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1. **Call to Order**
 2. **Adoption of Agenda**
 - 2.1 Agenda for June 28, 2022
 3. **Delegation**
 - 3.1 FortisAlberta - *Kayla Law and Logan Thomson*
 4. **Public Hearing**

None
 5. **Business Arising from Minutes**
 - 5.1 McKay Ranch Lift Station Project Update
 6. **Business**
 - 6.1 CAO Report (*verbal*)
 - 6.2 Request for Decision, 2023 Budget Planning Timeline
 - 6.3 Request for Decision, Activities & Membership Refund Policy
 - 6.4 Request for Decision, Corporate Credit Card Usage Policy Update
 7. **Action Correspondence**
 - 7.1 Bentley Parade Invite
 8. **Information**
 - 8.1 Lacombe County Council Highlights – June 9, 2022
 - 8.2 City of Lacombe Council Highlights – June 13, 2022
 9. **Round Table Discussion**
 - 9.1 Mayor Hoover
 - 9.2 Deputy Mayor Appel
 - 9.3 Councillor Sands
 - 9.4 Councillor Stendie
 - 9.5 Councillor Coulter
 - 9.6 Councillor Dennis
 - 9.7 Councillor Svab
 10. **Adoption of Minutes**
 - 10.1 Minutes from the Regular Council Meeting on June 14, 2022
 - 10.2 Minutes from the Standing Committee of Council Meeting on June 20, 2022
 11. **Notices of Motion**

None
 12. **Business for the Good of Council**
 - 12.1 Lacombe County News (*Council Reading Tray*)
 - 12.2 Proposal of the Federal Electoral Boundaries (*Council Reading Tray*)
 13. **Confidential**
 - 13.1 FOIP, Section 24
 - 13.2 FOIP, Section 18
 14. **Adjournment**

Future Meetings/Events:

- Regular Council Meeting – July 12, 2022
- Standing Committee Meeting – July 18, 2022

MEETING DATE: July 28th, 2022

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

SUBJECT: **McKay Ranch Lift Station Project Update**

BACKGROUND

The McKay Ranch Lift Station Project will provide sanitary servicing for the eastern side of town. This lift station will also allow for flows from future lift stations to the north to be repumped by this lift station. This infrastructure will support the growth of the Town of Blackfalds and is funded through future Off-site Levies. The project was designed in 2018 and due to economic downturns and the delay in completing the East Area Stormwater construction, this station could not be built until the site and area around the site was dried out and once dewatering approvals were granted under the East Area Stormwater Management Project (EASWMP) Alberta Environmental approval late in 2019. This allowed the site to be dried out and regraded in the 2021 construction season by the developer in preparation for this future McKay Lift station.

During the 2018 budget, \$2.7 million dollars was allocated for this Lift Station based on previously build costs incurred in the area and limited information regarding depth of station, local groundwater, and soil conditions. Our engineers, Stantec, updated the design based on new servicing depths, new groundwater and soil information from the EASWMP Project in 2021. We noted that there would be additional cost associated with these changes then moved forward with tendering in early 2022 to see the true impacts.

Final true costs for engineering, testing, survey and construction administration were not fully included in the original budget above until after we closed the tender and understood the timeframe and methodology of the preferred contractor. During the tender, we knew that the global economy and local economy pricing was increasing exponentially. We had Stantec update the 5 year old Opinion of Probable Cost (OPC), with new pricing. The total project is now estimated at \$4.2 million dollars. This represents an increase of 56%. Detailed information is outlined below in the package along with the updated engineering and other associated construction costs.

The Lift Station Tender was posted on APC from February 16, 2022, to April 5, 2022.

We received 4 qualified contractor bids with Alpha Construction Inc. the low bid with a bid of **\$3,666,300.00** (excluding GST but including 10% contingency). For further tender details and cost comparisons please refer to the Blackfalds McKay Ranch Lift Station Tender Summary Letter attachment from Stantec. This low bid was very close to the newly updated Engineering OPC, but unfortunately as expected, this project is now overbudget and underfunded. However, in the long term, this new inflated cost of this Lift Station (and other similar infrastructure) will be updated in the Off-Site Levies Bylaw this year, ensuring that future development contributions will help soften this cost over time.

It is of note, that this lift station is a major cascading lift station that other servicing areas will depend solely on for service. This station will always need to be operational, 365 days a year, without fail.

Due to this project coming in higher than budgeted, and our need for this station, we have gone back to negotiate with the low bidder, Alpha Construction. They have indicated that there was little to no room to negotiate, however they understand our budget constraints and will try to work with us to potentially reduce costs during construction. We engaged Stantec to discuss limited revisions to the scope and design to help mitigate these costs. The savings realized through this process were considerable in the amount of \$94,000 in savings. These savings, along with a reduction in the contingency, from 10% to 5%, would equate to a total savings of \$260,650.

DISCUSSION

Administration, at the time of the first report summarized above, did not recommend deferring this project or re-tendering the project. However, since this report, we have learned that the future McKay Ranch Phase 4 residential development planned for this year has been postponed until 2023, not requiring this lift station for servicing until 2024. With these revisions, the Lift Station can be built and operational for the year 2024. Therefore, due to cost overruns and the potential for other project cost to increase, we recommend that this project not move forward until next year, at the earliest. This revised timeframe will allow us the time to complete the water and sewer rate analysis, the off-site levies bylaw and potentially move forward with a debenture bylaw ahead of the project re-tendering for the 2023 construction season. Administration will also be reviewing and amending the 10-year Capital Plan for Council's review and consideration due to the trend of escalating costs for capital projects. The development agreement can then address these servicing and site preparation requirements prior to next year's budget.

FINANCIAL IMPLICATIONS:

If the project is delayed, there may be additional inflation costs, or alternatively the market could stabilize with cost reductions. However, without the commitment for a residential subdivision phase to go ahead, the Lift Station if constructed would not be put into operation.

As outlined in the attached Stantec McKay Ranch Lift Station Summary Cost letter, with the engineering, testing, inspections, survey and programming equating to \$582,478, the project total cost, if awarded would be \$3.99 million dollars, with the reduction of scope and contingency proposed above.

Moving this project into the 2023 construction season we would still expect a deficit of funds for the project. Administration will have an opportunity to review funding options for the anticipated shortfall which could include a debenture process.

ADMINISTRATIVE RECOMMENDATION

1. That Council authorize Administration to re-tender this project in the fall of 2022 with construction to be undertaken in 2023.

ALTERNATIVES

- a) That Council instruct Administration to move forward with the project as originally scheduled.
- b) That Council refer this item back to Administration for more information.

ATTACHMENTS

- *Stantec McKay Ranch Lift Station Tender Summary Letter*
- *Stantec McKay Ranch Lift Station Summary Cost letter*
- *Project Drawing*

APPROVALS

CAO Myron Thompson

Department Director/Author



Stantec Consulting Ltd.
1100-4900 50 Street, Red Deer AB T4N 1X7

May 3, 2022
File: 113929403

Attention: Preston Weran
Town of Blackfalds
Box 220
5018 Waghorn St Blackfalds, AB
T0M 0J0

Dear Mr. Weran,

Reference: Tender Summary – McKay Ranch Lift Station

At 2:00 PM on April 5th, 2022, the tender for the above noted project was closed. This was a closed tender, and no contractors were present at the opening of the email bids.

Four (4) general contractor's submissions were received by the deadline and accepted. One (1) contractor submitted after 2:00PM and was rejected for non-compliance. The following is Stantec's summary of the tender packages that were submitted. Prices listed include 10% contingency.

Contractor	Total (excl. GST)	Difference from Estimate
Engineer's Estimate	\$3,610,750.00	-
ALPHA Construction Inc.*	\$3,666,300.00	1.5% Higher
Chandos Construction Ltd.*	\$4,174,672.37	15.6% Higher
Timcon Construction Ltd.*	\$4,436,095.26	22.9% Higher
Mid-West Design & Construction*	\$4,566,839.37	26.5% Higher

*Note: Above costs are after mathematical corrections

Design with community in mind



Bid Submission Overview

1. ALPHA Construction Inc.

- Alpha has provided a preliminary schedule in Gantt chart format that meets the specified required substantial completion date of June 30th, 2023.
- The supervisory team provided by Alpha meets the required qualifications.
- Alpha has completed projects of similar scope and size including the Blackfalds Regional Lift Station, Discovery Park Lift Station, and the Chappelle Gardens Lift Station.
- Alpha has included Flint as the electrical subcontractor. Alpha contracting will complete the mechanical and civil portions of the project inhouse and as such will not need subcontractors for these sections.
- A copy of a Current Safety Certificate or Temporary Letter of Certification was not received with Alpha's bid.

2. Chandos Construction Ltd.

- Two Mathematical errors were noted on line item 1.2.6 "Dewatering" and 1.2.7 "Additional Site Excavation and Backfill" which have been corrected.
- Chandos has provided a preliminary schedule in Gantt chart format that meets the specified required substantial completion date of June 30th, 2023.
- The supervisory team provided by Chandos meets the required qualifications.
- Chandos has included The Lacombe Regional Lift Station, The Lakeview Lift Station and The Sapræ Creek Estates Lift Station as reference projects. These projects are similar in valve and size to the McKay Ranch Lift Station project.

3. Timcon Construction Ltd.

- One Mathematical error on the subtotal has been corrected. This error did not affect any line items just the subtotal and total valves.
- Timcon has provided a preliminary schedule in Gantt chart format that meets the specified required substantial completion date of June 30th, 2023.
- The supervisory team provided by Timcon meets the required qualifications.
- Timcon has included a number of reference projects, the first 3 projects The Springbrook Water Reservoir, Pumphouse and Booster Station, The Junction 42 Water Reservoir and Pump Station and The Glendale / Lancaster Reservoir are similar in scope and size.
- A copy of a Current Safety Certificate or Temporary Letter of Certification was not received with Timcon's bid



4. Mid-West Design & Construction Ltd.

- A mathematical error has been noted alongside 1.5 Prime Cost Sum Items, it was found that an unknown \$180,000 charge was present. This value was corrected and removed from the subtotal with contingency.
- The supervisory team provided by Midwest meets the required qualifications.
- Mid-west has provided three projects as reference. Two of the three projects can be deemed as of similar scope and size being the Inuvik Water Treatment Plant and the Watermark Wastewater Treatment Plant. The third project the O'Chiese First Nation Solid Waste Transfer Station which included, earthworks, electrical, fencing, signage and structure relocation is not of similar scope.
- Mid-West has included a list of subcontractors that they will be utilizing throughout the scope of the project. Subcontractors have been listed for Divisions 2 – 16 and as such it appears that Mid-West will be utilizing subcontractors to complete the entire scope of work.
- A preliminary schedule was not submitted as part of Mid-West's bid. A schedule would be required from Mid-West to determine if the contractor intends to meet the June 30th substantial completion date

Required Contractor Document Submission Matrix

Required documents	ALPHA Construction Inc.	Chandos Construction LTD.	Timcon Construction Ltd.	Mid-West Design & Construction Ltd.
Bid Bond or Certified Cheque	✓	✓	✓	✓
Consent of Surety	✓	✓	✓	✓
Current Safety Certificate or Temporary Letter of Certification		✓		✓
Preliminary Schedule in Gantt Format	✓	✓	✓	
Signed and Returned Addendums	✓	✓	✓	✓



Conclusions and Next Steps

The lowest bid received was from Alpha Construction inc. at \$3,666,300.00. This was 1.5% higher than the engineers estimate. Alpha is a company with 30 years of experience in the construction industry and has completed a number of projects with Stantec in Alberta of similar scope and size to the McKay Ranch Lift Station.

After review of the aforementioned information, we believe the contract can be awarded to Alpha Construction Inc. for a total of \$3,666,300.00.

Should you require any further information on this matter, please do not hesitate to contact us at your convenience.

Regards,

STANTEC CONSULTING LTD.

James Coates, M.Sc., P.Eng., PMP
Project Manager, Senior Associate
Phone: 403-970-5969
James.coates@stantec.com

Attachment: Tender Summary, Contractor provided documents



Tender Closing Summary
McKay Ranch Lift Station

Owner: Town of Blackfalds
Date: April 08, 2022

Contractor		Time Received	Tender Amount (including contingency, excluding GST)
1.	Alpha Construction Ltd.	1:52:00 PM	\$ 3,666,300.00
2.	Chandos Construction LTD.	1:51:00 PM	\$ 4,174,672.37
3.	Timcon Construction Ltd.	1:58:00 PM	\$ 4,436,095.26
4.	Mid-West Design & Construction Ltd.	1:41:00 PM	\$ 4,566,839.37
5.	Kichton Contracting Ltd.	2:01:00 PM	Non-compliant

		ENGINEERS ESTIMATE				ALPHA Construction Inc.		Chandos Construction LTD.		Timcon Construction Ltd.		Mid-West Design & Construction Ltd.	
ITEM NO.	ITEM OF WORK	MEASUREMENT UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1.1	DIVISION 1 - MOBILIZATION AND DEMOBILIZATION												
.1	Mobilization and Demobilization	Is	1	\$280,000.00	\$ 280,000.00	\$170,324.00	\$ 170,324.00	\$305,225.28	\$ 305,225.28	\$429,759.00	\$ 429,759.00	\$280,000.00	\$ 280,000.00
.2	ECO Plan	Is	1	\$5,500.00	\$ 5,500.00	\$5,357.00	\$ 5,357.00	\$7,725.14	\$ 7,725.14	\$5,805.00	\$ 5,805.00	\$5,155.70	\$ 5,155.70
	SUBTOTAL ITEM 1.1				\$ 285,500.00		\$ 175,681.00		\$ 312,950.42		\$ 435,564.00		\$ 285,155.70
1.2	DIVISION 2 – CIVIL												
.1	Lift Station Excavation and Backfill	Is	1	\$800,000.00	\$ 800,000.00	\$428,200.00	\$ 428,200.00	\$594,841.62	\$ 594,841.62	\$464,583.60	\$ 464,583.60	\$184,456.16	\$ 184,456.16
.2	Deep Utilities (Water and Sanitary)	Is	1	\$180,000.00	\$ 180,000.00	\$389,036.00	\$ 389,036.00	\$392,996.92	\$ 392,996.92	\$640,598.22	\$ 640,598.22	\$658,891.27	\$ 658,891.27
.3	Shallow Utilities (Power, Gas, Communications)	Is	1	\$10,000.00	\$ 10,000.00	\$36,730.00	\$ 36,730.00	\$57,047.21	\$ 57,047.21	\$10,125.00	\$ 10,125.00	\$18,829.10	\$ 18,829.10
.4	Site Grading, Landscaping, Surface Work	Is	1	\$180,000.00	\$ 180,000.00	\$133,498.00	\$ 133,498.00	\$163,697.26	\$ 163,697.26	\$129,992.85	\$ 129,992.85	\$583,197.20	\$ 583,197.20
.5	450mm Plug Valve (Deletable Item)	Is	1	\$30,000.00	\$ 30,000.00	\$16,777.00	\$ 16,777.00	\$26,586.38	\$ 26,586.38	\$27,945.00	\$ 27,945.00	\$34,027.62	\$ 34,027.62
.6	Dewatering	Days	28	\$3,000.00	\$ 84,000.00	\$1.00	\$ 28.00	\$1,009.14	\$ 28,255.92 *	\$10,935.00	\$ 306,180.00	\$5,594.9193	\$ 156,657.74
.7	Additional Site Excavation and Backfill (PROVISIONAL)	m³	1,000	\$30.00	\$ 30,000.00	\$28.058	\$ 28,058.00	\$35.15	\$ 35,150.00 *	\$21.9375	\$ 21,937.50	\$26.68974	\$ 26,689.74
	SUBTOTAL ITEM 1.2				\$ 1,314,000.00		\$ 1,032,327.00		\$ 1,298,575.31		\$ 1,601,362.17		\$ 1,662,748.83 *
1.3.1	DIVISION 3 – CONCRETE												
.1	Lift Station - Concrete	Is	1	\$200,000.00	\$ 200,000.00	\$376,166.00	\$ 376,166.00	\$541,073.53	\$ 541,073.53	\$193,148.55	\$ 193,148.55	\$375,652.70	\$ 375,652.70
	SUBTOTAL ITEM 1.3.1				\$ 200,000.00		\$ 376,166.00		\$ 541,073.53		\$ 193,148.55		\$ 375,652.70
1.3.2	DIVISION 4 – MASONRY												
.1	Lift Station - Masonry	Is	1	\$90,000.00	\$ 90,000.00	\$65,554.00	\$ 65,554.00	\$97,689.11	\$ 97,689.11	\$78,795.00	\$ 78,795.00	\$125,655.20	\$ 125,655.20
	SUBTOTAL ITEM 1.3.2				\$ 90,000.00		\$ 65,554.00		\$ 97,689.11		\$ 78,795.00		\$ 125,655.20

Tender Closing Summary
McKay Ranch Lift Station

Owner: Town of Blackfalds
Date: April 08, 2022

		ENGINEERS ESTIMATE				ALPHA Construction Inc.		Chandos Construction LTD.		Timcon Construction Ltd.		Mid-West Design & Construction Ltd.	
ITEM NO.	ITEM OF WORK	MEASUREMENT UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1.3.3	DIVISION 5 – METALS												
.1	Lift Station - Metals	Is	1	\$45,000.00	\$ 45,000.00	\$85,084.00	\$ 85,084.00	\$46,470.10	\$ 46,470.10	\$44,550.00	\$ 44,550.00	\$78,619.63	\$ 78,619.63
	SUBTOTAL ITEM 1.3.3				\$ 45,000.00		\$ 85,084.00		\$ 46,470.10		\$ 44,550.00		\$ 78,619.63
1.3.4	DIVISION 6 – WOOD AND PLASTICS												
.1	Lift Station - Wood and Plastics	Is	1	\$35,000.00	\$ 35,000.00	\$29,707.00	\$ 29,707.00	\$25,907.43	\$ 25,907.43	\$47,290.50	\$ 47,290.50	\$29,997.78	\$ 29,997.78
	SUBTOTAL ITEM 1.3.4				\$ 35,000.00		\$ 29,707.00		\$ 25,907.43		\$ 47,290.50		\$ 29,997.78
1.3.5	DIVISION 7 – THERMAL AND MOISTURE PROTECTION												
.1	Lift Station - Thermal and Moisture Protection	Is	1	\$90,000.00	\$ 90,000.00	\$89,232.00	\$ 89,232.00	\$141,712.40	\$ 141,712.40	\$121,770.00	\$ 121,770.00	\$142,378.49	\$ 142,378.49
	SUBTOTAL ITEM 1.3.5				\$ 90,000.00		\$ 89,232.00		\$ 141,712.40		\$ 121,770.00		\$ 142,378.49
1.3.6	DIVISION 8 – DOORS AND WINDOWS												
.1	Lift Station - Doors and Windows	Is	1	\$25,000.00	\$ 25,000.00	\$36,311.00	\$ 36,311.00	\$33,172.95	\$ 33,172.95	\$31,291.65	\$ 31,291.65	\$30,814.30	\$ 30,814.30
	SUBTOTAL ITEM 1.3.6				\$ 25,000.00		\$ 36,311.00		\$ 33,172.95		\$ 31,291.65		\$ 30,814.30
1.3.7	DIVISION 9 – FINISHES												
.1	Lift Station - Finishes	Is	1	\$17,000.00	\$ 17,000.00	\$66,825.00	\$ 66,825.00	\$14,844.16	\$ 14,844.16	\$20,675.25	\$ 20,675.25	\$101,732.75	\$ 101,732.75
	SUBTOTAL ITEM 1.3.7				\$ 17,000.00		\$ 66,825.00		\$ 14,844.16		\$ 20,675.25		\$ 101,732.75
1.3.8	DIVISION 10 – SPECIALITES												
.1	Lift Station - Specialities	Is	1	\$6,000.00	\$ 6,000.00	\$7,244.00	\$ 7,244.00	\$6,646.70	\$ 6,646.70	\$5,805.00	\$ 5,805.00	\$38,368.00	\$ 38,368.00
	SUBTOTAL ITEM 1.3.8				\$ 6,000.00		\$ 7,244.00		\$ 6,646.70		\$ 5,805.00		\$ 38,368.00
1.3.9	DIVISION 11 – PROCESS												
.1	Lift Station - Process	Is	1	\$310,000.00	\$ 310,000.00	\$409,391.00	\$ 409,391.00	\$382,243.83	\$ 382,243.83	\$465,750.00	\$ 465,750.00	\$374,687.50	\$ 374,687.50
	SUBTOTAL ITEM 1.3.9				\$ 310,000.00		\$ 409,391.00		\$ 382,243.83		\$ 465,750.00		\$ 374,687.50
1.3.10	DIVISION 13 – INSTRUMENTATION												
.1	Lift Station - Instrumentation	Is	1	\$205,000.00	\$ 205,000.00	\$151,767.00	\$ 151,767.00	\$77,845.67	\$ 77,845.67	\$203,850.00	\$ 203,850.00	\$145,239.73	\$ 145,239.73
	SUBTOTAL ITEM 1.3.10				\$ 205,000.00		\$ 151,767.00		\$ 77,845.67		\$ 203,850.00		\$ 145,239.73

Tender Closing Summary
McKay Ranch Lift Station

Owner: Town of Blackfalds
Date: April 08, 2022

		ENGINEERS ESTIMATE				ALPHA Construction Inc.		Chandos Construction LTD.		Timcon Construction Ltd.		Mid-West Design & Construction Ltd.	
ITEM NO.	ITEM OF WORK	MEASUREMENT UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1.3.11	DIVISION 14 – CONVEYING SYSTEMS												
.1	Lift Station - Conveying Systems	Is	1	\$25,000.00	\$ 25,000.00	\$43,356.00	\$ 43,356.00	\$27,929.36	\$ 27,929.36	\$4,050.00	\$ 4,050.00	\$11,990.00	\$ 11,990.00
	SUBTOTAL ITEM 1.3.11				\$ 25,000.00		\$ 43,356.00		\$ 27,929.36		\$ 4,050.00		\$ 11,990.00
1.3.12	DIVISION 15 – MECHANICAL												
.1	Lift Station - Mechanical	Is	1	\$185,000.00	\$ 185,000.00	\$215,536.00	\$ 215,536.00	\$223,042.93	\$ 223,042.93	\$248,400.00	\$ 248,400.00	\$202,414.50	\$ 202,414.50
	SUBTOTAL ITEM 1.3.12				\$ 185,000.00		\$ 215,536.00		\$ 223,042.93		\$ 248,400.00		\$ 202,414.50
1.3.13	DIVISION 16 – ELECTRICAL												
.1	Lift Station - Electrical	Is	1	\$340,000.00	\$ 340,000.00	\$448,274.00	\$ 448,274.00	\$447,783.70	\$ 447,783.70	\$417,150.00	\$ 417,150.00	\$435,404.80	\$ 435,404.80
	SUBTOTAL ITEM 1.3.13				\$ 340,000.00		\$ 448,274.00		\$ 447,783.70		\$ 417,150.00		\$ 435,404.80
1.4	COMMISSIONING AND STARTUP												
.1	Lift Station Commissioning and Startup	Is	1	\$20,000.00	\$ 20,000.00	\$10,545.00	\$ 10,545.00	\$27,269.10	\$ 27,269.10	\$23,361.75	\$ 23,361.75	\$20,812.24	\$ 20,812.24
	SUBTOTAL ITEM 1.4				\$ 20,000.00		\$ 10,545.00		\$ 27,269.10		\$ 23,361.75		\$ 20,812.24
1.5	PRIME COST SUM ITEMS												
.1	Coordination and Payment for Power and Gas Connection	Is	1	\$40,000.00	\$ 40,000.00	\$40,000.00	\$ 40,000.00	\$40,000.00	\$ 40,000.00	\$40,000.00	\$ 40,000.00	\$40,000.00	\$ 40,000.00
.2	SCADA and Radio Communications	Is	1	\$50,000.00	\$ 50,000.00	\$50,000.00	\$ 50,000.00	\$50,000.00	\$ 50,000.00	\$50,000.00	\$ 50,000.00	\$50,000.00	\$ 50,000.00
	SUBTOTAL ITEM 1.5				\$ 90,000.00		\$ 90,000.00		\$ 90,000.00		\$ 90,000.00		\$ 90,000.00
	SUBTOTAL (WITHOUT CONTINGENCY)				\$ 3,282,500.00		\$ 3,333,000.00		\$ 3,795,156.70		\$ 4,032,813.87 *		\$ 4,151,672.15 *
	Contingency (10%)				\$ 328,250.00		\$ 333,300.00		\$ 379,515.67		\$ 403,281.39 *		\$ 415,167.22 *
	TOTAL (WITH CONTINGENCY)				\$ 3,610,750.00		\$ 3,666,300.00		\$ 4,174,672.37		\$ 4,436,095.26 *		\$ 4,566,839.37 *
	GST (5%)				\$ 180,537.50		\$ 183,315.00		\$ 208,733.62		\$ 221,804.76 *		\$ 228,341.97 *
	TOTAL INCLUDING GST				\$ 3,791,287.50		\$ 3,849,615.00		\$ 4,383,405.99		\$ 4,657,900.02 *		\$ 4,795,181.34 *

* denotes a math correction to contractor submission

To:	Town of Blackfalds	From:	Stantec Consulting Ltd.
	Blackfalds, AB		Red Deer, AB
File:	McKay Ranch LS Summary Costs	Date:	May 18, 2022

Reference: McKay Ranch Lift Station – Summary Costs

This memorandum summarizes the costs for each component that contribute to the construction of the McKay Ranch Lift Station.

Item #	Item Description	Cost or (Credit)
1	Alpha Construction Bid (Low Bidder)	\$3,666,300.00
2	Construction Cost Savings	(\$94,000.00)
3	Contingency Reduction from 10% to 5%	(\$166,650.00)
4	Stantec Consulting Standard Engineering Services	\$492,746.77
4.1	Design and Tendering	\$171,568.21
4.2	Contract Administration and Part-time Inspection Services	\$321,178.56
5	Other Non-Standard Engineering Services	\$89,731.20
5.1	Materials Testing	\$15,000.00
5.2	Construction Survey	\$15,288.00
5.3	Facility/SCADA Programming	\$59,443.20
TOTAL		\$3,988,127.97

If you have any questions with the above information, please don't hesitate to contact either of the below personnel.

Stantec Consulting Ltd.

James Coates M.Sc., P.Eng., PMP
Project Manager, Senior Associate
Phone: 403-970-5969
James.coates@stantec.com

Brad Vander Heyden, P.Eng.
Senior Associate
Phone: (403) 356-3309
brad.vanderheyden@stantec.com

Attachment: Cost Savings

c. Brad Vander Heyden, Patrick Hogan, Todd Simenson

McKay Ranch Lift Stations Cost Savings

Item	Description	Costs Savings	Alpha Comments	Stantec Comments
1	Delete Electrical spare parts	\$ 20,500.00		
2	Delete Manhole 100	\$ 11,000.00		
3	Delete oversize drives for 60 HP pumps, Alpha will install drives sized for current pump selection	\$ 25,000.00		Good to recommend
4	HMI switch out	\$ (7,500.00)		HMI change will be a <u>cost</u> of \$7,500.00 but it is anticipated that a savings of \$10,000 will be made on the programming scope of work.
5	Reduction in size of asphalt carpark	\$ 5,000.00		
6	Landscaping (remove trees and bushes from scope)	\$ 26,000.00	Top soil and broad cast seeding only	
7	Move building structure 6m to the south	\$ 14,000.00		It's estimated there would be a \$3,500 cost to modify these design prior to construction which has been accounted for in this line item
Sub-Total 1		\$ 94,000.00		
Contingency Cost Savings				
8	Contingency - Change from 10%-5%	\$ 166,650.00		
Sub-Total 2		\$ 166,650.00		
Total		\$ 260,650.00		

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ELEVATION KEYNOTE LEGEND	
Key Value	Keynote Text
1	FINISHED GRADE. SLOPE AWAY FROM BUILDING
2	SPLIT FACE CONCRETE BLOCK VENEER - COLOUR TBD
3	STUCCO SYSTEM AS SPECIFIED - COLOUR TBD
4	MASONRY CONTROL JOINT
5	PREFINISHED METAL FLASHING C/W DRIP - COLOUR TO MATCH BLOCK
6	INSULATED METAL DOOR - COLOUR TBD
7	PREFINISHED METAL EAVESTROUGH - COLOUR TO MATCH ROOFING
8	PREFINISHED METAL DOWNSPOUT - COLOUR TO MATCH ROOFING
9	PRECAST CONCRETE SPLASHPAD
10	PREFINISHED STANDING SEAM METAL ROOFING - COLOUR TBD
11	PREFINISHED METAL ROOF VENT C/W FLASHING - COLOUR TO MATCH ROOFING
12	PREFINISHED MECHANICAL LOUVER - COLOUR TO MATCH DOORS. REFER TO MECHANICAL DWGS
13	WALL MOUNTED LIGHT FIXTURE. REFER TO ELECTRICAL DWGS
14	PREFINISHED METAL SNOW GUARD - COLOUR TO MATCH ROOFING
16	SIGNAGE (DELEGATED DESIGN ITEM TO OWNERS SPECIFICATIONS)
17	STRUCTURAL CONCRETE APRON

[illegible]

Permit-Seal

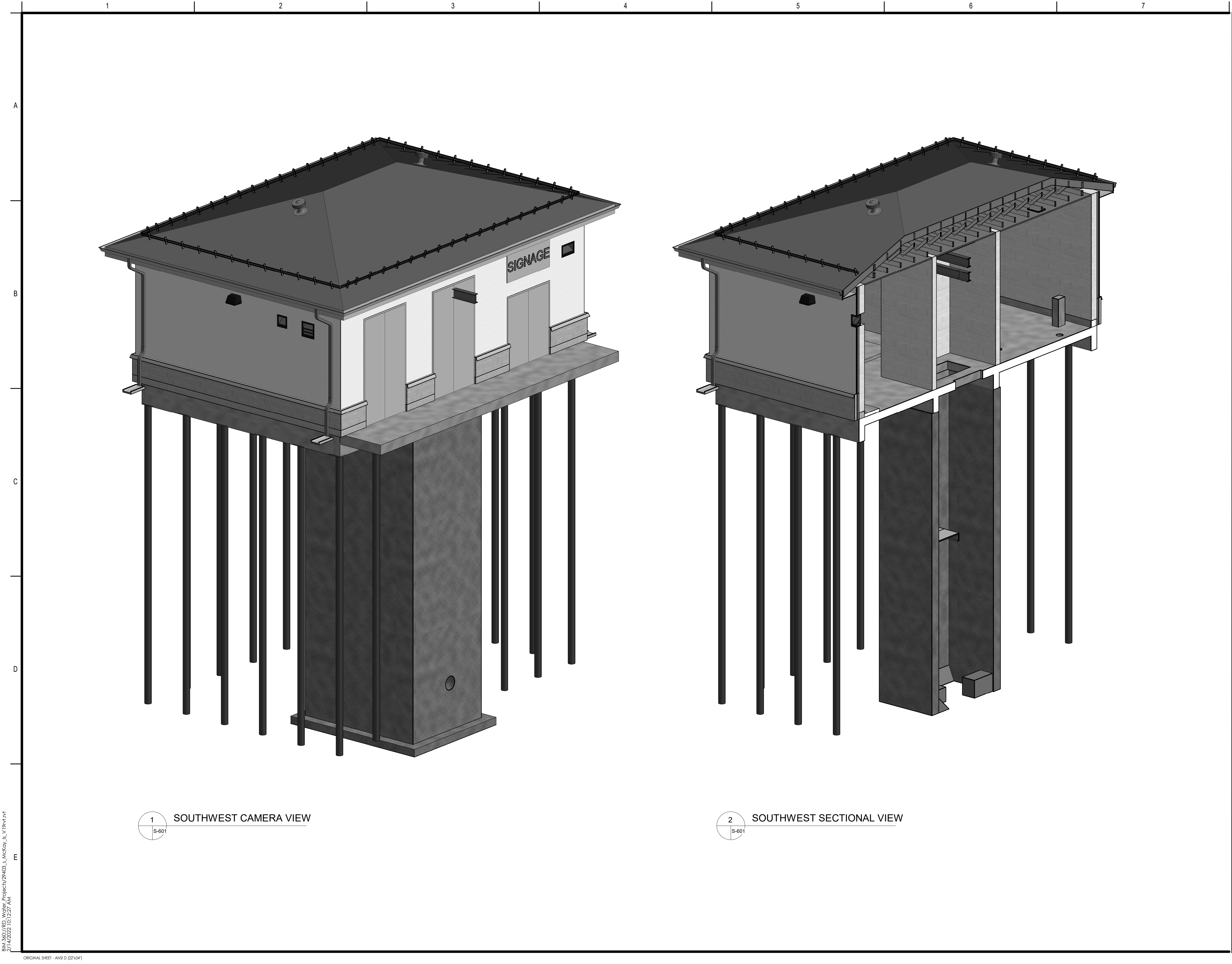
Client/Project



MCKAY RANCH
LIFT STATION
Blackfalds, Alberta

Title
ARCHITECTURAL
ELEVATIONS

Project No. 113929403	Scale 1 : 50	
Drawing No. A-301	Sheet 5 of 6	Issue/Revision A/0



1
S-601
SOUTHWEST CAMERA VIEW

2
S-601
SOUTHWEST SECTIONAL VIEW

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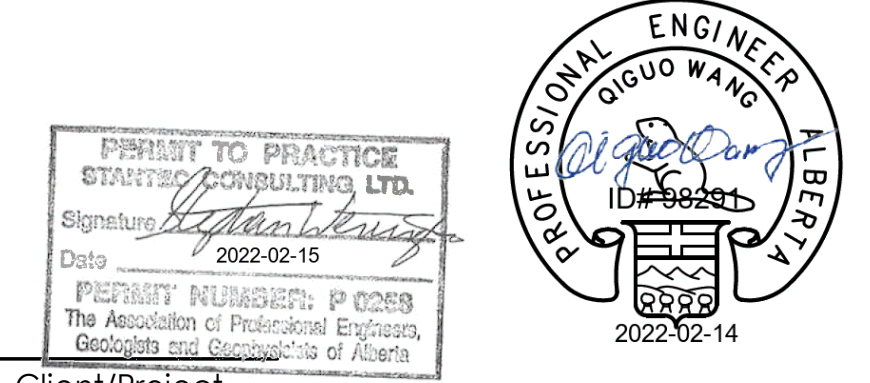
Consultants

Legend

Notes

Revision	By	Appd	YYYY.MM.DD
C	ISSUED FOR TENDER	KL	QW 2022.01.21
B	PRE-ISSUED FOR TENDER	KL	QW 2021.11.26
A	ISSUED FOR CLIENT APPROVAL	DJO	QW 2017.03.31
Issued	By	Appd	YYYY.MM.DD

Permit-Seal



Client/ID# 8821

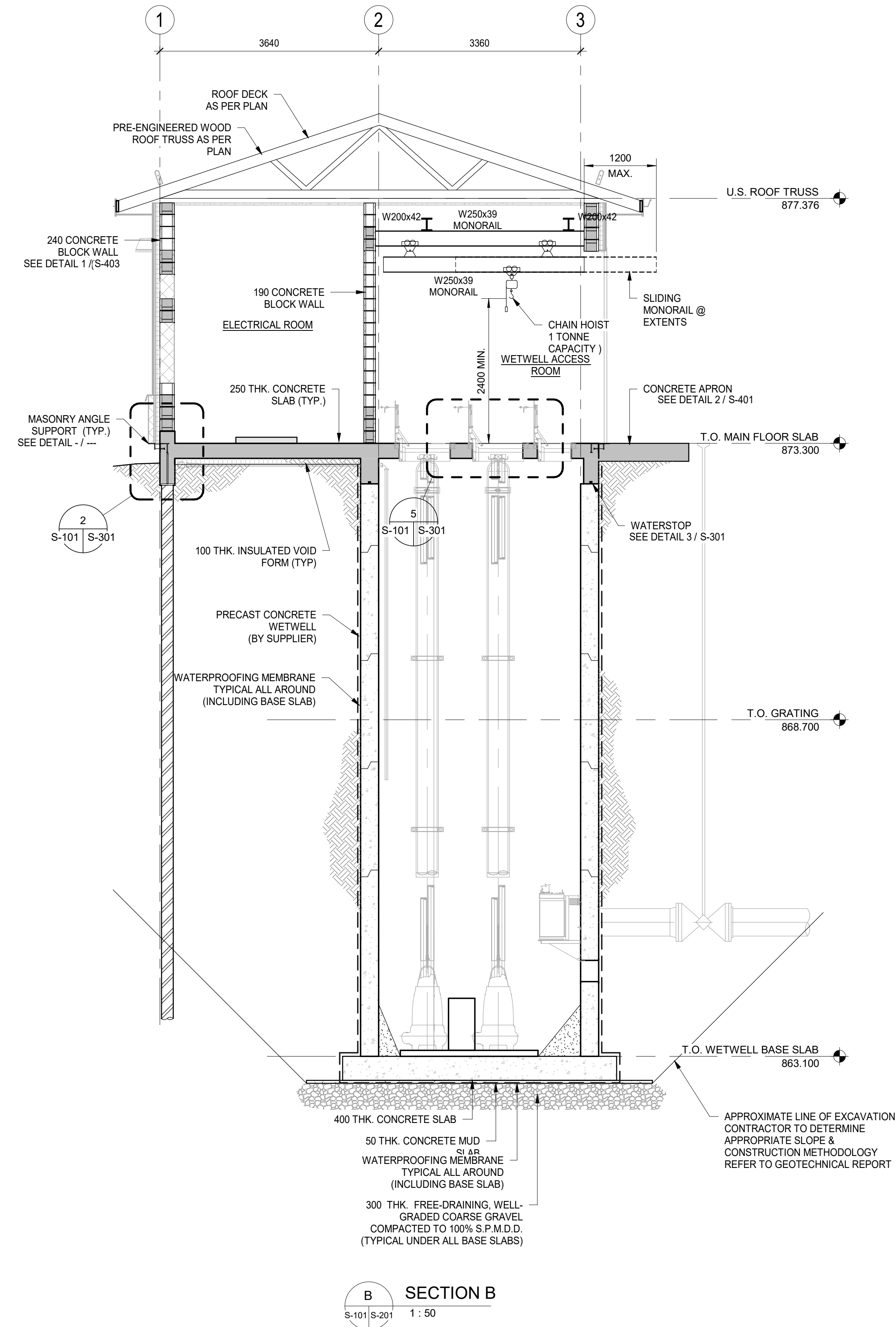
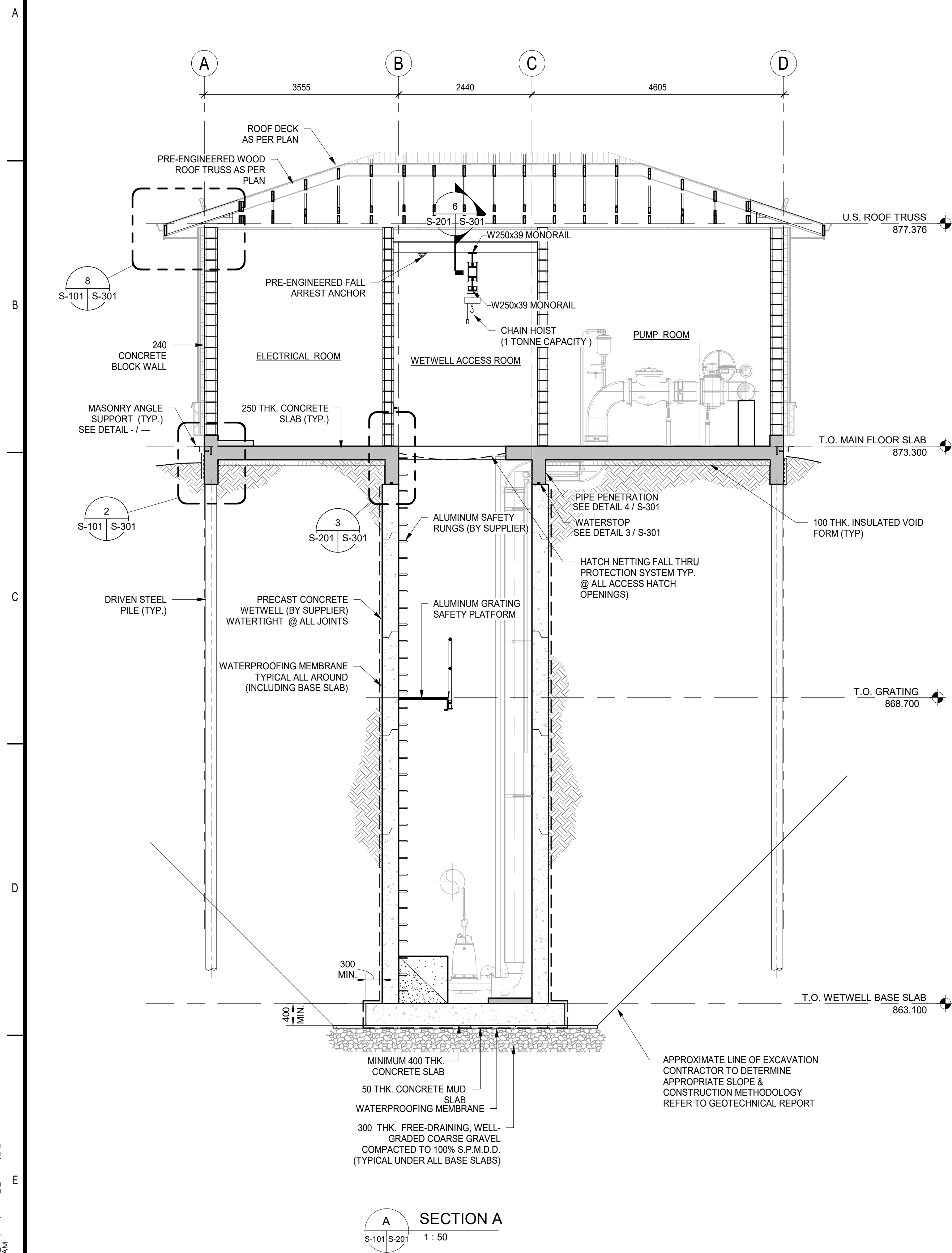


McKay Ranch Lift Station

Blackfalds, Alberta

Title
STRUCTURAL
CAMERA VIEWS

Project No. 113929403	Scale	
Drawing No. S-601	Sheet of	Issue/Revision 0





1100 - 4900 50th Street
Red Deer AB Canada T4N 1X7
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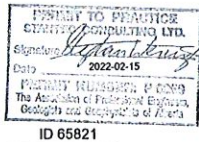
Notes

— SITE ACCESS ROUTE

Revision	By	Appd.	YY.MM.DD
E			
D			
C	JIM	JC	2022.01.21
B	JIM	JC	2021.11.26
A	JIM	BVH	2017.03.31
Issued	By	Appd.	YY.MM.DD

File Name: C-002.dwg	JIM	JC	BVH	2022.02.10
	Dwn.	Chkd.	Dsgn.	YY.MM.DD

Permit-Seal



Client/Project



MCKAY RANCH LIFT STATION

Blackfalds, Alberta

Title

CIVIL
OVERALL LOCATION PLAN

Project No. 113929403	Scale 1:2000	Sheet C-002	Revision 0
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MEETING DATE: June 28th, 2022

PREPARED BY: Darolee Bouteiller, Finance Manager

SUBJECT: **2023 Budget Planning Timeline**

BACKGROUND

A preliminary budget schedule with suggested timelines and activities is being provided for Council's review and consideration (attached). The annual budget for the Town of Blackfalds consists of the 2023 Operating Budget with a three-year forecast, and a 2023 Capital Budget with a ten-year Capital Plan. Both Budgets will follow a process consisting of Planning, Development, Endorsement, Approval and Communication. Also, included in the budget timeline is the Public Engagement component of budgeting.

Council will be required to give direction, endorse, and approve segments of the budget throughout the process. Administration's responsibilities are to develop the Budget based on the Council priorities, strategic plans, and MSP.

DISCUSSION

This budget schedule follows the Budget Planning Policy and Procedures and ensures both Council & Administration have a schedule to move forward with endorsements and approvals throughout the process. This schedule highlights both Capital (light blue) and Operating Budget (light green) timeframes for planning, reviews, and approvals at all levels. This timeline has considered the availability of Administration and Council, upcoming conferences, Regular Council Meetings and Standing Committee Meeting dates.

Administration will be using Questica software again this year. The final Budget will be prepared using the custom-built reports from Questica, presented in a PDF format. This timeline addresses all the steps required to prepare the Budget and have it approved prior to the December 31 deadline.

Public engagement is an important part of Budget preparations, which help to provide a better understanding of community priorities. This year, the same as in the prior year, Council will have an opportunity to engage with the public with an on-line survey and by attending the Community Information Expo on September 7. This year a budget survey would be conducted from August 22 to September 11. This will overlap with the Community Expo and allow for further feedback. It is our intent to have the survey results finalized with a report brought back to Council at the September 27 Regular Council Meeting.

This year Capital planning discussions will commence early July and budget development will continue throughout August & September, with CAO & Director endorsement by September 30. A draft of the Capital Budget 2023-2032 will be reviewed with Council at the October 25 Regular Council Meeting, with a final approval scheduled for November 22, Regular Council Meeting. The Operating Budget development will commence with preliminary work and software updates, and general analysis by June 30. Finance team and budget managers will continue to develop and balance the 2023 Operating Budget throughout July & August.

Council will establish budget priorities, set assumptions, and give general budget direction at the pre-Council meeting scheduled for September 13. Following the guidance set by Council at this meeting, administration will conduct reviews of each department, with final CAO endorsement by October 7. In preparation for the budget workshop, the draft operating budget will be compiled and delivered to Council no later than October 14. A complete review of the budget will be conducted with Council and Administration at the Budget workshop on November 4 and 5.

The Draft Operating Budget will reflect consideration and outcomes from the workshop and be presented to Council for Draft approval November 22, 2022, Regular Council Meeting. Followed by Final Approval of the 2023 Operating Budget at the Regular Council Meeting on December 13, 2022.

FINANCIAL IMPLICATIONS

Section 242 and 245 of the *Municipal Government Act* (MGA) requires that Council must adopt an operating budget for each calendar year. And that Council must adopt a capital budget for each calendar year. The Budget is a core document that provides financial guidance and information to staff regarding how Council wishes to manage the operations of the municipality to implement their policies and programs.

ADMINISTRATIVE RECOMMENDATION

1. That Council accepts the recommendations of Administration to approve the 2023 Budget Timeline as presented.


ALTERNATIVES

- a) That Council does not accept the recommendations of Administration to approve the 2023 Budget Timeline.
- b) That Council provide options for changes in the recommended Budget Timeline, that administration would be able to accommodate in the schedule.
- c) That Council refer this back to Administration for further review.

ATTACHMENTS

- *The Budget Process Timelines for 2023 Operating Budget and Capital Plan*

APPROVALS



CAO Myron Thompson

Department Director/Author

Town of Blackfalds
2023 Budget Preparation Timeline

Activity	Details	Budget Phase		June	July	August	September	October	November	December	Jan-23	Feb-23	Mar-23	Apr-23
Budget Timeline	Finance to Present 2023 Budget Timeline to Council for approval	Planning	RCC	28										
Operating Budget - Preliminary	Staffing Plan Discussions to commence during Directors Meetings July 5 & July 19.	Planning	Adm.		19									
Public Engagement - Survey	Prepare the survey questions RCC July 26	Endorse	RCC		26									
Operating Budget - Preliminary	Utility Rates Discussions with CAO & Director of Infrastructure & Planning based on Utility Rate Model Review.	Planning	Adm.		26									
Staffing Updates in Questica	Update: Staffing positions and roles in Questica	Develop	Adm.	30 -	29									
Operating Budget - Preliminary	Staffing Plan Approvals with CAO, Directors & HR	Endorse	Adm.			10								
Operating Budget - Preliminary	Utility Rates Discussions with CAO & Director of Infrastructure & Planning	Endorse	Adm.			10								
Operating Budget - Preliminary Work	Finance - Set up Costing Centres with established Insurance, Utilities, Telephone, Debenture Debt & Interest, etc. Complete for August 15	Develop	Adm.		11	15								
Questica Training	Give Budget Managers, Directors and CAO , and staff Questica refresher Offer several days Aug 15, 16 & 22.	Training	Workshop			15,22								
Public Engagement - Survey	Survey to take place Aug 22 - Sept 11	Conduct	Adm.			22-	11							
Operating Budget - Preparation	Rollout Budget Manager access; Enter budgets into Questica for 2023-2025. To be completed August 31	Develop	Departments			15-31								
Capital Budget Planning	Finance to review the 10 Year Capital Plan with Directors and Managers. Various meetings throughout the months, adjust priorities, timelines and project scope of the 10 year capital Plan. (Timeline extended to accommodate vacation schedules for CAO and Directors)	Develop	Adm.		1st -	31								
Public Engagement - Community Information Expo	Arrange a booth for council at community expo.	Develop	Adm.				7							
Budget Assumptions To Council	Pre-Council Meeting for Council to give general budget direction. Council to set priorities, focus areas and give general budget direction. Pre- Council Meeting 5 -7 (dinner @ 5 meeting 5:30)	Planning	RCM				13							
Public Engagement Report to Council	Report back to council the results of the on-line Survey	Develop	RCM				27							
Capital Budget - CAO Review	Finance to prepare, alter and rebalance the changes to the 10 Year Capital Plan based on discussions	Endorse	CAO				30							
Operating Budget - Review	Finance to review Budgets with Managers, Directors & CAO completed by September 30	Develp	Adm.				30							
Operating Budget - Balance	Finance to balance operations budget, make revisions requested by Directors, Final Review - CAO Endorsement	Endorse	CAO					7						
2023 DRAFT - Operating Budget	Make available Copies of the Draft Operating Budget for CAO, Directors and Council for Budget Workshop	Communicate	Adm.					14						
Capital Budget - Draft Review	Review Capital Budget and Ten year Capital Plan with Council	Endorse	RCM					25						

Budget Workshop with Council	Detailed Review Operating Draft Budget with Council & Capital Plan discussions - Begins Friday Evening (dinner) and Saturday (continental Breakfast & lunch)	Endorse	Workshop						4-5						
Adoption of 2023 - 2033 Capital Plan - Town of Blackfalds	Council approval of the Ten year Capital Plan and 2023 Capital Budget	Approval	RCM						22						
2023 DRAFT - Operating Budget	Make Changes as required based on the outcomes of the Budget workshop for council to review.	Endorse	RCM						22						
Final Operating Budget	Council to Approve 2023 Operating Final Budget	Approval	RCM							13					
2023 Final Budget	Post - Final Operating Budget on the Website, and Distribute to staff as required	Communicate	Adm.							31					
2023 Final Capital Budget	Post Final Capital Budget on Website on or before Dec 31	Communicate	Adm.							31					
2023 - Spring Adjustments Operating Budget	Last day to consider Spring Adjustments for 2023 Final Operating Budget	Develop	Adm.											11	
2023 - Spring Adjustments Operating Budget	Council approval for Spring Adjustments (if required)	Approval	RCM											25	
2023 Spring Adjustments - Operating Budget	Post - 2023 Spring Adjustments (if Required) on Website, and make available to staff as required	Communicate	Adm.											30	

Capital Plan

Operating Plan

Conferences:

AUMA Conference - Sept 21-23

GFOA Conference - Oct 17-19

MEETING DATE: June 28th, 2022

PREPARED BY: Carol Simpson, Abbey Centre General Manager

SUBJECT: **Activities & Memberships Refund Policy**

BACKGROUND

At the June 20th, 2022, Standing Committee of Council meeting, a draft update was presented of the existing Program and Lesson Refund Policy 115/15 which was reviewed and RES. 029/15 passed on February 10, 2015. Administration sought input from the Standing Committee of Council to determine the practicality of the changes brought forth.

The Town of Blackfalds (the "Town") recognizes the need for a guiding document for Community Services Department staff to adhere to when managing activities and memberships relative to the Community Services programming and recreation centre memberships and is striving to make it current and executable. This policy incorporates the changes to the level of services, types of programs, lessons and memberships and prioritizes flexibility to our users.

19/22 *Councillor Stendie moved that Standing Committee of Council recommend that the Program and Lesson Refund Policy 115/15 be updated to the Activities and Memberships Refund Policy draft and be brought forward to Council for consideration.*

CARRIED UNANIMOUSLY

DISCUSSION

As the services offered, such as lessons, activities and memberships have evolved over the course of the last several years, it was felt that now was a beneficial time to review the existing Program and Lesson Refund Policy to ensure it aligns with Best Practices and to meet the expectations of the public we serve. Also, as we have had a couple of recreational software changes since this policy was last reviewed, we feel there are viable opportunities that now exist that were not present with prior software versions.

Adjustments have been made to accommodate as much leniency as possible for the user while not being a detriment to service delivery or at a financial cost to the municipality. Through feedback, it has been captured that users value flexibility and understanding to their sometimes unforeseen circumstance that may challenge their ability to participate in a prior registered activity or membership. Comparisons were acquired to see what level of accommodation was being offered by our counterparts in similar facilities and communities and we feel confident that these revisions are more favourable in comparison.

Due to the amount of changes required to ensure this policy addresses the needs of the users and to appropriately guide staff, it is being brought forward to Council as a new policy and Administration will seek to rescind the Program and Lesson Refund Policy 115/15.

FINANCIAL IMPLICATIONS

It is felt that by offering expanded options for transferring, freezing and withdrawing from activities and memberships that users will feel more comfortable and confident in registering for programming and memberships where they may have otherwise opted out of due to higher administrative fees and longer timelines. Our hope is that these changes will potentially increase revenue and user satisfaction.

ADMINISTRATIVE RECOMMENDATION

1. That Council accept the recommendation of the Standing Committee of Council in the updating of the Program and Lesson Refund Policy 115/15 which is brought before Council as a new policy titled Activities and Memberships Refund Policy 153.22
2. That Council formally approved the Activities and Memberships Refund Policy 153.22
3. That Council rescind Program and Lesson Refund Policy 115/15

ALTERNATIVES

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

ATTACHMENTS

- *Program and Lesson Refund Policy 115/15*
- *Activities & Memberships Refund Policy DRAFT*

APPROVALS_____
CAO Myron Thompson_____
Department Director/Autor



POLICY

Policy No.: 115/15 Policy Title: Program and Lesson Refund Policy Department: C.S.D. Council Approval: RES. 029/15 Reviewed: Revised: Supersedes Policy/Bylaw: Program Refund Policy (existing)	M# Date: 2015 02 10
--	--------------------------------------

Policy Statement

This policy establishes process and procedures for refunding fees relative to Community services programs and lessons.

1. Reason for Policy

- 1.1 To establish a process to formalize refunding of fees for programs and lessons provided through the Community Services Department.

2. Related Information

- 2.1 N/A

3. Definitions

- 3.1 N/A

4. Responsibilities

- 4.1 Municipal Council to:

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

- 4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
 - 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Manager to:

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

4.5 All Employees to:

- 4.5.1 Understand and adhere to this policy and procedure.



BLACKFALDS
ALBERTA

*a nice place
to grow!*

PROCEDURE

Policy No.: 115/15 Policy Title: Program and Lesson Refund Policy Department: C.S.D.	
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1. Withdrawals – General

Withdrawals that are made more than 5 days from program or lesson start date are subject to a 25% withdrawal fee. This withdrawal fee will apply to each program or lesson withdrawal. Participants will be given the option to leave a credit on their account, for up to 1 year, for future use or they may request a refund. All refunds will take 14 days to process. No refunds will be issued if withdrawal is within 5 days of the program or lesson start date. All refunds will be issued by cheque.

2. Withdrawals – Medical

Withdrawals for medical reasons are permitted with no penalty prior to program start date. If the withdrawal is after the program start date, due to medical reasons, a prorated refund will be permitted and no withdrawal fee will be levied. In both cases, refunds or credits will only be issued once a doctor's note has been received by the Blackfalds Community Services Department.

3. End of Procedure

4. Exclusions

4.1 N/A

5. Special Situations

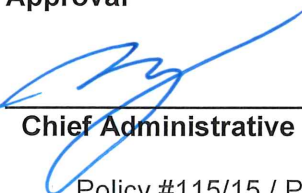
5.1 N/A

6. Appendix

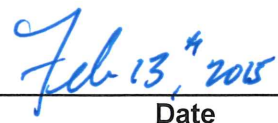
6.1 N/A

7. End of Policy

Approval



Chief Administrative Officer



Date

Policy No.:	153.22	Council Approval: Resolution No.: Date:
Policy Title:	Activities & Membership Refund Policy	
Department:	Community Services	
Reviewed:	DRAFT	
Revised:	DRAFT	
Supersedes Policy/Bylaw:	Program & Lesson Refund Policy 115/15	

1. Policy Statement

- 1.1 The Town of Blackfalds (the "Town") recognizes the need to provide its recreational users with viable options to deal with their activity and membership enrollment(s) should their personal circumstances change after enrollment. The intent of this policy is to give as much freedom of movement within activity and membership utilization without over burdening staff administration time.

2. Reason for Policy

- 2.1 The purpose of this policy is to have a fair framework for members so they may make informed purchasing decisions and are aware of their options should the need arise to alter their original activity or membership commitment.
- 2.2 To assist staff with providing consistent service delivery in those instances where they are educating the public as to their potential options for activity or membership alteration.

3. Related Information

- 3.1 NA

4. Definitions

- 4.1 **"Administrative Fee"** means a set fee or designated percentage of the fee withheld for withdrawals or cancellations.
- 4.2 **"Activity"** means something that you do as it relates to a program or lesson.
- 4.3 **"Camp Curious"** means one (1) week long summer day camp activity.
- 4.4 **"Credit on Account"** means a repayment of a sum of money owed which remains on the users file to be used by them at a later date but no more than one (1) year from origin.
- 4.5 **"Fees"** means payment made in exchange for services.
- 4.6 **"Freeze"** means to suspend a membership so it does not advance in time thus moving towards its natural expiry date.

- 4.7 **“Medical”** means relating to conditions requiring medical treatment.
- 4.8 **“Membership”** means being a member of a specific group based on age and term of that membership.
- 4.9 **“Move”** means to move to a new place of residency more than 50km from the Town of Blackfalds.
- 4.10 **“Notification Time”** means the act of notifying Town of Blackfalds staff the desire to cancel, withdrawal or transfer as it relates to an activity or membership.
- 4.11 **“Pro-rated”** means divided proportionately as to reflect an amount of time that is less than the full amount included in an initial arrangement.
- 4.12 **“Refund”** means a repayment of a sum of money.
- 4.13 **“Registrant”** means the person who has signed up and paid a fee for a particular activity.
- 4.14 **“Transfer”** means an act of moving an activity to a different activity.
- 4.15 **“Withdrawal”** means the action of withdrawing from an activity, lesson or membership.

5. Responsibilities

- 5.1 Municipal Council to:
 - 5.1.1 Approve by resolution this policy and any amendments.
 - 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 5.2 Chief Administrative Officer to:
 - 5.2.1 Implement this policy and approve procedures.
 - 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 5.3 Director of the Department to:
 - 5.3.1 Ensure implementation of this policy and procedure.
 - 5.3.2 Ensure that this policy and procedure is reviewed every three years.
 - 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

5.4 Manager to:

5.4.1 Understand and adhere to this policy and procedure.

5.4.2 Ensure employees are aware of this policy and procedure.

5.5 All Employees to:

5.5.1 Understand and adhere to this policy and procedure.

6. Exclusions

6.1 NA

7. Special Situations

7.1 NA

8. Appendix

9. End of Policy

PROCEDURE	Policy No.: Policy Title: Department:	153.22 Activities & Membership Refund Policy Community Services Department
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1. Preamble

- 1.1 The Town of Blackfalds (the ‘Town’) recognizes the need for a guiding document for Community Services Department staff to adhere to when managing activities and memberships relative to the Community Services programming and recreation centre memberships.

This new policy incorporates the changes to the level of services, types of programs, lessons and memberships that are now available and prioritizes flexibility to our users.

This policy is in effect for fee based activities only. No charge activities fall outside the scope of this policy.

2. General

2.1 Activity Withdrawal

2.1.1 Activities under \$100

Registrants may withdrawal provided there is no less than three (3) days notification time prior to the start of the activity. An administrative fee of \$10 will be levied. No withdrawals will be accepted inside of the three (3) day time period.

2.1.2 Activities over \$100

Registrants may withdrawal provided there is no less than three (3) days notification time prior to the start of the activity. An administrative fee of 10% will be levied. No withdrawals will be accepted inside of the three (3) day time period.

2.1.3 Medical

Registrants may withdrawal for medical reasons with no penalty prior to the program start date. If the withdrawal is after the program start date, due to medical reasons, a prorated refund will be permitted provided there are still more than 3 classes left in the session. Processing of the refund will only take place once the medical note has been received and per the indicated date on the note.

2.2 Activity Transfers

Registrants may transfer into another activity provided there is no less than three (3) days notification time prior to the start of the activity and that there is adequate space available in the desired activity. No administrative fee will be levied. No transfers will be accepted inside of the three (3) day time period.

2.3 Membership Freeze

2.3.1 Monthly

Members may freeze their membership for medical reasons with no penalty provided there is still one (1) week minimum remaining on the membership. No refunds prorated or otherwise may be permitted.

2.3.2 Annual

Members may have unlimited freezes placed on their membership for the reason of their choice provided there is still one (1) week minimum remaining on the membership,

2.4 Membership Withdrawal

2.4.1. Monthly

Monthly memberships are not eligible for withdrawal or transfer

2.4.2 Annual

A) Medical

Members may withdrawal from their membership for medical reasons with no penalty. Remaining fees will be prorated provided there is still 3 weeks minimum left on their membership. Processing of the refund will only take place once the medical note has been received and per the indicated date on the note.

B) Relocation

Members may withdrawal from their membership if they have moved more than 50 km away from Blackfalds. Remaining fees will be prorated provided there is still 3 weeks minimum left on their membership. Processing of the refund will only take place once the proof of new residency has been received.

2.5 Credit on Account

Refunds may be requested by the user and left as a credit on account, for up to one (1) year, for future use. Refunds, when able, will be issued back to the original credit card or issued via cheque which will take up to three (3) weeks to process.

If credits on account remain after one (1) year they will be automatically paid out if over \$25. If the credit on account is under \$25 the credit will be forfeited.

3. End of Procedure

Approval

Chief Administrative Officer

Date

MEETING DATE: June 28th, 2022

PREPARED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Corporate Credit Card Usage Policy Update**

BACKGROUND

The Corporate Credit Card Policy was last updated in May 2021, and the current policy requires an update. To streamline the purchasing abilities of authorized staff, Administration has made further amendments for Council's consideration.

The policy was presented at the June 20th Standing Committee meeting with the recommendation to bring forward for formal adoption. The required amendments were made based on Council's discussion.

DISCUSSION

The Town issues Corporate Credit Cards to approved positions as listed in the policy. It is the intent of using credit cards to streamline the purchasing needs of the Town and to eliminate unnecessary roadblocks in order to complete duties efficiently.

The changes to the policy include the addition of Coordinators and Team Leads to the policy statement 1.1 Allocation of Municipal Corporate credit cards.

In addition, the new Team Leads will be established with a \$3000 limit as per section 3.1.4 of the procedure.

Administration feels that these changes will enhance the policy and streamline the purchasing capabilities while reducing risk to the organization.

At the June 20th Standing Committee of Council meeting, the Committee inquired into the wording around Per Diem as it is also in the Council Remuneration & Compensation policy. The definitions of Per Diem are different in these two policies. Administration has added the definition of Per Diem under this policy to read as follows:

4.4 ***Per Diem** refers to the meal allowance reimbursement where no receipts are required*

Whereas, the definition of Per Diem under the Council Remuneration & Compensation Policy refers to reimbursement for attending Council events and training.

Additional changes have been made under 6.2 to reflect the actual process of signing for the credit card statements.

FINANCIAL IMPLICATIONS

There are no additional costs to the Town in issuing new credit cards.

ADMINISTRATIVE RECOMMENDATION

1. That Council adopt Corporate Credit Card Usage Policy 152.22 as presented.

ALTERNATIVES

- a) That Council refers this item back to Administration for further information.

ATTACHMENTS

- 152.22 Corporate Credit Card Usage Policy – Amended with changes

APPROVALS

Myron Thompson, CAO



Department Director/Author

Policy No.:	152.22	Council Approval: Resolution No.: Date: June 20, 2022
Policy Title:	Corporate Credit Card Usage Policy	
Department:	Corporate Services	
Reviewed:		
Revised:	June 20, 2022	
Supersedes	152.21	
Policy/Bylaw:		

1. Policy Statement

- 1.1 The Municipality may issue corporate credit cards to its Elected Officials, Chief Administrative Officer, Directors, Managers, Coordinators, Supervisors, Team Leads and appointed staff members to be utilized for payment of expenditures incurred on behalf of the Town of Blackfalds where other payment options are not available or practical.

2. Reason for Policy

- 2.1 To set parameters, identify accountability and establish protocol for financial transactions made on behalf of the Town of Blackfalds by approved credit card holders utilizing Municipal issued credit cards.
- 2.2 The objectives in establishing policy and procedure for credit card use within the organization is as follows:
- 2.2.1 Provide a means of payment when a purchase order or invoicing process cannot be facilitated, for out of country and internet purchases or payment to one-time vendors.
- 2.2.2 Facilitate registration of seminars, workshops, and conventions.
- 2.2.3 Simplify travel arrangements, subsistence, and accommodations.
- 2.2.4 Facilitate efficient record keeping and other financial efficiencies.

3. Related Information

- 3.1 Town of Blackfalds Purchasing Policy.

4. Definitions

- 4.1 **“CAO”** is an abbreviation for the position of Chief Administrative Officer.
- 4.2 **“Card holder”** means an individual assigned a corporate credit card for municipal business use.
- 4.3 **“DCS”** is an abbreviation for the position of Director of Corporate Services.
- 4.4 **“Per Diem”** refers to the meal allowance reimbursement where no receipts are required.

5. Responsibilities

- 5.1 Municipal Council to:
 - 5.1.1 Approve by resolution this policy and any amendments.
 - 5.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 5.2 Chief Administrative Officer to:
 - 5.2.1 Implement this policy and approve procedures.
 - 5.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 5.3 Director of the Department to:
 - 5.3.1 Ensure implementation of this policy and procedure.
 - 5.3.2 Ensure that this policy and procedure is reviewed every three years.
 - 5.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 5.4 Manager to:
 - 5.4.1 Understand and adhere to this policy and procedure.
 - 5.4.2 Ensure employees are aware of this policy and procedure.
- 5.5 All Employees to:
 - 5.5.1 Understand and adhere to this policy and procedure.

6. Exclusions

6.1 N/A

7. Special Situations

7.1 N/A

8. Appendix

9. End of Policy

DRAFT

PROCEDURE	Policy No.: Policy Title: Department:	152.22 Corporate Credit Card Usage Policy Corporate Services
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1. Allocation of Municipal Corporate credit cards

- 1.1 Corporate credit cards may only be issued to an Elected Official, Chief Administrative Officer (CAO), Department Directors, Managers, Coordinators, Team Leads and by authorization of the CAO and Director of Corporate Services, to permanent, full-time employees where a credit card will aid in the effective and efficient exercise of their official function and duties.
 - 1.1.1 Each municipal credit card will be issued to a specific person, who will be responsible and personally accountable for the use of the card. Card holder.
 - 1.1.2 A listing of card holders will be maintained and reviewed annually.
 - 1.1.3 Individuals that are assigned a Corporate credit card will be required to enter into a Credit Card Holder Agreement as attached (Appendix A).
 - 1.1.4 Individuals eligible for a corporate credit card will only be issued one (1) corporate credit card.
 - 1.1.5 Individuals will only receive corporate credit cards when they have completed their probationary period.
 - 1.1.6 Credit cards will not be issued to temporary positions and temporary internal moves.

2. Acceptable use of Municipal Credit Cards

- 2.1 Municipal credit cards are to be utilized for purchases where conventional processes cannot be achieved or are unwarranted and may include but are not limited to the following:
 - 2.1.1 One time purchase from a vendor where no credit account has been established.
 - 2.1.2 Purchases that are made online or through vendors that are out of country.
 - 2.1.3 Incidental purchases where other payment options are inefficient.
 - 2.1.4 Seminar, training sessions, workshops, and conventions registration.
 - 2.1.5 Subsistence, accommodation, and travel arrangements for out of town, Municipal business where a Per Diem is not claimed.

3. Municipal Credit Card Limits

3.1 Limits established for Corporate credit cards are as follows:

3.1.1	CAO and Director of Corporate Services	\$20,000
3.1.2	Director of Community Services, Director of Infrastructure and Property Services, Manager of Protective Services, Fire Chief	\$10,000
3.1.3	Mayor, Managers, Foreman	\$5,000
3.1.4	Councillors, Recreation and Culture Programmer, Executive Assistant, Fitness and Aquatic Coordinator, Team Lead, Others as deemed appropriate by the CAO and DCS	\$3,000

Authorization for temporary increases shall be approved by the Director of Corporate Services in situations where warranted.

4. Card Holder Responsibilities

4.1 Employees issued with a Corporate credit card are in a position of trust. Improper or unauthorized use of the assigned corporate credit card may result in the Card holder being held liable for expenditures, disciplinary action including possible termination from position and legal action. Errors that have occurred in good faith shall be brought to the attention of the DCS as soon as possible. Card holders assigned corporate credit cards have the following responsibilities:

- 4.1.1 Card holder must notify the Director of Corporate Services of any change in name or contact details.
- 4.1.2 The card holder must take adequate measures to ensure the security of the credit card assigned to them at all times.
- 4.1.3 The card holder must return the assigned corporate credit card upon severance of working relationship with the Employer or upon request of the Director of Corporate Services.
- 4.1.4 Card holders must retain sufficient supporting documentation (transaction records) to support all charges expensed to the municipal credit card. An acceptable receipt for reimbursements of claimable business expenses on the corporate credit card is an original receipt. Card purchases without receipts may be the responsibility of the user dependent on specific circumstances.
- 4.1.5 Should a receipt not be made available the card holder will be required to detail and substantiate the charge for which a receipt was not provided.
- 4.1.6 Reimbursement for return of goods and/or services must be credited directly to the card account. Cash returns are prohibited to be received by the Card holder.

- 4.2 Lost or stolen cards must be reported and cancelled immediately to the card issuing company and to the Director of Corporate Services. Accounts Payable must also be notified within 2 business days of this activity.
- 4.3 Any fraudulent activity detected or suspected must be reported and cancelled immediately to the card issuing company and to the Director of Corporate Services.

5. Conditions of Use

- 5.1 The corporate credit card shall not be used to obtain cash advances or equivalent draw from any financial institution, Automatic Bank Machine, or retail establishments.
- 5.2 The corporate credit card shall not be used for unauthorized expenses that are not related to Town business.
- 5.3 Card holders will keep the assigned PIN in a safe, secure and confidential location to protect the security of the card against any unauthorized use.
- 5.4 Card holders will use the assigned PIN for the card and will not share the PIN with any other individual.
- 5.5 Card holders shall not exceed the maximum credit limit set on their Municipal Credit Card.
- 5.6 Card holders shall not mail, email, fax or transmit a copy of their licence if a credit card authorization form is used for staff accommodations, travel or event registration.
- 5.7 Card holders shall not use any personal loyalty cards in order to claim points (i.e. airmiles).

6. Monthly Corporate credit card Statements

- 6.1 Upon receipt, monthly credit card statements will be provided to the assigned card holder to attach verified receipts and code to the appropriate cost centre. Corporate credit card expenditures will be reconciled with Accounts Payable within 15 business days of the statement date. Card holders who have not reconciled their monthly expenditure within this period will be asked to reconcile their monthly expenditure immediately with the A/P personnel. Accounts Payable will review the monthly statement for inaccuracies; and, if the accuracy is unexplained by the card holder, report this to the Director of Corporate Services for action. This procedure will ensure that cost centre accounting records maintain an accurate and meaningful balance.
- 6.2 Review and sign off on monthly credit card statements will be carried out through the following process:
 - 6.2.1 The monthly statement for the CAO will be signed off on by the Mayor.
 - 6.2.2 The monthly statement for the Elected Officials will be signed off by the Mayor.

-
- 6.2.3 The monthly statement for Directors will be signed off by the CAO
 - 6.2.4 The monthly statement for the Managers will be signed off by the Director to which the card holder reports to.
 - 6.2.5 Monthly statements for all other card holders will be signed off by the individual to whom the card holder reports to.

7. Records Management

- 7.1 All documentation associated with the payment of a corporate credit card will be maintained within the Accounts Payable office.
- 7.2 Original receipts for all corporate credit card transactions will be retained in the Accounts Payable office.

8. Abuse of Privileges

- 8.1 Card holders who do not reconcile their monthly expenditures within 15 business days of the statement date will be sent a reminder of their obligations under this policy. Continued or repeated non-compliance to this policy can result in cancellation of the card and/or other such actions as appropriate.
- 8.2 Infractions of the conditions of this policy and procedure could result in cancellation of the card and withdrawal of Corporate credit card privileges for a determined length of time or indefinitely. Infractions of the conditions of this policy and procedure may also result in disciplinary action including termination of employment.
- 8.3 Should misuse occur, the Town reserves the right to recover any monies from the card holder. Card holders will be required to sign a declaration authorizing the Town to recover, from their salary, any amount incorrectly claimed.

End of Procedure

Approval

Chief Administrative Officer

Date



Town of Bentley

Box 179, 4918 - 50 Avenue
Bentley, AB T0C 0J0
403-748-4044 Fax: 403-748-3213
www.townofbentley.ca

June 3, 2022

Mayor Jamie Hoover
Town of Blackfalds
Box 220
Blackfalds AB T0M 0J0



Your Invited!

Please Join us for our Annual Fair and Rodeo
August 4th to 7th, 2022

Parade Theme:

“Salute to the Town & Country Critters”

RECEIVED

JUN 07 2022

AT THE OFFICE OF
THE CAO/COUNCIL

Dear Mr. Hoover

The Town of Bentley would be honored to have you and your councillors come and experience our annual Fair Days, which run August 4th to 7th. The festivities start with a community pancake breakfast on the morning of Thursday, August 4th, and our annual parade in the afternoon.

Please join us for a luncheon at the Bentley Municipal Office at 11:30am with the parade to follow at 1:00pm. If you plan on attending, please RSVP for the luncheon on or before Wednesday July 27, 2022, to the Town Office at 403-748-4044 or by email at info@townofbentley.ca

If your municipality/organization has a float, we would love for your participation as well. If you do not have a float, but still wish to participate in the parade, we can arrange for a vehicle to be available. Remember to bring an identification sign that can be placed on the exterior of the vehicle. Judging commences at 11:30 am at the curling Rink Parking Lot with the parade beginning at 1:00pm. For safety purposes, we ask that no candy be thrown from a moving vehicle.

For further information regarding the day and the events planned for this fantastic event, please check out the Town of Bentley Facebook page or our website at www.townofbentley.ca.

Yours Truly

Mayor Greg Rathjen



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JUNE 9, 2022

COMMUNITY SERVICES CAPITAL EQUIPMENT PURCHASE 2023

The County Manager was authorized to tender and award the purchase of the 2023 capital replacement list as presented, for an estimated \$ 1,103,000 and to dispose of the existing units at an estimated trade-in or private sale value of \$ 124,341. The difference between the purchase price of the new units and the sale price of the old units in the amount of \$ 978,659 will be funded from the Agricultural Services Equipment Reserve, the Protective Services Equipment Reserve, and the Peace Officer Equipment Reserve.

OPERATIONS – CAPITAL EQUIPMENT PURCHASES 2023

The County Manager was authorized to tender and award the purchase of the 2023 capital equipment replacement list as presented, for an estimated value of \$ 3,969,000 and to dispose of the existing units at an estimated trade-in or private sale value of \$ 1,188,000. The difference between the purchase price of the new units and the sale price of the old units in the amount of \$ 2,781,000 will be funded from the Capital Equipment Reserve.

JOINT USE AND PLANNING AGREEMENTS (JUPA)

The 2017 modernization of the Municipal Government Act introduced requirements for all school boards and municipalities to enter into Joint Use and Planning Agreements (JUPAs).

The proposed Joint Use and Planning Agreement (JUPA) process was adopted by Council. Lacombe County will undertake the process to enter into agreements with all school divisions that have boundaries within the County.

AGRICULTURAL SERVICE BOARD

As per amended Policy CC(3) Duties of Committees, Commissions and Boards the Agricultural Service Board (ASB) will now meet three times per year. Future meetings were set for September 8, 2022, October 18, 2022 and January 17, 2023.

GRAVEL CRUSHING

The County Manager was authorized to enter into a gravel crushing contract for 2022 with McNabb Construction Ltd. in the amount of \$ 645,800. \$ 608,221 will be funded from the Basic Municipal Transportation Grant (BMTG) component of the MSI Capital Grant, and \$ 37,579 will be funded from the operational reserve.

ALBERTA TRANSPORTATION PRESENTATION

Mike Damberger, Regional Director and Stuart Richardson, Infrastructure Manager, Alberta Transportation, provided an update on the department's initiatives and activities. A number of County-specific transportation concerns were discussed.

Next Regular Council Meeting is
Thursday, June 23, 2022 - 9:00 a.m.

Next Committee of the Whole Meeting is
June 13, 2022 – 9:00 a.m.

Lacombe County Administration Building

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



City of Lacombe

COUNCIL HIGHLIGHTS

June 13, 2022

2. Review of Agendas

2.2 Consent Agenda

Council approved the consent agenda package, which included Councillor Reports, CAO Report, Commission, Board, and Committee Reports and Minutes, including:

- Parkland Regional Library Dec 21 Signed Financial Statements
- Lacombe Police Commission Minutes - March 17
- Library Minutes - March 22
- Lacombe Police Commission Minutes- April 21
- Parkland Regional Library Board Talk - May 19

The consent agenda included the approval of Council Mailbox, which included:

- Minister Ric McIver, Minister of Municipal Affairs Letter RE: 2022 Municipal Sustainability Initiative Funding
- Shadow Minister Shannon Stubbs, Shadow Minister for Rural Economic Development and Rural Broadband Strategy Letter RE: Federal Funding-for Rural Communities

The consent agenda also included the first reading of the following bylaws:

- Bylaw 400.40 – LUB Amendment, Occupancy Permit Changes
- Bylaw 223.16–Traffic Bylaw Amendment

Council subsequently scheduled a public hearing for Bylaw 400.40 at the Monday, July 11, 2022, Regular Meeting of Council.

Council also accepted the 2022 Spring Coffee with Council summary as information.

The motion also included adopting the previous meeting's minutes.

5. Presentations

5.1 Barrier-Free Alberta

Members of Barrier-Free Alberta Mezaun Lakha-Evin, Christopher Gordon, and Sam Mason presented to Council on improving accessibility in Alberta.

5.2 Charis Village Tax Deferral

Merle Jacobson, Co-Treasurer of Charis Village Housing Society and Peter Kuipers, Co-Chair, presented to Council regarding a request to defer property taxes until a later date in 2022.

6. Requests for Decision

6.1 Tax Deferral Request – Charis Village Housing Society

Council received an updated request from Charis Village Housing Society of Central Alberta for a property tax deferral on vacant units.

The request asked to defer 75 percent or \$69,000 of the estimated property taxes on the vacant units, until December 31, 2022, from the June 30, 2022, taxes due date. Seventy-five percent is the approximate municipal portion of the total property taxes on the vacant units.

Council accepted the request to defer 75 percent of the estimated property taxes on the vacant units of the Charis Village to December 31, 2022.

6.2 Bylaw 495 – Trimble Residence Designation

Administration proposed a bylaw to designate the building known as the Trimble Residence (ca. 1901), located at Lot 4, Plan 83HW (5228 53 Street) as a Municipal Historic Resource pursuant to the provisions of the Province of Alberta Historical Resources Act.

Council gave third reading to Bylaw 495 as presented, to designate the Trimble Residence (ca. 1901) as a municipal historic resource.

6.3 2022 Capital Works Updates

At the May 24 regular meeting, Administration reported the low bid construction value of the 2022 Capital Works Program (\$1,581,317+ GST). The unit rates for road construction are higher than budgeted, and, in Lacombe, camera inspections showed underground issues in some road sections planned for rehabilitation in 2022.

For these reasons, Administration deferred some work to 2023 providing additional time to explore options to address the underground utility issues while not exceeding the City's 2022 budget. The 2022 program includes renewing 71 percent of the planned road area for 91 percent of the road renewal budget.

Council approved the revised 2022 capital project list and budget as presented.

6.4 Shared Micro-Mobility Pilot

Roll Technologies Inc. (Roll) presented an option to launch a new shared micro-mobility program in the City of Lacombe this summer. Roll requested exclusivity for a pilot period of two years.

A motion for Council to approve Roll Technologies Inc. shared micro-mobility program as amended without exclusivity was defeated.

Council subsequently approved Roll Technologies Inc.'s shared micro-mobility program as presented.

6.5 Bylaw 468.1 - Community Standards Bylaw Amendment

Administration presented Council a draft of Bylaw 468.1, Community Standards Bylaw, Amendment 1.

The proposed draft was informed by Council discussion and public engagement on the following topics:

- Vegetation in Sidewalks
- Weeds—Prohibited Noxious and Noxious
- Noise
- Trees in Alleys and Over Sidewalks.
- No Parking on Front Yards
- Unsightly Premise
- Length of Grass

Changes to the Community Standards Bylaw were proposed for all topics excluding Vegetation in Sidewalks.

Council approved the first and second reading of Bylaw 468.1, Community Standards Bylaw, Amendment 1.

6.6 2021/2022 Snow Clearing Policy -Annual Review

The City's Snow Clearing Policy directly affects snow clearing and sanding service levels for public roads, sidewalks, and trails.

Administration invited Council's input on the service delivery in 2021-2022.

The Roads Department proposed a policy amendment to clear (haul away) snow on the following roads:

- 47 St., from 54 Ave. to 55 Ave. – level of service was approved from 2020/2021 season and continued during the 2021/2022 season
- 51 St., from 52 Ave. to 54 Ave. – to prevent melt water from backing up into driveways and into the basement at 5253 51 St.
- 52 St., from College Ave. to Beardsley Ave – in recognition of new school construction
- 53 St., from 51 Ave. to 52 Ave. – narrow boulevards and driveway configurations make it difficult to windrow and pile snow without covering sidewalks
- 58 St., from 54 Ave. to 55 Ave. – to prevent melt water from backing up into the driveway and garage at 5725 55 Ave.
- 3 Fairway Dr. to Country Lane – preventative measure to mitigate meltwater flooding into a garage

Council directed Administration to make the Roads Department recommended amendments to the Snow Clearing Policy for the 2022/2023 winter season, and directed Administration amend the Snow Clearing Policy for 2022/2023 winter season to haul snow from residential roads with no sidewalks.

6.7 Quarter 1 Financials

Council received a report providing cumulative revenue and expenses in the first quarter, January to March 2022. Administration analyzed each category and provided explanations for variances exceeding the \$5,000 threshold.

Overall revenue is higher by about 3.4 percent than the first quarter budgeted amount or approximately \$187,000. Franchise fees and interest account for most of the overage.

In terms of expenses the City is tracking under budget, at 16.25 percent, or \$2 million. This surplus will trend down as Q2 and Q3 purchase contracts are processed.

Council accepted the 2022 - Quarter 1 Operating Variance report as information.

6. In Camera

8.1 Labour (FOIP Section 16)

Council ratified the appointment of Angela Hewitt to the Lacombe Art Collection Committee with a term ending December 31, 2024.

Council ratified the appointment of Shirley Flinn to the Lacombe Arts Endowment Committee with a term ending December 31, 2024.

****The next scheduled Council Meetings:***

-Monday, July 11, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall

-Monday, August 15, 2022 – Committee of the Whole Meeting at 5:30 p.m. – City Hall

-Monday, August 22, 2022 – Regular Council Meeting at 5:30 p.m. – City Hall

Council Monthly Round Table Report

TO		Members of Council		
FROM		Mayor Jamie Hoover		
SUBJECT		<ul style="list-style-type: none">• Summary of meetings/events attended as a Council representative during this reporting period• Summary or key issues, decisions and/or comments for Council's information		
REPORT DATE		For the period: May 16 – June 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 16	x			Lacombe Foundation board meeting
May 16		x		Council facility tour
May 16	x			SCC
May 17	x			Meeting with True Line Builders
May 18	x			Joint council meeting with Lacombe
May 19	x			RDRMUG meeting
May 19	x			Regional Mayors meeting
May 24			x	Strides of Hope Walk
May 24	x			RCM
May 25			x	Golden Circle community open house
May 25			x	Lacombe Foundation admin meeting
May 26	x			BHPARC meeting
May 27		x		High School groundbreaking
June 1-5			x	FCM Regina conference and AGM
June 8	x			Regional Mayors AHS meeting
June 8	x			Policing committee meeting
June 9		x		CAEP networking event and ECDev presentation
June 11		x		Eckville Parade
June 14	x			RCM

Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor Marina Appel		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary or key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: 15 May – 15 June		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 15			X	Respect in the Workplace Training Certificate
May 16			X	Council Facility Tour
May 16	X			SCC - Minutes
May 17	X			Wolf Creek Public Schools - Boundary and Grade Configuration Review Consultation Project Progress Update Meeting
May 18	X			Meeting with City of Lacombe and Town of Blackfalds
May 19	X			BHPARC Meeting
May 24	X			RCC - Minutes
June 1		X		Community Health Fair @ EBC
June 2	X			Chamber of Commerce Meeting
June 8	X			Policing Committee Meeting
June 14	X			RCC - Highlights

Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor Jim Sands		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: May 15/ 22- June 15/ 22		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 16/ 22			X	Council Facilities tour
May 16/ 22	X			Standing Committee Meeting
May 18/ 22	X			Meeting with Lacombe City Council
May 24/ 22	X			Regular Council Meeting
June 7/ 22			X	St Gregory The Great Grade 3 gallery walk
June 14/ 22	X			Regular Council Meeting

Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor Rebecca Stendie		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: May 16, 2022 – June 16, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 16, 2022				Facility Tour
May 16, 2022				Standing Committee
May 17, 2022				Wolf Creek Boundary Committee Review at Iron Ridge Junior Campus
May 24, 2022				Regular Council meeting
June 1, 2022				Parks, Recreation, and Culture board meeting
June 14, 2022				Regular Council meeting

Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor Edna Coulter		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: May 16 to June 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
May 16	X			Facility Tour & Standing Committee meeting
May 17			X	Wolf Creek Public School – Boundary & Grade Configuration
May 18	X			Joint Council meeting with City of Lacombe
May 24	X			Regular Council meeting
May 26	X			BHPARC Meeting
June 7	X			Blackfalds Library
June 14	X			Regular Council meeting

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info@blackfalds.ca
www.blackfalds.ca

[illegible]

Council Monthly Round Table Report

TO		Members of Council		
FROM		Councillor Laura Svab		
SUBJECT		<ul style="list-style-type: none"> Summary of meetings/events attended as a Council representative during this reporting period Summary or key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: May 16, 2022 – June 15, 2022		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
		<i>(Choose one)</i>		
May 16			x	Council Facility Tour
May 16	x			Standing Committee Meeting
May 17			x	Wolf Creek Public Schools - Boundary and Grade Configuration Review Consultation Project Progress Update
May 18	x			Meeting with City of Lacombe
May 24	x			Regular Council Meeting
June 1	x			Recreation, Culture and Parks Board Monthly Meeting
June 7	x			Library Board Meeting
June 8	x			Policing Committee Meeting
June 11		x		Seniors Week - Bingo

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on June 14, 2022, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Marina Appel
Councillor Edna Coulter
Councillor Brenda Dennis
Councillor Jim Sands
Councillor Rebecca Stendie

ATTENDING

Justin de Bresser, Acting CAO, Director of Corporate Services
Rick Kreklewich, Director of Community Services
Preston Weran, Director of Infrastructure and Property Services
Shelby Craig, Team Lead Communications
Marco Jadie, IT Tech
Lorrie Logan, Municipal Clerk

REGRETS

Myron Thompson, CAO
Councillor Laura Svab

MEDIA

None

PUBLIC

Klaas Werkema – Klaas Custom Woodworking
Theresa Citrigno – Blackfalds
Bruno Citrigno – Blackfalds
Emma Citrigno - Blackfalds

**CALL TO
ORDER:**

Mayor for the Day, Emma Citrigno called the Regular Council Meeting to order at 7:01 p.m.

TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

MINUTES

ADOPTION OF AGENDA

- 172/22** Councillor Dennis moved that Council adopt the June 14, 2022 agenda as amended as item 8.5 was moved to 9.8.

CARRIED UNANIMOUSLY

DELEGATION

Klaas Werkema

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES**Council Code of Conduct Bylaw 1272.22**

Acting CAO de Bresser brought to Council for Second, Third and Final Reading to the Council Code of Conduct Bylaw 1272.22.

- 173/22** Councillor Stendie moved That Council give Second Reading to the Council Code of Conduct Bylaw 1272.22.

CARRIED UNANIMOUSLY

- 174/22** Councillor Sands moved That Council give Third and Final Reading to the Council Code of Conduct Bylaw 1272.22.

CARRIED UNANIMOUSLY

Request for Decision, Notice of Motion – Virtual Meeting Attendance

Acting CAO de Bresser brought forward the Notice of Motion for Council's discussion and review.

- 175/22** Deputy Mayor Appel moved That Council accepts the recommendation of Administration to update the required Bylaws and Terms of Reference to allow virtual participation at inside Board and Committee meetings.

CARRIED UNANIMOUSLY

MINUTES

BUSINESS**Request for Decision – Border Paving Plaza Project Award**

Director Kreklewich brought to Council for discussion and recommendation the Border Paving Plaza Project award.

- 176/22** Councillor Sands moved That Council move to award the Border Paving Plaza tender to Pearl Rose Construction Ltd. in the amount of \$621,000.00.

DEFEATED

Opposed: Councillors, Stendie, Appel, Dennis, and Coulter

- 177/22** Councillor Stendie moved that Administration re-tender the RFP in the late fall or winter for 2023 Construction.

CARRIED

Opposed Mayor Hoover

Request for Decision – Rail Safety Improvement Program Funding – Gregg Street Crossing

Director Weran updated Council on the Rail Safety Improvement Program Funding for the Gregg Street crossing. Two applications were submitted and one was approved in the amount of \$363,266.20. This approval is for the existing intersection changing it from a traffic crossing to a pedestrian crossing. A formal resolution from Council is a requirement of the grant program that will then be forwarded to Transport Canada Rail Safety Program.

- 178/22** Councillor Coulter moved That the Town of Blackfalds being the funding recipient represents and warrants that the Town, as the recipient, has the capacity and authority to enter into and execute an Agreement as duly authorized by resolution of Council for project funding under the Transport Canada Rail Safety Improvement Program for works located at the Canadian Pacific Rail Crossing 11:91 in the amount of \$363,266.20.

CARRIED UNANIMOUSLY**ACTION CORRESPONDENCE****Ponoka Parade Invite – June 30**

A request was made by the Town of Ponoka for Mayor Hoover to attend the Ponoka Parade on June 30th

MINUTES

- 179/22** Deputy Mayor Appel moved that Mayor Hoover and a second member of Council attend the Town of Ponoka Parade.

CARRIED UNANIMOUSLY

Rimbey Parade Invite – July 8

A request was made by the Town of Rimbey for Mayor Hoover to attend the Rimbey Parade on July 8th.

- 180/22** Councillor Coulter moved That she will attend The Town of Rimbey Parade on July 8th.

CARRIED UNANIMOUSLY

2022 Stars of Alberta Volunteer Awards

2022 Stars of Alberta Volunteers Awards are looking for volunteer nominations.

- 181/22** Deputy Mayor Appel moved that Council accept this item as information.

CARRIED UNANIMOUSLY

MP Shannon Stubbs, Rural Economic Development

Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a meeting to address federal funding for rural communities with a population less than 20,000.

- 182/22** Councillor Stendie moved That Administration prepare some talking points and arrange a meeting for Council and the Town's Economic Development Officer.

CARRIED UNANIMOUSLY

INFORMATION

- Seniors Programming Update
- AGM Battle River Watershed
- Building & Development Monthly Report – May 2022
- BOLT Monthly Report – May 2022
- Enforcement Services Monthly Report – May 2022
- City of Lacombe Highlights – May 24, 2022
- Lacombe County Highlights – May 26, 2022
- Alberta Health, Rural Remote Northern Program

MINUTES

183/22 Councillor Coulter moved to accept the Information Items as information.

CARRIED UNANIMOUSLY

ROUND TABLE

None

ADOPTION OF MINUTES

184/22 Councillor Dennis moved that Council accept the Regular Council Meeting Minutes from May 24, 2022, as amended.

CARRIED UNANIMOUSLY

BUSINESS FOR THE GOOD OF COUNCIL

Mayor Hoover received a set of books from Atco celebrating their 75th Anniversary.

ADJOURNMENT

Mayor Hoover adjourned the meeting at 8.24 p.m.

Mayor Hoover, Mayor

Justin de Bresser, Acting CAO

MINUTES

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday June 20, 2022, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Myron Thompson, CAO
Preston Weran, Director of Infrastructure and Property Services
Rick Kreklewich, Director of Community Services
Carol Simpson, Abbey Centre General Manager
Marco Jadie, IT Tech
Lorrie Logan, Municipal Clerk

REGRETS

Justin de Bresser, Director of Corporate Services

MEDIA

None

PUBLIC

CALL TO ORDER:

Deputy Mayor Appel called the Standing Committee Meeting to order at 7:00 p.m.

TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

ADOPTION OF AGENDA

18/22 Councillor Svab moved that Standing Committee of Council adopt the agenda for June 20, 2022 as presented.

CARRIED UNANIMOUSLY

DELEGATION

None

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

None

BUSINESS

Request for Direction, Activity & Membership Refund Policy 153.22

Abbey Centre General Manager Simpson brought forward for discussion and review Policy 153.22

MINUTES

- 19/22** Councillor Stendie moved That Standing Committee of Council recommend that the Program and Lesson Refund Policy 115.15 be updated to the Activities and Memberships Refund Policy draft and be brought forward to Council for consideration.

CARRIED UNANIMOUSLY

Request for Direction, Credit Card Policy

CAO Thompson brought to Council for discussion and review some additions and amendments to the Credit Card Policy.

- 20/22** Councillor Sands moved That Council adopt the Credit Card Policy 152.22 Amendments as per discussion.

CARRIED UNANIMOUSLY

Request for Direction, Proclamations Policy Update

CAO Thompson brought forward for discussion and review Proclamations Policy 151.22.

- 21/22** Mayor Hoover moved That Standing Committee of Council refer this item back to Administration for further consideration and recommended changes for review.

CARRIED UNANIMOUSLY

INFORMATION

None

ROUND TABLE

None

ADOPTION OF MINUTES

None

BUSINESS FOR THE GOOD OF THE COMMITTEE

Council received a letter and a Canadian Platinum Jubilee Pin of Her Majesty Queen Elizabeth II from Blaine Calkins MP. The Canadian Platinum Jubilee pin is a very important milestone in Canadian History as it marks the 70th anniversary of Queen Elizabeth II's accession to the throne. She is Canada's longest reigning Sovereign and the first to celebrate a platinum jubilee.

National Aboriginal Awareness Day – June 21, 2022

ADJOURNMENT

Deputy Mayor Appel adjourned the meeting at 7:28 p.m.

Deputy Mayor, Marina Appel

Myron Thompson, Chief Administrative Officer