



Town of Blackfalds
Regular Council Meeting
5018 Waghorn Street
August 10, 2021 at 7:00 p.m.

AGENDA

1. **Call to Order**
2. **Adoption of Agenda**
 - 2.1 Agenda for August 10, 2021
3. **Delegation**
 - 3.1 [Council Remuneration Committee – Kevin Hallet, CAO Thompson](#)
4. **Public Hearing**

None
5. **Business Arising from Minutes**
 - 5.1 [Request for Decision, Land Acknowledgement](#)
6. **Business**
 - 6.1 [Request for Decision, Council Professional Development Opportunities Policy](#)
 - 6.2 [Request for Decision, Municipal Election Special Ballots](#)
 - 6.3 [Request for Decision, Operations Water Servicing Award](#)
 - 6.4 [Request for Decision, Parkwood Road Parking Survey](#)
7. **Action Correspondence**

None
8. **Information**
 - 8.1 [Report to Council, Building and Development Permit Report – July 2021](#)
 - 8.2 [Report to Council, Enforcement Services Monthly Report – July 2021](#)
 - 8.3 [BOLT Transit Report – July 2021](#)
 - 8.4 [Broadway Ave. & Minto St. Traffic Control Update](#)
 - 8.5 [2021 Gas Tax Funding Allocation Letter – Minister of Municipal Affairs](#)
9. **Round Table Discussion**

None
10. **Adoption of Minutes**
 - 10.1 [Minutes from Regular Council Meeting on July 27, 2021](#)
11. **Notices of Motion**

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

None
13. **Confidential**
 - 13.1 FOIP S. 23
14. **Adjournment – Verbal**

Future Meetings/Events:

- Regular Council Meeting – August 24, 2021



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

MEETING DATE: August 10, 2021

PREPARED BY: Myron Thompson, Chief Administrative Officer

SUBJECT: Council Remuneration Review

BACKGROUND:

The Town of Blackfalds like many municipalities undertake a review of the remuneration and compensation provided to its Council in the year that the Municipal election is held. This process is supported through the Council Remuneration & Compensation Policy 132.17. This Policy also includes Appendix "A" which is the Terms of Reference for a Council Remuneration Review Committee which is made up of citizens from the Community who work with Administration to review relevant information gathered and determine and make recommendations to the sitting Council for a remuneration package which is formalized and implemented following the fall election for the new Council.

A Council Remuneration Review Committee was formed through appointment of citizen representation at the June 22nd, 2021 Regular Meeting of Council. The citizen members were assisted by members of Administration and representatives of Hillcrest Financial, consultants who undertook a survey and analysis for the Council Remuneration process.

Survey information was gathered from 12 comparator communities that were in a range or +/- 10% of the Municipal Measurement Index for Blackfalds as provided through Municipal Affairs. The values provided in the survey included 50th percentile or mediation calculations, as well as 75th, 85th, 90th, and 100th percentiles.

The Council Remuneration Review Committee met on July 5th where a comprehensive Council Remuneration and Benefits Relative Value Index package assembled and presented by Hillcrest Financial was reviewed (provided as an attachment). The information provided was very thorough and was followed by a request for committee members to review the package in preparation to the follow up meeting held on July 21st. At this meeting in depth discussion took place on the following:

- Honorariums
- Per Diems
- Travel & Expenses
- Technology
- Benefits
- Other (Health Spending, Mayor role – F/T or P/T)

The Committee discussed the expectations and requirements of Council including that of internal and external boards and committees and possible challenges to serving on Council.

DISCUSSION:

Kevin Hallet was appointed Chairperson of the Council Remuneration Review Committee and will expand upon information provided in this report; and, along with the CAO, respond to any questions.



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

Expense would be reduced to \$600 for the position of Mayor should they choose to be provided a cell phone.

The Committee recommended an increase to \$100 per month in internet reimbursement

Benefits

The Council Remuneration Review Committee reviewed benefit compensation survey data and considered the benefits provided follow the Benefit plan provided to Town employees with the exception of short- and long-term disability.

The Committee recommended that benefits remain as is.

Other

The option of having a health spending account provided to Council members took place with the Committee. This benefit was included under the "benefits" portion of the survey data which is provided on page 32 of the Council Remuneration Package.

The Committee recommended that the health spending allowance, in the amount of \$425/year, which aligns with the provision provided to Town employees be provided to Council.

The Council Remuneration Review Committee also reviewed the Mayor status options being full time or part time and determined that the position should remain as part-time and therefore is recommending so. The table in the Council Remuneration Package on page 6 indicates only 3 of the 12 surveyed municipalities have a full-time Mayor.

The Committee recommended the Mayor position remain part-time.

The Council Remuneration Review Committee recognizes the current economic climate but feels it is important that the increases as recommended be considered. Upon the decision of Council, relative to the recommended remuneration and compensation, the Council Remuneration and Compensation Policy 156/21 will be updated accordingly for approval at the August 24th Regular Council Meeting.

FINANCIAL IMPLICATIONS:

The adjustments as recommended result in the following increases:

- Honorariums -	\$46,308
- Per Diems -	\$2,640
- Technology –	\$3,780
- Other (Health Spending) -	<u>\$2,975</u>

2022 estimated increase - \$55,700

ADMINISTRATIVE RECOMMENDATION:



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

1. That Council increase honorariums to the 75th percentile at a monthly rate of \$4,980 for the Mayor and \$2,369 for Councillors.
2. That the Mayor position remain as part-time status.
3. That the per diem rate be increased to \$135 for a half day and \$255 for a full day.
4. That Council travel rates and expenses remain the same; and, that sundry expenses be removed.
5. That internet reimbursement rates increase to \$100 per month.
6. That healthcare benefits remain as is.
7. That the Wellness/Health Spending Account in the amount of \$425 per year be extended to Council.

ALTERNATIVES:

- A.) That Council refers this item to Administration for further consideration.

ATTACHMENTS:

- *Hillcrest Financial Report*

Approvals:



CAO Myron Thompson



Town of Blackfalds

Council Remuneration and
Benefits Relative Value Index

| June 2021

Presented By:
Hillcrest Financial

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EXECUTIVE SUMMARY

In accordance with the Request for Proposal to conduct a survey for Council Remuneration, the following report sets out the results of the remuneration market survey and the benefit Relative Value Index evaluation and report.

Invitations were extended to fourteen (14) comparator municipalities. The participants in the Council Remuneration Survey include:

- Town of Taber
- Town of Hinton
- Town of Morinville
- Town of Strathmore
- Town of Whitecourt
- City of Wetaskiwin
- Town of Sylvan Lake
- Town of Drumheller
- City of Lacombe
- Town of Edson
- Town of Olds
- Town of Coaldale
- Town of Innisfail

One invited participant, the Town of High River, did not accept the invitation and accordingly, there is no data included for this comparator.

The survey was developed using the Town of Blackfalds Policy 132.17, Council Remuneration and Compensation as its guiding document.

The general topic areas surveyed for remuneration include benefit coverages, Mayoral status, expenses, per diems and technology/allowances provided.

In consideration of the many variables that can exist between municipalities, copies of Council Remuneration Policies were requested from the participants. Where there existed questions with respect to the parameters of the policies, Hillcrest requested copies of the participant's Travel and Expense policies. Copies of the policies received are attached to this report.

Statistics – Percentile versus Average

Percentile is the value on a scale of 100 that indicates the percent of a distribution that is above, equal to, or below it. For example, the 50th percentile or median means half the distribution of the values is above the median or middle value, and half the distribution is below the median or middle value.

Average is the simple mathematical mean obtained by adding values together and dividing by the sum of the numbers of values used.

The use of percentiles rather than averages is a generally accepted method in compensation analysis as the measuring of the data is not as impacted by extremely high or low data points. Alternatively, the use of averages includes all data and may be negatively or positively impacted by any extreme data points.

For example, consider the following dataset: {1, 3, 5, 6, 7, 8, 9, 12, 45, 63, 100}. There are 11 data points in the data set.

Median = middle value = $(11+1)/2 = 6^{\text{th}}$ data point = 8

Average = sum of data points / 11 = 23.5

EXECUTIVE SUMMARY

The Town of Blackfalds Policy 132.17 Council Remuneration and Compensation Procedure provides for the targeting of the 50th percentile or median of compensation data of comparator municipalities.

The 50th percentile or median - the middle number of a group of numbers – essentially half the numbers have a value greater than the median, and half the numbers have values less than the median number. The 50th-percentile calculation indicates that 50% of Elected Officials have higher honoraria than the Town of Blackfalds Elected Officials and 50% have lower honoraria.

As the percentiles change, the distribution of the values shift above or below the targeted value. For example, if the target is the 75th percentile – 75% of the numbers have values below the targeted value and 25% have values above the targeted value.

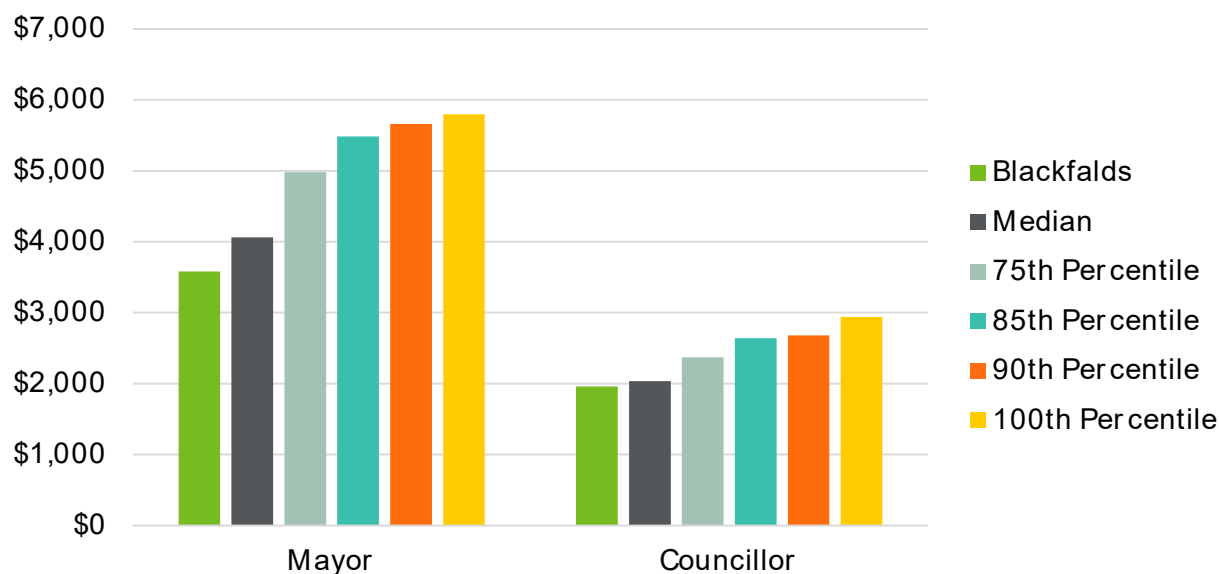
In addition to the 50th percentile or median calculation noted in the policy, Hillcrest was asked to calculate the following percentiles:

- 75th percentile,
- 85th percentile,
- 90th percentile,
- 100th percentile.

These calculations, including the 50th percentile is shown graphically within the report on page 5 and 8.

ANALYSIS & OBSERVATIONS – COUNCIL REMUNERATION AND MAYOR STATUS

The chart below outlines the elected officials' honoraria and the median rates based on a selection of targeted median percentages as requested by the Town of Blackfalds.



Municipality	Population	Mayor	Councillor
Blackfalds	11,974	\$3,581	\$1,959
Edson	8,524	\$3,808	\$2,233
Olds	9,753	\$3,280	\$1,795
Whitcourt	10,204	\$4,318	\$1,699
Sylvan Lake	16,351	\$4,781	\$2,269
Hinton	10,308	\$5,000	\$1,800
Lacombe	14,109	\$5,742	\$2,402
Coaldale	8,933	\$2,794	\$1,676
Innisfail	8,868	\$2,700	\$1,300
Drumheller	8,223	\$3,688	\$1,932
Wetaskiwin	12,655	\$5,799	\$2,639
Taber	8,711	\$3,774	\$2,111
Strathmore	14,645	\$4,919	\$2,697
Morinville	10,578	\$5,472	\$2,940
Median	-	\$4,063	\$2,035
75th Percentile	-	\$4,980	\$2,369
85th Percentile	-	\$5,486	\$2,642
90th Percentile	-	\$5,661	\$2,680
100th Percentile	-	\$5,799	\$2,940

The Town of Blackfalds' Mayoral Honorarium falls 12% below the median and their Council Honorarium falls 4% below the median.

ANALYSIS & OBSERVATIONS – COUNCIL REMUNERATION AND MAYOR STATUS

The Mayor honorarium rate does not appear to be impacted by status, i.e., whether considered part or full-time. Specifically, the part-time Mayors of the City of Wetaskiwin, City of Lacombe, and the Town of Morinville honoraria exceed that of any of the full-time Mayors. All Councillors are considered part-time.

Hillcrest included the population of the participating municipalities as an additional data point. In our review, it does not appear that population is a factor impacting the Mayoral status.

Municipality	Population	Honoraria	Mayor Status
Sylvan Lake	16,351	\$4,781	Part-Time
Strathmore	14,645	\$4,919	Full-Time
Lacombe	14,109	\$5,742	Part-Time
Wetaskiwin	12,655	\$5,799	Part-Time
Blackfalds	11,974	\$3,581	Part-Time
Morinville	10,578	\$5,472	Part-Time
Hinton	10,308	\$5,000	Full-Time
Whitecourt	10,204	\$4,318	Full-Time
Coaldale	8,933	\$2,794	Part-Time
Innisfail	8,868	\$2,700	Part-Time
Taber	8,711	\$3,774	Part-Time
Edson	8,524	\$3,808	Part-Time
Drumheller	8,223	\$3,688	Part-Time

ANALYSIS & OBSERVATIONS – COUNCIL REMUNERATION AND MAYOR STATUS

All respondents except for the Town of Hinton and Taber, provide annual cost of living considerations for their Mayor and Council. Specific methods of calculating the cost of living or CPI adjustments vary amongst the participants - there is no one specific calculation.

While the comprehensive benefit review is part of the Relative Value Index report, it is of interest to note, the City of Wetaskiwin and the Town of Drumheller sponsor RRSP contributions for their Elected Officials.

The City of Wetaskiwin sponsors contributions based on the Local Authorities Pension Plan (LAPP). LAPP is the provincial pension plan for eligible municipal employees and contributions are made by both the Municipality and the Employee. Rates of contribution are set by the plan and can vary from year to year. For context of the value of this offering, the Town of Blackfalds 2021 contribution rate on salary amounts equal to Council honoraria is 9.39% of the salary.

Unlike the LAPP, the Wetaskiwin policy does not require contributions on the part of the Elected Official, only that the Elected Official be able to establish a locked in RRSP account. In the event the Elected Official is deemed ineligible due to age, an equivalent amount of what the contribution would be, is provided to the Elected Official as income and reported accordingly.

The Town of Drumheller provides a 3% matching contribution to an RRSP based on the honorarium for its Elected Officials. Matching meaning, the Elected Official must make a 3% contribution to receive the Town's matching 3% contribution.

ANALYSIS & OBSERVATIONS – COUNCIL REMUNERATION AND MAYOR STATUS

Setting and Review of Council Remuneration

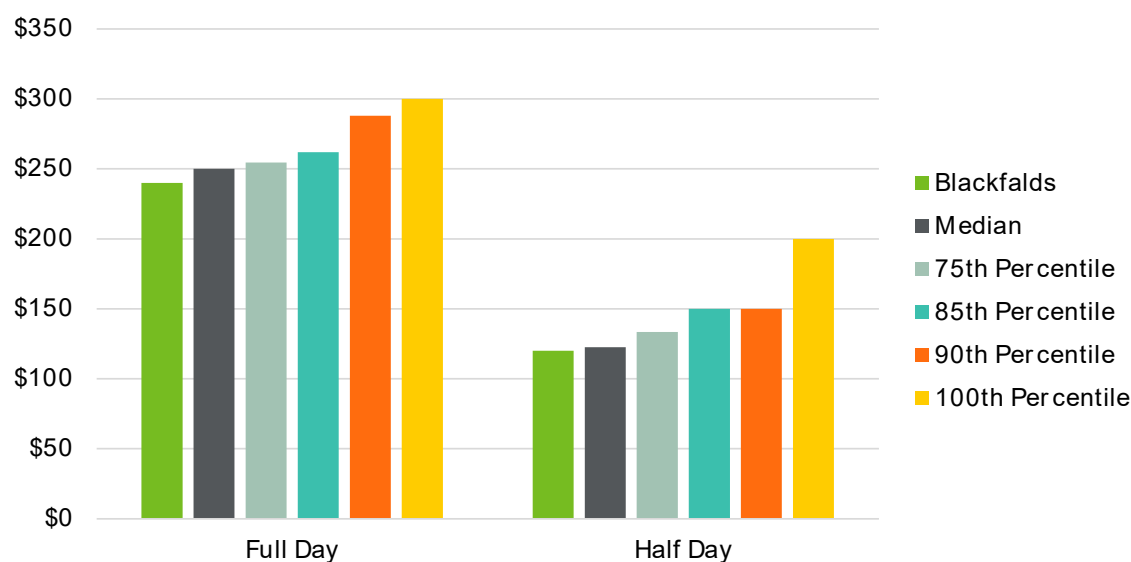
The setting of Council Remuneration varies by municipality, both in terms of timing and process. In addition to the Town of Blackfalds, the majority of participants engage Citizen Committees to consider and make recommendations regarding Council remuneration.

- The Town of Olds, Sylvan Lake, Hinton, Innisfail, Drumheller provide for Citizen Committee Reviews.
- Town of Taber Council sets the remuneration, however, retains the right/option to strike a 3-person at large committee to make recommendations.
- The City of Lacombe uses a Council Committee, and the City of Wetaskiwin Council provides direction.
- Town of Edson and Strathmore use Market analysis.
- The Town of Morinville uses the combination of a market analysis and assigns the task to an external party to review the information.
- The Town of Coaldale is in the process of updating their policy, therefore the process going forward is unknown at this time.
- Town of Whitecourt did not provide their policy and Hillcrest was unable to locate the policy online.

Those respondents having identified the timing of reviews vary from a regular review every 2 years, to immediately after the general election, to a review in the last year of a Council term.

ANALYSIS & OBSERVATIONS – PER DIEMS

The eligibility and value of per diems was canvassed with the participants. The value and the criteria vary by municipality both in terms of eligibility for per diems and the amounts. The median of the half day and full day values is shown graphically below, including how the Town of Blackfalds compares to the other participants.



Municipality	Population	Full Day	Half Day
Blackfalds	11,974	\$240	\$120
Edson	8,524	\$250	\$125
Olds	9,753	\$250	\$150
Whitcourt	10,204	\$300	\$150
Sylvan Lake	16,351	\$256	\$128
Hinton	10,308	\$250	\$125
Lacombe	14,109	\$200	\$100
Coaldale	8,933	\$200	\$100
Innisfail	8,868	\$210	\$105
Drumheller	8,223	\$260	-
Wetaskiwin	12,655	\$200	\$100
Taber	8,711	\$125	-
Strathmore	14,645	\$250	\$200
Morinville	10,578	\$300	\$100
Median	-	\$250	\$123
75th Percentile	-	\$255	\$134
85th Percentile	-	\$262	\$150
90th Percentile	-	\$288	\$150
100th Percentile	-	\$300	\$200

ANALYSIS & OBSERVATIONS – PER DIEMS

The Town of Blackfalds' Full Day Per Diem falls 4% below the median and their Half Day Per Diem falls 2.5% below the median.

Additional considerations from the standard half or full day per diems include the following:

- The Town of Sylvan Lake, Olds, Strathmore, Morinville and the City of Wetaskiwin provide per diems for less than two hours.
- The Town of Taber and Drumheller have established maximum numbers of per diem days per year or per election term that may be claimed.
- The Town of Olds, Whitecourt, Morinville and Hinton have provisions to pay for more than eight hours per day in very specific circumstances.
- The Town of Morinville has a maximum per diem of \$200 for conference attendance.
- The Town of Morinville has the most comprehensive and detailed policy outlining the per diem values and circumstances when they apply.

As previously noted, you will find attached the participant's policies for details and specifics on per diems in the Appendix of this report.

ANALYSIS & OBSERVATIONS – TRAVEL AND EXPENSES

In accordance with the Town of Blackfalds Policy 132.17, Council Remuneration and Compensation and specifically, Appendix "C" the survey requested details on reimbursement for meals, mileage, accommodation, public transportation, parking, incidentals, etc.

The majority of participants use the Provincial or Federal Government guidelines as their guideline for determining the reasonable reimbursement amounts.

Expenses are based on actual costs or alternatively, a maximum amount as in the case of meal expense reimbursement. In the case of mileage reimbursement, all participants follow the federal or provincial guidelines.

ANALYSIS & OBSERVATIONS – TECHNOLOGY

The survey canvassed participants for their practices of providing devices, cell phones, internet, etc.

- All participants provide the Mayor with a municipal cell phone or in the case of the Town of Innisfail, an allowance is paid to the Mayor to cover the cost.
- The Town of Drumheller provides its Councillors with an annual allowance of \$600 to cover the cost of personal cell phones.
- The Town of Coaldale policy states the cost of Councillor cell phones is considered within the technology allowance.
- Seven participants do not provide allowances, reimbursement, or internet access to Members of Council.
- The Town of Hinton and Coaldale provide a technology allowance, Hinton \$1,500 per term; Coaldale a monthly allowance of \$100.
- The City of Lacombe and Town of Drumheller provide IPAD/Tablets for their elected officials.
- The Town of Morinville provides the option of receiving \$2,000 allowance once per term for technology to purchase a personal device or are provided with a Tablet.
- Morinville provides an annual amount of \$500 for miscellaneous costs related to technology, including internet, cell phone, office supplies, etc.
- The Town of Drumheller provides an annual allowance of \$100 to all elected officials for office supplies.

ANALYSIS & OBSERVATIONS – SUMMARY

This concludes the highlights of the Council Remuneration Survey results. A full summary of the data collected is included in this report. If there are questions with respect to any of the survey results, Hillcrest would be happy to respond.

It is our hope this report, summary and comparisons provide the Town of Blackfalds Management and the Citizen Committee with useful and valuable information when considering the important matter of Council Remuneration.

On behalf of all of us at Hillcrest, it has been our pleasure to conduct this project on behalf of the Town of Blackfalds.



RELATIVE VALUE INDEX

RELATIVE VALUE INDEX – EXECUTIVE SUMMARY

A Relative Value Index is a benchmarking exercise that compares your benefit plan to a chosen comparator / peer group. More than just a simple comparison, the RVI compares current benefit costs (driven by your own demographics, earnings and claiming patterns) and adjusts the cost to each of your comparator's plan designs. This analysis will show you how the value of your plan would change if you implemented any of the other comparator plans on your own elected officials with your unique demographics and claiming patterns.

There were 13 other municipalities that agreed to participate in the RVI. The comparators are listed alphabetically below:

- City of Lacombe
- City of Wetaskiwin
- Town of Coaldale
- Town of Drumheller
- Town of Edson
- Town of Hinton
- Town of Innisfail
- Town of Morinville
- Town of Olds
- Town of Strathmore
- Town of Sylvan Lake
- Town of Taber
- Town of Whitecourt

The methodology used to conduct this RVI is outlined below:

- A letter was sent from the Town of Blackfalds to the comparator groups encouraging them to participate and asking for their benefits booklet and cost sharing.
- Data was received and then collated by Hillcrest.
- Relative values were assigned to the material components of each benefit based on Blackfalds' own claims and earnings.
- Benefits such as Optional Life, Voluntary AD&D, and Optional Critical Illness were not specifically included in the RVI as we are not able to assign a specific value to them. That said, we have included comments about them.

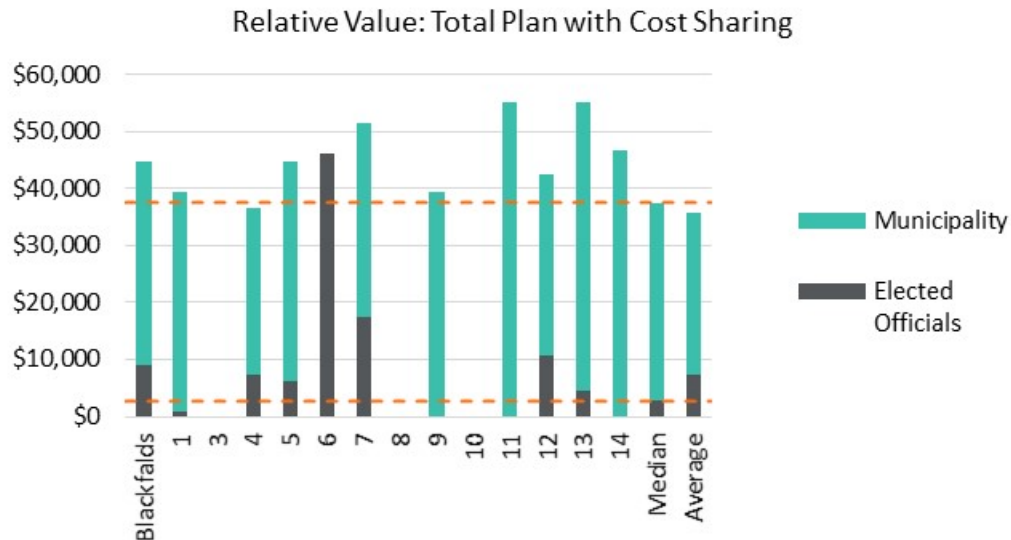
In a study like this, confidentiality is paramount. Each comparator was given assurances that their organization's name would not be attached to their data.

RELATIVE VALUE INDEX – EXECUTIVE SUMMARY

For each benefit, the Town of Blackfalds' plan value is based on your actual premium, claims, and earnings data and then quantified against the design and projected cost of each comparator with the goal of identifying specific deficiencies or generosities in your plan.

As a reward for participation, each comparator will receive a more limited summary of the analysis.

You will note in this chart that we have also included cost-sharing, as we see this as a significant part of the value proposition. Simply put, a plan can be high value in design but if the elected officials pay more than average, then the value proposition is diminished.



Overall Key Findings:

The Town of Blackfalds' plan design is above average, and elected officials pay average for the plan. When compared to the median, Blackfalds' plan fell above the median, but elected officials paid for more than the median.

- Comparators 3, 8, and 10 do not provide benefits to their elected officials.
- Comparator 6 offers Health and Dental benefits, but they are voluntary and 100% paid for by the elected officials.
- Comparator 9 does not offer Life Insurance benefits but does cover Health and Dental.

The following pages will explain, *by benefit* the differences in plan design components that create the variance in the chart above.

RELATIVE VALUE INDEX – CURRENT PLAN DESIGN

The current plan design offered to Mayor and Council is summarized as follows:

Life Insurance and Accidental Death and Dismemberment:

- Flat \$25,000
- Reduces to \$15,000 at age 70.
- Terminates at retirement/no longer in office.

Optional Life Insurance:

- Units of \$10,000 available to elected officials and spouses up to \$300,000
- Medical evidence of good health required for amounts greater than \$30,000.
- Terminates at age 70.

Voluntary AD&D

- Units of \$25,000 available to elected officials and families to a maximum of \$250,000.

Dependent Life Insurance:

- Spouse: \$10,000
- Children: \$5,000
- Terminates at age 70 or upon departure from office.

Optional Critical Illness:

- Units of \$10,000 available to elected officials, spouses, and children
- Maximum of \$300,000.
- Medical evidence of good health required for amounts greater than \$50,000
- Terminates at age 75.

RELATIVE VALUE INDEX – CURRENT PLAN DESIGN

Health Care Benefits (Terminates upon departure from office):

Catastrophic Coverages:

- 100% coinsurance
- Semi-private hospital; additional \$8 if private
- Out of Country coverage 60-day trip to \$1 million maximum per incident
- Private Duty Nursing to \$25,000 per 3 years

Drug Program:

- No deductible
- Coinsurance: 100% Drug Card

Paramedical Practitioners:

- 100% to a \$750 max per year (R&C applies) for each of the following:
 - Massage
 - Physiotherapy
 - Chiropractor
 - Acupuncture
 - Osteopath
 - Naturopath
 - Dietician
 - Psychologist/Social Worker
 - Speech Therapist
 - Podiatrist
 - Audiologist
 - Occupational Therapist

Other Health Care Benefits:

- Hearing Aids: \$800 / 5 years
- Orthotics: \$400 per year
- Employee and Family Assistance Program

Vision Care (Terminates upon departure from office):

- \$400 per 24 months adult; 12 months children
- 100% coverage for eye exams per 24 months adult (R&C applies)

Dental Care (Terminates upon departure from office):

- Basic Coverage: 100% to \$2,500 per year combined with Major
- Major Coverage: 80% to \$2,000 per year combined with Basic)
- Ortho Coverage: 50% to \$3,000 per lifetime
- 6-month recall

RELATIVE VALUE INDEX – LIFE INSURANCE

The value of the Life Insurance coverage depends on two main components:

1. Schedule (i.e., multiple of salary or flat dollar amount)

While not impacting the 'rate', the overall cost of a Life Insurance plan would be impacted by the volume of coverage provided to the elected officials.

- Comparators 2, 4, 7, 12, and 14 have a flat \$30,000 benefit amount.
- Comparator 5 offers a flat \$10,000 benefit amount.
- Comparators 11 and 13 offer 3x annual salary up to \$500,000.
- Comparators 3, 6, 8, 9, and 10 do not offer Life Insurance coverage.
- **Blackfalds** offers a flat \$25,000.

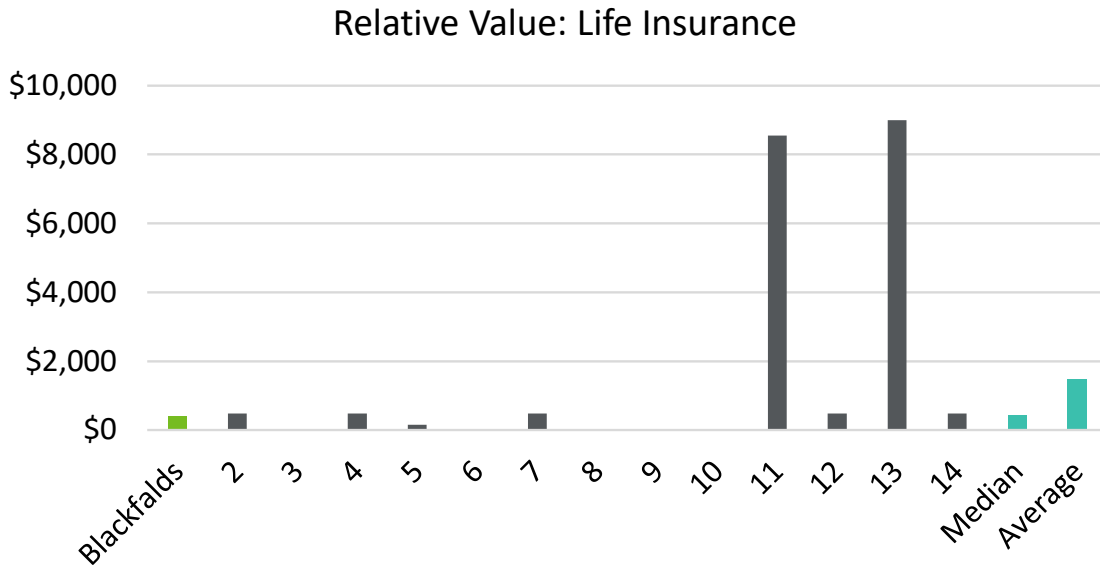
2. Reduction and Termination schedules

As people continue to serve or work longer in their careers, these reductions and terminations are being revisited.

- Comparators 4, 7, 13, and 14 reduce benefit coverage to \$15,000 at age 70 and terminate upon departure from office (**Blackfalds** also has this reduction and termination schedule).
- Comparator 2 has coverage reduction of 50% at age 65 with termination at age 85. Comparator 5 has a reduction of 50% at age 65 with termination at age 75.
- Comparator 11 has benefits reduce to 10% at age 70; termination upon departure from office.
- Comparator 12 has benefits reduce 50% at age 70; termination upon departure from office.

RELATIVE VALUE INDEX – LIFE INSURANCE

The chart below shows the Relative Value of each Life Insurance plan compared to the Town of Blackfalds:



Some observations to consider:

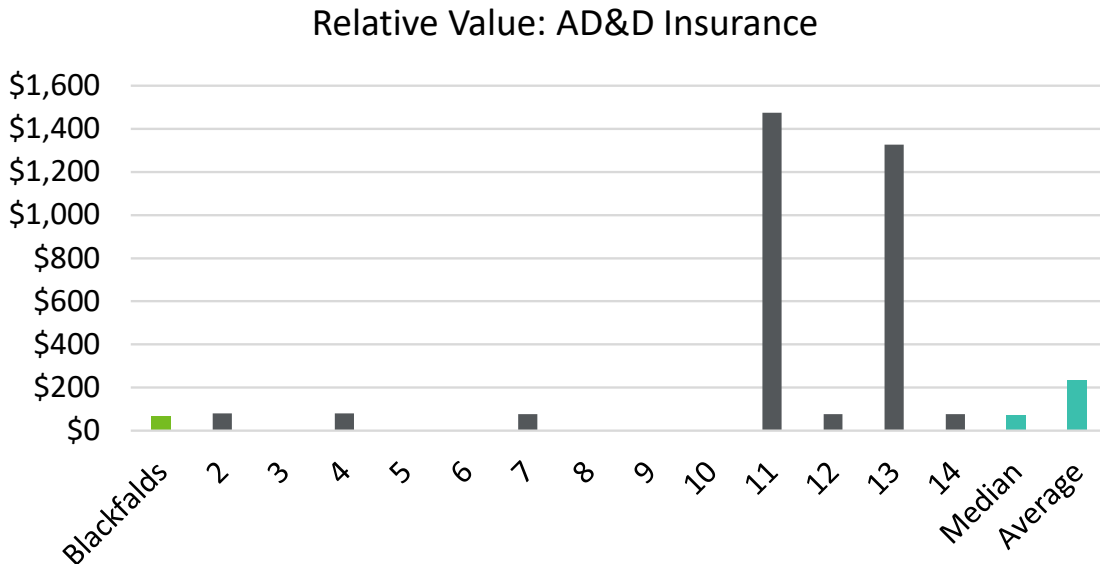
- The Life Insurance amount offered by Comparators 11 and 13 are skewing the results of this benefit.
- Most comparators offer a flat \$30,000 in Life Insurance coverage to elected officials.

RELATIVE VALUE INDEX – AD&D INSURANCE

Typically, the AD&D benefit schedule would match the Life Insurance schedule. Interestingly, Comparator 5 does not provide AD&D coverage to elected officials, though they do provide Life Insurance.

The schedule of benefit, maximum, reduction and termination provisions are as per the Basic Life Insurance and are captured in the chart below.

Another provision from a value point-of-view, is the exclusion for Alcohol and Drug related accidents. Comparators 7, 12, 13, and 14 have an exclusion for Alcohol and Drug-related accidents.



Some observations to consider:

- Again, the AD&D Insurance amount offered by Comparators 11 and 13 are skewing the results of this benefit.
- Most comparators offer a flat \$30,000 in AD&D Insurance coverage to elected officials. Currently, **Blackfalds** offers \$25,000, mirroring the Life benefit.

RELATIVE VALUE INDEX - DEPENDENT LIFE

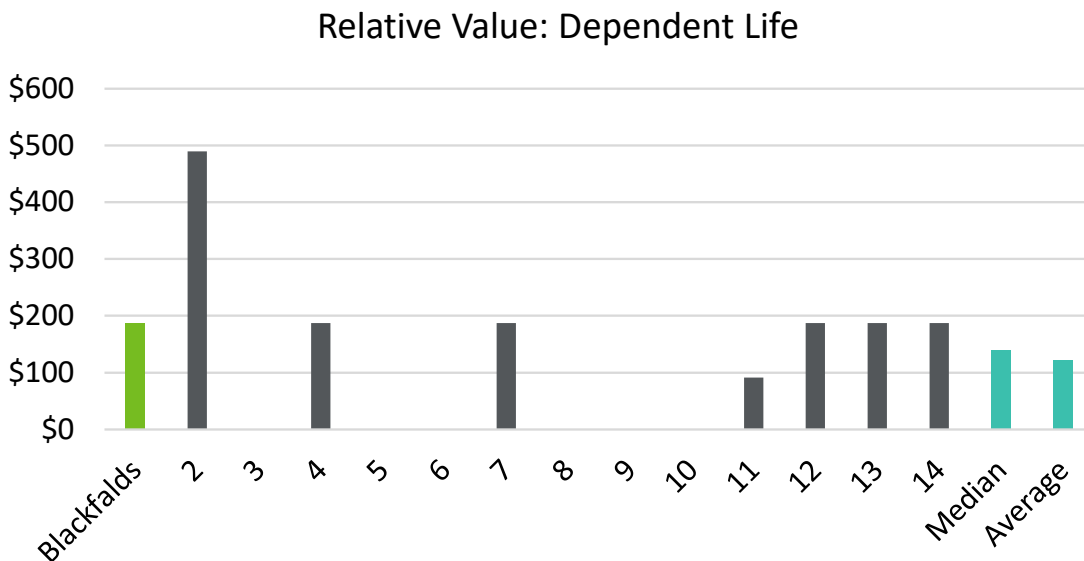
Coverage for Dependent Life Insurance is intended for final expenses. The average cost of a funeral in Canada for an adult is approximately \$10,000 – \$12,000.

The components of value on the Dependent Life Insurance are the amount of coverage for spouses and children and termination of coverage.

Comparators 3, 5, 6, 8, 9, and 10 do not offer Dependent Life coverage.

The **Town of Blackfalds** offers \$10,000 for spouses and \$5,000 for children. Comparators 4, 7, 12, 13, and 14 also offer this amount of coverage, with a termination age of 70.

- Comparator 11 offers the least amount of Dependent Life coverage, at \$5,000 for spouses and \$2,000 for children, terminating at age 70.
- Comparator 2 offered the highest amount of Dependent Life coverage, at \$25,000 for spouses and \$12,500 for children, terminating at age 85.

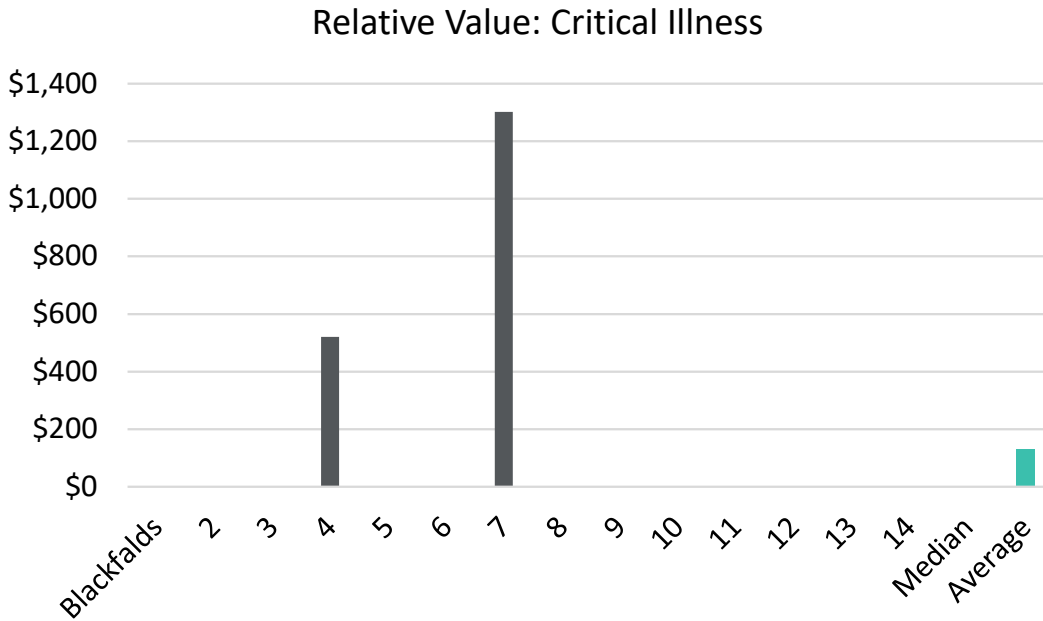


RELATIVE VALUE INDEX – CRITICAL ILLNESS INSURANCE

Currently, the **Town of Blackfalds** does not provide basic Critical Illness Insurance for its elected officials.

Only two of your comparators provide this coverage to elected officials:

- Comparator 4 provides a flat \$10,000 of coverage (terminating upon departure from office).
- Comparator 7 provides a flat \$25,000 of coverage (terminating upon departure from office).



The advantage of including basic Critical Illness on a benefits plan is elected officials do not have to provide medical evidence of good health to receive coverage, and the benefit is non-taxable when received. Some municipalities see this benefit as a partial substitute for Disability Insurance, which is not available to elected officials.

RELATIVE VALUE INDEX - HEALTH CARE

The Extended Health Care plan is a supplement to the Provincial Plan. We have valued the material components of each plan based on Blackfalds' own claims history by major category. These include:

1. Deductibles / Dispensing Fees

Comparator 4 is the only comparator with a deductible on their Health Care plan (\$50 per year). Deductibles are often seen as an outdated cost-containment measure as they are quickly eroded by the inflation on Health Care.

None of the comparators have Dispensing Fee caps. The dispensing fee cap tends to make more sense as it influences consumer behavior towards lower cost pharmacies.

Dispensing fees in Alberta are often around \$12 per prescription refill and make up 20% of the total claim on average (from GroupBenefits.ca)

2. Drug Coinsurance

Comparator 4 and 6 has a drug coinsurance of 80%, and the remaining comparators have a drug coinsurance of 100% (including **Blackfalds**). This provision has the most significant impact on the Drug portion of the RVI as it impacts every drug claim.

3. Health Care Coinsurance

All comparators have a health care coinsurance of 100%. This provision would have had the most significant impact on the Health Care portion of the RVI (including paramedical practitioners) as it impacts every Health Care claim.

4. Paramedical Practitioners

Paramedical Practitioners vary from group-to-group, but most commonly cover Massage Therapists, Physiotherapists, Chiropractors, Acupuncturists, Osteopaths, Naturopaths, Dieticians, Psychologists/Social Workers, Speech Therapists, Audiologists, Podiatrists, and Occupational Therapists.

- Comparator 2 does not provide Dietician or Occupational Therapy coverage and combines Speech with Audiology coverage.
- Comparator 9 does not provide Acupuncture, Naturopathy, or Dietician coverage.
- Comparator 12 combined Dietician with Naturopathy coverage, Audiology with Speech Therapy coverage, and Physiotherapy with Occupational Therapy coverage.

The amount of coverage for each practitioner has an impact on the valuation.

- The **Town of Blackfalds** provides \$750 per year per practitioner. Comparators 6, 7, 11, 12, 13, and 14 also provide \$750 per practitioner.

RELATIVE VALUE INDEX - HEALTH CARE

- Comparators 2, and 5 provide \$500 per practitioner.
- Comparator 9 provides \$300 per year for Massage Therapy, Physiotherapy, Chiropractor (which are the most highly claimed practitioners) and \$750 for the remaining practitioners.
- Comparator 4 has a \$35 per visit maximum up to 20 visits per year for most practitioners.

With an increased awareness of the need for mental health support in the workplace, many organizations have increased this coverage to support their employees. Currently, **Blackfalds** offers \$750 per year. The Psychology coverage offered by your peer group is as follows:

- Comparator 4: \$50/visit up to \$1,000 per year
- Comparators 2, 9 \$500 per year
- Comparator 12 \$750 per year
- Comparators 6, 7, 11, 13, 14 \$1,500 per year
- Comparator 5 \$2,000 per year

5. Hearing Aids and Orthotics

Unlike the Drugs and Paramedical practitioners, this category has very little impact overall given the relatively low claiming compared to drugs and paramedical practitioners. That said, **Blackfalds** did have Hearing Aid claims Orthotics claims over the last two years. The value of these categories was based on maximum and frequency of claiming availability.

6. Out-of-Country coverage

As the baby boomers age and have the means to travel, we are seeing increased claiming (and scrutiny) of out-of-country insurance. There is a variety of coverages, including \$1 million per incident, \$5 million per incident, \$5 million per lifetime, and unlimited. **Blackfalds** has \$1 million per incident in coverage.

The most common trip duration is 60 days (including **Blackfalds**) shared by seven comparators, one has 90 days, and two have 180 days.

All comparators offer Travel Assistance.

RELATIVE VALUE INDEX - HEALTH CARE

7. Termination

The **Blackfalds** plan terminates upon departure from office. Your comparators termination ages are as follows:

- Comparators 4, 9: Age 70
- Comparators 2, 5: Age 85
- Comparators 6, 7, 11, 12, 13, 14: Retirement

A termination age of 'Retirement' is becoming more common on municipal benefit plans as people are tending to work longer. We also assigned more value to comparators with coverage to Retirement.

8. Survivor Benefits

This ensures that dependents of a deceased employee are provided with coverage for a period of time following the employee's death. All of the comparator groups provide a 2-year survivor benefit.

9. Employee and Family Assistance

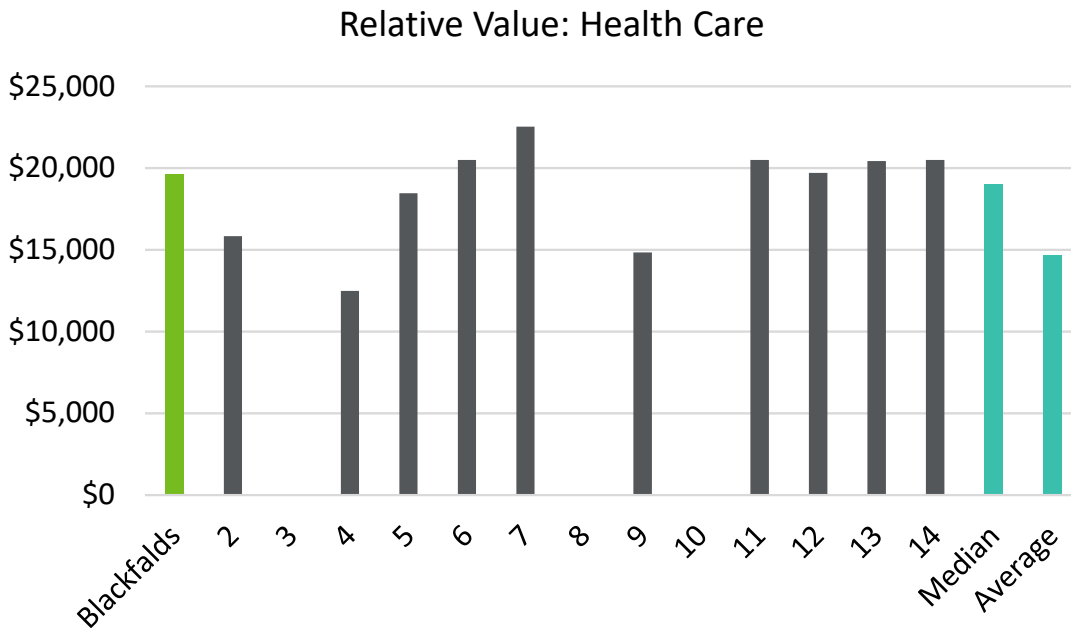
All comparators offer an EFAP program to their elected officials with the exception of Comparator 13.

10. Virtual Health Care

This is a relatively new product that has been gaining popularity during the COVID-19 pandemic. Only one comparator offers Virtual Health Care through the benefits plan; however, there are plans available that are covered through the provincial health care plan.

RELATIVE VALUE INDEX - HEALTH CARE

The chart below shows the value of the Blackfalds' plan relative to your peer group:



Blackfalds' Health Care plan is above average, however, comparators 3, 8, and 10 do not offer Health coverage, which lowers the average.

RELATIVE VALUE INDEX - VISION CARE

The Vision Care valuation shows much more variance than the other benefits as some plans only provide eye exams, whereas others provide a full Vision Care benefit.

For the purpose of the valuation, we assessed the two main parameters of Vision coverage:

1. Eye Exams

We considered the level of coverage and frequency. Comparator 2 provides 1 eye exam per 12 months. The remaining comparators provide 1 eye exam per 24 months (including **Blackfalds**).

Several comparators had eye exam maximums below and above Reasonable and Customary (R&C) charges. Typically, the R&C for eye exams is approximately \$140. The comparators that have maximums other than the R&C are:

- Comparator 4: \$100
- Comparator 6, 7, 11, 13, 14: \$150

All comparators that offer eye exams do so at 100% coinsurance.

2. Eyeglasses, Frames, Contact Lenses

We considered the level of coverage and frequency for both adults and children. **Blackfalds** offers \$400 per 24 months for adults and 12 months children.

The level of coverage varied among the comparators:

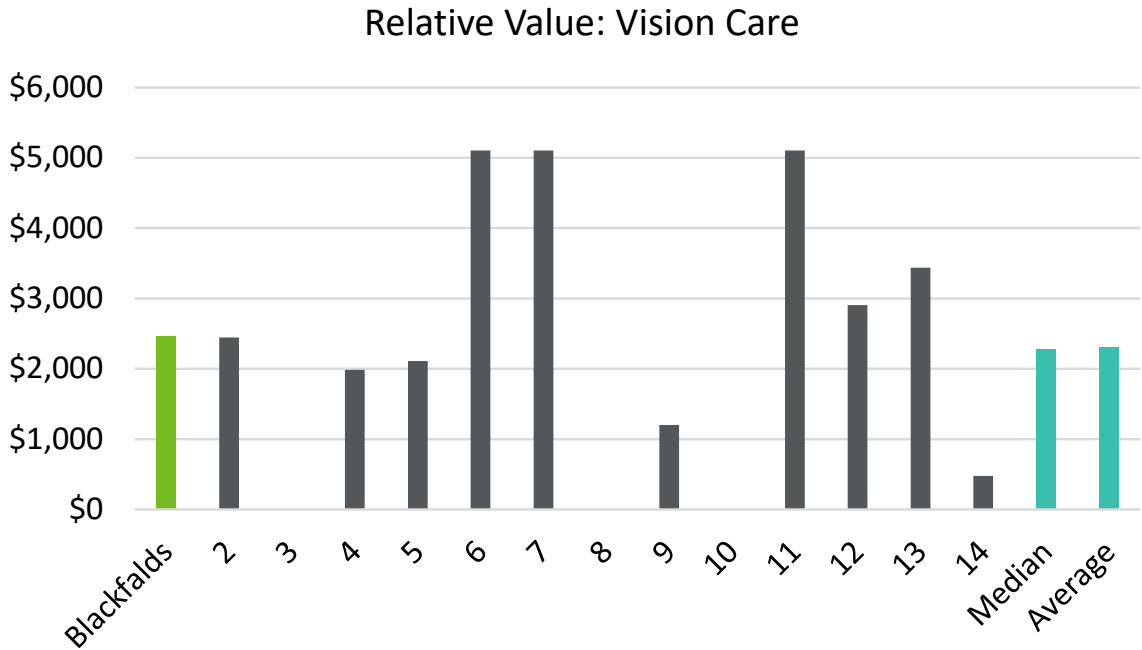
- Comparator 9: \$250
- Comparators 4, 5: \$300
- Comparator 12: \$350
- Comparator 13: \$400
- Comparators 6, 7, 11: \$500

These coverages were all offered per 24 months for adults and 12 months for children.

Comparator 14, while offering eye exam coverage, does not offer coverage for glasses, frames, or lenses.

RELATIVE VALUE INDEX - VISION CARE

The chart below shows the value of the Town of Blackfalds’ Vision Care plan relative to your peer group.



As you can see from the chart, Blackfalds’ plan is above average.

RELATIVE VALUE INDEX - DENTAL CARE

The main components of value comparison on the Dental are:

1. Deductibles

None of the comparators had deductibles on Dental.

2. Coinsurance

There are different coinsurance levels for each of Basic, Major and Orthodontic services. Similar to Health Care, the coinsurance levels represent the most significant value to the plan.

All comparators have 100% coinsurance on Basic Dental Care.

Blackfalds, along with comparators 6 and 7 have 80% Major Dental coinsurance. The remaining comparators have 50%.

All comparators have 50% Orthodontic coverage (including **Blackfalds**).

3. Maximums

All of the plans have a combined Basic/Major maximum. **Blackfalds** has a combined maximum of \$2,500 per year. The maximums vary from \$1,500 to \$3,000 per year as follows:

- Comparators 6, 11, 12: \$1,500 per year
- Comparator 5: \$2,000 per year
- Comparators 2, 7, 9, 14: \$2,500 per year
- Comparators 4, 13: \$3,000 per year

For Orthodontics, the maximum varies from \$1,500 per lifetime to \$3,000 per lifetime.

Blackfalds offers \$3,000 per lifetime.

An overview of the Orthodontic maximums is as follows:

- Comparators 9, 11, 12, 14: \$1,500 per lifetime
- Comparators 2, 6, 7: \$2,500 per lifetime
- Comparators 4, 5 13: \$3,000 per lifetime

4. Frequency of Service

For this component, we valued scaling units and recall frequency. Most of the comparators (including **Blackfalds**) have a recall frequency of 6 months and 10 scaling units per year. One comparator has a recall of 12 months for adults and 6 months for children.

5. Termination

RELATIVE VALUE INDEX - DENTAL CARE

The **Blackfalds** Dental plan terminates upon departure from office, as does comparators' 4, 6, 7, 11, 12, 13, and 14. Comparator 9 terminates at age 70 and comparators 2 and 5 terminate at age 85.

Termination upon departure from office is becoming more common on municipal benefit plans as people are tending to work longer. We assigned more value to these comparators.

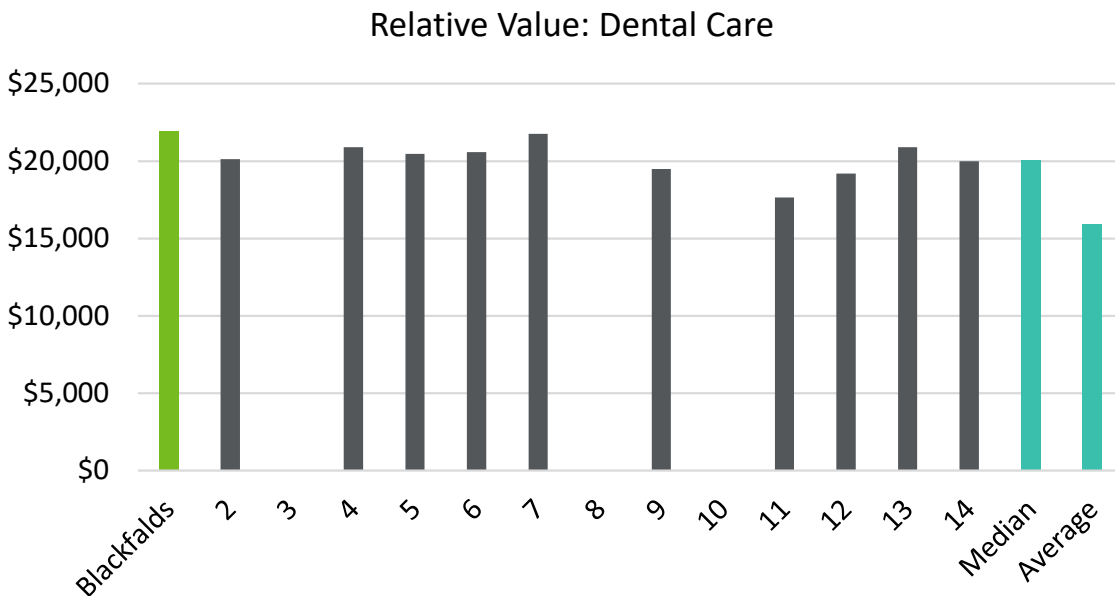
6. Adult Orthodontics

Blackfalds, along with comparators 7 and 9 offer Orthodontic coverage to both children and adults. The remaining comparators offer Orthodontics to children only.

7. Survivor Benefit

This ensures that dependents of a deceased employee are provided with coverage for a period of time following the employee's death. All of the comparator groups provide a 2-year survivor benefit.

The chart below shows the Relative Value of each Dental plan compared to the Blackfalds plan:



As you can see, Blackfalds' Dental plan is one of the highest rated plans, due to high maximums and offering Adult Orthodontic coverage.

RELATVIE VALUE INDEX - HEALTH CARE SPENDING AND WELLNESS ACCOUNT

We have valued the Health Care Spending Account (HCSA) and Wellness Account together as they are, in some cases, linked by an annual election of which account to put the funds in.

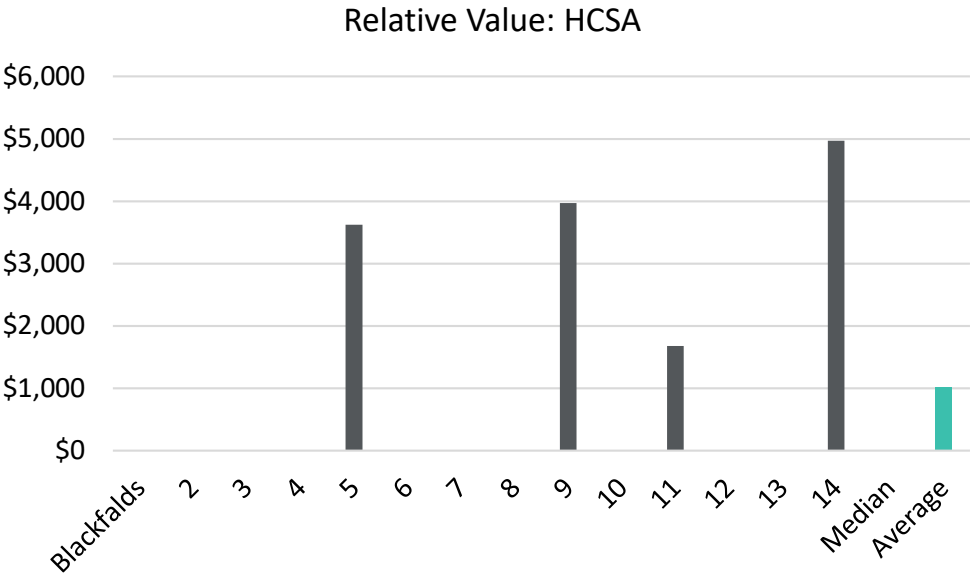
From an RVI perspective, the HCSA / Wellness Account is very significant because of its high value to all employees, flexibility, and requirement that it be entirely funded by the employer.

The main components that we based our valuation on are:

- Credits Allocated.
- Inclusion of a HCSA, Wellness Account or both.
- Ability to elect between the two funds as this greatly increases participation.
- Carry forward of funds.

Comparators 5, 9, 11, and 15 offer a Health Spending or Wellness Account. The remaining comparators do not offer this to their elected officials (including Blackfalds).

- Comparator 5 offers a \$600 which can be allocated to the HCSA or Wellness Account.
- Comparator 9 offers a \$300 HCSA and a \$420 Wellness Account.
- Comparator 11 offers a \$400 Wellness Account.
- Comparator 14 offers a \$500 HCSA and a \$450 Wellness Account.



RELATIVE VALUE INDEX - ELIGIBILITY

We did not include eligibility (waiting periods after date of taking office in the valuations but did make note of how each comparator handles this. We have summarized the results below:

Comparator	Life/Health/Dental Eligibility
Blackfalds	Must enroll within 60 days of election
2	3 months
3	N/A
4	None
5	None
6	Voluntary
7	Must enroll within 60 days of election
8	N/A
9	Life – none; Health/Dental – 3 months
10	N/A
11	Must enroll within 60 days of election
12	None
13	Must enroll within 60 days of election
14	Must enroll within 60 days of election

RELATIVE VALUE INDEX – COST SHARING

We found considerable differences in the way that your peer group shares the benefit costs with their elected officials. The table below provides a comparison of the **elected officials** costs by benefit:

	Blackfalds	2	3	4	5	6	7	8	9	10	11	12	13	14
Life	20%	100%	N/A	0%	0%	N/A	35%	N/A	N/A	N/A	0%	25%	0%	0%
Dependent Life	20%	100%	N/A	100%	N/A	N/A	35%	N/A	N/A	N/A	0%	25%	0%	0%
AD&D	20%	0%	N/A	0%	N/A	N/A	35%	N/A	N/A	N/A	0%	25%	0%	0%
Critical Illness	N/A	N/A	N/A	0%	N/A	N/A	35%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
EFAP	0%	0%	N/A	0%	0%	0%	0%	N/A	0%	N/A	0%	0%	0%	0%
Virtual Health	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Health	20%	0%	N/A	20%	15%	100%	35%	N/A	0%	N/A	0%	25%	10%	0%
Vision	20%	0%	N/A	20%	15%	100%	35%	N/A	0%	N/A	0%	25%	10%	0%
Dental	20%	0%	N/A	20%	15%	100%	35%	N/A	0%	N/A	0%	25%	10%	0%
HCSA/WA	N/A	N/A	N/A	N/A	0%	N/A	N/A	N/A	0%	N/A	0%	N/A	N/A	0%
% of Total	20%	2%	N/A	20%	14%	100%	34%	N/A	0%	N/A	0%	25%	8%	0%

Average elected officials' share across all plans was 20% using the Town of Blackfalds' earnings and claims. The median was 6%.

RELATIVE VALUE INDEX – OPTIONAL / VOLUNTARY BENEFITS

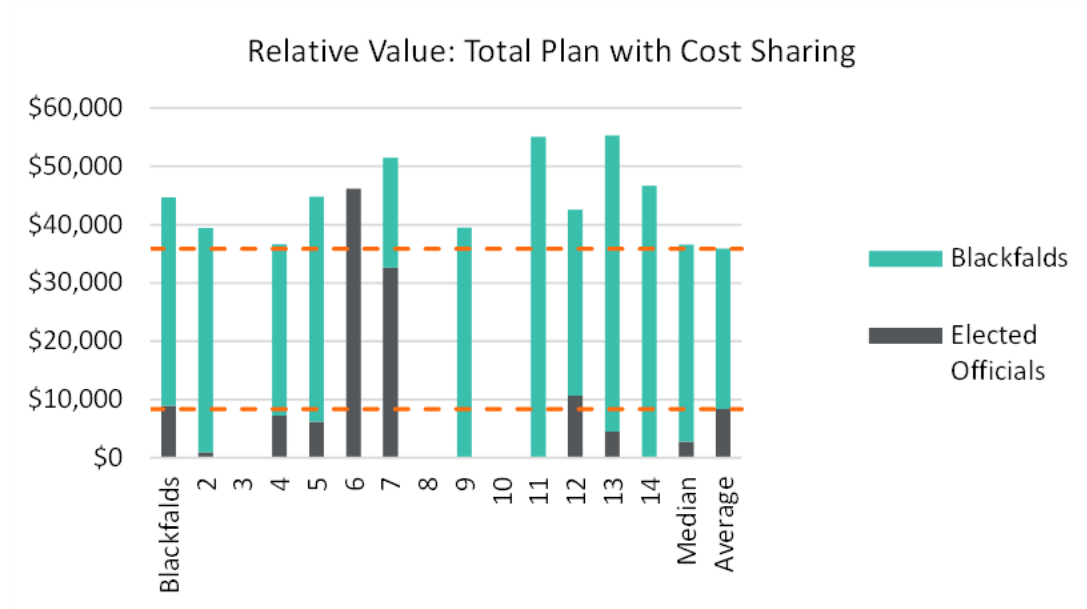
Optional Life: comparators 3, 5, 6, 8, 9, 10, and 12 do not offer Optional Life coverage to elected officials. The majority of other comparators offer this benefit in units of \$10,000.

Voluntary AD&D: comparators 3, 5, 6, 8, 9, 10, 12, 13, and 14 do not offer Voluntary AD&D coverage to elected officials. The remainder offer it in units of \$25,000 up to \$250,000.

Optional Critical Illness: comparators 2, 3, 5, 6, 8, 9, 10, 11, 12, and 13 do not offer Optional Critical Illness coverage to elected officials.

RELATIVE VALUE INDEX – SUMMARY

The Town of Blackfalds' benefits plan for its elected officials is above average, with the elected officials paying approximately average for the plan.



APPENDIX A: DATA SUMMARY OF COUNCIL SURVEY

Compensation:

Municipality	Mayor Status	Mayor Rate	Councillor Rate	CPI Increase?	Remuneration set by
Town of Blackfalds	Part-Time	\$3,580.92	\$1,958.95	Yes	Citizen Committee in Year 3 of Term
Town of Edson	Part-Time	\$3,808.33	\$2,233.33	Yes	Market review in final year of term
Town of Olds	Part-Time	\$3,279.80	\$1,795.13	Yes	Citizen Committee in Year 3 of Term
Town of Whitecourt	Full-Time	\$4,317.52	\$1,699.11	Yes	Not provided
Town of Sylvan Lake	Part-Time	\$4,781.33	\$2,268.96	Yes	Citizen Committee in year 3 of Term
Town of Hinton	Full-Time	\$5,000.00	\$1,800.00	No	Citizen Committee in final year of term
City of Lacombe	Part-Time	\$5,742.42	\$2,401.83	Yes	Committee of Council in Election Year
Town of Coaldale	Part-Time	\$2,794.00	\$1,676.40	Yes	Policy under review, currently only CPI is considered annually by Council
Town of Innisfail	Part-Time	\$2,700.00	\$1,300.00	Yes	Citizen Committee reviews every 2 years - in the year of a general election and mid-term
Town of Drumheller	Part-Time	\$3,688.08	\$1,932.33	Yes	Citizen Committee after general election
City of Wetaskiwin	Part-Time	\$5,798.67	\$2,638.83	Yes	Council driven process
Town of Taber	Part-Time	\$3,773.88	\$2,110.90	No	Council sets the remuneration but retains the right/ option to strike a 3-person at large committee
Town of Strathmore	Full-Time	\$4,918.92	\$2,697.25	Yes	Market analysis in year 3 of term
Town of Morinville	Part-Time	\$5,472.26	\$2,940.49	Yes	Market analysis with an external party review midterm

Per Diems:

Municipality	Full Day	Half Day	Less Than Half Day
Town of Blackfalds	\$240.00	\$120.00	Minimum eligible time is 2 hours
Town of Edson	\$250.00	\$125.00	1/2 day is 4 hours or less
Town of Olds	\$250.00	\$150.00	Less than 30 min \$50; 30 min to 2 hours \$100; over 8 hours \$325
Town of Whitecourt	\$300.00	\$150.00	8+ hours \$450
Town of Sylvan Lake	\$256.00	\$128.00	Less than 2 hours \$54; Planning and Appeal Boards of less than 2 hours \$64
Town of Hinton	\$250.00	\$125.00	8+ hours \$350
City of Lacombe	\$200.00	\$100.00	None
Town of Coaldale	\$200.00	\$100.00	None
Town of Innisfail	\$210.00	\$105.00	None
Town of Drumheller	\$260.00	\$0.00	Mayor - maximum 12 days; Council - maximum 7 days per year based on election term
City of Wetaskiwin	\$200.00	\$100.00	\$50 for up to 2 hours
Town of Taber	\$125.00	\$0.00	Maximum 10 days per annum
Town of Strathmore	\$250.00	\$200.00	2 hours or less \$100.00
Town of Morinville	\$300.00	\$100.00	0-2 hours \$50; conference max per day \$200

APPENDIX A: DATA SUMMARY OF COUNCIL SURVEY

Travel and Expenses:

Municipality	Mileage Reimbursement	Meal Expense	Incidentals	Sundry Allowance
Town of Blackfalds	CRA	CRA travel allowance	Actual expense	\$8.25/ 24 hr period
Town of Edson	CRA	Reimbursement based on Treasury Board of Canada	\$15/ night in province \$30/ night out of province or select Alberta locations	Not provided
Town of Olds	Provincial Government Rate	Actual expense maximum based on Provincial Government rate	Actual Expense	Not provided
Town of Whitecourt	CRA	Conta	Not provided	Not provided
Town of Sylvan Lake	Provincial Government Rate	Actual expense to maximum of \$80 per day	Not provided	Not provided
Town of Hinton	CRA if Corporate vehicle not available 50% of CRA if prefer to use own vehicle	Actual expense to maximum of \$50 per day	\$5.00 per 24 hour period	Not provided
City of Lacombe	CRA	Actual expense to maximum of \$57 per day	Not provided	Not provided
Town of Coaldale	Provincial Government Rate	\$43 per day	\$5.00/ day may be claimed for long distance calls	Not provided
Town of Innisfail	CRA	Actual expense to maximum of \$60 per day	Actual Expense	Not provided
Town of Drumheller	Provincial Government Rate	\$50 allowance without receipt - maximum cap for meals \$150 per day including gratuity and GST	Not provided	Not provided
City of Wetaskiwin	CRA	By receipt	Not provided	Not provided
Town of Taber	CRA	Actual expense to maximum of \$67 per day	Actual Expense	Not provided
Town of Strathmore	CRA	\$75 per day	Entertaining max \$75/ person/ day	Not provided
Town of Morinville	Provincial Government Rate	Actual expense daily maximum based on Provincial Government Rate	Not provided	Not provided

Technology:

Municipality	Internet	Cell Phone	Other
Town of Blackfalds	Reimbursement based on average speed connection charges. Amount set during budget process	Mayor only	
Town of Edson	Not provided	Mayor only	
Town of Olds	Included in honorarium amount	Mayor Only	
Town of Whitecourt	Not provided	Mayor only	
Town of Sylvan Lake	Not provided	Mayor only	
Town of Hinton	\$1,500 once per term technology allowance	Mayor only	
City of Lacombe	Provided with IPADS and data plan	Mayor only	
Town of Coaldale	\$100 per month allowance	Mayor only	Technology allowance meant to cover phone and technology
Town of Innisfail	Not provided	Mayor receives \$60/ month allowance	
Town of Drumheller	Tablet provided to each member	Mayor's phone provided; \$600 annually for use of personal phone for Councillors	\$100 annually for office supplies
City of Wetaskiwin	Not provided	Mayor only	
Town of Taber	Not provided	Mayor only	
Town of Strathmore	Not provided	Mayor only	
Town of Morinville	Elected officials are provided with a device and software following the election. Elected officials wishing to use their own device are provided with a maximum of \$2000 per term to purchase a personal device.	Mayor only	Councillors receive \$500/ annum for miscellaneous technology, cell phones, I/ N, office supplies, etc



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

MEETING DATE: August 10, 2021

PREPARED BY: Councillor Rebecca Stendie

SUBJECT: Notice of Motion – Treaty Six Land Acknowledgement

BACKGROUND:

Over the past several months there has been discussion on honouring our Treaty Six Indigenous People whose land we occupy through a land acknowledgement statement prior to the start of each Regular Meeting of Council. The acknowledgement that has been utilized starting in June is as follows: *"Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries."*

At the June 22nd Council Meeting Mr. Lloyd Desjarlais, Manager of Indigenous Student Services at RDC, appeared as a delegation to provide insight on Council Reconciliation. The information the speaker provided was very informative and Council was interested in furthering their knowledge and have been working with Administration to research opportunities to host a workshop facilitated by Indigenous groups and/or elders to gain more insight and education. It was determined this initiative would need to be deferred until after the summer break.

DISCUSSION:

At the July 27th, 2021 Regular meeting of Council a notice of motion was brought forward that reads "I, Councillor Rebecca Stendie, move that Council begin each Regular Council Meeting going forward with a thoughtful Treaty Six Land Acknowledgement". This Notice of Motion was brought forward to formalize the inclusion of a Treaty Six Land Acknowledgement as part of our Council Meeting procedure.

If it is the desire of Council to include the Treaty Six Land Acknowledgement in the Town Council meeting proceedings Administration will be requested to amend the Council Procedural Bylaw 1237.19 for Council's consideration at the October 26th Organizational Meeting.

FINANCIAL IMPLICATIONS:

None.



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

ADMINISTRATIVE RECOMMENDATION:

1. That Council begin each Regular Council Meeting going forward with a thoughtful Treaty Six Land Acknowledgement.
2. That Council direct Administration to amend the Council Procedural Bylaw to include the Treaty Six Land Acknowledgement at the start of each Council meeting.

ALTERNATIVES:

- A. That Council refer this item back to Administration for more information.

Approvals:



Councillor Rebecca Stendie



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

MEETING DATE: August 10, 2021

PREPARED BY: Myron Thompson, Chief Administrative Officer

SUBJECT: Elected Officials Development Opportunities Policy 155/21

BACKGROUND:

The Elected Officials Professional Development Policy is used to outline the parameters for Council to attend professional development sessions which support their role. This Policy was brought forward for Council's review at the July 19th Standing Committee Meeting and the July 27th Regular Council Meeting and the recommended edits have been completed.

DISCUSSION:

The previous Elected Officials Development Opportunities Policy has not been updated since 2008, therefore, a new policy has been drafted for Council's review. Notable changes to the procedure include outlining how common or mandatory professional development opportunities will be expensed, when a per diem will be issued, and what is funded in the Elected Official's professional development budget (i.e. travel, subsistence, course materials).

Following discussion at the July 27th Council Meeting, additional changes were made to the Policy. Additions that were requested by Council have been made in red on the marked-up copy, and strikeouts are wording that was removed. On the Elected Officials Professional Development Form, questions 10 – 13 have been deleted. 6.3.1 was an identical clause and has been deleted. The clause in 4.3 has been changed from being written in the negative to the positive. Clause 3.1.2, which notes: Council members will include their professional development training and activities in their Round Table Report submission provided monthly at the Town of Blackfalds' Regular Council Meeting has been removed.

FINANCIAL IMPLICATIONS:

Currently, the Mayor has an annual budget of \$9,800 for professional development opportunities, and Councillors have an annual budget of \$5,200 available to fund their training and development. These amounts are subject to adjustments based on annual operating budget deliberations.

ADMINISTRATIVE RECOMMENDATION:

<p>That Council formally approve Elected Officials Development Opportunities Policy 155/21.</p>



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

ALTERNATIVES:

- A. That Council refer this item back to Administration for more information.

ATTACHMENTS:

- *Elected Officials Development Opportunities Policy 155/21 clean copy*
- *Elected Officials Development Opportunities Policy 155/21 marked up copy*

Approvals:



CAO Myron Thompson

Policy No.: 155.21 Policy Title: Elected Officials Development Opportunities Policy Department: Administration Effective Date: Reviewed: Revised: Supersedes Policy/Bylaw: Elected Officials Development Opportunities Policy (September 2008)	Resolution No: Date:
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Policy Statement

The Town of Blackfalds encourages the ongoing professional development of its Elected Officials. Funds are established to assist Council in participating in such professional development.

Reason for Policy

- 1.1 To outline the parameters for Council's participation in professional development which will support their role in serving on Council.
- 1.2 Elected Officials benefit from training and development opportunities which enable them to perform their governance role per the *Municipal Government Act* and keep informed on current and emerging local government issues.

2. Definitions

- 2.1 **Elected Officials:** the current Mayor and Council members representing the Town of Blackfalds.
- 2.2 **CAO:** means Chief Administrative Officer.
- 2.3 **Professional Development:** means annual conventions, courses, seminars, workshops, orientation, and other training, both in person or virtually.

3. Responsibilities

- 3.1 Municipal Council to:
 - 3.1.1 Approve by resolution this policy and any amendments;
 - 3.1.2 Consider procedures for the successful implementation of this policy.

3.1.3 Submit requests for professional development.

3.1.4 Attend professional development training as needed.

3.2 Chief Administrative Officer to:

3.2.1 Implement this policy and approve procedures;

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

4. End of Policy

PROCEDURE	Policy No.: 155.21 Policy Title: Elected Officials Development Opportunities Policy Department: Administration
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1. Preamble

- 1.1 The purpose of the Elected Officials Development Opportunities Policy is to encourage and support participation and attendance of Council at conventions, conferences, seminars, courses and other professional development training during their tenure.

2. Training and Development

- 2.1 The Town of Blackfalds considers it important that Council members develop a knowledge and awareness pertaining to governance and their mandate of effectively representing their electorate.
- 2.2 The Town of Blackfalds recognizes that certain conventions must be available for all of Council to attend including the annual Alberta Urban Municipalities Association (AUMA), while at some conventions, the Town need only be represented by a few Council members including the annual Federation of Canadian Municipalities (FCM) Conference.

3. Budget

- 3.1 The annual budget will have an assignment of funds for professional development opportunities for all members of Council. Additional funding for the Mayor is provided due to the increased attendance requirement for the position of Mayor.
- 3.2 The budget amounts for annual professional development opportunities are subject to adjustments based on annual operating budget deliberations.
- 3.3 The annual professional development budget for Elected Officials will also include travel and subsistence costs, which will be reimbursed per the Council Remuneration Policy.
- 3.4 Costs for spouses or partners to accompany the Council member to any professional development function will not be funded by the municipality.
- 3.5 Council professional development budget amounts may be reallocated from one Council member to another upon Council approval.
- 3.6 Courses that are mandatory for newly elected Councillors to take (i.e. Council Orientation) will be expensed through a cost centre other than the individual Councillor's assigned professional development budget.

- 3.7 Travel and subsistence costs for Council members assigned to external boards and committees that meet on a regular basis will be considered during budget deliberations as an additional budget requirement.
- 3.8 Council members will be responsible for all expenses unrelated to approved professional development requests.

4. Per Diems

- 4.1 As per the Council Remuneration and Compensation Policy, a per diem will be provided to members of Council for attendance at conferences, conventions, workshops, seminars, courses, meetings or other recognized and budget approved activities as their general role on Council or as part of their responsibility as a member of committees and boards.
- 4.2 Per the Council Remuneration Policy, a per diem will be provided to Council members for attendance at municipal workshops, open houses, retreats, and budget meetings.
- 4.3 Per diems will be provided for time required to complete supplemental educational courses if approved by Council.
- 4.4 Per diem meeting rates are provided to Council as per the current Council Remuneration and Compensation Policy.

5. Approvals

- 5.1 Council members attendance at conferences, conventions, workshops, seminars, courses, meetings that are required as a part of Council's responsibilities or as a member of Committees and Boards will not require approval.
- 5.2 Requests for participation at conventions, conferences, seminars, courses and other professional development training other than those offered through AUMA or FCM or associated with any board, committee or agency aligned with the municipality with a registration fee exceeding a value of one hundred dollars (\$100) will require approval of Council.
- 5.3 The Professional Development Training Form (Appendix A) may be used by Council members to outline the value of their professional development requests that are outside the scope of those normally attended.
- 5.4 Elected Officials may use the Form to determine the benefits of any professional training requests from other Council members.
- 5.5 Estimated costs for conventions, conferences, seminars, courses, and training, as well as additional materials such as textbooks, per diems and travel expenses must be included in the request.

- 5.6 No approvals are required for conventions, conferences, seminars, courses and other professional development training that have no cost to the municipality. Reimbursement for travel and subsistence costs for free professional development training is at the discretion of Council.

6. Annual Conferences

- 6.1 All members of Council may attend the annual Alberta Urban Municipalities (AUMA) Conference.
- 6.2 AUMA Conference attendance, travel and subsistence costs will be funded from each Elected Official's professional development budget.
- 6.3 The Mayor and up to two Councillors may attend the annual Federation of Canadian Municipalities (FCM) Conference.
- 6.3.1 The members of Council shall be determined each year with a rotation to ensure all Council members have an opportunity to represent the community.
- 6.3.2 At the discretion of Council, additional Council members may attend when the conference is held within the province of Alberta or if the content of the conference is of specific benefit to the activities of Council.
- 6.4 Costs for attendance to the annual FCM Conference attendance, travel and subsistence is funded through a separate budget cost centre and not from each Elected Official's professional development budget.

7. Registration

- 7.1 The Executive Assistant may register Council members for courses and conferences as requested. Receipts must be submitted to Accounts Payable for processing.
- 7.2 Council members may register themselves using their municipal credit cards. Receipts must be submitted to Accounts Payable for processing.

8. Reporting

- 8.1 Council members will include their professional development training and activities in their Round Table report submission provided monthly at the Town of Blackfalds' Regular Council Meeting.

9. Exceptions

- 9.1 Exceptions to this Policy must be documented and formally approved in writing by the CAO.



Town of Blackfalds POLICY

10. Appendix

10.1 Appendix "A" – Council Professional Development Training Form

11. End of Policy

Appendix "A" - Elected Officials Professional Development Policy Form

1. Name: _____
2. Name of Program: _____
3. Location of Program: _____
4. Start Date: _____
5. End Date: _____
6. Estimated Time to Complete Training: _____
7. Please give a brief overview of the training and any learning expectations, skills or outcomes you feel it will provide.

8. Please provide an estimated breakdown of the total cost of the training (including training costs, GST, materials, expected per diem or travel expenses).

9. Do you have enough in your budget to pay for the training, materials (such as textbooks) and any per diem or travel expenses that may occur?

Policy No.: 155.21 Policy Title: Elected Officials Development Opportunities Policy Department: Administration Effective Date: Reviewed: Revised: Supersedes Policy/Bylaw: Elected Officials Development Opportunities Policy (September 2008)	Resolution No: Date:
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Policy Statement

The Town of Blackfalds encourages the ongoing professional development of its Elected Officials. Funds are established to assist Council in participating in such professional development.

Reason for Policy

- 1.1 To outline the parameters for Council's participation in professional development which will support their role in serving on Council.
- 1.2 Elected Officials benefit from training and development opportunities which enable them to perform their governance role per the *Municipal Government Act* and keep informed on current and emerging local government issues.

2. Definitions

- 2.1 **Elected Officials:** the current Mayor and Council members representing the Town of Blackfalds.
- 2.2 **CAO:** means Chief Administrative Officer.
- 2.3 **Professional Development:** means annual conventions, courses, seminars, workshops, orientation, and other training, both in person or virtually.

3. Responsibilities

- 3.1 Municipal Council to:
 - 3.1.1 Approve by resolution this policy and any amendments;

3.1.2 ~~Council members will include their professional development training and activities in their Round Table Report submission provided monthly at the Town of Blackfalds' Regular Council Meeting.~~

3.1.3 Consider procedures for the successful implementation of this policy.

3.1.4 Submit requests for professional development.

3.1.5 Attend professional development training as needed.

3.2 Chief Administrative Officer to:

3.2.1 Implement this policy and approve procedures;

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

4. End of Policy

PROCEDURE	Policy No.: 155.21 Policy Title: Elected Officials Development Opportunities Policy Department: Administration
------------------	---

1. Preamble

- 1.1 The purpose of the Elected Officials Development Opportunities Policy is to encourage and support participation and attendance of Council at conventions, conferences, seminars, courses and other professional development training during their tenure.

2. Training and Development

- 2.1 The Town of Blackfalds considers it important that Council members develop a knowledge and awareness pertaining to governance and their mandate of effectively representing their electorate.
- 2.2 The Town of Blackfalds recognizes that certain conventions must be available for all of Council to attend including the annual Alberta Urban Municipalities Association (AUMA), while at some conventions, the Town need only be represented by a few Council members including the annual Federation of Canadian Municipalities (FCM) Conference.

3. Budget

- 3.1 The annual budget will have an assignment of funds for professional development opportunities for all members of Council. Additional funding for the Mayor is provided due to the increased attendance requirement for the position of Mayor.
- 3.2 The budget amounts for annual professional development opportunities are subject to adjustments based on annual operating budget deliberations.
- 3.3 The annual professional development budget for Elected Officials will also include travel and subsistence costs, which will be reimbursed per the Council Remuneration Policy.
- 3.4 Costs for spouses or partners to accompany the Council member to any professional development function will not be funded by the municipality.
- 3.5 Council professional development budget amounts may be reallocated from one Council member to another upon Council approval.
- 3.6 Courses that are mandatory for newly elected Councillors to take (i.e. Council Orientation) will be expensed through a cost centre other than the individual Councillor's assigned professional development budget.

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- 3.8 Council members will be responsible for all expenses unrelated to approved professional development requests.

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- 4.2 Per the Council Remuneration Policy, a per diem will be provided to Council members for attendance at municipal workshops, open houses, retreats, and budget meetings.
- ~~4.3 Per diems will not be provided for time required to complete supplemental educational courses unless approved by Council.~~ Per diems will be provided for time required to complete supplemental educational courses if approved by Council.
- 4.4 Per diem meeting rates are provided to Council as per the current Council Remuneration and Compensation Policy.

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- 5.3 The Professional Development Training Form (Appendix A) may be used by Council members to outline the value of their professional development requests that are outside the scope of those normally attended.
- 5.4 Elected Officials may use the Form to determine the benefits of any professional training requests from other Council members.
- 5.5 Estimated costs for conventions, conferences, seminars, courses, and training, as well as additional materials such as textbooks, per diems and travel expenses must be included in the request.

- 5.6 No approvals are required for conventions, conferences, seminars, courses and other professional development training that have no cost to the municipality. Reimbursement for travel and subsistence costs for free professional development training is at the discretion of Council.

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- 6.3 The Mayor and up to two Councillors may attend the annual Federation of Canadian Municipalities (FCM) Conference. ~~The members of Council shall be determined each year with a rotation to ensure all Council members have an opportunity to represent the community.~~
- 6.3.1 The members of Council shall be determined each year with a rotation to ensure all Council members have an opportunity to represent the community.
- 6.3.2 At the discretion of Council, additional Council members may attend when the conference is held within the province of Alberta or if the content of the conference is of specific benefit to the activities of Council.
- 6.4 Costs for attendance to the annual FCM Conference attendance, travel and subsistence is funded through a separate budget cost centre and not from each Elected Official's professional development budget.

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- 7.1 The Executive Assistant may register Council members for courses and conferences as requested. Receipts must be submitted to Accounts Payable for processing.
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8. Reporting

- 8.1 Council members will include their professional development training and activities in their Round Table report submission provided monthly at the Town of Blackfalds' Regular Council Meeting.

9. Exceptions

- 9.1 Exceptions to this Policy must be documented and formally approved in writing by the CAO.



Town of Blackfalds POLICY

10. Appendix

10.1 Appendix "A" – Council Professional Development Training Form

11. End of Policy



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

MEETING DATE: August 10, 2021

PREPARED BY: Kalina Van Winssen, Executive Assistant

SUBJECT: Special Ballots Resolution

BACKGROUND:

The Town of Blackfalds will be holding a Municipal and School Board Trustee Election on October 18, 2021. At the July 13th Regular Council Meeting, Council directed Administration to provide special ballots in the 2021 Election. The *Local Authorities Election Act* requires that a resolution be passed which outlines when special ballot applications will be accepted until, what methods of application acceptance will be utilized, and when they must be returned by.

To receive the special ballot package, form 22 (request for special ballot package) will need to be filled out and returned to elections staff. The special ballot package itself is made up of multiple envelopes. The package will contain a special ballot certificate envelope form which will need to be returned to the municipality and special ballot voting instructions as well as information on acceptable voter identification. There will be one envelope to mail out the package, one with a return address to the Town of Blackfalds, and one to put your ballots (in sealed envelopes) into, which will not be opened until Election Day (October 18).

DISCUSSION:

Special ballots (mail-in ballots) may be requested by an elector for the following reasons, per the LAEA (s.77.1):

- (a) physical disability,
- (b) absence from the local jurisdiction, or
- (c) being a returning officer, deputy returning officer, substitute returning officer, constable, candidate, official agent or scrutineer who may be located on election day at a voting station other than that for the elector's place of residence.

To receive a special ballot package, a resident would have to fill out form 22 (request for special ballot package), which Administration would provide online and at the Civic Centre starting August 31st. The special ballot package will need to be requested by Friday, October 15, at 4:30 p.m. Electors can choose whether their special ballot package is mailed or can be picked up and filled out in person. Per the LAEA (s.77.2), the application for a special ballot package can be returned to staff via any one or more of the following methods:

- (a) in writing;
- (b) by telephone;
- (c) by fax;
- (d) in person;
- (e) by e-mail;



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

Special ballot packages will be sent out or available for pick-up as soon as ballots are finalized, printed and delivered to the Town of Blackfalds. This will be after September 20th, however, the exact date is unknown. The special ballot package must be returned to the Civic Centre by 4:30 p.m. on October 18th (Election Day) for the vote to be counted. Electors who pick up the package in person will be encouraged to fill out their special ballot at the Civic Centre, as staff can help eliminate barriers to voting such as photocopying IDs and filling out forms. If the voter decides to return their special ballot via mail, Administration will include a stamp for it to be returned. To keep the level of service consistent for all voters, the special ballot postage will be through regular mail. However, if the elector wishes to return it via courier or express post instead at their own cost, staff will accept the ballot.

FINANCIAL IMPLICATIONS:

The approved 2021 Budget contains \$30,000 in Election expenses to be transferred from operating reserves. The provincial government will also be supplying a grant in the amount of \$22,000. Including special ballots as an option for the 2021 Election will mean additional costs for supplies and postage fees for the mailing out and return of these packages.

ADMINISTRATIVE RECOMMENDATION:

1. That Council direct Administration to receive special ballot packages in writing, by telephone, fax, email, or in-person; and, furthermore, that special ballot packages must be requested by October 15th at 4:30 p.m. and returned by October 18th at 4:30 p.m.

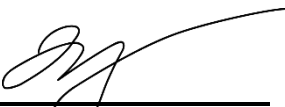
ALTERNATIVES:

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

Attachments:

- Form 22

Approvals:



CAO Thompson

REQUEST FOR SPECIAL BALLOT PACKAGE*Local Authorities Election Act (Section 77.1)**Alberta Senate Election Act (Section 37)**Referendum Act (Section 7)***OFFICE
USE ONLY**

Request No.

LOCAL JURISDICTION: TOWN OF BLACKFALDS, PROVINCE OF ALBERTA
RED DEER CATHOLIC SEPARATE SCHOOL DIVISION, PROVINCE OF ALBERTA
WOLF CREEK PUBLIC SCHOOL DIVISION, PROVINCE OF ALBERTA

ELECTION DATE: October 18, 2021

VOTING SUBDIVISION OR WARD (if applicable):

VOTING STATION:

I, _____, of _____,
(printed first name and surname) (complete municipal address, city, province and postal code)

Telephone number: _____ Email Address: _____

request a Special Ballot package which will include one of each of the following ballots:

Please select (check [✓]):

Mayor for Town of Blackfalds, Councillor for Town of Blackfalds, Senate Nominee and Referendum

Trustee for Wolf Creek Public School Division - Ward E

OR

Mayor for Town of Blackfalds, Councillor for Town of Blackfalds, Senate Nominee and Referendum

Trustee for Red Deer Catholic Separate School Division - Red Deer Area Ward

☐ I would like my Special Ballot package sent by regular mail to the following address:

(complete mailing address, city, province, postal code)

OR

☐ I will arrange for my Special Ballot package to be picked up during regular office hours. I would like my package held for pick-up.

Reason why a Special Ballot is requested:

(date of request)

- ☐ physical disability
☐ absence from the local jurisdiction
☐ being a returning officer, deputy returning officer, constable, substitute returning officer, candidate, official agent or scrutineer who may be located on election day at a voting station other than that for the elector's place of residence

The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 77.1 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact the FOIP Coordinator at 403-885-4677.



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

MEETING DATE: August 10, 2021

PREPARED BY: Laura Thevenaz, Infrastructure Services Manager

SUBJECT: Award of the Operations Centre Water and Wastewater Servicing Connection Project

BACKGROUND:

In 2020, the need for the installation of water and wastewater from the Town's Operations Centre to existing municipal services along Duncan Avenue was determined as a priority. Per the Town's Utility Bylaw, the Operations Centre requires a connection into the existing municipal water and wastewater system along Duncan Avenue. Buildings A & B are currently on a well and septic tank with an overflow field on the west side of Building A. The existing system is undersized for the numbers of people working at the Operations Centre. The water quality of the well is poor with large amounts of H₂S that make the water smell unpleasant and fluoride levels above the maximum allowed by drinking water quality standards.

As part of the 2021 Capital Budget, \$100,000 was budgeted for the installation of a water and wastewater connections, installation of a septic dump and wash station.

DISCUSSION:

Since first proposing the water and wastewater connection project as part of the 2021 Capital Budget, Administration has worked with our engineering services consultant to conduct a detailed engineering design. The results of this design determined that additional manholes would be required, removal of the septic tanks, and additional internal plumbing modifications not captured in the original project scope. If there was ever a fire at the Operations Centre, due to the nearest hydrant being located on the east side of Duncan Avenue, Emergency Services would be required to close access along Duncan Avenue. In consideration of future developments along Duncan Avenue, and to prevent an emergency roadway closure, it is proposed that a new hydrant, valve and protective barriers be added adjacent to Building B. This requires increasing the size of the water service line for a portion of the connection from the existing service stub, to the new hydrant.

The expected work includes:

- Installation of water and wastewater services from Duncan Avenue to the Operations Centre
- Installation of three manholes
- Installation of 150mm water pipe, valve, hydrant and protective bollards for fire protection.
- Installation of 75mm for water servicing
- Removal of two existing septic tanks



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

- Internal plumbing

A Request for Proposal (RFP) for the 2021 Water and Wastewater Connection Project was advertised on APC. The Town received six proposals and the following five proposals met the tendering requirements.

This project was posted on Alberta Purchasing Connection on June 28, 2021 and closed on July 9th, 2021 at 2:00 p.m. We received five bids for the project, all in good order. The Proposal values below include 10% contingency but exclude G.S.T:

CONTRACTOR	PROPOSAL VALUE
Pidherneys	\$236,500.00
DB Bobcat	\$190,300.00
Urban Dirtworks	\$183,815.01
Grayson Excavating	\$183,788.00
Northside Construction Partnership	\$153,172.36

As outlined above, Northside Construction is the low bidder. This company has an excellent track record in Blackfalds and is very capable of this work during this construction season. Should Council approve Administration's recommendation for award, construction is proposed to start September 20th, with completion by October 15th, 2021.

FINANCIAL IMPLICATIONS:

As part of the 2021 Capital Budget, \$100,000 was approved. The project award would be \$153,172.36 resulting in a budget shortfall of \$53,172.36. The proposed funding source for this project was a 50/50 split between the water and wastewater utility reserve. The additional draw would also come from these reserves. Much of the extra cost is to upsize the water service line and install a yard hydrant adjacent to building B for improved firefighting capabilities.

ADMINISTRATIVE RECOMMENDATION:

That Council move to award the Water and Wastewater Connection Project to Northside Construction Partnership \$153,172.36.

ALTERNATIVES:

- A. That Council refer back to Administration for more information.



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


ATTACHMENTS:

- *RFP Water and Wastewater Connection Drawing*

Approvals:



CAO Myron Thompson



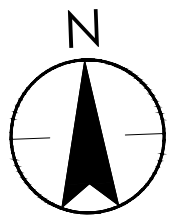
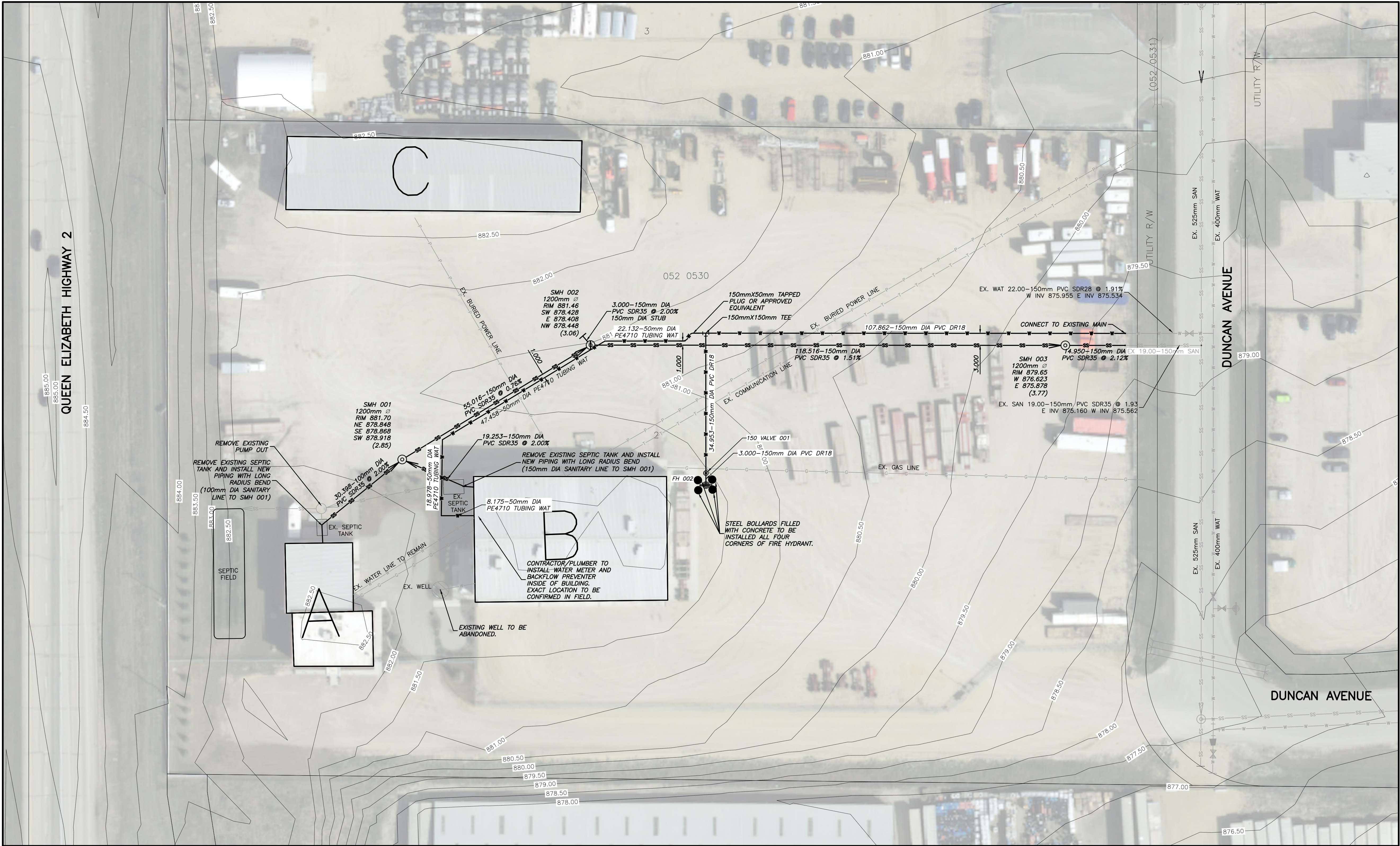
Department Director/Author

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LEGEND

- PROPOSED MANHOLE
- PROPOSED VALVE
- BOLLARD
- EXISTING WATER WELL
- EXISTING CULVERT
- PROPOSED SANITARY SEWER
- EXISTING SANITARY SEWER
- PROPOSED WATER MAIN
- EXISTING WATER MAIN
- EXISTING GAS PIPELINE
- EXISTING COMMUNICATION LINE
- EXISTING BURIED POWER LINE

GENERAL NOTES:

- ALL CONSTRUCTION PROCEDURES AND MATERIALS TO MEET TOWN OF BLACKFALDS (CITY OF RED DEER) SPECIFICATIONS.
- REFER TO THE GEOTECHNICAL REPORT AND CONTRACT DOCUMENTS FOR EXISTING CONDITIONS AND CONSTRUCTION REQUIREMENTS.
- THE CONTRACTOR IS TO COORDINATE THE EFFORTS AND SCHEDULING OF ALL UTILITY COMPANIES, TOWN OF BLACKFALDS PUBLIC WORKS DEPARTMENT AND ENVIRONMENTAL SERVICES.
- THE LOCATIONS AND DEPTHS OF ALL EXISTING UTILITIES ARE TO BE CONFIRMED BY THE CONTRACTOR IN THE FIELD. ANY CONFLICTS WITH PROPOSED UTILITIES ARE TO BE REPORTED TO THE ENGINEER.
- THE CONTRACTOR IS RESPONSIBLE FOR ALL DETOURING AND CONSTRUCTION SIGNAGE.
- ALL SHALLOW UTILITY MANHOLES THAT REQUIRE ADJUSTMENT MUST BE COORDINATED WITH THE UTILITY COMPANY.
- ALL DIMENSIONS ARE IN METRIC UNITS UNLESS OTHERWISE NOTED.

Revision	By	Appd	YYYY.MM.DD

Issued	By	Appd	YYYY.MM.DD
G			
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Permit/Seal

PRELIMINARY
NOT FOR
CONSTRUCTION

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Consultant

Stantec

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Red Deer AB T4N 1X7
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Stantec

Client/Project
TOWN OF BLACKFALDS
Blackfalds Municipal Engineering

OPERATION CENTRE
5200 DUNCAN AVENUE

Blackfalds AB Canada

File Name: 70040cu-101-utl

MAK
Dwn.

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BJV
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2021.05.27
YYYY.MM.DD

Title
UTILITIES IMPROVEMENTS

Project No.
110170040

Revision
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Sheet
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Drawing No.
CU-101



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

MEETING DATE: August 10, 2021

PREPARED BY: Ken Morrison, Emergency Management & Protective Services Manager

SUBJECT: Parking of Heavy Vehicles (Trucks) on Parkwood Road

BACKGROUND:

Parking of tractors and trailers on Parkwood Road overnight has been an issue which has come up on and off for some time, especially with the addition of a hotel and other commercial properties providing food services.

Currently, there is signage on Parkwood designating the west side of the road as two-hour daytime parking for trucks from 7:00 a.m. and 8:00 p.m. This is reflected in the Town of Blackfalds Bylaw 1232/19 (Traffic Bylaw) schedule "B" Truck Route. Under the current Traffic Bylaw 1232/19 a "Heavy Vehicle" means any vehicle whose gross vehicle weight exceeds 7,500 kg, or whose length exceeds 10 m, or whose height exceeds 4.5 m, motorhomes, buses, or recreation vehicles shall be excluded from being considered heavy vehicles. The current truck route permits parking of trucks on the west side of Parkwood Rd. from Panorama Drive to Park Street only. Through current signage, this parking zone extends along Parkwood Road between Panorama Drive and Cottonwood Drive.

Complaints of parking of trucks overnight along this stretch of Parkwood Road have been received over the years, mainly as a result of some units parking for several days without moving. Municipal Enforcement has been monitoring the parking of these units on the roadway, mainly focusing on complaints received and when units are parked in this area for extended periods of time (days).

On March 3rd, 2021, the Parkwood Road parking concern was brought to the Policing Committee. A local property owner had expressed concerned with the increase of trucks parking on Parkwood Road, north of Panorama and South of Cottonwood Road. The owner expressed concerns the many trucks parked on the road makes the area appear like an industrial area, not what it is intended to be and also advises they feel it will deter potential business owners from leasing property in this area. It should be noted that it was at this time that local company had heavy trucks relocated from another distant work location working on a project in our area and the drivers of these units were utilizing the local hotel.

As a result of this meeting a recommendation was passed to investigate into designating the stretch of Parkwood Road north of Panorama Drive as heavy truck designated parking. That same month, with the assistance of the Town's Marketing and Communications Division (MarComm) a survey was developed, as well as an introductory letter to present to business owners on the issue of heavy truck parking on Parkwood Road between Panorama and Cottonwood. On March 18th the survey was provided to business owners for them to complete and return. On May 10th, 2021, MarComm provided the survey results (see attached document). Of significance is that



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

70% of business owners surveyed advised they would be in favour of designated parking for heavy trucks.

DISCUSSION:

On July 21st, 2021 the parking of heavy vehicles on Parkwood Road was brought before the Policing Committee again. The Committee was presented with the results of the survey, followed by discussion on the matter. As a result of the discussion, a motion was put forward and passed to propose to Council a “pilot project” of one year allowing the parking of trucks from 8:00 p.m. to 6:00 a.m. in the designated locations.

Many of the current business owners in this area expressed positive comments with allowing the parking and appreciated the added business that resulted. There was mostly positive comments in response to whether businesses were in favour of designated parking for heavy trucks along the NW portion of Parkwood.

The Policing Committee’s recommendation on July 21st, 2021, was to introduce a “one year Pilot Project” where heavy vehicles would be allowed to park on Parkwood Road, between Panorama Drive. and Cottonwood Drive from the hours of 8:00 p.m. to 6:00 a.m. This Pilot Project would be utilized to determine the actual impact allowing parking in this area through ongoing monitoring at the location on Parkwood Road as well as monitoring and tracking complaints coming in both through business owners and residents affected by this change.

FINANCIAL IMPLICATIONS:

Signage would need to be changed as well as an amendment to the Traffic Bylaw, which would result in minimal cost.

ADMINISTRATIVE RECOMMENDATION:

That Council accepts the recommendation of the Policing Committee in implementing a one-year pilot allowing the parking of heavy trucks overnight between the hours of 8:00 p.m. and 6:00 a.m. in designated areas on Parkwood Road between Panorama Drive. and Cottonwood Drive.

ALTERNATIVES:

- A) That Council does not accept the recommendation of the Policing Committee on this matter.
- B) That Council refer this item back to Administration for further action.

ATTACHMENTS:

- *Parkwood Road Heavy Truck Parking Survey*
- *Parkwood Road Survey Results*

Approvals:



CAO Myron Thompson



Department Director/Author

Parkwood Drive Survey

There is growing concern with the number of vehicles and duration of semi-tractor-trailer parking along Parkwood Road. The current Traffic Bylaw 1232/19 permits two-hour parking for any vehicles weighing over a ton.

The bylaw is enforced when complaints come in, however, parking on Parkwood has been tolerated as the semi drivers are also patrons to the businesses along Parkwood.

Due to the recent attention brought to the parking issue, the Town will be reviewing and updating the parking regulations, specifically on the west side of Parkwood Road and north of Panorama.

Before making any changes, we would like to hear the thoughts of our valued business owners in the area.

1. Does the heavy truck (*i.e., Concrete transport trucks, tractor units, tank trucks, haul truck*) parking on Parkwood Drive affect your business and how?

- ☐ Yes
 - ☐ No
 - ☐ If yes, please let us know how?
-

2. Has the affect been positive or negative?

- ☐ Positive
 - ☐ Negative
 - ☐ Why?
-

3. If there was designated parking for heavy trucks along the northwest portion of Parkwood, would you be in favour?

- ☐ Yes
 - ☐ No
-



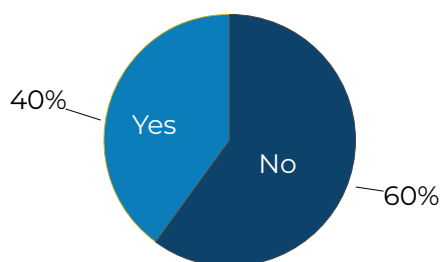
4. If you have anything to add regarding parking along Parkwood Drive, please do so below.

Once you have completed this survey, take a picture and email it to communications@blackfalds.com.

All responses and provided information will be collected anonymously.

If you do not wish to send the survey electronically, please enclose the survey in the provided sealed envelope labeled Parkwood Survey and bring it to the Operations Centre (5200 Duncan Ave). Visitors are required to call ahead 403.885.885.9679 Option "1" or ring the doorbell to access. Face coverings and social distancing are mandatory.

Does the heavy truck parking on Parkwood Drive affect your business?



If yes, how?

"Many of the heavy trucks on Parkwood Drive are guests of the hotel."

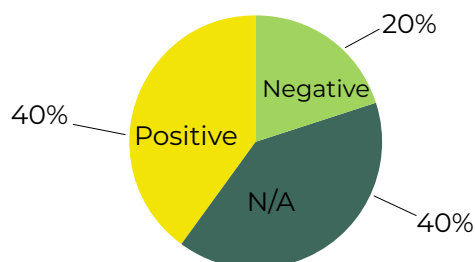
"Brings in traffic to businesses."

"It causes traffic to the cars that want to go to McDonalds."

"Brings us business."

"No effect."

Has the effect been positive or negative?



Additional Comments:

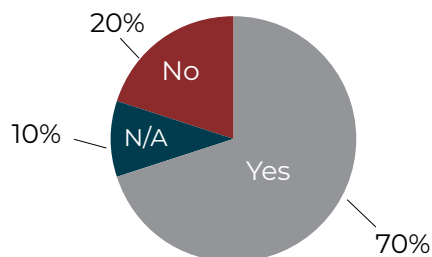
"They bring revenue to our Town, not only the hotel, but so many other businesses in Blackfalds."

"More customers for us."

"The truckers come in to get a hair cut."

"The road is too congested for them."

If there was a designated parking for heavy trucks along the NW portion of Parkwood, would you be in favor?



Additional Comments:

"The trucks do not bother me, there is lots of room for 2 lanes to get by."

"The trucks are beneficial to businesses."

"The road is large enough to accomodate the trucks. We feel it is very important for them to have easy access to the park, use the restrooms, grab food, and rest."

"It does not affect our store right now, but of we can give them a different spot to park that would be great."



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

MEETING DATE: August 10, 2021

PREPARED BY: Preston Weran – Director of Infrastructure and Property Services

SUBJECT: Development/Building Report for July Year to Date, 2021

BACKGROUND:

Attached is the building permit comparison for 2019-2021 for the month of July 2021, year-to-date. We also have shown the comparison for the year-to-date figures for 2020 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.

For the reference of Council, we continued to separate the “Home Business” category out of the “other” designation and given it a separate line as its own category.

Attachments:

- *July 2021 Comparison Report*

Approvals:



CAO Myron Thompson



Department Director/Author

131-21	7-Jul-21	41 McKay Place	R-MHP	Residential	Garage
132-21	12-Jul-21	4921 Westbrooke Road	R-1M	Residential	Basement Reno
133-21	12-Jul-21	65 Murphy Close	R-1M	Residential	Basement Reno
134-21	13-Jul-21	4921 Westbrooke Road	R-1M	Residential	Deck Extension and Enclosure
135-21	13-Jul-21	5437 Vista Trail	R-1M	Residential	SFD
136-21	14-Jul-21	18 Copper Street	R-1M	Residential	Home Business
137-21	14-Jul-21	49 Prospect Close	R-1L	Residential	Deck Extension
138-21	15-Jul-21	50 Westglen Boulevard	R-1M	Residential	Retaining wall replacement
139-21	16-Jul-21	32 Camille Gate	R-1M	Residential	Basement Reno
140-21	19-Jul-21	5633 Panorama Drive	R-1M	Residential	Hot Tub
141-21	19-Jul-21	159 Morris Court	R-1S	Residential	Hot Tub
142-21	28-Jul-21	57 Vermont Close	R-1S	Residential	Basement Reno
143-21	30-Jul-21	4753 Brentwood Drive	R-1M	Residential	Shed



Town of Blackfalds Development/Building Permit Comparison 2019 to 2021

2020 YTD

	2019		2020		2021		June	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
Residential								
SFD	17	\$ 3,812,997.00	24	\$ 5,965,780.00	20	\$ 5,700,960.00	8	\$ 1,705,000.00
Duplexes	4	\$ 670,000.00	12	\$ 3,053,876.00	0	\$ -	6	\$ 1,293,124.00
Manufactured Home	3	\$ 274,000.00	1	\$ 55,000.00	0	\$ -	1	\$ 55,000.00
4-plex	2	\$ 400,000.00	1	\$ 300,000.00	0	\$ -	1	\$ 300,000.00
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	20	\$ 2,931,600.00	0	\$ -	4	\$ 883,340.00	0	\$ -
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Total Res. Dwellings	46	\$ 8,088,597	38	\$ 9,374,656	24	\$ 6,584,300	16	\$ 3,353,124
Garage	10	\$ 206,500.00	23	\$ 556,400.00	8	\$ 208,000.00	13	\$ 289,000.00
Deck	9	\$ 38,000.00	8	\$ 32,400.00	2	\$ 10,000.00	3	\$ 8,400.00
Basement Reno	61	\$ 1,014,820.00	58	\$ 1,067,750.00	25	\$ 598,400.00	27	\$ 380,450.00
Addition	0	\$ -	0	\$ -	1	\$ 25,000.00	0	\$ -
Accessory Suite	0	\$ -	1	\$ -	0	\$ -	0	\$ -
Home Business	27	\$ -	30	\$ -	21	\$ -	17	\$ -
Other	52	\$ 1,331,760.00	58	\$ 989,561.17	31	\$ 409,150.00	39	\$ 711,136.17
Commercial	42	\$ 13,778,510.00	15	\$ 679,700.00	18	\$ 646,735.00	9	\$ 671,600.00
Industrial	6	\$ 38,400.00	5	\$ 459,900.00	3	\$ -	3	\$ 458,900.00
Institutional	1	\$ 5,000.00	3	\$ 29,260,000.00	1	\$ 3,000.00	2	\$ 260,000.00
Agricultural	1	\$ -	3	\$ 31,000.00	1	\$ 13,000.00	2	\$ 31,000.00
Public Facility	13	\$ 694,700.00	12	\$ 25,613,528.50	8	\$ 8,291,000.00	7	\$ 24,950,528.50
TOTAL PERMITS	268	\$ 25,196,287.00	254	\$ 68,064,895.67	143	\$ 16,788,585.00	138	\$ 31,114,138.67
General Yearly Notes:		1- Grocery interior - 2,000,000		1 - 24,600,000 Multi-Plex expansion		1 - 2,500,000 East Area Linear Wetland Ph. 2		
		1 - 7,000,000 Blackfalds Crossing Phase 1A		1 - 29,000,000 Wolf Creek High School		1 - 5,500,000 Womacks/Gregg St. Alignment Project		
		1 - McDonalds 2,100,000						



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

COUNCIL MEETING DATE: August 10, 2021

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

SUBJECT: Blackfalds Protective Services Monthly Report for July 2021

BACKGROUND:

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

DISCUSSION:

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

FINANCIAL IMPLICATIONS:

None

Attachments:

- *Municipal Enforcement: statistics, July 2021*
- *RCMP Statistics June 2021*

Approvals:

A handwritten signature in blue ink, appearing to read "Myron Thompson".

CAO Myron Thompson

A handwritten signature in blue ink, appearing to read "Ken B. Morrison".

Department Director/Author



Blackfalds Protective Services

July 2021 Monthly Report

Protective Services

Town of Blackfalds Municipal Enforcement:

During the month of July Municipal enforcement officers issued 78 Provincial violation tickets and 4 Municipal violation tickets. July once again was a very busy month for officers with 104 operational files being opened and investigated. Over 60 Municipal Bylaw warnings were given. Warnings are generally given in the first instance for bylaw infractions, residents are provided time to rectify the problem, if it isn't completed in the time allotted violation tickets may be issued. Numerous warnings were given during traffic stops as well. Warnings may be issued when there are multiple offences, officers may choose to only issue one violation, they may also be given at the discretion of the officer depending on circumstances.

During the month of July, officers continued to be proactive in dealing with unsightly properties and parking of recreational vehicles. There are a few remaining lots in town where companies have not complied, these will be addressed in August and a contractor will be hired to clear them. 31 files under the Community Standards bylaw, with the majority of these relating to noise complaints and unsightly properties.

13 files were opened and investigated under the Traffic Bylaw, the majority of these were related to parking violations. The parking of RV's continues to be a problem within the town with many owners disregarding the bylaws. The department will be issuing tickets in the coming months to repeat offenders.

Officers investigated 17 complaints related to animals. Most calls reported were in relation to dogs or cats at large. Two files were received were related to animal bites, one involving a dog attacking and killing another dog.

During the month of August, officers will be focussing on alleys within the town, ensuring residents are aware of their responsibilities to keep these areas clean. Officers will also continue to focus on the parking of recreational vehicles and educating the public on the requirements under the Bylaw as well as continued focus on traffic enforcement throughout the municipality.

Violation tickets issued.

In total 82 violation tickets were issued, these ranged from 59 under the Traffic Safety Act, 8 under the Use of Highway and Rules of the Road Regulation, 8 under the Vehicle Equipment Regulation, 3 under the Operator Licensing and Vehicle Control Regulation, 3 under the Traffic Bylaw and 1 under the Community Standards Bylaw. Approximately \$17,000 in fines were given.

Speed Signs:

Pioneer Way SB:

The total vehicle count from June 28th to July 31st was 14,216. The average speed recorded was 37 km/h. The highest speed recorded was 88 km/h. 257 vehicles were recorded exceeding



Blackfalds Protective Services

July 2021 Monthly Report

by 10-20 km/h over the posted speed. 21 vehicles were recorded exceeding the speed limit by 20-30 km/h. 4 vehicles were recorded exceeding 30 km/h over the posted speed limit.

Westbrooke Rd:

The total vehicle count from June 28th to August 1st was 20,635 vehicles. During this time, the average speed was 36 km/h. The highest speed recorded was 87 km/h. 275 vehicles were recorded travelling exceeding 10-20 km/h over the posted speed limit. 22 vehicles were recorded travelling exceeding 20-30 km/h over the posted speed limit. 8 vehicles were recorded travelling exceeding 30 km/h over the speed limit.

Municipal Enforcement Month End Report attached:

Blackfalds Fire Rescue

During the month of July, the department was continuing with training two evenings a week. Tuesday evenings they have been teaching the NFPA 1072 Hazmat Awareness and Operations. Wednesday evenings they have been focusing on rural response for water evolutions, initial setup of drafting ponds and the water shuttles operations.

They continue to focus on the yearly competencies ensuring they meet and exceed the OH&S requirements during training evenings.

The RFP to replace the Towns front line Fire Apparatus (Engine 101) which is the E-One Spartan Custom Cab is in the finalization process prior to bringing it to Administration.

Firefighters wage review is also being finalized prior to bringing it forward to Administration.

With the restrictions lifted July 1st, the department continues to follow COVID protocols for sanitizing the units and station to protect members from any possible outbreaks or infections. COVID-19 will continue to be monitored into the fall ensuring members remain healthy and available to respond to calls.

The department responded to twelve incidents a summary is attached for July.

Fire Department – July 2021 – INCIDENT SUMMARY – PAGE 1 of 1

Call #	Date	Incident Type	Dispatch Event #	Location	RCMP #	MAFP 1244
0086	1	Alarm	202107011245	Corp Limits	N/A	N/A
0087	2	Alarm	202107021742	Lacombe County	N/A	N/A
0088	2	HAZ-70 Public Hazard	202107021842	Corp Limits	N/A	N/A
0089	3	Investigation Fire	202107031346	Lacombe County	N/A	N/A
0090	3	Alarm	202107032032	Corp Limits	N/A	N/A



Blackfalds Protective Services

July 2021 Monthly Report

0091	6	Alarm	202107061017	Lacombe County	N/A	N/A
0092	8	Motor Vehicle incident	202107082313	Corp Limits	Yes	EMS
0093	8	Motor Vehicle incident	202107082313	Lacombe County	Yes	EMS
0094	9	Alarm	202107091428	Lacombe County	N/A	N/A
0095	9	Mutual Aid	202107092116	Lacombe County	YES	EMS
0096	11	Alarm	202107111220	Corp Limits	N/A	N/A
0097	14	Investigation Smoke	202107141433	Lacombe County	N/A	N/A
0098	16	Fire Grass/Brush	202107161747	Lacombe County	N/A	N/A
0099	16	Motor Vehicle Incident	2021072055	Lacombe County	YES	N/A
0100	18	Alarm	202107181355	Corp Limits	N/A	N/A
0101	23	Gas Leak	202107231504	Lacombe County	N/A	N/A

Occupational Health & Safety

- Deputy Chief Elder has continued to work with all departments and their reporting within Corepoint.
- The Joint Health and Safety Committee meeting was held on July 20th, all committees were represented. Committees are having their regular meetings and departments are working hard to get their guidelines and Hazard assessments added to corepoint. The Emergency plans under OHS are going well for the new arena, including representatives from the library in putting these together.

Blackfalds RCMP

- Cpl. Dallas Traill has now started and taken on the role of NCO I/C (Non-Commissioned Officer, In Charge) of the GIS unit.
- See attached reports for the month of June.

Emergency Management

- Manager Morrison continues to monitor the COVID-19 situation within the province and country, providing updates weekly.
- ICS 200 course will be hosted by LREMP on September 7th – 8th, this will be hosted by Lacombe County.
- ICS 300 course will be hosted by LREMP on October 26th – 28th, this will be hosted at the Blackfalds Firehall.
- AEMA ESS Facility Management Course will be offered on November 4th and December 2, this is a full day course.



Blackfalds Protective Services

July 2021 Monthly Report

Ken Morrison

A handwritten signature in blue ink that reads "Ken B. Morrison". The signature is written on a white rectangular background that is slightly tilted.

Emergency Management and Protective Services Manager

Blackfalds Municipal Detachment
Crime Statistics (Actual)
Q1: 2017 - 2021

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

July 6, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	1	0	N/A	-100%	0.1
Robbery		1	0	0	0	5	400%	N/A	0.8
Sexual Assaults		1	5	1	0	2	100%	N/A	-0.3
Other Sexual Offences		1	1	3	0	1	0%	N/A	-0.1
Assault		17	27	26	24	24	41%	0%	1.1
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		9	7	8	15	13	44%	-13%	1.6
Uttering Threats		6	12	10	14	14	133%	0%	1.8
TOTAL PERSONS		35	52	48	55	59	69%	7%	5.1
Break & Enter		9	7	17	12	13	44%	8%	1.3
Theft of Motor Vehicle		13	14	15	8	16	23%	100%	0.0
Theft Over \$5,000		1	0	0	1	5	400%	400%	0.9
Theft Under \$5,000		36	56	53	27	26	-28%	-4%	-4.9
Possn Stn Goods		11	5	10	7	3	-73%	-57%	-1.4
Fraud		6	12	6	21	12	100%	-43%	2.1
Arson		1	1	1	1	1	0%	0%	0.0
Mischief - Damage To Property		0	0	1	17	20	N/A	18%	5.7
Mischief - Other		49	34	43	17	8	-84%	-53%	-9.9
TOTAL PROPERTY		126	129	146	111	104	-17%	-6%	-6.2
Offensive Weapons		3	0	3	2	1	-67%	-50%	-0.2
Disturbing the peace		11	12	14	17	7	-36%	-59%	-0.3
Fail to Comply & Breaches		10	7	11	8	6	-40%	-25%	-0.7
OTHER CRIMINAL CODE		7	11	7	5	6	-14%	20%	-0.8
TOTAL OTHER CRIMINAL CODE		31	30	35	32	20	-35%	-38%	-2.0
TOTAL CRIMINAL CODE		192	211	229	198	183	-5%	-8%	-3.1

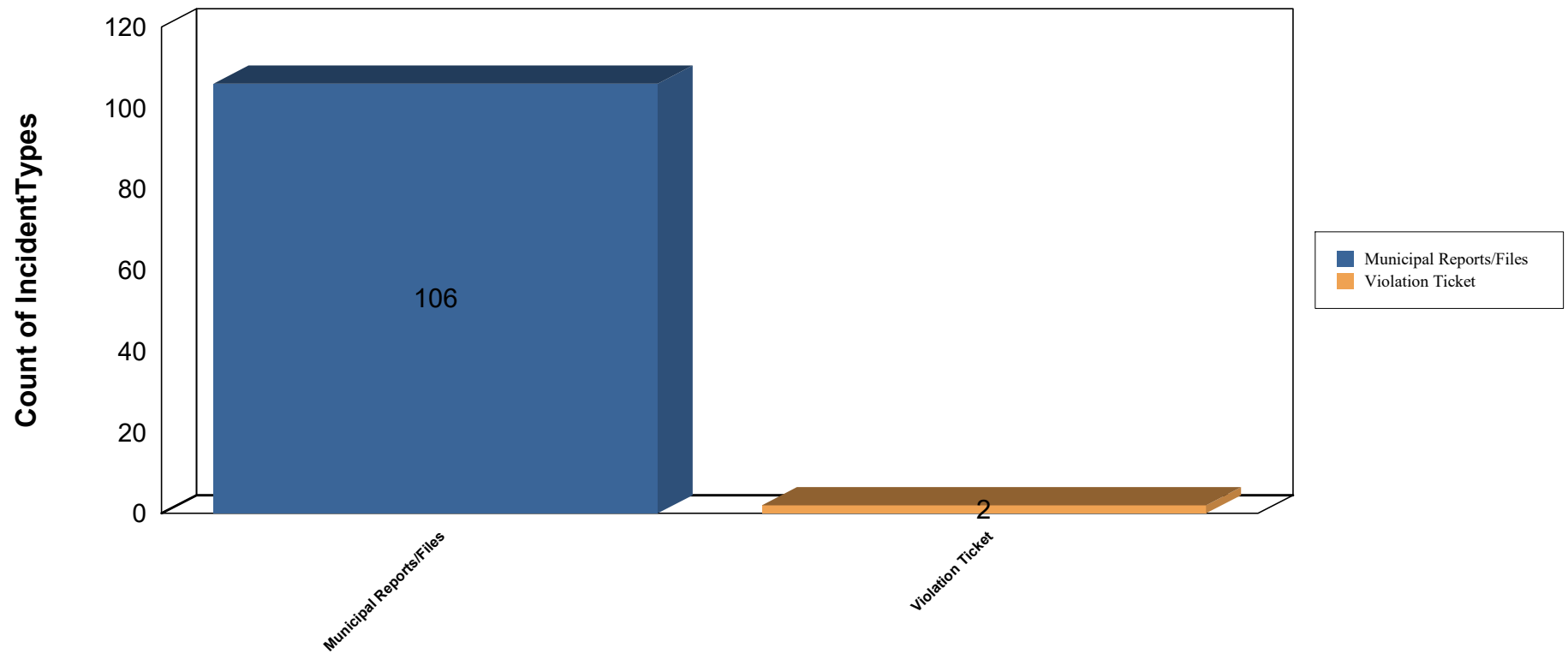
Blackfalds Municipal Detachment
Crime Statistics (Actual)
Q1: 2017 - 2021

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

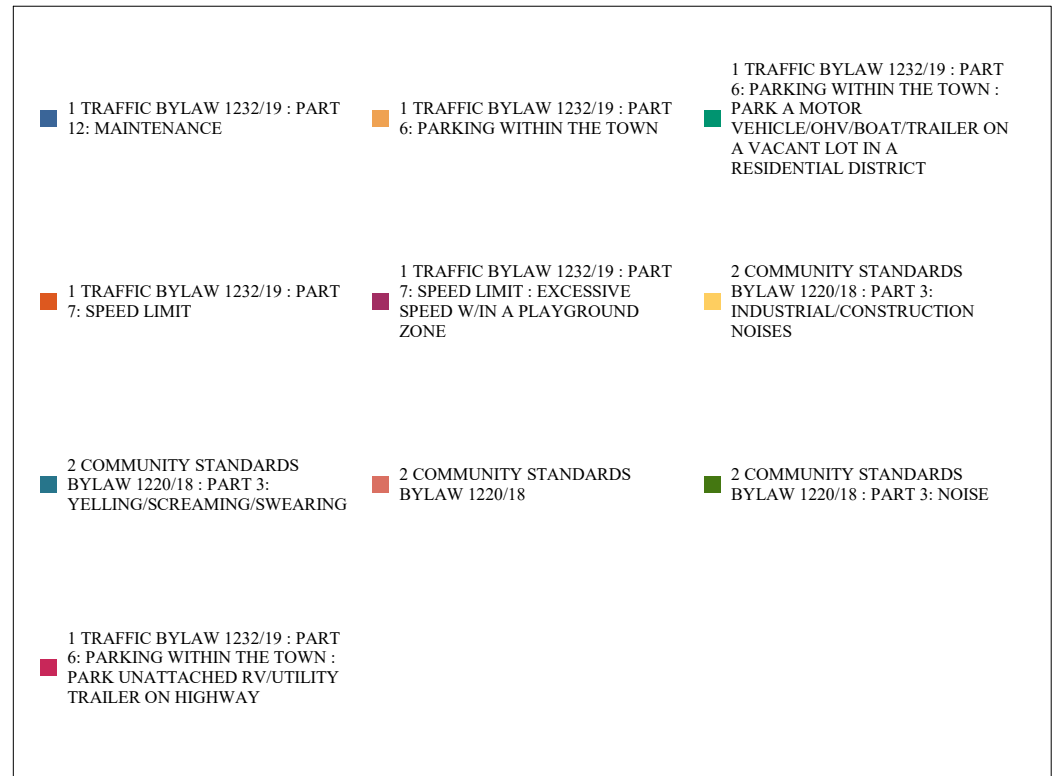
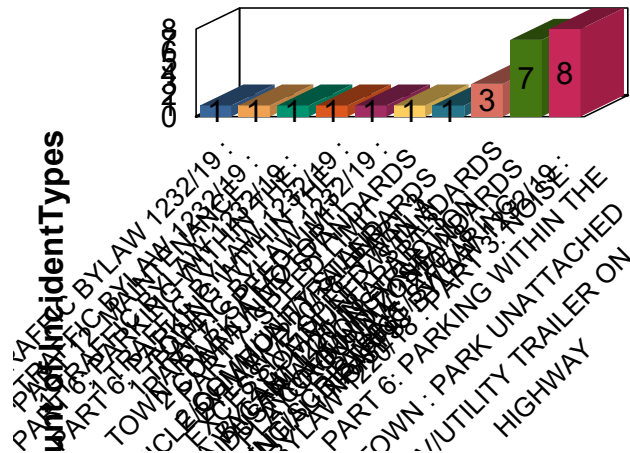
July 6, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		7	4	4	1	1	-86%	0%	-1.5
Drug Enforcement - Trafficking		4	0	1	0	1	-75%	N/A	-0.6
Drug Enforcement - Other		0	0	1	0	0	N/A	N/A	0.0
Total Drugs		11	4	6	1	2	-82%	100%	-2.1
Cannabis Enforcement		0	0	0	0	1	N/A	N/A	0.2
Federal - General		2	1	0	3	1	-50%	-67%	0.0
TOTAL FEDERAL		13	5	6	4	4	-69%	0%	-1.9
Liquor Act		1	1	1	4	3	200%	-25%	0.7
Cannabis Act		0	0	0	1	2	N/A	100%	0.5
Mental Health Act		13	11	15	22	27	108%	23%	3.9
Other Provincial Stats		37	35	50	34	41	11%	21%	0.7
Total Provincial Stats		51	47	66	61	73	43%	20%	5.8
Municipal By-laws Traffic		3	4	3	6	0	-100%	-100%	-0.4
Municipal By-laws		23	22	28	65	36	57%	-45%	6.9
Total Municipal		26	26	31	71	36	38%	-49%	6.5
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		3	1	1	0	3	0%	N/A	-0.1
Property Damage MVC (Reportable)		16	15	20	18	22	38%	22%	1.5
Property Damage MVC (Non Reportable)		5	4	4	6	2	-60%	-67%	-0.4
TOTAL MVC		24	20	25	24	27	13%	13%	1.0
Roadside Suspension - Alcohol (Prov)		0	0	0	0	7	N/A	N/A	1.4
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		83	142	89	82	106	28%	29%	-1.4
Other Traffic		3	1	1	1	1	-67%	0%	-0.4
Criminal Code Traffic		15	13	17	12	10	-33%	-17%	-1.1
Common Police Activities									
False Alarms		54	42	24	10	3	-94%	-70%	-13.4
False/Abandoned 911 Call and 911 Act		4	7	4	4	3	-25%	-25%	-0.5
Suspicious Person/Vehicle/Property		34	40	57	68	55	62%	-19%	7.0
Persons Reported Missing		4	2	9	3	7	75%	133%	0.7
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		38	44	47	56	39	3%	-30%	1.4
Form 10 (MHA) (Reported)		0	0	0	1	3	N/A	200%	0.7

Count of Reports Completed



Count of Incident Types



0.83% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 12: MAINTENANCE

0.83% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN

0.83% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A MOTOR VEHICLE/OHV/BOAT/TRAILER ON A VACANT LOT IN A RESIDENTIAL DISTRICT

0.83% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT

0.83% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED W/IN A PLAYGROUND ZONE

0.83% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: INDUSTRIAL/CONSTRUCTION NOISES

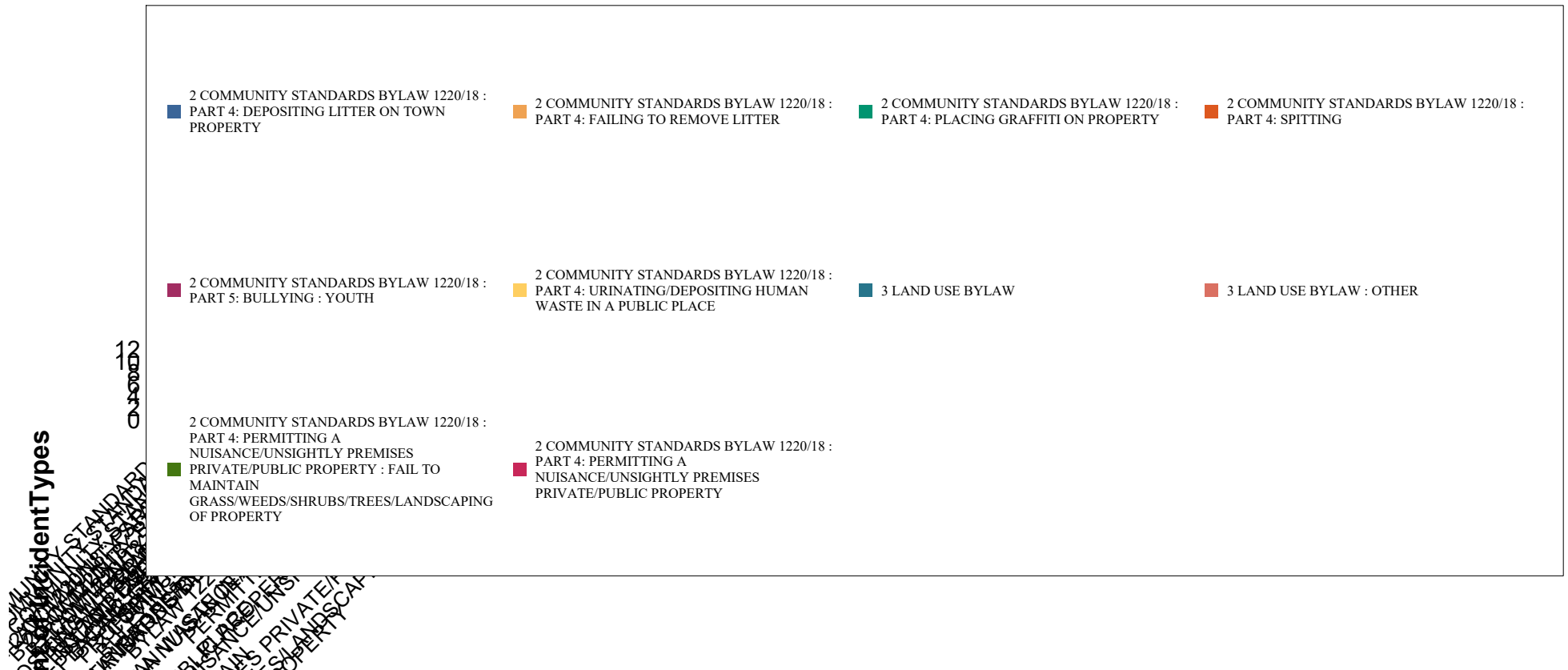
0.83% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: YELLING/SCREAMING/SWEARING

2.48% # of Reports: 3 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18

5.79% # of Reports: 7 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE

**6.61% # of Reports: 8 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED
RV/UTILITY TRAILER ON HIGHWAY**

Count of Incident Types



0.83% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: DEPOSITING LITTER ON TOWN PROPERTY

0.83% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: FAILING TO REMOVE LITTER

0.83% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PLACING GRAFFITI ON PROPERTY

0.83% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: SPITTING

0.83% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 5: BULLYING : YOUTH

1.65% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: URINATING/DEPOSITING HUMAN WASTE IN A PUBLIC PLACE

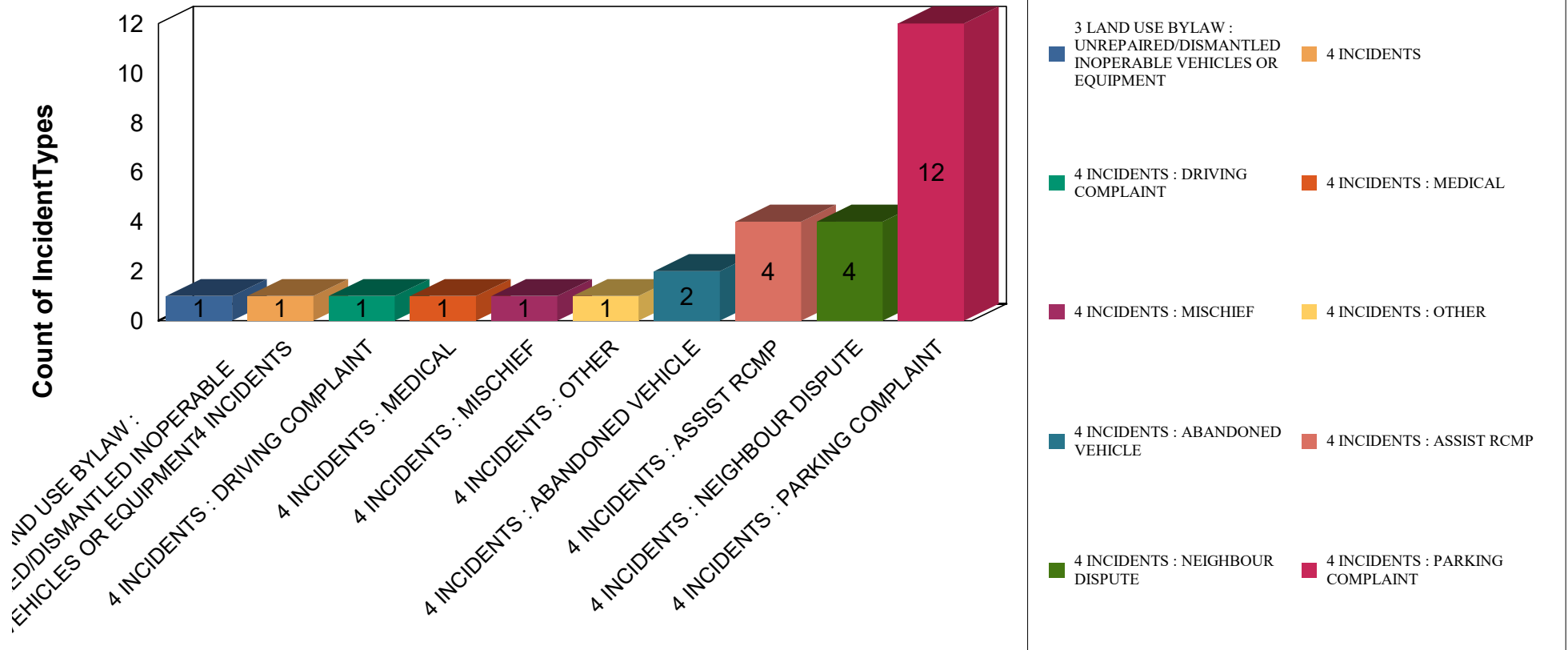
1.65% # of Reports: 2 Municipal Reports/Files 3 LAND USE BYLAW

1.65% # of Reports: 2 Municipal Reports/Files 3 LAND USE BYLAW : OTHER

2.48% # of Reports: 3 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY : FAIL TO MAINTAIN GRASS/WEEDS/SHRUBS/TREES/LANDSCAPING OF PROPERTY

9.09% # of Reports: 11 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY

Count of Incident Types



0.83% # of Reports: 1 Municipal Reports/Files 3 LAND USE BYLAW : UNREPAIRED/DISMANTLED INOPERABLE VEHICLES OR EQUIPMENT

0.83% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS

0.83% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : DRIVING COMPLAINT

0.83% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : MEDICAL

0.83% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : MISCHIEF

0.83% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : OTHER

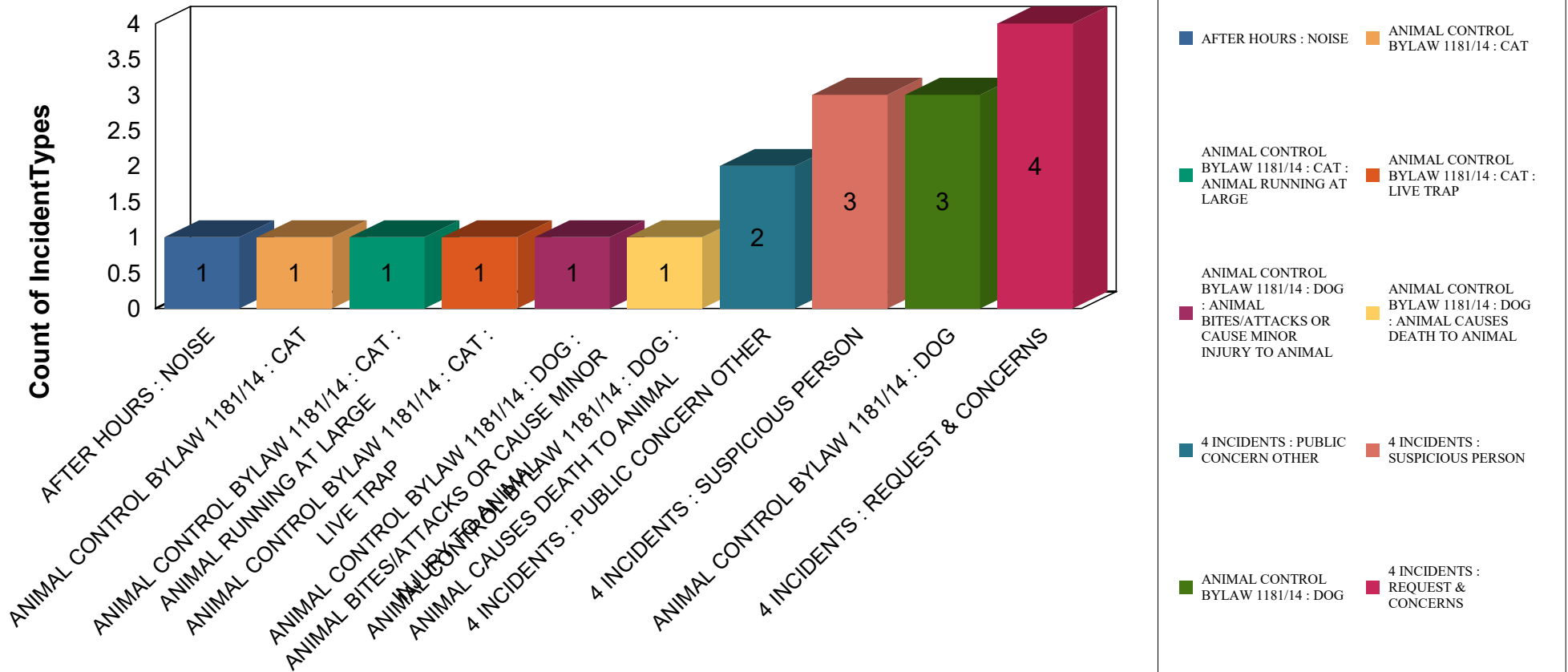
1.65% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : ABANDONED VEHICLE

3.31% # of Reports: 4 Municipal Reports/Files 4 INCIDENTS : ASSIST RCMP

3.31% # of Reports: 4 Municipal Reports/Files 4 INCIDENTS : NEIGHBOUR DISPUTE

9.92% # of Reports: 12 Municipal Reports/Files 4 INCIDENTS : PARKING COMPLAINT

Count of Incident Types



0.83% # of Reports: 1 Municipal Reports/Files AFTER HOURS : NOISE

0.83% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT

0.83% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT : ANIMAL RUNNING AT LARGE

0.83% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : CAT : LIVE TRAP

0.83% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES/ATTACKS OR CAUSE MINOR INJURY TO ANIMAL

0.83% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL CAUSES DEATH TO ANIMAL

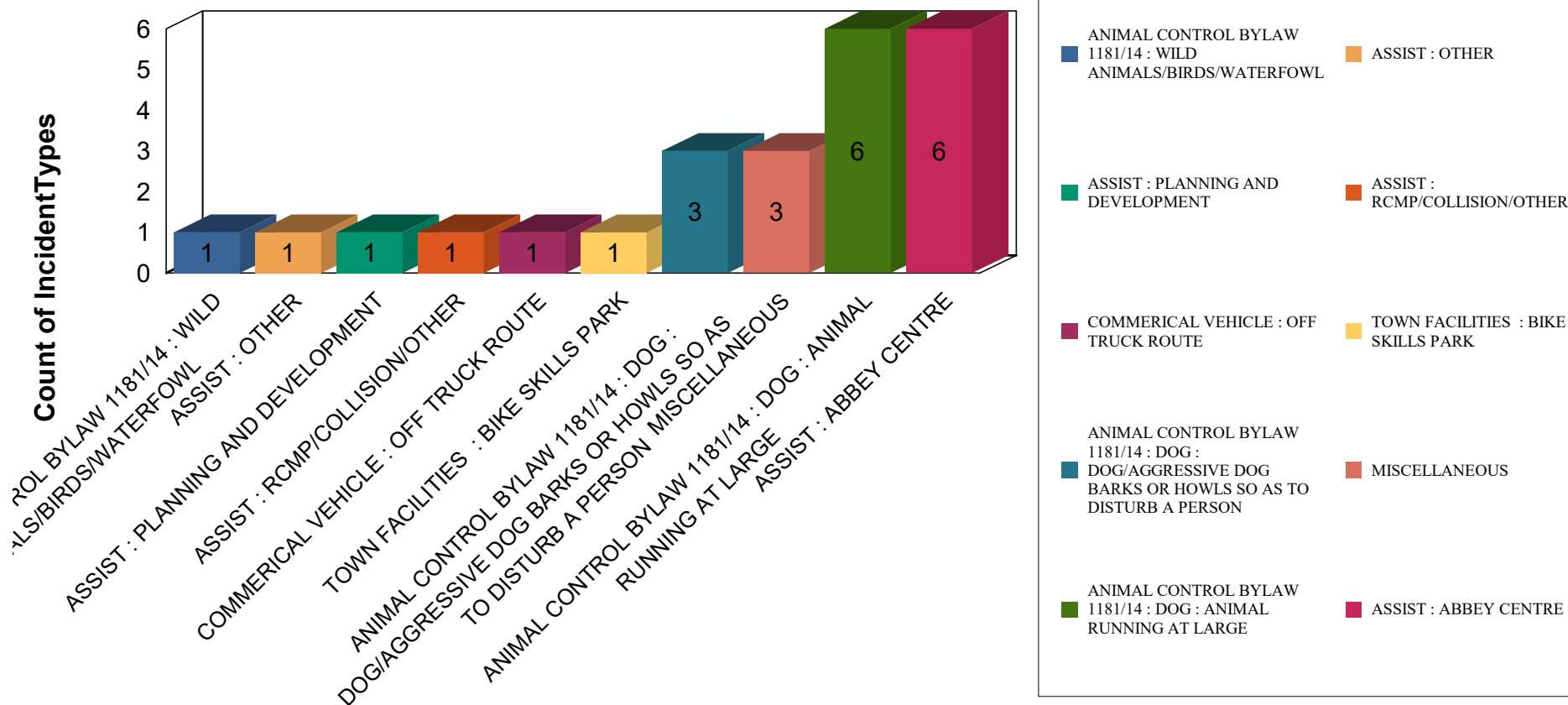
1.65% # of Reports: 2 **Municipal Reports/Files** 4 INCIDENTS : PUBLIC CONCERN OTHER

2.48% # of Reports: 3 **Municipal Reports/Files** 4 INCIDENTS : SUSPICIOUS PERSON

2.48% # of Reports: 3 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG

3.31% # of Reports: 4 **Municipal Reports/Files** 4 INCIDENTS : REQUEST & CONCERNS

Count of Incident Types



0.83% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL

0.83% # of Reports: 1 Municipal Reports/Files ASSIST : OTHER

0.83% # of Reports: 1 Municipal Reports/Files ASSIST : PLANNING AND DEVELOPMENT

0.83% # of Reports: 1 **Municipal Reports/Files** ASSIST : RCMP/COLLISION/OTHER

0.83% # of Reports: 1 **Municipal Reports/Files** COMMERICAL VEHICLE : OFF TRUCK ROUTE

0.83% # of Reports: 1 **Municipal Reports/Files** TOWN FACILITIES : BIKE SKILLS PARK

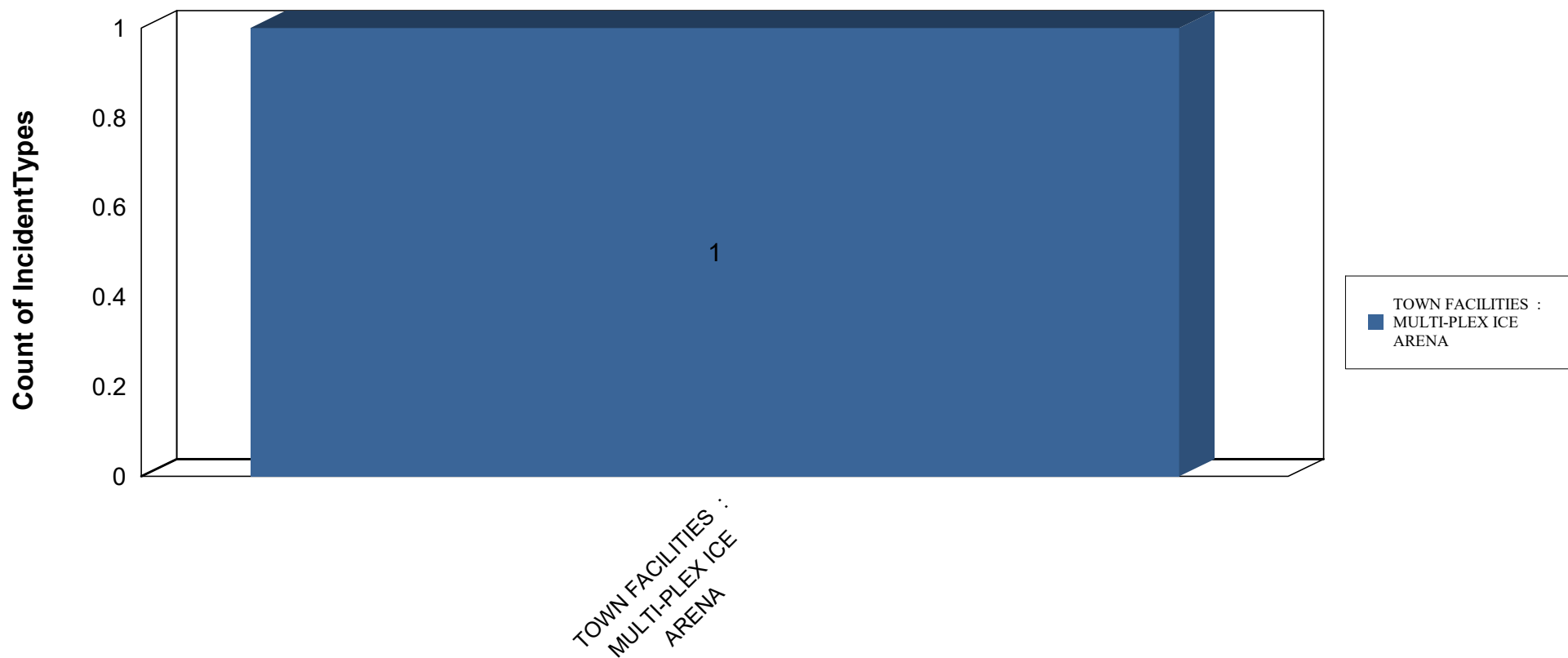
2.48% # of Reports: 3 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG/AGGRESSIVE DOG BARKS OR HOWLS SO AS TO DISTURB A PERSON

2.48% # of Reports: 3 **Municipal Reports/Files** MISCELLANEOUS

4.96% # of Reports: 6 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL RUNNING AT LARGE

4.96% # of Reports: 6 **Municipal Reports/Files** ASSIST : ABBEY CENTRE

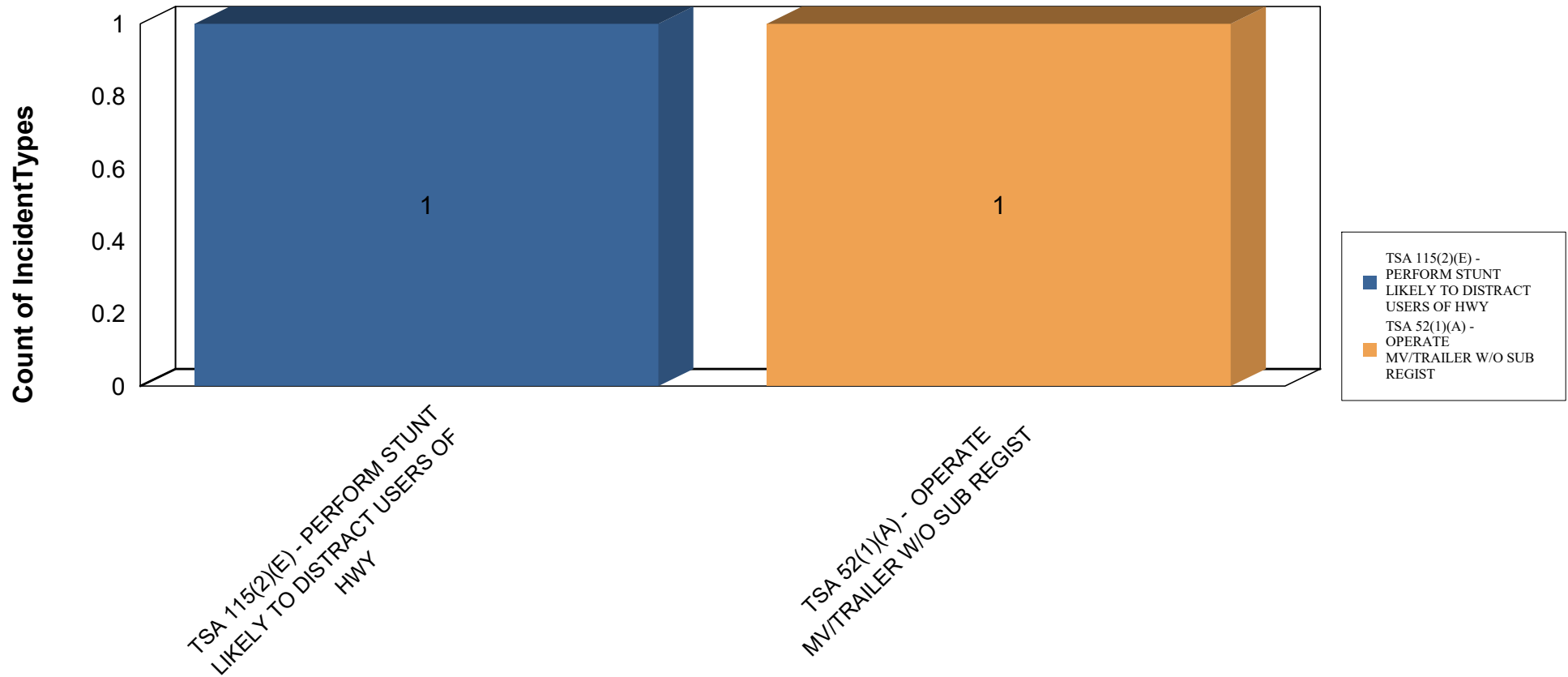
Count of Incident Types



0.83% # of Reports: 1 Municipal Reports/Files TOWN FACILITIES : MULTI-PLEX ICE ARENA

Grand Total: 100.00% Total # of Incident Types Reported: 121 Total # of Reports: 106

Count of Incident Types



50.00% # of Reports: 1 Violation Ticket TSA 115(2)(E) - PERFORM STUNT LIKELY TO DISTRACT USERS OF HWY

50.00% # of Reports: 1 Violation Ticket TSA 52(1)(A) - OPERATE MV/TRAILER W/O SUB REGIST

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

Grand Total: 100.00% Total # of Incident Types Reported: 123



Blackfalds Municipal Detachment - 2020 Crime Severity Index

2021/07/27

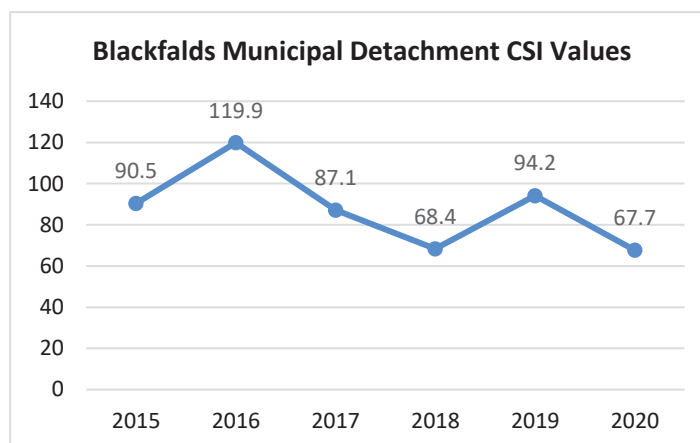
On July 27, 2021 Statistics Canada released their annual report *Police-reported crime statistics in Canada, 2020*. One portion of this report contained the calculated CSI values for 2020, as well as revised values for 2019.

CSI Values

The Blackfalds Municipal Detachment's 2020 CSI value is 67.7. This is a decrease of 28.2% when compared to the newly revised 2019 CSI value of 94.2.

The overall CSI in Alberta for 2020 was 107.4, which is an 11% decrease when compared to 2019.

The chart to the right shows the CSI values for the Blackfalds Municipal Detachment from 2015 to 2020.



Main Contributors and Drivers to CSI

The table below contains the top 10 contributors to the Blackfalds Municipal Detachment's CSI in 2020.

Top 10 Contributors to CSI - 2020		
Crime Category	% of CSI	# of Offences
Break & Enter	20.3%	47
Fraud	14.3%	59
Assault	9.9%	74
Theft Under \$5,000	7.9%	104
Theft of Motor Vehicle	7.1%	49
Mischief To Property	6.6%	109
Other Criminal Code Offences	4.9%	50
Possession of Stolen Goods	4.5%	18
Drug Enforcement - Trafficking	3.4%	6
Criminal Code Traffic	3.1%	42
Total for Top Ten	82.0%	558

In 2020 Break & Enter Offences accounted for 20.3% of the Blackfalds Municipal Detachment's CSI.

The top ten CSI contributors, listed in the table to the left accounted for a combined total of 82.0% of the Blackfalds Municipal Detachment's CSI.

The largest driver to the decrease in CSI from 2019 to 2020 was a decrease in Homicides offences. There were 1 less in 2020 than in 2019. This caused a CSI decrease of 11 points.

The top 3 drivers to the decrease in CSI, as well as the top 2 increases can be found in the tables below.

Top 3 Drivers to CSI Decrease from 2019 to 2020		
Crime Category	CSI Change	Offence Diff
Homicides	-11.0	-1
Break & Enter	-8.5	-26
Possession of Stolen Goods	-3.7	-18

Top 2 CSI Increases from 2019 to 2020		
Crime Category	CSI Change	Offence Diff
Assault	3.3	8
Fraud	1.1	10



What is the Crime Severity Index (CSI)?

The CSI tracks changes in the severity of police-reported crime by accounting for both the amount of crime reported by police in a given jurisdiction, as well as the relative seriousness of these crimes. It tells not only how much crime is coming to the attention of police, but also how serious that crime is.

By design, the specific CSI value in a given jurisdiction depends on its mix of crimes and their relative seriousness. If a jurisdiction has a high proportion of less serious (and therefore lower weighted) offences, it will have a lower CSI value. Conversely, a jurisdiction with a high proportion of more serious crimes will have a higher CSI value. The base line for measurement of the CSI is 100.

Detachments with a population close to or less than 5,000 should compare CSI rates with caution (both previous year's rates for their own jurisdiction and with other detachments). The lower the population in a jurisdiction, the more easily a CSI value can be influenced by offences that are more serious in nature. Because of this, CSI values are not calculated by Statistics Canada for jurisdictions with populations of 1,000 or less.

What is used to Calculate the CSI?

Only Criminal Code occurrences that are submitted to the Canadian Centre for Justice Statistics (CCJS) are used in the calculation of CSI values. Of those occurrences, only the most serious offence (Line 1 of the UCR scoring) is taken into account. For example, if there is an occurrence that involved a Break & Enter, an Assault, and a Theft of Motor Vehicle, only the Assault would be counted towards the CSI calculation.

Each type of offence is assigned a "weight" to reflect its general severity. The total of all of the weights for a given jurisdiction are then calculated against the population for that area in order to come up with the CSI. The lower the population, the more influence the weights have on the final value.

Notes

Since the CSI is calculated using only Line 1 of UCR scoring of occurrences that are submitted to CCJS, any offence counts that are presented in this report will differ from other crime statistics reports by the Strategic Analysis and Research Unit.

The Crime Categories presented in this report contain numerous individual offences, each of which can have different weightings. Due to this, there can actually be a decrease in the total number of offences in a category but still an increase in that category's CSI contribution (or vice versa).

Statistics Canada uses population estimates to calculate CSI values. These estimates are updated every year. This is why there is a revised 2019 CSI value. When the 2021 CSI values are released in July 2022 there will also be revised 2020 values released.

Should there be any further questions regarding CSI values or trends, please contact RCMP "K" Division's Strategic Analysis and Research Unit.



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

MEETING DATE: August 10, 2021

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

SUBJECT: BOLT KPI Report Information July 2021

BACKGROUND:

Since September 1, 2020, the Town of Blackfalds has been operating the new BOLT 2.0 On Demand Transportation service. Our routes, application, schedule, ticket procurement and service stop maps have been working well over the course of this new service model. As an On-demand digital community commuter service, our wheelchair accessible van has been working well. This new ride allows for five-day service from 6:00 a.m. to 8:00 p.m. with many more boarding options for our residents and visitors within town and one stop at the Kingston Hub at the north end of Red Deer. More information is available here: <https://www.blackfalds.com/living-here/bolt-transit>.

DISCUSSION:

We are pleased to provide Council with the following information for the month. The first page of the report shows the July stats and associated mapping, while the remainder of the pages outlines the trending comparison since start of the year. The data dates are highlighted in the white box on the left side of each sheet for reference.

ADMINISTRATIVE RECOMMENDATION:

1. That Council accepts this report as information.

ALTERNATIVES:

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

FINANCIAL IMPLICATIONS:

None

Attachments:

- July 2021 monthly report and yearly trending report

Approvals:



CAO Myron Thompson



Department Director/Author

Monthly KPI Metric Summaries Report

Blackfalds

Month	# Riders	# New Riders	# Repeat Riders	Avg. Rides Per Rider	# Passengers Completed	# Rides Completed	Shared Rides (%)	Avg. Shared Fare Occupancy	Avg. Daily User Conversion Rate (%)	Avg. Ride Rating	% Rides With 1-2 Star Ratings and Comments	# Abandoned Rides	Pickup Violations (%)	Dropoff Violations (%)
Jul 2021	22	8	14	6.9	173	151	24%	2.1	67%	4.9	3%	0	0%	0%
Jun 2021	23	5	18	10.6	256	243	40%	2.2	78%	4.9	3%	0	1%	1%
May 2021	23	6	17	8.0	195	183	26%	2.2	84%	4.9	2%	0	1%	0%
Apr 2021	23	5	18	9.2	228	212	37%	2.2	83%	4.9	4%	0	1%	0%
Mar 2021	22	6	16	12.4	299	273	45%	2.1	82%	5.0	4%	0	2%	0%
Feb 2021	17	6	11	9.6	172	163	21%	2.1	83%	5.0	2%	0	1%	0%
Jan 2021	26	8	18	8.3	234	217	33%	2.2	86%	5.0	4%	2	0%	1%
Dec 2020	21	4	17	8.4	203	177	26%	2	82%	5.0	5%	0	1%	1%
Nov 2020	30	11	19	9.2	299	276	40%	2.2	87%	5.0	2%	2	3%	1%
Oct 2020	27	12	15	9.2	266	249	43%	2.2	78%	5.0	8%	3	6%	4%
Sep 2020	36	33	3	5.9	228	212	44%	2.2	69%	4.9	7%	5	3%	4%
Aug 2020	3	3	0	1.3	4	4	0%	-	43%	4.7	0%	0	0%	0%

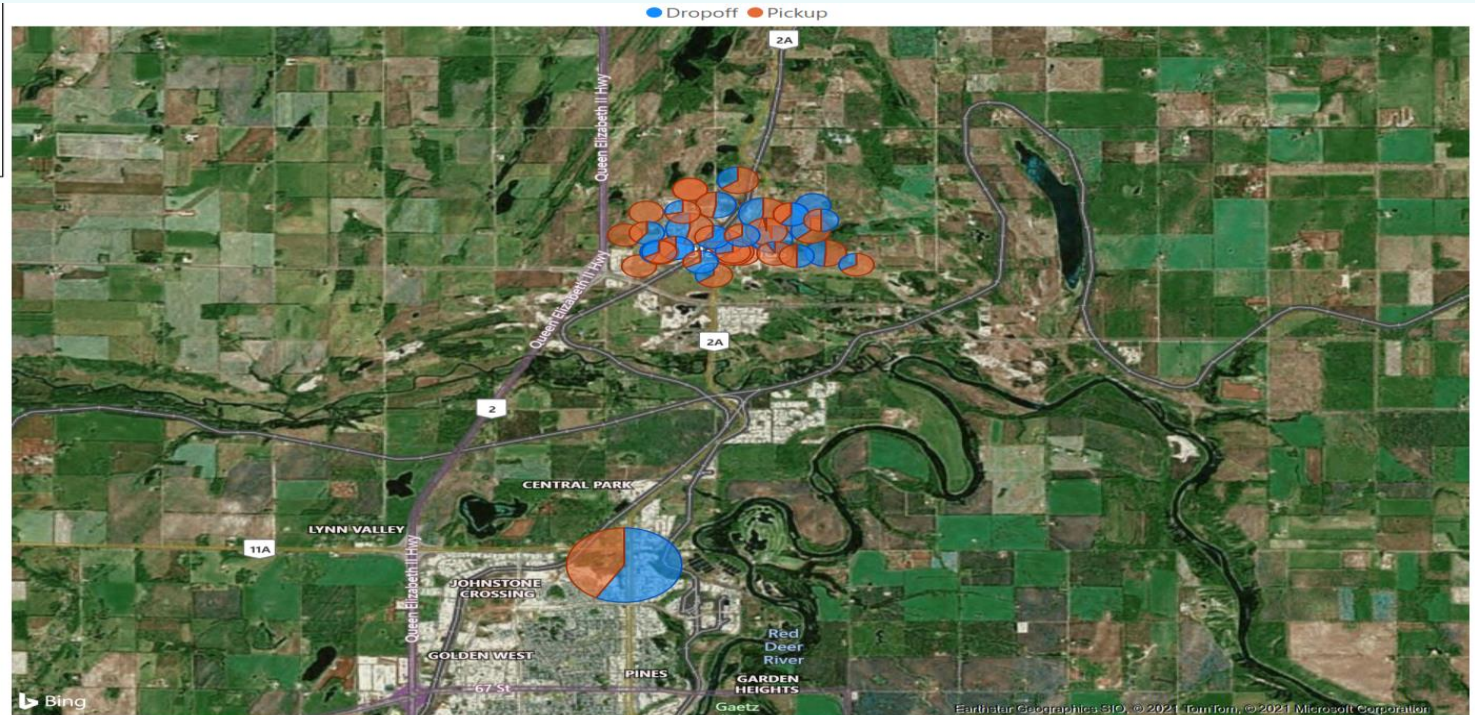
Program
☒ Blackfalds

ServiceDay

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

Date

01/05/2021 31/07/2021



Program

☒ Blackfalds

ServiceDay

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

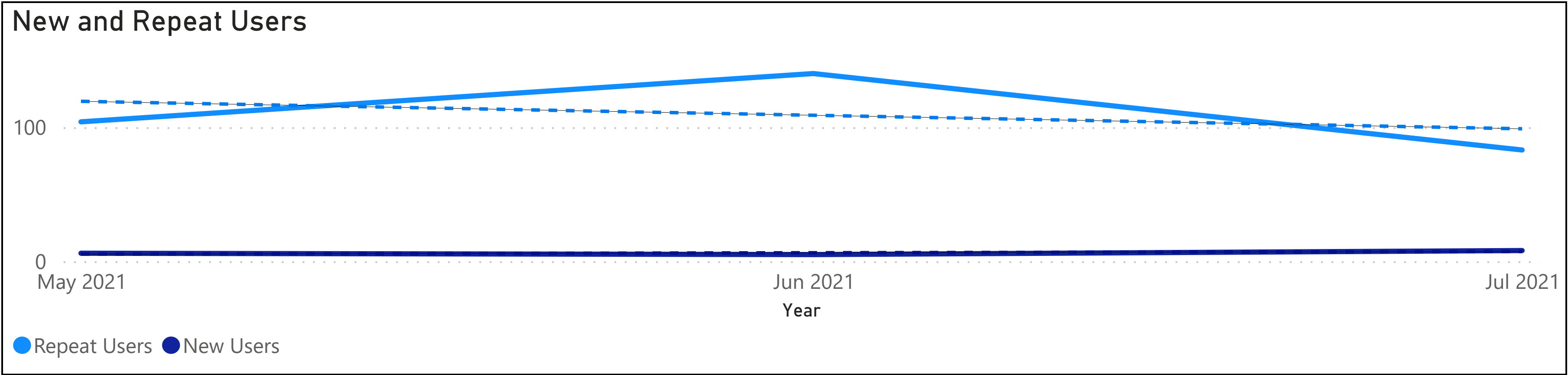
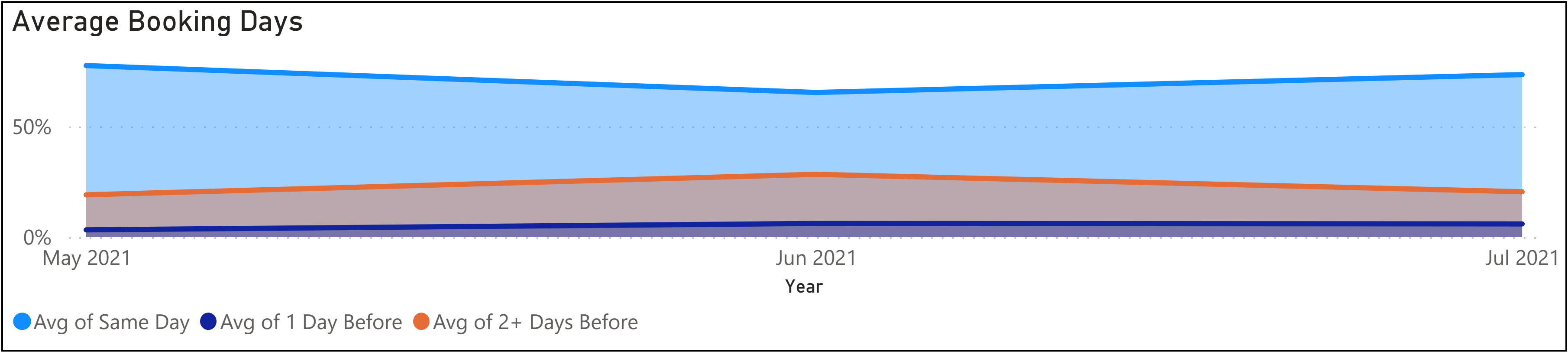
Date

01/05/2021

31/07/2021

8.68

Avg Actual Trip Duration (min)



Year	2021				
Program	Avg of Same Day	Avg of 1 Day Before	Avg of 2+ Days Before	New Users	Repeat Users
Blackfalds	71.4%	5.2%	23.4%	19	327
Total	71.4%	5.2%	23.4%	19	327

Program

☒ Blackfalds

ServiceDay

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

Date

01/05/2021

31/07/2021



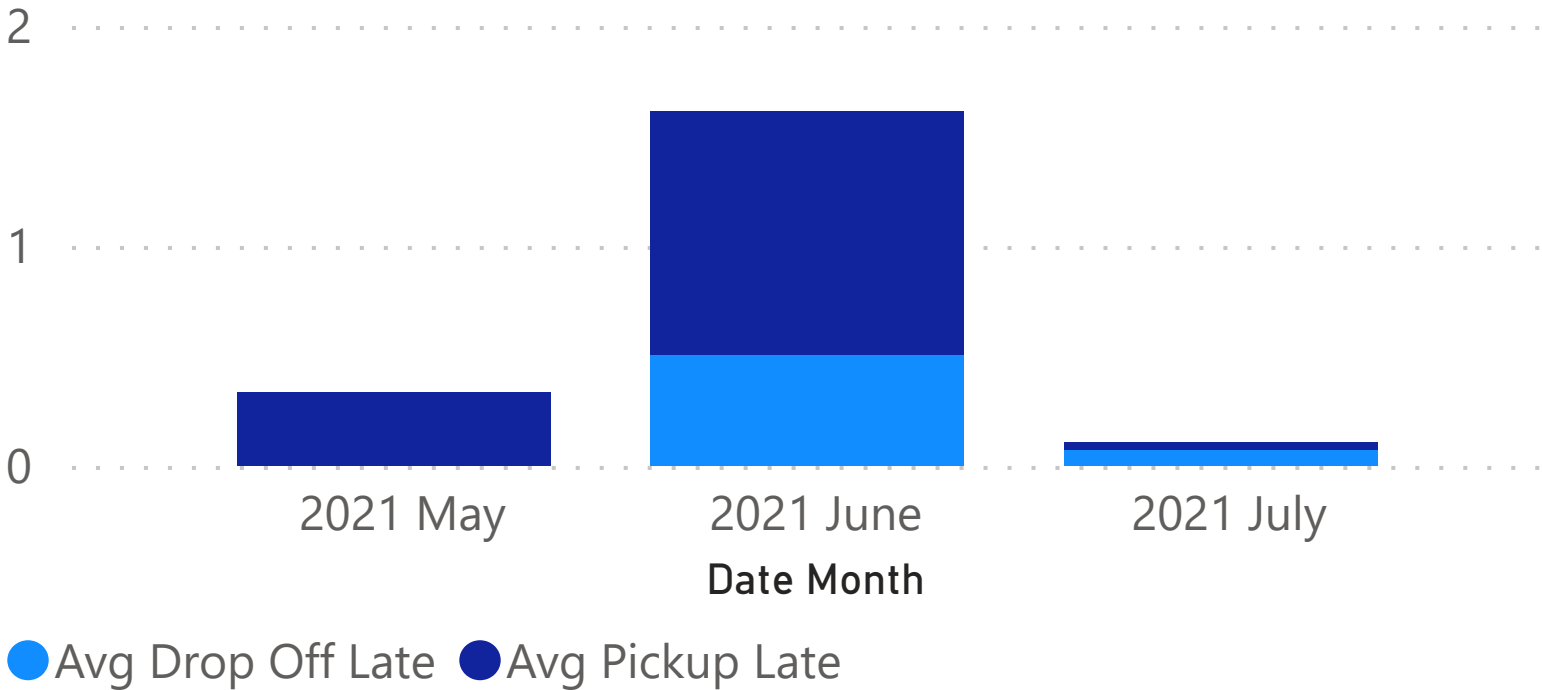
577

Completed Rides

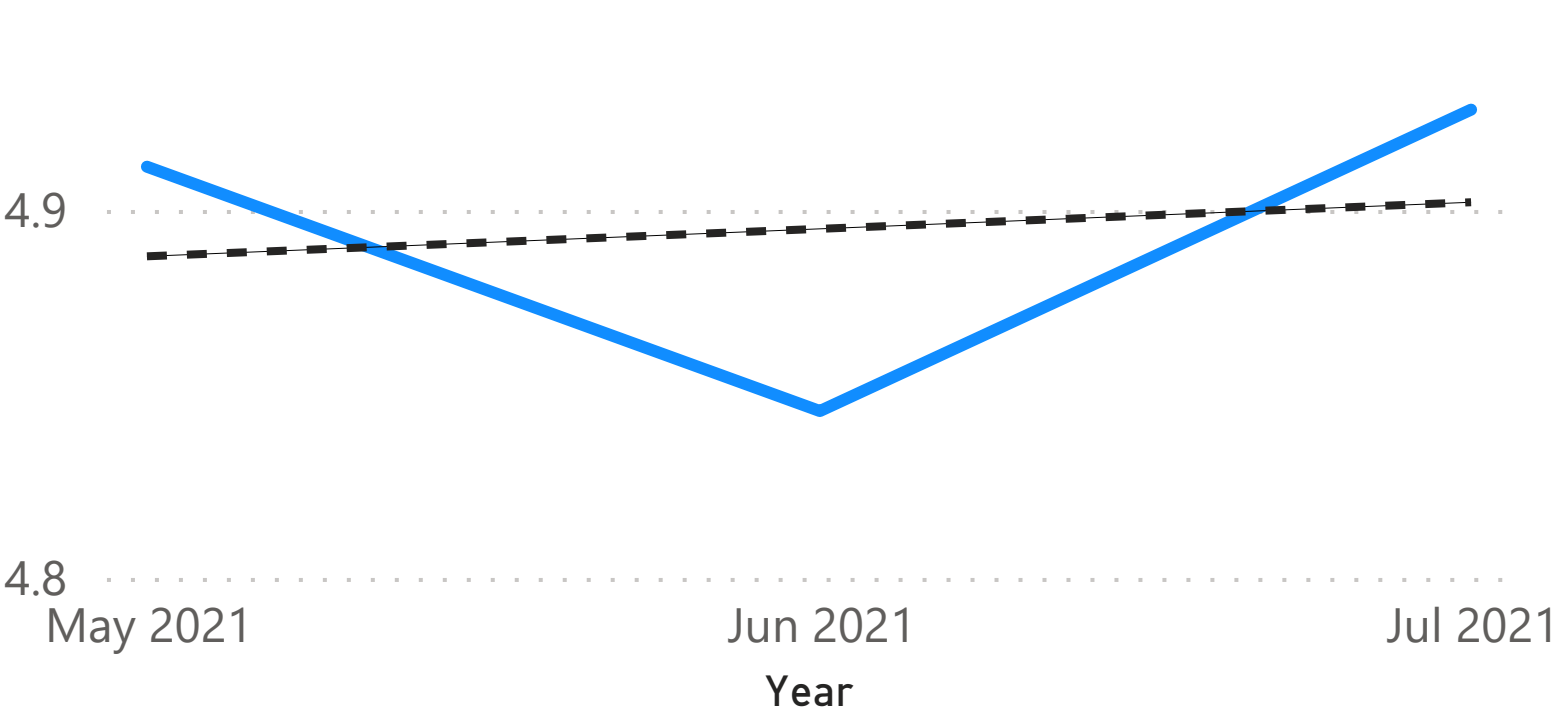
4.89

Avg Ride Rating

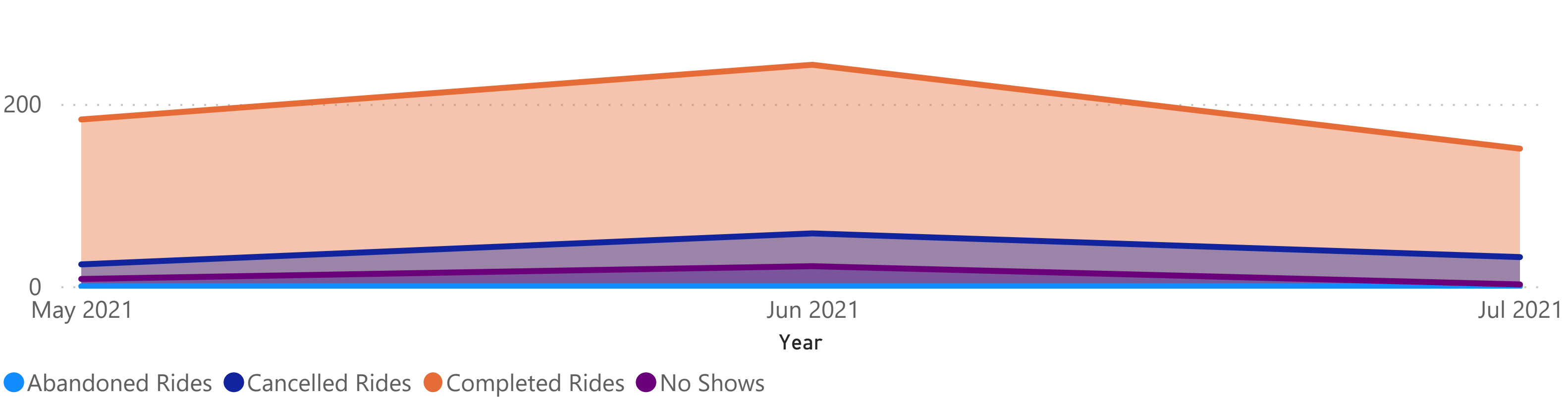
Avg Late Pickup and Drop Off



Avg Ride Rating



Ride Status Types



Year	2021						
Month	May						
Program	Avg Drop Off Late	Avg Pickup Late	Avg Ride Rating	Abandoned Rides	Cancelled Rides	Completed Rides	No Show
Blackfalds	0.00	0.34	4.91	0	24	183	
Total	0.00	0.34	4.91	0	24	183	

Program

☒ Blackfalds

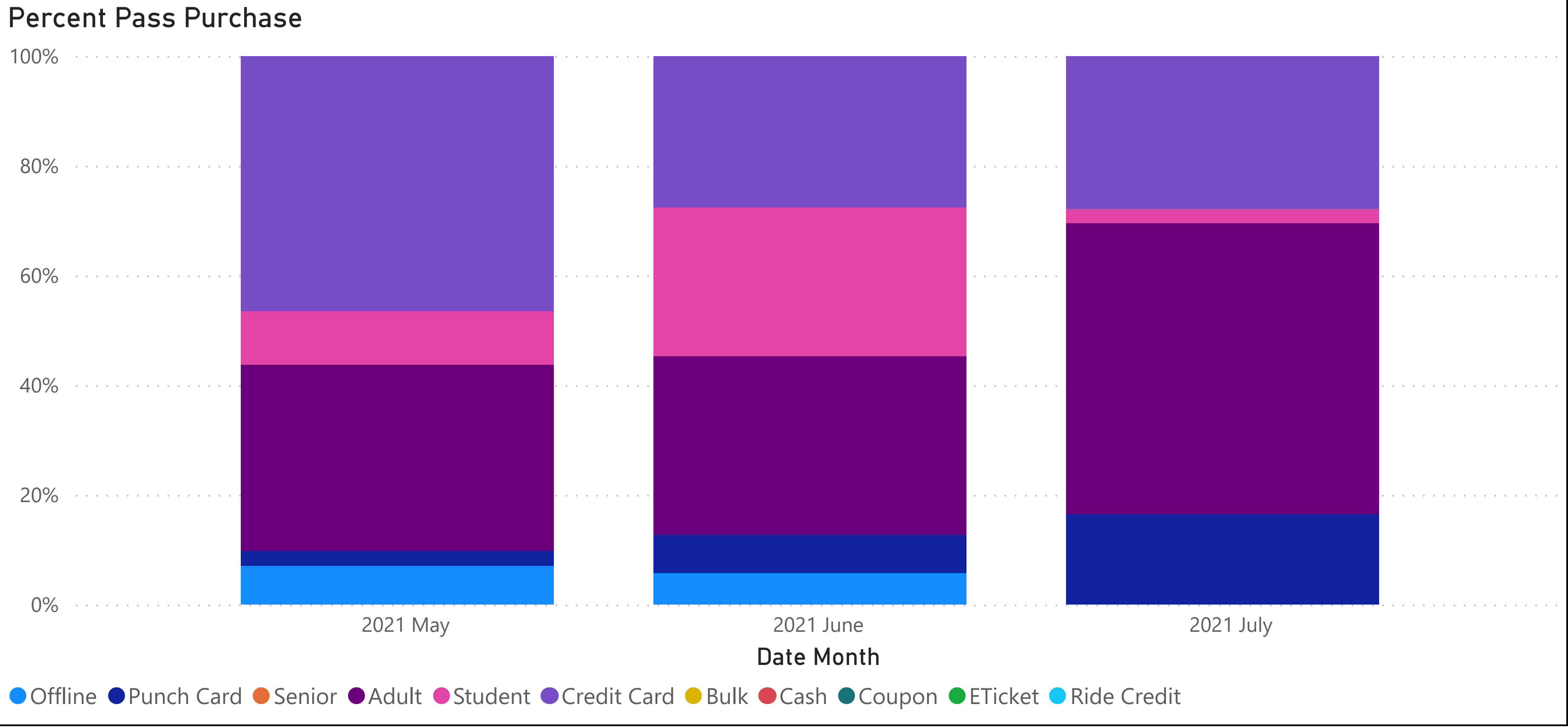
ServiceDay

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

Date

01/05/2021

31/07/2021



Year	2021													
Month	May												June	
Program	Avg Offline	Avg Punch Card	Avg Senior	Avg Adult	Avg Student	Avg Credit Card	Avg Bulk Ticket	Avg Cash	Avg Coupon	Avg ETicket	Avg Ride Credit	Avg Ticket	Avg Offline	Avg Punch C
Blackfalds	7%	3%	0%	34%	10%	46%	0%	0%	0%	0%			6%	
Total	7%	3%	0%	34%	10%	46%	0%	0%	0%	0%		0%	6%	

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Program

☒ Blackfalds

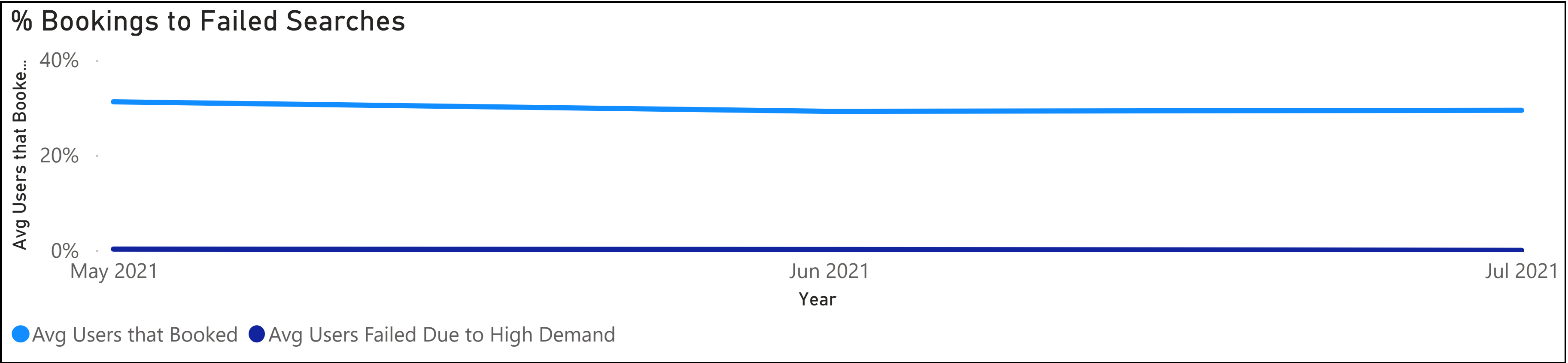
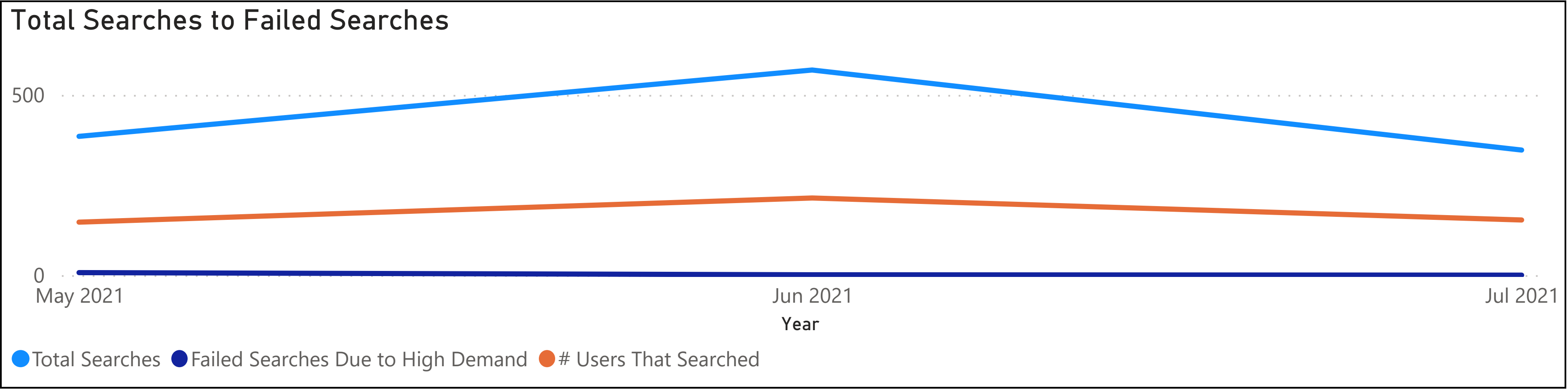
ServiceDay

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

Date

01/05/2021

31/07/2021



Year	2021				
Month	May				
Program	Total Searches	Failed Searches Due to High Demand	# Users That Searched	Avg Users that Booked	Avg Users Failed Due to High Demar
Blackfalds	385	7	147	31%	0
Total	385	7	147	31%	0

<

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Program

☐ Blackfalds

ServiceDay

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

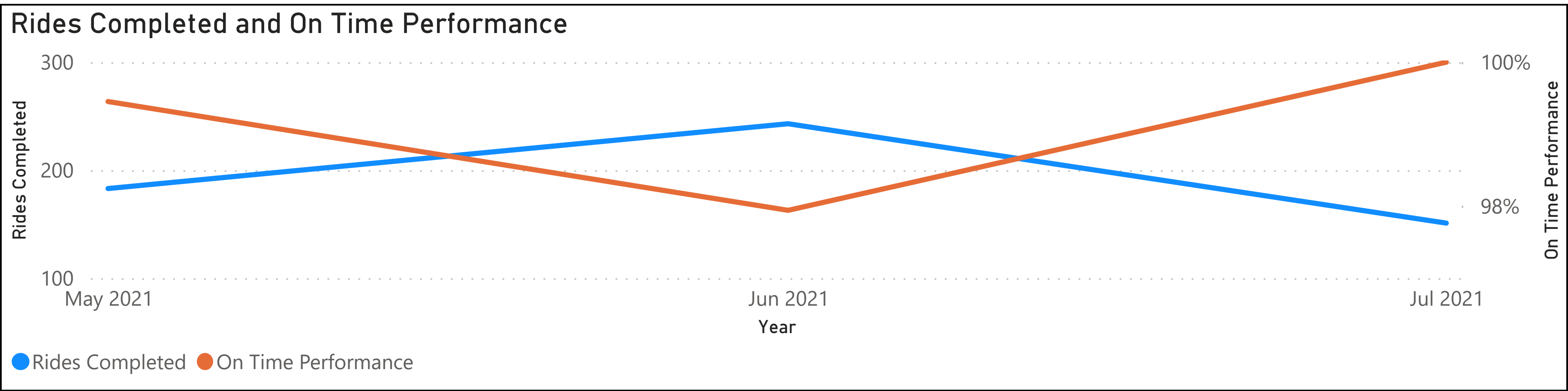
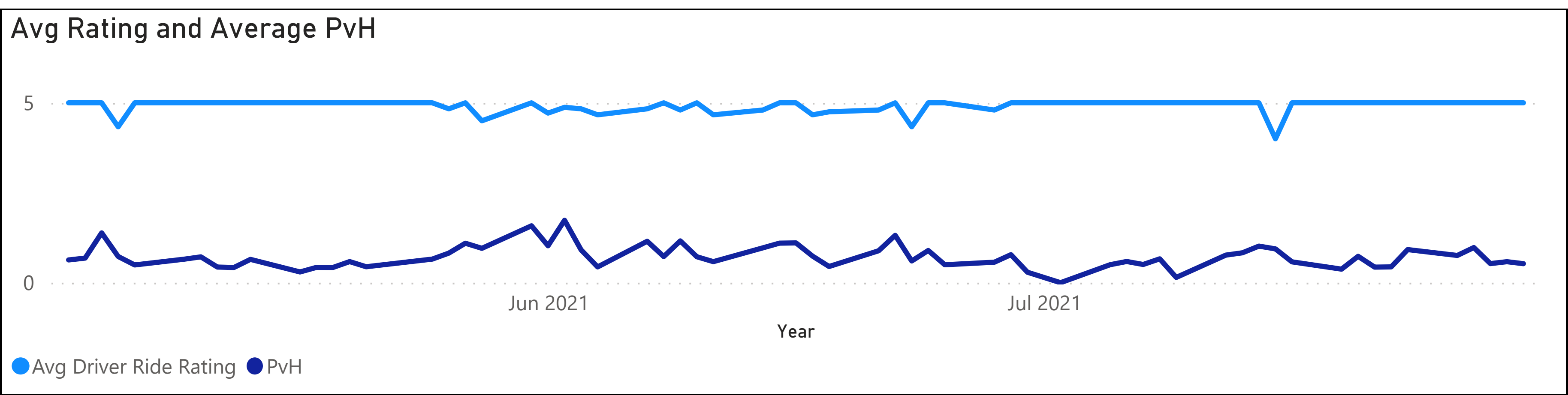
Date

01/05/2021

31/07/2021

98.96%

On Time Performance



Year	2021							
Month	May				June			
Program	Rides Completed	Avg Driver Ride Rating	PvH	On Time Performance	Rides Completed	Avg Driver Ride Rating	PvH	On Time Perform
Blackfalds	183	4.91	0.70	99.45%	243	4.85	0.85	97.0%
Total	183	4.91	0.70	99.45%	243	4.85	0.85	97.0%

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Program

☒ Blackfalds

ServiceDay

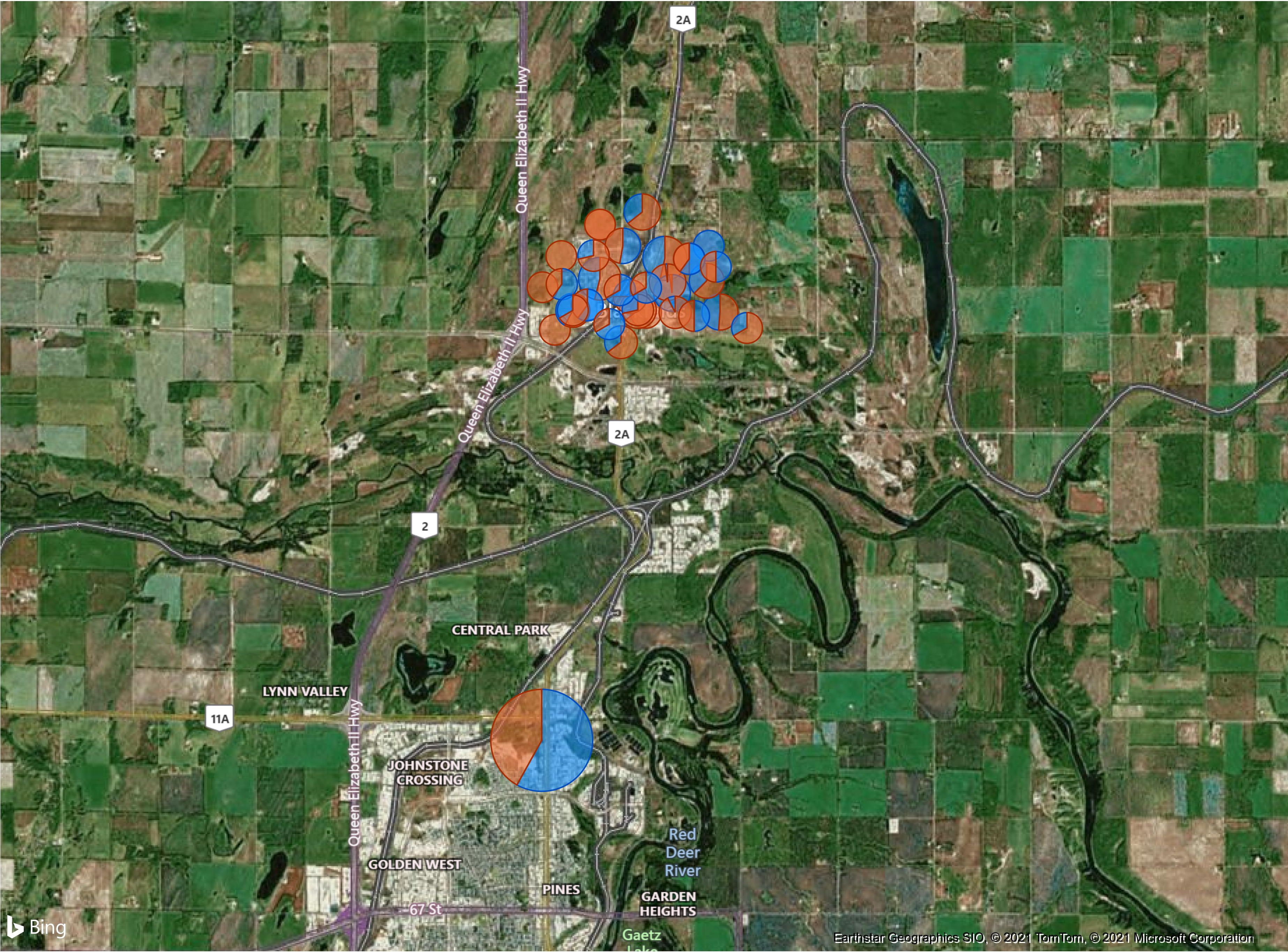
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- ☐ Fri
- ☐ Sat

Date

01/05/2021

31/07/2021

● Dropoff ● Pickup



Program

☐ Blackfalds

ServiceDay

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

Date

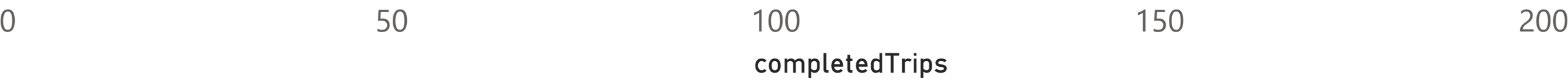
01/05/2021

31/07/2021



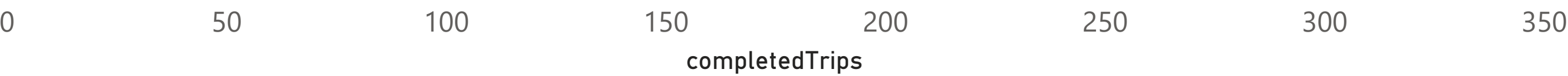
Top 5 Pickup Locations

- Stop 3 - Regional Hub in Red Deer
- Stop 23 - Local
- Stop 1 - Regional Hub West Blackfalds
- Stop 26 - Local
- Stop 18 - Local



Top 5 Drop Off Locations

- Stop 3 - Regional Hub in Red Deer
- Stop 23 - Local
- Stop 2 - Regional Hub East Blackfalds
- Stop 1 - Regional Hub West Blackfalds
- Stop 28 - Local



stopName	Dropoff	Pickup	Total
Stop 1 - Regional Hub West Blackfalds	41	48	89
Stop 10 - Local	7	4	11
Stop 11 - Local	2	5	7
Stop 12 - Local		2	2
Stop 13 - Local	2	1	3
Stop 14 - Local	4	2	6
Stop 15 - Local	6	11	17
Stop 16 - Local	19	17	36
Stop 17 - Local	6	18	24
Total	577	577	1154



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING COUNCIL REPORT

MEETING DATE: August 10, 2021

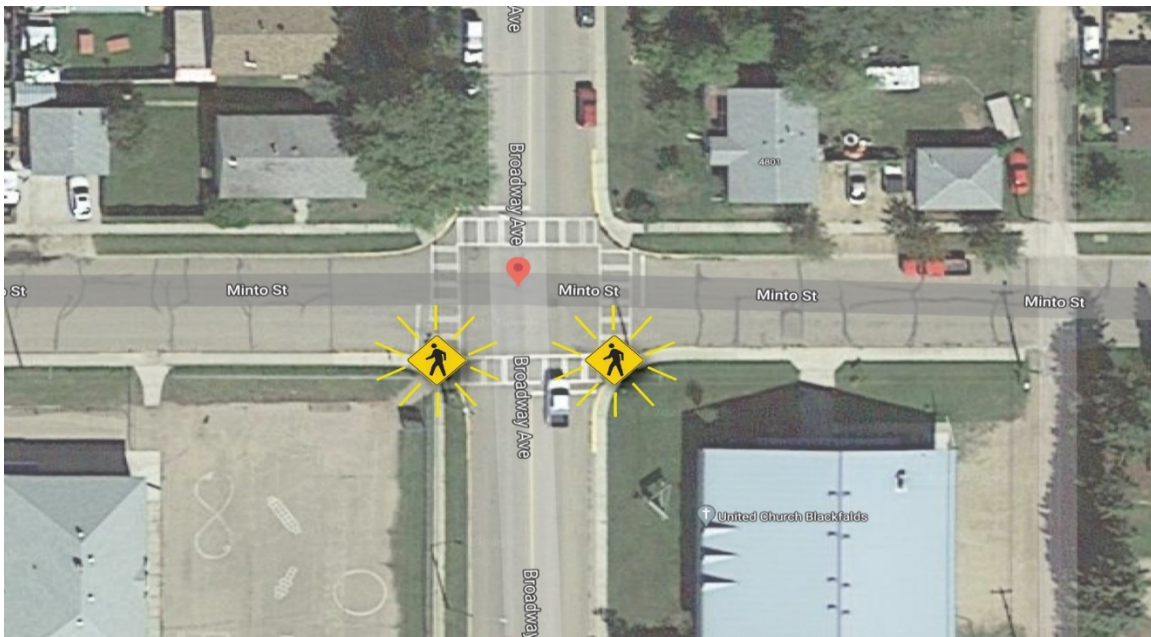
PREPARED BY: Preston Weran, Director of Infrastructure and Property Services

SUBJECT: Broadway Avenue School Intersection Traffic Improvement

BACKGROUND:

During the 2020 Budget deliberations funds were allocated to demo the houses and build the parking lot around the new twin arena facility plaza and parking lot. This work included the purchase of moveable flashing pedestrian signals in anticipation of the eastern gravel section being used by patrons of the arena while Broadway Avenue was open. It was communicated to Council that these signals would be re-located to the intersection of Broadway Avenue and Minto Street in the area of the four-way stop when the signals were no longer required in the Eagle Builders Centre construction area. Also at this time Administration discussed this change with the IREC principal and included the planned re-location of the flashing pedestrian signals at the December 2nd Policing Committee Meeting.

During the Policing Committee Meeting it was shared that the plan was to install the flashing pedestrian signals with a proper crosswalk and remove the stop signs which would in turn improve traffic flow along Broadway Avenue. The flashing pedestrian signals have since been installed and following a notice put up on social media concerning the changes at the intersection there was a significant amount of concern raised in removing the stop signs. This matter was discussed at the July 27th Regular Council Meeting during the monthly CAO Report segment with a request of Council for more information.





TOWN OF BLACKFALDS REGULAR COUNCIL MEETING COUNCIL REPORT

DISCUSSION:

As per the graphics above, the flashing pedestrian signals have been installed by Public Works with the lights themselves supplied through the overall contract for the EBC parking lot. Administration has undertaken further review of the pedestrian crossing area from an engineering and enforcement perspective with a decision to leave the four way stops signs in place for now. With our Enforcement Services monitoring this area on an ongoing basis we will be able to gather more information, especially at the startup of the school year, to determine impacts and if further considerations are required. Council will receive further reporting on this matter should information gathered require this matter to be revisited.

It is of note, that the only policy reference related to placement or removal of stop signs is under the Traffic Marking Policy, however, there is no removal of stops sign situation noted in the policy and the installation of signs can be either at the recommendation of Council or the CAO. It is our intention to bring this policy forward in the future to help guide Council and Administration when these types of situations arise in the future. We would also look at a strong notification and relaying of information practice under this policy or as part of the Communications Policy. We welcome any comments and direction from Council on this matter.

FINANCIAL IMPLICATIONS:

None, as it relates to this installation as signals were provided under a previous construction contract using internal labor resources.

Approvals:



CAO Myron Thompson



Department Director/Author



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays*

AR105124

July 5, 2021

His Worship Richard Poole
Mayor
Town of Blackfalds
PO Box 220
Blackfalds AB T0M 0J0

Dear Mayor Poole:

I am pleased to confirm that Alberta will receive \$499 million in funding under the federal Gas Tax Fund (GTF) in 2021. This includes an additional one-time payment of \$244 million announced by Canada in March 2021 in recognition of the critical role our communities play in a safe restart, and to help reduce the risk of infrastructure projects being delayed or cancelled. This additional funding is intended to help municipalities and Metis Settlements address local infrastructure needs, and must follow all rules and conditions of the GTF program.

For the Town of Blackfalds:

- The **2021 GTF allocation is \$1,185,523**. This includes \$579,276 as a result of the one-time funding top-up.

GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at open.alberta.ca/publications.

In addition, the federal government announced that the GTF program is being renamed to the Canada Community-Building Fund to better reflect the nature of the program. Over the coming months, Municipal Affairs will be updating program documents, websites, and IT systems to reflect this change.

I look forward to working together with you and the federal government to help your community in addressing its infrastructure needs.

Sincerely,

Ric McIver
Minister

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



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, July 27, 2021 at 7:00 p.m.
5018 Waghorn Street, Council Chambers
MINUTES

A Regular Council meeting for the Town of Blackfalds was held on Tuesday, July 27, 2021, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Richard Poole
Deputy Mayor Laura Svab
Councillor Marina Appel
Councillor Ray Olfert
Councillor Rebecca Stendie
Councillor Will Taylor

ATTENDING

Justin de Bresser, Acting CAO
Preston Weran, Director of Infrastructure and Property Services
Rick Kreklewich, Abbey Centre Manager
Marco Jadie, IT Analyst
Kalina Van Winssen, Executive Assistant

REGRETS

Councillor Jamie Hoover
Myron Thompson, CAO
Sean Barnes, Director of Community Services

MEDIA

None

PUBLIC

None

**CALL TO
ORDER:**

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

ADOPTION OF AGENDA

219/21 Councillor Olfert moved that Council adopt the July 27, 2021 agenda as presented.

CARRIED UNANIMOUSLY

BUSINESS

CAO Report

Acting CAO de Bresser reviewed the various organizational operations and activities during the month of July.

220/21 Deputy Mayor Svab moved that the CAO Report be accepted as information.

CARRIED UNANIMOUSLY

Request for Decision – Quarterly Finance Report

Acting CAO de Bresser presented the Quarterly Financial Report, which consists of the Operating Statement of Revenue & Expenditures, Divisional Variance Analysis, Capital Projects Update, and Council Expenditure Report for the six-month period ending June 30, 2021.



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, July 27, 2021 at 7:00 p.m.
5018 Waghorn Street, Council Chambers
MINUTES

221/21 Councillor Stendie moved that Council accept the Operating Statement and Variance report for the three-month period ending June 30, 2021 as information.

CARRIED UNANIMOUSLY

222/21 Councillor Appel moved that Council accept the Capital Project Report for the period ending June 30, 2021 as information.

CARRIED UNANIMOUSLY

223/21 Deputy Mayor Svab moved that Council accept the Council Expenditure report for the period ending June 30, 2021 as information.

CARRIED UNANIMOUSLY

Request for Decision – Elected Officials Development Opportunities Policy

The Elected Officials Professional Development Policy is used to outline the parameters and financial considerations for Council to attend professional development sessions which support their role.

224/21 Councillor Appel moved that Council refer this item back to Administration for further information.

CARRIED UNANIMOUSLY

Request for Decision – Congratulatory Letter

On July 8, 2021, MLA Ron Orr was appointed the Minister of Culture. As the provincial representative for the Lacombe-Ponoka constituency, which includes Blackfalds, a letter of congratulations for this appointment was drafted.

225/21 Councillor Taylor moved that Council send a congratulatory letter to Minister Orr.

CARRIED UNANIMOUSLY

ACTION CORRESPONDENCE

Costs of RCMP Unionization

AUMA has drafted a letter for municipalities to advocate that the federal government be responsible for RCMP retroactive pay increases, as some municipalities will struggle to absorb significant increases to their policing costs.

226/21 Councillor Stendie moved that a letter be drafted and sent out to Public Safety Canada; and, that a letter requesting that FCM take an advocacy position on this matter be drafted and sent out.

CARRIED UNANIMOUSLY

INFORMATION

- Eagle Builders Centre Project Update – Manager Kreklewich (*verbal*)
- Annexation Process Update
- Lacombe County Council Highlights – July 8, 2021
- City of Lacombe Council Highlights – July 12, 2021

227/21 Councillor Olfert moved to accept the Information Items as information.

CARRIED UNANIMOUSLY



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, July 27, 2021 at 7:00 p.m.
5018 Waghorn Street, Council Chambers
MINUTES

ROUNDTABLE DISCUSSION

Mayor and Council shared meetings and events attended from June to July, 2021.

- 228/21** Deputy Mayor Svab moved to accept the Roundtable Reports as information.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

- 229/21** Councillor Appel moved that Council accept the Regular Council Meeting Minutes from July 13, 2021 as presented.

CARRIED UNANIMOUSLY

- 230/21** Councillor Olfert moved that Council accept the Standing Committee Meeting Minutes from July 19, 2021 as presented.

CARRIED UNANIMOUSLY

NOTICE OF MOTION

Councillor Stendie moved that Council begin each Regular Council Meeting going forward with a thoughtful Treaty Six Land Acknowledgement.

BREAK

- 231/21** Deputy Mayor Svab moved for a five-minute recess at 8:19 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Poole called the Regular Council Meeting back to order at 8:25 p.m.

CONFIDENTIAL – Closed Session

- **FOIP S.24**

- 232/21** Deputy Mayor Svab moved that Council move to a closed session commencing at 8:25 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24 of Alberta's Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

Closed Session Attendance - FOIP S.24: Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Ray Olfert, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Will Taylor, Acting CAO de Bresser, Director Weran

- 233/21** Councillor Olfert moved to come out of the closed session at 8:55 p.m.

CARRIED UNANIMOUSLY

Regular Council Meeting Attendance: Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Ray Olfert, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Will Taylor, Acting CAO de Bresser, Director Weran

- 234/21** Councillor Stendie moved that Council direct Administration to commence negotiations for 4.0 – 4.9 HA of land for the future K-5 Catholic school.

CARRIED UNANIMOUSLY



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, July 27, 2021 at 7:00 p.m.
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MINUTES

ADJOURNMENT

Mayor Poole adjourned the meeting at 8:55 p.m.

Richard Poole, Mayor

Myron Thompson, CAO