 - 10.1.3.2 to accept the Proposal in part or in its entirety;
 - 10.1.3.3 to accept a Proposal submitted as a partnership between 1 or more potential Proponents;
 - 10.1.3.4 to reject all Proposals and to invite new Proposals for the services required;
 - 10.1.3.5 to increase, decrease, delete, or vary any portion of the work;
 - 10.1.3.6 to reject Proposals which in its opinion are clearly non-viable from an implementation, operational, environmental, scheduling, technological, or financial point-of-view;

- 10.1.3.7 to reject Proposals where there are significant omissions of required information as they relate to desirable requirements;
- 10.1.3.8 to reject Proposals which have conditions attached, which are not authorized by the RFP; and
- 10.1.3.9 to reject Proposals where there is a failure to provide satisfactory references or to meet servicing requirements;

10.2 ASSIGNMENT OF CONTRACT:

- 10.2.1 A Contractor shall not, without the prior written consent of the Town, which consent may be withheld at the sole discretion of the Town, assign or transfer in any manner whatsoever any or all the rights, liabilities, obligations and benefits of the Contract. It shall; however, be a condition of any consent, if given, that the proposed assignee provide the Town with evidence satisfactory to the Town that the assignee can comply with the provisions of the Contract.

10.3 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:

- 10.3.1 The Town acknowledges that a Proposal may contain information in the nature of trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. The Town acknowledges and agrees that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. The Town is, however, bound by the Freedom of Information and Protection of Privacy Act (Alberta) and all documents submitted to the Town will be subject to the provisions of this legislation.

10.4 PERFORMANCE AND EXCUSABLE DELAYS:

- 10.4.1 The Contractor may be evaluated periodically throughout the course of work or at the end of the project as the case may be. The Town will work with the Contractor to set key performance indicators (KPIs), which may have financial implications for not meeting certain KPIs. Any evaluations will be shared with the Contractor with the goal of immediate and permanent resolution of any problems and concerns.
- 10.4.2 The Town and the Proponent will acknowledge that delays in performance under the understanding such may arise due to events beyond their reasonable control. Such delays will be excusable, and the relevant obligation suspended but only for such period of time as the cause for the delay remains beyond the reasonable control of the obligated party.

10.5 ENVIRONMENTAL CONSIDERATIONS

- 10.5.1 Proponents are advised that the Town has a policy to support the purchase of products and services that will minimize any negative impact on the environment. The Town recognizes that procurement decisions by its employees can make a difference in pursuit of improving environmental performance. The Town will purchase environmentally preferred products or services whenever it is practical and can be obtained at a reasonable cost.

10.6 CLARIFICATION

- 10.6.1 The Town reserves the right to seek clarification from any Proponent to assist in the evaluation of its Proposal.

10.7 NEGOTIATION

- 10.7.1 The Town reserves the right to negotiate the terms of any Proposal with any Proponent. If the parties after having bargained in good faith are unable to conclude a formal agreement, the Town and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the Town may, in its discretion, contact other Proponents whose Proposals are considered by the Town suitable for the project and attempt to conclude a formal agreement with them.

10.8 RIGHT TO TERMINATE

- 10.8.1 Any of the following occurrences or acts will constitute an event of default by the Proponent under the RFP and any resulting contractual agreement:
- 10.8.2 Non-performance or non-observance of any of its other covenants, agreements, or obligations hereunder, express or implied, continuing for fifteen (15) days after the Town has given the Proponent notice in writing to rectify the non-performance or non-observance. If the failure cannot be remedied within fifteen (15) days, then the Town in its discretion may extend the time period for rectification or terminate the agreement;
- 10.8.3 an assignment for the benefit of creditors or becoming bankrupt or insolvent, taking the benefit of any legislation for the protection of a bankrupt or insolvent parties; or
- 10.8.4 the appointment of a Receiver for the Proponent. In the event either 14.1.2. or 14.1.3 occurs, the Town will have the right to terminate the Contract immediately.

- 10.8.5 Notwithstanding anything contained herein, the Town may, at any time during the term of any Contract arising as a result of this RFP, upon giving 30 days' notice to the Proponent, terminate the Contract if the Town is of the opinion that the services supplied by the Proponent are not of a standard satisfactory to the Town or that the Proponent no longer has the financial capability to perform its obligations under the subsequent contract.
- 10.8.6 The Town in its sole discretion may terminate the Contract for reasons including, but not limited to, unethical or criminal activities by the Contractor upon giving 7 days notice to the Contractor.

10.9 NO COLLUSION

- 10.9.1 Except as otherwise specified or as arising by reason of a provision of the RFP documents, no person either natural, or body corporate, other than the Proponent has or will have any interest or share in its Proposal or in any award or Contract arising out of this RFP. There must be no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted in response to this RFP.
- 10.9.2 Each Proponent must certify in writing that it has no knowledge of the contents of other Proposals and have made no comparison of figures or agreement or arrangement, expressed or implied, with any other party in connection with the making of its Proposal.

10.10 CONFLICT OF INTEREST

- 10.10.1 By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town or their immediate families which might in any way be seen by the Town to create a conflict.
- 10.10.2 Any issues which may be perceived as conflicts of interest must be identified. If the Proponent declares an actual or potential Conflict of, the Proponent must provide details of the actual or potential conflict of interest when submitting the Proposal.
- 10.10.3 If the Proponent does not identify an actual or potential conflict of interest when submitting their Proposal, they will be deemed to declare that there was no conflict of interest in preparing its Proposal, and there is no foreseeable conflict of interest in performing the contractual obligations contemplated in the RFP.

10.11 EXECUTION OF FORMAL AGREEMENT

- 10.11.1 This RFP represents a definition of specific requirements only. It is not intended to be, nor should it be construed as, an offer to contract. The Town will consider each submitted response but assumes no obligation to act on any response. All submitted responses shall become the property of the Town. Only the execution of a written contract will obligate the Town in accordance with the terms and conditions of that contract.
- 10.11.2 If the Proponent's document is accepted, the Proponent shall be required to enter into a formal Contract. The Proponent will in good faith and in a timely manner clarify any terms or provisions of the Contract if required, or negotiate if circumstances require, and finalize the Contract within 60 days.
- 10.11.3 The complete RFP together with and subject to all the provisions contained therein, along with the Town's form of Contract, shall, when accepted and executed on behalf of the Owner, constitute a binding Contract between the Proponent and the Owner.

11.0 EVALUATION CRITERIA

- 11.1 The Town considers the following requirements of the package submission to be of primary importance in the evaluation of bids for this RFP. Weighting points will be allocated based on the Town's assessment of the submissions where exact numerical assessment (such as price) cannot be made. Only those requirements applicable to the bid and based on the submission will be considered. The intent is to acquire service that best meets the Town's overall requirements based on the anticipated total cost of project.
- 11.2 Proposals where criteria responses do not meet a minimum score of six (6) will be rejected. Award shall be based on total points resulting from the sum of the scores for each criterion multiplied by the weight assigned.
- 11.3 Proposals that do not meet the following mandatory requirements shall be disqualified without further consideration, subject to any rectification.

REQUIREMENTS/CRITERIA: (ALL SUBMISSIONS WILL BE SCORED ON THE FOLLOWING CRITERIA). MANDATORY CRITERIA:

- 11.3.1 Each submission must be received on or before the closing deadline and be consistent with Submitting Proposal Instructions outlined in this RFP.
- 11.3.2 Each submission must include a signed copy of the Submission Form (see page 25) completed in its entirety.
- 11.3.3 The successful Proponent must have the ability to operate their fleet and manage

On Demand bookings via phone and arrange for trip requests via a mobile application, and desktop computer version.

11.4 RATED REQUIREMENTS

- 11.4.1 Please include the following information in sufficient detail in the Proposal submission in order for the rated requirements to be evaluated and scored and ensure that the following outline and numbering provided is used for ease of reference by evaluators:

- Letter of Transmittal (cover)
- 1. Executive Summary
- 2. Profile and Capabilities of Firm
- 3. Service Delivery Plan
- 4. Innovative and Value-Added Solutions
- 5. References
- 6. Cost Pricing
- 7. Signed Insurance Signature Form

PROPOSALS ARE TO PROVIDE THE FOLLOWING IN THEIR SUBMISSION:

11.5 PROFILE AND CAPABILITIES OF FIRM (25%)

- 11.5.1 Provide the number of years the firm has been in the business of providing a similar service, including provision of vehicles, operators, use of routing software, and support services.
- 11.5.2 Provide the resumes and qualifications for key personnel (operators, software, management and supervisors) and sub-contractors that would be assigned to our account, including identification of the single point of contact at a managerial and daily operational level.
- 11.5.3 Describe your ability to be flexible in shifting or adding resources to respond to fluctuations in demand for the Service.
- 11.5.4 Describe your experience in the use of On Demand technology as it applies to provision of the Service.

In the case of a consortium Proposal, identify the lead Contractor.

11.6 SERVICE DELIVERY PLAN (45%)

- 11.6.1 Provide a comprehensive Service Delivery Plan that fully describes how you will provide all aspects of the Service outline in Appendix A – Scope of Work,

including:

- front- and back-end software user interfaces;
- trip booking experience;
- expected wait times;
- expected trip times;
- expected ridership numbers;
- existing BOLT transit stop locations within Blackfalds to be reviewed to ensure a 400-meter walking distant coverage of the Town;
- the recommended vehicle(s) for the Town to lease used vehicles for the initial 2 year pilot and recommended procurement of ultimate fleet units.
- the recommended vehicle(s) for the Town to ultimately purchase,
- the number of vehicles required to meet expected demand at different periods of the day;
- potential to offer 'Mobility as a Service' in On Demand app and website; and
- data collection, ticket sales/tracking and reporting.

11.6.2 Describe your available short term leasing and purchase program, either for used or new units.

11.6.3 Describe your maintenance and storage program for the fleet.

11.6.4 Describe your training program for company personnel to ensure qualified, knowledgeable, and skilled personnel with excellent customer service skills, in order to achieve Service expectations.

11.6.5 Describe your process of problem resolution (end-to-end).

11.7 INNOVATIVE AND VALUE-ADDED SOLUTIONS (10%)

11.7.1 Proponents are encouraged to supply information on new and innovative processes that they feel would be beneficial to the Town. The purpose of this evaluation component is to provide incentive in the evaluation process for innovative or value-added solutions that the Proponent proposes to bring to the Service.

11.8 REFERENCES (must provide 3)

11.8.1 Proposals must include a list of references with respect to the general reputation of the Proponent along with the Proponent's skills and qualifications necessary to diligently and properly perform the work in accordance with the Contract. References are to be from clients to whom the Proponent has

supplied similar services. At least three (3) references, complete with the person to contact, their telephone number, and the type of products/services provided should be included with the Proposal.

11.8.2 It is the Proponents' responsibility to ensure the availability and appropriateness of individual reference contacts. The Town reserves the right to contact any current or previous clients not specifically listed as a reference.

11.8.3 The Town will not enter into a contract with any Proponent whose listed references, in the opinion of the Town, are found to be unsatisfactory.

11.9 COSTS (20%)

11.9.1 All prices proposed shall be in Canadian Currency. If not stated otherwise, the Town will assume that prices quoted are in Canadian funds.

11.9.2 Provide fixed total annual price in Canadian dollars, exclusive of GST for the Service based on Base Service Spans 1 and 2 (see Appendix D– Price Costing).

11.9.3 Pricing will include all costs necessary to complete the full scope of the Service. The Town will not be responsible for any additional costs or surcharges not identified.

11.9.4 Proponents will also provide hourly costs and conditions for adding additional time periods to the Base Service Spans.

11.9.5 Proponents must also provide vehicle insurance for the Town's pilot leased fleet.

12.0 NEGOTIATION

The Town of Blackfalds reserves the right to negotiate with any or all proponents including those proponents that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements.

12.1 EVALUATION PROCESS

12.1.1 Step 1 – Initial Review of Mandatory Requirements

- 12.1.1.1 Step 1 will consist of a review of all the mandatory requirements to determine which Proposals comply. Proposals that do not meet mandatory requirements shall be disqualified.

12.1.2 Step 2 – Rated Criteria Review

- 12.1.2.1 Step 2 will consist of a review of all compliant Proposals to determine the highest-ranking Proponent based on the rated criteria (excluding cost pricing), as set out in the Table 1. References provided may be used to re-evaluate and validate the Proposal submission but will not be scored separately.

Table 1: Initial Rated Criteria Review

Rated Criteria Category	Value	Score
Capabilities of Firm	25 %	
Service Delivery Plan	45 %	
Innovative and Value-Added Solutions	10 %	
Total Value	80 %	

12.1.3 Step 3 – Potential Interview

- 12.1.3.1 The top-ranked Proponents from Step 2 may be required to participate in an interview process which may require a demonstration of their On Demand Service. If an interview is required by the Town, Proposals will be re-evaluated, and the highest ranked Proponent determined

12.1.4 Step 4 – Pricing Review

- 12.1.4.1 Step 4 will consist of a review of the Proposal Pricing for the top-ranked Proponents from Step 2/3 to determine the Pricing score.

Table 2: Cost Pricing Rated Criteria Review

Rated Criteria Category	Value	Score
Cost Pricing	20%	
Total Value	20%	

12.1.5 Step 5 – Total Points Review

- 12.1.5.1 Step 5 will consist of a review of the Total Point Score to determine the top-ranked Proponent based on the criteria set out below in Table 3:

Table 3: Total Rated Criteria Review

Rated Criteria Category	Value	Score
Capabilities of Firm	25%	
Service Delivery Plan	45%	
Innovative and Value-Added Solutions	10%	
Cost Pricing	20%	
Total Value	100%	

12.1.6 Step 6 – Selection

- 12.1.6.1 The top-ranked Proponent, as identified above, will receive a written invitation to enter into direct contract negotiations with the Town.
- 12.1.6.2 Evaluation scores and rankings are confidential and apart from identifying the top-ranked Proponent no details of the Proposal score or ranking of any Proponent will be released to any other Proponent.
- 12.1.6.3 Proponents should note that if the parties cannot execute a contract, the Town may invite the next-best-ranked Proponent to enter into negotiations. In accordance with the process rules of this RFP process, there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement. This process shall continue until a contract is formalized, until there are no more Proponents remaining that are eligible for negotiations or until the Town elects to cancel the RFP process.

12.2 EVALUATION TABLE

12.2.1 Requirements/Criteria shall be evaluated in accordance with the following table and the weights assigned to each criteria:

10	Excellent. Exceeds the requirements of the criterion in superlative beneficial ways/very desirable.
9	Very Good. Exceeds the requirements of the criterion in ways which are beneficial to our needs.
8	Good. Exceeds the requirements of the criterion but in a manner which is not particularly beneficial to our needs.
7	Fully meets the requirements of the criterion.
6	Average. Adequately meets most of the requirements of the criterion. May be lacking in some areas which are not critical.
5	Barely meets most of the requirements of the criterion to the minimum acceptable level. May be lacking in some areas which are not critical.
4	Poor. Addresses most, but not all, of the requirements of the criterion to the minimum acceptable level. Lacking in critical areas.
3	Poor to Very Poor
2	Very Poor. Minimally addresses some, but not all, of the requirements of the criterion. Lacking in critical areas.
1	Very Poor to Unsatisfactory
0	Does not satisfy the requirements of the criterion in any manner.

12.3 CREDIT CHECKS

12.3.1 The Town reserves the right to request and receive financial information, credit checks, and performance securities from a Proponent or Contractor that will, in the Town's opinion, protect the Town's interests and/or demonstrate that the Proponent's or Contractor's business is financially sound. Failure to comply with such requests may result in a Proposal being rejected.

13.0 PERFORMANCE, ACTS AND REGULATIONS

13.1 ACTS & REGULATIONS

13.1.1 The Proponent as the Contractor shall comply with all requirements of those federal, provincial, municipal or other governmental bodies, agencies, tribunals or authorities having jurisdiction and lawfully empowered to make and/or impose laws, bylaws, rules, orders or regulations with respect to meeting Contractor's obligations under a Contract, including, without limitation the following:

- Town of Blackfalds applicable bylaws
- Workers' Compensation Act
- Labour Relations Code
- Occupational Health and Safety Act
- Public Health Act
- Environment Protection and Enhancement Act
- Employment Standards Act
- Safety Codes Act

13.1.2 The Proponent as the Contractor shall abide by all rules and regulations adopted by the Town and communicated from time to time in writing to the Contractor during the term of Contract.

13.1.3 If the Contractor is of the opinion that the associated costs to the Contractor to comply with any such municipal policy are unreasonable and the parties are unable to agree to reasonable costs for which the Contractor is responsible, the Contractor may elect to terminate the contract in accordance with terms of Section 4, "Scope of Work" herein or to proceed to arbitration in accordance with provisions of the Arbitration Act of Alberta and determine the reasonableness and the amount of the associated costs which the Contractor should bear.

13.2 PERFORMANCE

13.2.1 The Town requires written confirmation by a Proponent respecting the Proponent's commitment and ability to comply with legislative requirements and industry standards. The Proposal must respond specifically to the following:

- Confirmation that the Proponent will follow all policies and

procedures of the Town;

- Confirmation that the Proponent will attend safety and coordination meetings so that the Proponent may be informed of health or safety hazards at any work location;
- Confirmation of the Town's right to require the Proponent to take additional steps such as additional training or appointment of additional supervision, and the right of the Town to stop work or ultimately terminate the Contract without penalty if work is not being performed safely by the Proponent;
- Prohibition against the Proponent entering into subcontracts without prior approval;
- Confirmation of the obligation to furnish evidence of compliance with all applicable workers' compensation legislation at designated intervals, including confirmation of personal coverage by owners of the business if the owners will be performing work; and,
- Confirmation of the Proponent's obligation to indemnify the Town for any losses, including fines or legal expenses, arising from health and safety liability.

13.3 INSURANCE REQUIREMENTS

13.3.1 The Proponent as the Contractor shall during the term of the Contract and at its own expense maintain with Insurers allowed by the laws of the Province of Alberta to issue insurance policies in Alberta and in forms satisfactory to the Town the following insurance policies:

13.3.1.1 A Commercial General Liability insurance policy for bodily injury (including death) and property damage in an amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) inclusive limit for any one occurrence and such policy shall:

- Include the Town of Blackfalds as an additional insured
- Include a cross liability clause;
- Products and Completed Operations Endorsement;
- Non-owned Automobile Liability Endorsement to limits of not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence.
- Contractors Equipment Floater Endorsement for full replacement costs.

13.3.2 The said insurance policies shall include provision for the Town to be given thirty (30) days written notice prior to cancellation, and thirty (30) days prior

notice of any material change.

- 13.3.3 The Proponent as the Contractor shall provide documentary evidence in a form satisfactory to the Town of the above-mentioned insurance policy at inception of the Contract and at each renewal date there after or when requested by the Town.
- 13.3.4 The Proponent as the Contractor and not the Town shall be responsible for any deductible that may apply in any of the said insurance policies.
- 13.3.5 The insurance requirements detailed here are considered to be the minimum required by the Contractor. These limits may be exceeded by the Contractor without consultation with the Town.
- 13.3.6 All policies of insurance shall include as additional insured the Town of Blackfalds, its Officers, administrators, assigns, employees, agents and contractors. Such liability insurance shall contain a cross liability clause whereby the insured indemnifies each insured as if a separate policy had been issued to each. A certificate of insurance evidencing the Town of Blackfalds being added as an additional insured on their policy with 30 days notice of change or cancellation of insurance.
- 13.3.7 The Proponent covenants and agrees to indemnify and hold harmless the Town, its officials, officers, employees and agents from any and all liabilities, damages, costs, claims, suits or actions caused by or resulting from the work stipulated in the RFP or in the performance of the Contract.

13.4 SECURITY CLEARANCE

The purpose of this section is to ensure that ALL Contracted employees working on this project are free of Criminal Records and Convictions for offenses against Persons, or Property, for which they have not been pardoned. Authority to proceed with site work on behalf of the Town shall be withheld from all persons that have not fulfilled the Security Clearance requirements as specified within this section.

- 13.4.1 The Contractor shall, at its sole expense, obtain security clearance from the R.C.M.P. or the Calgary Police Services, and provide certified proof thereof, for all its employees assigned to work on-site, prior to that employee's commencement of work on Town identified sites.
- 13.4.2 The Contractor SHALL:
 - 13.4.2.1 NOT assign ANY person to perform work for the Town that is under the age of 16.
 - 13.4.2.2 PRIOR TO permitting ANY employee to perform work on the Contractor's behalf within the Town's Buildings, cause that person to

submit an accurate and fully completed Security Clearance. A photocopy of identification satisfactory to the Town (usually a Drivers License, Immigration or Passport Documents, or other Photo bearing identification) MUST be provided and accompany the Security Clearance Form.

- 13.4.2.3 NOT assign ANY person to perform work within the lands owned and managed by the Town until such time that the Security Clearance Form has been investigated and the result of that investigation is made known to the Town and the Contractor.
- 13.4.2.4 NOT assign ANY person to perform work within the lands owned and managed by the Town of Blackfalds that is found to have, or otherwise known by the Contractor, to have, a Criminal Record OR Conviction for offenses against persons or property (erg. theft, shoplifting, assault, sexual offenses, etc.) for which a pardon has not been obtained.
- 13.4.2.5 INFORM the Town of any/all contracted employees authorized to work within the lands owned and managed by the Town that are convicted of offenses against persons or property during the term of the Contract.

13.5 FLEET AND EQUIPMENT

- 13.5.1 All vehicles shall conform to licensing under the Motor Vehicles Act in the Province of Alberta.
- 13.5.2 Any piece of equipment provided by the Contractor that exhibits a frequency of breakdowns that impact the delivery of service under the Contract will be suitably replaced.
- 13.5.3 See Appendix A -Scope of Work section 2.6 Management of Fleet for further details.

13.6 USE OF PREMISES

- 13.6.1 The Contractor shall be responsible for any and all damage to any lands or premises (i.e. garages, fences, downspouts, sidewalks, roads) caused during the provision of services under the Contract.
- 13.6.2 The Contractor shall not jeopardize the security of any premises and shall conform to any security procedures established by the Town.

14.0 SPECIAL CONDITIONS OF PROPOSAL

14.1 REFERENCES

- 14.1.1 Proposals must include a list of references with respect to the general reputation of the Proponent along with the Proponent's skills and qualifications necessary to diligently and properly perform the work in accordance with the Contract. References are to be from clients to whom the Proponent has supplied similar services. At least three (3) references, complete with the person to contact, their telephone number, and the type of products/services provided should be included with the Proposal.
- 14.1.2 The Town reserves the right to check the references of any and all Proponents at any time during the RFP evaluation process. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee to determine if a Proponent is compliant with this RFP.
- 14.1.3 The Town will not enter into a contract with any Proponent whose references, in the opinion of the Town, are found to be unsatisfactory.

14.2 LENGTH OF CONTRACT

- 14.2.1 The successful Proponent will be invited to enter into contract negotiations with the Town for the provision of the Service for a three- year period, with the potential for additional years of service provision. The anticipated start date for the transit service is August 31, 2020, this date is not subject to change.

14.3 FUNDING

- 14.3.1 The Proponents acknowledge that the Town cannot make financial commitments beyond the Town's current fiscal year or more than the projects specified grant. In this regard, it is understood by the Town and the Proponent that the Town shall annually make bona fide requests of its approving authority for appropriations of sufficient funds to make payments covered by any contract resulting from this RFP.
- 14.3.2 Should such funds not be approved by the approving authority, the Town shall notify the Contractor that the request for funds has not been approved and of its intention to terminate the services so affected. Such termination shall take effect thirty (30) days from the date of notification and shall not constitute an event of default.

14.4 NOTICE

- 14.4.1 Notices in connection with the Contract will effectively be given if sent by registered mail or hand delivered to:

Town of Blackfalds Civic / Cultural Centre
Attention: Mr. Preston Weran, Director of Infrastructure and Property Services
PO Box 220, 5018 Waghorn Street
Blackfalds, AB T0M 0J0

The Contractor shall provide an address for notices upon entering into the Contract with the Town.

Any Notice sent by registered mail will be considered as having been received seven (7) days after the mailing of such.

14.5 OCCUPATIONAL HEALTH & SAFETY

- 14.5.1 For the purposes of the Occupational Health and Safety Act, the Contractor is considered to be the "Prime Contractor" as defined in the Act. It is specifically drawn to the attention of the Proponent that the Occupational Health & Safety Act provides in addition to other things that;

- "A Prime Contractor shall ensure, on a project undertaken by the Prime Contractor constructor that, the measures and procedures prescribed by this Act and the regulations are carried out on the project.
- Every employer and every Worker performing Work on the project complies with this Act and the regulations; and
- The health and safety of Workers on the project is protected."

14.6 TOWN PROVIDED INFORMATION

All information provided to the Proponent including quantities or any other figures are accurate to the best of the Town's knowledge. This information is intended to allow the Proponent to ascertain the scope of the Proposal. The actual figures may vary and the Town will not guarantee that this information is correct. Reliance on this information shall be at the Proponent's own risk.

14.7 FIRM PRICE AND ESCALATION

To be considered, all Proponents shall keep prices firm, for the time period quoted in the Proposal. Failure to comply with this requirement shall be cause for rejection of a Proposal. Alternative price Proposals will not be considered unless the Proponent first makes an offer based on firm pricing for the term of the contract.

14.8 TOWN OF BLACKFALDS BYLAWS

Copies of the applicable Bylaws are available online via Town of Blackfalds website www.blackfalds.com for the information of the Proponents. Proponents acknowledge and agree that the Town may, from time to time, during the term of the Contract amend, repeal and/or replace the bylaws, as deemed appropriate.

DRAFT

SIGNATURE FORM

The Undersigned Company represents and warrants that it is authorized to carry on business of this nature and that it is not disabled from performing the Contract if awarded by any law of Canada or of the Province of Alberta. The Undersigned also acknowledges receipt, understands, and has taken into consideration all the information presented in this Request for Proposal. The Undersigned further confirms and agrees that the person whose name is set out below is fully authorized to represent the Company and to bind it to this Request for Proposal and Contract awarded pursuant to the Request for Proposal.

The Undersigned hereby acknowledges it has thoroughly reviewed and has complied with the documents making up this Request for Proposal, which may include, Instructions For Submitting Proposal, General Conditions Of Proposal, Special Conditions Of Proposal, all drawings and specifications as may be listed in and any amendments or addenda.

The Undersigned also authorizes the TOWN OF BLACKFALDS to contact any of the listed references submitted in their Proposal response.

Company Name

Date

Name and Title

Authorized Signature

THIS FORM MUST BE RETURNED WITH ANY SUBMISSION

APPENDIX 'A' - SCOPE OF WORK

The successful Proponent (“Contractor”) will provide the operators, software, booking service, customer service, fuel, maintenance, supply and maintenance of the fleet and all additional support services required to deliver the Service, as further described below.

1.0 THE SCOPE OF WORK CONSISTS OF THE FOLLOWING:

- a) On Demand Regional/Local Service Operation
- b) Booking and Routing
- c) Customer Support
- d) On Demand Software and Hardware
- e) Management of internal Fleet, including maintenance and storage
- f) Fleet Vehicle Supply
- g) Fare Collection (to be remitted to the Town)
- h) Reporting

2.0 CONTRACT DELIVERABLES

2.1 ON DEMAND REGIONAL/LOCAL SERVICE OPERATION

2.1.1 Service Coverage

The Contractor will provide a ride-share On Demand local transit service across the entire town as per the existing bus stop location plan (see Appendix C – Service Boundary Map).

2.1.2 Service Span

There are two Service spans the Town is considering as noted under Appendix D as examples.

The Base Service Spans will not operate on Statutory Holidays. The span of Service and Service days are subject to change, at the Town’s sole discretion.

2.1.3 Testing Service Times

As part of the 2-year pilot project, the Town will be working with the Contractor to test various service times beyond the Base Service Spans 1 and 2.

In addition to providing total cost for the Base Service Spans, the Proponents will also provide an hourly cost for the addition of

Service hours, and costs for operating on Statutory Holidays.

2.1.4 Operators

The Contractor will be responsible for providing operators that:

- are fully trained and qualified as operators;
- are well versed in the securement of mobility aids, transportation of, and assistance to people with disabilities;
- are bondable and capable of meeting security clearance requirements, criminal record check and vulnerable sector checks, including providing proof of documentation to the Town as required;
- are trained in the use of the On Demand software; and
- have a neat and professional appearance, who are readily identifiable as Contractor personnel.

The Contractor will also be responsible for supervisory staff responsible for the hiring and training of operators, personnel scheduling and all ongoing day-to-day contact with the operators.

2.1.5 Routing

The Contractor will route vehicles to meet the schedule each service day within a 15 – 30 minutes range or less.

Proponents will provide details to demonstrate how they will be able to provide the Service within the allowable average ranges. Furthermore, Proponents will provide information on the number of vehicles needed to meet the expected level of demand during peak hours (6:30 a.m. to 8:30 a.m. and 3:30 p.m. to 5:30 p.m.) and off-peak hours. The Proponent will provide details on the expected level of demand for the Town (i.e. ridership) and the number of vehicles needed to meet this demand, which will be reflected in the total cost.

2.2 CUSTOMER SUPPORT

2.2.1 Feedback and Compliant

The Contractor will be responsible for the in-take of customer complaints and feedback in-person, through the app, website, and by phone. The Contractor will be responsible for reporting to the Town on a weekly and monthly basis.

2.2.2 Education and Promotion

During the early stages of the pilot project prior to the anticipated

Service launch date of August 31, 2020 and during the first year of operations the Contractor will work with the Town's Communications Staff for promotion of the Service. The Contractor will train and educate Town staff and members of the community on the use of Service application. This will be at no additional cost to the Town, and the Contractor's level of commitment will be developed jointly by the Town and the Contractor.

2.3 ON DEMAND SOFTWARE AND HARDWARE

2.3.1 Provision of Software

The Contractor will be responsible for providing On Demand software internally or through a third-party.

Proponents will provide information on the software provider and provide details on the software including front- and back-end user interfaces, data collection, routing method, and API type. In addition to the primary recommended software provider, the Proponent may provide additional software providers they are partnered with to provide On Demand software.

2.3.2 Potential for Mobility as a Service

The Town may work toward offering "Mobility as a Service" which would require the booking app and website to offer additional transportation options (e.g. taxi/shuttle service, regional transit, ride-sharing, ride-hailing, etc.) to be offered and booked.

Proponents will provide information on their ability or potential to offer Mobility as a Service through the On Demand software.

2.3.3 Hardware

The Contractor will be responsible for providing the hardware (e.g. tablets, screens, fare box, etc.) needed to provide drivers with On Demand Routing, and fare collection. Additionally, the Contractor will be responsible for providing the cellular data needed to operate the On Demand service.

Proponents will provide information on the necessary hardware for the delivery of the Service. However, the Town will provide WIFI on board to riders and would be willing to explore a combined service option with the contractor is able.

2.4 MANAGEMENT OF FLEET

2.4.1 The Town will be working with the awarded Contractor to determine the appropriate vehicle(s) to assure efficiency for both the Town and

Contractor. A key focus of the Town is to have a modern appearance, but it is dependent on cost considerations mentioned above.

Proponents will recommend a preferred fleet vehicle(s) for operations and maintenance efficiencies, which they have used for their total cost as per maintenance, fuel, storage costs, etc. At least one vehicle must be wheelchair accessible. There is a preference for a modern low floor unit with ramp access, but the primary concerns of the Town are vehicle life span, maintenance, and initial cost.

2.4.2 The Contractor shall:

- 2.4.2.1 Maintain the fleet in a safe working order, and in accordance with safety requirements of the Province of Alberta;
- 2.4.2.2 Provide vehicle inspections upon the Town's request at any time. Inspection is to be done by a licensed garage, at the Contractor's expense and made available to the Town within seven (7) business days of the written request;
- 2.4.2.3 Repair damage to the fleet beyond general wear and tear, regardless of ownership.
- 2.4.2.4 Storage of fleet; and assure vehicles are in clean and working order. The recommended service will allow only service animals and allow riders to have beverages only (no food), which will be for the Contractor to enforce. All vehicles must be cleaned in accordance with the following schedule:
 - Daily- Exterior wash (body panels, windows, lights, mirrors and wheels) interior vacuuming of seats and driver's area;
 - Weekly – Cleaning of interior of windows;
 - Monthly – Thorough wipe down of all interior; and
 - Semi-annually – Upholstery cleaning.

2.5 SUPPLY OF FLEET

The Town is looking for the Proponent to provide a short term solution (1-2 years) for the supply of either used fleet units or new units as a lease program. Preference for the procurement of the ultimate appropriate vehicle(s) is to assure efficiency for both the Town and Contractor. The final procurement model will be determined during negotiations. However, it is responsibility of the proponent to for either providing cost per hour based on owner supplied unit(s) or clarifying that their hourly costs **EXCLUDE** supply of units.

2.6 FARE COLLECTION

The Contractor will be responsible for collection of fares via mobile app, transit cards, and cash payments. The successful Contractor will ensure correct fare is paid upon entry by the customer or that a valid pass, or ticket is presented. All fares will be remitted to the Town.

2.7 REPORTING

2.7.1 Day-to-day Service Issues

The Contractor shall report all issues relating to day-to-day Service activities to the Town. This includes but is not limited to:

- Accidents/Incidents;
- Emergency or security issues;
- Acts of violence;
- Equipment issues;
- IT equipment issues;
- Service delays and other disruptions;
- Passenger information issues; and
- Bus stop and terminal issues, including bus stop sign, waste/recycling, vandalism and washrooms.

Issues deemed to be critical or of an emergency nature shall be communicated immediately to the Town, while minor issues can be included in a weekly report. Finally, a semi-annual report on day-to-day service issues will be provided.

2.7.2 Service Reporting

The Contractor shall provide data and reporting to the Town on the delivery and demand of the Service.

- Ensure that all reports and data to be provided to the Town are complete and accurate to the satisfaction of the Town
- Collect all data and provide the Town with the required information on forms to be developed jointly by the Town and the Contractor within the agreed to submission deadlines; and
- Submit a monthly package to the Town including but not limited to:
 - Ridership data;
 - Trip, wait, and delay times;
 - Trip origin destination data;
 - Trip cancellation numbers; and

- Customer satisfaction.

3.0 TOWN'S RESPONSIBILITIES

3.1 SETTING SERVICE TIMES

The Town will be responsible for setting the service span for the transit service and may pay for additional service hours to test service times beyond Base Service Spans 1 and 2 as outlined above.

3.2 SETTING FARE PRICES

The Town will be responsible for setting the local transit fare, which is currently recommended at \$2.50 for a regular one-way pass. In addition, the Town will be responsible for setting reduced monthly pass prices for seniors, youth, low income households, and adults. The Contractor will be responsible for collection of fares via mobile app, transit cards, and cash payments. While, the Town will be responsible for selling passes beyond the responsibility of the Contractor (e.g. in-person monthly passes, ticket booklet, etc.). All fares will be remitted to the Town.

3.3 APPROVAL OF FLEET EQUIPMENT

The Town will be responsible for approval of the fleet of vehicles used for the Service. The Contractor will propose temporary (1-2 year) and final vehicle procurement for the transit service, but the final decision will be at the discretion of the Town. Note that the any fleet purchase options available for short and long term use, need be identified separately and will be evaluated as the Town sees fit.

3.4 USE OF EXISTING BUS STOPS AND TRANSIT HUB (TRANSFER POINT)

The Town has built the necessary bus stop infrastructure for the local and regional transit service. Proponents will utilize these bus stop locations for this service whenever possible.

The City of Red Deer's north Transit Hub will be designed and constructed by the City. The Town is currently working to request that this service be allowed to stop at this northern location via a reciprocal agreement.

3.5 BRANDING AND ADVERTISING

The Town's Communications Staff will be responsible for overseeing the branding and naming of the Service. The Town will be responsible for contracting for external advertising management.

3.6 OUTREACH AND EDUCATION

The Town's Communications Staff will work with the Contractor to create an

education and outreach program lead by the Town.

3.7 DATA OWNERSHIP

The Town will be the sole owner of data collected through the On Demand service. The Contractor will work with the Town to meet the necessary requirements of a Privacy Impact Assessment (PIA).

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APPENDIX 'B' - BLACKFALDS SERVICE STANDARD

SERVICE COVERAGE: Full-service coverage for the community

TRANSIT STOP COVERAGE: majority of town with 400-meter walking distance between stops

SERVICE FREQUENCY:

- 20 – 30 minutes average wait time for a ride booked last minute
- 20 – 30 minutes average time on the ride (one way, across town)

FLEET:

- Fleet number of units (1-3, depending on service levels and cost)
- Fleet size - small to medium roughly 5m – 9m (23ft – 28ft) 10 plus passengers
- Fleet appearance - modern (cost dependent)
- Fleet fuel source – gasoline/diesel preferred (alternative fuels considered)
- Fleet accessibility – entrance ramp and min. of 1 wheelchair space, and accessible design (minimum of one unit with wheelchair access)
- Bicycle racks – front mounted

SAFETY AND SECURITY MEASURES:

- Security cameras
- Route sharing with family/friends (cost/privacy dependent)
- Boarding and alighting tracking

FARES, MONTH PASSES AND PAYMENT:

- One-way fare price is \$2.50
- All payment options - cash, transit card, and app/online payments
- Reduced monthly passes for seniors, students, low-income families, and adults
- Children under 5 years old ride free

ADVERTISING LOCATIONS AND MANAGEMENT:

- Bus stops and bus shelters
- Bus bench
- Interior of unit
- Exterior of unit
- Naming rights to bus stops
- Advertising in app/website
- External advertising management

ADDITIONAL SERVICE STANDARDS:

- No pets (exception service dogs)

- Beverages only
- No restriction (parental discretion) on the age a child can travel unaccompanied
- Free for attendants assisting riders with limited mobility
- WIFI provided for free on board (town paid)
- Use transit in emergency situations
- Free transit to Town events
- Children NOT required to be out of strollers when on the unit

PRIORITIZATION OF SERVICE PERIODS:

Priority 1	Peak Period (Monday to Friday 6:30am – 8:30am & 3:30pm – 5:30pm)
Priority 2	Full Weekdays (Monday to Friday 6:30am – 8:30pm)
Priority 3	Charter Service
Priority 4	Saturday Service or other (if proposed in the future)

EXAMPLE OF SERVICE SPANS:

Base Service Span 1

Weekdays: 6:30am – 8:30pm (local and regional service provided throughout the service hour timeframe)

Base Service Span 2 (Provisional)

Weekdays: 6:30am – 5:30pm (regional service provided throughout the service hour timeframe only with limited or no local service provided unless capacity available)

*Recommended that the flexibility of On Demand be used to test additional time spans.

Note: Due to the COVID 19 pandemic and economic considerations, we request that each Proposal service spans include a plan “B” provision to consider maintaining service while maintaining the social distancing regulations of 2 meters, or other public and driver safety measures to meet these very new mitigation criteria to maintain OH and S requirements. The industry is finding these conditions especially challenging with plans to utilize traditional units for fleet, severely limiting our capacity. Also, these same considerations need to be considered around fare collection and providing shields/barriers behind the driver to help maintain social distancing for all.

APPENDIX 'C' - SERVICE BOUNDARY MAP



To Red Deer Kingston Drive (80 Street) Stop

APPENDIX 'D' – PRICE COSTING

TOTAL COST BASE SERVICE SPAN 1 (EXAMPLE 1 ONLY)

Weekdays: 6:30am - 8:30pm & intermediate charter service as available

Note: This Service cost below is EXCLUDING supply of fleet units.	Number of Vehicles	Service Hours per year (for all vehicles)
PEAK HOUR Weekdays: 6:30am – 8:30am / 3:30pm – 5:30pm	—	_____ hours
OFF PEAK HOUR Weekdays: 6:30am – 8:30pm	—	_____ hours
Total Service Hours: (2500 max. hours)		_____ hours

Clarification:

- 1.
- 2.

Annual Total Service Cost:	\$
Cost per Service Hour:	\$
Maximum Ridership estimate:	

Provide proposed scenarios/routing and coverage overlap attached to this sheet

Monday - Friday Service							
Northbound to Blackfalds		Express		Local		Express	
2	Red Deer - 78 Street	6:03 AM	7:23 AM	9:23 AM	12:43 PM	3:08 PM	4:58 PM 8:32 PM
3	Blackfalds - East Loop Panorama Dr, Pioneer Way, Cottonwood Dr, Prairie Ridge Ave, Park St East			9:35 AM	12:55 PM		
4	Blackfalds - West Loop Tayles Park, Multi-Plex, Broadway Ave, Westbrooke Rd, Abbey Centre, Park St. West			9:43 AM	1:03 PM		
5	Blackfalds - Express North A	6:15 AM	7:35 AM			3:20 PM	5:10 PM 8:44 PM
5	Blackfalds - Express North B	6:16 AM	7:36 AM			3:21 PM	5:11 PM 8:45 PM
Southbound to Blackfalds & Red Deer		Express		Local		Express	
5	Blackfalds - Express South	7:17 AM	8:37 AM			4:22 PM	6:12 PM 9:46 PM
4	Blackfalds - West Loop Tayles Park, Multi-Plex, Broadway Ave, Westbrooke Rd, Abbey Centre, Park St. West			10:52 AM	2:12 PM		
3	Blackfalds - East Loop Panorama Dr, Pioneer Way, Cottonwood Dr, Prairie Ridge Ave, Park St East			11:03 AM	2:23 PM		
2	Red Deer - 78 Street Parkland Mall	7:26 AM	8:46 AM	11:20 AM	2:40 PM	4:31 PM	6:21 PM 9:55 PM

TOTAL COST BASE SERVICE SPAN 1 (EXAMPLE 2 ONLY)

Weekdays: 6:30am - 8:30pm & intermediate charter service as available

Note: This Service cost below is INCLUDING supply of fleet units.	Number of Vehicles	Service Hours per year (for all vehicles)
PEAK HOUR Weekdays: 6:30am – 8:30am / 3:30pm – 5:30pm	—	_____ hours
OFF PEAK HOUR Weekdays: 6:30am – 8:30pm	—	_____ hours
Total Service Hours: (2500 max. hours)		_____ hours

Clarification:

- 1.
- 2.

Annual Total Service Cost:	\$
Cost per Service Hour:	\$
Maximum Ridership estimate:	

Provide proposed scenarios/routing and coverage overlap attached to this sheet

Monday - Friday Service								
Northbound to Blackfalds			Express		Local		Express	
2	Red Deer - 78 Street		6:03 AM	7:23 AM	9:23 AM	12:43 PM	3:08 PM	4:58 PM 8:32 PM
3	Blackfalds - East Loop Panorama Dr, Pioneer Way, Cottonwood Dr, Prairie Ridge Ave, Park St East				9:35 AM	12:55 PM		
4	Blackfalds - West Loop Tayles Park, Multi-Plex, Broadway Ave, Westbrooke Rd, Abbey Centre, Park St. West				9:43 AM	1:03 PM		
5	Blackfalds - Express North A		6:15 AM	7:35 AM			3:20 PM	5:10 PM 8:44 PM
5	Blackfalds - Express North B		6:16 AM	7:36 AM			3:21 PM	5:11 PM 8:45 PM
Southbound to Blackfalds & Red Deer			Express		Local		Express	
5	Blackfalds - Express South		7:17 AM	8:37 AM			4:22 PM	6:12 PM 9:46 PM
4	Blackfalds - West Loop Tayles Park, Multi-Plex, Broadway Ave, Westbrooke Rd, Abbey Centre, Park St. West				10:52 AM	2:12 PM		
3	Blackfalds - East Loop Panorama Dr, Pioneer Way, Cottonwood Dr, Prairie Ridge Ave, Park St East				11:03 AM	2:23 PM		
2	Red Deer - 78 Street Parkland Mall		7:26 AM	8:46 AM	11:20 AM	2:40 PM	4:31 PM	6:21 PM 9:55 PM

TOTAL COST BASE SERVICE SPAN 2 PROVISIONAL (EXAMPLE 3 ONLY)

Weekdays: 6:30am - 8:30pm & intermediate charter service as available

Note: This Service cost below is INCLUDING supply of fleet units.	Number of Vehicles	Service Hours per year (for all vehicles)
PEAK HOUR Weekdays: 6:30am – 8:30am / 3:30pm – 5:30pm	—	_____ hours
OFF PEAK HOUR Weekdays: 6:30am – 5:30pm (only if capacity available)	—	_____ hours
Total Service Hours: (1800 max. hours)		_____ hours

Clarification:

- 1.
- 2.

Annual Total Service Cost:	\$
Cost per Service Hour:	\$
Maximum Ridership estimate:	

Provide proposed scenarios/routing and coverage overlap attached to this sheet

Monday - Friday Service							
Northbound to Blackfalds		Express		Local		Express	
2	Red Deer -78 Street	6:03 AM	7:23 AM	9:23 AM	12:43 PM	3:08 PM	8:32 PM
3	Blackfalds - East Loop Panorama Dr, Pioneer Way, Cottonwood Dr, Prairie Ridge Ave, Park St East			9:35 AM	12:55 PM		
4	Blackfalds - West Loop Tayles Park, Multi-Plex, Broadway Ave, Westbrooke Rd, Abbey Centre, Park St. West			9:43 AM	1:03 PM		
5	Blackfalds - Express North A	6:15 AM	7:35 AM			3:20 PM	8:44 PM
5	Blackfalds - Express North B	6:16 AM	7:36 AM			3:21 PM	8:45 PM
Southbound to Blackfalds & Red Deer		Express		Local		Express	
5	Blackfalds - Express South	7:17 AM	8:37 AM			4:22 PM	9:46 PM
4	Blackfalds - West Loop Tayles Park, Multi-Plex, Broadway Ave, Westbrooke Rd, Abbey Centre, Park St. West			10:52 AM	2:12 PM		
3	Blackfalds - East Loop Panorama Dr, Pioneer Way, Cottonwood Dr, Prairie Ridge Ave, Park St East			11:03 AM	2:23 PM		
2	Red Deer - 78 Street Parkland Mall	7:26 AM	8:46 AM	11:20 AM	2:40 PM	4:31 PM	9:55 PM

TOTAL COST BASE SERVICE SPAN 2 PROVISIONAL (EXAMPLE 4 ONLY)

Weekdays: 6:30am - 8:30pm & intermediate charter service as available

Note: This Service cost below is EXCLUDING supply of fleet units.	Number of Vehicles	Service Hours per year (for all vehicles)
PEAK HOUR Weekdays: 6:30am – 8:30am / 3:30pm – 5:30pm	—	_____ hours
OFF PEAK HOUR Weekdays: 6:30am – 5:30pm (only if capacity available)	—	_____ hours
Total Service Hours: (1800 max. hours)		_____ hours

Clarification:

- 1.
- 2.

Annual Total Service Cost:	\$
Cost per Service Hour:	\$
Maximum Ridership estimate:	

Provide proposed scenarios/routing and coverage overlap attached to this sheet

Monday - Friday Service								
Northbound to Blackfalds			Express		Local		Express	
2	Red Deer - 78 Street		6:03 AM	7:23 AM	9:23 AM	12:43 PM	3:08 PM	4:58 PM 8:32 PM
3	Blackfalds - East Loop Panorama Dr, Pioneer Way, Cottonwood Dr, Prairie Ridge Ave, Park St East				9:35 AM	12:55 PM		
4	Blackfalds - West Loop Tayles Park, Multi-Plex, Broadway Ave, Westbrooke Rd, Abbey Centre, Park St. West				9:43 AM	1:03 PM		
5	Blackfalds - Express North A		6:15 AM	7:35 AM			3:20 PM	5:10 PM 8:44 PM
5	Blackfalds - Express North B		6:16 AM	7:36 AM			3:21 PM	5:11 PM 8:45 PM
Southbound to Blackfalds & Red Deer			Express		Local		Express	
5	Blackfalds - Express South		7:17 AM	8:37 AM			4:22 PM	6:12 PM 9:46 PM
4	Blackfalds - West Loop Tayles Park, Multi-Plex, Broadway Ave, Westbrooke Rd, Abbey Centre, Park St. West				10:52 AM	2:12 PM		
3	Blackfalds - East Loop Panorama Dr, Pioneer Way, Cottonwood Dr, Prairie Ridge Ave, Park St East				11:03 AM	2:23 PM		
2	Red Deer - 78 Street Parkland Mall		7:26 AM	8:46 AM	11:20 AM	2:40 PM	4:31 PM	6:21 PM 9:55 PM



**TOWN OF BLACKFALDS
COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: May 12, 2020

ORIGINATED BY: Preston Weran, Director of Infrastructure
and Property Services

SUBJECT: Transfer Station Revised Operational Hours

BACKGROUND:

Recently, under the Pandemic, the Infrastructure and Property Services department, have been working to evaluate a number of essential services to determine how to manage resources over the short term and long term horizons. We have been busy working on our Business Continuity plans and highlighting essential service tasks to meet our rate payer's needs while protecting our employees under the COVID 19 pandemic.

Recently, as a short term measure, the Transfer station hours were changed to align with the normal start and end shifts of the Public Works team. This was done to help mitigate staff shortfalls and allow additional heavy equipment and labour support needed with the huge increase of usage at the transfer station. The temporary hours of operation are currently Monday to Friday from 8:30 AM to 4:30 PM.

DISCUSSION:

With the large number of people home, and the spring cleaning trends, Administration has been reviewing various options for the ability to have the station open over the weekend. We have completed this review and will be working with our contractor to expand our capacities to allow revisions. In alignment with public and Council comments we are looking at swapping Monday service for Saturday service at the Transfer Station. Our review process has identified that the best approach would be to change the hours to allow Saturday service only. Therefore, we are recommending our new hours of operation for the Transfer Station be finalized for Tuesday through Saturday from 8:30 to 4:30 pm.

FINANCIAL IMPLICATIONS:

A small increase to shift differential pay, from the existing hours of operations which was already including in the 2020 operating budget.

ADMINISTRATIVE RECOMMENDATION:

1. That Council move to accept Administration's recommendation to finalize the Transfer Station Operation Hours from 8:30am to 4:30pm, Tuesday to Saturday.



**TOWN OF BLACKFALDS
COUNCIL MEETING
REQUEST FOR DECISION**

ALTERNATIVES:

1. That Council does not move forward with the revised Transfer Station Hours.
2. That Council refer this item back to Administration for further information.

Attachments:

- *None*

A handwritten signature in black ink, appearing to be "Myron Thompson", written over a horizontal line.

CAO Myron Thompson

A handwritten signature in black ink, appearing to be "P. W. ...", written over a horizontal line.

Department Director/Author

Approvals:



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

COUNCIL MEETING DATE: May 12, 2020

ORIGINATED BY: Sue Bornn, FCSS Manager

SUBJECT: Drive-In Movie

BACKGROUND:

With the COVID-19 pandemic response taking precedence in all avenues of our community, the opportunities to bring people together have been effectively eliminated. Several weeks ago, a community member reached out, inquiring about the opportunity for the municipality to host a Drive-In event. This conversation sparked some research, by staff, into the opportunities available to Blackfalds. The Town of Sylvan Lake recently purchased the necessary equipment to host this type of event on a regular schedule for their community. Staff reached out to Sylvan Lake and at this time, due to staffing layoffs, their equipment is not available for rental. At this time Drive-In events were not recommended by our Health Authority, with the recent relaunch strategy announced by the province, Drive-In's have been reconsidered and are now allowed.

Through the guidance and approval of our AHS Public Health Inspector, we are planning a community Drive-In movie, as a viable option to get the community together in a safe and responsible way through strict rules and requirements mandated through AHS.

As our weather improves and the relaunch plans for the province and communities begin, we are seeking ways to build the community and support the mental health and well being of our residents. All summer festivals and large gatherings, Blackfalds Days included, have been cancelled for the season by the Province. We are hopeful that this event will be the start of a series of opportunities for the Town to provide 'Social Connectedness while Physically Distancing'.

DISCUSSION:

Working with our AHS Public Health Inspector we have created a small working committee of Community Services team members to plan and implement the event. Using social media as a platform for engagement, we will host a movie poll the week of May 11-15 to choose the title that will be shown. The event date is booked at All Star Park Soccer Fields on Thursday, May 21st with the movie scheduled to start shortly after 9:30pm.

We will provide a list of regulations and rules that must be adhered to by all attendees. Should participants choose to exit their vehicles for any reason, they will be escorted from the event by our bylaw, staff or volunteers present at the show.

Typically, this type of event is hosted with a cost for attendance. Due to the cancellation of all special events this summer, our intent is to offer this event at no charge and instead collect donations to the Food Bank.



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

FINANCIAL IMPLICATIONS:

The cost of this event totals just over \$5,000, which includes the rental of the Fresh Air Cinema screen and its operations for a total of \$4,290 + GST. The license from Audio Cine Films is just under \$800. Funds will be allocated through the Special Events budget.

ADMINISTRATIVE RECOMMENDATION:

That Council move to approve the Special Event Application Permit for the Drive-In movie planned for May 21ST, 2020.

Attachments:

- *Special Event Application*

Approvals:

CAO Myron Thompson

Department Director/Author



THE TOWN OF BLACKFALDS

PERMIT FOR SPECIAL EVENTS

PERMIT NO. _____

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

APPLICANT INFORMATION	Name of Sponsoring Group: <u>Town of Blackfalds</u>
	Address <u>5018 Waghorn St</u> Postal Code <u>T0M0J0</u>
	Name of Contact Person <u>Sue Bornn</u>
	Address <u>5016 Waghorn St</u> Postal Code <u>T0M0J0</u>
	Phone (bus) <u>403 885-6247</u> (res.) _____
	Fax <u>403 885-0011</u> E-mail <u>sbornn@blackfalds.com</u>

SPECIAL EVENT (✓ appropriate box)	Name of Event <u>Drive In movie</u>
	Description of Event _____
	<input checked="" type="checkbox"/> Entertainment <input type="checkbox"/> Promotion <input type="checkbox"/> Rally/Protest <input type="checkbox"/> Evangelizing <input type="checkbox"/> Selling <input type="checkbox"/> Parade <input type="checkbox"/> Race/Walk Procession <input type="checkbox"/> Other/Specify _____
	Date <u>May 21/20</u> Time: From <u>9:00</u> am / <u>pm</u> To <u>11:45</u> am / <u>pm</u>
	Staging Area: Start <u>All Star Park</u> Finish _____
	Number of Participants _____
List of equipment, vehicles, material proposed on site by applicant (if applicable) _____	

Date: <u>May 7, 2020</u>	Signature of Applicant: <u>Sue Penner</u>
--------------------------	---

ORIGINAL:
COPIES:

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

WAIVER FORM

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

PLEASE READ CAREFULLY

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

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

TOWN APPROVAL	
1. Signing Authority for Category A & B Events	
Chief Administrative Officer _____	Date _____
2. Signing Authority for Category C Events	
Director of Community Services <u>[Signature]</u>	Date <u>May 7/20</u>

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



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: May 12, 2020

ORIGINATED BY: Rick Kreklewich, Abbey Centre Manager

SUBJECT: Blackfalds Girl Guides

BACKGROUND:

Last year, the Blackfalds Girl Guides expressed interest in finding a new home to host their program. They approached the Recreation Board and Council and were provided with a one-year term to use the Multipurpose Room at the Community Centre. The term of that contract will be ending on August 31, 2020. The rental rate of the agreement was for \$450 for the season (their season runs September to May). Typical weekly usage would be 1.5 hours on Mondays, 2.5 hours on Wednesdays and 2 hours on Thursdays.

Res 090/19

Member Shepherd made the recommendation that the Recreation, Culture and Parks board move the option of the Community Centre Multi-Purpose room for the Girl Guides programming for the Council's consideration as well as changing the rental fee to \$450 for one year for September 1, 2019 to June 30, 2020 forward to Council for approval.

MOTION CARRIED UNANIMOUSLY

RES. 190/19

Councillor Svab moved that Council accept the Recreation, Culture and Parks Board recommendation for the Girl Guides to utilize the Multi-Purpose Room in the Blackfalds Community Centre for a one-year trial basis for a flat fee of \$450.00, commencing September 1, 2019 to September 1, 2020.

CARRIED UNANIMOUSLY

DISCUSSION:

We received a letter from Carleen Jeske on behalf of the Blackfalds Girl Guides expressing interest in continuing to use Town facilities again for 2020/21 season. The Girl Guides are interested in the possibility of partnering with Parent Link as they operate their program during the day and Girl Guides would be in the evenings. The Parent Link program has now discontinued, but there may be an option for other programming to take place in that room through FCSS and/or another provider.

In discussion with Carleen, they are hoping for a similar fee as to what was provided this last season as their fundraising campaign took a hit with the COVID-19 pandemic. They are also hoping to extend their time to allow for more time to setup and take down. The letter also addressed a concern regarding a lack of storage available to them in the Multipurpose Room.

Currently the Town charges our youth organizations the non-profit rate or a per player fee per season as per the Rates & Fees bylaw.

In further discussion with the Recreation, Culture and Parks Board during the May 6 meeting, it was determined by the members that the fairest way to proceed would be to offer rental at the non-profit rate which provides a 40 percent subsidy to all non-profit organizations.



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

Res 29/20

Member Shepherd moved that the Recreation, Culture and Parks Board approve CSD Staff's recommendation to Council that the Town offer the Multi-Purpose Room to the Blackfalds Girl Guides at the non-profit rate.

MOTION CARRIED UNANIMOUSLY

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION:

1. That Council approve the Recreation, Culture and Parks Board's recommendation to offer the Multipurpose Room to the Blackfalds Girl Guides at the non-profit rate of \$24.90/hr.


ALTERNATIVES:

- A) Council send this item back to Administration for further discussion.

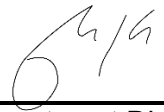
Attachments:

- *Blackfalds Girl Guides Letter addressed to the Recreation, Culture and Parks Board*

Approvals:



CAO Myron Thompson



Department Director/Author

Dear Rec Board,

As Girl Guides is fast approaching our last 3 months of programming, we have had a very exciting and gratifying year.

Sparks has grown to 23 girls and 4 leaders.

Brownies has 25 girls and 4 leaders.

Guides has 14 girls and 3 leaders.

Pathfinders has 10 girls and 2 Leaders.

That is 72 girls we have had the pleasure to work with in Girl Guides providing camps, community service projects and fun experiences. That number is up since last year and we only plan to keep growing those numbers!

We are very thankful for the help you gave us with finding a new home for this 2019/2020 Guiding Year. We ask now what our future is with continuing to rent the Community Centre Multi-Purpose Room.

We were asked by the Town and you the Rec Board to continue to keep searching for a new home for Blackfalds Girl Guides and here is what we are faced with:

Nothing new has come into play regarding the locations throughout Blackfalds that we checked into last year. Either out of our price range, size wise would not accommodate our units or not available to us to use on the nights needed.

We contacted the 3 Churches in town again:

The Blackfalds Community Fellowship said unfortunately they have groups using the space on Tuesday & Thursday evenings.

Faith Community Church is sending our request to speak on this matter to their Elders, that is all we have heard from them.

New Reformed Church has not returned our call/email.

We have contacted the For-Lease Buildings located in town and here are our findings:

Downtown - they are looking for \$5000/month

Blackfalds Vet Building/ATB Bank strip mall - owner Ken Hubbard expressed his regret and wished he could help a great organization like Girl Guides but could not help us out with rental space.

Aspen Lakes Mini Mall - have reached out by phone and email but have not received a reply.

Blindman Industrial Area - called and left a message but no reply.

Garage World - smallest space to rent is \$1234.45/year and not sure if a location like this would work.

We have reached out to all places within Blackfalds that we could think of and do not feel any closer to reaching a goal of finding a new and affordable home for the now 72 girls of Blackfalds Girl Guide

We would also like to put forward the possibility of sharing space with Parent Link. We have read articles of lack of funding available for this program and wondered if there was any way to partner with Parent Link to help keep the space running during the day and Girl Guides using the room in the evenings.

There are a few items we are asking to be discussed again if our contract is continued for another year.

1. The possibility of having more set-up and take-down time. Some evenings are more hectic than others and we sometimes struggle with complying with the 15 mins given to us. We are asking if occasionally needed we can go over our time.
2. Storage space is still an issue. We have crafting supplies sitting in our storage shed located at Granden Auto's but find we are not using these and buying instead because they are no longer located on the location for easy access. We also have ceremonial items that are not being used because of lack of access to them.

So there it all is, as our year comes to an end in a few short months Girl Guides is in the hands of you the Rec Board and the Town of Blackfalds to see where our future lies in this community and our wish of continuing to be able to provide great opportunities to the amazing Youth of Blackfalds.

I am available to answer any questions you may have and look forward to your reply. If I am needed to attend a Rec Board meeting again to speak of my findings I would be pleased to! My cell number is 403-318-7064.

Yours in Guiding,



Carleen Jeske

1st Blackfalds Guides.



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: May 12, 2020

ORIGINATED BY: Terry Topolnitsky – Planning & Development Manager

SUBJECT: Proposed Subdivision S-01-20 – 1 & 2, Condo Plan 982 0094

BACKGROUND:

Accelerated Surveys Ltd. on behalf of Rodney Poole, Crystal Weston, and Amy Cote have made a subdivision application affecting Lots 1 & 2, Condominium Plan 982 0094. The property accessed by way of Womacks Road is developed with a duplex unit and subject to the requirements of the Condominium Property Act. To absolve the landowners of their requirements under the Condominium Property Act, the landowners request dissolution of the Condominium Plan creating two fee simple lots.

DISCUSSION:

Accelerated Surveys Ltd., to facilitate the dissolution of the Condominium Plan must proceed with subdivision approval, creating two (2) separate parcels. Each newly created parcel will be configured the same and will require registration of the Party Wall Agreement onto the Certificate of Title for both lots. All existing access points from Womacks Road are to be maintained.

Notification has been sent to all adjacent property owners of the subject subdivision. To date no objections have been received.

Notification has been sent to all affected agencies and the following comments were received:

- Alberta Health Services – No objections, subject to conditions
- Alberta Transportation – No objections
- ATCO Gas – No objections, subject to conditions
- ATCO Pipelines – No objections
- AER Abandoned Well Location Map
- Canada Post – No objections
- Fortis Alberta – No objections
- Lacombe County – No objections
- Town of Blackfalds Departments – No objections
- TELUS – No objections

As this application will be in accordance with the approvals of all agencies concerned, Administration is recommending that Council support the subdivision.

FINANCIAL IMPLICATIONS:

No implications to the budget for the Town approved by the Council.



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

ADMINISTRATION RECOMMENDATION:

That Council move to approve the Subdivision of Lots 1 & 2, Plan 982 0094 subject to the following:

1. That pursuant to Section 85 of the Land Titles Act, the subdivision, as shown on the Tentative Plan of Subdivision, is registered by Plan of Survey.
2. That pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes are to be paid, or some other arrangement, satisfactory to the Town of Blackfalds, for payment thereof be made.
3. That pursuant to Section 655(1) of the Municipal Government Act, that the owner/developer register utility easement right of way including any drainage easements as per the requirements of the Town of Blackfalds and/or utility companies concurrent with or prior to registering the subdivisions Plan of Survey.
4. That any subdivision takes into consideration the conditions set by the Utility companies.
5. That proposed Lot 1 and Lot 2 B maintain separate accesses via Womacks Road.
6. That the developer enters into a Party Wall Agreement, ensuring it is registered onto the Certificates of Titles for proposed Lot 1 and Lot 2, for the adjoining common boundary line existing between Lot 1 and Lot 2. The preparation and registration of the Party Wall Agreement are at the developer's expense.
7. That the Surveyor must co-ordinate with the Town that the proposed subdivision is in accordance with all Development Permits for this site.


ALTERNATIVES:

- A) That Council does not approve the subdivision as proposed.
- B) That Council refers this item back to administration for further information.

Attachments:

- *Subdivision plans*
- *Agency comments*

Approvals:



CAO Myron Thompson

Department Director/Author



March 13, 2020

Town of Blackfalds
Planning and Development Department
5018 Waghorn Street,
Box 220,
Blackfalds, AB., T0M 0J0

Attention: Planning Department

RE: Subdivision Application Submission for Condominium Plan 982 0094

Please see the attached Package for a Subdivision Application, Titles and Tentative Plans (with and without aerial photo). On behalf of the registered owners they want to dissolve the Condominium Plan 982 0094 (only 2 units) and subdivide into 2 fee simple lots with a party wall agreement. Please let us know the cost of this application and we will have the registered owners provide payment.

Please advise us if there is any other information required by email.

If you have any questions about this, please don't hesitate to contact me.

Yours Truly,

Donnie McKee, ALS
President
dmckee@acceleratedsurveys.com
Accelerated Surveys Ltd.





BLACKFALDS
ALBERTA

TOWN OF BLACKFALDS APPLICATION FOR SUBDIVISION

File # _____

The Registered Owner(s) of the land to be subdivided, or a person authorized to act as agent, must complete this application form in its entirety.

Landowner Amy Cote and Rodney & Crystal Poole Address 4627/4631 Womacks Road

Phone 403-598-2814 Fax _____ City Blackfalds Prov AB Postal Code T0M0J0

Contractor _____ Address _____

Phone _____ Fax _____ City _____ Prov _____ Postal Code _____

LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/Part of the NE $\frac{1}{4}$ sec. 27 twp 39 range 27 west of the forth meridian,

being all/part of Lot 1 & 2 Block _____ Plan 982 0094,

Certificate of Title No. 142 245 067 & 152 014 557 Area of the parcel of land to be subdivided 0.070 hectares.

LOCATION OF LAND TO BE SUBDIVIDED

The land is located in the Town of Blackfalds.

a. Is the land situated immediately adjacent to the municipal boundary?

☒ No

☐ Yes, and the adjoining municipality is _____

b. Is the land situated within 0.8 kilometers of the right-of-way of a highway?

☐ No

☒ Yes, Highway # 2 (QE2)

c. Does the parcel contain or is it bounded by a river, stream, lake or other body of water, or by a drainage ditch or canal?

☒ No

☐ Yes: if yes, state the name: _____

d. Is the parcel within 1.5 km of a sour gas facility?

☒ No

☐ Yes

EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

a. Describe the existing use of the land: Duplex Residential Condominium Plan

b. Describe the proposed use of the land: Duplex Residential

c. The designated use of the land, as classified under the Land Use By-law is R2 Residential Multi-dwelling

PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED

a. Describe the nature of the land's topography (flat, rolling, steep, mixed) Flat

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc; sloughs, creeks, etc.) Grass and Trees

c. Describe the kind of soil on the land (sandy, loam, clay, etc.) Loam and Clay

EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved:
Duplex, will stay as is.

WATER AND SEWER SERVICES

If the proposed subdivision is to be serviced by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage:

Municipal Water and Sewer

REGISTERED OWNER(S) OR PERSON ACTING ON OWNER'S BEHALF

I/We, Amy Cote & Rodney Poole / Crystal Poole, hereby certify that:
(Please print full name)

☒ I/We are the registered owner(s); or

☐ I am the agent authorized to act on behalf of the registered owner

And that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signature: A. Cote

Date: January 8/2020

Signature: Rodney Poole

Date: January 8/2020

AGENT AUTHORIZATION (WHEN APPLICABLE)

I/We, Amy Cote + Rodney + Crystal Poole, being the registered owner(s) of the land being subdivided do hereby authorize Accelerated Surveys Ltd.
(individual or firm seeking application)

to make application for subdivision affecting the above noted property.

Signature: A. Cote

Date: January 8/2020

Signature: Rodney Poole

Date: January 8/2020

RIGHT TO ENTRY

Pursuant to Sections 653 and 542 of the Municipal Government Act, I hereby do ☒ or do not ☐ grant consent for a designated officer of the Town of Blackfalds to enter upon the land described above, which is subject to an application for subdivision, for the purpose of a site inspection.

Name (please print): Amy Cote + Rodney + Crystal Poole

Signature: A. Cote Date: January 8/2020

COMMENTS (FURTHER INFORMATION MAY BE PROVIDED ON AN ATTACHED SHEET)

Subdividing to eliminate extra
time and effort required for
Condominium Requirements
to be met by 3 unit owners.

FOR OFFICE USE ONLY

Date Completed Application Submitted _____ Fees Submitted _____



Personal information is collected under the authority of the Municipal Government Act and Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act (FOIP), and will be protected under Part 2 of the FOIP Act. This information will be used solely to administer Applications for Subdivision for the Town of Blackfalds. Questions regarding this collection of personal information may be directed to the Town of Blackfalds FOIP Coordinator at: Town of Blackfalds, Box 220, 5018 Waghorn Street, Blackfalds AB T0M 0J0, by phone at 403 885 5248, or by email at foip@blackfalds.com

NOTE:
PROPERTY LINE FALLS WITHIN COMMON WALL



**TENTATIVE PLAN
SHOWING PROPOSED SUBDIVISION OF**

**CONDOMINIUM PLAN 982 0094
4627 & 4631 WOMACKS ROAD**

WITHIN N.E. 1/4 SEC. 27-39-27-4

MUNICIPALITY: TOWN OF BLACKFALDS

- NOTES:
- ALL MEASUREMENTS ARE SHOWN IN METRES.
 - LOCATION AND SIZES OF BUILDINGS ARE PER CONDOMINIUM PLAN 982 0094 AND ARE APPROXIMATE.
 - STATUTORY IRON POSTS FOUND SHOWN THUS: ●
 - STATUTORY IRON POSTS PLACED SHOWN THUS: ○
 - AREA OF PROPOSED SUBDIVISION IS OUTLINED THUS: _____
 - AND CONTAINS THUS:

Condominium Plan 982 0094 0.070 HA.
TOTAL 0.070 HA.

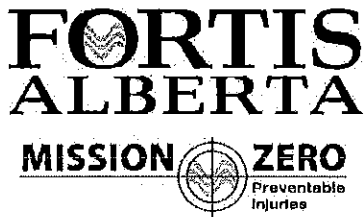
Lot 9
+/- 0.041 HA.
+/- 0.10 AC.

Lot 10
+/- 0.029 HA.
+/- 0.07 AC.



105, 6740 JOHNSTONE DRIVE
RED DEER, AB T4P 3Y2
TEL: 403-505-5940

Scale = 1:250	File No: S-002-20-1 Tent1
Drawn: DDM	Date: February 12, 2020
Checked: DM	Revision: Revision 0



Diana Pounall
Land Department

FortisAlberta Inc.
320 - 17 Ave SW
Calgary, AB
T2S 2V1
Phone# 587-775-6264
Cell#
www.fortisalberta.com
Email:
Diana.Pounall@fortisalberta.com

March 31, 2020

Town of Blackfalds
5018 Waghorn Street
PO Box 220
Blackfalds, Alberta
T0M 0J0

Attention: Terry

RE: FortisAlberta Condition for Subdivision Approval

FortisAlberta Reference No.: 320083481

MD File No.: S-01-20

Location/Legal Description: NE 27-39-27 W4

Customer Name: Amy Cote and Rodney & Crystal Poole

Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Pounall', with a stylized flourish at the end.

Diana Pounall

RE: 320083481



March 27, 2020

emailed to terry@blackfalds.com
original to follow

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

Attention: Terry Topolnitsky
Planning and Development Manager

Dear Terry:

Re: Subdivision Application S-01-20
To subdivide Condominium Plan 982 0094, Units 1 & 2

Thank you for providing the County an opportunity to comment on S-01-20. This is to advise that Lacombe County has no objections or concerns to the proposed subdivision.

Please do not hesitate to contact me if you have any questions.

Regards,
LACOMBE COUNTY

A handwritten signature in blue ink, appearing to read "Florian Goetz".

Florian Goetz
Junior Planner/Development Officer

Candice Hilgersom

From: Chris Rvachew <CHRIS.RVACHEW@telus.com> on behalf of circulations <circulations@telus.com>
Sent: April 1, 2020 11:04 AM
To: Candice Hilgersom
Subject: RE: Notice of Subdivision S-01-20

Good morning,

TELUS Communications Inc. has no objections.

Thanks,

Chris Rvachew | Real Estate Specialist
Customer Network Implementation | TELUS | Rights of Way
2930 Centre Avenue NE, Calgary, AB T2A 4Y2
Phone: (403) 384-3066 | circulations@telus.com

Please do NOT e-mail me directly. To avoid delays in processing, send all e-mails to circulations@telus.com.

TELUS Restricted – Privileged & Confidential
Not to be forwarded or copied without express consent of the originator.

From: Candice Hilgersom [mailto:CHilgersom@blackfalds.com]
Sent: March 24, 2020 02:43 PM
To: waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca) <waterapprovals.reddeer@gov.ab.ca>; Carly Cowles <carly.cowles@gov.ab.ca>; land.admin@atcogas.com; HP.Circulations@atco.com; Robert Cote <RCote@blackfalds.com>; NEVERS, Malcolm <Malcolm.Nevers@canadapost.postescanada.ca>; CentralZone.EnvironmentalHealth@ahs.ca; Sean Barnes <Sean@blackfalds.com>; Preston Weran <PWeran@blackfalds.com>; landserv@fortisalberta.com; JThompson@lacombe.ca; dfreitag@lacombecounty.com; rod.steeves@rdcrs.ca; ProjectManagerNorthernAlberta@sjrb.ca; circulations <circulations@telus.com>; info@wolfcreek.ab.ca
Cc: Terry Topolnitsky <Terry@blackfalds.com>; Patty Urban <PUrban@blackfalds.com>
Subject: Notice of Subdivision S-01-20

https://mw.tsl.telus.com/myworld/standard.html?l=52.3829163,-113.8070190&z=18&s=place_lbp%2FTEL78495567&layers=af2,nf,ac,nc,pn,vmsb,tds,bu,la,ob,ls&basemap=Google%20Hybrid%20%2F%20Google%20Hybride&minimap=close

Good Afternoon,

Please find attached a Notice of Subdivision Application. Please submit any responses to terry@blackfalds.com by April 27, 2020.

Thank you,

Candice Hilgersom

Candice Hilgersom

From: Anhamm, Kristine <Kristine.Anhamm@atco.com>
Sent: March 25, 2020 8:58 AM
To: Candice Hilgersom
Subject: RE: Notice of Subdivision S-01-20

Good Morning,

The Engineering Design Department of ATCO Gas has reviewed the above named plan and has no objections to the proposed work.

Thanks,

Kristine Anhamm

Land Administrative Coordinator
Gas Distribution
ATCO Gas & Pipelines Liquids Global Business Unit

P. 780 420 3432

A. 10035 105 Street, Edmonton AB CAN T5J 2V6

[ATCO.com](#) [Facebook](#) [Twitter](#) [LinkedIn](#)



From: Candice Hilgersom <CHilgersom@blackfalds.com>
Sent: Tuesday, March 24, 2020 2:43 PM
To: waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca) <waterapprovals.reddeer@gov.ab.ca>; Carly Cowles <carly.cowles@gov.ab.ca>; @ Gas Land Department <land.admin@atcogas.com>; Circulations, HP <HP.Circulations@atco.com>; Robert Cote <RCote@blackfalds.com>; NEVERS, Malcolm <Malcolm.Nevers@canadapost.postescanada.ca>; CentralZone.EnvironmentalHealth@ahs.ca; Sean Barnes <Sean@blackfalds.com>; Preston Weran <PWeran@blackfalds.com>; landserv@fortisalberta.com; JThompson@lacombe.ca; dfreitag@lacombecounty.com; rod.steeves@rdcrs.ca; ProjectManagerNorthernAlberta@sjrb.ca; circulations@telus.com; info@wolfcreek.ab.ca
Cc: Terry Topolnitsky <Terry@blackfalds.com>; Patty Urban <PUrban@blackfalds.com>
Subject: Notice of Subdivision S-01-20

****Caution – This email is from an external source. If you are concerned about this message, please forward it to spam@atco.com for analysis.****

Good Afternoon,

Please find attached a Notice of Subdivision Application. Please submit any responses to terry@blackfalds.com by April 27, 2020.

Thank you,

Candice Hilgersom

Planning & Development Clerk

Candice Hilgersom

From: Circulations, HP <HP.Circulations@atco.com>
Sent: April 16, 2020 2:23 PM
To: Candice Hilgersom
Subject: 20-1121 Response - Notice of Subdivision S-01-20
Attachments: S-01-20 Agency Notification.pdf

Good Afternoon,

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to hp.circulations@atco.com.

Thank you,

Maira Wright

Sr. Land Administrative Coordinator | Operations Engineering | Gas Transmission
ATCO Pipelines & Liquids Global Business Unit

A: 7210 42 Street, Edmonton, AB T6B 3H1

E: Maira.wright@atco.com

[ATCO.com](https://www.atco.com) [Facebook](#) [Twitter](#) [LinkedIn](#)



From: Candice Hilgersom <CHilgersom@blackfalds.com>
Sent: Tuesday, March 24, 2020 2:43 PM
To: waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca) <waterapprovals.reddeer@gov.ab.ca>; Carly Cowles <carly.cowles@gov.ab.ca>; @ Gas Land Department <land.admin@atcogas.com>; Circulations, HP <HP.Circulations@atco.com>; Robert Cote <RCote@blackfalds.com>; NEVERS, Malcolm <Malcolm.Nevers@canadapost.postescanada.ca>; CentralZone.EnvironmentalHealth@ahs.ca; Sean Barnes <Sean@blackfalds.com>; Preston Weran <PWeran@blackfalds.com>; landserv@fortisalberta.com; JThompson@lacombe.ca; dfreitag@lacombecounty.com; rod.steeves@rdcrs.ca; ProjectManagerNorthernAlberta@sjrb.ca; circulations@telus.com; info@wolfcreek.ab.ca
Cc: Terry Topolnitsky <Terry@blackfalds.com>; Patty Urban <PUrban@blackfalds.com>
Subject: Notice of Subdivision S-01-20

****Caution – This email is from an external source. If you are concerned about this message, please forward it to spam@atco.com for analysis.****

Good Afternoon,

Please find attached a Notice of Subdivision Application. Please submit any responses to terry@blackfalds.com by April 27, 2020.

Thank you,

Candice Hilgersom

From: NEVERS, Malcolm <Malcolm.Nevers@canadapost.postescanada.ca>
Sent: March 24, 2020 9:58 PM
To: Candice Hilgersom
Subject: RE: Notice of Subdivision S-01-20

Hello Candice,

We have no issues and will provide mail delivery when applicable.

Regards,

Malcolm Nevers

From: Candice Hilgersom [mailto:CHilgersom@blackfalds.com]
Sent: March-24-20 2:43 PM
To: waterapprovals.reddeer (waterapprovals.reddeer@gov.ab.ca) <waterapprovals.reddeer@gov.ab.ca>; Carly Cowles <carly.cowles@gov.ab.ca>; land.admin@atcogas.com; HP.Circulations@atco.com; Robert Cote <RCote@blackfalds.com>; NEVERS, Malcolm <Malcolm.Nevers@canadapost.postescanada.ca>; CentralZone.EnvironmentalHealth@ahs.ca; Sean Barnes <Sean@blackfalds.com>; Preston Weran <PWeran@blackfalds.com>; landserv@fortisalberta.com; JThompson@lacombe.ca; dfreitag@lacombecounty.com; rod.steeves@rdcrs.ca; ProjectManagerNorthernAlberta@sjrb.ca; circulations@telus.com; info@wolfcreek.ab.ca
Cc: Terry Topolnitsky <Terry@blackfalds.com>; Patty Urban <PUrban@blackfalds.com>
Subject: Notice of Subdivision S-01-20

Good Afternoon,

Please find attached a Notice of Subdivision Application. Please submit any responses to terry@blackfalds.com by April 27, 2020.

Thank you,

Candice Hilgersom
Planning & Development Clerk

Town of Blackfalds
Box 220, 5018 Waghorn St
Blackfalds, AB T0M 0J0
T: 403.885.9679
D: 403.885.6258
F: 403.600.0045

This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.

Candice Hilgersom

From: Carly Cowles <carly.cowles@gov.ab.ca>
Sent: March 25, 2020 9:07 AM
To: Candice Hilgersom
Subject: RE: Notice of Subdivision S-01-20

Good Morning Candice,

Alberta Transportation would offer no objections to the above noted subdivision.

The proposal is contrary to Section 14 and subject to the requirements of Section 15(2) of the Subdivision and Development Regulation.

To that end, the parcel to be created will accommodate an existing duplex with access being gained solely by way of the local road system.

As such, strictly from Alberta Transportation's point of view, we do not anticipate that the creation of the parcel as proposed would have any appreciable impact on the highway.

Therefore, in this instance the department grants a waiver of said Sections 14 and 15(2).

Section 16 of the regulation only states that Sections 14 and 15 may be varied and although the waivers have been granted for this application, they have been granted under site specific circumstances and should not be construed that the waivers would set precedent or be granted as a matter of course.

If you require any further information, please feel free to contact me directly.

Regards,

Carly Cowles

Development & Planning Technologist
Delivery Services Division, Central Region
Alberta Transportation
Government of Alberta

Tel 403-340-5025
Fax 403-340-4876
carly.cowles@gov.ab.ca

511 Alberta - Alberta's Official Road Reports
Go to 511.alberta.ca and follow [@511Alberta](https://twitter.com/511Alberta)



From: Candice Hilgersom <CHilgersom@blackfalds.com>
Sent: Tuesday, March 24, 2020 2:43 PM
To: AEP Water Approvals RedDeer <WaterApprovals.RedDeer@gov.ab.ca>; Carly Cowles <carly.cowles@gov.ab.ca>; land.admin@atcogas.com; HP.Circulations@atco.com; Robert Cote <RCote@blackfalds.com>; NEVERS, Malcolm <Malcolm.Nevers@canadapost.postescanada.ca>; CentralZone.EnvironmentalHealth@ahs.ca; Sean Barnes



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
COUNCIL INFORMATION**

MEETING DATE: May 12, 2020

ORIGINATED BY: Terry Topolnitsky – Planning & Development Manager

SUBJECT: Development/Building Report for April Year to Date, 2020

BACKGROUND:

Attached is the Building Permit Comparison for 2018-2020 for the month of April 2020 year to date. We also have shown the comparison for the year to date figures for 2019 on the comparison report.

Please note that we reviewed the listings entries and some numbers have changed due to classification of the applications, however the totals are still the same.

It is noted that the big increase in the dollar value is due to the application for the Arena/Multi-plex expansion.

Attachments:

- *April 2020 Comparison Report*

Approvals:

CAO Myron Thompson

Department Director/Author



Town of Blackfalds Development/Building Permit Comparison 2018 to 2020

2019 YTD

	2018		2019		2020		April	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
Residential								
SFD	26	\$ 7,193,840.00	18	\$ 4,209,997.00	5	\$ 945,000.00	7	\$ 1,452,920.00
Duplexes	6	\$ 1,591,622.00	4	\$ 670,000.00	2	\$ 593,584.00	0	\$ -
Manufactured Home	2	\$ 130,000.00	3	\$ 274,000.00	0	\$ -	1	\$ 140,000.00
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	26	\$ 3,680,000.00	21	\$ 3,331,600.00	0	\$ -	10	\$ 1,480,000.00
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Total Res. Dwellings	60	\$ 12,595,462	46	\$ 8,485,597	7	\$ 1,538,584	18	\$ 3,072,920
Garage	17	\$ 390,500.00	10	\$ 206,500.00	2	\$ 60,000.00	2	\$ 28,000.00
Deck	11	\$ 37,900.00	9	\$ 38,000.00	0	\$ -	3	\$ 11,500.00
Basement Reno	53	\$ 828,240.00	61	\$ 1,014,820.00	15	\$ 258,150.00	23	\$ 353,420.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Other	50	\$ 371,145.00	79	\$ 934,760.00	25	\$ 219,786.17	20	\$ 139,425.00
Commercial	37	\$ 1,899,785.00	42	\$ 13,778,510.00	7	\$ 299,600.00	10	\$ 8,938,460.00
Industrial	13	\$ 2,852,540.00	6	\$ 38,400.00	1	\$ 30,000.00	2	\$ 31,800.00
Institutional	0	\$ -	1	\$ 5,000.00	1	\$ 10,000.00	1	\$ 5,000.00
Agricultural	0	\$ -	1	\$ -	0	\$ -	0	\$ -
Public Facility	10	\$ 804,907.21	13	\$ 694,700.00	3	\$ 22,570,000.00	2	\$ 9,600.00
TOTAL PERMITS	251	\$ 19,780,479.21	268	\$ 25,196,287.00	61	\$ 24,986,120.17	81	\$ 12,590,125.00
<u>General Yearly Notes:</u>				1- Grocery interior - 2,000,000		1 - 22,500,000 Multi-Plex expansion		
		1 - 4.25 million Broadway Ave		1 - 7,000,000 Blackfalds Crossing Phase 1A				
				1 - McDonalds 2,100,000				

Wolf Creek Public Schools c/o Matt Plewis	5200 Leung Road	PF	Institutional
Donald & Wendy Winter	35 Morris Court	R-1M	Residential
Nicolas Sutyla	172 Cedar Square	R-1S	Residential
Dean Tarasoff	25 Parkridge Crescent	R-1L	Residential
Brett Barros	29 Parkridge Crescent	R-1M	Residential
Taras Ilkiw	18 Paramount Crescent	R-1M	Residential
Annette Bugutsky	4733 Brentwood Drive	R-1S	Residential
Rosalee Gillespie	29 Vermont Close	R-1S	Residential
Kimberly & Daniel Joosse	142 Morris Court	R-1S	Residential
True-Line Contracting Ltd.	17 Coventry Close	R-2	Residential
True-Line Contracting Ltd.	21 Coventry Close	R-2	Residential
Town of Blackfalds (Sean Barnes)	5401 Vista Trail	PF	Public Facility
Claudia Mariela Widen	138 Ava Crescent	R-2	Residential
Jon Mucha & Serena Chouinard	93 Vintage Close	R-1M	Residential
San Maria Homes	213 Aztec Crescent	R-1S	Residential
JP Construction Inc.	5505 Prairie Ridge Avenue	R-2	Residential
JP Construction Inc.	5509 Prairie Ridge Avenue	R-2	Residential



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
COUNCIL REPORT**

COUNCIL MEETING DATE: April 14th, 2020

ORIGINATED BY: Ken Morrison, Emergency Management and Protective Services Manager

SUBJECT: Blackfalds Protective Services Monthly Report for April 2020

BACKGROUND:

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

DISCUSSION:

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

FINANCIAL IMPLICATIONS:

None

Attachments:

- *Municipal Enforcement Statistics April, 2020*

Approvals:

A handwritten signature in blue ink, appearing to read "Myron Thompson", written over a horizontal line.

CAO Myron Thompson

A handwritten signature in blue ink, appearing to read "Ken B. Morrison", written over a horizontal line.

Department Director/Author



Blackfalds Protective Services

April 2020 Monthly Report

Protective Services

Town of Blackfalds Municipal Enforcement:

During the month of April enforcement officers, opened and acted on 81 incidents files and issued two violation tickets. Many warnings were provided throughout the month.

The department continues to be short one officer and is expected to be in this position until June.

Animal Control had a busy month opening ten files during April, along with performing numerous proactive patrols. The majority of calls for service related to animals at large, whether it was a cat or a dog.

Community Peace Officers responded to 21 Parking complaints during the month, varying from parking in front of fire hydrants, in front of driveways, unattached trailers, unregistered vehicles, and parking in excess of 72 hours.

Of concern we have seen an increase in people disregarding the Handicap parking space in front of the Post office. This continues to be monitored closely.

Officers have spent a substantial amount of time enforcing the COVID 19 regulations put in place by Public Health and our own municipality. In total 21 files have been opened for COVID related complaints.

With the warmer weather we are also starting to see residents using their fire pits, resulting in several complaints and actions required by officers. In one file the Fire Department as well as municipal enforcement were called to a fire in a backyard, during the day. The fire was an open pit in the back yard, with no screen and the height of the fire was in excess of three feet. The resident after being asked several times to put the fire out failed to do so in a timely manner, as a result the fire department was forced to put it out, the resident was subsequently fined accordingly.

Throughout the month of April, due to the COVID – 19 Pandemic, officers have been patrolling the streets ensuring the playgrounds and skate parks are not being used.

The RCMP Integrated Traffic unit will be assisting in enforcement throughout the town over the next couple months to ensure compliance of the traffic regulations.

Officers have also been working with P.W. during the times when road sweeping is occurring, ensuring vehicles parked in the way are moved in a timely manner.



Blackfalds Protective Services

April 2020 Monthly Report

Traffic Speed Sign Statistics:

No statistics are being provided this month, signs are up and registering information, but the information has not been downloaded at this time.

Municipal Enforcement Month End Report attached:

Blackfalds Fire Rescue

During the month of April, the Fire department has been focusing on the COVID-19 situation.

All fire Department training in house and remote training was cancelled until further notice.

The Fire Department response procedures have been updated to ensure members are protected when responding to incidents limiting overall exposure. The department continues to work with AHS as a Medical First Response Agency.

As the weather has started to get warmer and drier out, the department has re-assembled the Brush unit and the new side by side in preparation for the grass/ brush fire season.

The department is looking at different ways to start training once again while maintaining social distancing ensuring members know how to operate the brush unit competently.

The call volume has been keeping pace with previous years, having responded to thirteen incidents during the month of April.

The department association has continued to organize birthday parades throughout the town with the RCMP and Municipal Enforcement participating as well. These have continued to be a great success.

Summary of the types of incidents has been provided.

Fire Department – February 2020 – INCIDENT SUMMARY – PAGE 1 of 1

Call #	Date	Incident Type	Dispatch Event #	Location	RCMP #	MAFP 1244
39	6	Motor Vehicle Incident	202004060610	Lacombe County	Yes	EMS
40	6	Alarm	202004061304	Corp. Limits	N/A	N/A



Blackfalds Protective Services

April 2020 Monthly Report

41	8	Mutual Aid	2020040802:53	Mutual Aid with City of Red Deer in Red Deer County	N/A	N/A
42	12	Fire Structure	202004120425	Corp. Limits	Yes	Yes
43	12	Alarm	202004121238	Corp. Limits	N/A	N/A
44	20	Alarm	202004200743	Lacombe County	N/A	N/A
45	20	Fire Grass/Brush	202004202131	Lacombe County	N/A	N/A
46	21	Gas Leak	202004211008	Lacombe County	N/A	N/A
47	23	Fire Illegal Burn	202004231130	Corp. Limits	Yes	N/A
48	23	Medical	202004231457	Corp. Limits	Yes	EMS
49	23	Medical	202004231730	Corp. Limits	Yes	EMS
50	30	Alarm	202004301133	Corp. Limits	N/A	N/A
51	30	Fire Grass/Brush	202004301236	Mutual Aid Lacombe County	Yes	N/A

Occupational Health & Safety

Occupational Health and Safety Meetings have not been held given the current COVID 19 crisis. Departments have the tablets now and are utilizing them for Hazard assessments and all areas of OHS requirements through Corepoint.

Blackfalds RCMP

Blackfalds RCMP are continuing to manage staff through having them work alternate weeks. This is working well, they currently have no one off sick and are fully staffed. The Detachment continues to respond to emergency calls and have seen a significant decrease in calls for service.

Emergency Management

Manager Morrison has continued to meet with LREMP DEMS weekly, sharing actions taken related to COVID 19 among the partners. During the month of April, the LREMP agency meeting was held virtually during this budget was discussed, as well as sub committees dealing with the re-write of the ESS plan and the LREMP plan. These are major undertakings which will be time consuming. Manager Bornn is part of the sub-committee reviewing the ESS plan as



Blackfalds Protective Services

April 2020 Monthly Report

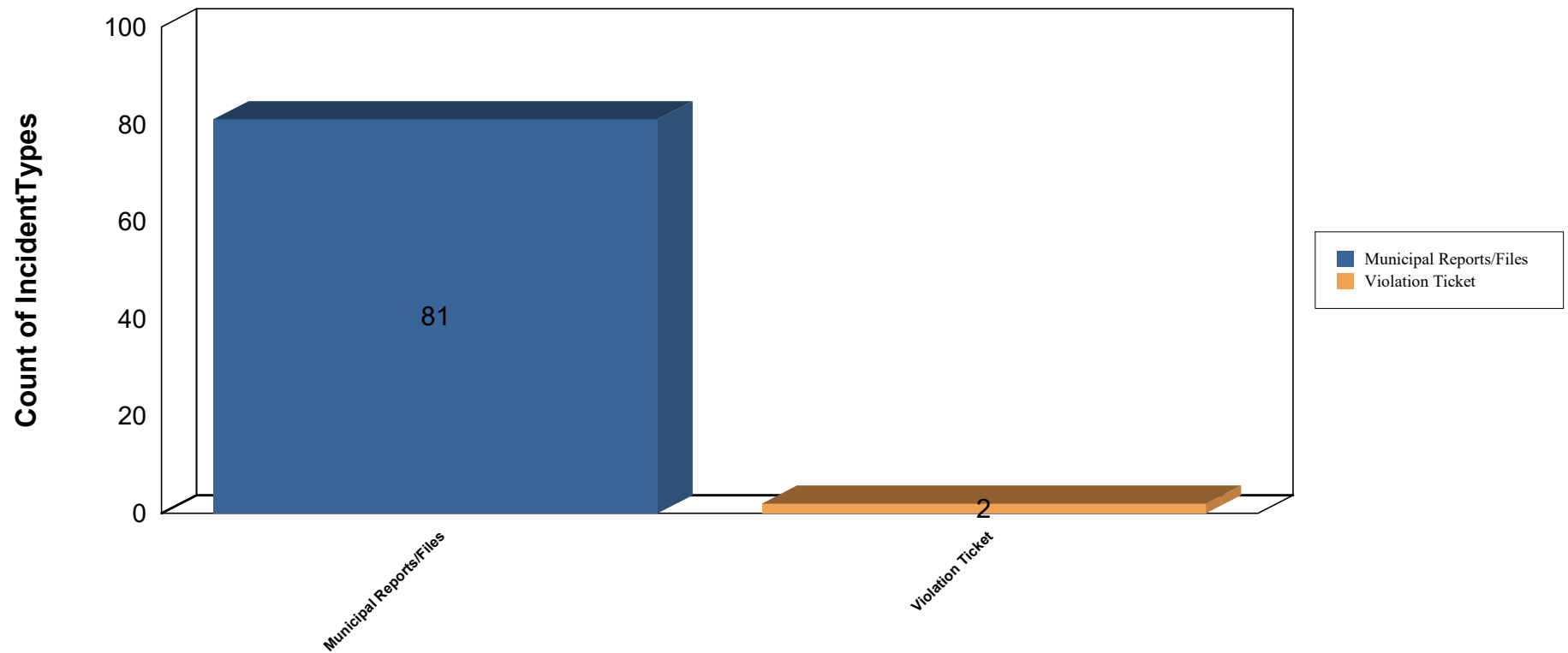
well as Manager Morrison. Manager Morrison is also on the committee to review the LREMP plan. The current plan needs to be compliant with the new regulations set out in the act and refer to ICS (Incident Command System). Manager Morrison and Councillor Appel sat in virtually on the LREMP Committee meeting as well this month, during which time these matters were put forward to the committee.

Manager Morrison has continued to sit in on weekly meetings with provincial DEMS and the POC. Along with this the Towns Emergency Coordination Committee have continued to meet weekly to ensure the Town is keeping abreast of any issues associated with the COVID 19 Pandemic.

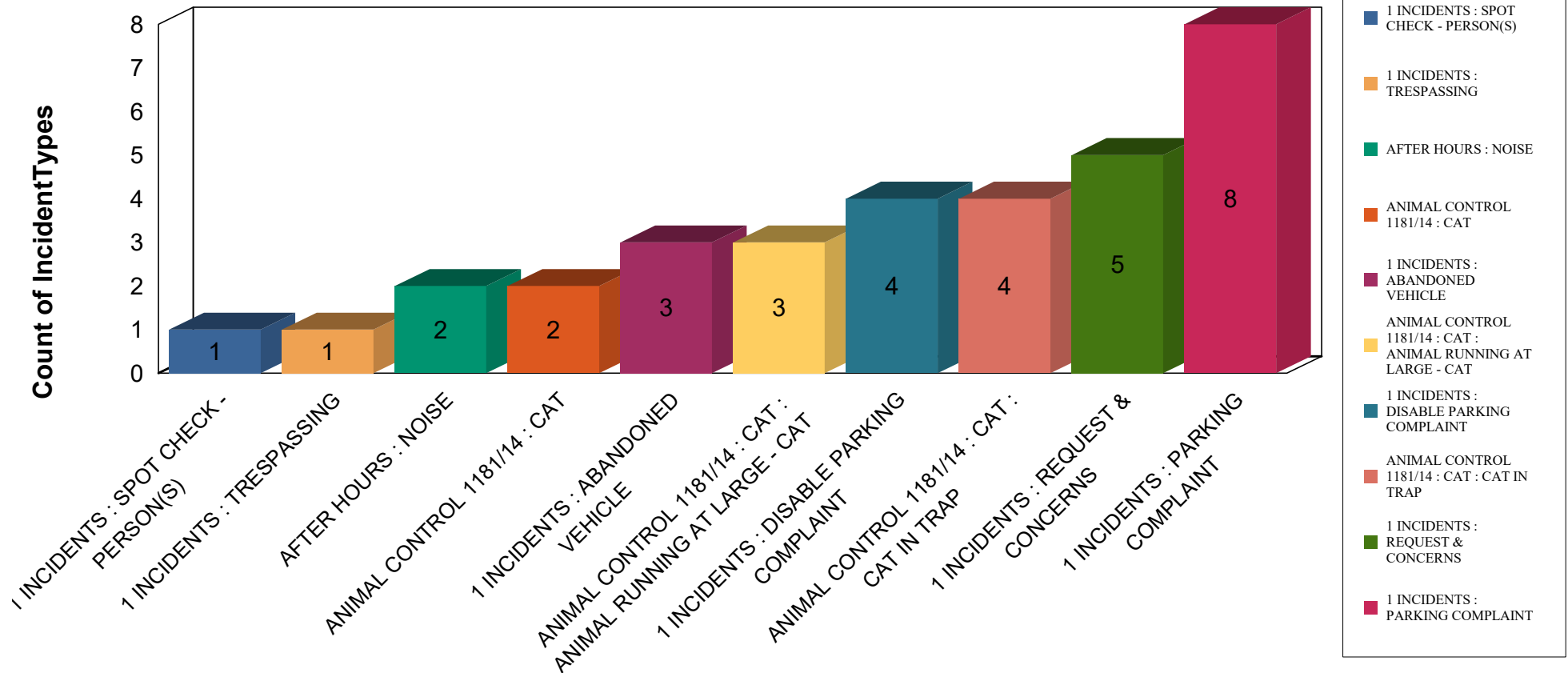
Ken Morrison

Emergency Management and Protective Services Manager

Count of Reports Completed



Count of Incident Types



1.18% # of Reports: 1 Municipal Reports/Files 1 INCIDENTS : SPOT CHECK - PERSON(S)

1.18% # of Reports: 1 Municipal Reports/Files 1 INCIDENTS : TRESPASSING

2.35% # of Reports: 2 Municipal Reports/Files AFTER HOURS : NOISE

2.35% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL 1181/14 : CAT

3.53% # of Reports: 3 Municipal Reports/Files 1 INCIDENTS : ABANDONED VEHICLE

3.53% # of Reports: 3 Municipal Reports/Files ANIMAL CONTROL 1181/14 : CAT : ANIMAL RUNNING AT LARGE - CAT

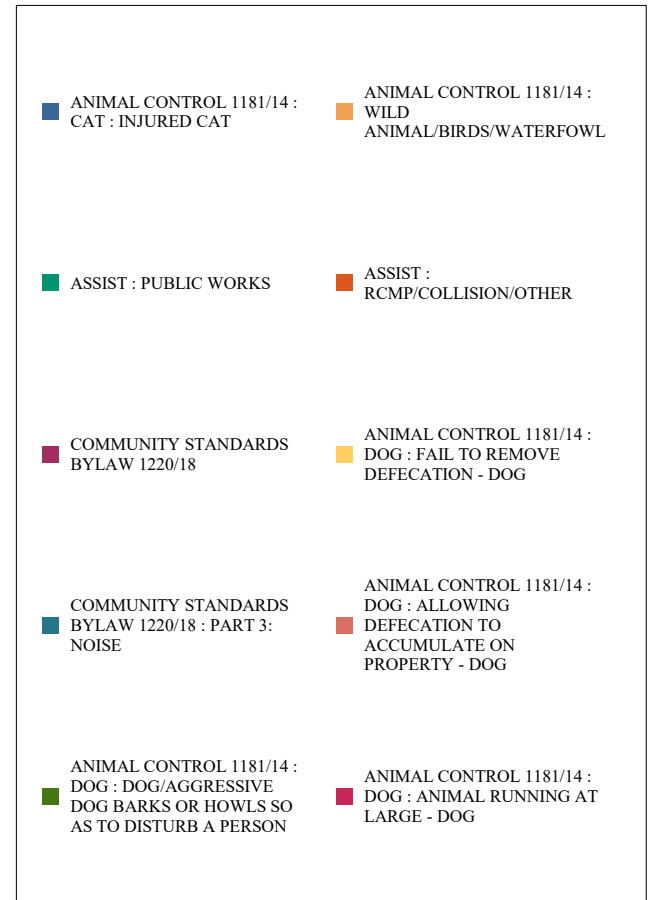
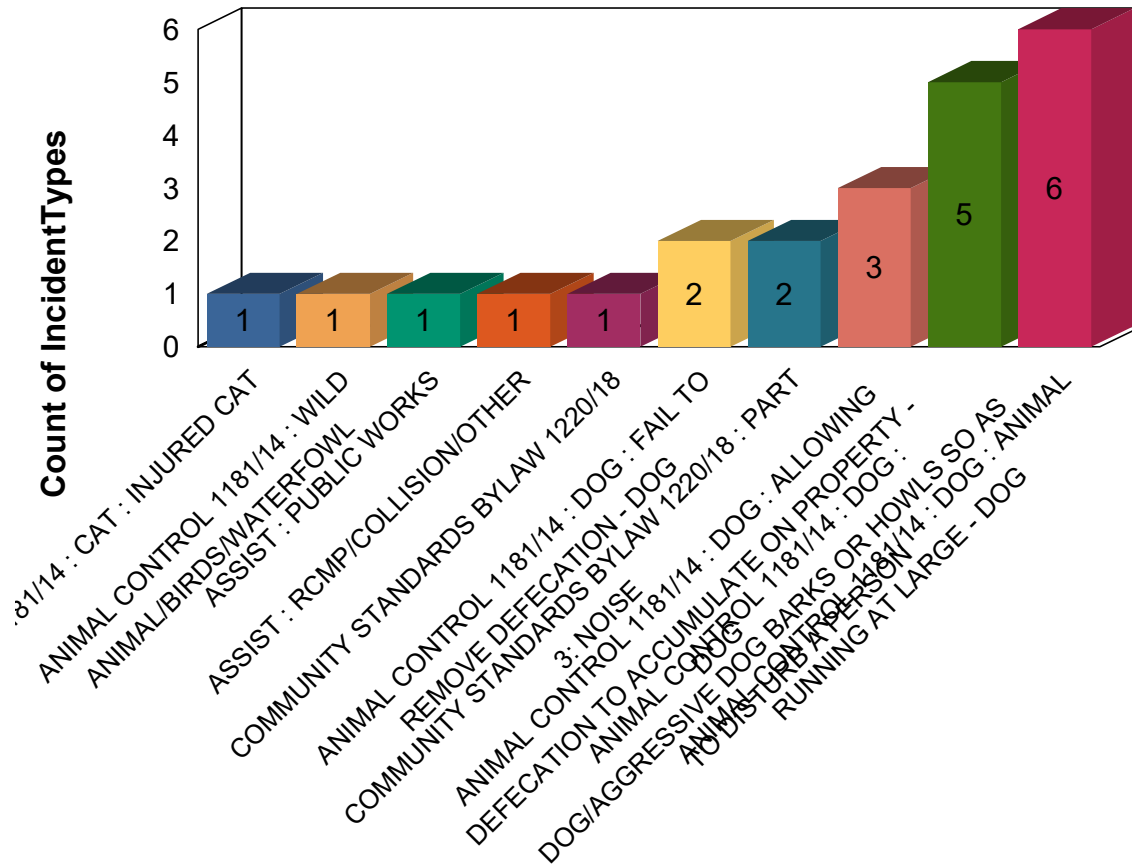
4.71% # of Reports: 4 Municipal Reports/Files 1 INCIDENTS : DISABLE PARKING COMPLAINT

4.71% # of Reports: 4 Municipal Reports/Files ANIMAL CONTROL 1181/14 : CAT : CAT IN TRAP

5.88% # of Reports: 5 Municipal Reports/Files 1 INCIDENTS : REQUEST & CONCERNS

9.41% # of Reports: 8 Municipal Reports/Files 1 INCIDENTS : PARKING COMPLAINT

Count of Incident Types



1.18% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL 1181/14 : CAT : INJURED CAT

1.18% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL 1181/14 : WILD ANIMAL/BIRDS/WATERFOWL

1.18% # of Reports: 1 Municipal Reports/Files ASSIST : PUBLIC WORKS

1.18% # of Reports: 1 **Municipal Reports/Files** ASSIST : RCMP/COLLISION/OTHER

1.18% # of Reports: 1 **Municipal Reports/Files** COMMUNITY STANDARDS BYLAW 1220/18

2.35% # of Reports: 2 **Municipal Reports/Files** ANIMAL CONTROL 1181/14 : DOG : FAIL TO REMOVE DEFECATION - DOG

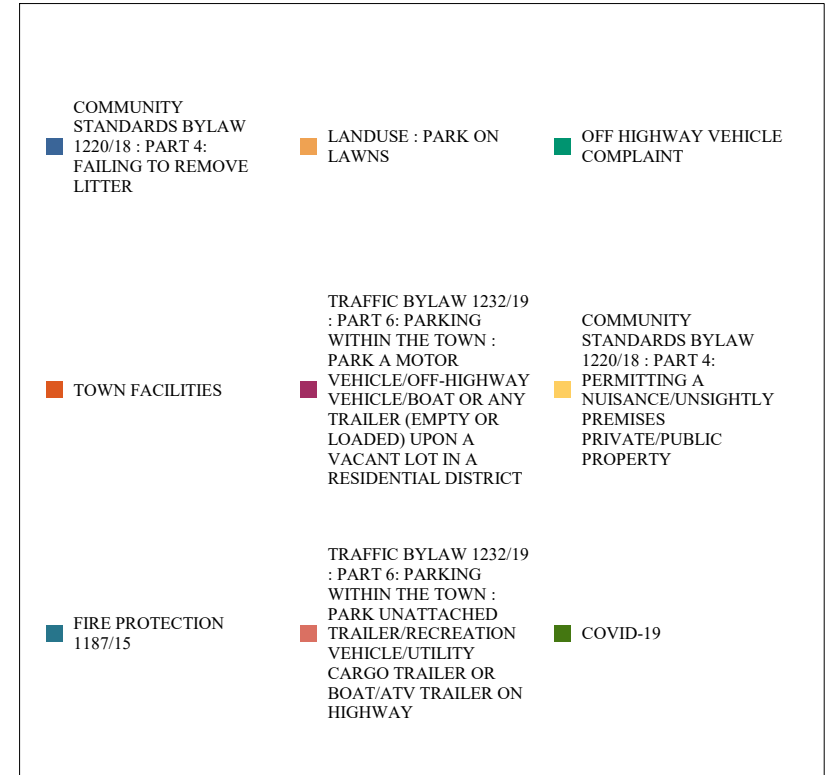
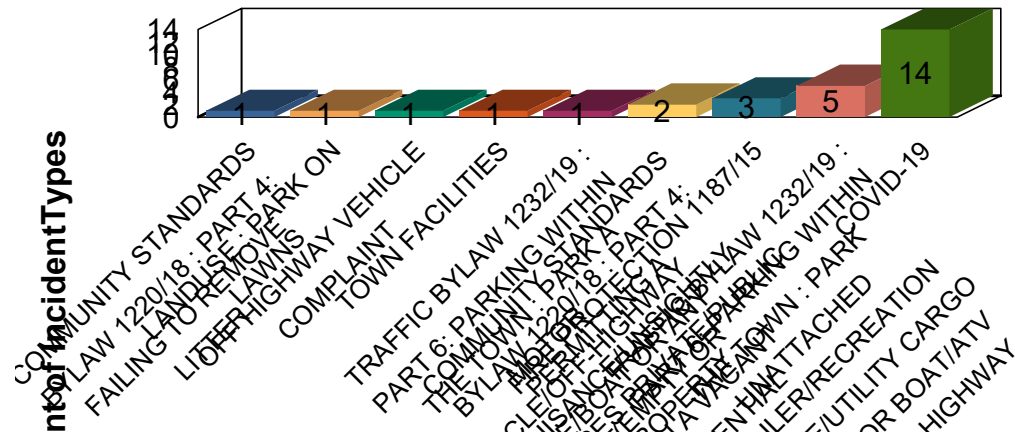
2.35% # of Reports: 2 **Municipal Reports/Files** COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE

3.53% # of Reports: 3 **Municipal Reports/Files** ANIMAL CONTROL 1181/14 : DOG : ALLOWING DEFECATION TO ACCUMULATE ON PROPERTY - DOG

5.88% # of Reports: 5 **Municipal Reports/Files** ANIMAL CONTROL 1181/14 : DOG : DOG/AGGRESSIVE DOG BARKS OR HOWLS SO AS TO DISTURB A PERSON

7.06% # of Reports: 6 **Municipal Reports/Files** ANIMAL CONTROL 1181/14 : DOG : ANIMAL RUNNING AT LARGE - DOG

Count of Incident Types



1.18% # of Reports: 1 Municipal Reports/Files COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: FAILING TO REMOVE LITTER

1.18% # of Reports: 1 Municipal Reports/Files LANDUSE : PARK ON LAWNS

1.18% # of Reports: 1 Municipal Reports/Files OFF HIGHWAY VEHICLE COMPLAINT

1.18% # of Reports: 1 Municipal Reports/Files TOWN FACILITIES

1.18% # of Reports: 1 Municipal Reports/Files TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A MOTOR VEHICLE/OFF-HIGHWAY VEHICLE/BOAT OR ANY TRAILER (EMPTY OR LOADED) UPON A VACANT LOT IN A RESIDENTIAL DISTRICT

2.35% # of Reports: 2 Municipal Reports/Files COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY

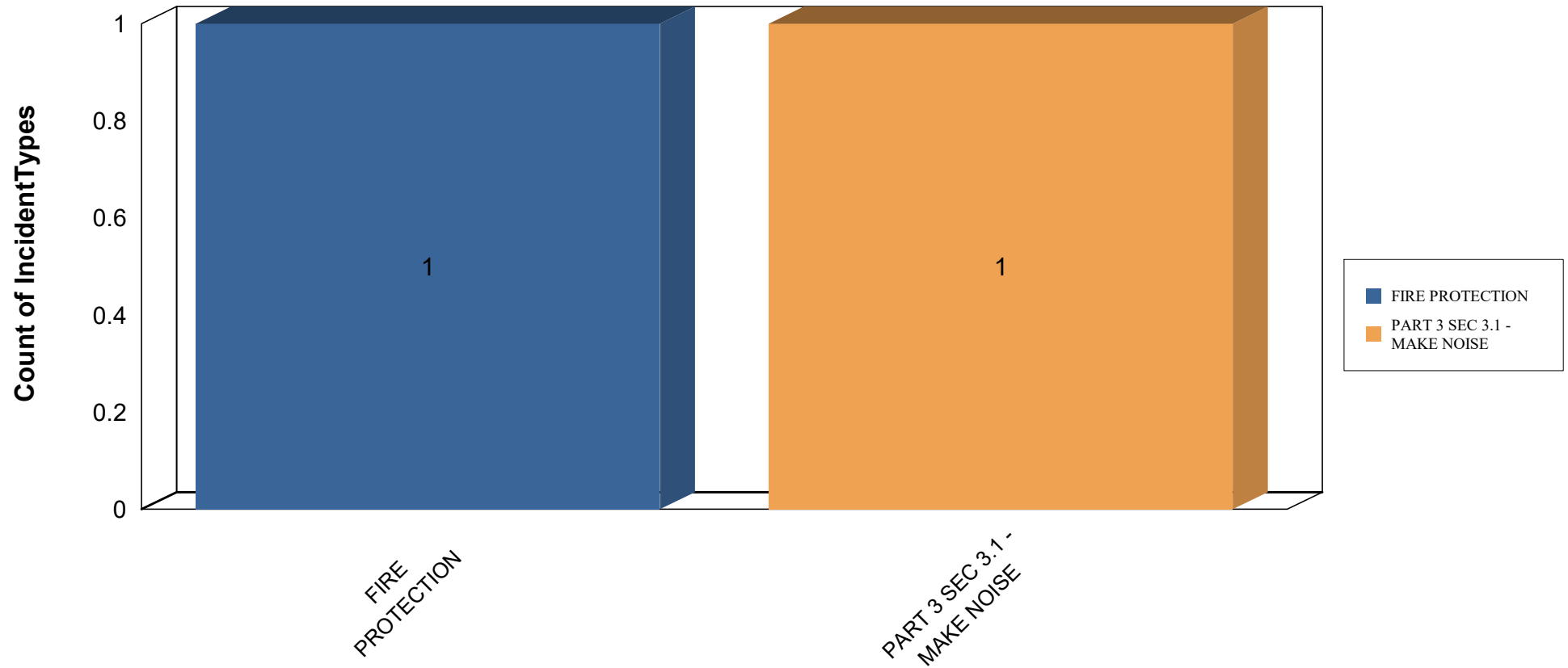
3.53% # of Reports: 3 Municipal Reports/Files FIRE PROTECTION 1187/15

5.88% # of Reports: 5 Municipal Reports/Files TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED TRAILER/RECREATION VEHICLE/UTILITY CARGO TRAILER OR BOAT/ATV TRAILER ON HIGHWAY

16.47% # of Reports: 14 Municipal Reports/Files COVID-19

Grand Total: 100.00% Total # of Incident Types Reported: 85 Total # of Reports: 81

Count of Incident Types



50.00% # of Reports: 1 Violation Ticket FIRE PROTECTION

50.00% # of Reports: 1 Violation Ticket PART 3 SEC 3.1 - MAKE NOISE

Grand Total: 100.00% Total # of Incident Types Reported: 2 Total # of Reports: 2

Grand Total: 100.00% Total # of Incident Types Reported: 87

Blackfalds Municipal Detachment
Crime Statistics (Actual)
January to April: 2016 - 2020

All categories contain "Attempted" and/or "Completed"

May-07-20

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	1	0	0	N/A	N/A	0.0
Robbery		0	3	1	1	2	N/A	100%	0.2
Sexual Assaults		3	1	5	2	1	-67%	-50%	-0.3
Other Sexual Offences		2	2	1	2	1	-50%	-50%	-0.2
Assault		15	24	30	26	22	47%	-15%	1.6
Kidnapping/Hostage/Abduction		0	0	1	2	2	N/A	0%	0.6
Extortion		1	1	0	0	0	-100%	N/A	-0.3
Criminal Harassment		4	3	13	9	15	275%	67%	2.8
Uttering Threats		11	10	13	10	11	0%	10%	0.0
TOTAL PERSONS		36	44	65	52	54	50%	4%	4.4
Break & Enter		18	15	11	41	12	-33%	-71%	1.4
Theft of Motor Vehicle		31	21	11	22	14	-55%	-36%	-3.3
Theft Over \$5,000		4	4	0	1	3	-25%	200%	-0.5
Theft Under \$5,000		68	57	44	50	21	-69%	-58%	-10.1
Possn Stn Goods		19	18	13	16	5	-74%	-69%	-3.0
Fraud		9	7	13	18	14	56%	-22%	2.1
Arson		1	0	0	1	1	0%	0%	0.1
Mischief To Property		94	61	31	52	35	-63%	-33%	-12.7
TOTAL PROPERTY		244	183	123	201	105	-57%	-48%	-26.0
Offensive Weapons		2	3	3	6	3	50%	-50%	0.5
Disturbing the peace		14	8	10	10	9	-36%	-10%	-0.8
Fail to Comply & Breaches		13	10	18	17	9	-31%	-47%	-0.1
OTHER CRIMINAL CODE		5	12	12	10	6	20%	-40%	0.0
TOTAL OTHER CRIMINAL CODE		34	33	43	43	27	-21%	-37%	-0.4
TOTAL CRIMINAL CODE		314	260	231	296	186	-41%	-37%	-22.0

Blackfalds Municipal Detachment
Crime Statistics (Actual)
January to April: 2016 - 2020

All categories contain "Attempted" and/or "Completed"

May-07-20

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Possession		9	11	11	5	3	-67%	-40%	-1.8
Drug Enforcement - Trafficking		2	2	1	2	0	-100%	-100%	-0.4
Drug Enforcement - Other		0	0	0	0	1	N/A	N/A	0.2
Total Drugs		12	13	12	7	4	-67%	-43%	-2.2
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		3	5	2	0	1	-67%	N/A	-0.9
TOTAL FEDERAL		15	18	14	7	5	-67%	-29%	-3.1
Liquor Act		2	4	2	3	4	100%	33%	0.3
Cannabis Act		0	0	0	1	0	N/A	-100%	0.1
Mental Health Act		16	21	23	20	27	69%	35%	2.1
Other Provincial Stats		38	36	32	35	32	-16%	-9%	-1.3
Total Provincial Stats		56	61	57	59	63	13%	7%	1.2
Municipal By-laws Traffic		3	4	5	7	6	100%	-14%	0.9
Municipal By-laws		30	16	24	23	38	27%	65%	2.3
Total Municipal		33	20	29	30	44	33%	47%	3.2
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	2	3	2	1	-50%	-50%	-0.2
Property Damage MVC (Reportable)		22	19	25	34	33	50%	-3%	3.7
Property Damage MVC (Non Reportable)		7	3	6	4	5	-29%	25%	-0.3
TOTAL MVC		31	24	34	40	39	26%	-3%	3.2
Provincial Traffic		91	99	144	97	99	9%	2%	1.4
Other Traffic		1	3	1	1	1	0%	0%	-0.2
Criminal Code Traffic		14	18	20	11	19	36%	73%	0.3
Common Police Activities									
False Alarms		86	61	51	22	15	-83%	-32%	-18.1
False/Abandoned 911 Call and 911 Act		2	2	3	10	9	350%	-10%	2.2
Suspicious Person/Vehicle/Property		33	41	55	62	68	106%	10%	9.1
Persons Reported Missing		5	1	5	6	6	20%	0%	0.7
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		57	67	62	54	66	16%	22%	0.5
COVID-19 Files (Reported)		-	-	-	-	1	-	-	-

Blackfalds Municipal Detachment
Crime Statistics (Actual)
April: 2016 - 2020

All categories contain "Attempted" and/or "Completed"

May-07-20

CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		2	0	2	0	0	-100%	N/A	-0.4
Other Sexual Offences		0	0	1	1	0	N/A	-100%	0.1
Assault		5	7	4	8	4	-20%	-50%	-0.1
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		1	0	0	0	0	-100%	N/A	-0.2
Criminal Harassment		0	1	2	3	6	N/A	100%	1.4
Uttering Threats		3	2	1	4	3	0%	-25%	0.2
TOTAL PERSONS		11	10	10	16	13	18%	-19%	1.0
Break & Enter		2	2	2	9	5	150%	-44%	1.3
Theft of Motor Vehicle		7	4	2	4	7	0%	75%	0.0
Theft Over \$5,000		1	0	0	0	1	0%	N/A	0.0
Theft Under \$5,000		24	18	18	19	4	-83%	-79%	-3.9
Possn Stn Goods		5	3	0	3	3	-40%	0%	-0.4
Fraud		3	2	6	4	3	0%	-25%	0.2
Arson		1	0	0	1	0	-100%	-100%	-0.1
Mischief To Property		29	20	7	20	7	-76%	-65%	-4.4
TOTAL PROPERTY		72	49	35	60	30	-58%	-50%	-7.3
Offensive Weapons		1	0	0	3	1	0%	-67%	0.3
Disturbing the peace		8	4	3	2	3	-63%	50%	-1.2
Fail to Comply & Breaches		3	1	2	4	2	-33%	-50%	0.1
OTHER CRIMINAL CODE		2	3	5	4	0	-100%	-100%	-0.3
TOTAL OTHER CRIMINAL CODE		14	8	10	13	6	-57%	-54%	-1.1
TOTAL CRIMINAL CODE		97	67	55	89	49	-49%	-45%	-7.4

Blackfalds Municipal Detachment
Crime Statistics (Actual)
April: 2016 - 2020

All categories contain "Attempted" and/or "Completed"




















May-07-20


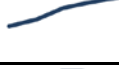



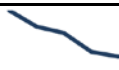
CATEGORY	Trend	2016	2017	2018	2019	2020	% Change 2016 - 2020	% Change 2019 - 2020	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Possession		2	4	2	2	0	-100%	-100%	-0.6
Drug Enforcement - Trafficking		1	1	0	0	0	-100%	N/A	-0.3
Drug Enforcement - Other		0	0	0	0	1	N/A	N/A	0.2
Total Drugs		4	5	2	2	1	-75%	-50%	-0.9
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	1	0	0	1	-50%	N/A	-0.3
TOTAL FEDERAL		6	6	2	2	2	-67%	0%	-1.2
Liquor Act		2	0	1	1	1	-50%	0%	-0.1
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		3	5	4	2	6	100%	200%	0.3
Other Provincial Stats		14	9	9	14	14	0%	0%	0.5
Total Provincial Stats		19	14	14	17	21	11%	24%	0.7
Municipal By-laws Traffic		0	1	1	2	2	N/A	0%	0.5
Municipal By-laws		16	7	9	9	20	25%	122%	1.0
Total Municipal		16	8	10	11	22	38%	100%	1.5
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	2	0	1	0	-100%	-100%	-0.5
Property Damage MVC (Reportable)		5	2	4	6	3	-40%	-50%	0.0
Property Damage MVC (Non Reportable)		3	0	0	0	1	-67%	N/A	-0.4
TOTAL MVC		10	4	4	7	4	-60%	-43%	-0.9
Provincial Traffic		28	27	38	24	16	-43%	-33%	-2.7
Other Traffic		0	1	0	0	1	N/A	N/A	0.1
Criminal Code Traffic		6	4	2	3	5	-17%	67%	-0.3
Common Police Activities									
False Alarms		21	20	13	6	5	-76%	-17%	-4.6
False/Abandoned 911 Call and 911 Act		2	1	1	2	1	-50%	-50%	-0.1
Suspicious Person/Vehicle/Property		10	12	10	18	24	140%	33%	3.4
Persons Reported Missing		0	0	0	2	1	N/A	-50%	0.4
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		18	19	11	21	18	0%	-14%	0.2
COVID-19 Files (Reported)		-	-	-	-	1	-	-	-








Blackfalds Municipal Detachment
Crime Statistics (Actual)
January to April: 2016 - 2020

All categories contain "Attempted" and/or "Completed"

May-07-20

Category	Trend	2016	2017	2018	2019	2020	FLAG
Theft Motor Vehicle (Total)		31	21	11	22	14	Within Norm
Auto		3	5	1	3	2	Within Norm
Truck		17	10	7	10	9	Within Norm
SUV		1	2	0	3	2	Within Norm
Van		0	1	0	2	0	Within Norm
Motorcycle		2	1	0	0	0	Within Norm
Other		5	2	2	2	1	Within Norm
Take Auto without Consent		3	0	1	2	0	Within Norm
Break and Enter (Total)*		18	15	11	41	12	Within Norm
Business		12	9	1	7	2	Within Norm
Residence		3	6	9	26	6	Within Norm
Cottage or Seasonal Residence		0	0	0	0	1	Issue
Other		2	0	1	5	1	Within Norm
Theft Over & Under \$5,000 (Total)		72	61	44	51	24	Within Norm
Theft from a motor vehicle		31	15	7	20	7	Within Norm
Shoplifting		1	4	2	1	2	Within Norm
Mail Theft (includes all Mail offences)		0	1	1	1	0	Within Norm
Theft of bicycle		2	1	1	2	1	Within Norm
Other Theft		38	40	34	28	14	Within Norm

Mischief To Property		94	61	31	52	35	Within Norm
Suspicious Person/ Vehicle/ Property		33	41	55	62	68	Issue
Fail to Comply/Breach		13	10	18	17	9	Within Norm
Wellbeing Check		0	4	4	19	15	Within Norm
Mental Health Act		16	21	23	20	27	Issue
False Alarms		86	61	51	22	15	Within Norm

Traffic	Trend	2016	2017	2018	2019	2020	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		2	9	1	1	5	Within Norm
Occupant Restraint/Seatbelt Violations*		0	0	5	0	3	Within Norm
Speeding Violations*		3	7	38	14	12	Within Norm
Intersection Related Violations*		1	3	7	8	6	Within Norm
Other Non-Moving Violation*		10	13	37	26	20	Within Norm
Pursuits**		0	0	0	0	1	Issue
Other CC Traffic**		2	2	3	1	1	Within Norm

"Actual" *"Reported"

Categories flagged with "Issue" only indicate that the current number of offences are higher the statistical norm based on previous years.

Blackfalds Municipal Detachment - Break and Enters (includes unlawfully in a dwelling place)

All categories contain "Attempted" and/or "Completed" May-07-20

2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	19	9	4	9	4	4	6	4	4	8	3	2
Running Total	19	28	32	41	45	49	55	59	63	71	74	76
Quarter	32			17			14			13		
2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	3	2	2	5								
Running Total	3	5	7	12								
Quarter	7			TBD			TBD			TBD		
Year over Year % Change	-84%	-82%	-78%	-71%								

Blackfalds Municipal Detachment - Theft of Motor Vehicles (includes taking without consent)

All categories contain "Attempted" and/or "Completed" May-07-20

2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	7	4	7	4	6	5	7	4	4	2	3	5
Running Total	7	11	18	22	28	33	40	44	48	50	53	58
Quarter	18			15			15			10		
2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	2	3	2	7								
Running Total	2	5	7	14								
Quarter	7			TBD			TBD			TBD		
Year over Year % Change	-71%	-55%	-61%	-36%								

Blackfalds Municipal Detachment - Theft Under \$5,000

All categories contain "Attempted" and/or "Completed" May-07-20

2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	16	7	8	19	12	22	13	15	11	14	15	8
Running Total	16	23	31	50	62	84	97	112	123	137	152	160
Quarter	31			53			39			37		
2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	4	8	5	4								
Running Total	4	12	17	21								
Quarter	17			TBD			TBD			TBD		
Year over Year % Change	-75%	-48%	-45%	-58%								

Blackfalds Municipal Detachment - Theft from Motor Vehicles

All categories contain "Attempted" and/or "Completed" May-07-20

2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	6	3	5	6	5	8	3	7	4	4	3	1
Running Total	6	9	14	20	25	33	36	43	47	51	54	55
Quarter	14			19			14			8		
2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	1	2	3	1								
Running Total	1	3	6	7								
Quarter	6			TBD			TBD			TBD		
Year over Year % Change	-83%	-67%	-57%	-65%								

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING APRIL 23, 2020

COVID-19 UPDATE

A detailed report on Lacombe County's activities and strategies about the global COVID-19 pandemic was received for information.

POLICY AD(30) FINANCIAL RESERVES

Policy AD(30) Financial Reserves was first established in 2012 and authorizes the establishment of funded reserves which are used to offset future obligations. The intent of the policy is to allocate funding from the operating budget on a predictable and consistent basis for future obligations. Legislative and Council policy changes resulted in a review of this policy.

Policy AD(30) Financial Reserves was approved as amended.

OPERATING SURPLUS & RESERVE ALLOCATIONS

By resolution of Council, the 2019 operating budget surplus was allocated as follows:

<i>Tax Rate Stabilization Reserve</i>	<i>\$ 2,100,000</i>
<i>Remain in Unrestricted Surplus</i>	<u><i>48,986</i></u>
<i>Total</i>	<i>\$ 2,148,896</i>

FEDERAL/PROVINCIAL FUNDING – SHOVEL READY PROJECTS

Council was informed that Alberta Municipal Affairs and the Rural Municipalities of Alberta (RMA) are encouraging municipalities to prepare and submit a list of shovel ready projects for consideration of federal and provincial government funding. At the federal level, the Federation of Canadian Municipalities (FCM) is requesting leveraging of existing grant programs, with a focus on delivering funding efficiently and quickly to local governments.

The Lacombe County list of Shovel Ready projects was approved by Council and that list will be submitted to Alberta Municipal Affairs, Lacombe County MLAs' and other federal and provincial agencies as required.

LACOMBE COUNTY 2019 FINANCIAL STATEMENTS

Council approved the Lacombe County 2019 Financial Statements, which reflect the 2019 surplus and reserve allocations.

Next Regular Council Meeting is
May 14, 2020 - 9:00 a.m.

Next Committee of the Whole Meeting is
Tuesday, June 2, 2020 – 9:00 a.m.

Lacombe County Administration Building



April 28, 2020

Dear Mayor Poole,

On behalf of the Schizophrenia Society of Alberta, I would like to inform you of a recent change to our 3rd Annual Strides of Hope Walk held in honor of World Schizophrenia Day, Sunday May 24, 2020. Due to COVID-19, the walk has now moved to a virtual event. This decision was informed by recommendations from Alberta Health and we are committed to ensuring the safety of our participants, staff, volunteers, and their family and friends.

This year marks the 40th Anniversary of our Society's commitment and dedication to those living with and affected by schizophrenia and psychosis. Over the past 40 years, the Schizophrenia Society of Alberta has grown and evolved in our programming and supports, education and advocacy, in an effort to further identify and meet the needs of approximately 162,000 Albertans that are affected by schizophrenia.

While we are disappointed we will not be seeing everyone in person, we still encourage individuals to wear purple or white and walk on their own or with their families to raise awareness and reduce the stigma associated with schizophrenia. We would love for you to be part of this online celebration on Sunday, May 24, 2020! Wear purple or white, take photos and share on social media using hashtags #WorldSchizophreniaDay and #SSAStridesofHope. Add facts from the list below to your social media posts to help us build awareness and support those affected by schizophrenia.

Schizophrenia facts:

- 1 in 100 people live with schizophrenia, that's 42,000 Albertans!
- 96% of individuals living with schizophrenia report experiencing discrimination in their community.
- Schizophrenia is a treatable brain disorder. With medical care and the understanding and support from a caring community, recovery is possible!

Social Media Handles:

- Twitter - @SchizophreniaAB
- Facebook - @SchizophreniaSocietyofAlberta
- Instagram – @Schizophrenia.Society.Alberta

Even though our event looks different this year, together, we can still reduce stigma, raise awareness, and show support for all those affected by schizophrenia! If you require further information, please contact my assistant, Ciara Williams, at (403) 986-9440 or info@schizophrenia.ab.ca.

Sincerely,

Rubyann Rice

Provincial Executive Director

Provincial Office 4809 – 48 Avenue • Red Deer, AB • T4N 3T2

Phone (403) 986.9440 **Fax** (403) 986.9442 **Charitable Registration** 13048-5816RR0001





**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
CIVIC CENTRE
5018 WAGHORN ST
REGULAR MEETING
March 4, 2020**

A Blackfalds and District Recreation, Culture and Parks Board meeting for the Town of Blackfalds was held on March 4, 2020 at the Abbey Centre, Blackfalds, Alberta commencing at 6:30 pm.

MEMBERS PRESENT:

Public at Large:	Kimberley Sommerville, Erin Davis, Dena Thomas, Jennifer Myslicki
Lacombe County Council Appointee:	Barb Shepherd
Town of Blackfalds Council Appointee:	Marina Appel, Will Taylor

ATTENDING:

Sean Barnes	Community Services Director
Jeff Heindel	Parks and Facilities Manager
Rick Kreklewich	Abbey Centre General Manager
Shelby Craig	CSD Administrative Assistant

PUBLIC ATTENDING:

ABSENT: Kimberely Sommerville

AGENDA

1. RECREATION, CULTURE AND PARKS BOARD MEETING

1.1 CALL TO ORDER – 6:30 PM – ABBEY CENTRE

- The regular meeting was called to order by Chair Thomas at 6:30 PM.

2. AGENDA APPROVAL

2.1 AGENDA FOR THE MAR 4th, 2020 RECREATION, CULTURE AND PARKS BOARD MEETING

- The agenda for the Mar 4th, 2020 meeting was presented.
- Add Delegation 3.1 Brand Development Committee
- 7.4 Multi-Plex Grand Opening Committee
- 4.3 Skyfire Solar Assessment



TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD

ABBEY CENTRE
4500 WOMACKS ROAD

REGULAR MEETING
March 4, 2020

RES. 16/20

Member Shepherd moved to approve the agenda for the March 4th, 2020 meeting as amended

MOTION CARRIED UNANIMOUSLY

3. DELEGATION

3.1 Brand Development Committee – Defining Blackfalds' Brand

- Shelby Craig from the BDC presented the new survey that was issued on March 2, in order for Blackfalds' residents to define their desired brand.

4. BUSINESS ARISING FROM THE MINUTES

4.1 FUTURE OUTDOOR RINK SITE (WEST SIDE)

- Member Heindel showed the Rec Board new plans for the outdoor rink site. The open house has been scheduled and the feedback has been very positive for the most part
- With Stantec's assistance, the Town has been looking at a parking lot construction and a small retention pond will be needed. Having the arena closer to the street will be more efficient – the monetary difference could be \$8-10,000 more.
- Both options will be available at the open house for the public to share their thoughts on

Res 17/20

Member Appel moved to accept the item as information and to have CSD Staff and available Recreation, Culture and Parks Board members attend the March 12 Open House

MOTION CARRIED UNANIMOUSLY

4.2 BLACKFALDS CHEEMO CLUB

- Member Barnes said that the Town Staff have met with the Cheemo Club via the sub-committee. It was very positive and there was great dialogue.
- Member Davis said it went quite well, fairly positive and the Seniors brought up their concerns. Staff came up with ways to address these issues and at the end of the meeting, all sides were happy. The main contact for them is Cara Kroetsch.
- The Cheemo Club has 18 seniors, not including the 162 seniors at the Abbey and not including the coffee groups around town. The fact that there are over 300 seniors in the community means there is an opportunity to promote the group and increase their membership.
- Cheemo means "Are You Friendly?"
- Member Taylor is working with them to create a brochure and a business plan – they could potentially do their own fundraising and events.
- Taylor is going to meet with them once a month for the next few months

Res 18/20



TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD

ABBEY CENTRE
4500 WOMACKS ROAD

REGULAR MEETING
March 4, 2020

Member Sommerville moved to accept the report as information and direct CSD Staff to bring forward to the March 16 Standing Committee of Council

MOTION CARRIED UNANIMOUSLY

4.3 SKYFIRE SOLAR ENERGY REPORT

- Member Kreklewich wanted the Rec Board to see how well the solar panels are holding up
- The Civic and Culture Centre has exceeded projected returns due to the lower than expected system costs and greater than expected net revenues

Res 19/20

Member Appel moved to accept the report as information.

MOTION CARRIED UNANIMOUSLY

5. BUSINESS

5.1 SPECIAL REC BOARD MEETING

- Member Barnes explained that there will a special meeting on March 18 to go over the proposed winning bid for the Multi-Plex construction RFP

Res 20/20

Member Taylor moved to approve the CSD Staff recommendation to hold a special meeting on March 18, 2020

MOTION CARRIED UNANIMOUSLY

6. ACTION CORRESPONDENCE

N/A

7. INFORMATION

7.1 BLACKFALDS MULTI-PLEX EXPANSION PROJECT 3D FLY-THRU

- Member Barnes played the 3D Fly-Thru provided by ACI Architects

7.2 BLACKFALDS MULTI-PLEX CAVEAT AG SOCIETY

- Member Barnes explained that he did some more digging, but there is a caveat with the Ag Society which means that if the Town sells the arena, then they will have to get permission from the AG Society to take the caveat off. They have free rent for 100 years.

7.3 ASPEN COMMUNITY GARDENS



TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD

**ABBEY CENTRE
4500 WOMACKS ROAD**

**REGULAR MEETING
March 4, 2020**

- Member Barnes explained that the gardens need to be moved due to the storm water pond that needs to go in.
- The public will be notified ASAP

7.4 PARKS AND FACILITIES - UPDATE

- Member Heindel updated the board and let them know that Winterfest went smoothly
- Christmas decorations are still in the process are coming down, the frost has slowed the process
- We had over 180 people apply for summer positions just in Parks and Facilities for thirteen positions and we will be hiring eight.
- Inclusive playground will be continuing as soon as the snow and frost has melted
- RFP's were sent out for the outdoor rink boards and re-installing them
- We are working on the RFP for the concrete pad for the inclusive playground
- Settled into the Operation Centre and it's going well so far

7.5 ABBEY CENTRE - UPDATE

- Member Kreklewich said that Valentine's day was extremely busy with a revenue of \$24,114 for the promotion
- 957 under 3 users in January and February
- 26 lifeguards returning for the season
- 3 returning camp leaders and 40 applicants for 2 positions
- 102 resumes for the summer GSR
- The new program guides are out
- Winterfest went very well, the attendance was down and we had 15 penguin dippers
- Providing free assessments for in the building to get more practicum hours (osteopathy)
- Prescription to Get Active through the Red Deer Primary Care Network but have changed it Physical Activity Prescription Program

7.6 GRAND OPENING COMMITTEE

- 1 or 2 members from the Rec Board for the Grand-Opening
- Kimberley Sommerville
- Dena Thomas
- Jennifer Myslicki (ALT)

8. APPROVAL OF INFORMATION ITEMS

RES 21/20

Member Davis moved to approve the information items.



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
ABBAY CENTRE
4500 WOMACKS ROAD
REGULAR MEETING
March 4, 2020**

MOTION CARRIED UNANIMOUSLY

9. APPROVAL OF MINUTES

RES 22/20

Member Sommerville moved that the Recreation Board accept the MINUTES for February 5th as presented

MOTION CARRIED UNANIMOUSLY

10. ADJOURN

- a. Chair Thomas moved that the Recreation, Culture and Parks board meeting be adjourned.

RES 23/20

Meeting adjourned at 8:16pm

MOTION CARRIED UNANIMOUSLY

**DENA THOMAS
CHAIR**

**SEAN BARNES
DIRECTOR OF COMMUNITY SERVICES**

Next meeting scheduled for June 3, 2020 at 6:30 pm.



TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD

ABBEY CENTRE
4500 WOMACKS ROAD

SPECIAL MEETING
March 18, 2020

A Blackfalds and District Recreation, Culture and Parks Board meeting for the Town of Blackfalds was held on March 18, 2020 at the Civic Cultural Centre, Blackfalds, Alberta commencing at 6:30 pm.

MEMBERS PRESENT:

Public at Large:	Kimberley Sommerville, Erin Davis (via phone), Dena Thomas, Jennifer Myslicki (via phone)
Lacombe County Council Appointee:	Barb Shepherd
Town of Blackfalds Council Appointee:	Marina Appel, Will Taylor

ATTENDING:

Richard Poole	Mayor of Blackfalds
Sean Barnes	Community Services Director
Jeff Heindel	Parks and Facilities Manager
Rick Kreklewich	Abbey Centre General Manager
Shelby Craig	CSD Administrative Assistant

PUBLIC ATTENDING:

ABSENT:

AGENDA

1. RECREATION, CULTURE AND PARKS BOARD MEETING

- 1.1 CALL TO ORDER – **6:30 PM – CIVIC CULTURAL CENTRE**
- The regular meeting was called to order by Chair Thomas at 6:26 PM.

2. AGENDA APPROVAL

- 2.1 AGENDA FOR THE SPECIAL March 18th, 2020 RECREATION, CULTURE AND PARKS BOARD MEETING
- The agenda for the Mar 18th, 2020 meeting was presented.
 - 4.3 Future Rec Board Meetings

RES. 22/20

Member Taylor moved to approve the agenda for the Mar 18th, 2020 meeting as amended.

MOTION CARRIED UNANIMOUSLY



TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD

ABBEY CENTRE
4500 WOMACKS ROAD

SPECIAL MEETING
March 18, 2020

3. DELEGATION

3.1 ACI Architects

- Eddo Cancian, Principal Architect for ACI Architects, who has been working hard on the facility. Paired down to 8 submissions, top 3 have been researched thoroughly
- There are concerns regarding some of cost-saving recommendations from ACI, but they will prioritize what needs to be in the expansion and how to stay on budget.

4. BUSINESS ARISING FROM THE MINUTES

4.1 MULTI-PLEX EXPANSION PROJECT CONSTRUCTION RFP

- Member Barnes reiterated the recommendation from ACI Architects to go with Delnor Construction as the winning bid.
- Eddo said he would be able to get the board more information regarding the final budget numbers
- Would the Rec Board be okay with increasing the budget to 26.9 million with the chance that the dollar amount will go down
- Mayor Poole - It will need to be communicated to the public in an effective way, if that is the route we decide to take
- One project that includes the parking lot, underground work has not been broken out / defined well. It will show different numbers. When we're talking about the project, there has to be a translation for the arena and the library for the public. We need the breakouts specifically
- This project has to find a way to get to the 20 million mark very closely. Re-define exactly what we're talking about during the live-streaming and be as transparent as possible
- For the approved Capital Budget of 23.8 million
- Rec Board approve the bid the second recommendation will be given to the board in a separate email once more information is provided to the Rec Board

Res 23/20

Member Shepherd moved that the Recreation, Culture and Parks Board approve ACI Architect Inc.'s recommendation to name Delnor Construction/Eagle Builders the winning bid for the Construction Management Services of the Blackfalds Multi-Plex Arena Expansion Project and bring forward to Council for approval

MOTION CARRIED UNANIMOUSLY

4.2 FUTURE OUTDOOR RINK SITE (WEST SIDE)

- Member Heindel explained that the Open House was underattended but the one person who attended was very excited about the prospect of the outdoor rink



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD**

**ABBEY CENTRE
4500 WOMACKS ROAD**

**SPECIAL MEETING
March 18, 2020**

Res 25/20

Member Sommerville moved that the Recreation, Culture and Parks Board approve CSD Staff's recommendation to move the ODR to the North East side of Harvest Meadows/Willow Park

MOTION CARRIED UNANIMOUSLY

4.3. FUTURE RECBOARD MEETING

- Member Barnes said that in light of COVID-19, April's Rec Board meeting will be cancelled and will re-evaluate the May meeting

Res 26/20

Member Taylor moved to approve Administrations recommendation to cancel April's Rec Board Meeting

MOTION CARRIED UNANIMOUSLY

5. BUSINESS

N/A

6. ACTION CORRESPONDENCE

N/A

7. INFORMATION

N/A

8. APPROVAL OF INFORMATION ITEMS

N/A

9. APPROVAL OF MINUTES

N/A

10. ADJOURN

- a. Chair Thomas moved that the Recreation, Culture and Parks board meeting be adjourned.

RES 27/20

Meeting adjourned at 7:46pm

MOTION CARRIED UNANIMOUSLY



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD**

**ABBAY CENTRE
4500 WOMACKS ROAD**

**SPECIAL MEETING
March 18, 2020**

**DENA THOMAS
CHAIR**

**SEAN BARNES
DIRECTOR OF COMMUNITY SERVICES**



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
CIVIC/CULTURAL CENTRE – 5018 WAGHORN STREET
Tuesday, April 28, 2020
MINUTES**

Page 1

A Regular Council meeting for the Town of Blackfalds was held on Tuesday, April 28, 2020, at the Civic/Cultural Center, 5018 Waghorn Street, Blackfalds, Alberta, commencing at 7:00pm.

MEMBERS PRESENT

Mayor Richard Poole
Deputy Mayor Ray Olfert
Councillor Marina Appel
Councillor Jamie Hoover
Councillor Rebecca Stendie
Councillor Laura Svab (attended remotely)
Councillor Will Taylor (attended remotely)

ATTENDING

CAO Myron Thompson
Community Services Director Sean Barnes
Infrastructure and Property Services Director Preston Weran
Corporate Services Director Justin de Bresser
Emergency Management and Protective Services Manager Ken Morrison
IT Manager Keith Wilson
Municipal Clerk Lorrie Logan

REGRETS

None

MEDIA

Scott Nolan – Nova Scotia with Love!

PUBLIC

None

REGULAR COUNCIL MEETING CALLED TO ORDER

Mayor Poole called the Regular Council Meeting to order at 7.00pm.

ADOPTION APPROVAL

Additions/Deletions: Additions: 7.2 Kids3 Childcare & Ministry, 8.3 Correspondence - Community & Social Services Minister, 13.1 FOIP S.17

RES. 114/20

Deputy Mayor Olfert moved that Council approve the April 28, 2020 agenda as amended.

CARRIED UNANIMOUSLY

DELEGATION

None

PUBLIC HEARING

None



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
CIVIC/CULTURAL CENTRE – 5018 WAGHORN STREET
Tuesday, April 28, 2020
MINUTES**

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BUSINESS ARISING FROM THE MINUTES

Bylaw 1247.20 2020 Property Tax Rate Bylaw

Director de Bresser presented Bylaw 1247.20 for consideration of Second and Third Readings, and to suspend tax penalties until December 31, 2020.

RES. 115/20

Councillor Stendie moved that Council move to accept Administrations recommendation to give second reading to the 2020 Property Tax Bylaw 1247.20 for the Town of Blackfalds.

CARRIED UNANIMOUSLY

RES. 116/20

Councillor Appel moved that Council move to accept Administrations recommendation to give third reading to the 2020 Property Tax Bylaw 1247.20 for the Town of Blackfalds.

CARRIED UNANIMOUSLY

RES. 117/20

Deputy Mayor Olfert moved that Council move to accept Administrations recommendation to suspend penalties for all property tax amounts until December 31, 2020.

CARRIED UNANIMOUSLY

BUSINESS

Blackfalds COVID-19 Response – Update (verbal)

Emergency Management and Protective Services Manager Morrison provided a verbal update on activities and strategies regarding the COVID-19 virus within the Town of Blackfalds.

RES. 118/20

Councillor Hoover moved that Council accept the COVID-19 community update for information.

CARRIED UNANIMOUSLY

CAO Monthly Report (verbal)

CAO Thompson provided a monthly report updating various projects and initiatives, for April 2020.

RES. 119/20

Deputy Mayor Olfert moved that Council move accept the CAO monthly report for information.

CARRIED UNANIMOUSLY



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
CIVIC/CULTURAL CENTRE – 5018 WAGHORN STREET
Tuesday, April 28, 2020
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2020 Budget Adjustments

Director de Bresser presented several adjustments to the current Operating Budget and Capital Budget in order to accommodate reduced revenues and expenditures as a result of the zero- tax increase for 2020 due to the situation with the COVID-19 virus.

RES. 120/20

Councillor Hoover moved that Council move to accept the Operating Budget adjustments as presented, and further;

CARRIED UNANIMOUSLY

RES. 121/20

Councillor Stendie moved that Council move to accept the 10-year Capital Plan as information.

CARRIED UNANIMOUSLY

Bylaw 1148.20 Fortis Town Franchise Agreement

Director of Infrastructure and Property Services Weran presented Bylaw 1148.20 being a Bylaw to amend the Fortis Town Franchise Agreement stating that Equis services can then be transferred to Fortis through the process set out by the Alberta Utilities Commission (AUC).

RES. 122/20

Councillor Taylor moved that Council accepts the recommendation of the Standing Committee of Council and gives First Reading to Bylaw 1148.20 amending Bylaw 1156.13 as presented.

CARRIED UNANIMOUSLY

Existing RV Sanitary Dump Station Rebuild and Site Options

Director of Infrastructure and Property Services Weran, presented for further review the 3 options for the relocation of the RV Sanitary Dump Station Rebuild and Site Options.

RES. 123/20

Councillor Stendie moved that Council accept the recommendation of the Standing Committee of Council in authorizing the installation of the new RV Dump Station to proceed north of the camp site access area at All-Star Park adjacent to the Wadey Centre site, and further;

CARRIED

Opposed: Councillor Appel

RES. 124/20



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
CIVIC/CULTURAL CENTRE – 5018 WAGHORN STREET
Tuesday, April 28, 2020
MINUTES**

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Councillor Stendie moved that Council accept the Standing Committee's recommendation to Council that the RV Dump Station remain as a free service for all users.

CARRIED UNANIMOUSLY

ACTION CORRESPONDENCE

Director of Infrastructure and Property Services Weran, presented "The Rhythm of Public Works" as a theme for National Public Works Week May 17 – 23, 2020. With the COVID-19 pandemic, Public Works and Community Services have found it necessary to adopt new tasks and safety measures in order to manage this new threat.

RES. 125/20

Deputy Mayor Olfert moved that Council move to proclaim May 17 – 23, 2020 as Public Works Week in Blackfalds.

CARRIED UNANIMOUSLY

INFORMATION

Blackfalds Town Council Meeting Times
Lacombe County Council Highlights April 9, 2020

RES. 126/20

Councillor Svab moved to accept the information items as presented.

CARRIED UNANIMOUSLY

ROUND TABLE

None

ADOPTION OF MINUTES

RES. 127/20

Councillor Stendie moved that Council accept the Regular Council Meeting Minutes from April 14, 2020, as amended.

CARRIED UNANIMOUSLY

RES. 128/20

Councillor Hoover moved that Council accept the Standing Committee of Council Meeting Minutes from April 20, 2020, as presented.

CARRIED UNANIMOUSLY

NOTICES OF MOTION



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
CIVIC/CULTURAL CENTRE – 5018 WAGHORN STREET
Tuesday, April 28, 2020
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None

BUSINESS FOR THE GOOD OF THE COUNCIL

None

BREAK

RES. 129/20

Deputy Mayor Olfert moved for a 5-minute recess at 8.23pm

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Poole called the Regular Council Meeting back to order at 8:29pm

CONFIDENTIAL – Closed Session

• FOIP S.17

RES. 130/20

Deputy Mayor Olfert moved that Council move to a closed session commencing at 8:29pm in accordance with Section 197(2) of the Municipal Government Act to discuss matters exempt from disclosure under Sections 17 of Alberta's Freedom of Information and Protection of Privacy Act, as per Section 18 of the FOIP Regulations.

CARRIED UNANIMOUSLY

Closed Session Attendance - FOIP S.17: Mayor Richard Poole, Deputy Mayor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Laura Svab, Councillor Will Taylor, CAO Myron Thompson.

RES. 131/20

Councillor Stendie moved to come out of the closed session at 9:19pm.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Poole called the Regular Council Meeting back to order at 9:19pm.

Regular Meeting Attendance: Mayor Richard Poole, Deputy Mayor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Laura Svab, Councillor Will Taylor, CAO Myron Thompson.

ADJOURNMENT



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
CIVIC/CULTURAL CENTRE – 5018 WAGHORN STREET
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Mayor Poole adjourned the meeting 9:19pm

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

DRAFT