
AGENDA

1. WELCOME AND CALL TO ORDER

- 1.1 Welcome
 - 1.2 Call to Order
 - 1.3 Review of Committee Agenda for June 17, 2024
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2. LAND ACKNOWLEDGEMENT

- 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty Six Territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
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3. PRESENTATIONS

None

4. BUSINESS

- 4.1 Request for Direction, Municipal Service Level Inventory Council Policy
 - 4.2 Request for Direction, Chief Administrative Officer "CAO" Bylaw
 - 4.3 Request for Direction, Front Parking Pads Open House
 - 4.4 Request for Direction, Eagle Builders Centre Parking Options
 - 4.5 Request for Direction, Community Awards Criteria
 - 4.6 Report for Committee, 2024-2026 Mid –Term Strategic Plan Actions Update
 - 4.7 Electronic Voting Resolution – Councillor Appel (*verbal*)
-

5. CONFIDENTIAL

None

6. ADJOURNMENT

None

Future Meetings/Events:

- Regular Council Meeting – June 25, 2024
- Standing Committee of Council – July 15, 2024

MEETING DATE: June 17, 2024
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Municipal Service Level Inventory Council Policy**

BACKGROUND

Administration started working with Hello Courage on the Municipal Service Level Inventory (MSLI) in late 2023. The inventory outlines a clear, consistent, and collective understanding about the services that the municipality provides, why the municipality provides the services and the level of service being delivered to the community. On March 9, 2024, the draft inventory was reviewed by Council. The direction from the workshop was that the inventory would be utilized as an internal document for the remainder of 2024 and rolled out externally in 2025. Administration has now finalized the edits to the MSLI, and it is now ready for internal use.

Trina McCarroll, from Hello Courage, is in attendance virtually to answer any questions that Council may have on the use of the MSLI internally or on the Council Policy that is before the Committee for consideration.

DISCUSSION

To ensure that the MSLI is utilized in the Town of Blackfalds' planning process and that the inventory remains current, a Council Policy has been drafted that outlines the process that will be followed.

FINANCIAL IMPLICATIONS

There are no financial impacts to the approval of this policy; however, there will be time and resources required from Administration to keep the MSLI current. Additionally, during the annual budget, if service level changes are implemented, the budget will need to reflect that.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommends that the Municipal Service Level Inventory Council Policy be brought forward to a Regular Meeting of Council for consideration.


ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to the Municipal Service Level Inventory Council Policy presented.

ATTACHMENTS

- *Municipal Service Level Inventory Council Policy*
- *Municipal Service Level Inventory Procedure*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

MUNICIPAL SERVICE LEVEL INVENTORY

POLICY NO	
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 To establish the purpose and role of the Municipal Service Level Inventory in the Town of Blackfalds' planning processes.

2. POLICY STATEMENT

- 2.1 The Municipal Service Level Inventory (MSLI) will outline the services that the Town provides as well as a description of the service and the service level. The MSLI will play a key role in the Town's planning processes to determine and communicate services and service levels.

3. DEFINITIONS

- 3.1 **“Chief Administrative Officer or CAO”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.2 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3 **Municipal Service Level Inventory (MSLI)**” means a comprehensive list and description of municipal services and their corresponding service level.
- 3.4 **“Senior Leadership Team”** means the Chief Administrative Officer and the Directors.
- 3.5 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

- 4.1 This Policy applies to all organizational units at the Town.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy by resolution.

5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

5.2 Chief Administrative Officer to:

5.2.1 Advise Council on the development, implementation, and amendment of this Policy.

5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

6. POLICY

6.1 Council will approve the MSLI that articulates the municipal services, descriptions, and service levels that the Town provides to the public as well as internal services between Departments.

6.2 Early in the calendar year, Administration will review and update the MSLI to ensure it is accurate and up-to-date based on any changes resulting from the new budget.

6.3 At the beginning stages of the budget cycle in the spring, Council will review the MSLI and note any services or service levels that Council would like Administration to explore potential changes. Managers will also make note potential changes to explore.

6.4 As part of the budget cycle, Senior Leadership Team will prioritize which potential services or service levels to investigate more thoroughly through business case submission.

6.5 Council will consider business cases during fall budget deliberations and approve any changes to services and/or service levels, which will be clearly noted in budget documentation.

6.6 Council, Administration, and staff can use the Municipal Service Level Inventory as a foundational document for the Town to:

a. Communicate municipal services and service levels across the organization and to the public.

b. Support continuous improvement for the Town, such as asset management, metrics for evidence-informed decision-making, budgeting processes, and reviews for further effectiveness and efficiency.

7. EXCLUSIONS

7.1 None

8. SPECIAL SITUATIONS

8.1 None

9. RELATED DOCUMENTS

- 9.1. 2024 Municipal Service Level Inventory
- 9.2. Municipal Service Level Inventory Procedure

10. END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

MUNICIPAL SERVICE LEVEL INVENTORY

POLICY NO.	
DIVISION DEPARTMENT	
REVIEW PERIOD	

1. PREAMBLE

- 1.1 The Municipal Service Level Inventory (MSLI) outlines the services that the Town provides as well as a description of the service and the service level. The MSLI will play a key role in the Town's planning processes to determine and communicate services and service levels.

2. GENERAL

- 2.1 Council will approve the MSLI that articulates the municipal services, descriptions, and service levels that the Town provides to the public as well as internal services between Departments.
- 2.2 Early in the calendar year, Managers will review the MSLI to ensure it is accurate and up-to-date for their work units based on any changes resulting from the new budget. Managers send any needed updates to the applicable Directors who will update any required changes to municipal services, descriptions, or service levels.
- 2.3 At the beginning stages of the budget cycle in the spring, Council will review the MSLI and note any services or service levels that Council would like Administration to explore potential changes. Managers will also make note potential changes to explore.
- 2.4 As part of the budget cycle, Senior Leadership Team will prioritize which potential services or service levels to investigate more thoroughly through business case submission.
- 2.5 Council will consider business cases during fall budget deliberations and approve any changes to services and/or service levels which will be clearly noted in budget documentation.
- 2.6 Council, Administration, and staff can use the Municipal Service Level Inventory as a foundational document for the Town to:

- a. Communicate municipal services and service levels across the organization and to the public.
- b. Support continuous improvement for the Town such as asset management, metrics for evidence-informed decision-making, budgeting processes, and reviews for further effectiveness and efficiency.

3. END OF PROCEDURE AND APPROVAL

Chief Administrative Officer

Date

PROCEDURE RECORD HISTORY

Date Approved/Revised:	Approved/Reviewed By:	Title:

MEETING DATE: June 17, 2024
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Chief Administrative Officer “CAO” Bylaw**

BACKGROUND

The current CAO Bylaw was adopted in 2014 with minor amendments to the previous bylaw that was adopted in 1992. Since that time there has been significant changes to the *Municipal Government Act* and the organization that deem it expedient for Council to consider an updated and modernized CAO Bylaw that complies with current legislation, improves efficiencies and meets the needs of the organization as it exists today.

DISCUSSION

All changes from the current bylaw to the new bylaw are identified in red text. Rationale for each of the changes are listed below:

1. Part 2 – Purpose

Council shall by Resolution appoint a person to carry out the powers, duties, and functions of the position of Chief Administrative Officer.

The addition of the above is to eliminate the need for a separate bylaw appointing a Chief Administrative Officer. This change will authorize the appointment of the CAO through a resolution of Council. This process will be much for efficient as there will not be a requirement to give a bylaw three readings to appoint a Chief Administrative Officer.

2. Part 3 – Definitions

(g) Enactment” means:

- (i) An act of the Legislature of Alberta and a Regulation made under an Act of the Legislature of Alberta; and
- (ii) An Act of Parliament of Canada and a statutory instrument made under an act of the Parliament of Canada.

The addition of this definition grants authority to the CAO to delegate authority to another employee under another Enactment (ie FOIP, Local Authorities Election Act, etc.).

3. Part 4 – Powers and Duties

4.4.10 In the event that Council does not adopt an annual operating or capital budget prior to December 31st for the upcoming year, the CAO is empowered to authorize operating and capital expenditures reasonably consistent with the previous year’s budget, or for previously approved expenditures.

This new addition will allow for the continuity of operations in the absence of a budget being adopted prior to year end. Section 248(1) of the MGA states that a municipality may only make an expenditure that is included in an operating budget, interim budget or capital budget or otherwise authorized by Council. This new addition is the authorization for expenditures reasonably consistent with the previous year's budget until such a time that a new budget is approved.

- 4.4.12 Advise and inform Council on the operation and affairs of the Town that are substantive in nature that affect the ability to provide services or significant budgetary impacts.

This addition requires the CAO to inform Council of matters that would affect the Town's ability to provide services or have a significant impact on the operation or capital budget.

- 4.4.24 Waive, at their discretion, on a one-time basis to a maximum of \$3500, fees and charges for customer service-related matters, excluding property taxes or property tax penalties, or building permit fees.

This new addition will provide authority to the CAO at their discretion to waive fees and charges on a one time basis for customer service related matters up to a maximum of \$3,500. Currently there is no provision within any of the fees and rates bylaws for this. So, for instance, a situation such as the Aspen Lakes Area Structure Plan bylaw that was defeated after a second reading back in April would require the Developer to pay another \$1,500 to submit the ASP amendment with no change to the document, but the removal of the re-designation of the parcel of land. In situations such as this there would be minimal administrative time required to review the amendment. Other examples would be in situations where a request comes forward to waive fees for a specific event, such as a room rental for a fundraiser, etc., but due to the timing of the request, there is no grant funding available or a Council meeting where the waiver could be discussed. This new addition is discretionary, and if Council wishes, this section can be removed, and items where waivers are required can come forward to Council.

- 4.4.25 The CAO or designate is authorized to prepare revised bylaws for Council's consideration in accordance with S.63 of the Act.

This new addition will provide authority to the CAO or designate to bring forward revised bylaws for Council's consideration. Section 63 of the MGA states that a municipality may revise bylaws if granted authority under a bylaw. This section of the MGA provides for revised bylaws as opposed to amending bylaws. Previously, spelling or grammatical errors would have to be remedied through amended bylaws. Revised Bylaws allow for the bylaw to be duplicated in its entirety with the revision identified and the "word" revised being included in the title of the bylaw.

- 4.4.26 The CAO or designate is authorized to consolidate one or more of the Bylaws of the Town of Blackfalds in accordance with S. 69 of the Act.

This new addition will provide authority to the CAO or designate to consolidate bylaws. Section 69 of the MGA states that Council may grant authority under a bylaw for a designated officer to consolidate bylaws. Bylaws that contain many amendments such as the Land Use Bylaw could be consolidated through the addition of this section being added to the CAO Bylaw.

- 4.4.27 The CAO or designate is authorized to make changes, without materially affecting a Policy in principle or substance to correct clerical, technical, grammatical or typographical errors in a policy.

This new addition will provide authority to the CAO or designate to correct clerical, technical, grammatical, typographical errors in a policy and to bring out more clearly what is considered to be the meaning of a policy. As an example, it was discovered in a recent policy that was adopted that the term "City" was used as opposed to "Town". This new clause will allow for the change to be made to the Policy without having to bring it back to Council for approval. This will be a much more efficient process to deal with matters that will not materially affect the principle or substance of the policy.

4. Part 5 – Evaluation and Compensation

- 5.1 The person appointed as CAO shall hold the position of CAO and shall not be dismissed except as outlined in S.206 of the Act, or in the case of the existence of an employment contract, in accordance with said contract.

This new addition identifies that a dismissal of a CAO must be done in accordance with either MGA or employment as applicable.

- 5.2 Council shall fix the salary and determine the benefits to be paid or provided to the CAO, and the Mayor on behalf of the Town shall be authorized to sign and execute any employment contract or other agreement or amendments thereto with the CAO.

This new addition identifies that Council sets the salary and benefits for the CAO and authorizes the Mayor to sign and execute the employment contract and amendments thereto between the Town and the CAO.

- 5.3 Council shall review the performance of the CAO and the annual salary and benefits provided to the CAO not less than once in twelve-month period, unless compensation is otherwise specified in an employment contract.

This new addition identifies the requirement under Section 205.1 of the Municipal Government Act that Council must perform an annual written evaluation on the performance of the Chief Administrative Officer.

FINANCIAL IMPLICATIONS

There are no financial implications to the adoption of this new bylaw.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommends to Council that the CAO Bylaw be brought forward to a Regular Meeting of Council for consideration.

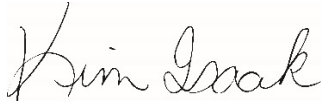
ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to the CAO Bylaw presented.

ATTACHMENTS

- *Chief Administrative Officer "CAO" Bylaw*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH AND DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THE CHIEF ADMINISTRATIVE OFFICER AND TO PROVIDE FOR THE APPOINTMENT OF THE CHIEF ADMINISTRATIVE OFFICER

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of establishing, and defining the duties, powers and functions of the Chief Administrative Officer and to provide for the appointment of the Chief Administrative Officer.

WHEREAS the *Municipal Government Act*, R.S.A., 2000, c. M-26, S.205 requires that every Council must establish, by Bylaw, the position of Chief Administrative Officer and appoint a person to carry out the powers, duties and functions of such position;

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

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “CAO Bylaw”.

PART 2 – PURPOSE

- 2.1 The purpose of this Bylaw is to establish the position of Chief Administrative Officer and to confirm the power of delegation of the Chief Administrative Officer granted pursuant to the *Municipal Government Act*. **Council shall, by resolution, appoint a person to carry out the powers, duties, and functions of the position of Chief Administrative Officer.**

PART 3 – DEFINITIONS

- 3.1 In this Bylaw:

- (a) **“Act”** means the *Municipal Government Act* R.S.A., 2000, c. M-26 as may be amended from time to time;
- (b) **“Administration”** means the Chief Administrative Officer, support staff to the Chief Administrative Officer, and those Employees appointed as department head’s of the Town of Blackfalds;
- (c) **“Chief Administrative Officer” (CAO)**, means the individual appointed by Council to the positive of Chief Administrative Officer as per the *Municipal Government Act*;
- (d) **“Acting Chief Administrative Officer” (Acting CAO)**, means an Employee appointed by the CAO to act in the CAO’s place when required;
- (e) **“Council”** means the Municipal Council of the Town of Blackfalds;
- (f) **“Employee”** means as defined in s.1(e) of the *FOIP Act*, includes any person who performs a service for the public body as an appointee, volunteer or student or under contract or an agency relationship with the public body but does not the Town Auditor an employees of the Town Auditor;
- (g) **“Enactment”** means:
- (i) An act of the Legislature of Alberta and a Regulation made under an Act of the Legislature of Alberta; and
- (ii) An Act of Parliament of Canada and a statutory instrument made under an act of the Parliament of Canada.
- (h) **“Town”** means the municipal corporation known as the Town of Blackfalds.

PART 4 – POWERS AND DUTIES

- 4.1 The CAO is the administrative head of the Town and shall have all the powers, duties, responsibilities and functions that are given to, imposed upon, or described for the Chief Administrative Officer in the Act. Council, by way of policy direction, shall guide the affairs of the Town through the CAO, Council's sole employee.
- 4.2 The CAO may delegate any power, duty or function given to the CAO under the Act, any other Enactment or Bylaw, including any power, duty, or function delegated to the CAO under S.203 of the Act by Council.
- 4.2.1 The CAO may temporarily delegate any or all powers, duties, and functions of the CAO to an Employee of the Town in the event of the temporary absence of the CAO. In the event that the CAO is unable to delegate such powers or duties, or in the event of an absence of the CAO, Council, by resolution, may appoint an Acting CAO in the event of long-term illness, unscheduled absence or other incapacity of the CAO.
- 4.2.2 The matters delegated to the CAO by this Bylaw are in addition to any other delegations made by Council or a Committee of Council to the CAO, and the CAO shall exercise and carry out such other powers, duties and functions as may be required by Council or a Committee of Council, from time to time.
- 4.3 Unless otherwise specified in a Bylaw creating a position of designated officer, pursuant to the Act, the CAO shall be deemed to be appointed a designated d officer under any statute or Bylaw which permits or requires the Town to appoint a designated officer.
- 4.4 Without limiting the administrative powers of the CAO, the CAO shall:
- 4.4.1 Hire, ~~or~~ appoint, manage, suspend, demote, or remove an Employee from any position in the Town;
- 4.4.2 Establish human resources policies and procedures, including those governing the actions of Employees, determining salaries, benefits, hours of work, and other working conditions of Town Employees;
- 4.4.3 Direct, supervise and review the performance of the administration of all Town departments and administrative Employees of the Town;
- 4.4.4 Coordinate the organization's systems, manage organization resources, facilitate the Council/Administrative interface and establish the structure of the Administration of the Town, including establishing, merging, dividing and eliminating departments subject to Council approval;
- 4.4.5 Subject to Council's direction and approval, negotiate all collective agreements;
- 4.4.6 Develop and recommend for Council approval policies dealing with non-administrative matters as directed by Council, or at the initiation of the CAO;
- 4.4.7 Establish and implement all administrative policies, procedures, standards and guidelines for all matters within the powers of the CAO while ensuring they are efficiently coordinated, delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Town as defined by Council;
- 4.4.8 Prepare and submit such reports and recommendations as may be required by Council or Council Committees;
- 4.4.9 Prepare and submit to Council budgets for capital and operating programs annually or more often as required or as Council may direct;
- 4.4.10 In the event that Council does not adopt an annual operating or capital budget prior to December 31st for the upcoming year, the CAO is empowered to authorize operating and capital expenditures reasonably consistent with the previous year's budget, or for previously approved expenditures.

- 4.4.11 Monitor and report on the operating and capital budgets approved by Council; authorize and approve the transfer of funds between departments or between budgeting programs to maintain the operations and affairs of the Town within approved budget limits and subject to the limitation that any funds to be transferred are to be used for a purpose similar to the purpose for which the funds were budgeted for in the budget approved by Council;
- 4.4.12 Advise and inform Council on the operation and affairs of the Town that are substantive in nature that affect the ability to provide services or significant budgetary impacts;
- 4.4.13 The CAO shall perform such other duties and functions and exercise such powers as may be required for the effective administration of the Town, including but not limited to entering into all contracts, agreements, and transactions required for the effective operations of the Town, provided that the expenditure has been authorized by Council in the operation or capital budget;
- 4.4.14 Except as otherwise instructed by Council, establish fees, charges, rates and tariffs;
- 4.4.15 Authorize the commencement by the Town, or the defence by the Town of any claim or action to enforce or protect the Town's interests or to enforce the Town's Bylaws or responsibilities under the Act and any other Enactment or Bylaw except in matters where the appeal lies with Council;
- 4.4.16 The CAO may take whatever legal actions or measures necessary in response to an emergency;
- 4.4.17 The Town will indemnify the CAO, provided that the CAO acts within the scope of his or her employment and acts in good faith to comply with any applicable resolution, Bylaw, statute, regulation or Enactment;
- 4.4.18 The CAO or designate sign along with the Council member presiding at the meeting all minutes of Council and Council Committee meeting; as well as all bylaws and acting alone, all orders, contracts, agreements, documents and certificates that may be required;
- 4.4.19 The CAO or designate shall attend all meetings of Council and Council Committees as required, or those that are considered advisable to attend unless excused therefrom and attend meetings such as boards, committees, authorities, commissions, or other bodies as may be required by Council;
- 4.4.20 Ensure the Minister is sent a list of the Mayor and Councillors and any other information the Minister requires within five (5) days after the term of the Mayor or Councillor begins;
- 4.4.21 Ensure that the corporate seal is kept in the custody of the CAO;
- 4.4.22 Conduct a census when required by Council and submit population affidavits in accordance with requirements of the *Municipal Government Act*.
- 4.4.23 Ensure that in states of emergency, the Town of Blackfalds Emergency Management Agency can operate in accordance with the Town of Blackfalds Emergency Management Bylaw.
- 4.4.24 Waive at their discretion, on a one-time basis to a maximum of \$3,500 fees, and charges for customer service-related matters, excluding property taxes, property tax penalties, or building permit fees.
- 4.25 The CAO or designate is authorized to prepare revised bylaws for Council's consideration in accordance with S.63 of the Act.
- 4.26 The CAO or designate is authorized to consolidate one or more of the bylaw of the Town of Blackfalds in accordance with S.69 of the Act,

4.4.27 The CAO or designate is authorized to make changes, without materially affecting a Policy in principle or substance to correct clerical, technical, grammatical or typographical errors in a Policy.

PART 5 - EVALUATION AND COMPENSATION

5.1 The person appointed as CAO shall hold the position of CAO and shall not be dismissed except as outlined in S.206 of the Act, or in the case of the existence of an employment contract, in accordance with said contract.

5.2 Council shall fix the salary and determine the benefits to be paid or provided to the CAO, and the mayor, on behalf of the Town shall be authorized to sign and execute any employment contract or other agreement or amendments thereto with the CAO.

5.3 Council shall review the performance of the CAO and the annual salary and benefits provided to the CAO not less than once every twelve (12) months unless compensation is otherwise specified in an employment contract.

PART 6 - REPEAL

6.1 If any portion of this Bylaw is declared invalid because of any word, phrase, clause, sentence, paragraph or section of this Bylaw or any documents which form part of the Bylaw or an application thereof to any person or circumstance is declared invalid, the remaining provisions shall not be affected thereby, but shall remain in force.

6.2 That Bylaw 1170/14 is hereby repealed upon this Bylaw coming into effect.

PART 7 - DATE OF FORCE

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

READ for the first time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the second time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the third and final time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

MEETING DATE: June 17, 2024
PREPARED BY: Jolene Tejkl, Planning & Development Manager
PRESENTED BY: Jolene Tejkl, Planning & Development Manager
SUBJECT: **Front Parking Pads Open House**

BACKGROUND

A delegation spoke to their desire to have a front parking pad on their front yard in absence of a garage (hereinafter referred to as a Front Parking Pad) at a Council meeting last year. Front Parking Pads are currently prohibited in the Town due to an August 2009 Council resolution which prohibits any new Front Parking Pads and allows those in existence at the time of the Council resolution to remain as is.

At the November 20, 2023, Standing Committee of Council (SCC) meeting Administration sought direction on whether or not there is a desire to revisit the Town's Front Parking Pad prohibition, and if so, how restrictive should the regulations be.

The SCC was provided with the results of municipal research on Front Parking Pads and presented a regulation gradient to illustrate the various ways to regulate Front Parking Pads from restrictive to open. The following resolution was carried unanimously by the SCC:

052/23 Councillor Stendie moved That Standing Committee of Council recommends that Council consider the open suggestion, understanding that Administration will provide regulations through the Land Use Bylaw that must be adhered to with variances considered.

CARRIED UNANIMOUSLY

With that direction, Administration drafted regulations for Council's review at the March 12, 2024, Council meeting that would allow Front Parking Pads in all residential districts and would enable landowners to apply to vary the regulations. The following resolution directing public engagement on this matter was carried unanimously by Council:

061/24 Councillor Svab moved That Council direct Administration to conduct public engagement by survey and open house regarding the draft Front Parking Pad regulations, as presented, and report the findings back to Council for consideration.

CARRIED UNANIMOUSLY

DISCUSSION

The Front Parking Pad Open House will be held on Wednesday, June 26, 2024, at the Program Room in the Abbey Centre from 6:00 p.m. – 8:00 p.m. Advertisements have been posted on the Town's social media channels, the Planning & Development page of the Town's website, posted on the Town's bulletin board at the Civic Centre upstairs next to Council Chambers and at the Planning & Development front counter, the June edition of "Talk of the Town", and the Town's LED signs.

A video invite was also created to increase accessibility for those who struggle with English reading comprehension or would rather view a video than read an advertisement. The video invite was posted on all Town social media channels including YouTube starting the week of June 10th.

In preparation for the Open House, Administration has drafted display boards that:

- Explain what a Front Parking Pad is,
- Describe the current prohibition on them and why the rules were put in place in 2009,
- Explain why Council is reconsidering allowing Front Parking Pads,
- Share the draft regulations and rationale,
- Provide an illustration to further illustrate the draft regulations,
- Provide two blank boards for attendees to write what they like about the proposed rules and what they would change, and
- Share a “road map” to show the next steps after the Open House is complete.

At the Open House, attendees will have an opportunity to sign up to be kept up to date on the draft regulations. A comment sheet asking the public what they like or would change about the proposed regulations along with space to include any other comments will also be available.

To capture those who cannot attend, the display boards and a copy of the comment sheet will be made available on the Planning & Development page of the Town’s website after the Open House. All written comments are to be submitted three weeks after the Open House on July 17, 2024.

While Administration was preparing the materials for the Open House, it has become clear that the survey requirement will be asking the same questions already on the comment sheet and the two display boards where attendees can write what they like about the proposed changes and what they would change. As such, Administration is requesting direction from the SCC if the survey requirement, as outlined in the March 12, 2024, Council resolution directing a survey and open house, can be removed.

If the survey component is directed to remain, the survey will become live after the Open House when the display boards are posted online for the public to review the draft regulations. The survey will have the same July 17th submission deadline as the comment sheets.

Once the July 17th deadline has passed, Council will be presented with all submitted comments along with a Land Use Bylaw amendment with any additional changes stemming from the public engagement process. If the majority of comments come back expressing strong opposition to the re-introduction of Front Parking Pads in the Town, a Land Use Bylaw amendment will not accompany the report back, instead additional direction will be sought from Council at that time.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommends Administration to remove the survey requirement from the Front Parking Pad public engagement.

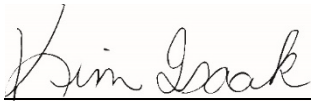
ALTERNATIVES

- a) That Standing Committee of Council directs Administration to keep the survey requirement in the Front Parking Pad public engagement.

ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: June 17, 2024

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Eagle Builders Centre Parking Options**

BACKGROUND

The Eagle Builders Centre parking lot currently has 238 parking stalls and has experienced shortages in parking since opening. An additional 48 stalls are required to meet the minimum requirements based on the Municipal Planning Commission's (MPC) Report. Initially, when parking for the building was first planned, additional parking was to be included at the Beyond Food Community Hub site, Support Services Centre site and east of Westwood Drive that would have met the requirements of the MPC. Since that time, Council made the decision to repurpose the Beyond Food Community Hub and Support Services Centre to meet community needs.

DISCUSSION

The development of the Eagle Builders Centre parking expansion options were approved as part of the 2024 Budget deliberations. Administration contracted Stantec to provide preliminary design options and an estimated cost for each of the options. In total, eight options have been provided for Council to consider, each with its own drawings, pros, cons and a cost per stall included. The document provided by Stantec is included as an attachment.

FINANCIAL IMPLICATIONS

Costs vary for each of the proposed parking options and costs are currently not included in the capital budget.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommends that Administration hold an open house to engage residents on the Eagle Builders Centre parking expansion options.

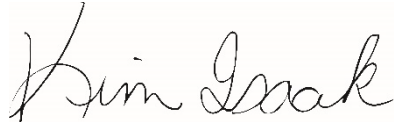
ALTERNATIVES

- a) That Standing Committee of Council refers this item back to Administration for additional information and/or amendments.

ATTACHMENTS

- *Eagle Builders Centre Parking Expansion Options Assessment*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

To:	Rick Kreklewich Town of Blackfalds	From:	Brad Vander Heyden & Graeme Nickle Stantec Consulting Ltd.
File:	113678524	Date:	May 28, 2024

Reference: Eagle Builders Centre Parking Expansion Options Assessment (Rev. 1)

The recently expanded Eagle Builders Centre (EBC) parking lot has 238 parking stalls, including several handicap stalls. Since the opening of the expanded facility, a shortage of parking spaces has been observed. Based on the Municipal Planning Commission (MPC) report, a minimum of 48 additional stalls are required. However, the Town is interested in exceeding the minimum by expanding with an additional 100 parking stalls.

Six options are considered under this memorandum, including:

- Option 1 – 5309 Broadway Avenue (Ave) Property (i.e. full parking lot build out)
- Option 2 – Parking between Westwood Drive (Dr) and CPKC (previously reviewed);
- Option 3A/B – Convert Westwood Drive into a single lane roadway and implement angle parking on the east side including a parking lot between Westwood Drive and CPKC;
- Option 4 – Full build out of Grigg Way from Waghorn Street (St) to Womacks Road
- Option 5 – The Town's municipal reserve property that is to the north of 5401 Broadway Avenue; and
- Option 6 – Along the north side of the arena in alley.

The stall counts, costs, and pros and cons of each of the options are summarized in Table 1 below. Detailed breakdowns of the costs provided in Table 1 and conceptual drawings of each option are appended to this document.

Option 1 is the full buildout of the parking lot into the 5309 Broadway Ave property. This would require the property to be purchased, and removal of the house trees, and fencing. An existing light adjacent to the 5309 property would need to be relocated to allow for the parking lot expansion as well as additional lights added. Existing fencing would have to be removed and new fencing installed around the parking lot perimeter. Franchise shallow utilities maintain existing overhead (O/H) power and telecommunications lines on the west side of the parking lot (east side of north entrance) that would remain.

Option 2 will maintain Westwood Dr as a two-lane roadway, but with parallel parking permitted only on the west side of the road. The east side of the road would be modified with new curb and gutter coupled with a monolithic trail along its entirety. A new intersection at Lansdowne Ave and Westwood Dr will also be opened. Between Westwood Dr and CPKC, the existing trees will be removed to allow for the new parking lot which will accommodate two rows of angled parking stalls. The parking lot will be one-way traffic requiring vehicles to enter from Westwood Dr, just south of the lift station and exit onto Lansdowne Ave. This design allows for fencing to be installed along CPKC as well as trees/shrubs to be planted throughout.

Option 3 considers two alternatives, Options 3A and 3B, which include changing Westwood Dr from a two lane road into a single lane maintaining the existing parallel parking stalls on the west side and implementing angle parking on the east side. Similar to Option 2, a new intersection at Lansdowne Ave and Westwood Dr would be opened with a new curb and gutter and monolithic asphalt trail establishing the east side. The existing trees

Reference: Eagle Builders Centre Parking Expansion Options Assessment (Rev. 1)

between Westwood Dr and CPKC would be removed to allow for the new parking lot accommodating one row of angled parking stalls. Options 3A and 3B both include a parking lot with angle parking and a single drive lane between Westwood Dr and CPKC. If the Town wishes, they could construct only the 39 angle parking stalls on the east side of Westwood Dr along with the trail at a relatively small cost. Option 3A's parking lot configuration faces the angled stalls towards Westwood Dr while Options 3B faces the angled stalls toward the CPKC railway. Both parking lots would connect to Westwood Dr just east of the Lansdowne Ave intersection. These designs allow for fencing to be installed and/or trees to be planted along CPKC as well as trees/shrubs to be planted between the parking lot and trail.

Option 4 considers build Grigg Way to its ultimate design cross section, a four-lane roadway from the Waghorn St intersection to approximately the Grigg Way north limit recently constructed. Although proposed to be constructed as four-lanes, the outermost lanes would be painted to convert them into temporary parallel parking stall in the short term. A new sidewalk would be added on west side and the east side would be raised up to be beside the road.

Option 5 is placing a parking lot on the Town's property, in the northwest quadrant of the Broadway Ave and Womacks Rd intersection and just north of 5401 Broadway Ave. This option is the simplest to convert into a parking require only excavation of topsoil and minor grading to allow for the parking lot to be constructed. There is an existing berm along the south side of the property which will need to be removed. This parking area is proposed as a looped one way lot with angled parking stalls and would intersection Broadway Ave in two locations. Site drainage is proposed to be maintained on site by extend the storm sewer into the property and captured via catch basins. Franchise shallow utilities maintain existing infrastructure (i.e. transformers) in the southwest corner of the site which are proposed to remain in place.

Option 6 take into consideration providing more definition to the parking locations on the north side of the EBC, alongside the alley. Some vehicles appear to already park in this area, however providing dedicated stalls would only optimize parking. There are existing roof drains on the north side of the building that will have to be accommodated through swales. To achieve the greatest number of stalls, franchise shallow utilities would have to be consulted with to relocate significant overhead power and communications infrastructure in the area. An alternative to this option is to leave the franchise shallow utilities in place, thus sacrificing the number of stalls available. The table below provides a range of stalls and costs to capture this.

OPINIONS OF PROBABLE COSTS

For each option presented above, an opinion of probable costs has been prepared reflective of recent pricing from similar projects in Central Alberta. Table 1 below provides a high level summary of each options costs noting costs per stall. A more detailed breakdown of each options cost can be found appended to the back of this document.

Reference: Eagle Builders Centre Parking Expansion Options Assessment (Rev. 1)

Table 1: Parking Lot Options Cost and Pros/Cons Summary

Description	Total (incl. Contingency and Work Outside Const. Contract)*	Number of Parking Stalls Gained	Cost Per Stall*	Pros	Cons
Option 1***	\$1,180,000.00	33	\$36,000.00	<ul style="list-style-type: none"> These parking stalls are very close to the EBC, as originally planned Removal of the house would improve visibility of the EBC from Womacks Rd 	<ul style="list-style-type: none"> Requires renegotiation to purchase land Potential significant franchise shallow utility relocations (O/H to U/G) This option as a standalone project would not meet the target number of stalls
Option 2	\$1,490,000.00	104	\$15,000.00	<ul style="list-style-type: none"> Potential to re-beautify area through plantings and fencing (decorative) Fence would help to prevent pedestrian trespassing onto CPKC railway Close to existing parking lot (almost connected) Improve trail connectivity to the south 	<ul style="list-style-type: none"> This area is significantly opposed by Westwood Dr homeowners because of the removal of the existing trees blocking their view of the railway Residents may dislike the new Lansdowne Ave intersection in front of their house
Option 3A	\$1,250,000.00	74	\$17,000.00	<ul style="list-style-type: none"> Potential to re-beautify area through plantings and fencing (decorative) Fence would stop pedestrian trespass on CPKC railway Close to existing parking lot (almost connected) Parallel parking on west side in front of residents maintained Option to only construct the angle parking and trail on the east side and constructing the parking lot in the future 	<ul style="list-style-type: none"> This area is significantly opposed by Westwood Dr homeowners because of the removal of the existing trees blocking their view of the railway Potential for headlights facing towards homes on west side of Westwood Dr Residents may dislike the new Lansdowne Ave intersection in front of their house This option as a standalone project would not meet the target number of stalls
Option 3B	\$1,250,000.00	79	\$16,000.00	<ul style="list-style-type: none"> Potential of re-beautify area through plantings and fencing (decorative) Fence would stop pedestrian trespass on CPKC railway Parallel parking on west side in front of residents maintained Option to only construct the angle parking and trail on the east side and constructing the parking lot in the future Close to existing parking lot (almost connected) Headlights facing CPKC 	<ul style="list-style-type: none"> This area is significantly opposed by Westwood Dr homeowners because of the removal of the existing trees blocking their view of the railway Residents may dislike the new Lansdowne Ave intersection in front of their house This option as a standalone project would not meet the target number of stalls
Option 4	\$1,060,000.00	17	\$63,000.00	<ul style="list-style-type: none"> No throw away costs to achieve ultimate build out of Grigg Way (i.e. parking stalls converted to drive lanes) Pedestrian safety improvement with sidewalk addition on west side 	<ul style="list-style-type: none"> Parking stalls are only temporary Potential for pedestrian mid-block crossing due to break in fence for sidewalk Location is inconvenient and not practical to see or navigate to This option as a standalone project would not meet the target number of stalls
Option 5	\$870,000.00	105	\$9,000.00	<ul style="list-style-type: none"> Easiest area to convert into a parking lot 	<ul style="list-style-type: none"> Distance people are required to walk Area is furthest away from EBC and may go unnoticed, additional signage required Broadway Ave/Womacks Rd intersection level of service concerns Pedestrian connectivity would require a retaining wall at the NW corner of Broadway Ave/Womacks Rd and a new crossing across Broadway Ave
Option 6	\$200,000 - \$550,000.00	20 - 30	\$10,000 - \$19,000.00	<ul style="list-style-type: none"> Closest proximity to EBC 	<ul style="list-style-type: none"> Potential for significant franchise shallow utility relocations This option as a standalone project would not meet the target number of stalls

*-Rounded to nearest \$10,000

**-Rounded to nearest \$1,000

***-Only option 1 would require land acquisition

Reference: Eagle Builders Centre Parking Expansion Options Assessment (Rev. 1)

SUMMARY

Each of the options presented above have their own pros and cons with respect to the overall parking needs of the facility and surrounding area. All options are positive toward improving on the existing parking stalls available granted there are only select options that achieve the 48 parking stalls noted in the MPC report and the target of 100 parking stall the Town would like to add. As indicated in the above table, Option 2 and 5 both exceed the Town's parking stall target and provide some of the lowest cost per stall.

Stantec Consulting Ltd.

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Graeme Nickle P.Eng.
Project Coordinator

Phone: 403-392-0528
graeme.nickle@stantec.com

Attachment: Figure 1 – Option #1 Parking Lot Layout – Full Build Out
Figure 2 – Option #2 Parking Lot Layout – Westwood Drive 1
Figure 3A – Option #3A Parking Lot Layout – Westwood Drive 2
Figure 3B – Option #3B Parking Lot Layout – Westwood Drive 3
Figure 4 – Option #4 Parking Lot Layout – Grigg Way (Interim)
Figure 5 – Option #5 Parking Lot Layout – Property North of Womacks Road
Figure 6 – Option #6 Parking Lot Layout – North Alley

Opinions of Probable Cost – Options #1 - #6

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PARKING STALL COUNT	
EAGLE BUILDERS PARKING LOT STALLS:	238
OPTION #1 -	
NEW STALLS:	60
STALLS REMOVED:	27
NET ADDITIONAL STALLS:	33
TOTAL STALLS:	271

ORIGINAL SHEET - ANSI B

MARCH, 2023
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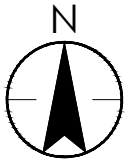
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Client/Project
TOWN OF BLACKFALDS
WESTWOOD DRIVE PARKING LOT

Figure No.
1

Title
OPTION #1 PARKING LOT
LAYOUT - FULL BUILD OUT



PARKING STALL COUNT
 EAGLE BUILDERS PARKING LOT STALLS: 238
 OPTION #2 - NEW STALLS: 104
 TOTAL STALLS: 342

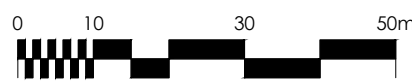
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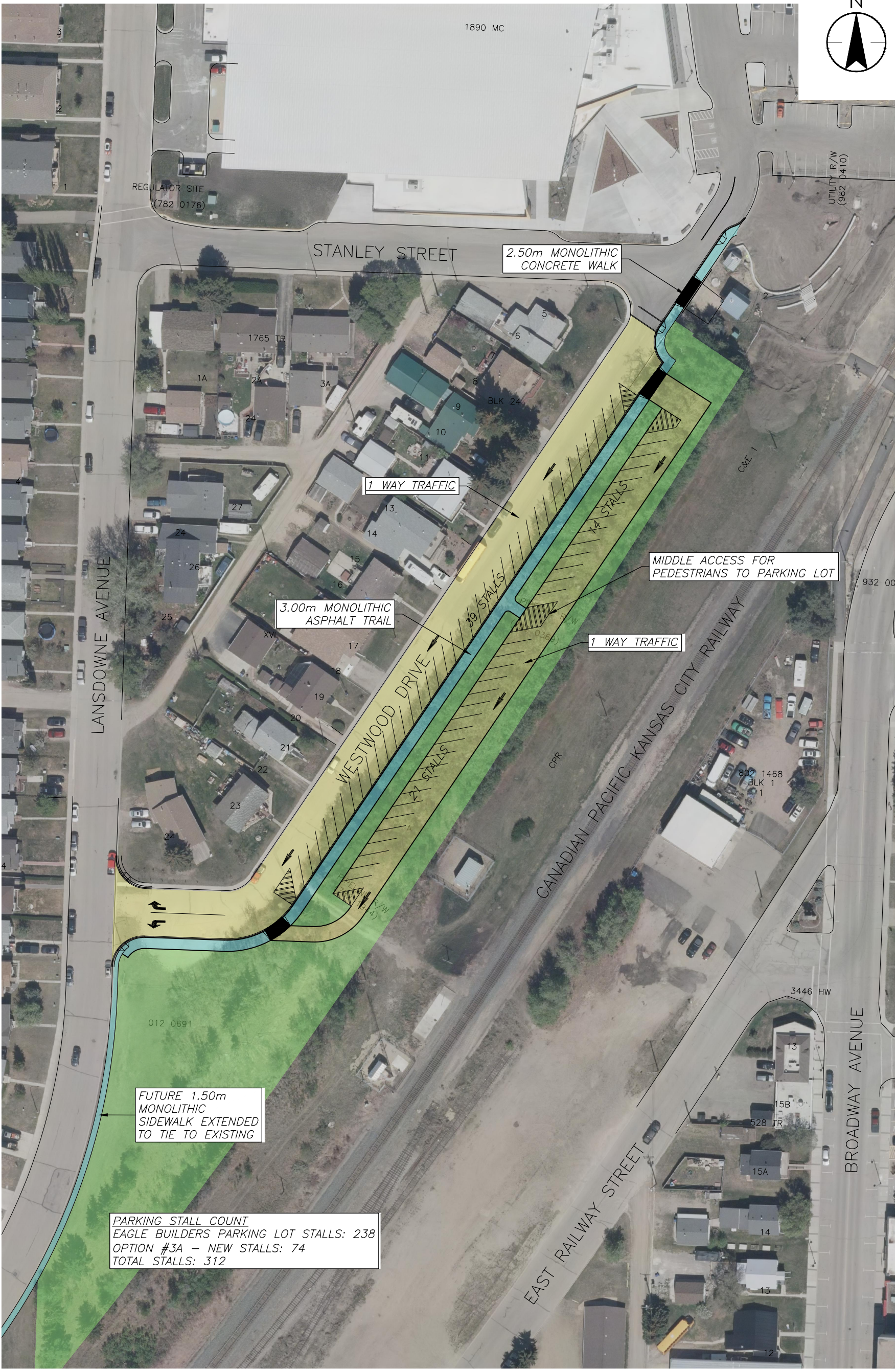
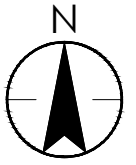
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Client/Project
 TOWN OF BLACKFALDS
 WESTWOOD DRIVE PARKING LOT

Figure No.
 2

Title
 OPTION #2 PARKING LOT
 LAYOUT - WESTWOOD DRIVE 1



2.50m MONOLITHIC CONCRETE WALK

1 WAY TRAFFIC

MIDDLE ACCESS FOR PEDESTRIANS TO PARKING LOT

3.00m MONOLITHIC ASPHALT TRAIL

1 WAY TRAFFIC

FUTURE 1.50m MONOLITHIC SIDEWALK EXTENDED TO TIE TO EXISTING

PARKING STALL COUNT
 EAGLE BUILDERS PARKING LOT STALLS: 238
 OPTION #3A - NEW STALLS: 74
 TOTAL STALLS: 312

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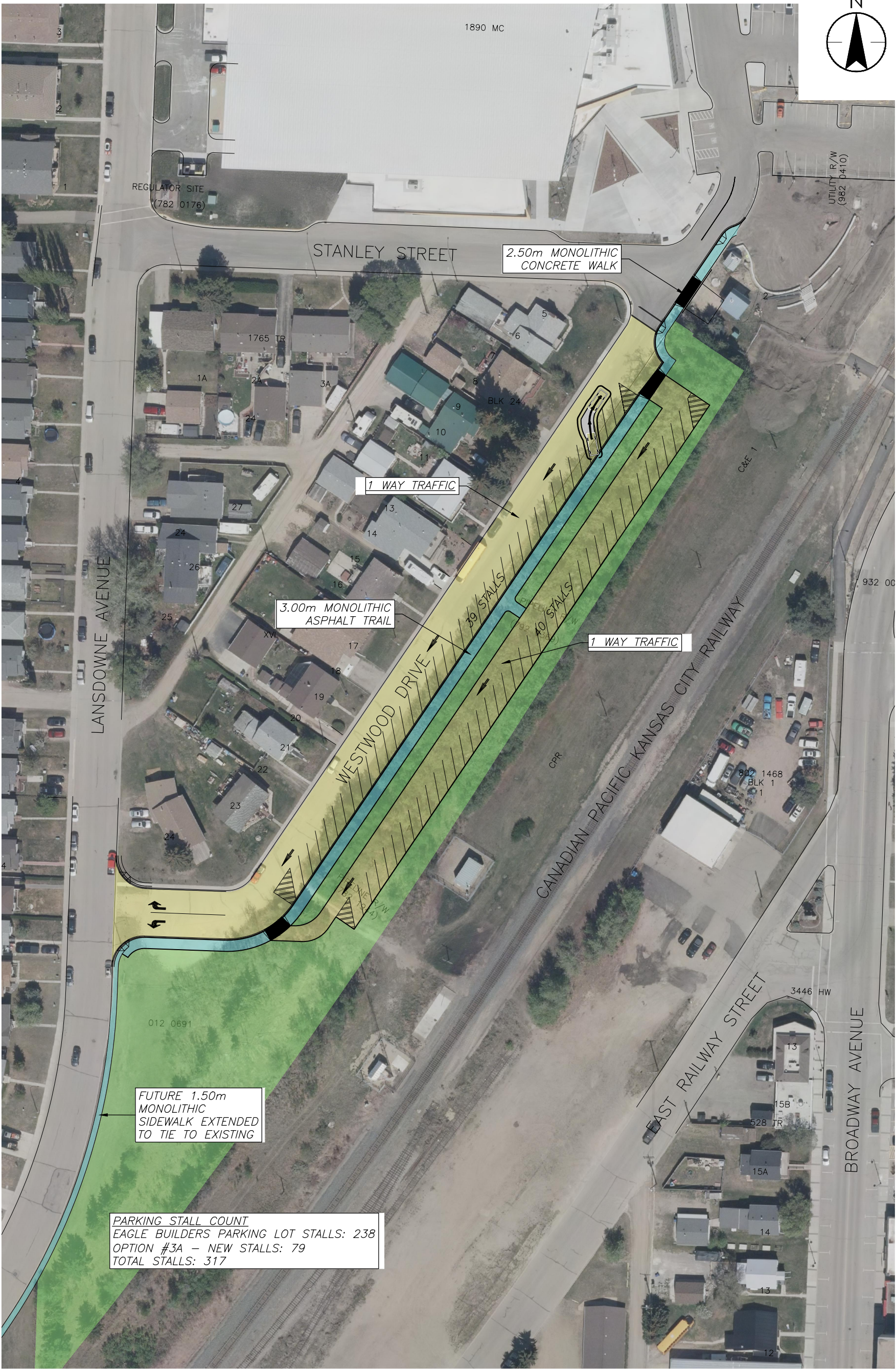
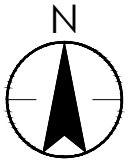
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Client/Project
 TOWN OF BLACKFALDS
 WESTWOOD DRIVE PARKING LOT

Figure No.
 3A

Title
 OPTION#3A PARKING LOT LAYOUT - WESTWOOD DRIVE 2



PARKING STALL COUNT
 EAGLE BUILDERS PARKING LOT STALLS: 238
 OPTION #3A - NEW STALLS: 79
 TOTAL STALLS: 317

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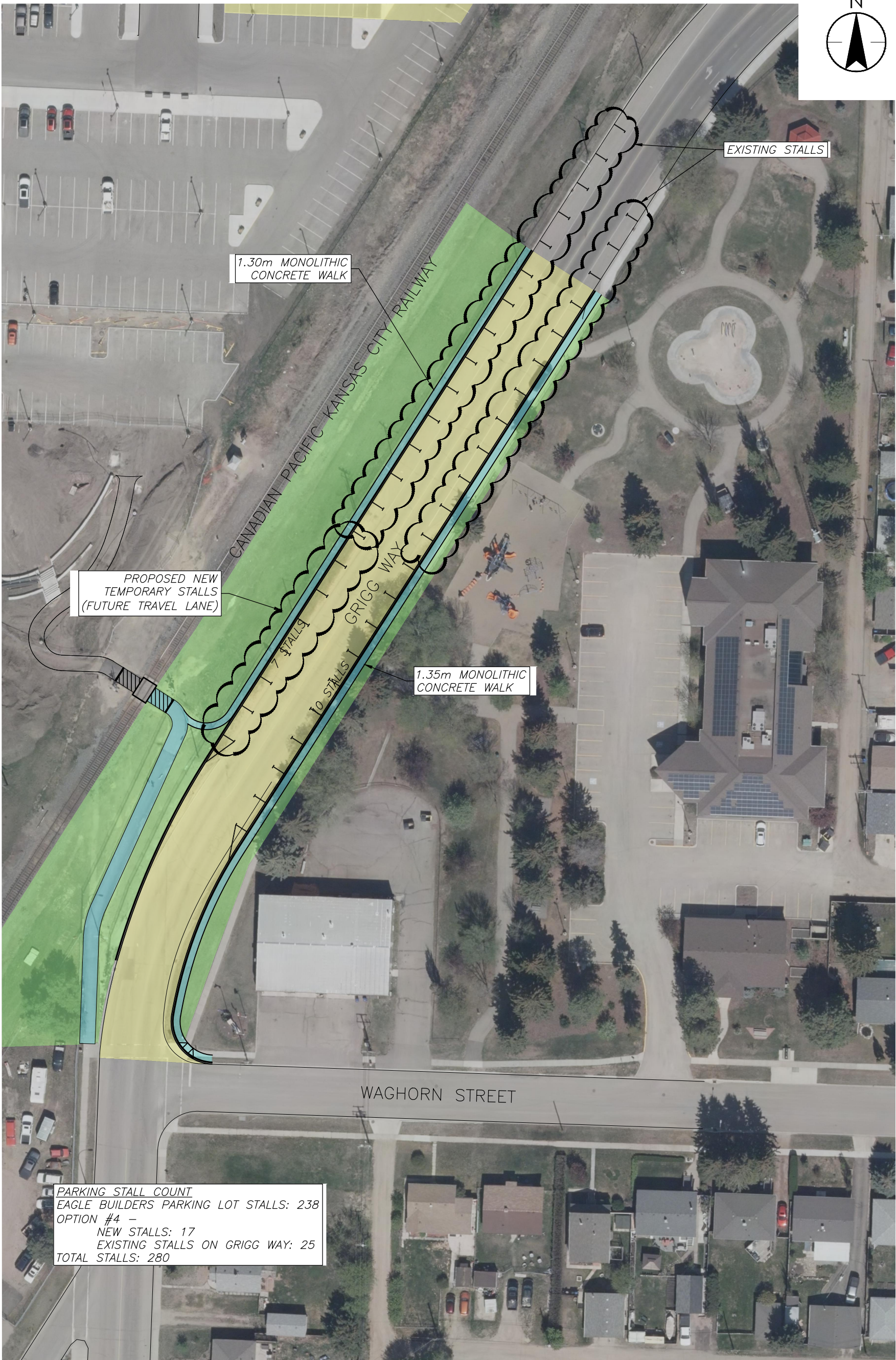
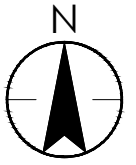
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Client/Project
 TOWN OF BLACKFALDS
 WESTWOOD DRIVE PARKING LOT

Figure No.
3B

Title
**OPTION #3B PARKING LOT
 LAYOUT - WESTWOOD DRIVE 3**



PARKING STALL COUNT
 EAGLE BUILDERS PARKING LOT STALLS: 238
 OPTION #4 -
 NEW STALLS: 17
 EXISTING STALLS ON GRIGG WAY: 25
 TOTAL STALLS: 280

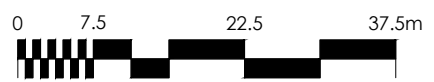
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Client/Project
 TOWN OF BLACKFALDS
 WESTWOOD DRIVE PARKING LOT

Figure No.
 4

Title
 OPTION #4 PARKING LOT
 LAYOUT - GRIGG WAY (INTERIM)

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PARKING STALL COUNT
 EAGLE BUILDERS PARKING LOT STALLS: 238
 OPTION #5 - NEW STALLS: 105
 TOTAL STALLS: 343

1.50m MONOLITHIC CONCRETE WALK

ORIGINAL SHEET - ANSI B

MARCH, 2023
113678524



Legend

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Client/Project
 TOWN OF BLACKFALDS
 WESTWOOD DRIVE PARKING LOT

Figure No.
 5

Title
 OPTION #5 PARKING LOT
 LAYOUT - PROPERTY NORTH OF
 WOMACKS ROAD



PARKING STALL COUNT
 EAGLE BUILDERS PARKING LOT STALLS: 238
 OPTION #6 -
 NEW STALLS: 30
 STALLS REQUIRING SIGNIFICANT UTILITY BURIALS: 10
 TOTAL STALLS: 268

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MONTH, YEAR
 113678524



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Client/Project
 TOWN OF BLACKFALDS
 WESTWOOD DRIVE PARKING LOT

Figure No.
 6

Title
 OPTION #6 PARKING LOT
 LAYOUT - NORTH ALLEY

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Town of Blackfalds
Eagle Builders Center Parking Lot Options Assessment
Project Number: 113678524

Date: 5/14/2024

Summary of Options

	OPTION 1 5309 Broadway Avenue (Full Parking Lot Build Out)	OPTION 2 Parking Lot between Westwood Dr and CPKC	OPTION 3A Single Lane Westwood Dr with Angle Parking on East Side, Parking Lot Vehicles Face Westwood Dr	OPTION 3B Single Lane Westwood Dr with Angle Parking on East Side, Parking Lot Vehicles Face CPKC	OPTION 4 Full Build out of Grigg Way to Waghorn Street	OPTION 5 MR North of 5401 Broadway Ave	OPTION 6 North Side of Arena in Alley (with Franchise Relocations)	OPTION 6 North Side of Arena in Alley (without franchisee relocations)
Part 1: General Requirements	\$ 32,900.00	\$ 98,700.00	\$ 79,400.00	\$ 79,400.00	\$ 68,900.00	\$ 57,300.00	\$ 30,000.00	\$ 30,000.00
Part 2: Site Work, Demolition, and Removals	\$ 78,700.00	\$ 35,440.00	\$ 49,570.00	\$ 49,570.00	\$ 12,920.00	\$ 260.00	\$ -	\$ -
Part 3: Storm Sewer	\$ -	\$ 34,815.00	\$ 15,900.00	\$ 15,900.00	\$ 14,400.00	\$ 68,040.00	\$ -	\$ -
Part 4: Concrete Work	\$ 37,575.00	\$ 85,990.00	\$ 75,530.00	\$ 75,530.00	\$ 78,680.00	\$ 57,870.00	\$ 23,680.00	\$ 23,680.00
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation	\$ 56,921.00	\$ 243,451.00	\$ 191,758.00	\$ 191,758.00	\$ 246,166.00	\$ 183,210.00	\$ 40,172.00	\$ 40,172.00
Part 6: Asphaltic Concrete Paving	\$ 34,470.00	\$ 155,660.00	\$ 137,940.00	\$ 137,940.00	\$ 231,655.00	\$ 114,300.00	\$ 26,100.00	\$ 26,100.00
Part 7: Pavement Markings and Signage	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 10,000.00	\$ 20,000.00	\$ 7,500.00	\$ 7,500.00
Part 8: Landscaping and Fine Grading	\$ 14,885.00	\$ 155,700.00	\$ 168,016.00	\$ 168,016.00	\$ 19,130.00	\$ 2,925.00	\$ 1,403.00	\$ 1,403.00
Part 9: Lighting	\$ 20,000.00	\$ 60,000.00	\$ 40,000.00	\$ 40,000.00	\$ -	\$ 50,000.00	\$ -	\$ -
SUBTOTAL	\$ 285,451.00	\$ 884,756.00	\$ 773,114.00	\$ 773,114.00	\$ 681,851.00	\$ 553,905.00	\$ 128,855.00	\$ 128,855.00
Contingency (25%)	\$ 99,907.85	\$ 309,664.60	\$ 270,589.90	\$ 270,589.90	\$ 238,647.85	\$ 193,866.75	\$ 45,099.25	\$ 45,099.25
SUBTOTAL INCL. CONTINGENCY	\$ 385,358.85	\$ 1,194,420.60	\$ 1,043,703.90	\$ 1,043,703.90	\$ 920,498.85	\$ 747,771.75	\$ 173,954.25	\$ 173,954.25
Additional Work Outside Construction Contract								
Professional Services (Engineering) (10%)	\$ 35,681.38	\$ 110,594.50	\$ 96,639.25	\$ 96,639.25	\$ 85,231.38	\$ 69,238.13	\$ 16,106.88	\$ 16,106.88
Land Acquisition (Estimate Only)	\$ 450,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Franchise Shallow Utilities (Estimate Only)	\$ 300,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 350,000.00	\$ -
ESTIMATED CONSTRUCTION CONTRACT PLUS ADDITIONAL WORK (ROUNDED TO NEAREST \$10,000)	\$ 1,180,000.00	\$ 1,410,000.00	\$ 1,250,000.00	\$ 1,250,000.00	\$ 1,060,000.00	\$ 870,000.00	\$ 550,000.00	\$ 200,000.00
Number of Parking Stalls Gained (Net Gain)	33	104	74	79	17	105	30	20
Option Cost per Stall (rounded to nearest \$1,000)	\$ 36,000.00	\$ 14,000.00	\$ 17,000.00	\$ 16,000.00	\$ 63,000.00	\$ 9,000.00	\$ 19,000.00	\$ 10,000.00

Notes:
Land Acquisition cost is an estimate only shown as a placeholder cost.

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment

Option 1 - 5309 Broadway Avenue (Full Parking Lot Build Out)

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
Part 1: General Requirements					
1.1	Mobilization and Demobilization	L.S.	1	\$20,300.00	\$20,300.00
1.2	Traffic Accomodation Strategy	L.S.	1	\$5,100.00	\$5,100.00
1.3	Hydrovac (Provisional)	P.C.S	1	\$7,500.00	\$7,500.00
Subtotal Part 1:					\$32,900.00
Part 2: Site Work, Demolition, and Removals					
2.1	Sawcut, Remove, and Dispose Existing Curb and Gutter and/or Pinned Curb including granular base	lin. m	18	\$10.00	\$180.00
2.2	Sawcut, Remove, and Dispose Existing Concrete Sidewalk/Monowalk/Median including granular base	sq. m	45	\$10.00	\$450.00
2.3	Remove and Dispose Existing Trees/Shrubs	L.S.	1	\$20,000.00	\$20,000.00
2.4	Remove and Dispose Existing Fence	lin. m	95	\$6.00	\$570.00
2.5	Remove and Dispose Existing House	L.S.	1	\$50,000.00	\$50,000.00
2.6	Remove and Reinstall Existing Parking Lot Lighting	each	1	\$7,500.00	\$7,500.00
Subtotal Part 2:					\$78,700.00
Part 4: Concrete Work					
4.1	Pinned Curb	lin. m	261	\$75.00	\$19,575.00
4.2	Concrete Median Cap including granular base	sq. m	104	\$150.00	\$15,600.00
4.3	Curb Ramps including granular base (Paraplegic)	each	2	\$1,200.00	\$2,400.00
Subtotal Part 4:					\$37,575.00
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation					
5.1	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu.m	263	\$12.00	\$3,156.00
5.2	Waste Excavation and Dispose Off-Site (Provisional)	cu.m	527	\$20.00	\$10,540.00
5.3	Woven Geotextile	sq. m	1,183	\$2.00	\$2,366.00
5.4	75mm Minus Granular Sub-Base Course				
	a) 200mm Depth (Parking Lot - Light Structure)	sq. m	1,183	\$16.00	\$18,928.00
5.5	Remove and replace unsuitable subgrade (provisional)	cu. m	119	\$65.00	\$7,735.00
5.6	Des. 2 Class 20 Granular Base				
	a) 150mm Depth (Parking Lot - Light Structure)	sq. m	1,183	\$12.00	\$14,196.00
Subtotal Part 5:					\$56,921.00
Part 6: Asphaltic Concrete Paving					
6.1	Asphalt, 75mm Type 5b.(2) (Parking Lot - Light Structure)	sq. m	1,149	\$30.00	\$34,470.00
Subtotal Part 6:					\$34,470.00

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment Option 1 - 5309 Broadway Avenue (Full Parking Lot Build Out)

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
Part 7: Pavement Markings and Signage					
7.1	Painted Pavement Markings	L.S.	1	\$5,000.00	\$5,000.00
7.2	Signage	L.S.	1	\$5,000.00	\$5,000.00
Subtotal Part 7:					\$10,000.00
Part 8: Landscaping and Fine Grading					
8.1	Topsoil Replacement (assume 250mm depth)	cu. m	263	\$13.00	\$3,419.00
8.2	Fine Grading and Seeding	sq. m	1,050	\$3.00	\$3,150.00
8.3	Supply and Install 5'-0" Black Chain Link Fence	lin. m	126	\$66.00	\$8,316.00
Subtotal Part 8:					\$14,885.00
Part 9: Lighting					
9.1	Parking Lot Light incl. base, conduit, electrical	each	2	\$10,000.00	\$20,000.00
Subtotal Part 9:					\$20,000.00
Option 1 - 5309 Broadway Avenue (Full Parking Lot Build Out)Summary					
Part 1: General Requirements					\$32,900.00
Part 2: Site Work, Demolition, and Removals					\$78,700.00
Part 4: Concrete Work					\$37,575.00
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation					\$56,921.00
Part 6: Asphaltic Concrete Paving					\$34,470.00
Part 7: Pavement Markings and Signage					\$10,000.00
Part 8: Landscaping and Fine Grading					\$14,885.00
Part 9: Lighting					\$20,000.00
SUBTOTAL					\$285,451.00
Contingency				25%	\$71,362.75
SUBTOTAL incl. Contingency					\$356,813.75
Additional Work Outside Construction Contract					
Professional Services				10%	\$35,681.38
Land Acquisition - Estimate Only					\$450,000.00
Potential Franchise Shallow Utility Relocations (Cost Unknown)					\$300,000.00
TOTAL					\$1,142,495.13
Cost Per Stall (Net Gain of 33 Stalls)					\$34,621.06

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment Option 2 - Parking Lot between Westwood Drive and CPKC

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
Part 1: General Requirements					
1.1	Mobilization and Demobilization	L.S.	1	\$62,900.00	\$62,900.00
1.2	Traffic Accomodation Strategy	L.S.	1	\$15,800.00	\$15,800.00
1.3	Hydrovac (Provisional)	P.C.S	1	\$20,000.00	\$20,000.00
Subtotal Part 1:					\$98,700.00
Part 2: Site Work, Demolition, and Removals					
2.1	Sawcut, Remove, and Dispose Existing Asphalt	sq. m	160	\$5.00	\$800.00
2.2	Asphalt Concrete Pavement Milling - 50mm Depth	sq. m	105	\$30.00	\$3,150.00
2.3	Sawcut, Remove, and Dispose Existing Curb and Gutter and/or Pinned Curb including granular base	lin. m	118	\$10.00	\$1,180.00
2.4	Remove and Dispose of Existing Storm Sewer, Catch Basin Leads, Culverts, Catch Basin Manholes/Catch Basins	lin. m	10	\$16.00	\$160.00
2.5	Remove and Dispose Existing Trees/Shrubs	L.S.	1	\$30,000.00	\$30,000.00
2.6	Remove and Dispose Existing Fence	lin. m	25	\$6.00	\$150.00
Subtotal Part 2:					\$35,440.00
Part 3: Storm Sewer					
3.1	Trench Excavation, Bedding, Backfill, and Compaction				
	a) 1.5m to 3.0m depth	lin. m	10	\$375.00	\$3,750.00
3.2	Storm Sewer Pipe				
	a) 300mm diameter PVC DR35	lin. m	10	\$450.00	\$4,500.00
	d) CCTV Video Inspection	L.S.	1	\$2,250.00	\$2,250.00
3.4	Supply and Install Frame and Cover				
	a) Type K-3	each	1	\$540.00	\$540.00
3.5	Catch Basin Manhole, including precast barrel, slab top, grade rings, and base	vm	2.0	\$3,750.00	\$7,500.00
3.6	Catch Basin Lead - Trench excavation, pipe supply and install, bedding, backfill and compaction 250mm Pipe	lin. m	21	\$375.00	\$7,875.00
3.7	Supply and Install Catch Basin	each	1	\$6,900.00	\$6,900.00
3.9	Replace unsuitable material and replace with 40 mm screened rock backfill material (provisional)	cu. m	2	\$75.00	\$150.00
3.10	Tie Into Existing Storm Sewer	each	1	\$1,350.00	\$1,350.00
Subtotal Part 3:					\$34,815.00
Part 4: Concrete Work					
4.1	250mm Standard, Reversed, Depressed Curb & Gutter excluding granular base	lin. m	366	\$130.00	\$47,580.00
4.2	15M Rebar Addition for Reinforcing Depressed Curb at Concrete Apron Locations	lin. m	17	\$30.00	\$510.00
4.3	1.5m Concrete Monowalk excluding granular base	lin. m	8	\$225.00	\$1,800.00
4.4	2.5m Concrete Monowalk excluding granular base	lin. m	49	\$300.00	\$14,700.00

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment

Option 2 - Parking Lot between Westwood Drive and CPKC

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
4.5	Curb Ramps including granular base (Paraplegic)	each	2	\$1,200.00	\$2,400.00
4.6	Reinforced Concrete Apron, 150mm Depth with 15M Reinforcement	sq. m	76	\$250.00	\$19,000.00
Subtotal Part 4:					\$85,990.00
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation					
5.1	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu.m	1,646	\$12.00	\$19,752.00
5.2	Waste Excavation and Dispose Off-Site (Provisional)	cu.m	3,328	\$20.00	\$66,560.00
5.3	Woven Geotextile	sq. m	3,885	\$2.00	\$7,770.00
5.4	75mm Minus Granular Sub-Base Course				
	a) 200mm Depth (Parking Lot - Light Structure)	sq. m	3,885	\$16.00	\$62,160.00
	b) 300mm Depth (Westwood Drive - Heavy Structure)	sq. m	397	\$20.00	\$7,940.00
5.5	Remove and replace unsuitable subgrade (provisional)	cu. m	429	\$65.00	\$27,885.00
5.6	Des. 2 Class 20 Granular Base				
	a) 150mm Depth (Parking Lot - Light Structure)	sq. m	3,885	\$12.00	\$46,620.00
	b) 150mm Depth (Westwood Drive - Heavy Structure)	sq. m	397	\$12.00	\$4,764.00
Subtotal Part 5:					\$243,451.00
Part 6: Asphaltic Concrete Paving					
6.1	Asphalt, 75mm Type 5b.(2) (Parking Lot - Light Structure)	sq. m	3,648	\$30.00	\$109,440.00
6.2	Asphalt Top Lift, 50mm Type 5b.(2) (Westwood Drive - Heavy Structure)	sq. m	228	\$20.00	\$4,560.00
6.3	Asphalt Bottom Lift, 50mm Type 5b.(2) (Westwood Drive - Heavy Structure)	sq. m	123	\$20.00	\$2,460.00
6.4	Asphalt Trail, 75mm Type 5b(1), 2.5m-3.00m wide including granular base	lin. m	245	\$160.00	\$39,200.00
Subtotal Part 6:					\$155,660.00
Part 7: Pavement Markings and Signage					
7.1	Painted Pavement Markings	L.S.	1	\$10,000.00	\$10,000.00
7.2	Signage	L.S.	1	\$5,000.00	\$5,000.00
Subtotal Part 7:					\$15,000.00
Part 8: Landscaping and Fine Grading					
8.1	Topsoil Replacement (assume 250mm depth)	cu. m	518	\$13.00	\$6,734.00
8.2	Fine Grading and Seeding	sq. m	2,072	\$3.00	\$6,216.00
8.3	Supply and Install 5'-0" Black Chain Link Fence	lin. m	265	\$66.00	DO NOT EXTEND
8.4	Supply and Install 6'-0" Wooden Fence	lin. m	265	\$350.00	\$92,750.00
8.5	Lanscaping (Trees/Shrubs)	L.S.	1	\$50,000.00	\$50,000.00
Subtotal Part 8:					\$155,700.00

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment

Option 2 - Parking Lot between Westwood Drive and CPKC

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
Part 9:	Lighting				
9.1	Parking Lot Light incl. base, conduit, electrical	each	6	\$10,000.00	\$60,000.00
	Subtotal Part 9:				\$60,000.00
Option 2 - Parking Lot between Westwood Drive and CPKC Summary					
	Part 1: General Requirements				\$98,700.00
	Part 2: Site Work, Demolition, and Removals				\$35,440.00
	Part 3: Storm Sewer				\$34,815.00
	Part 4: Concrete Work				\$85,990.00
	Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation				\$243,451.00
	Part 6: Asphaltic Concrete Paving				\$155,660.00
	Part 7: Pavement Markings and Signage				\$15,000.00
	Part 8: Landscaping and Fine Grading				\$155,700.00
	Part 9: Lighting				\$60,000.00
	SUBTOTAL				\$884,756.00
	Contingency			25%	\$221,189.00
	SUBTOTAL incl. Contingency				\$1,105,945.00
	Additional Work Outside Construction Contract				
	Professional Services			10%	\$110,594.50
	Potential Fibre Optic Line Relocation (Cost Unknown)				\$100,000.00
	TOTAL				\$1,316,539.50
	Cost Per Stall (Net Gain of 104 Stalls)				\$12,659.03

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment Option 3A/B - Single Lane Westwood Drive with Angle Parking on East Side

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
Part 1: General Requirements					
1.1	Mobilization and Demobilization	L.S.	1	\$55,500.00	\$55,500.00
1.2	Traffic Accomodation Strategy	L.S.	1	\$13,900.00	\$13,900.00
1.3	Hydrovac (Provisional)	P.C.S	1	\$10,000.00	\$10,000.00
Subtotal Part 1:					\$79,400.00
Part 2: Site Work, Demolition, and Removals					
2.1	Sawcut, Remove, and Dispose Existing Asphalt	sq. m	1,340	\$5.00	\$6,700.00
2.2	Asphalt Concrete Pavement Milling - 50mm Depth	sq. m	227	\$30.00	\$6,810.00
2.3	Sawcut, Remove, and Dispose Existing Curb and Gutter and/or Pinned Curb including granular base	lin. m	91	\$10.00	\$910.00
2.4	Remove and Dispose Existing Trees/Shrubs	L.S.	1	\$30,000.00	\$30,000.00
2.5	Remove and Dispose Existing Fence	lin. m	25	\$6.00	\$150.00
2.6	Remove and Dispose Existing Catch Basin and Abandon Lead	L.S.	1	\$5,000.00	\$5,000.00
Subtotal Part 2:					\$49,570.00
Part 3: Storm Sewer					
3.1	Catch Basin Lead - Trench excavation, pipe supply and install, bedding, backfill and compaction 250mm Pipe	lin. m	20	\$375.00	\$7,500.00
3.2	Supply and Install Catch Basin	each	1	\$6,900.00	\$6,900.00
3.3	Replace unsuitable material and replace with 40 mm screened rock backfill material (provisional)	cu. m	2	\$75.00	\$150.00
3.4	Tie Into Existing Storm Sewer	each	1	\$1,350.00	\$1,350.00
Subtotal Part 3:					\$15,900.00
Part 4: Concrete Work					
4.1	250mm Standard, Reversed, Depressed Curb & Gutter excluding granular base	lin. m	291	\$130.00	\$37,830.00
4.2	15M Rebar Addition for Reinforcing Depressed Curb at Concrete Apron Locations	lin. m	35	\$30.00	\$1,050.00
4.3	1.5m Concrete Monowalk including granular base	lin. m	28	\$225.00	\$6,300.00
4.6	Curb Ramps including granular base (Paraplegic)	each	3	\$1,200.00	\$3,600.00
4.7	Reinforced Concrete Apron, 150mm Depth with 15M Reinforcement	sq. m	107	\$250.00	\$26,750.00
Subtotal Part 4:					\$75,530.00
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation					
5.1	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu.m	1,646	\$12.00	\$19,752.00
5.2	Waste Excavation and Dispose Off-Site (Provisional)	cu.m	2,478	\$20.00	\$49,560.00
5.3	Woven Geotextile	sq. m	3,212	\$2.00	\$6,424.00
5.4	75mm Minus Granular Sub-Base Course				
	a) 200mm Depth (Parking Lot - Light Structure)	sq. m	1,923	\$16.00	\$30,768.00

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment

Option 3A/B - Single Lane Westwood Drive with Angle Parking on East Side

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
	b) 300mm Depth (Westwood Drive - Heavy Structure)	sq. m	1,289	\$20.00	\$25,780.00
5.5	Remove and replace unsuitable subgrade (provisional)	cu. m	322	\$65.00	\$20,930.00
5.6	Des. 2 Class 20 Granular Base				
	a) 150mm Depth (Parking Lot - Light Structure)	sq. m	1,923	\$12.00	\$23,076.00
	b) 150mm Depth (Westwood Drive - Heavy Structure)	sq. m	1,289	\$12.00	\$15,468.00
	Subtotal Part 5:				\$191,758.00
Part 6:	Asphaltic Concrete Paving				
6.1	Asphalt, 75mm Type 5b.(2) (Parking Lot - Light Structure)	sq. m	1,740	\$30.00	\$52,200.00
6.2	Asphalt Top Lift, 50mm Type 5b.(2) (Westwood Drive - Heavy Structure)	sq. m	1,281	\$20.00	\$25,620.00
6.3	Asphalt Bottom Lift, 50mm Type 5b.(2) (Westwood Drive - Heavy Structure)	sq. m	1,054	\$20.00	\$21,080.00
6.4	Asphalt Trail, 75mm Type 5b(1), 3.00m wide including granular base	lin. m	244	\$160.00	\$39,040.00
	Subtotal Part 6:				\$137,940.00
Part 7:	Pavement Markings and Signage				
7.1	Painted Pavement Markings	L.S.	1	\$10,000.00	\$10,000.00
7.2	Signage	L.S.	1	\$5,000.00	\$5,000.00
	Subtotal Part 7:				\$15,000.00
Part 8:	Landscaping and Fine Grading				
8.1	Topsoil Replacement (assume 250mm depth)	cu. m	1,011	\$13.00	\$13,143.00
8.2	Fine Grading and Seeding	sq. m	4,041	\$3.00	\$12,123.00
8.3	Supply and Install 5'-0" Black Chain Link Fence	lin. m	265	\$66.00	DO NOT EXTEND
8.4	Supply and Install 6'-0" Wooden Fence	lin. m	265	\$350.00	\$92,750.00
8.5	Lanscaping (Trees/Shrubs)	L.S.	1	\$50,000.00	\$50,000.00
	Subtotal Part 8:				\$168,016.00
Part 9:	Lighting				
9.1	Parking Lot Light incl. base, conduit, electrical	each	4	\$10,000.00	\$40,000.00
	Subtotal Part 9:				\$40,000.00

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment

Option 3A/B - Single Lane Westwood Drive with Angle Parking on East Side

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
Option 3A/B - Single Lane Westwood Drive with Angle Parking on East Side Summary					
	Part 1: General Requirements				<u>\$79,400.00</u>
	Part 2: Site Work, Demolition, and Removals				<u>\$49,570.00</u>
	Part 3: Storm Sewer				<u>\$15,900.00</u>
	Part 4: Concrete Work				<u>\$75,530.00</u>
	Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation				<u>\$191,758.00</u>
	Part 6: Asphaltic Concrete Paving				<u>\$137,940.00</u>
	Part 7: Pavement Markings and Signage				<u>\$15,000.00</u>
	Part 8: Landscaping and Fine Grading				<u>\$168,016.00</u>
	Part 9: Lighting				<u>\$40,000.00</u>
	SUBTOTAL				<u>\$773,114.00</u>
	Contingency			25%	<u>\$193,278.50</u>
	SUBTOTAL incl. Contingency				<u>\$966,392.50</u>
Additional Work Outside Construction Contract					
	Professional Services			10%	<u>\$96,639.25</u>
	Potential Fibre Optic Line Relocation (Cost Unknown)				<u>\$100,000.00</u>
	TOTAL				<u>\$1,163,031.75</u>
	Cost Per Stall - Option 3A (Net Gain of 74 Stalls)				<u>\$15,716.65</u>
	Cost Per Stall - Option 3B (Net Gain of 79 Stalls)				<u>\$14,721.92</u>

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment

Option 4 - Full Build out of Grigg Way to Waghorn Street

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
Part 1: General Requirements					
1.1	Mobilization and Demobilization	L.S.	1	\$49,100.00	\$49,100.00
1.2	Traffic Accomodation Strategy	L.S.	1	\$12,300.00	\$12,300.00
1.3	Hydrovac (Provisional)	P.C.S	1	\$7,500.00	\$7,500.00
Subtotal Part 1:					\$68,900.00
Part 2: Site Work, Demolition, and Removals					
2.1	Sawcut, Remove, and Dispose Existing Asphalt	sq. m	1,890	\$5.00	\$9,450.00
2.2	Asphalt Concrete Pavement Milling - 50mm Depth	sq. m	41	\$30.00	\$1,230.00
2.3	Sawcut, Remove, and Dispose Existing Curb and Gutter and/or Pinned Curb including granular base	lin. m	124	\$10.00	\$1,240.00
2.4	Remove and Dispose of Existing Storm Sewer, Catch Basin Leads, Culverts, Catch Basin Manholes/Catch Basins	lin. m	10	\$16.00	\$160.00
2.5	Remove and Dispose Existing Fence	lin. m	140	\$6.00	\$840.00
Subtotal Part 2:					\$12,920.00
Part 3: Storm Sewer					
3.1	Catch Basin Lead - Trench excavation, pipe supply and install, bedding, backfill and compaction 250mm Pipe	lin. m	16	\$375.00	\$6,000.00
3.2	Supply and Install Catch Basin	each	1	\$6,900.00	\$6,900.00
3.3	Replace unsuitable material and replace with 40 mm screened rock backfill material (provisional)	cu. m	2	\$75.00	\$150.00
3.4	Tie Into Existing Storm Sewer	each	1	\$1,350.00	\$1,350.00
Subtotal Part 3:					\$14,400.00
Part 4: Concrete Work					
4.1	250mm Standard, Reversed, Depressed Curb & Gutter excluding granular base	lin. m	46	\$130.00	\$5,980.00
4.2	1.5m Concrete Separate Sidewalk including granular base	lin. m	11	\$200.00	\$2,200.00
4.3	1.5m Concrete Monowalk excluding granular base	lin. m	308	\$225.00	\$69,300.00
4.4	Curb Ramps including granular base (Paraplegic)	each	1	\$1,200.00	\$1,200.00
Subtotal Part 4:					\$78,680.00
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation					
5.1	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu.m	159	\$12.00	\$1,908.00
5.2	Waste Excavation and Dispose Off-Site (Provisional)	cu.m	1,474	\$20.00	\$29,480.00
5.3	Common Excavation	cu. m	1,500	\$18.00	\$27,000.00
5.4	Woven Geotextile	sq. m	4,418	\$2.00	\$8,836.00
5.5	75mm Minus Granular Sub-Base Course, 350mm Depth	sq. m	4,418	\$22.00	\$97,196.00
5.6	Des. 2 Class 20 Granular Base, 200mm Depth	sq. m	4,418	\$12.00	\$53,016.00

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment

Option 4 - Full Build out of Grigg Way to Waghorn Street

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
5.7	Remove and replace unsuitable subgrade (provisional)	cu. m	442	\$65.00	\$28,730.00
Subtotal Part 5:					\$246,166.00
Part 6: Asphaltic Concrete Paving					
6.1	Asphalt Top/Overlay Lift, 50mm Type 5b.(3)	sq. m	2,473	\$15.00	\$37,095.00
6.2	Asphalt Bottom Lift, 75mm Type 5b.(2)	sq. m	2,432	\$80.00	\$194,560.00
Subtotal Part 6:					\$231,655.00
Part 7: Pavement Markings and Signage					
7.1	Painted Pavement Markings	L.S.	1	\$5,000.00	\$5,000.00
7.2	Signage	L.S.	1	\$5,000.00	\$5,000.00
Subtotal Part 7:					\$10,000.00
Part 8: Landscaping and Fine Grading					
8.1	Topsoil Replacement (assume 250mm depth)	cu. m	159	\$13.00	\$2,067.00
8.2	Import Topsoil	cu. m	341	\$16.00	\$5,456.00
8.3	Fine Grading and Seeding	sq. m	635	\$3.00	\$1,905.00
8.4	Supply and Install New Fence	lin. m	147	\$66.00	\$9,702.00
Subtotal Part 8:					\$19,130.00

Option 4 - Full Build out of Grigg Way to Waghorn Street Summary

Part 1: General Requirements	\$68,900.00	
Part 2: Site Work, Demolition, and Removals	\$12,920.00	
Part 3: Storm Sewer	\$14,400.00	
Part 4: Concrete Work	\$78,680.00	
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation	\$246,166.00	
Part 6: Asphaltic Concrete Paving	\$231,655.00	
Part 7: Pavement Markings and Signage	\$10,000.00	
Part 8: Landscaping and Fine Grading	\$19,130.00	
SUBTOTAL	\$681,851.00	
Contingency	25%	\$170,462.75
SUBTOTAL incl. Contingency		\$852,313.75
Additional Work Outside Construction Contract		
Professional Services	10%	\$85,231.38
Potential Fortis Power Pole/ Streetlight Adjustments (Cost Unknown)		\$50,000.00
TOTAL		\$987,545.13
Cost Per Stall (Net Gain of 17 Stalls)		\$58,090.89

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment

Option 5 - North of 5401 Broadway Avenue

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
Part 1: General Requirements					
1.1	Mobilization and Demobilization	L.S.	1	\$39,800.00	\$39,800.00
1.2	Traffic Accomodation Strategy	L.S.	1	\$10,000.00	\$10,000.00
1.3	Hydrovac (Provisional)	P.C.S	1	\$7,500.00	\$7,500.00
Subtotal Part 1:					\$57,300.00
Part 2: Site Work, Demolition, and Removals					
2.1	Sawcut, Remove, and Dispose Existing Curb and Gutter and/or Pinned Curb including granular base	lin. m	26	\$10.00	\$260.00
Subtotal Part 2:					\$260.00
Part 3: Storm Sewer					
3.1	Trench Excavation, Bedding, Backfill, and Compaction				
	a) 1.5m to 3.0m depth	lin. m	50	\$375.00	\$18,750.00
3.2	Storm Sewer Pipe				
	a) 450mm diameter PVC DR35	lin. m	50	\$600.00	\$30,000.00
	d) CCTV Video Inspection	L.S.	1	\$2,250.00	\$2,250.00
3.3	Supply and Install Frame and Cover				
	a) Type K-3	each	1	\$540.00	\$540.00
3.4	Catch Basin Manhole, including precast barrel, slab top, grade rings, and base	vm	4.0	\$3,750.00	\$15,000.00
3.5	Replace unsuitable material and replace with 40 mm screened rock backfill material (provisional)	cu. m	2	\$75.00	\$150.00
3.6	Tie Into Existing Storm Sewer	each	1	\$1,350.00	\$1,350.00
Subtotal Part 3:					\$68,040.00
Part 4: Concrete Work					
4.1	250mm Standard, Reversed, Depressed Curb & Gutter excluding granular base	lin. m	26	\$130.00	\$3,380.00
4.2	15M Rebar Addition for Reinforcing Depressed Curb at Concrete Apron Locations	lin. m	26	\$30.00	\$780.00
4.3	Concrete Parking Blocks	each	82	\$180.00	\$14,760.00
4.4	1.35m Wide Flag Sidewalk including granular base	lin. m	100	\$220.00	\$22,000.00
4.5	Curb Ramps including granular base (Paraplegic)	each	1	\$1,200.00	\$1,200.00
4.6	Reinforced Concrete Apron, 150mm Depth with 15M Reinforcement	sq. m	63	\$250.00	\$15,750.00
Subtotal Part 4:					\$57,870.00
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation					
5.1	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu.m	1,090	\$12.00	\$13,080.00
5.2	Waste Excavation and Dispose Off-Site (Provisional)	cu.m	1,170	\$20.00	\$23,400.00
5.3	Woven Geotextile	sq. m	4,020	\$2.00	\$8,040.00

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment

Option 5 - North of 5401 Broadway Avenue

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
5.4	75mm Minus Granular Sub-Base Course				
	a) 200mm Depth (Parking Lot - Light Structure)	sq. m	4,020	\$16.00	\$64,320.00
5.5	Remove and replace unsuitable subgrade (provisional)	cu. m	402	\$65.00	\$26,130.00
5.6	Des. 2 Class 20 Granular Base				
	a) 150mm Depth (Parking Lot - Light Structure)	sq. m	4,020	\$12.00	\$48,240.00
	Subtotal Part 5:				\$183,210.00
Part 6:	Asphaltic Concrete Paving				
6.1	Asphalt, 75mm Type 5b.(2) (Parking Lot - Light Structure)	sq. m	3,810	\$30.00	\$114,300.00
	Subtotal Part 6:				\$114,300.00
Part 7:	Pavement Markings and Signage				
7.1	Painted Pavement Markings	L.S.	1	\$15,000.00	\$15,000.00
7.2	Signage	L.S.	1	\$5,000.00	\$5,000.00
	Subtotal Part 7:				\$20,000.00
Part 8:	Landscaping and Fine Grading				
8.1	Topsoil Replacement (assume 250mm depth)	cu. m	117	\$13.00	\$1,521.00
8.2	Fine Grading and Seeding	sq. m	468	\$3.00	\$1,404.00
	Subtotal Part 8:				\$2,925.00
Part 9:	Lighting				
9.1	Parking Lot Light incl. base, conduit, electrical	each	5	\$10,000.00	\$50,000.00
	Subtotal Part 9:				\$50,000.00

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment

Option 5 - North of 5401 Broadway Avenue

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
Option 5 - North of 5401 Broadway Avenue Summary					
	Part 1: General Requirements				\$57,300.00
	Part 2: Site Work, Demolition, and Removals				\$260.00
	Part 3: Storm Sewer				\$68,040.00
	Part 4: Concrete Work				\$57,870.00
	Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation				\$183,210.00
	Part 6: Asphaltic Concrete Paving				\$114,300.00
	Part 7: Pavement Markings and Signage				\$20,000.00
	Part 8: Landscaping and Fine Grading				\$2,925.00
	Part 9: Lighting				\$50,000.00
	SUBTOTAL				\$553,905.00
	Contingency			25%	\$138,476.25
	SUBTOTAL incl. Contingency				\$692,381.25
	Additional Work Outside Construction Contract				
	Professional Services			10%	\$69,238.13
	Potential Franchise Shallow Utility Adjustments				\$50,000.00
	TOTAL				\$811,619.38
	Cost Per Stall (Net Gain of 105 Stalls)				\$7,729.71

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment

Option 6 - North Side Arena in Alley

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
Part 1: General Requirements					
1.1	Mobilization and Demobilization	L.S.	1	\$8,000.00	\$8,000.00
1.2	Traffic Accomodation Strategy	L.S.	1	\$2,000.00	\$2,000.00
1.3	Hydrovac (Provisional)	P.C.S	1	\$20,000.00	\$20,000.00
Subtotal Part 1:					\$30,000.00
Part 4: Concrete Work					
4.1	Pinned Curb	lin. m	85	\$100.00	\$8,500.00
4.2	Concrete Parking Blocks	each	26	\$180.00	\$4,680.00
4.3	Reinforced Concrete Swale, 1.0m Wide with 10M Reinforcement	lin. m	42	\$250.00	\$10,500.00
Subtotal Part 4:					\$23,680.00
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation					
5.1	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu.m	56	\$12.00	\$672.00
5.2	Waste Excavation and Dispose Off-Site (Provisional)	cu.m	340	\$20.00	\$6,800.00
5.3	Woven Geotextile	sq. m	895	\$2.00	\$1,790.00
5.4	75mm Minus Granular Sub-Base Course				
	a) 200mm Depth (Parking Lot - Light Structure)	sq. m	895	\$16.00	\$14,320.00
5.5	Remove and replace unsuitable subgrade (provisional)	cu. m	90	\$65.00	\$5,850.00
5.6	Des. 2 Class 20 Granular Base				
	a) 150mm Depth (Parking Lot - Light Structure)	sq. m	895	\$12.00	\$10,740.00
Subtotal Part 5:					\$40,172.00
Part 6: Asphaltic Concrete Paving					
6.1	Asphalt, 75mm Type 5b.(2) (Parking Lot - Light Structure)	sq. m	870	\$30.00	\$26,100.00
Subtotal Part 6:					\$26,100.00
Part 7: Pavement Markings and Signage					
7.1	Painted Pavement Markings	L.S.	1	\$5,000.00	\$5,000.00
7.2	Signage	L.S.	1	\$2,500.00	\$2,500.00
Subtotal Part 7:					\$7,500.00
Part 8: Landscaping and Fine Grading					
8.1	Topsoil Replacement (assume 250mm depth)	cu. m	56	\$13.00	\$728.00
8.2	Fine Grading and Seeding	sq. m	225	\$3.00	\$675.00
Subtotal Part 8:					\$1,403.00

Town of Blackfalds - Eagle Builders Center Parking Lot Options Assessment

Option 6 - North Side Arena in Alley

Item	Item of Work	Unit	Estimated Quantity	Unit Price	Total
Option 6 - North Side Arena in Alley Summary					
	Part 1: General Requirements				\$30,000.00
	Part 4: Concrete Work				\$23,680.00
	Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation				\$40,172.00
	Part 6: Asphaltic Concrete Paving				\$26,100.00
	Part 7: Pavement Markings and Signage				\$7,500.00
	Part 8: Landscaping and Fine Grading				\$1,403.00
	SUBTOTAL				\$128,855.00
	Contingency			25%	\$32,213.75
	SUBTOTAL incl. Contingency				\$161,068.75
	Additional Work Outside Construction Contract				
	Professional Services			10%	\$16,106.88
	Potential Franchise Shallow Utility Relocations and Lighting (Cost Unknown)				\$350,000.00
	TOTAL				\$527,175.63
	Cost Per Stall (Net Gain of 30 Stalls)				\$17,572.52

MEETING DATE: June 17, 2024
PREPARED BY: Sawyer Hick, FCSS Manager
PRESENTED BY: Sawyer Hick, FCSS Manager
SUBJECT: **Community Awards Criteria**

BACKGROUND

The Blackfalds Town Council established the Dylan Stork Youth Ambassador Award in 2006 to honour a remarkable young man named Dylan, who served as the Stollery's ambassador through the Champion Child program. Dylan's advocacy highlighted the significance of the Children's Hospital to children like him across Alberta and beyond. As the ambassador, Dylan had the opportunity to meet influential figures such as the Prime Minister and the Queen. The Dylan Stork Youth Ambassador Award recognizes individuals or groups under 18, who are residents of Blackfalds and have made a significant impact within the community. Their positive attitude and exceptional contributions have expanded the boundaries of Blackfalds, whether through sports, community engagement, academic achievements, or artistic talents.

The Carol Simpson Volunteer of the Year Award was created by Town Council in 2014 and recognizes an outstanding community member who exemplifies excellence in volunteering. They are a leader through their actions. Named after the first recipient, Carol Simpson, this award acknowledges individuals dedicated to community service and positive change in Blackfalds.

The recipients of these awards are chosen by Town Council through a selection process facilitated by FCSS staff.

DISCUSSION

In an effort to improve the award criteria for the Dylan Stork Youth Ambassador and Carol Simpson Volunteer of the Year awards, Administration is considering implementing the following. For the Dylan Stork award, Administration is suggesting to redefine community as their group or organization and their ambassador work extending outside of their group or organization. This could remain within the Town of Blackfalds boundaries as that person is acting in an ambassador capacity.

For the Carol Simpson Volunteer of the Year award, Administration is suggesting that we also accept volunteers who work independently of any group or organization. Community members who volunteer their efforts to make a positive impact in the community should be provided with an opportunity to be recognized even though they do not belong to any group or organization.

As Council is involved in scoring the nominations, Administration suggests that Council refrain from nominating volunteers to ensure the optics of bias or fairness is provided to all parties.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommends that Administration amend the award criteria for the Dylan Stork Youth Ambassador and Carol Simpson Volunteer of the Year awards, as presented.

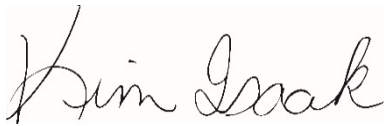
ALTERNATIVES

- a) That Standing Committee of Council recommends that Administration amend the award criteria for the Dylan Stork Youth Ambassador and Carol Simpson Volunteer of the Year awards, as amended.
- b) That Standing Committee of Council refers this item back to Administration for additional information and/or amendments.

ATTACHMENTS

- *Dylan Stork Youth Ambassador Nomination Form*
- *Carol Simpson Volunteer of the Year Nomination Form*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

DYLAN STORK YOUTH AMBASSADOR AWARD

BE THE
Difference
IN YOUR
Community

BLACKFALDS
FCSS
FAMILY & COMMUNITY
SUPPORT SERVICES

See www.blackfalds.ca/volunteer for
award criteria and nomination forms.



The Dylan Stork Youth Ambassador Award

During the summer of 2005, Blackfalds Town Council was made aware of an exceptional youth in the community. Dylan Stork was named Champion Child for the Stollery Children's Hospital and during this time Dylan was fortunate to meet many prestigious individuals. Dylan met with the Prime Minister, Montel Williams, the Premier and had dinner with the Queen. In December 2005 the Lacombe Globe ran a story on Dylan that outlined his challenges and accomplishments.

When Council learned of Dylan's success, it was suggested that the Town recognize his contributions as a representative of the Town of Blackfalds. After meeting with Dylan and learning more about his phenomenal story it was decided that an award be created to acknowledge outstanding youth in our community. Dylan was honored to know that the Town would continue with The Dylan Stork Youth Ambassador Award. In 2006 Dylan was the recipient of the award. The award recipient will receive a \$250.00 cheque to be used preferably for educational and developmental activities. The recipient of the award will be chosen through a selection process facilitated by Blackfalds Town Council.

Award Criteria:

- Must be a youth individual or group living in Blackfalds.
- The successful recipient must be under the age of 18 years.
- Experience in any or all of the following will be taken into account; sports and team activities, community involvement, exceptional scholastic achievement, and artistic ability.
- This ambassador award will be rewarded to an individual or group who has expanded the boundaries of Blackfalds with their positive attitude and outstanding contributions.
- Role played within the community and the impact or difference they have made.
- Two references are required; one of which may be a family member.

Guidelines:

- Nominations submitted incomplete, or do not comply with criteria may be disqualified.
- Nominations cannot be submitted without the consent of the nominee.
- Nominations made by family members will not be accepted.
- By signing the nomination form, nominee agrees to the nomination process and the nominee is encouraged to attend volunteer recognition events scheduled in May.
- Nominations become the property of Blackfalds Family & Community Support Services and will not be returned.
- Recipient of the Dylan Stork Youth Ambassador Award cannot win two years in a row.

Recipients of the Dylan Stork Youth Ambassador Award will receive:

- A letter of acknowledgment and appreciation
- A Certificate of Recognition
- A personalized plaque
- Their name placed on Dylan Stork Youth Ambassador Award plaque in Council Chambers
- A cheque for \$250 to be used preferably for educational and developmental activities
- Nomination will be put forward to provincial recognition programs, as applicable

Recipient of the Dylan Stork Youth Ambassador Award will be invited to the volunteer recognition event scheduled in May.

NOMINEE

Name or Group: _____

Address: _____

Phone Number: _____ Email: _____

MEDIA CONSENT

I UNDERSTAND photographs and/or video and/or audio recordings of me may be circulated widely and that, if posted on the Town of Blackfalds and other websites, they will be available to the public. I further understand that the Town of Blackfalds has no control over, and is not responsible for, the use or misuse of materials including my photograph and/or video and/or audio recordings of me.

FOR THE PURPOSE STATED ABOVE, I CONSENT to be photographed and/or to be video and/or audio recorded by the Town of Blackfalds or its authorized representatives.

YES, I Consent and Allow the Town of Blackfalds and its representatives to use, reproduce, publish, transmit, distribute, broadcast and display any photograph and/or video and/or audio recording that contains my image and/or voice along with my name in any Town of Blackfalds publication, multimedia production, video, CD-ROM, DVD, display, advertisement and/or on the municipality's website or other social media websites without further notice or my approval of finished photographs and/or video and/or audio recordings.

Your consent is voluntary; however refusal to provide consent will result in not being considered for this award.

Signature of Nominee

Date

Signature of Parent/Legal Guardian

Date

Video footage and photographs are deemed a record of information under the Freedom of Information and Protection of Privacy Act (FOIP). This information/photograph/video is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and, with your consent, will be used for the purpose described above. Your personal information is protected from unauthorized access, use and disclosure under Part 2 of the FOIP Act. Questions regarding this collection of personal information may be directed to the Records Management & FOIP Coordinator at 403.885.6370 or foip@blackfalds.ca

NOMINATOR

Name: _____

Address: _____

Phone Number: _____ Email: _____

Relationship to Nominee: _____ Organization: _____

Signature of Nominator

Date

Personal information on this form is collected under the authority of Section 33 (c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and will be protected under Part 2 of the Act. It will be used for the sole purpose of administering the Town of Blackfalds "Dylan Stork Youth Ambassador Award". Questions regarding this collection of personal information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.ca or by phone at 403.885.6370.

Nomination Deadline: March 1, 2024

1. What programs or activities has the nominee been involved in? If you need extra space, use additional pieces of paper.

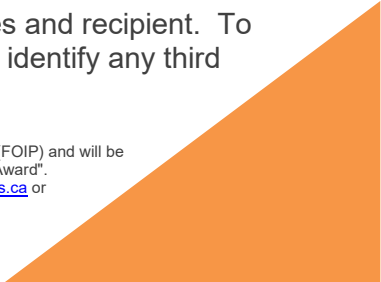
Role and name of community group/organization/service club (this can include church, school, sports group, etc.)	Describe involvement within the organization	Approximate # volunteer hours over the past year	Number of years involved with program/activity or group
(Example: President of the Blackfalds Youth Optimist Club)	(President of the club; run regular and executive meetings; attend district meetings; bring forward community requests to the club)	(120 hours)	(2 years)

2. Describe how the nominee been recognized outside the community for their outstanding contributions?

3. In 400 words or fewer, tell us what stands out about this nominee that makes their nomination rise above the others and inspired your nomination. Please include the role the nominee has played within the community and the impact or difference they have made. As well, describe how the nominee is an ambassador outside of Blackfalds and the impact or difference they have made outside of Blackfalds.

The information in this paragraph may be used to highlight award nominees and recipient. To ensure privacy, please refrain from including personal information that can identify any third party when referring to someone other than the nominee in your write-up.

Personal information on this form is collected under the authority of Section 33 (c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and will be protected under Part 2 of the Act. It will be used for the sole purpose of administering the Town of Blackfalds "Dylan Stork Youth Ambassador Award". Questions regarding this collection of personal information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.ca or by phone at 403.885.6370.



4. List of References (one may be a family member).

Name: _____
Organization _____
Phone Number: _____ Email: _____
Relationship to Nominee: _____

Name: _____
Organization _____
Phone Number: _____ Email: _____
Relationship to Nominee: _____

Thank you for taking the time to complete this nomination form

Is your nomination complete? Before submitting

- I have read Award Criteria and Guidelines;
- Nomination form completed;
- Nomination form signed by the nominee and nominator;
- Nominee has given permission for media consent;
- Attached detailed paragraph (answer to question #3)
- Two references

Nomination Deadline: March 1, 2024

Fax, email or deliver nomination form and attachments to:

Cara Kroetsch
FCSS Volunteer Programmer
Town of Blackfalds FCSS Office
Box 220, 5018 Waghorn St | Blackfalds, AB | T0M 0J0
Fax: 403.885.0011
volunteers@blackfalds.ca

If you have any questions, please contact Cara at 403.885.6360

Brought to you by



CAROL SIMPSON VOLUNTEER OF THE YEAR AWARD

BE THE
Difference
IN YOUR
Community

BLACKFALDS
FCSS
FAMILY & COMMUNITY
SUPPORT SERVICES

See www.blackfalds.ca/volunteer for
award criteria and nomination forms.





The Carol Simpson Volunteer of the Year Award

The Carol Simpson Award was created by Town Council in 2014 and recognizes an outstanding community member who exemplifies excellence in volunteering. Named after the first recipient of the award, Carol Simpson was and continues to be dedicated to positive community change since moving to Blackfalds in 2000. Her involvement includes serving as Chair on the Blackfalds Public Library Board for two years, a member of the Optimist Club of Blackfalds for 7 years, and an active member of the Blackfalds & District Agricultural Society.

Because of these exceptional efforts, Carol was approached to fill the role of Community Care Councillor with Servus Credit Union. She was elected to Town Council in 2007, serving two terms and she has taken part in various other less formal volunteer opportunities such as Food Bank Drives, pancake breakfasts, special events and, most notable, the creation of the Blackfalds Field House Society which actively raised funds for 5 years for the development of the Abbey Master Builder Centre. Carol was honoured through the creation of the Carol Simpson Volunteer of the Year Award for her tremendous efforts in the community of Blackfalds as a dynamic, engaged leader who has created a legacy of positive growth within Blackfalds.

The purpose of the Carol Simpson Award is to recognize an individual in the community of Blackfalds who has exemplified volunteerism by being a leader through their actions. The recipient of the award will be chosen through a selection process facilitated by the Blackfalds Town Council.

Award Criteria:

- Must be a resident of Blackfalds or have impacted Blackfalds through volunteer efforts.
- The successful recipient must be 18 years of age and older.
- Exemplifies volunteerism.
- Leads through their actions.
- Shows extreme dedication to the community.
- Demonstrates the spirit of community service.
- Improves the quality of life for residents of Blackfalds.
- Inspires volunteerism in others.

Guidelines:

- Nominations submitted incomplete, or do not comply with criteria may be disqualified.
- Nominations cannot be submitted without the consent of the nominee.
- Nominations made by family members will not be accepted.
- By signing the nomination form, nominee agrees to the nomination process and the nominee is encouraged to attend volunteer recognition events scheduled in April.
- Nominations become the property of Blackfalds Family & Community Support Services and will not be returned.

Recipient of the Carol Simpson Volunteer of the Year Award will receive:

- A letter of acknowledgment and appreciation
- A Certificate of Recognition
- A personalized plaque
- Their name placed on The Carol Simpson Volunteer of the Year Award plaque in Council Chambers
- A 1-year membership to the Abbey Centre
- Nomination will be put forward to provincial recognition programs, as applicable

The recipient of the Carol Simpson Volunteer of the Year Award will be invited to the volunteer recognition event scheduled in April.

NOMINEE

Name: _____

Address: _____

Phone Number: _____ Email: _____

MEDIA CONSENT

I UNDERSTAND photographs and/or video and/or audio recordings of me may be circulated widely and that, if posted on the Town of Blackfalds and other websites, they will be available to the public. I further understand that the Town of Blackfalds has no control over, and is not responsible for, the use or misuse of materials including my photograph and/or video and/or audio recordings of me.

FOR THE PURPOSE STATED ABOVE, I CONSENT to be photographed and/or to be video and/or audio recorded by the Town of Blackfalds or its authorized representatives.

YES, I Consent and Allow the Town of Blackfalds and its representatives to use, reproduce, publish, transmit, distribute, broadcast and display any photograph and/or video and/or audio recording that contains my image and/or voice along with my name in any Town of Blackfalds publication, multimedia production, video, CD-ROM, DVD, display, advertisement and/or on the municipality's website or other social media websites without further notice or my approval of finished photographs and/or video and/or audio recordings.

Your consent is voluntary; however refusal to provide consent will result in not being considered for this award.

Signature of Nominee

Date

Video footage and photographs are deemed a record of information under the Freedom of Information and Protection of Privacy Act (FOIP). This information/photograph/video is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and, with your consent, will be used for the purpose described above. Your personal information is protected from unauthorized access, use and disclosure under Part 2 of the FOIP Act. Questions regarding this collection of personal information may be directed to the Records Management & FOIP Coordinator at 403.885.6370 or foip@blackfalds.ca

NOMINATOR

Name: _____

Address: _____

Phone Number: _____ Email: _____

Relationship to Nominee: _____ Organization: _____

Signature of Nominator

Date

Nomination Deadline: March 1, 2024

1. Please list the nominee’s volunteer involvement in the community. If you need extra space, use additional pieces of paper.

Role and name of community group/organization/service club (this can include church, school, sports group, etc.)	Describe involvement within the organization	Approximate # volunteer hours over the past year	Number of years involved with organization
(Example: Coach of the Blackfalds Atom Hockey Team)	(teaching relevant skills; identifying strengths and weaknesses; giving advice about health and lifestyle issues; develop training program)	(120 hours)	(10 years)

2. In 400 words or fewer, tell us what stands out about this nominee that makes their nomination rise above the others and inspired your nomination. Please include how the nominee demonstrates the spirit of community service and inspires volunteerism in others. As well, describe how the nominee leads through their action while improving the quality of life for residents of Blackfalds.

The information in this paragraph may be used to highlight award nominees and recipient. To ensure privacy, please refrain from including personal information that can identify any third party when referring to someone other than the nominee in your write-up.



Thank you for taking the time to complete this nomination form

Is your nomination complete? Before submitting

- I have read Award Criteria and Guidelines;
- Nomination form completed;
- Nomination form signed by the nominee and nominator;
- Nominee has given permission for media consent;
- Attached detailed paragraph (answer to question #2)

Nomination Deadline: March 1, 2024**Fax, email or deliver nomination form and attachments to:**

Cara Kroetsch
FCSS Volunteer Programmer
Town of Blackfalds FCSS Office
Box 220, 5018 Waghorn St | Blackfalds, AB | T0M 0J0
Fax: 403.885.0011
volunteers@blackfalds.ca

If you have any questions, please contact Cara at 403.885.6360

Brought to you by



MEETING DATE: June 17, 2024

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **2024-2026 Mid –Term Strategic Plan Actions Update**

BACKGROUND

The 2024 – 2026 Mid-Term Strategic Plan was adopted by Council on January 23, 2024. At that time Administration committed to providing updates on the actions flowing out of the areas of focus identified in the plan.

DISCUSSION

2024-2026 Mid-Term Strategic Plan Progress and Accomplishments.

The following summarizes the accomplishments under each priority area.

COMMUNITY LIFE

Community Life – The everyday life of a resident in Blackfalds is characterized by the community. This includes both social and cultural elements such as a sense of belonging, mental and physical health, education, safety, and inclusivity, among others.

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
Ensure that all residents have access to the services that the Town provides.	-BOLT Transit	- 33 Local Stops - 5 Regional Stops
Connect residents to services and services to residents.	- BOLT Transit - Trans Canada Trail - Electrical vehicle charging stations - Online Service Options	- New stops at Aspelund Industrial Centre and Red Deer Polytechnic - electrical vehicle charging stations installed and in use
Provide opportunities for residents to connect to enhance community spirit and volunteerism.	- Community Events (Blackfalds Days, Winterfest etc.) - Volunteer Appointments to Council Committees - Volunteer Coordination - Volunteer Appreciation Events	- Winterfest held, plans in progress for Blackfalds Days. -12 new volunteer appointments to the 6 MAL Committees to Council Committees.

		<ul style="list-style-type: none"> - Council Committee Audit underway - 2,093 hours of volunteering in the Community - Volunteer Awards Galas Held
Ensure that the safety of our residents is paramount to decision making.	<ul style="list-style-type: none"> - Policing Committee - Traffic Bylaw and Master Plan - Emergency Management Preparedness 	<ul style="list-style-type: none"> - CPTED (Crime Prevention Through Environment Design) Review - Parkwood Road Heavy Vehicle Parking initiative - Revision of Traffic Plan in progress - Plans in place for Tabletop exercise - Development of individual Town of Blackfalds Emergency Management Plan.
Promote options for housing diversity.	<ul style="list-style-type: none"> - Land Use Bylaw - Land subsidies for development - Partnership with Lacombe Foundation - Land designated and set aside for Senior Housing Options 	<ul style="list-style-type: none"> - Amendments to McKay Ranch for multi-family dwellings - Amendments to Valley Ridge for multi-family dwellings - land sale for 4-unit apartment buildings

ECONOMY

Economy – A sustainable economy in Blackfalds includes a good ratio of residential to non-residential and a diversity of businesses and industries that include both local and national companies. There is a healthy balance of tax revenue between residential, commercial, and industrial businesses.

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
Create an attractive environment for industrial and commercial growth.	<ul style="list-style-type: none"> - Long and short-term planning (Master Plans) - Explore development Incentives - Census - Regional Tourism Boards 	<ul style="list-style-type: none"> - Census currently underway - Members of Central Alberta Tourism Association and Central Alberta Economic Partnership

<p>Grow and develop business retention and expansion initiatives including business visits, surveys and provision of business information and support in order to ensure regular communication, monitoring and updating business community needs and issues.</p>	<ul style="list-style-type: none"> - Economic Development Committee - funding and partnership with Chamber of Commerce - Business and development surveys - Business and Development Page on Website 	<ul style="list-style-type: none"> - New EDO to work on prioritization session for action plan. Due to position vacancy progress has halted on this.
<p>Attend targeted trade shows that allow the promotion of development opportunities and provide access to major retail companies and institutional investors.</p>	<ul style="list-style-type: none"> - Red Deer Home Show - Explore additional options for Trade Show attendance and site selector shows 	<ul style="list-style-type: none"> - Attended Red Deer Home Show
<p>Contribute to Planning and Development documents to create clear policy and regulations for business.</p>	<ul style="list-style-type: none"> - Land Use Bylaw Amendments as needed - Planning policy amendments as needed - Bylaw amendments as needed 	<ul style="list-style-type: none"> - Planning Department brought forward LUB amendments early in 2024 for the industrial districts (RV Storage) and definitions for use clarity for businesses.
<p>Plan, support, invest, and build tourism efforts to grow Blackfalds as an attractive destination for visitors and residents.</p>	<ul style="list-style-type: none"> - Work with sports organizations and other cultural organizations to create events - Attract and grow current relationships to be the premier destination for activity and sport/recreation hosting 	<ul style="list-style-type: none"> - Partnering with Alberta Fastpitch to host the National Women’s Fastpitch Championship in August - Working with developers on a Supercross Track - Continued attendance at the Sport Events Congress to showcase TOB facilities
<p>Clearly message the Town’s benefits and the competitive advantage.</p>	<ul style="list-style-type: none"> - Promotional videos - Marketing brochures - Blackfalds business, investment, and intelligence tool 	<ul style="list-style-type: none"> - No action to date

LEADERSHIP AND ENGAGEMENT

Leadership and Engagement – are crucial to keep Blackfalds moving toward our goals. This can be supported through an ongoing dialogue with the community, local organizations, neighbouring municipalities, and other levels of government. This ensures that residents and community leaders are informed, connected, and able to provide feedback. This will result in the best possible decisions for everyone.

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
The community builds future leaders, while pursuing strategies for the enhancement of Blackfalds in the future.	<ul style="list-style-type: none"> - Council Committees - Recreation Master Plan - Transportation Master Plan 	<ul style="list-style-type: none"> - Ongoing initiatives through the EDTAC Committee, FCSS Committee, Library Board, Recreation and Culture Board, Policing Committee and MPC - Recreation Master Plan review to be budgeted for in 2026
Community involvement is built into Council decision-making.	<ul style="list-style-type: none"> - Public Participation Policy - Resident surveys and customer feedback - Open Houses - Council Committees 	<ul style="list-style-type: none"> - Policy reviewed and updated. - Budget survey - Customer service surveys for various services provided such as fitness programming, childminding etc. - Area Structure Plan Open Houses - Front Parking Pad Land Use Bylaw Amendment Open House scheduled for June 26 - EBC Parking Lot Options Open House to be scheduled for July.
Town communication will use widely distributed means of engagement such as social media, in addition to existing dialogue streams.	<ul style="list-style-type: none"> - Website improvements and user driven metrics – Blackfalds Connect - Digital Signage Program and Activity Guide - Public Participation Policy 	<ul style="list-style-type: none"> - Monitoring of quick links to determine when changes are required. - 306 registrants signed up for Blackfalds Connect. Using this platform for road closures, event notification - Digital signage used on a daily basis to advertise Town programming and initiatives

<p>The Town pursues provincial, county, and regional funding opportunities, relationships and partnerships.</p>	<ul style="list-style-type: none"> - Intermunicipal Collaborative Framework Agreements - Intermunicipal Development Agreements - Joint Use Area Planning Agreements - Regional Grant Collaboration 	<ul style="list-style-type: none"> - Meetings for the ICF and IDP scheduled regularly as per the bylaws. - Cost Sharing Agreements for Blackfalds Crossing Sanitary Trunk - Draft Cost Sharing Agreement for Broadway Reservoir Upgrade. - JUPA Agreements with Wolf Creek and Red Deer Catholic Schools - Plans in place for ACP grant with Lacombe County for Lacombe Lake Management Plan
<p>The Town advocates for community champions from a variety of demographics and interest groups.</p>	<ul style="list-style-type: none"> - Funding support for community not-for-profits - School resource officer funding 	<ul style="list-style-type: none"> - Loan forgiveness for Beyond Food Hub - Community Initiatives Grant budget allocation of \$15,000 Funding provided to Fibre Arts Collective, Blackfalds Seniors Club and Seehaderah Association - FCSS Community Groups Grant budget allocation of \$23,500 - SRO at Iron Ridge Junior High
<p>The Town will ensure that adequate staffing and processes are established.</p>	<ul style="list-style-type: none"> - Municipal Service Level Inventory - Employee Engagement Survey - Develop Employee Training Profiles - Development of Succession Plan - COR Audit 	<ul style="list-style-type: none"> - MSLI completed and will be used internally for a year Policy for updating MSLI presented to Council. - Employee Engagement Survey completed with Engagement Plan in the works - Compensation Review Report to be completed by end of June - Research on Succession Plans ongoing - COR Audit complete along with an action plan.

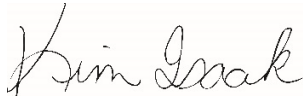
FINANCIAL IMPLICATIONS

Various initiatives will have funds allocated within the budget.

ATTACHMENTS

- *2024-2026 Mid-Term Strategic Plan*

APPROVALS



Kim Isaak,
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TOWN OF BLACKFALDS

2024 - 2026

MID-TERM STRATEGIC PLAN

Prepared by
Tracey Lorenson
Civic Excellence

Strategy proposed
01/16/2024

BLACKFALDS
ALBERTA

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Land Acknowledgement

The Town of Blackfalds acknowledges that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Metis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Metis, and Inuit whose footsteps have marked these lands for centuries.

Vision Statement

Blackfalds is an active, family community full of pride, commitment and opportunities reflecting an economically sustainable, self-sufficient, and safe living environment, with a balanced range of municipal services provided through innovation and proactive community partnerships.

Mission Statement

To provide excellence in the area of Municipal Service to make available the highest possible quality of life to the residents of Blackfalds.

MAYOR'S MESSAGE

This 2024 Strategic Plan has been developed over a period of several months as part of a priority of this current Council at the mid-point of the current term in to refocus the direction of the municipality for the remaining 2 years of this election cycle. The first 2 years of the cycle saw significant changes in senior administration, including the retirement of the previous CAO, and the addition of the current CAO who brings her own vision and priorities for the future of Blackfalds. Since the last strategic plan was released, significant changes and milestones have been reached, and that progress means that there will be a great benefit to how the community will be steered, through this mid-term revision.



Through a comprehensive discussion and workshop process the previous Strategic Plan has been reviewed through the lens of simplifying and streamlining. Council looked at what changes have occurred in the past few years; What achievements have been made, in some cases faster than expected, as well what aspects of the previous plan are less applicable today, or what priorities are no longer as apparent as they were only a few years ago. In particular, having weathered more of the economic downturn, seeing the changes that the community and the world experienced due to the COVID19 pandemic, experiencing changes in direction from other levels of government, and continued growth in the population in our municipality were only some of the factors that contributed to this plan revision.

The end result of this Strategic Plan is a simpler and more measurable document. It recognizes and celebrates the many accomplishments that have occurred to bring Blackfalds to this point, and it sets a more clear, directed path for the next 2-3 years; It better supports the efforts of our administration and staff, and provides the next Council more ability to measure and plan their next term. The groundwork is being set for better, more focused advocacy for our residents, and through this plan this Council looks ahead to an even more successful, resilient, and sustainable future in Blackfalds.



BLACKFALDS COUNCIL

2021 - 2025



Mayor Jamie Hoover



**Councillor
Marina Appel**



**Councillor
Edna Coulter**



**Councillor
Brenda Dennis**



**Councillor
Jim Sands**



**Councillor
Rebecca Stendie**



**Councillor
Laura Svab**

ABOUT BLACKFALDS

Centrally located between Red Deer and Lacombe, the Town of Blackfalds is one of Canada's fastest growing communities. Blackfalds' first growth spurt was a result of the historic Calgary and Edmonton trail, and the establishment of the railway line in 1891 - long before the Town's incorporation in 1904.

Blackfalds was known as a small bedroom community in between the two growing cities of Lacombe and Red Deer. However, in recent years, more young families moved to Blackfalds due to its central location within the province and its small-town, safe and inviting feel.

Due to a growing population, Town Administration and Council, with resident input and recommendations from volunteer boards and committees, worked towards providing more amenities for its residents.

This commitment resulted in the creation of the Eagle Builders Centre (formally known as the Multi-Plex), multiple themed playgrounds, open green spaces, parks, the Abbey Centre, Vesta Energy Bike Skills Park, Sterling Industries Sports Parks, the renovated Community Centre, and much more.

As the Town continues to grow, more and more amenities are being added to the community including health services, personal services, unique restaurants and local businesses and the first high school in the Town's history.



WHAT WE ARE MOST PROUD OF!

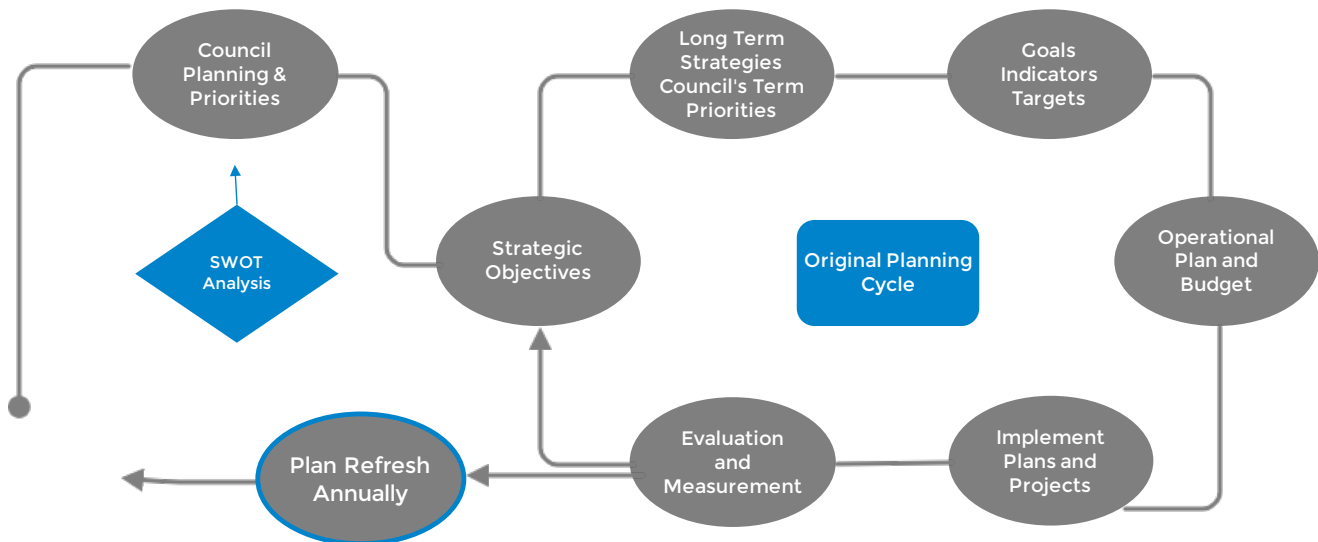
- Family-focused and modern recreational facilities
- Walkability
- Outdoor lifestyle
- Friendly, generous and helpful people
- Services and infrastructure
- Safe community
- Themed and inclusive playgrounds
- Small town feel with urban facilities
- Growth and future growth
- Location in the province
- Regional Partnerships
- Young population
- Beautiful and natural trail and water systems



FRAMEWORK & PROCESS

The purpose of this Strategic Plan is to articulate strategic choices and provide information on how the organization intends to achieve its priorities. The Strategic Plan outlines priorities to be achieved over the next several years and addresses four questions:

- **Where are we now?**
- **Where do we want to be?**
- **How do we get there?**
- **How do we measure our progress?**



TOP PRIORITIES

1. Our Town connects residents to services and services to residents

- Expand upon BOLT option
- Continue to advocate for local autonomy for physician recruitment

2. Invest in the safety of our residents through pedestrian safety and advocacy for highway improvements

- Consider pedestrians first and focus on safe pedestrian crossings throughout the town
- Highway 2A safety improvements

3. The Town has a diverse range of housing to meet the needs of the residents

- Consider land subsidies to promote development of affordable rental housing
- Conduct a housing needs assessment

4. Our Town can clearly articulate the competitive advantage and the benefits of Blackfalds

- Development of Place Branding for the Town

5. The Town has adequate resources to provide the services to its residents

- Introductory Municipal Service Level Inventory
- Employee Engagement Survey

6. We have open and transparent governance

- Public Engagement Policy
- Council Committee Structure



TOP ADVOCACY

- Allow municipalities to hire physicians at the local level
- Safety improvements to Highway 2A
- Replacement of Iron Ridge Elementary School
- Provincial funding for housing-first model
- Development of second approach to Highway 2
- Legislative change to allow Licenced Practitioners to operate clinics

STRATEGIC PRIORITIES

Community Life

The everyday life of a resident in Blackfalds is characterized by the community. This includes both social and cultural elements such as a sense of belonging, mental and physical health, education, safety, and inclusivity, among others.

AREAS OF FOCUS

- Ensure that all residents have access to the services that the Town provides
- Connect and provide recreational facilities and services to residents
- Provide opportunities for residents to connect to enhance community spirit and volunteerism
- Ensure that the safety of our residents is paramount to decision making
- Promote options for housing diversity

Economy

A sustainable economy in Blackfalds includes a good ratio of residential to non-residential and a diversity of businesses and industries that include both local and national companies. There is a healthy balance of tax revenue between residential, commercial, and industrial businesses.

AREAS OF FOCUS

- Create an attractive environment for industrial and commercial growth.
- Grow and develop business retention and expansion initiatives including business visits, surveys and provision of business information and support in order to ensure regular communication, monitoring and updating the business community's needs and issues.
- Attend targeted trade shows that allow promotion of development opportunities and provide access to major retail companies and institutional investors.
- Contribute to Planning and Development Documents to create clear policy and regulations for businesses.
- Plan, support, invest and build tourism efforts to grow Blackfalds as an attractive destination for visitors and residents.
- Clearly message the Town's benefits and the competitive advantage.



Leadership & Engagement

Leadership & Engagement are crucial to keep Blackfalds moving towards our goals. This can be supported through an ongoing dialogue with the community, local organizations, neighbouring municipalities, and other levels of government. This ensures that residents and community leaders are informed, connected and able to provide feedback. This will result in the best possible decisions for everyone.



AREAS OF FOCUS

- The Town of Blackfalds provides leadership and collaboration with citizens to enable community sustainability.
- The community builds future leaders, while pursuing strategies for the enhancement of Blackfalds in the future.
- Community involvement is built into Council decision-making.
- The Town will be fiscally responsible while meeting the needs of citizens.
- Town communication will use widely-distributed means of engagement such as social media, in addition to existing dialogue streams.
- The Town pursues provincial, county, and regional funding opportunities, relationships and partnerships.
- The Town advocates for community champions from a variety of demographics and interest groups.
- The Town will invest to ensure adequate staffing and processes are established.

DECISION-MAKING LENSES

The natural environment contributes to a high quality of life. As part of Council's decision making process the preservation of natural environment and promote a culture to improve environmental performance.



Infrastructure and building investments for the Town should focus on improving the safety, and quality of life for the community members. Thoughtful acquisitions and maintenance of assets that will improve service levels for residents and non-residents will be part of Council's decision making process.



EXECUTING THE PLAN



STRATEGIC PRIORITY #1

Community Life

AREA OF FOCUS	SUPPORTING PROJECTS & INITIATIVES
<p>Ensure that all residents have access to the services that the Town provides.</p>	<ul style="list-style-type: none"> • BOLT Transit
<p>Connect residents to services and services to residents.</p>	<ul style="list-style-type: none"> • BOLT Transit • Trans Canada Trail • Electrical vehicle charging stations • Online service options
<p>Provide opportunities for residents to connect to enhance community spirit and volunteerism.</p>	<ul style="list-style-type: none"> • Community Events (Blackfalds Days, Winterfest, etc) • Volunteer appointments to Council Committees • Volunteer Coordination • Volunteer Appreciation
<p>Ensure that the safety of our residents is paramount to decision making.</p>	<ul style="list-style-type: none"> • Policing Committee • Traffic Safety Plan • Emergency Management Preparedness
<p>Promote options for housing diversity.</p>	<ul style="list-style-type: none"> • Land Use Bylaw • Land subsidies for development • Land designated and set aside for Senior Housing Options

STRATEGIC PRIORITY #2

Economy

AREA OF FOCUS	SUPPORTING PROJECTS & INITIATIVES
<p>Create an attractive environment for industrial and commercial growth.</p>	<ul style="list-style-type: none"> • Long and short term planning (Master Plans) • Explore development incentives • Census • Regional Tourism Boards
<p>Grow and develop business retention and expansion initiatives including business visits, surveys and provision of business information and support in order to ensure regular communication, monitoring and updating business community needs and issues.</p>	<ul style="list-style-type: none"> • Economic Development Committee • Funding and partnership with Chamber of Commerce • Business and Developer Surveys • Business and Development Page on Website
<p>Attend targeted trade shows that allow promotion of development opportunities and provide access to major retail companies and institutional investors.</p>	<ul style="list-style-type: none"> • Red Deer Home Show • Explore additional options for Trade Show attendance and site selector shows
<p>Contribute to Planning & Development documents to create clear policy and regulations for businesses.</p>	<ul style="list-style-type: none"> • Land Use Bylaw amendments as needed • Planning policy amendments as needed • Bylaw amendments as needed
<p>Plan, support, invest and build tourism efforts to grow Blackfalds as an attractive destination for visitors and residents.</p>	<ul style="list-style-type: none"> • Work with sports organizations and other cultural organizations to create events • Attract and grow current relationships to be the premier destination for activity and sport/recreation hosting
<p>Clearly message the Town's benefits and the competitive advantage.</p>	<ul style="list-style-type: none"> • Promotional videos • Marketing brochures • Blackfalds business, investment, and intelligence tool

STRATEGIC PRIORITY #3

Leadership & Engagement

AREA OF FOCUS	SUPPORTING PROJECTS & INITIATIVES
<p>The community builds future leaders, while pursuing strategies for the enhancement of Blackfalds in the future.</p>	<ul style="list-style-type: none"> • Council Committees • Recreation Master Plan, Transportation Master Plan, etc.
<p>Community involvement is built into Council decision-making.</p>	<ul style="list-style-type: none"> • Public Engagement Policy • Resident surveys and customer feedback • Open Houses • Council Committees
<p>The Town will be fiscally responsible while meeting the needs of citizens.</p>	<ul style="list-style-type: none"> • Operational and Capital Budget Planning • Budget Surveys • Asset Management • Annual Report
<p>Town communication will use widely-distributed means of engagement such as social media, in addition to existing dialogue streams.</p>	<ul style="list-style-type: none"> • Website improvements and user driven metrics - Blackfalds Connect • Digital Signage • Program & Activity Guide • Public Participation Policy
<p>The Town pursues provincial, county, and regional funding opportunities, relationships and partnerships.</p>	<ul style="list-style-type: none"> • Intermunicipal Collaborative Framework Agreements • Intermunicipal Development Plans • Regional Grant Collaboration
<p>The Town advocates for community champions from a variety of demographics and interest groups.</p>	<ul style="list-style-type: none"> • Funding support for community Not-for-profits • School resource officer funding
<p>The Town will ensure adequate staffing and processes are established.</p>	<ul style="list-style-type: none"> • Municipal Service Level Inventory • Employee Engagement Survey • Develop Employee Training Profiles • Development of Succession Plan • COR Audit



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