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1. **WELCOME AND CALL TO ORDER**

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2. **LAND ACKNOWLEDGEMENT**

- 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 Territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

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3. **ADOPTION OF AGENDAS**

- 3.1 Regular Agenda for June 11, 2024  
3.2 Consent Agenda for June 11, 2024
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
  - b) **Adoption of Minutes**
    - o Regular Council Meeting Minutes - May 28, 2024
  - c) **Council Reports**

None
  - d) **Administrative Reports**
    - o Report for Council, Enforcement and Protective Services Monthly Report - May 2024
    - o Report for Council, Development & Building Monthly Report - May 2024
  - e) **Boards, Committee and Commission Minutes and/or Reports**
    - o Parkland Regional Library System Board Draft Minutes - May 16, 2024
    - o Parkland Regional Library System Board Report - 2023 Return on Investment for Your Municipality
  - f) **Information**
    - o Lacombe County Council Highlights - May 23, 2024
    - o City of Lacombe Council Highlights - May 27, 2024
    - o Blackfalds Library Programming Report - May 2024
    - o Raise Risk Literacy with These Summer Resources!
    - o Special Events Permits - 2024 Blackfalds Days
  - g) **Correspondence**
    - o Letter from Shawna Wyatt, Central Alberta Victim & Witness Support Society Re: Victim Services Update - June 3, 2024

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4. **DELEGATION**

- 4.1 Introduction of Peter McGee, Economic Development Officer - *Director de Bresser*

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5. **PUBLIC HEARING**

- 5.1 Bylaw 1308.24 - Valley Ridge Estates Area Structure Plan  
5.2 Bylaw 1309.24 - Valley Ridge Estates Phase 6 Redistricting Pt. NW 27-39-27-W4M from R-1M District to R-4 District

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6. **BUSINESS**

- 6.1 Request for Decision, Bylaw 1308.24 - Valley Ridge Estates Area Structure Plan (*Second & Third Reading*)  
6.2 Request for Decision, Bylaw 1309.24 - Valley Ridge Estates Phase 6 Redistricting Pt. NW 27-39-27-W4M from R-1M District to R-4 District (*Second & Third Reading*)  
6.3 Request for Decision, Leung Roadway Phase 2 and Football Field Project Award Options  
6.4 Request for Decision, 2024 Annual Surface Works (Pavement Rehabilitation) Project Award  
6.5 Request for Decision, Solid Waste and Recycling Services Contract Award  
6.6 Request for Decision, Rimbey Rodeo Weekend Parade Invitation  
6.7 Request for Decision, Mayor's Breakfast And Lacombe Days Parade Invitation

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7. **NOTICES OF MOTION**

None

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8. **CONFIDENTIAL**

None

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9. **ADJOURNMENT**

**MINUTES**

A Regular Council Meeting for the Town of Blackfalds was held on May 28, 2024, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

**MEMBERS PRESENT**

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

**ATTENDING**

Kim Isaak, Chief Administrative Officer  
Preston Weran, Director of Infrastructure and Planning Services  
Rick Kreklewich, Director of Community Services  
Ken Morrison, Director of Emergency Management and Protective Services  
Jolene Tejkl, Planning & Development Manager  
Sawyer Hick, FCSS Manager  
Marco Jadie, IT Tech  
Danielle Nealon, Executive & Legislative Coordinator

**REGRETS**

Justin de Bresser, Director of Corporate Services

**MEDIA**

None

**OTHERS PRESENT**

None

**WELCOME AND CALL TO ORDER**

Mayor Hoover welcomed everyone to the Regular Council Meeting of May 28, 2024, and called the 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 AGENDAS**

Regular Agenda Confidential items 8.1 and 8.2 were reversed in order.

**161/24** Councillor Coulter moved That Council adopt the Regular Agenda for May 28, 2024, as amended.

**CARRIED UNANIMOUSLY**

**162/24** Deputy Mayor Sands moved That Council adopt the Consent Agenda for May 28, 2024, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
  - Regular Council Meeting Minutes - May 14, 2024
- **Council Reports**
  - Mayor Hoover
  - Deputy Mayor Sands
  - Councillor Coulter

**MINUTES**

- Councillor Appel
- Councillor Svab
- Councillor Dennis
- **Administrative Reports**
  - Report for Council, CAO Report - May 2024
- **Boards, Committee and Commission Minutes and/or Reports**
  - Lacombe Foundation Board Meeting Minutes - March 25, 2024
- **Information**
  - Blackfalds Library Programming Report - April 2024
  - Lacombe County Council Highlights - May 9, 2024
  - City of Lacombe Council Highlights - May 13, 2024
- **Correspondence**
  - None

**CARRIED UNANIMOUSLY**

**DELEGATION**

None

**PUBLIC HEARING**

None

**BUSINESS**

**Request for Decision, Bylaw 1310.24 - McKay Ranch Area Structure Plan**

Manager Tejkl brought forward Bylaw 1310.24 - McKay Ranch Area Structure Plan for Council's consideration of First Reading.

- 163/24** Deputy Mayor Sands moved That Council give First Reading to Bylaw 1310.24 - McKay Ranch Area Structure Plan.

**CARRIED UNANIMOUSLY**

- 164/24** Councillor Svab moved That Council set a Public Hearing date be set for June 25, 2024, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

**Request for Decision, Council Policy CP-185.24 - Community Initiatives Grant**

Director Kreklewich presented the Council Policy for the Community Initiatives Grant for Council's review and consideration of adoption.

- 165/24** Councillor Appel moved That Council adopt Council Policy CP - 185.24 - Community Initiatives Grant, as presented.

**CARRIED UNANIMOUSLY**

**Request for Decision, LiveBarn Sports Broadcasting System - Agreement**

Director Kreklewich brought forward a request to authorize the CAO to enter into an agreement with LiveBarn to provide a sports broadcasting system in the Eagle Builders Centre.

- 166/24** Councillor Svab moved Council authorize the CAO to enter into an agreement with LiveBarn to provide a sports broadcasting system in Arena 1 and 2 at the Eagle Builders Centre for a term of six (6) years.

**CARRIED UNANIMOUSLY**

**Request for Decision, 2023 Surplus Allocation**

Manager Bouteiller, on behalf of Director de Bresser, presented the identified variances within the 2023 Budget and the recommendation for the surplus allocation.

- 167/24** Deputy Mayor Sands moved That Council transfer the 2023 Surplus in the amount of \$903,068 to the General Operating Reserve.

**CARRIED UNANIMOUSLY**

**MINUTES**

**Request for Decision, Blackfalds Xing Sanitary Trunk (NE-22-39-27-W4)  
Project Award**

Director Weran brought forward the recommendation for awarding the Blackfalds Crossing Sanitary Trunk Project.

**168/24** Councillor Coulter moved That Council award the Blackfalds Crossing Sanitary Trunk Project to Bothar Inc. for \$2,187,880.96, excluding GST.

**CARRIED UNANIMOUSLY**

**Request for Decision, Proclamation, Seniors Week - June 3 to 9, 2024**

Manager Hick presented a request for Council to proclaim June 3-9, 2024, as Seniors Week.

**169/24** Councillor Svab moved That Council proclaim June 3-9, 2024, as Seniors Week in the Town of Blackfalds.

**CARRIED UNANIMOUSLY**

**RECESS**

Mayor Hoover called for a five-minute recess at 7:38 p.m.

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 7:43 p.m.

**CONFIDENTIAL**

- **2024 Capital Budget Road Improvements - FOIP Section 24(1) Advice from Officials**
- **Physician Recruitment - FOIP Section 24(1) Advice from Officials**

**170/24** Councillor Svab moved That Council move to a closed session commencing at 7:43 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24 of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED UNANIMOUSLY**

**Closed Session Attendance:** Mayor Jamie Hoover, Deputy Mayor Jim Sands, Councillor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis, CAO Kim Isaak, Director Preston Weran and Director Rick Kreklewich.

**171/24** Councillor Coulter moved That Council move to come out of the closed session at 8:33 p.m.

**CARRIED UNANIMOUSLY**

**REGULAR COUNCIL MEETING RETURNED TO ORDER**

Mayor Hoover called the Regular Council Meeting back to order at 8:33 p.m.

**Regular Council Meeting Attendance:** Mayor Jamie Hoover, Deputy Mayor Jim Sands, Councillor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis and CAO Kim Isaak.

**ADJOURNMENT**

Mayor Hoover adjourned the Regular Council Meeting at 8:33 p.m.

\_\_\_\_\_  
Jamie Hoover, Mayor

\_\_\_\_\_  
Kim Isaak, CAO

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**MEETING DATE:** June 11, 2024

**PREPARED BY:** Ken Morrison, Director of Emergency Management and Protective Services

**SUBJECT:** **Enforcement and Protective Services Monthly Report - May 2024**

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## **BACKGROUND**

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

## **DISCUSSION**

The attached documents are a combination of activities occurring during the month of May for Municipal Enforcement, Occupational Health & Safety, Fire Services, RCMP and Emergency Management.


## **FINANCIAL IMPLICATIONS**


None

## **ATTACHMENTS**

- *Protective Services Monthly Report*
- *Municipal Enforcement May Incident report.*
- *Fire May monthly Incident summary.*
- *Parkwood Northbound speed sign stats.*
- *Womacks Bound speed sign stats.*
- *RCMP Blackfalds May Stats*

## **APPROVALS**

  
\_\_\_\_\_  
Kim Isaak,  
Chief Administrative Officer

  
\_\_\_\_\_  
Director/Author

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## Protective Services Monthly Report

### Municipal Enforcement:

During the month of May, Municipal Enforcement Officers opened 66 new operational files. Files broken down were as follows:

- 8 Traffic Bylaw files,
- 6 Community Standards Bylaw.
- 5 Land Use Bylaw.
- 14 Parking Complaints,
- 2 Public Concern files.
- 3 Assist RCMP files.
- 2 Mischief file.
- 12 Animal Control Bylaw files,
- 2 Fire Protection Bylaw complaint
- 1 Off Highway vehicle complaint,
- 2 Found Property files.
- 3 Miscellaneous files.
- 1 Trespassing Complaint.
- 2 Abandoned Vehicles.
- 1 Motor Vehicle Collision.
- 1 Neighbor Dispute.
- 1 Fuel Tax Act
- 2 General incidents.
- 2 Towed Vehicles
- 5 found items.

Officers worked with the School Resource Officer and taught the “Point, Pause and Proceed” program at the schools. Officers participated in McHappy Day which was a tremendous success and lots of fun. The Department hosted an all-staff BBQ which was a success, many hot dogs were served to hungry staff.

The 2024 Bike Rodeo will be held at the elementary school, on June 12<sup>th</sup>. Plans have started to work together with Big Brothers Big Sisters for the 2024 Kids and Kops program to take place in early July.

School zones continued to be an issue, with problems with parking and driving habits in and around the school zones. Parking in crosswalks, in front of fire hydrants, blocking driveways, parking too close to intersection and cross walks all are ongoing concerns.

Officers are scheduled to participate in McHappy Days in May, as well they will be assisting the School Resource Officer with the “Point, Pause and Proceed” program in the elementary schools, working on ensuring the safety of our students.

Officers have finished the review of the Traffic Bylaw and will be forwarding it to Planning & Development soon for further review and additional information to be added. Municipal Enforcement Guidelines are being updated and formatting is being adjusted in line with other Town policies.

Traffic Speed signs were situated on Parkwood Northbound and Womacks Eastbound. Parkwood recorded 60,674 vehicles from April 29<sup>th</sup> to May 30<sup>th</sup> showing the average speed at this location was 41 kmh, with the maximum speed recorded at 116 kmh, between Midnight and 1 AM. The sign on Womacks recorded 14,664 vehicles from May 2<sup>nd</sup> to June 2<sup>nd</sup>, with the average speed being 39 kmh and highest speed recorded, 75 kmh, between 10 – 11 pm. Speed sign reports are attached to this report for further details.

Peace Officers continued to focus on traffic enforcement within the Town. Of concern is the number of vehicles we continue to see passing school buses with their red lights flashing. Arrangements are being made to meet with the Catholic School Board and review possible ways of further decreasing this number. We continue to see numerous infractions for speeding, failure to stop for traffic control devices, and numerous other violations within the town.

**In total, there were 132 violation tickets issued during the month, including bylaws and provincial regulations, which resulted in \$29,071.00 in fines being issued in relation to these violations.**

### Violation Tickets Issued

	<b>ACT</b>	<b>Tickets</b>	<b>Fine Total</b>	<b>Average Fine</b>
1.	Traffic Safety Act	81	\$17,248	\$212.93
2.	Vehicle Equipment Reg.	6	\$567.00	\$94.50
3.	Use of Highway & Rules of the Road Reg.	29	\$8,424.00	\$290.48
4.	Animal Control Bylaw	1	\$200.00	\$200.00
5.	Traffic Bylaw	7	\$1,050.00	\$150.00
6.	Land Use Bylaw	2	\$500.00	\$250.00
7.	Operator Lic & Vehicle Reg.	1	\$162.00	\$162.00
8.	Tobacco Smoking & Vaping Reduction Act	2	\$420.00	\$210.00
9.	Fuel Tax Act	2	\$360.00	\$180.00
10.	Environmental Protection Act	1	\$120.00	\$120.00

- Municipal Enforcement Month End Report **attached**.

### **Blackfalds Fire Rescue**

During the month of May, we wrapped up our Probationary Mentoring, and our new recruits passed their exams.

All 9 students on the NFPA 1002 Driver/Operator and the NFPA 1002 Pump Operator courses passed.

We have completed four Fire Inspections for new businesses. Two of which were for the Wolf Creek High School prior to the handover from the contractor to the school board.

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Chief Côté and Deputy Chief Elder attended the Alberta Fire Chief's Conference in Calgary. This year's theme was Building Resilient Departments. Focusing on mental health and awareness.

Fire responded to 20 calls for service attached is the summary for the month of May 2024.

### **Occupational Health & Safety**

May saw one incident being reported which involved a summer student coming into contact with and falling a de-energized pole, no injuries as a result minor damage to the equipment.

Research continues into various programs which may replace the current electronic reporting system utilized for Health and Safety.

Policies are being reviewed and transferred to the new format as per other Town policies.

Attended Parks and Recreation toolbox meetings, Abbey Monthly Safety meeting and Public Works Monthly Safety Meeting. Lead discussions regarding shortcomings of hazard ID submissions and hazard assessment deficiencies. Began polling teams on potential paths forward to reach and maintain compliance.

### **RCMP**

RCMP monthly stats are attached to this report.

The School Resource Officer worked with Municipal Enforcement to provide "Point, Pause & Proceed Training" to students, and several RCMP officers attended the McHappy Day fundraiser, which was truly a fun time for all. The new RCMP Detachment Commander, S/Sgt Andrew Allen, will start on May 13th.

RCMP Officers had 151 calls for service within the town throughout the month of May.

### **Emergency Management**

The LREMP Sub-committees continued to meet throughout the month of May. Incorporated in the exercise committee has been LCMAO as well as fire chiefs to ensure an effective full-scale exercise.

LREMP sub-committee's reviewing the agreement and the new ministerial order have completed draft documents which have now been reviewed by the agency. This will bring our partnership in line with other regional emergency partnerships.

The LREMP plan committee has continued to meet regularly, working on updating the plan to meet all requirements while working for all municipalities within the partnership. This is going well but will continue over the summer months.

### **Ken Morrison**

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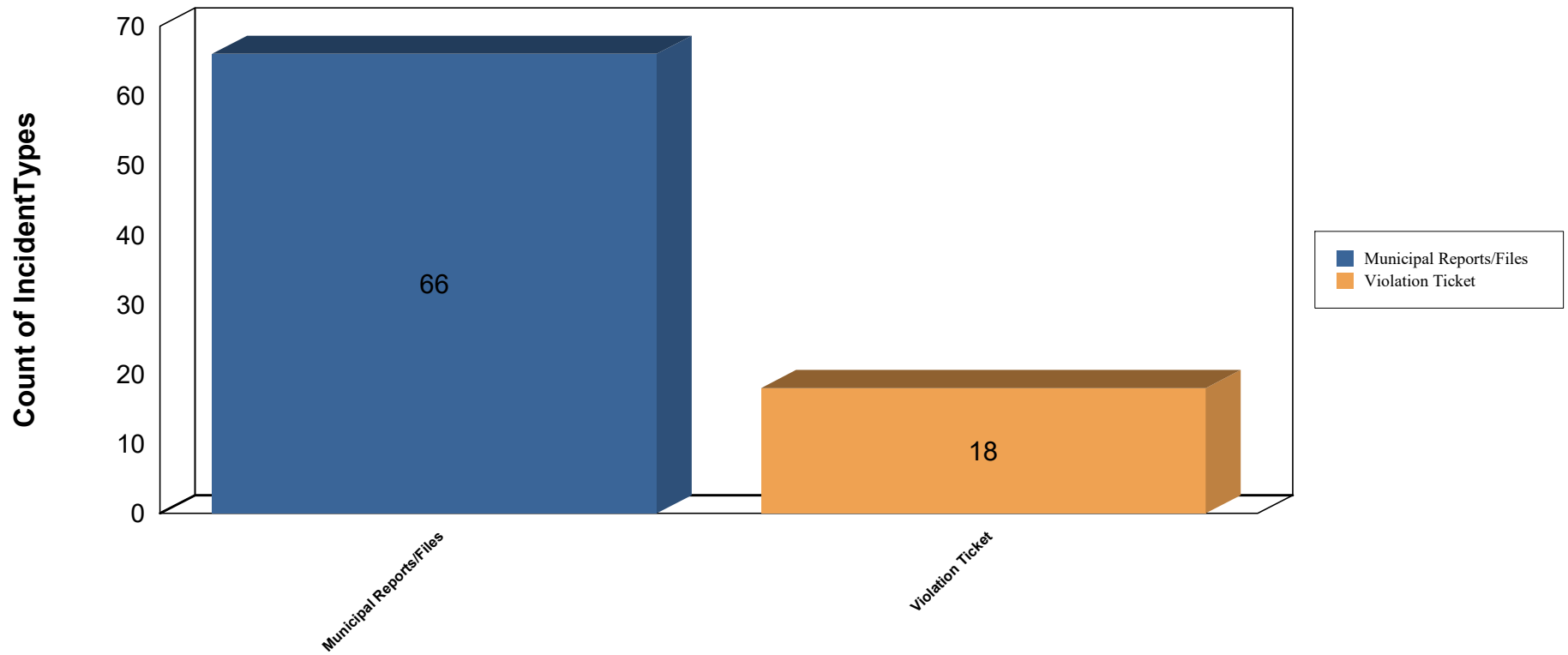
Director of Emergency Management & Protective Services



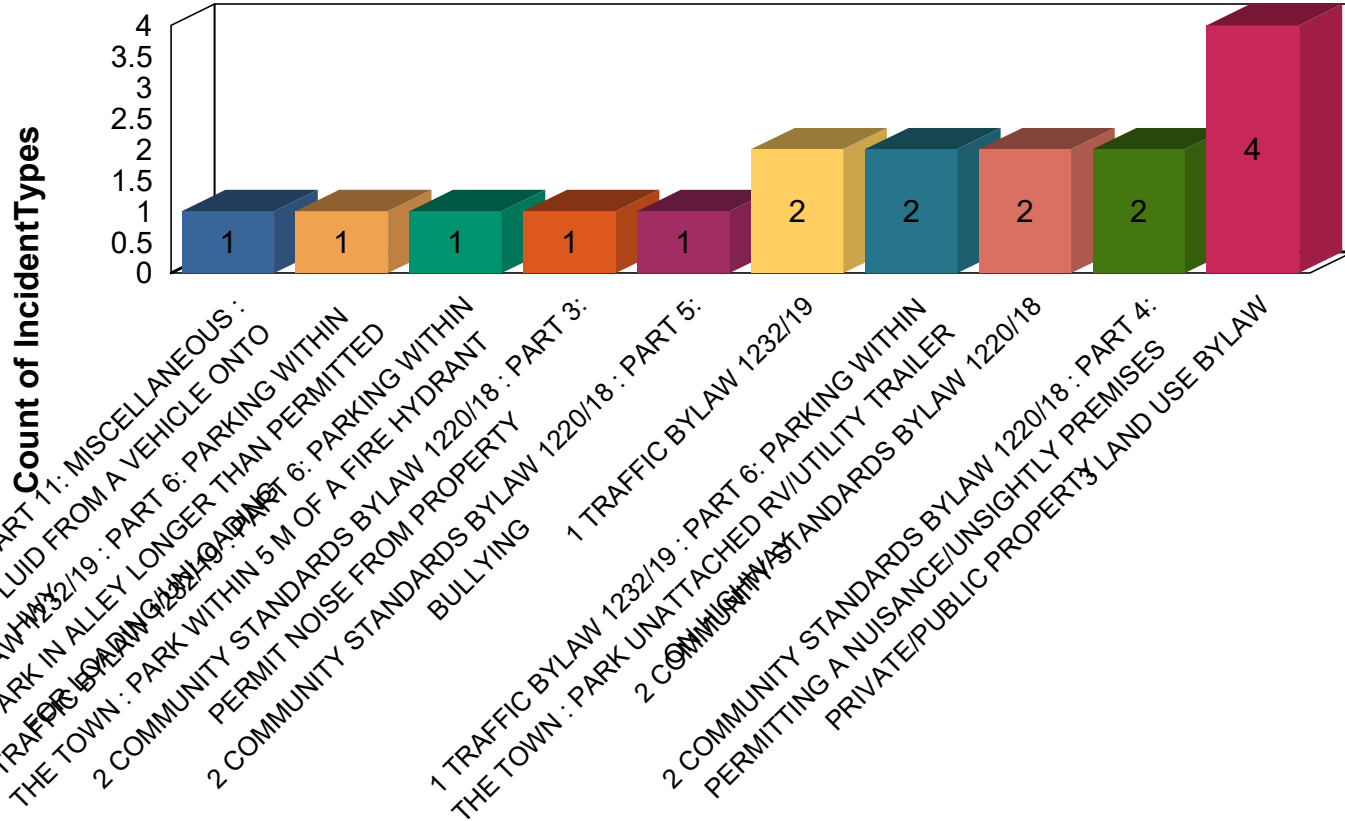
**Town of Blackfalds**

**COMBINE MONTHLY REPORT** Statistics from: 5/1/2024 12:00:00AM to 5/31/2024 11:59:59PM

**Count of Reports Completed**



# Count of Incident Types



1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS : DRAIN RADIATOR/OTHER FLUID FROM A VEHICLE ONTO HWY	1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN ALLEY LONGER THAN PERMITTED FOR LOADING/UNLOADING
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK WITHIN 5 M OF A FIRE HYDRANT	2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: PERMIT NOISE FROM PROPERTY
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 5: BULLYING	1 TRAFFIC BYLAW 1232/19
1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED RV/UTILITY TRAILER ON HIGHWAY	2 COMMUNITY STANDARDS BYLAW 1220/18
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY	3 LAND USE BYLAW

1.52% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS : DRAIN RADIATOR/OTHER FLUID FROM A VEHICLE ONTO HWY

1.52% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK IN ALLEY LONGER THAN PERMITTED FOR LOADING/UNLOADING

1.52% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK WITHIN 5 M OF A FIRE HYDRANT

1.52% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: PERMIT NOISE FROM PROPERTY

1.52% # of Reports: 1 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 5: BULLYING

3.03% # of Reports: 2 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19

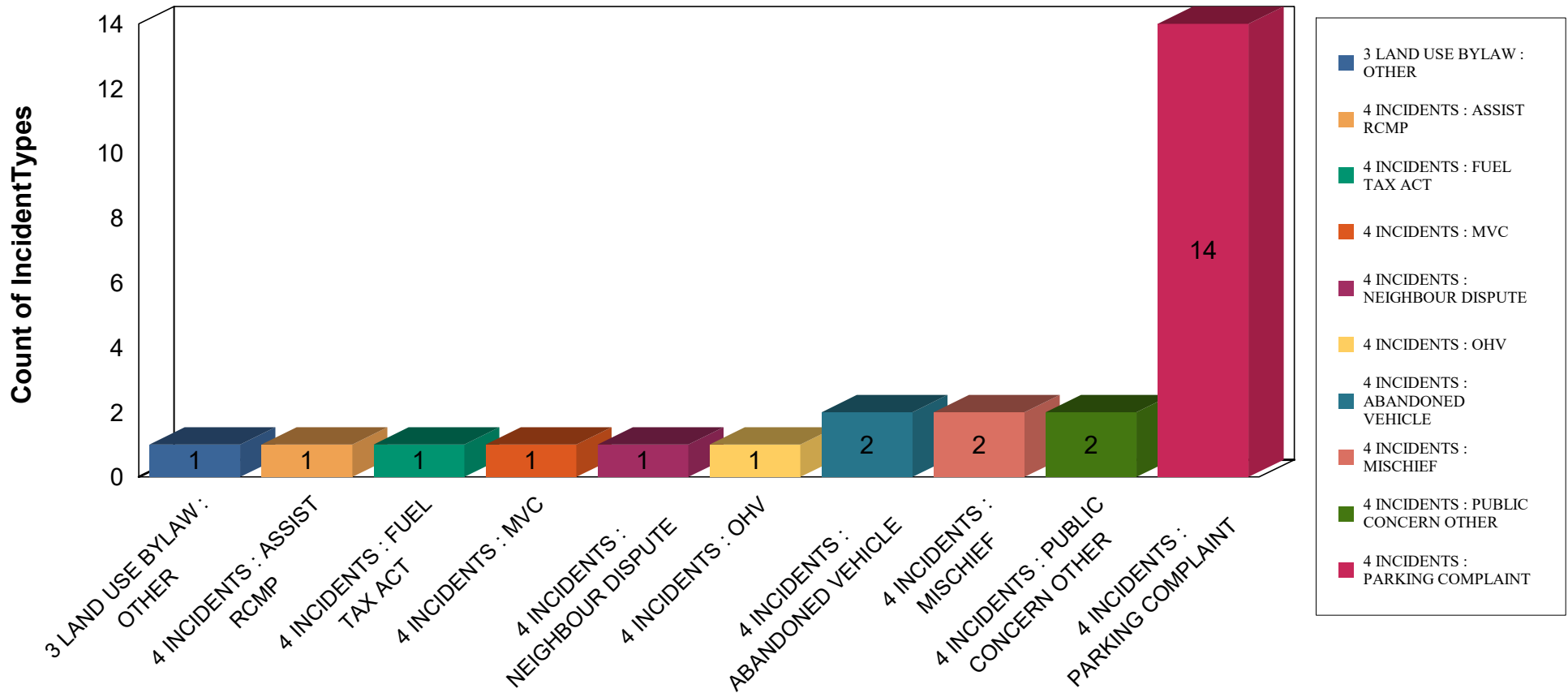
3.03% # of Reports: 2 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED  
RV/UTILITY TRAILER ON HIGHWAY

3.03% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18

3.03% # of Reports: 2 Municipal Reports/Files 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY  
PREMISES PRIVATE/PUBLIC PROPERTY

6.06% # of Reports: 4 Municipal Reports/Files 3 LAND USE BYLAW

# Count of Incident Types



1.52% # of Reports: 1 Municipal Reports/Files 3 LAND USE BYLAW : OTHER

1.52% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : ASSIST RCMP

1.52% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : FUEL TAX ACT

1.52% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : MVC

1.52% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : NEIGHBOUR DISPUTE

1.52% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : OHV

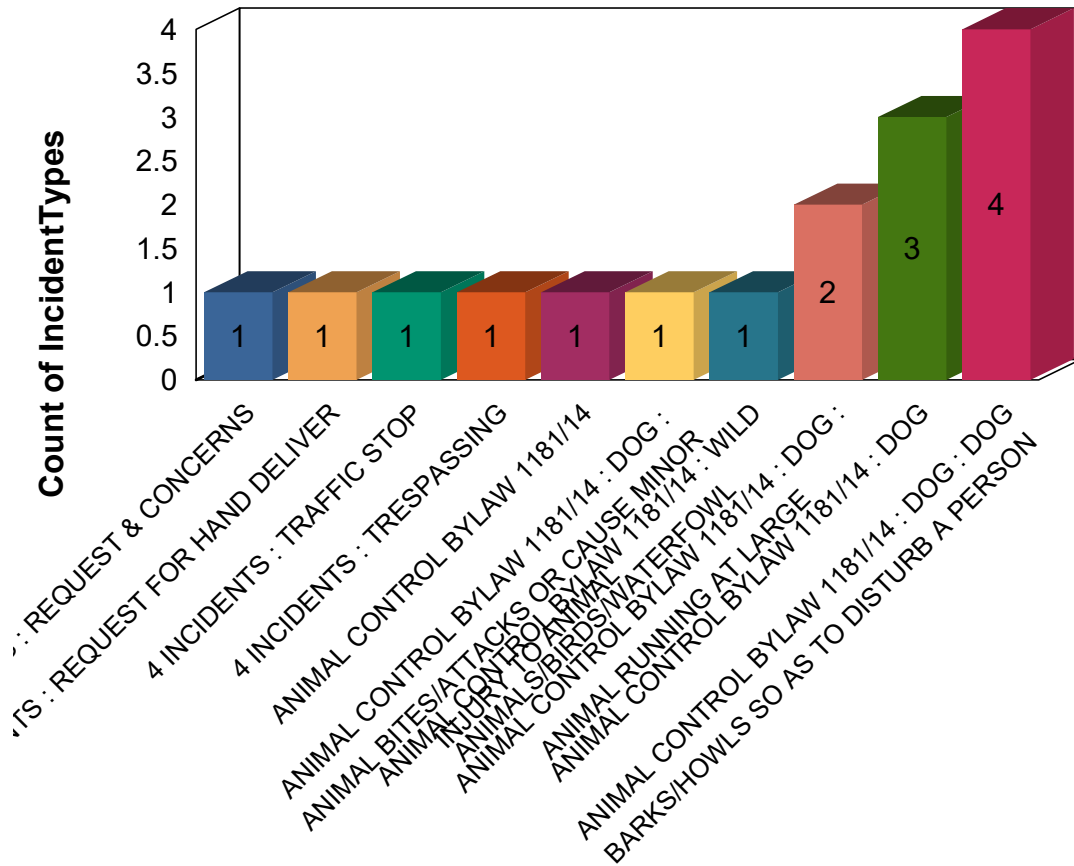
3.03% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : ABANDONED VEHICLE

3.03% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : MISCHIEF

3.03% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : PUBLIC CONCERN OTHER

21.21% # of Reports: 14 Municipal Reports/Files 4 INCIDENTS : PARKING COMPLAINT

# Count of Incident Types



4 INCIDENTS : REQUEST & CONCERNS	4 INCIDENTS : REQUEST FOR HAND DELIVER
4 INCIDENTS : TRAFFIC STOP	4 INCIDENTS : TRESPASSING
ANIMAL CONTROL BYLAW 1181/14	ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES/ATTACKS OR CAUSE MINOR INJURY TO ANIMAL
ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL	ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL RUNNING AT LARGE
ANIMAL CONTROL BYLAW 1181/14 : DOG	ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON

1.52% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : REQUEST & CONCERNS

1.52% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : REQUEST FOR HAND DELIVER

1.52% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : TRAFFIC STOP

1.52% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : TRESPASSING

1.52% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14

1.52% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES/ATTACKS OR CAUSE MINOR INJURY TO ANIMAL

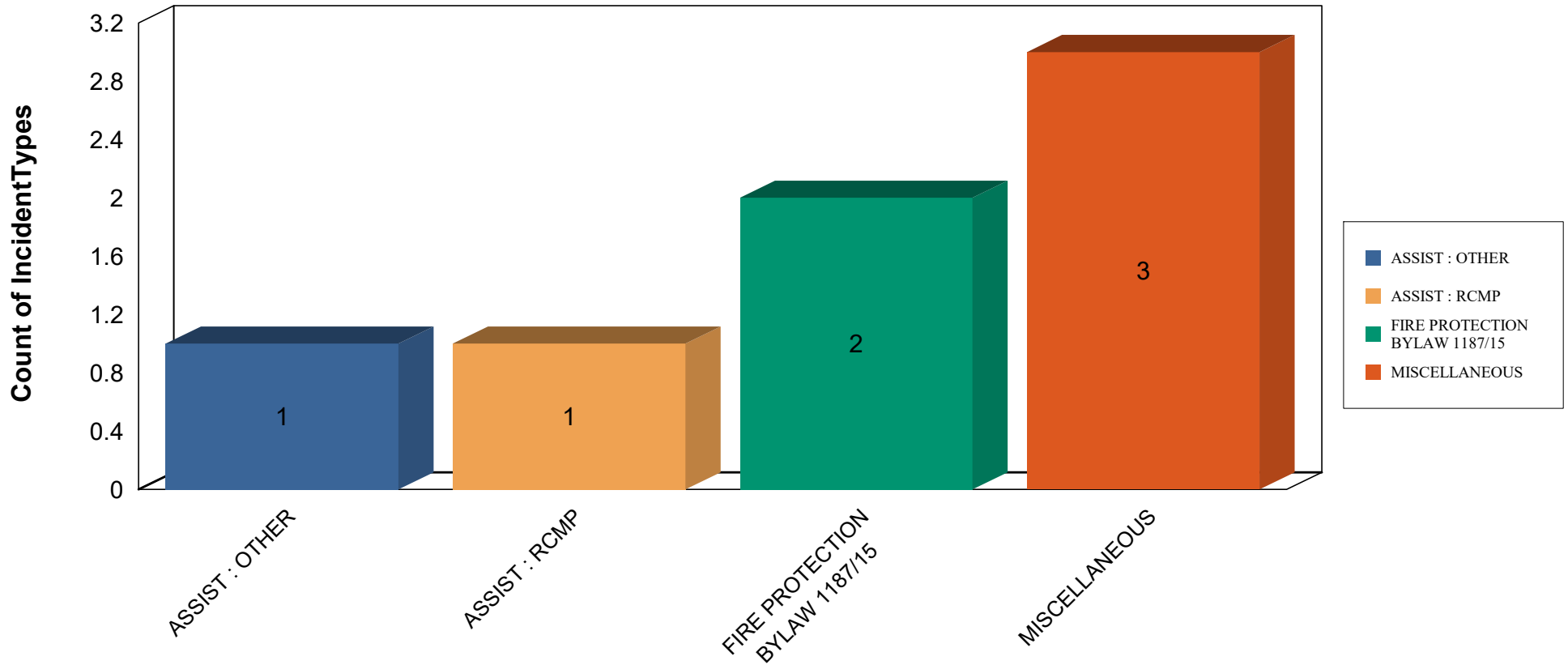
1.52% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL

3.03% # of Reports: 2 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL RUNNING AT LARGE

4.55% # of Reports: 3 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG

6.06% # of Reports: 4 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG BARKS/HOWLS SO AS TO DISTURB A PERSON

# Count of Incident Types



1.52% # of Reports: 1 Municipal Reports/Files ASSIST : OTHER

1.52% # of Reports: 1 Municipal Reports/Files ASSIST : RCMP

3.03% # of Reports: 2 Municipal Reports/Files FIRE PROTECTION BYLAW 1187/15

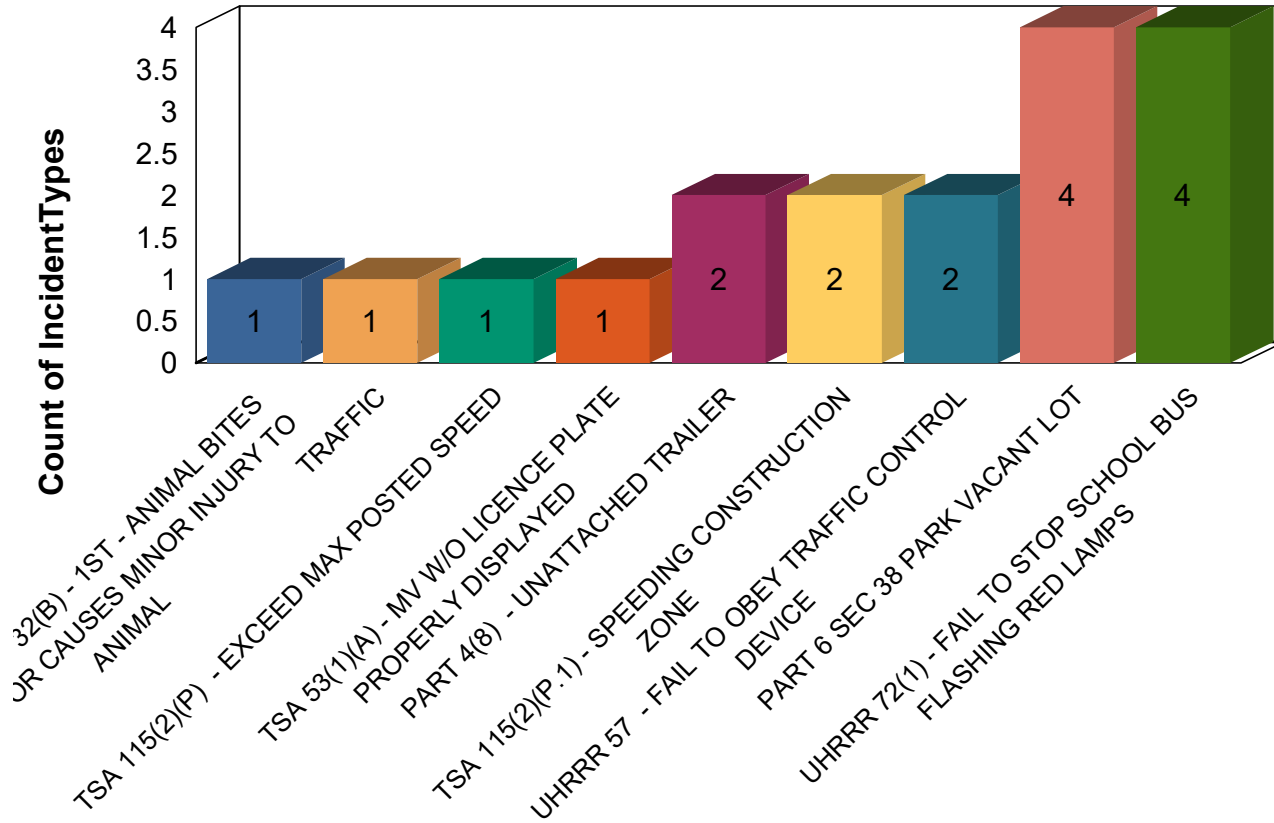


4.55% # of Reports: 3 Municipal Reports/Files MISCELLANEOUS

**Grand Total: 100.00% Total # of Incident Types Reported: 66 Total # of Reports: 66**

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# Count of Incident Types



PART 8 SEC 32(B) - 1ST - ANIMAL BITES ATTACKS OR CAUSES MINOR INJURY TO ANIMAL	TRAFFIC
TSA 115(2)(P) - EXCEED MAX POSTED SPEED	TSA 53(1)(A) - MV W/O LICENCE PLATE PROPERLY DISPLAYED
PART 4(8) - UNATTACHED TRAILER	TSA 115(2)(P.1) - SPEEDING CONSTRUCTION ZONE
UHRRR 57 - FAIL TO OBEY TRAFFIC CONTROL DEVICE	PART 6 SEC 38 PARK VACANT LOT
UHRRR 72(1) - FAIL TO STOP SCHOOL BUS FLASHING RED LAMPS	

5.56% # of Reports: 1 Violation Ticket PART 8 SEC 32(B) - 1ST - ANIMAL BITES ATTACKS OR CAUSES MINOR INJURY TO ANIMAL

5.56% # of Reports: 1 Violation Ticket TRAFFIC

5.56% # of Reports: 1 Violation Ticket TSA 115(2)(P) - EXCEED MAX POSTED SPEED

5.56% # of Reports: 1 Violation Ticket TSA 53(1)(A) - MV W/O LICENCE PLATE PROPERLY DISPLAYED

11.11% # of Reports: 2 Violation Ticket PART 4(8) - UNATTACHED TRAILER

11.11% # of Reports: 2 Violation Ticket TSA 115(2)(P.1) - SPEEDING CONSTRUCTION ZONE

11.11% # of Reports: 2 Violation Ticket UHRRR 57 - FAIL TO OBEY TRAFFIC CONTROL DEVICE

22.22% # of Reports: 4 Violation Ticket PART 6 SEC 38 PARK VACANT LOT

22.22% # of Reports: 4 Violation Ticket UHRRR 72(1) - FAIL TO STOP SCHOOL BUS FLASHING RED LAMPS

**Grand Total: 100.00% Total # of Incident Types Reported: 18 Total # of Reports: 18**

**Grand Total: 100.00% Total # of Incident Types Reported: 84**



# Statistics Summary Report

Technician Name: administrator

Location: Parkwood Rd NB

Report Period: 2024-04-29 to 2024-05-30

Address: Parkwood Rd, Blackfalds, AB

Total Vehicle Count: 60,674

Speed Limit: 40



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	335	48	230	69 %	6	116	41	10
01-02	204	29	125	61 %	5	97	41	10
02-03	144	21	106	74 %	5	84	45	11
03-04	149	21	86	58 %	5	76	42	11
04-05	201	29	145	72 %	7	71	44	11
05-06	981	140	584	60 %	5	79	42	10
06-07	1,913	273	1,126	59 %	5	71	41	10
07-08	2,995	428	1,680	56 %	5	69	40	10
08-09	3,292	470	1,790	54 %	5	74	40	10
09-10	2,884	412	1,599	55 %	5	91	40	10
10-11	3,314	473	1,927	58 %	5	81	40	10
11-12	3,986	569	2,405	60 %	5	88	41	10
12-13	4,322	617	2,618	61 %	5	75	40	10
13-14	3,700	529	2,210	60 %	5	72	40	10
14-15	4,046	578	2,484	61 %	5	90	41	10
15-16	4,376	625	2,502	57 %	5	86	40	10
16-17	5,593	799	3,258	58 %	5	70	39	10
17-18	5,700	814	3,508	62 %	5	77	40	10
18-19	3,797	542	2,389	63 %	5	71	41	10
19-20	2,809	401	1,720	61 %	5	92	40	10
20-21	2,359	337	1,515	64 %	5	88	41	10
21-22	1,659	237	1,021	62 %	5	77	41	10
22-23	1,241	177	716	58 %	5	80	40	10
23-24	674	96	420	62 %	5	89	42	11
	<b>60,674</b>	<b>8,665</b>	<b>36,164</b>	<b>61 %</b>	<b>5</b>	<b>82</b>	<b>41</b>	<b>10</b>

Generated on June 1, 2024 at 11:25 AM

SafePace® Pro by Traffic Logix®

**County Speed Bins**

<b>Speed</b>	<b>Count</b>
0...5	130
5...10	1,388
10...15	1,427
15...20	1,422
20...25	1,619
25...30	2,643
30...35	4,385
35...40	11,496
40...45	17,674
45...50	12,334
50...55	4,039
55...60	1,513
60...65	436
65...70	107
70...75	29
75...80	13
80...85	5
85...90	10
90...95	2
95...100	1
100...105	0
105...110	0
110...115	0
115...120	1
<b>Total:</b>	<b>60,674</b>

# Statistics Summary Report

Technician Name: administrator

Location: Womacks EB  
 Address: Womacks EB, Blackfalds, Ab  
 Speed Limit: 40

Report Period: 2024-05-02 to 2024-06-02  
 Total Vehicle Count: 14,664



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	64	9	32	50 %	19	62	43	10
01-02	29	4	8	28 %	18	62	39	9
02-03	32	5	18	56 %	29	59	41	11
03-04	38	5	21	55 %	18	57	42	11
04-05	65	9	15	23 %	17	47	37	9
05-06	165	24	85	52 %	8	58	40	11
06-07	380	54	184	48 %	10	59	39	10
07-08	649	93	278	43 %	8	60	39	10
08-09	902	129	367	41 %	9	60	38	9
09-10	807	115	362	45 %	9	60	39	10
10-11	722	103	335	46 %	11	58	39	9
11-12	753	108	347	46 %	8	58	40	10
12-13	761	109	348	46 %	8	61	40	10
13-14	826	118	352	43 %	7	68	39	9
14-15	901	129	421	47 %	10	60	39	10
15-16	1,037	148	411	40 %	11	61	38	9
16-17	1,331	190	520	39 %	11	60	38	9
17-18	1,330	190	605	45 %	7	63	39	10
18-19	1,120	160	500	45 %	5	64	39	10
19-20	850	121	353	42 %	8	62	39	10
20-21	794	113	289	36 %	9	67	38	9
21-22	633	90	181	29 %	11	66	36	9
22-23	318	45	122	38 %	7	75	39	9
23-24	157	22	72	46 %	7	71	39	10
	<b>14,664</b>	<b>2,093</b>	<b>6,226</b>	<b>43 %</b>	<b>11</b>	<b>62</b>	<b>39</b>	<b>10</b>

**County Speed Bins**

Speed	Count
0...5	1
5...10	33
10...15	184
15...20	337
20...25	422
25...30	799
30...35	2,040
35...40	4,622
40...45	4,050
45...50	1,515
50...55	526
55...60	111
60...65	18
65...70	4
70...75	2
<b>Total:</b>	<b>14,664</b>

**Blackfalds (Municipal) Crime Statistic Summary – January to May****2024/06/05***Blackfalds (Municipal) – Highlights*

- **Break & Enters** are showing a 33.3% decrease when compared to the same period in 2023 (January to May). There were 3 fewer actual occurrences (from 9 in 2023 to 6 in 2024).
- **Theft of Motor Vehicles** decreased by 12.5% when compared to the same period in 2023 (January to May). There were 1 fewer actual occurrences (from 8 in 2023 to 7 in 2024).
- **Theft Under \$5,000** decreased by 14.3% when compared to the same period in 2023 (January to May). There were 3 fewer actual occurrences (from 21 in 2023 to 18 in 2024).

*Blackfalds (Municipal) – Criminal Code Offences Summary*

Crime Category	% Change 2023 – 2024 (January to May)
Total Persons Crime	8.0% Decrease
Total Property Crime	8.9% Decrease
Total Criminal Code	18.0% Decrease

From January to May 2024, when compared to the same period in 2023, there have been:

- 6 fewer **Persons Crime** offences;
- 10 fewer **Property Crime** offences; and
- 43 fewer **Total Criminal Code** offences;

*Blackfalds (Municipal) – May, 2024*

- There were 1 **Thefts of Motor Vehicles** in May: 0 cars, 0 trucks, 0 minivans, 0 SUVs, 1 motorcycles, 0 other types of vehicles, and 0 vehicles taken without consent.
- There were 0 **Break and Enters** in May: 0 businesses, 0 residences, 0 cottages/seasonal residences, 0 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 2 **Provincial Roadside Suspensions** in May (2 alcohol related and 0 drug related). This brings the year-to-date total to 9 (9 alcohol related and 0 drug related).
- There were a total of 7 files with the **Spousal Abuse** survey code in May (May 2023: 15). This brings the year-to-date total to 52 (2023: 57).
- There were 150 files with **Victim Service Unit** referral scoring in Blackfalds Municipal: 4 accepted, 31 declined, 2 proactive, 0 requested but not available, and 113 files with no victim.





# Blackfalds Municipal Crime Gauge

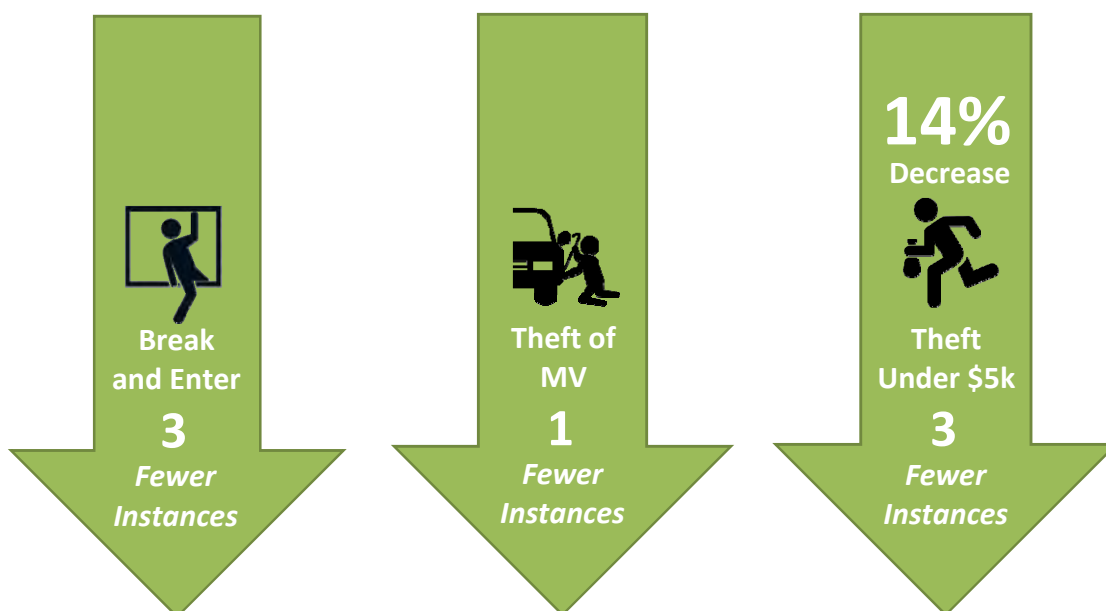
2024 vs. 2023  
January to May

## Criminal Code Offences



**Total Criminal Code Offences:** **18% Decrease**  
When compared to January to May, 2023

## Select Property Crime



The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.

**Blackfalds Municipal Detachment  
Crime Statistics (Actual)  
January to May: 2020 - 2024**

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

June 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		2	4	1	0	0	-100%	N/A	-0.8
Sexual Assaults		1	4	4	2	1	0%	-50%	-0.2
Other Sexual Offences		0	2	5	5	0	N/A	-100%	0.3
Assault		38	36	25	27	35	-8%	30%	-1.5
Kidnapping/Hostage/Abduction		2	0	0	1	0	-100%	-100%	-0.3
Extortion		0	0	2	1	1	N/A	0%	0.3
Criminal Harassment		22	13	13	27	23	5%	-15%	1.6
Uttering Threats		18	22	14	12	9	-50%	-25%	-2.8
<b>TOTAL PERSONS</b>		<b>84</b>	<b>81</b>	<b>64</b>	<b>75</b>	<b>69</b>	<b>-18%</b>	<b>-8%</b>	<b>-3.6</b>
Break & Enter		17	12	20	9	6	-65%	-33%	-2.5
Theft of Motor Vehicle		17	13	18	8	7	-59%	-13%	-2.5
Theft Over \$5,000		2	3	4	1	1	-50%	0%	-0.4
Theft Under \$5,000		41	34	26	21	18	-56%	-14%	-5.9
Possn Stn Goods		10	6	13	6	5	-50%	-17%	-1.0
Fraud		24	20	15	30	27	13%	-10%	1.6
Arson		1	1	0	1	2	100%	100%	0.2
Mischief - Damage To Property		28	35	29	17	25	-11%	47%	-2.4
Mischief - Other		24	15	10	19	11	-54%	-42%	-2.2
<b>TOTAL PROPERTY</b>		<b>164</b>	<b>139</b>	<b>135</b>	<b>112</b>	<b>102</b>	<b>-38%</b>	<b>-9%</b>	<b>-15.1</b>
Offensive Weapons		5	8	2	2	1	-80%	-50%	-1.4
Disturbing the peace		17	17	3	13	13	-24%	0%	-1.2
Fail to Comply & Breaches		12	11	13	17	4	-67%	-76%	-1.0
<b>OTHER CRIMINAL CODE</b>		12	11	12	20	7	-42%	-65%	-0.1
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>46</b>	<b>47</b>	<b>30</b>	<b>52</b>	<b>25</b>	<b>-46%</b>	<b>-52%</b>	<b>-3.7</b>
<b>TOTAL CRIMINAL CODE</b>		<b>294</b>	<b>267</b>	<b>229</b>	<b>239</b>	<b>196</b>	<b>-33%</b>	<b>-18%</b>	<b>-22.4</b>

**Blackfalds Municipal Detachment  
Crime Statistics (Actual)  
January to May: 2020 - 2024**

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

June 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	1	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	2	2	2	0	-100%	-100%	-0.8
Drug Enforcement - Trafficking		1	3	0	3	1	0%	-67%	0.0
Drug Enforcement - Other		0	1	0	0	0	N/A	N/A	-0.1
<b>Total Drugs</b>		<b>5</b>	<b>6</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>-80%</b>	<b>-80%</b>	<b>-0.9</b>
Cannabis Enforcement		1	2	1	1	0	-100%	-100%	-0.3
Federal - General		1	3	4	5	1	0%	-80%	0.2
<b>TOTAL FEDERAL</b>		<b>7</b>	<b>11</b>	<b>8</b>	<b>11</b>	<b>2</b>	<b>-71%</b>	<b>-82%</b>	<b>-1.0</b>
Liquor Act		5	2	4	1	5	0%	400%	-0.1
Cannabis Act		1	4	1	1	0	-100%	-100%	-0.5
Mental Health Act		37	34	23	41	30	-19%	-27%	-0.7
Other Provincial Stats		48	59	51	44	66	38%	50%	2.1
<b>Total Provincial Stats</b>		<b>91</b>	<b>99</b>	<b>79</b>	<b>87</b>	<b>101</b>	<b>11%</b>	<b>16%</b>	<b>0.8</b>
Municipal By-laws Traffic		9	5	1	4	2	-78%	-50%	-1.5
Municipal By-laws		65	29	27	32	19	-71%	-41%	-8.9
<b>Total Municipal</b>		<b>74</b>	<b>34</b>	<b>28</b>	<b>36</b>	<b>21</b>	<b>-72%</b>	<b>-42%</b>	<b>-10.4</b>
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		1	2	2	1	3	200%	200%	0.3
Property Damage MVC (Reportable)		46	48	63	53	43	-7%	-19%	-0.1
Property Damage MVC (Non Reportable)		7	5	4	7	9	29%	29%	0.6
<b>TOTAL MVC</b>		<b>54</b>	<b>55</b>	<b>69</b>	<b>62</b>	<b>55</b>	<b>2%</b>	<b>-11%</b>	<b>0.9</b>
Roadside Suspension - Alcohol (Prov)		0	10	23	29	9	N/A	-69%	3.7
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>132</b>	<b>122</b>	<b>111</b>	<b>150</b>	<b>147</b>	<b>11%</b>	<b>-2%</b>	<b>5.8</b>
<b>Other Traffic</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0%</b>	<b>0%</b>	<b>-0.1</b>
<b>Criminal Code Traffic</b>		<b>22</b>	<b>17</b>	<b>6</b>	<b>9</b>	<b>8</b>	<b>-64%</b>	<b>-11%</b>	<b>-3.6</b>
<b>Common Police Activities</b>									
False Alarms		19	12	13	28	19	0%	-32%	1.6
False/Abandoned 911 Call and 911 Act		11	5	9	8	9	-18%	13%	-0.1
Suspicious Person/Vehicle/Property		90	84	51	61	58	-36%	-5%	-8.7
Persons Reported Missing		8	11	7	7	11	38%	57%	0.2
Search Warrants		0	0	0	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		90	55	73	57	52	-42%	-9%	-7.4
Form 10 (MHA) (Reported)		1	5	5	4	1	0%	-75%	-0.1

**Blackfalds Municipal Detachment  
Crime Statistics (Actual)  
May: 2020 - 2024**

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

June 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		0	3	1	0	0	N/A	N/A	-0.3
Sexual Assaults		0	0	0	0	0	N/A	N/A	0.0
Other Sexual Offences		0	0	0	1	0	N/A	-100%	0.1
Assault		10	4	4	6	11	10%	83%	0.4
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	1	1	1	N/A	0%	0.3
Criminal Harassment		6	6	2	14	8	33%	-43%	1.2
Uttering Threats		6	3	4	4	4	-33%	0%	-0.3
<b>TOTAL PERSONS</b>		<b>23</b>	<b>16</b>	<b>12</b>	<b>26</b>	<b>24</b>	<b>4%</b>	<b>-8%</b>	<b>1.2</b>
Break & Enter		4	3	5	1	0	-100%	-100%	-1.0
Theft of Motor Vehicle		0	6	3	3	1	N/A	-67%	-0.1
Theft Over \$5,000		0	0	2	0	0	N/A	N/A	0.0
Theft Under \$5,000		12	10	7	6	6	-50%	0%	-1.6
Possn Strn Goods		4	0	2	0	0	-100%	N/A	-0.8
Fraud		7	8	3	7	4	-43%	-43%	-0.7
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		7	6	7	5	4	-43%	-20%	-0.7
Mischief - Other		4	5	1	2	2	-50%	0%	-0.7
<b>TOTAL PROPERTY</b>		<b>38</b>	<b>38</b>	<b>30</b>	<b>24</b>	<b>17</b>	<b>-55%</b>	<b>-29%</b>	<b>-5.6</b>
Offensive Weapons		0	1	1	0	0	N/A	N/A	-0.1
Disturbing the peace		6	0	1	3	3	-50%	0%	-0.3
Fail to Comply & Breaches		3	2	2	6	1	-67%	-83%	0.0
<b>OTHER CRIMINAL CODE</b>		<b>4</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>-25%</b>	<b>-25%</b>	<b>0.2</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>13</b>	<b>3</b>	<b>5</b>	<b>13</b>	<b>7</b>	<b>-46%</b>	<b>-46%</b>	<b>-0.2</b>
<b>TOTAL CRIMINAL CODE</b>		<b>74</b>	<b>57</b>	<b>47</b>	<b>63</b>	<b>48</b>	<b>-35%</b>	<b>-24%</b>	<b>-4.6</b>

**Blackfalds Municipal Detachment  
Crime Statistics (Actual)  
May: 2020 - 2024**

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

June 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	1	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	0	1	0	0	-100%	N/A	-0.2
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.2</b>
Cannabis Enforcement		0	1	0	0	0	N/A	N/A	-0.1
Federal - General		0	0	0	0	0	N/A	N/A	0.0
<b>TOTAL FEDERAL</b>		<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.3</b>
Liquor Act		1	1	1	1	1	0%	0%	0.0
Cannabis Act		1	1	0	0	0	-100%	N/A	-0.3
Mental Health Act		5	7	6	12	4	-20%	-67%	0.3
Other Provincial Stats		13	17	9	10	8	-38%	-20%	-1.7
<b>Total Provincial Stats</b>		<b>20</b>	<b>26</b>	<b>16</b>	<b>23</b>	<b>13</b>	<b>-35%</b>	<b>-43%</b>	<b>-1.7</b>
Municipal By-laws Traffic		3	0	0	1	0	-100%	-100%	-0.5
Municipal By-laws		26	13	4	18	3	-88%	-83%	-4.1
<b>Total Municipal</b>		<b>29</b>	<b>13</b>	<b>4</b>	<b>19</b>	<b>3</b>	<b>-90%</b>	<b>-84%</b>	<b>-4.6</b>
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		0	0	0	0	0	N/A	N/A	0.0
Property Damage MVC (Reportable)		5	6	4	12	3	-40%	-75%	0.2
Property Damage MVC (Non Reportable)		1	1	1	0	3	200%	N/A	0.3
<b>TOTAL MVC</b>		<b>6</b>	<b>7</b>	<b>5</b>	<b>13</b>	<b>6</b>	<b>0%</b>	<b>-54%</b>	<b>0.6</b>
Roadside Suspension - Alcohol (Prov)		0	1	3	8	2	N/A	-75%	1.1
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>30</b>	<b>22</b>	<b>29</b>	<b>42</b>	<b>31</b>	<b>3%</b>	<b>-26%</b>	<b>2.2</b>
<b>Other Traffic</b>		<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>0.0</b>
<b>Criminal Code Traffic</b>		<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0%</b>	<b>100%</b>	<b>-0.2</b>
<b>Common Police Activities</b>									
False Alarms		3	2	3	8	3	0%	-63%	0.6
False/Abandoned 911 Call and 911 Act		1	0	0	0	6	500%	N/A	1.0
Suspicious Person/Vehicle/Property		20	17	7	11	9	-55%	-18%	-2.8
Persons Reported Missing		2	3	5	2	1	-50%	-50%	-0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		19	15	13	15	7	-63%	-53%	-2.4
Form 10 (MHA) (Reported)		0	0	1	1	0	N/A	-100%	0.1

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**MEETING DATE:** June 11, 2024

**PREPARED BY:** Jolene Tejkl, Planning & Development Manager

**SUBJECT:** **Development & Building Monthly Report – May 2024**

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## **BACKGROUND**

Attached is the May 2024 Development & Building Permit Report and Comparison for 2022-2024 year to date. We also have shown the comparison for the year-to-date figures for 2023 on the comparison report.

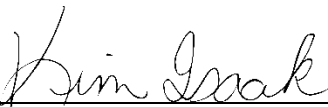
For Council's information, the "other" category captures the following types of residential permits:

- Shed,
- Garage & deck. On occasion both a garage and deck will be applied for under the same development permit and when that happens, it will be captured as "other"),
- Hot tub,
- Ensuite addition to Master Bedroom. This type of development is not appropriate to capture under "addition" because it does not entail a structural alteration as it's changing the interior of the home,
- Shed & deck. Occasionally these two developments will be applied for under the same development permit. When that happens, it will fall under "other", and
- Grading permits.

## **ATTACHMENTS**

- *May 2024 Development/Building Permit Report*
- *2022 – 2024 Development/Building Comparison Report*

## **APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

File No.	Civic	District	Development	Decision (otherwise pending)	Date of Decision
124-24	4886 Aspen Lakes Boulevard	R-1M	Basement Reno	approved	14-May-24
125-24	31 Charlton Avenue	R-1M	Garage	approved	14-May-24
126-24	4487 Broadway Avenue	C-2	Temporary Signage	approved	30-May-24
127-24	1 Cedar Crescent	R-1S	Deck	approved	22-May-24
128-24	29 Murphy Close	R-1M	SFD	approved	24-May-24
129-24	41 Maclean Close	R-1M	Garage		
130-24	5001 Aspen Lakes Blvd Unit 105	C-3	Change of Use/Occupancy	approved	14-May-24
131-24	5605 Vista Trail	R-2	Basement Reno	approved	28-May-24
132-24	5617 Vista Trail	R-2	Basement Reno	approved	28-May-24
133-24	6 Aura Drive	R-1L	SFD	approved	28-May-24
134-24	8 Cyprus Road	R-1L	Deck	approved	28-May-24
135-24	25 Murphy Close	R-1M	SFD	approved	15-May-24
136-24	34 Mitchell Crescent	R-1M	SFD	approved	28-May-24
137-24	124 Valley Crescent	R-1S	Deck		
138-24	124 Valley Crescent	R-1S	Patio Awning		
139-24	104 Pioneer Way	R-1S	Garage		
140-24	104 Pioneer Way	R-1S	Rooftop Garage/Stair Use		
141-24	46 Vista Close	R-1M	SFD		
142-24	136 Ponderosa Avenue	R-1L	Basement Reno		
143-24	29 Briarwood Close	R-1M	Deck		
144-24	4837 Aspen Lakes Blvd	R-1M	Garage		
145-24	4837 Aspen Lakes Blvd	R-1M	Basement Reno		
146-24	5653 Vista Trail	R-2	Townhouses		
147-24	5657 Vista Trail	R-2	Townhouses		
148-24	5661 Vista Trail	R-2	Townhouses		
149-24	5665 Vista Trail	R-2	Townhouses		
150-24	5669 Vista Trail	R-2	Townhouses		
151-24	5673 Vista Trail	R-2	Townhouses		
152-24	4409 South Street	DC-5	1 - 4 Storey Apartment		
153-24	TBD Vista Trail	R-4	Multi Unit Development - 100 Units		
154-24	4320 Westbrooke Road	R-1M	Residential Solar Panel Installation		
155-24	5868 Park Street	R-1M	Residential Solar Panel Installation		
156-24	97 Portway Close	R-1S	Residential Solar Panel Installation		
157-24	88 Almond Crescent	R-1S	Basement Reno		
158-24	4400 Westbrooke Road	R-1M	Detached Garage		



Town of Blackfalds Development/Building Permit Comparison 2022 to 2024

2023 YTD

	2022		2023		2024		May	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
<b>Residential</b>								
SFD	21	\$ 6,350,251.00	21	\$ 7,037,626.70	15	\$ 5,088,780.00	9	\$ 3,955,366.70
Duplexes	4	\$ 800,000.00	6	\$ 1,060,000.00	8	\$ 2,070,000.00	0	\$ -
Manufactured Home	3	\$ 300,000.00	2	\$ 250,000.00	3	\$ 575,000.00	0	\$ -
4-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	16	\$ 3,413,600.00	11	\$ 1,790,000.00	12	\$ 2,052,000.00	0	\$ -
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	8	\$ 3,495,000.00	0	\$ -
<b>Total Res. Dwellings</b>	<b>44</b>	<b>\$ 10,863,851</b>	<b>40</b>	<b>\$ 10,137,627</b>	<b>46</b>	<b>\$ 13,280,780</b>	<b>9</b>	<b>\$ 3,955,367</b>
Garage	25	\$ 942,000.00	9	\$ 293,000.00	12	\$ 328,832.00	1	\$ 50,000.00
Deck	9	\$ 68,010.00	9	\$ 102,000.00	5	\$ 52,100.00	3	\$ 24,500.00
Basement Reno	56	\$ 1,057,050.00	40	\$ 865,700.00	21	\$ 687,500.00	20	\$ 362,500.00
Addition	1	\$ 200,000.00	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Home Business	18	\$ -	21	\$ -	10	\$ -	11	\$ -
Other	43	\$ 582,057.73	44	\$ 1,232,115.84	37	\$ 19,715,442.78	15	-\$ 88,786.50
<b>Commercial</b>	<b>35</b>	<b>\$ 9,320,100.00</b>	<b>27</b>	<b>\$ 5,190,341.00</b>	<b>21</b>	<b>\$ 2,085,572.00</b>	<b>7</b>	<b>\$ 1,672,500.00</b>
<b>Industrial</b>	<b>3</b>	<b>\$ 12,093.75</b>	<b>4</b>	<b>\$ 200,000.00</b>	<b>1</b>	<b>\$ 2,500,000.00</b>	<b>1</b>	<b>\$ -</b>
<b>Institutional</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>
<b>Agricultural</b>	<b>0</b>	<b>\$ -</b>	<b>1</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>	<b>1</b>	<b>\$ -</b>
<b>Public Facility</b>	<b>6</b>	<b>\$ 1,548,421.00</b>	<b>4</b>	<b>\$ 192,300.00</b>	<b>6</b>	<b>\$ 23,000.00</b>	<b>0</b>	<b>\$ -</b>
<b>TOTAL PERMITS</b>	<b>240</b>	<b>\$ 24,593,583.48</b>	<b>199</b>	<b>\$ 18,213,083.54</b>	<b>159</b>	<b>\$ 38,673,226.78</b>	<b>68</b>	<b>\$ 5,976,080.20</b>
<b>General Yearly Notes:</b>		1 - 2,500,000 East Area Linear Wetland Ph. 2		1 - 2,500,000 Vista Trail Commercial				
		1 - 5,500,000 Womacks/Gregg St. Alignment Project		1 - 1,000,000 Dental Office				





# PRLS Board Meeting Minutes

May 16, 2024

The regular meeting of the Parkland Regional Library System Board was called to order at 10:03 a.m. on Thursday May 16, 2024 in the Small Board Room, Lacombe.

**Present:** Barb Gilliat, Gord Lawlor, Ray Reckseidler

**Present via Zoom:** Jackie Almberg, Alison Barker-Jevne, Laureen Clark-Rennie, Deb Coombes, Jaime Coston, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Barbara Gibson, Twyla Hale, Kathy Hall, Pam Hansen, Cody Hillmer, Cody Johnson, Dana Kreil, Bryce Liddle, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jas Payne, Leonard Phillips, Diane Roth, Sandy Shipton, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing

**With Regrets:** Edna Coulter, Jeff Eckstrand, Stephen Levy, Shawn Peach

**Absent:** Jul Bissell, Doug Booker, Doug Francoeur, Darryl Motley, Jacquie Palm-Fraser, Ron These

**Visitors:** Lindsey Schmidt, Erin Switenky, Tim Field (Village of Big Valley), Trina Suther (Village of Hughenden)

**Staff:** Hailey Halberg, Olya Korolchuk, Paige Mueller, Tim Spark, Donna Williams

## Call to Order

Meeting called to order at 10:03 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

According to section 31 (1) of the Alberta Libraries Act,

Board member disqualification

*31(1) A person is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, three consecutive regular meetings of the board.*



The following board members have sent their regrets and cannot attend today's board meeting. To ensure their continuance on the Parkland Library Board in compliance with the legislation the following motion will be made.

Motion by Gord Lawlor to excuse Edna Coulter, Jeff Eckstrand, Stephen Levy, and Shawn Peach from attendance at the board meeting on May 16, 2024 and remain a member of the Parkland Board in good standing.

CARRIED  
PRLS 11/2024

## **1.1 Agenda**

### **1.1.2 Adoption of the Agenda**

Gilliat asked if there were any additions or deletions to the agenda. Joy-Anne Murphy mentioned that the timed agenda should be noted as approximate so that there is no motion necessary if the time allotment goes over.

Motion by Ray Reckseidler to accept the agenda as amended.

CARRIED  
PRLS 12/2024

## **1.2. Approval of Minutes**

Gilliat asked if there were any amendments to the February 22, 2024 minutes.

Motion by Gord Lawlor to approve the minutes of the February 22, 2024 meeting as presented.

CARRIED  
PRLS 13/2024

## **1.3. Business arising from the minutes of the February 25, 2024 meeting**

Gilliat asked if there was any business arising from the minutes. There was none.

## **2. Business Arising from the Consent Agenda**

Gilliat asked if there was any business arising from the consent agenda.

Motion by Diane Roth to approve the consent agenda as presented.

CARRIED  
PRLS 14/2024

## **3.1 Presentation of the 2023 Parkland Audit**

Gilliat turned the meeting over to Lindsey Schmidt and Erin Switenky from Parkland's audit company, MNP, to review and discuss any questions from the 2023 Financial Statement's and Audit Findings.



The audit statements and findings were previously presented by Lindsey Schmidt and Erin Switenky at the March Executive Committee meeting where they were approved. The auditors stated that;

*"In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2023, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards."*

Bauman noted that there is no management letter this year, or recommendations, which shows the commitment of Parkland Staff to ensuring Parkland's financial management is sound.

Motion by Gord Lawlor to receive for information.

CARRIED  
PRLS 15/2024

Lindsey Bauman and Erin Switenky left the meeting at 10:41 a.m.

### **3.2 PRLS Membership Agreement**

Gilliat reviewed. At the February board meeting there was discussion about the possibility of opening and thoroughly revising Parkland's membership agreement.

At their March 21<sup>st</sup> meeting, the Executive Committee discussed whether it should recommend opening Parkland's agreement. After much discussion, the majority of Executive Committee members present at the meeting approved a motion recommending the board leave the membership agreement as it is.

Not including staff time, or additional stakeholder meeting costs, Parkland's legal firm, Chapman Riebeek, estimated that legal costs associated with a major revision of the membership agreement would cost between \$5,000 - \$7,500.

As for timelines, Parkland's Director inquired with the other library systems which undertook changes to their agreement and one system took five years, a second took between four and five years, and a third took about one year for a single amendment.

Since legislation has changed over the years, the Public Library Services Branch with Municipal Affairs would have to review any changes to the membership agreement for legislative compliance. It would also be advisable to consult with our municipal membership to see what changes they might want since the Parkland agreement is an intermunicipal agreement.

After some discussion, it was agreed that there is nothing so outdated that the agreement needs to be changed at present.

Motion by Janice Wing to receive for information.

CARRIED  
PRLS 16/2024



### 3.3. Employee Retention - Deb Smith

Smith reviewed her submission to the board package, talking about Parkland's product being its staff and that it is important to value and compensate the specialized staff that Parkland has.

Motion by Dana Kreil to receive for information.

CARRIED  
PRLS 17/2024

### 3.4. PRLS Compensation Policy

Gilliat reviewed. The Parkland board passed a new compensation policy along with a new salary grid at the board meeting in November 2023. The new grid and policy will not take effect until January 2025. At the start of 2024 staff worked with the Executive Committee on how the new salary grid would be implemented since how staff are placed on the new grid would have significant budget implications.

Williams reviewed the potential changes. When examining the new compensation policy within the context of implementing the new grid, it became apparent that some clarification in the wording of the policy would be useful. Issues for revision included:

- Clarify when a staff member qualifies for a salary increase when returning from an authorized leave
- Clearly stating that adding a cost-of-living adjustment to the grid will be optional
- Removing the sentence at the end of the policy where it states that the compensation policy can only be changed at the February board meeting because the board can change its policies at any time
- Other alterations amounted to minor changes in wording designed to clarify the policy

Deb Coombes left the meeting at 10:50 a.m.

Motion by Janice Wing to approve the changes to Parkland's 4.4.10 *Cost of Living and Compensation Policy* as amended.

CARRIED  
PRLS 18/2024

### 3.5. PRLS 2025 Budget

Williams presented the budget. In response to direction provided by the Executive Committee staff have prepared the draft 2025 budget. Some points included:

- Overall, expenditures are anticipated to increase by 1.9% in 2025.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on. Other systems are also facing a drop in the populations they are invoicing on for the same reason.



- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents.
- Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been between forty and forty-one cents per capita lower.
- For 2025, twenty-one expense lines are projected to remain unchanged from 2024, thirteen will see increases, and four will decrease.
- The Government of Alberta has indicated operating grants will be funded at the same level as 2024. The system operating grant will remain at \$4.75 per capita and the rural library services grant at \$5.60 per capita (lines 1.1, 1.4, and 2.1).
- The new nine-step salary grid will be implemented by putting staff on the grid at the nearest dollar amount to where they are now but not lower. There will be no additional step increase and no COLA adjustment was added. The increase to the salary line equals approximately 2.8%.
- Reduced population figures mean the *Allotment Funds Issued to Libraries* and *Member Library Computer Allotment* lines (lines 2.2 and 2.11 respectively) have also been reduced.
- Internet connection fees have been increased slightly due to demands from member libraries (line 2.8)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- Audit fees have increased because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider. For 2025, audit fees are estimated (line 3.1).
- Building Maintenance fees are up primarily due to the cost of maintaining the elevator in Parkland's headquarters (line 3.4).
- The travel line (line 3.14) has continued to drop over the years. Since Parkland started running two staff vehicles, mileage reimbursement has dropped considerably. Also, a number of food items which had been charged against the budget line are now being expended against the Workshop/Training expense line (line 2.17) when food is purchased for events for member libraries or member library staff.

All other adjustments to budget lines, up or down, are based on multi-year estimates or adjustments for inflation.

A letter from Ric McIver, the Minister of Municipal Affairs, confirming that library funding will be stable in 2025 was included in the package.

The budget with the full notes will be brought back to the board in September for formal approval. At this meeting board input is being sought as staff adjust to the return to the population figures supplied by Municipal Affairs to invoice municipalities.



Motion by Ray Reckseidler to approve the 2025 Parkland budget as presented.

CARRIED

PRLS 19/2024

### **3.6. Audit Policy Statement**

Williams reviewed. At the May 18, 2023 meeting of the Parkland board, the following motion was made to empower the Executive Committee to review and approve Parkland's audit;

*Motion by Deb Smith to change PRLS Executive Committee policy to read "The Executive Committee is responsible for reviewing and approving Parkland's audit which will be forwarded to the board at the board's next meeting".*

CARRIED

PRLS 30/2023

While policy 2.6 the "Role of the Executive Committee" was updated, a further change in 4.4.4 of Parkland's audit policy statement was not updated. Since the direction and motion approved by the board was clear, Parkland has updated the wording of 4.4.4 to correctly reflect current practice and ensure policy 4.4.4 reflects the change made by the board.

Motion by Teresa Cunningham to receive for information.

CARRIED

PRLS 20/2024

### **3.7. Board Room Recording Equipment**

Williams reviewed. With the advent of COVID-19 and Parkland's switch to virtual "Zoom" meetings, the technology allowed Parkland to record board discussions and motions. While the board opted for virtual meetings for 2024, many board members prefer in-person meetings and there is always the possibility Parkland will return to in-person board meetings in the future.

At the October 2023 Executive Committee meeting, a motion was made that all board meetings be recorded and posted publicly. For board meetings to be recorded, Parkland will either have to remain holding board meetings online in perpetuity, or implement upgrades to the board room's sound system to accommodate the recording of in-person meetings.

Parkland solicited a quote from the same audio/visual company that installed our current board room set up. The estimated cost is over \$33,000 to install recording equipment. Parkland has no budget line to pay for this upgrade, so funds would have to be provided from reserves.

The system Parkland looked at was a very inexpensive system which will also require significant additional staff training plus additional staff to operate during in-person board meetings. More sophisticated systems could be purchased, but costs could more than double.



After reviewing the matter at their January 25<sup>th</sup> meeting, Parkland's Executive Committee decided to table the decision on whether to upgrade the board room with recording equipment until after the auditors confirm if Parkland has a surplus from 2023, and if so, in what amount.

When expenditures from reserves in 2023 are taken into account, Parkland's net change in financial assets decreased by \$236,248. To site one example, the new websites developed for Parkland's libraries completed last year cost \$200,000 from the Technology Reserve. For 2024 technology purchases for Parkland and member libraries are anticipated to be over \$212,000. Parkland does not budget funds for reserves, and with reserve levels dropping, the Executive Committee needed to decide on what Parkland's spending priorities should be. Parkland only replenishes its reserves when there are budget surpluses.

The matter was discussed at the March Executive Committee meeting and they agreed that purchasing equipment for recording board meetings is not a priority at this time, especially if board meetings remain virtual.

Unless the board wants this matter pursued, no further action will be taken.

Motion by Teresa Cunningham to receive for information

CARRIED

PRLS 21/2024

### **3.8. Marketing and Advocacy Committee Report**

Gilliat turned the meeting over to Gord Lawlor, the Chair of the Advocacy Committee.

Parkland's new Return on Investment documents are available on Parkland's website.

In past years, the sharing of resources among libraries was calculated only using the statistics for those counties with an outlet library. However, when calculating the ROI amounts for items such as materials allotment, technology savings, and the Rural Library Services Grant, the combined statistics for all area libraries were used.

Staff discussed this matter with the Advocacy Committee and the Executive Committee. Both committees voiced strong support for including the full resource sharing numbers from all the libraires in the counties for the sake of consistency.

Copies will be sent to each municipality. As board members, your advocacy assignment is to please ensure that the ROI for your member municipality is presented to council. If council or administration has any questions about their ROI that you can't answer, please have them contact Parkland directly and staff will be happy to answer any questions or meet with municipal council or administration.

On May 10<sup>th</sup>, Parkland celebrated its 65<sup>th</sup> anniversary. There was a small celebration with cake and good company. Parkland purchased some art for the occasion and gave building tours to people who hadn't visited the new building before. Thank you to everyone who came out for the get together.



Finally, included in the package was a letter drafted and distributed by the Library Association of Alberta (LAA) on the issue of the Government of Alberta's position on *Parental Rights*. This letter was sent to all major news outlets, the LAA membership, and to all Parkland libraries by LAA's President. This is the first time in living memory a library association has taken a position on a political issue in Alberta. Parkland has been a member of LAA for decades. LAA is a multi-sector library association.

Parkland's Executive and Advocacy Committees reviewed LAA's letter. Subsequently, Parkland made inquiries with our local member of the Legislative Assembly (MLA) Jennifer Johnson and were informed no legislation has been drafted. This means the LAA was taking a position on legislation that does not yet exist.

In addition to sending Parkland's response letter to the LAA, it was sent to all Parkland member libraries. This is because the President of the LAA sent it to all Parkland libraries through her Parkland email account and not an LAA email address.

A response to Parkland's letter from the LAA was received on May 6<sup>th</sup> and another letter was received from the City of Camrose Public Library Board on May 7<sup>th</sup>. A response from PRLS Board Chair Barb Gilliat was sent to the Camrose Library Board on May 9<sup>th</sup>.

Joy-Anne Murphy from the City of Camrose spoke to the letter from the Camrose Public Library (CPL) Board. She voiced three concerns:

1. There seemed to be the same lack of consultation by Parkland with its libraries before writing their resignation letter as Parkland had pointed to LAA's lack of consultation with its members before distributing their original letter.
2. PRLS speaks to remaining impartial, on political or social issues. CPL believes the issue of intellectual freedom should not be categorized as political as it applies to all patrons in libraries.
3. CPL is concerned that this issue has created division, which could negatively impact Parkland's smaller libraries in regards to access to services from LAA.

Motion by Joy-Anne Murphy to bring back the issue of Parkland's LAA membership for review by the board in September.

CARRIED  
PRLS 22/2024

### **3.9.1. Director's Report**

### **3.9.2. Library Services Report**

### **3.9.3. Finance & Operations Report**

Gilliat asked if there were any questions regarding the Director's Report, Library Services Report, or the Finance & Operations Report. There were none.

Motion by Gord Lawlor to receive the Director's, Library Services, and Finance & Operations Report for information.

CARRIED  
PRLS 23/2024





### 3.10. **Parkland Community Update**

**Hardisty Public Library** has partnered with Vision Credit Union to receive a helping hand grant for \$5,000 to provide cement steps and hand rails for the library. They also have a ground level automatic door at the side entrance to the library.

**Bentley Municipal Library** is celebrating their 75<sup>th</sup> anniversary on the 15<sup>th</sup> of June.

**Innisfail Public Library** celebrated their 120<sup>th</sup> anniversary on April 13<sup>th</sup> with a cake and time capsule. They have also launched a new program, a human library, in cooperation with the Innisfail Welcoming and Inclusive Community Committee. A resident who emigrated from Sri Lanka presented on May 15<sup>th</sup> at the library.

**Camrose Public Library** is starting a fund in cooperation with the Battle River Community Foundation, but needed seed money of \$10,000, which was provided by an anonymous donor. They will be adding monies to the fund in the future. They also have 3 summer students hired with help from a federal government program. Lastly, they are holding intellectual freedom training on May 27<sup>th</sup> with James Turk for the Camrose staff and library board.

**Stettler Public Library** have their summer student pages returning for the 4<sup>th</sup> year in a row.

**Penhold and District Public Library** acquired a telescope and are creating a policy to lend it out to the public. They are currently gearing up for summer reading club. The library manager and Board Chair came to Parkland's 65<sup>th</sup> anniversary and appreciated the time capsule on display.

### 4. **Adjournment**

Motion by Ray Reckseidler to adjourn the meeting at 11:53 a.m.

CARRIED

PRLS 24/2024

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Chair



## Town of Blackfalds

### 2023 Return on Investment

#### Your Membership

**Total Financial Benefits**

**\$713,332.46**

**Return on Investment**

**\$1.00 = \$7.07**

Based on a population of **11,530**, the cost of membership to Parkland Regional Library System for the Town of Blackfalds was **\$100,887.50** in 2023.

The **direct financial return** as a result of membership to Parkland Regional Library System to Blackfalds Public Library:

2023 materials allotment	\$13,028.90
Rural Library Services Grant	\$9,906.40
Allotment from Lacombe County <sup>1</sup>	<u>\$2,084.85</u>
<b>TOTAL</b>	<b>\$25,020.15</b>

#### Cost benefits of PRLS services

Technology Savings to Blackfalds Public Library:

Computers for library use	\$4,249.95
Software & Licensing	\$12,628.94
SuperNet connection	<u>\$10,242.00</u>
<b>TOTAL</b>	<b>\$27,120.89</b>

Resource Sharing Savings to Blackfalds Public Library:

Items borrowed from other libraries	19,290 @\$15.78	\$304,396.20
Digital items borrowed from PRLS	7,346 @\$48.57	<u>\$356,795.22</u>
<b>TOTAL</b>		<b>\$661,191.42</b>

**Combined Savings**

**\$688,312.31**

## System Membership Benefits:

- 623,386 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 14 subscription online resources, including:
  - *Ancestry Library Edition*, a popular genealogical research resource.
  - *Consumer Reports* for thorough consumer product information.
  - *Grant Connect*, linking Canadian charities with funding programs.
  - *PressReader*, offering access to newspapers and magazines.
  - *Overdrive and Libby*, eBooks and eAudiobooks available on desktop or via app.
- Hosted and managed website with 24/7 technical support
- 41% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
  - Large print books
  - Audiobooks
  - Program kits (book-based, tech-based, gaming, virtual reality)
  - Gaming equipment & promotional items
  - Cooperative Collection
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Postal reimbursement
- Professional library expertise (consulting services) and shared regional knowledge
- Specialized training for library staff and trustees

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<sup>1</sup> Lacombe County assigned a rural population of 1,845 to the Town of Blackfalds



## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING MAY 23, 2024

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### **COUNCIL ORIENTATION**

Lacombe County Councillors and senior administration will participate in a regional Council orientation hosted by the Town of Blackfalds on October 30, 2025.

### **REQUEST FOR INSTALLATION OF SEASONAL GATE ACROSS SCOTT DRIVE**

The County Manager was directed to solicit feedback from Ebeling Beach property owners regarding the request from the Summer Village of Gull Lake and Alberta Parks to install a seasonal gate across Scott Drive to assist in preventing motorists from accessing and driving on the beach and Provincial Crown Land on the east and west sides of Scott Drive.

### **FINANCIAL POLICY UPDATES – CREDIT CARD AND BUDGET POLICIES**

Updates to Policy AD(6) Use of Lacombe County Credit Cards and Policy AD(45) Budget Policy were approved as presented. Council resolution C/592/12 was repealed.

### **POLICY RC(1) RECREATION CAPITAL FUNDING REQUEST – MEDICINE LODGE SKI CLUB SAMSON T-BAR UPGRADE**

Lacombe County will contribute up to \$190,637 to the Medicine Lodge Ski Club's Samson T-Bar upgrade and water study projects. This contribution will be funded from the County's Recreation Capital Assistance Reserve.

### **CAMP L.G. BARNES FUNDING REQUEST**

A motion to approve annual operating funding in the amount of \$4,256 for Camp L.G. Barnes did not receive the approval of Council. A letter of support for Camp L.G. Barnes will be sent to the Minister of Seniors, Community, and Social Services.

### **CONSTRUCTION MANAGEMENT HIGHWAY 12/HIGHWAY 792**

The County Manager was directed to enter into a Memorandum of Understanding with Alberta Transportation and Economic Corridors for the construction management of the upgrades to the intersection of Highway 12 and Highway 792.

### **POLICY CPO(1) AUTHORIZED EMPLOYER RESPONSIBILITIES UPDATE**

Policy CPO(1) Authorized Employer Responsibilities was approved as presented. Outdated policies EN(1) through EN(8) were rescinded.

### **FEEDBACK ON THE CANADIAN SUSTAINABILITY STANDARDS BRANCH (CSSB) CANADIAN SUSTAINABILITY DISCLOSURE STANDARDS (CSDS) 1 (SUSTAINABILITY) and CSDS 2 (CLIMATE-RELATED) FINANCIAL DISCLOSURES**

By way of letter and survey response, Lacombe County will provide feedback on the proposed changes to the CCSB's Canadian Sustainability Disclosure Standards.

**Next Regular Council Meeting is  
June 13, 2024 – 9:00 a.m.**

**Next Committee of the Whole Meeting is  
June 4, 2024 – 9:00 a.m.**

**Lacombe County Administration Building**

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



# City of Lacombe

## COUNCIL HIGHLIGHTS

May 27<sup>th</sup>, 2024

### Regular Meeting of Council

## 2. Review of Agendas

### 2.1 Consent Agenda

- Council gave first reading to Bylaw 400.57 – LUB Amendment – Rezoning of 5253-5259 49 Street to R5 as presented and scheduled a public hearing for Bylaw 400.55 on Monday, July 8<sup>th</sup>, 2024.
- Council gave first reading to Bylaw 515 as presented.

## 3. Open Forum

### 3.1 Rural Renewal Stream Program

Council received an Open Forum presentation on the Rural Renewal Stream Program from Shayne Laserna.

Council requested Administration provide additional information or follow-up through a Request for Information on the Rural Renewal Stream Program.

## 6. Requests for Decision

### 6.1 Safety Codes Permits Bylaw 520

In 2023, Planning & Development Services began reviewing the department's fees. The last fee review occurred in 2015-2016. During the current review, fees were assessed to determine if adjustments to fee types were warranted and to compare Lacombe's fees with those of other regional municipalities. The City of Lacombe's Bylaws 168 and 306 were also reviewed.

The results of the fee review indicate that Lacombe's fees are generally much lower (66% of Lacombe's Planning and Development fees and 97% of the Safety Codes fees are below the regional municipality median) than regional municipalities and there are opportunities to streamline fee categories. As a result of the review and benefiting from feedback given by Council earlier this year, several fee changes are being recommended along with a new Safety Codes Permits Bylaw for Council's consideration.

Bylaw 520 would not come into effect until Oct 1, 2024.

Council gave third reading of the Safety Codes Permit Bylaw 520 and rescinded Policy 66/210.01 (15), effective September 30<sup>th</sup>, 2024.

## **6.2 Metcalf Ridge Outline Plan Amendment – for future Residential Mixed (R4) Development**

GS Communities proposed an amendment to the Metcalf Ridge Outline Plan to allow for the future redesignation and subdivision of 2.2 hectares from the identified Smaller Lot Single Detached Dwelling District (R1C) to Residential Mixed District (R4) to allow for medium-density development.

With the adoption of Land Use Bylaw 400, the R1C designation is no longer a separate district within the Land Use Bylaw. It is now considered part of the R1 District, which was combined with R1A and R1B into one district.

The amendment results in 36 additional dwelling units in the Metcalf Ridge area and an increase in density from 14.95 units/hectare to 15.98 units/hectare.

Council approved the amendment to the Metcalf Ridge Outline Plan as presented and ratified the name of the North/South collector road into Metcalf Ridge as Harrington Ridge.

## **6.3 2024 Capital Works Update**

The tender for the 2024 Capital Work Program closed on May 2nd, 2024, on budget. Three bids were received, and Administration awarded the work to TJ Paving, the lowest bidder.

To realize lower costs from economies of scale, concrete and asphalt paving projects identified under various budget line items in the 2024 Capital Budget and the 2024 Operating Budget were tendered together.

The tendered costs for these scopes of work are within budget (approximately 2.5% or \$60,000 under budget) and will proceed as planned. TJ Paving completed the Capital Works Program for the City in 2022. Their proposed schedule indicates work will begin in August and be completed in September.

Council added \$480,000 to the 2024 Capital Works Program, with \$200,000 funded by the Storm Sewer Reserve and \$280,000 by the Wastewater System Reserve.

## **6.4 Community Builder Partnership Recommendation - Cranna Lake Trail Solar Lighting**

Echo Lacombe applied for funding through the Community Builder Partnership Fund—Capital.

The fund's guidelines require Council approval for any request exceeding \$10K. Echo Lacombe is spearheading this project to install solar-powered pathway lighting along a designated route at Cranna Lake to increase safety and accessibility.

The Lacombe & District Recreation, Parks and Culture Board reviewed the application and recommended supporting the project at their May 2nd, 2024, meeting.

Council authorized a \$12,346.50 grant from the Community Builder Partnership Fund to support Echo Lacombe's Cranna Lake Trail Solar Lighting Project.

# **8. In Camera**

## **8.1 Labour (FOIP Section 17)**

- Council approved the appointment of Edna MacLeod to the Downtown Area Redevelopment Plan Advisory Committee with a term starting May 28, 2024, and ending May 27, 2025.

- Council approved Derek Layden's appointment to the Downtown Area Redevelopment Plan Advisory Committee for a term starting May 28, 2024, and ending May 27, 2025.
- Council appointed Holly Elliott to the Lacombe Arts Endowment Committee with a term starting June 1, 2024, and ending December 31, 2025.

## **8.2 Legal (FOIP Section 16)**

Council approved the proposed Echo Energy prudential financing change.

### ***\*The next scheduled Council Meetings:***

***- Monday, June 10<sup>th</sup>, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***

***- Monday, July 8<sup>th</sup>, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***

***- Monday, August 12<sup>th</sup>, 2024 – Regular Council Meeting at 5:30 p.m. – City Hall***

**Programming Highlights:**

- The Little Stars Kinders came for Story Time. We read a Pirate Story and made a pirate paper bag puppet.
- We had our first Monday evening Pajama Story Time on Monday May 13 at 6:15 pm. Looking forward to resuming this class in September!
- This month we added a weekly 9:30 am Baby & Toddler Time class on Thursdays. The moms were very happy we offer this class at this time. We have also added evening classes on a Wednesday 6:15-6:45 and 7:00-7:45.
- In the Growing Minds Stem class, we made erupting volcanoes using baking soda and vinegar.





**Programming Highlights:**

- The walking club has started up and we are hoping to add further walks on the weekend soon.
- We have begun planning for our summer reading program and are excited to offer our Library Loonie earning program to the older kids.
- The art club seems to be a hit with the kids! We are full right now in that class and the kids seem interested in going throughout the summer!
- We once again start preparations for our summer LARP and are creating costumes and personas for our characters.



**Statistics: 2024 Stats**

	<b>2024 YTD</b> Total Sessions	<b>2024 YTD</b> Total Participants	<b>2023</b> Total Sessions	<b>2023</b> Total Participants
<b>Children's</b>	313	1879	701	5135
<b>Young Adult</b>	51	252	48	190
<b>Adult</b>	129	564	158	729
<b>Multigenerational</b>	37	2124	38	932
<b>Outreach</b>	10	695	33	1713
<b>Virtual sessions</b>	11	23	61	222

---

**Subject:**

Raise risk literacy with these summer resources!

---

**From:** Be Prepared <[beprepared@gov.ab.ca](mailto:beprepared@gov.ab.ca)>

**Sent:** Wednesday, May 29, 2024 9:15 AM

**To:** Jamie Hoover <[JHoover@blackfalds.ca](mailto:JHoover@blackfalds.ca)>

**Subject:** Raise risk literacy with these summer resources!

# Be Prepared for the Summer Hazard Season

An overview of free resources available on [Alberta.ca](https://alberta.ca) to help community leaders champion preparedness public education efforts at the local level.

Sharable resources for your community to encourage disaster risk reduction actions.

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## Extreme heat

1. [Webpage](#): Extreme heat
2. [Infographic](#): Be prepared for extreme heat
  1. Available in 9 different languages
3. [Information sheet](#): Extreme heat: before the heat
4. [Information sheet](#): Extreme heat: general public
5. [Information sheet](#): Extreme heat: seniors
6. [Toolkit](#): Resources to support communications to your community about extreme heat
7. [Video](#): How to prepare for extreme heat



Prep tip: Don't forget to include your pets when planning for extreme heat events.

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## Wildfires

1. [Webpage: Wildfire preparedness](#)
2. [Webpage: Prepare to evacuate](#)
3. [Fact sheet: Wildfires](#)
4. [Fact sheet: Evacuation](#)
5. [60 Second Emergency Tip video: How can you prepare for a wildfire?](#)
6. [FireSmart tips and strategies](#)

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## Power and water outages

1. [Webpage:](#) Water shortages
2. [Webpage:](#) Power outages
3. [Webpage:](#) Drought
4. [Webpage:](#) Build an emergency kit
5. [Fact sheet:](#) Water shortage preparedness
6. [60 Second Emergency Tip Video:](#) How can you prepare for an outage?
7. [60 Second Emergency Tip Video:](#) What goes in your emergency kit?



Prep tip: Store bottled water for drinking, cooking and hygiene.

---

## Floods

1. [Webpage:](#) Flood preparedness
2. [Fact sheet:](#) Flood preparedness
3. [Fact sheet:](#) What to do after a flood

4. [60 Second Emergency Tip video](#): How can you prepare for a flood?
  5. [Video](#): 3 reasons why you should prepare your home or property from flooding
- 

## Severe storms

1. [Webpage](#): Thunderstorms, lightning, heavy rain and hail
2. [Webpage](#): Tornadoes and extreme winds
3. [Fact sheet](#): Thunderstorms, lightning and hail
4. [Fact sheet](#): Severe weather
5. [Fact sheet](#): Tornadoes and extreme winds
6. [Fact sheet](#): Shelter in place - Severe weather
7. [60 Second Emergency Tip Video](#): How you can prepare for a tornado?





## Be Prepared program

Strategy and Systems Support Branch  
Alberta Emergency Management Agency  
Public Safety and Emergency Services  
Government of Alberta

[beprepared@gov.ab.ca](mailto:beprepared@gov.ab.ca)

Learn about the [Be Prepared program](#)



 YourAlberta (Government of Alberta)

 YourAlberta (Government of Alberta)

 YourAlberta (Government of Alberta)

 Alberta Public Safety and Emergency Services

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EMERGENCY SERVICES, GOVERNMENT OF ALBERTA, all rights reserved.*

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## SPECIAL EVENT PERMIT APPLICATION

*\*Please refer to the Special Event Permit Guidelines prior to filling out this application*

### APPLICANT INFORMATION

Organization Name: Town of Blackfalds

Name of Event Organizer: Sean Barnes

Phone Number: 403-885-4677

Mailing Address & Postal Code: Box 220

Email Address: sean@blackfalds.ca

Event Day On-Site Supervisor: Sean Barnes

Cell Phone: 403.357.7587

### GENERAL EVENT INFORMATION

Event Name: Global FMX Moto X Performance

Event Date(s): June 13, 2024

Location: Eagle Builders Centre

Event Start Time: 6:30 PM

Event Finish Time: 7:30 PM

Set-up to begin on: June 13

Time: 12:00

AM/  PM

Takedown to end by: June 13

Time: 8:30

AM/  PM

Number of Participants: 5

Number of Spectators: 1000

### DESCRIPTION OF EVENT

Moto X Big Air Performance in Eagle Builders Centre Parking Lot. Need to close off parking lot area in to East of Library.

Personal information on this form will be used strictly for obtaining the prescribed consent. This information 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. Questions regarding the collection and use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.



## DETAILED EVENT INFORMATION

*\*All event information is subject to the approval of the Town of Blackfalds*

**Will your event include any of the following:**

**Food and Non-alcoholic Beverages?**

YES  NO

If YES, will they be sold or served?

SOLD  SERVED

**Alcoholic Beverages:**

YES  NO

If YES, will they be sold or served?

SOLD  SERVED

**Merchandise Sales:**

If YES, please specify what will be sold:

YES  NO

Performers will sell merchandise after the performance.

**Will donations in any form be solicited/accepted?:**

YES  NO

If YES, please specify the means of solicitation:

**Do you plan to erect temporary structures/tents:**

YES  NO

If YES, describe and give the quantity along with the sizes of each:

Moto X show will have a temporary jump and landing ramp set up on June 13 in EBC parking lot.

*\*Call Alberta First Call at 1.800.242.3447 to arrange utility location where spiking or staking is requested.*

**Stages, Inflatable Structures, Portable Toilets, Dumpsters, Fences and Barricades, and other structures:**

If you are planning to erect, install, or use any of these structures, please describe sizes and quantities of individual structures:

Barricades blocking vehicle access to part of Eagle Builders Centre parking lot.

## DETAILED EVENT INFORMATION

### Promotional Signs or Banners:

Do you plan to use promotional signs or banners?  YES  NO

If YES, please specify sign size, sign type and how many:

### Amplified Sound:

*\*Must comply with the Community Standards Bylaw*

Do you plan to use any device to amplify sound?  YES  NO

If YES, please specify what type:  LIVE  RECORDED

Will you require access to electrical power?  YES  NO

If YES, please specify where, for what purpose, and the amperage/voltage required:

Will your event require security?  YES  NO

If YES, please specify what security measures have been planned:  
*(Ex. Overnight security provided by event volunteers, or hiring of security company, etc.)*

### First Aid / Emergency Response Planning:

Please outline your plan for first aid services and emergency response/evacuation in case of an incident:  
*(Feel free to attach a separate Emergency Response Plan, if applicable)*

All Town vehicles are equipped with first aid kits, emergency response plans are communicated with performers and all Town staff are first aid certified.

Are you requesting permission to operate vehicles on Blackfalds parks or trails?  YES  NO

*\*There are no motorized vehicles permitted on the Town of Blackfalds parks or trails.  
 The Town of Blackfalds may consider granting vehicle access if there is a reasonable request by the event organizer*

If YES: Number of Vehicles: \_\_\_\_\_ Type(s) of Vehicles: \_\_\_\_\_

DETAILED EVENT INFORMATION		
<b>Will your event feature any pyrotechnic devices?</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<i>*If YES, please contact Blackfalds Emergency Services at 403.885.4144</i>		
<b>Special Considerations (ex. Horse Drawn Carriage):</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If YES, please specify details:		
Moto X bikes can be loud.		
<b>Will your event require the full or partial closure of roads or streets?</b>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, list the name of all roads/streets requested for full or partial closure:		
Moto X Big Air Performance in Eagle Builders Centre Parking Lot. Need to close off parking lot area in to East of Library.		
Specify timeframe involved in closures: <i>* Attach a map of road closure locations, including where the barricades should be places</i>		
12:00PM - 8:30 PM		

**Route Map**

If your event is a Run, Walk, Parade or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to review from Town of Blackfalds Administration.

**Site Map**

Please provide a site map that indicates the precise location of all sources of amplified sound, temporary structures/tents, stages, inflatables, portable toilets, dumpsters, fences, barricades and other structures, proposed driving paths for all equipment and supply vehicles, location of alcohol, food and merchandise service. All site maps are subject to the approval of The Town of Blackfalds.

**Insurance**

Valid certificate of insurance, showing a minimum liability amount of \$2,000,000.00 and will include the Town of Blackfalds as an additional insured for the date(s) of the event.

**Emergency Response Plan**

Please provide a plan of how you intend to deal with an emergency situation or the potential evacuation from the site.

## APPLICANT

Each party shall indemnify and save harmless the other party to the Agreement, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties actions.

Personal information on this form will be used strictly for obtaining the prescribed consent. This information 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.* Questions regarding the collection and use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

I affirm that I am 18 years of age or older and all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and the Town of Blackfalds bylaws, and agree to abide by them.

**Signature of this document indicates your acknowledgment of the above requirements.**

**Sean Barnes**



**Name of Applicant (please print)**

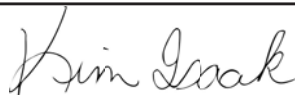
**Signature of Applicant**

**Please submit your completed Special Event Permit application:**

<b>Email:</b> events@blackfalds.ca	<b>Mailing Address:</b> Civic Cultural Centre Box 220, 5018 Waghorn St, Blackfalds, AB TOM OJO
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### FOR OFFICE USE ONLY

**Reviewed by:**

Emergency Management & Protective Services Director <input checked="" type="checkbox"/>	Infrastructure and Planning Services Director <input checked="" type="checkbox"/>
Community Services Director <input checked="" type="checkbox"/>	 <b>Signature of CAO or Designate</b>

## SPECIAL EVENT PERMIT APPLICATION

*\*Please refer to the Special Event Permit Guidelines prior to filling out this application*

### APPLICANT INFORMATION

Organization Name: Town of Blackfalds

Name of Event Organizer: Sean Barnes Phone Number: 403-885-4677

Mailing Address & Postal Code: Box 220

Email Address: sean@blackfalds.ca

Event Day On-Site Supervisor: Sean Barnes Cell Phone: 403.357.7587

### GENERAL EVENT INFORMATION

Event Name: Blackfalds Days Parade

Event Date(s): June 15, 2024

Location: Downtown Blackfalds

Event Start Time: 11:00 AM Event Finish Time: 12:30 PM

Set-up to begin on: June 15 Time: 9:00  AM/  PM

Takedown to end by: June 15 Time: 12:30  AM/  PM

Number of Participants: 150 Number of Spectators: 1000

### DESCRIPTION OF EVENT

Blackfalds Days Parade - Marshalling to be done south of railway tracks on East Railway Avenue  
 Parade Route same as passed years - Minto, Lansdowne Avenue (South), Broadway Avenue (from Minto to Waghorn),  
 Waghorn Street, Highway Avenue (Waghorn to Park Street), Park Street (Highway Avenue to Broadway Avenue).

Personal information on this form will be used strictly for obtaining the prescribed consent. This information 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. Questions regarding the collection and use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

## DETAILED EVENT INFORMATION

*\*All event information is subject to the approval of the Town of Blackfalds*

**Will your event include any of the following:**

**Food and Non-alcoholic Beverages?**

YES  NO

If YES, will they be sold or served?

SOLD  SERVED

**Alcoholic Beverages:**

YES  NO

If YES, will they be sold or served?

SOLD  SERVED

**Merchandise Sales:**

If YES, please specify what will be sold:

YES  NO

**Will donations in any form be solicited/accepted?:**

YES  NO

If YES, please specify the means of solicitation:

**Do you plan to erect temporary structures/tents:**

YES  NO

If YES, describe and give the quantity along with the sizes of each:

*\*Call Alberta First Call at 1.800.242.3447 to arrange utility location where spiking or staking is requested.*

**Stages, Inflatable Structures, Portable Toilets, Dumpsters, Fences and Barricades, and other structures:**

If you are planning to erect, install, or use any of these structures, please describe sizes and quantities of individual structures:

Portable Toilets at Parade marshalling area, and barricades along parade route.

## DETAILED EVENT INFORMATION

### Promotional Signs or Banners:

Do you plan to use promotional signs or banners?  YES  NO

If YES, please specify sign size, sign type and how many:

### Amplified Sound:

*\*Must comply with the Community Standards Bylaw*

Do you plan to use any device to amplify sound?  YES  NO

If YES, please specify what type:  LIVE  RECORDED

Will you require access to electrical power?  YES  NO

If YES, please specify where, for what purpose, and the amperage/voltage required:

Will your event require security?  YES  NO

If YES, please specify what security measures have been planned:  
*(Ex. Overnight security provided by event volunteers, or hiring of security company, etc.)*

### First Aid / Emergency Response Planning:

Please outline your plan for first aid services and emergency response/evacuation in case of an incident:  
*(Feel free to attach a separate Emergency Response Plan, if applicable)*

All Town vehicles are equipped with first aid kits, emergency response plans are communicated to parade entires and all Town staff are first aid certified.

Are you requesting permission to operate vehicles on Blackfalds parks or trails?  YES  NO  
*\*There are no motorized vehicles permitted on the Town of Blackfalds parks or trails.  
 The Town of Blackfalds may consider granting vehicle access if there is a reasonable request by the event organizer*

If YES: Number of Vehicles: \_\_\_\_\_ Type(s) of Vehicles: \_\_\_\_\_

DETAILED EVENT INFORMATION		
<b>Will your event feature any pyrotechnic devices?</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<i>*If YES, please contact Blackfalds Emergency Services at 403.885.4144</i>		
<b>Special Considerations (ex. Horse Drawn Carriage):</b>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please specify details:		
Horses in parade as well as other parade floats.		
<b>Will your event require the full or partial closure of roads or streets?</b>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, list the name of all roads/streets requested for full or partial closure:		
Minto, Lansdowne Avenue (South), Broadway Avenue (from Minto to Waghorn), Waghorn Street, Highway Avenue (Waghorn to Park Street), Park Street (Highway Avenue to Broadway Avenue).		
Specify timeframe involved in closures: <i>* Attach a map of road closure locations, including where the barricades should be places</i>		
10:00 AM - 12:30 PM		

**Route Map**

If your event is a Run, Walk, Parade or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to review from Town of Blackfalds Administration.

**Site Map**

Please provide a site map that indicates the precise location of all sources of amplified sound, temporary structures/tents, stages, inflatables, portable toilets, dumpsters, fences, barricades and other structures, proposed driving paths for all equipment and supply vehicles, location of alcohol, food and merchandise service. All site maps are subject to the approval of The Town of Blackfalds.

**Insurance**

Valid certificate of insurance, showing a minimum liability amount of \$2,000,000.00 and will include the Town of Blackfalds as an additional insured for the date(s) of the event.

**Emergency Response Plan**

Please provide a plan of how you intend to deal with an emergency situation or the potential evacuation from the site.



## APPLICANT

Each party shall indemnify and save harmless the other party to the Agreement, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties actions.

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I affirm that I am 18 years of age or older and all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and the Town of Blackfalds bylaws, and agree to abide by them.

**Signature of this document indicates your acknowledgment of the above requirements.**

**Sean Barnes**



**Name of Applicant (please print)**

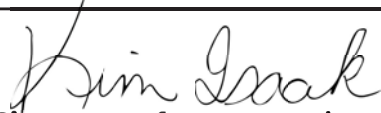
**Signature of Applicant**

**Please submit your completed Special Event Permit application:**

<b>Email:</b> events@blackfalds.ca	<b>Mailing Address:</b> Civic Cultural Centre Box 220, 5018 Waghorn St, Blackfalds, AB TOM OJO
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**FOR OFFICE USE ONLY**

**Reviewed by:**

Emergency Management & Protective Services Director <input checked="" type="checkbox"/>	Infrastructure and Planning Services Director <input checked="" type="checkbox"/>
Community Services Director <input checked="" type="checkbox"/>	 <b>Signature of CAO or Designate</b>

## SPECIAL EVENT PERMIT APPLICATION

*\*Please refer to the Special Event Permit Guidelines prior to filling out this application*

### APPLICANT INFORMATION

Organization Name: Town of Blackfalds

Name of Event Organizer: Sean Barnes

Phone Number: 403-885-4677

Mailing Address & Postal Code: Box 220, Blackfalds, Alberta T0M0J0

Email Address: sean@blackfalds.ca

Event Day On-Site Supervisor: Sean Barnes

Cell Phone: 403.357.7587

### GENERAL EVENT INFORMATION

Event Name: Blackfalds Days Fireworks

Event Date(s): 403.357.7587

Location: Sterling Industries Sports Park

Event Start Time: 10:30 PM

Event Finish Time: 11:00 PM

Set-up to begin on: June 15

Time: 1:00

AM/  PM

Takedown to end by: June 16

Time: 1:00

AM/  PM

Number of Participants: 15

Number of Spectators: 1000

### DESCRIPTION OF EVENT

Blackfalds Days Fireworks to be set off from vacant lot to the east of the protective services building. South street (between Leung Road and Vista Trail) will be closed before and during the fireworks show

Personal information on this form will be used strictly for obtaining the prescribed consent. This information 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. Questions regarding the collection and use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

## DETAILED EVENT INFORMATION

*\*All event information is subject to the approval of the Town of Blackfalds*

**Will your event include any of the following:**

**Food and Non-alcoholic Beverages?**

YES  NO

If YES, will they be sold or served?

SOLD  SERVED

**Alcoholic Beverages:**

YES  NO

If YES, will they be sold or served?

SOLD  SERVED

**Merchandise Sales:**

If YES, please specify what will be sold:

YES  NO

**Will donations in any form be solicited/accepted?:**

YES  NO

If YES, please specify the means of solicitation:

**Do you plan to erect temporary structures/tents:**

YES  NO

If YES, describe and give the quantity along with the sizes of each:

Fireworks crew will set up a tent.

*\*Call Alberta First Call at 1.800.242.3447 to arrange utility location where spiking or staking is requested.*

**Stages, Inflatable Structures, Portable Toilets, Dumpsters, Fences and Barricades, and other structures:**

If you are planning to erect, install, or use any of these structures, please describe sizes and quantities of individual structures:

## DETAILED EVENT INFORMATION

### Promotional Signs or Banners:

Do you plan to use promotional signs or banners?  YES  NO

If YES, please specify sign size, sign type and how many:

### Amplified Sound:

*\*Must comply with the Community Standards Bylaw*

Do you plan to use any device to amplify sound?  YES  NO

If YES, please specify what type:  LIVE  RECORDED

Will you require access to electrical power?  YES  NO

If YES, please specify where, for what purpose, and the amperage/voltage required:

Will your event require security?  YES  NO

If YES, please specify what security measures have been planned:  
*(Ex. Overnight security provided by event volunteers, or hiring of security company, etc.)*

### First Aid / Emergency Response Planning:

Please outline your plan for first aid services and emergency response/evacuation in case of an incident:  
*(Feel free to attach a separate Emergency Response Plan, if applicable)*

All facility sites have first aid stations, emergency response plans and all Town staff are first aid certified.

Are you requesting permission to operate vehicles on Blackfalds parks or trails?  YES  NO

*\*There are no motorized vehicles permitted on the Town of Blackfalds parks or trails.  
 The Town of Blackfalds may consider granting vehicle access if there is a reasonable request by the event organizer*

If YES: Number of Vehicles: \_\_\_\_\_ Type(s) of Vehicles: \_\_\_\_\_

DETAILED EVENT INFORMATION		
<b>Will your event feature any pyrotechnic devices?</b>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<i>*If YES, please contact Blackfalds Emergency Services at 403.885.4144</i>		
<b>Special Considerations (ex. Horse Drawn Carriage):</b>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please specify details:		
<b>Will your event require the full or partial closure of roads or streets?</b>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, list the name of all roads/streets requested for full or partial closure:		
South street will be closed between Leung Road and Vista Trail before and during the fireworks show.		
Specify timeframe involved in closures: <i>* Attach a map of road closure locations, including where the barricades should be places</i>		
10:00 PM - 12:30 AM		

**Route Map**

If your event is a Run, Walk, Parade or other activity in which participants will be following a course, then you must attach a separate map of the proposed route. All proposed routes are subject to review from Town of Blackfalds Administration.

**Site Map**

Please provide a site map that indicates the precise location of all sources of amplified sound, temporary structures/tents, stages, inflatables, portable toilets, dumpsters, fences, barricades and other structures, proposed driving paths for all equipment and supply vehicles, location of alcohol, food and merchandise service. All site maps are subject to the approval of The Town of Blackfalds.

**Insurance**

Valid certificate of insurance, showing a minimum liability amount of \$2,000,000.00 and will include the Town of Blackfalds as an additional insured for the date(s) of the event.

**Emergency Response Plan**

Please provide a plan of how you intend to deal with an emergency situation or the potential evacuation from the site.

## APPLICANT

Each party shall indemnify and save harmless the other party to the Agreement, its officers, agents and employees from and against all claims, demands, actions, losses, expenses, costs or damages of every nature and kind which the parties may incur or suffer as a result of the other parties actions.

Personal information on this form will be used strictly for obtaining the prescribed consent. This information 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.* Questions regarding the collection and use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

I affirm that I am 18 years of age or older and all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and the Town of Blackfalds bylaws, and agree to abide by them.

**Signature of this document indicates your acknowledgment of the above requirements.**

**Sean Barnes**



**Name of Applicant (please print)**


**Signature of Applicant**

**Please submit your completed Special Event Permit application:**

<b>Email:</b> events@blackfalds.ca	<b>Mailing Address:</b> Civic Cultural Centre Box 220, 5018 Waghorn St, Blackfalds, AB TOM OJO
---------------------------------------	------------------------------------------------------------------------------------------------------

### FOR OFFICE USE ONLY

**Reviewed by:**

Emergency Management & Protective Services Director <input checked="" type="checkbox"/>	Infrastructure and Planning Services Director <input checked="" type="checkbox"/>
Community Services Director <input checked="" type="checkbox"/>	 <b>Signature of CAO or Designate</b>



June 3, 2024

Town of Blackfalds

Dear Members of the Town of Blackfalds Council,

I hope this letter finds you well. I am writing to update you on the recent developments concerning the Victim Services Redesign in our region. We are pleased to inform you that the Central Alberta Regional Victim Serving Society (CARVSS) has officially begun its transition process as of April 1, 2024.

This significant change means that the Central Alberta Victim & Witness Support Society (CAVWSS) will cease its operations as of August 31, 2024. Subsequently, CARVSS will assume all operations starting September 1, 2024. Our primary goal during this transition is to ensure that there is no disruption in the vital services provided to the victims and witnesses in our community.

To facilitate a seamless transition, CAVWSS staff and detachment commanders from the Blackfalds RCMP detachment will be meeting with the CARVSS Director of Regional Operations and the Assistant Director of Regional Operations on June 10, 2024. During this meeting, we will discuss and finalize our transition plan, ensuring continuous and effective support services for the RCMP and the communities we serve.

For more detailed information about CARVSS and the services we offer, please visit our website at <https://volunteersuccess.com/organizations/central-alberta-regional-victim-serving-society> or feel free to email [info@carvss.ca](mailto:info@carvss.ca). Should you have any questions or require further clarification, you can also reach out to me directly at [admin@victimsupport.ca](mailto:admin@victimsupport.ca).

Thank you for your attention to this important matter. We look forward to working closely with you to continue providing exceptional support to our community members.

Warm regards,

*Shauna Wyatt*

Executive Director  
Central Alberta Victim & Witness  
Support Society  
Blackfalds RCMP Detachment  
403-885-3355

---

**MEETING DATE:** June 11, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**SUBJECT:** **Bylaw 1308.24 - Valley Ridge Estates Area Structure Plan**

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## **BACKGROUND**

The purpose of Bylaw 1308.24 is to repeal Bylaw 994/06 and all amendments thereto for the purposes of adopting an amended Area Structure Plan for the lands located in the Town of Blackfalds legally described as the NW 27-39-27-W4M.”

First Reading was given to Bylaw 1308.24 on May 14, 2024

- Notice of this Public Hearing was advertised in accordance with Section 606 of the *Municipal Government Act* and the Town of Blackfalds Public Notification Bylaw and Public Participation Policy;
- On the bulletin board in the Town’s Civic Centre, upstairs outside of Council Chambers;
- A hard copy of proposed Bylaw 1308.24 was available for viewing at the Town’s Civic Centre Front Counter (upstairs);
- June 2024 edition of “Talk of the Town”;
- On the Planning & Development website of the Town’s website commencing on May 17, 2024;
- Via email to all local authorities and agencies on May 16, 2024
- Via email to the Municipal Planning Commission on May 17, 2024
- Adjacent landowners to the lands subject to the 2024 amendments on May 16, 2024;
- In the May 30, 2024, and June 6, 2024, editions of the Lacombe Express; and
- On the Town’s social media channels in the weeks leading up to the Public Hearing.

The following written comments have been received to date:

- May 16, 2024, submission from ATCO Pipelines
- May 22, 2024, submission from Rogers
- May 24, 2024, submission from Alberta Transportation and Economic Corridors
- May 28, 2024, submission from North Red Deer River Water Services Commission
- May 28, 2024, submission from North Red Deer Regional Wastewater Services Commission
- May 28, 2024, submission from ATCO Gas
- May 29, 2024, submission from TELUS
- June 4, 2024, submission from Alberta Health Services

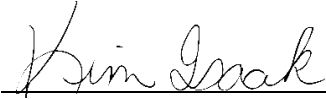
## **ATTACHMENTS**

- *May 16, 2024, submission from ATCO Pipelines*
- *May 22, 2024, submission from Rogers*
- *May 24, 2024, submission from Alberta Transportation and Economic Corridors*
- *May 28, 2024, submission from North Red Deer River Water Services Commission*
- *May 28, 2024, submission from North Red Deer Regional Wastewater Services Commission*
- *May 28, 2024, submission from ATCO Gas*
- *May 29, 2024, submission from TELUS*



- *June 4, 2024, submission from Alberta Health Services*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

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**Subject:** RESPONSE 24-1844 RE: Town of Blackfalds Public Hearing Notice - Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments

---

**From:** Circulations, HP <[HP.Circulations@atco.com](mailto:HP.Circulations@atco.com)>

**Sent:** Thursday, May 16, 2024 12:46 PM

**To:** Amanda Partridge <[APartridge@blackfalds.ca](mailto:APartridge@blackfalds.ca)>

**Subject:** RESPONSE 24-1844 RE: Town of Blackfalds Public Hearing Notice - Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).

Thank you,

**Vicki Porter**

Sr. Admin Coordinator, Engineering Ops

Gas Transmission

ATCO Pipelines and Liquids GBU

Email: [vicki.porter@atco.com](mailto:vicki.porter@atco.com)

---

**From:** Amanda Partridge <[APartridge@blackfalds.ca](mailto:APartridge@blackfalds.ca)>

**Sent:** Thursday, May 16, 2024 9:32 AM

**To:** Jolene Tejkl <[JTejkl@blackfalds.ca](mailto:JTejkl@blackfalds.ca)>

**Subject:** Town of Blackfalds Public Hearing Notice - Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments

**\*\*Caution – This email is from an external source. If you are concerned about this message, please report using Phish Alert Button in your Outlook for analysis.\*\***

Good Morning,

Attached is a Public Hearing Notice for Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments that has been set for Tuesday, June 11, 2024 at 7:00 p.m.

Please provide any written comments on or before noon, June 5, 2024 to:

Regular Mail or Town of Blackfalds Drop Off Box:

The Office of the CAO, c/o Executive & Legislative Coordinator

Box 220

5018 Waghorn Street, Blackfalds AB T0M 0J0

or Email: [info@blackfalds.ca](mailto:info@blackfalds.ca)

Thanks,

**Amanda Partridge** *(she/her)*

**Infrastructure and Planning Services Clerk**

---

**Subject:** Town of Blackfalds Public Hearing Notice - Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments  
**Attachments:** Public Hearing Notice Bylaw 1308.24.pdf

---

**From:** Chinwendu Nwachi <[Chinwendu.Nwachi@sjrb.ca](mailto:Chinwendu.Nwachi@sjrb.ca)>  
**Sent:** Wednesday, May 22, 2024 10:43 AM  
**To:** info <[info@blackfalds.ca](mailto:info@blackfalds.ca)>  
**Subject:** FW: Town of Blackfalds Public Hearing Notice - Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments

Hello,

Rogers has no concerns.

**Chinwendu Nwachi**  
Network Planner, Network Implementation - NAB  
[Chinwendu.Nwachi@sjrb.ca](mailto:Chinwendu.Nwachi@sjrb.ca)  
1.368.887.9718



---

**From:** Amanda Partridge <[APartridge@blackfalds.ca](mailto:APartridge@blackfalds.ca)>  
**Sent:** Thursday, May 16, 2024 9:32 AM  
**To:** Jolene Tejkl <[JTejkl@blackfalds.ca](mailto:JTejkl@blackfalds.ca)>  
**Subject:** Town of Blackfalds Public Hearing Notice - Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments

**ATTENTION:** This email originated outside of Shaw. Do not click links or open attachments unless you trust the sender and know the content is safe. Immediately report suspicious emails using the **Phish Alert Report button**.

Good Morning,

Attached is a Public Hearing Notice for Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments that has been set for Tuesday, June 11, 2024 at 7:00 p.m.

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The Office of the CAO, c/o Executive & Legislative Coordinator  
Box 220  
5018 Waghorn Street, Blackfalds AB T0M 0J0  
or Email: [info@blackfalds.ca](mailto:info@blackfalds.ca)

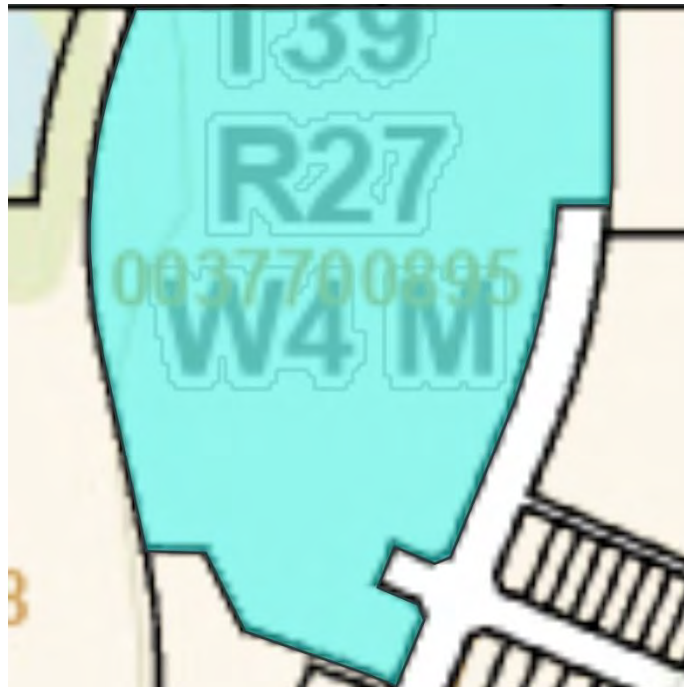
Thanks,

**Amanda Partridge** (*she/her*)  
**Infrastructure and Planning Services Clerk**

# Transportation and Economic Corridors Notice of Referral Decision

## Statutory Plan in Proximity of a Provincial Highway

<b>Municipality File Number:</b>	Bylaw 1308.24	<b>Highway(s):</b>	2A, 597
<b>Legal Land Location:</b>	QS-NW SEC-27 TWP-039 RGE-27 MER-4	<b>Municipality:</b>	Blackfalds
<b>Decision By:</b>	Anne Han	<b>Issuing Office:</b>	Central Region / Red Deer
<b>Issued Date:</b>	2024-05-24 09:16:08	<b>AT Reference #:</b>	RPATH0043206
<b>Description of Development:</b>	Public Hearing Notice Valley Ridge Estates ASP Bylaw No. 1308.24 Change the remnant residential portion of the community from low density residential (R 1-M) to a higher density residential (R-4)		



This will acknowledge receipt of your circulation regarding the above noted proposal. Transportation and Economic Corridors primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed development(s).

**Transportation and Economic Corridors offers the following comments and observations with respect to the proposed development(s):**

- We have reviewed the information provided and offer no objections in principle to Proposed Valley Ridge Estates ASP Bylaw No. 1308.24 amendment as noted above.
- Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable.
- Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information.

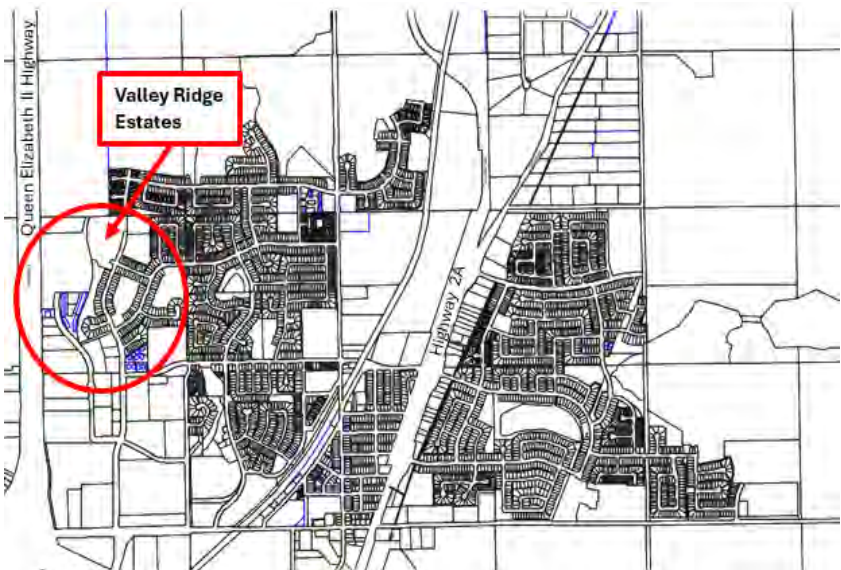


Issued by **Anne Han, Dev and Planning Tech**, on **2024-05-24** on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation and Economic Corridors Delegation of Authority*

**PUBLIC HEARING NOTICE**  
**VALLEY RIDGE ESTATES AREA STRUCTURE PLAN**  
**BYLAW NO. 1308.24**

Town of Blackfalds Council has given First Reading to Bylaw 1308.24 to adopt an updated Valley Ridge Estates Area Structure Plan (ASP) to guide the future subdivision and development of the remainder of the residential portion of the Valley Ridge Estates community, located in the NW 27-39-27-W4M on the east side of Town.

The Valley Ridge Estates ASP was originally adopted by Council in 2006. The developer has applied to amend the ASP to change the remnant residential portion of the community from low density residential to a higher density residential area to accommodate a future comprehensive townhouse development.



Town Council will hold a Public Hearing in Council Chambers for the purpose of receiving comments on the proposed amending Bylaw No. 1308.24:

**BYLAW 1308.24 PUBLIC HEARING**

Tuesday, June 11, 2024

Town of Blackfalds Civic Centre, Council Chambers (upstairs)  
5018 Waghorn Street, Blackfalds AB  
Commencing at 7:00 p.m.

A full copy of the proposed Bylaw, updated ASP, and an illustration of the proposed changes to the future development concept plan can be viewed on the Planning & Development page on the Town's website located at [www.blackfalds.ca/p/planning-development](http://www.blackfalds.ca/p/planning-development), under Public Hearing Notices. Copies may also be inspected at the Town Office Front Counter located upstairs at the Town's Civic Centre (5018 Waghorn Street) during regular business hours, 8:30 a.m. to 4:30 p.m., Mondays to Fridays.

Anyone attending the Public Hearing wishing to make a presentation will be given the opportunity to do so. If unable to attend the Public Hearing, **you may submit written comments on or before noon, June 5, 2024 to:**

Regular Mail or Town of Blackfalds Drop Off Box:  
The Office of the CAO, c/o Executive & Legislative Coordinator  
Box 220  
5018 Waghorn Street, Blackfalds AB T0M 0J0  
or Email: [info@blackfalds.ca](mailto:info@blackfalds.ca)

May 28, 2024

Town of Blackfalds  
The Office of the CAO, c/o Executive & Legislative Coordinator  
Box 220  
5018 Waghorn Street  
Blackfalds, AB T0M 0J0



Attention: Office of the CAO, c/o Executive & Legislative Coordinator

RE: Bylaw 1308.24 Valley Ridge Estates Area Structure Plan (ASP) Amendment  
NW 27-39-27-W4M  
Town of Blackfalds

To whom it may concern,

The North Red Deer River Water Services Commission has no comments or concerns with the Town of Blackfalds Amending Bylaw 1308.24 to update the Valley Ridge Estates ASP to change the remnant residential portion of the Valley Ridge Estates community from low density residential to a higher density residential area in NW 27-39-27-W4M, east side of the Town of Blackfalds.

If you have any questions or concerns, please contact myself or Iwa Post at 403.782.6666 or at [ipost@lacombe.ca](mailto:ipost@lacombe.ca).

Sincerely,

NORTH RED DEER RIVER WATER SERVICES COMMISSION

A handwritten signature in black ink, appearing to read "Jordan Thompson". The signature is stylized and fluid.

Jordan Thompson, CET, PMP  
CAO NRDRWSC  
Ph: 403-782-1268  
[jthompson@lacombe.ca](mailto:jthompson@lacombe.ca)

SENT VIA EMAIL: [info@blackfalds.ca](mailto:info@blackfalds.ca)

May 28, 2024

Town of Blackfalds  
The Office of the CAO, c/o Executive & Legislative Coordinator  
Box 220  
5018 Waghorn Street  
Blackfalds, AB ToM oJo

Attention: Office of the CAO, c/o Executive & Legislative Coordinator

RE: Bylaw 1308.24 Valley Ridge Estates Area Structure Plan (ASP) Amendment  
NW 27-39-27-W4M  
Town of Blackfalds

To whom it may concern,

The North Red Deer Regional Wastewater Services Commission has no comments or concerns with the Town of Blackfalds Amending Bylaw 1308.24 to update the Valley Ridge Estates ASP to change the remnant residential portion of the Valley Ridge Estates community from low density residential to a higher density residential area in NW 27-39-27-W4M, east side of the Town of Blackfalds.

If you have any questions or concerns, please contact myself or Iwa Post at 403.782.6666 or at [ipost@lacombe.ca](mailto:ipost@lacombe.ca).

Sincerely,

NORTH RED DEER REGIONAL WASTEWATER SERVICES COMMISSION



Jordan Thompson, CET, PMP  
CAO NRDRWWSC  
Ph: 403-782-1254  
[jthompson@lacombe.ca](mailto:jthompson@lacombe.ca)

SENT VIA EMAIL: [info@blackfalds.ca](mailto:info@blackfalds.ca)



---

**Subject:** FW: ATCO: Town of Blackfalds Public Hearing Notice - Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments

---

**From:** Danielle Nealon <DNealon@blackfalds.ca> **On Behalf Of** info  
**Sent:** Tuesday, May 28, 2024 5:10 PM  
**To:** Planning & Development Staff <planning\_development@blackfalds.ca>  
**Subject:** FW: ATCO: Town of Blackfalds Public Hearing Notice - Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments

---

**From:** Samarasena, Shanaka <[shanaka.samarasena@atco.com](mailto:shanaka.samarasena@atco.com)>  
**Sent:** Tuesday, May 28, 2024 3:39 PM  
**To:** info <[info@blackfalds.ca](mailto:info@blackfalds.ca)>  
**Cc:** Wong, Lennae <[lennae.wong@atco.com](mailto:lennae.wong@atco.com)>  
**Subject:** ATCO: Town of Blackfalds Public Hearing Notice - Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments

Hello,

ATCO has reviewed it and has no concerns. We have tracked this request and are working on it with Stantec.

Thank you

**Shanaka Samarasena**

Engineering Co-op Student, South District Engineering

Natural Gas

P. 825 989 2022

A. 7590 Edgar Industrial Dr, Red Deer AB Canada T4P 3R2

[ATCO.com](http://ATCO.com) [LinkedIn](#) [Facebook](#) [Instagram](#) [X](#)

The information transmitted is intended only for the addressee and may contain confidential, proprietary and/or privileged material. Any unauthorized review, distribution or other use of or the taking of any action in reliance upon this information is prohibited. If you receive this in error, please contact the sender and delete or destroy this message and any copies.

---

**Subject:** Town of Blackfalds Public Hearing Notice - Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments

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**From:** Amanda Partridge <APartridge@blackfalds.ca>  
**Sent:** Wednesday, May 29, 2024 8:54 AM  
**To:** Jolene Tejkl <JTejkl@blackfalds.ca>  
**Subject:** FW: Town of Blackfalds Public Hearing Notice - Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments

---

**From:** circulations . <[circulations@telus.com](mailto:circulations@telus.com)>  
**Sent:** Tuesday, May 28, 2024 12:56 PM  
**To:** Amanda Partridge <[APartridge@blackfalds.ca](mailto:APartridge@blackfalds.ca)>  
**Subject:** Re: Town of Blackfalds Public Hearing Notice - Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments

Good Day,

Thank you for including TELUS in your circulation.

At this time, TELUS has no concerns with the proposed activities.

Thanks

**Jaylene Perkins** (*she/her*)

**Real Estate Specialist | TELUS Land Solutions Team**  
**Customer Network Planning (CNP)**  
18811 107 Avenue NW, Edmonton, AB T5S 2L9

**The future is friendly®**

[circulations@telus.com](mailto:circulations@telus.com)

On Thu, May 16, 2024 at 9:32 AM Amanda Partridge <[APartridge@blackfalds.ca](mailto:APartridge@blackfalds.ca)> wrote:

Good Morning,

Attached is a Public Hearing Notice for Bylaw 1308.24 Valley Ridge Estates Area Structure Plan Amendments that has been set for Tuesday, June 11, 2024 at 7:00 p.m.

Please provide any written comments on or before noon, June 5, 2024 to:

Regular Mail or Town of Blackfalds Drop Off Box:

The Office of the CAO, c/o Executive & Legislative Coordinator

Box 220

5018 Waghorn Street, Blackfalds AB T0M 0J0

or Email: [info@blackfalds.ca](mailto:info@blackfalds.ca)

Thanks,

**Amanda Partridge** *(she/her)*

**Infrastructure and Planning Services Clerk**

**Town of Blackfalds**

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

T: 403.885.9679

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

June 4, 2024

Healthy Albertans.  
Healthy Communities.  
**Together.**

Town of Blackfalds  
Office of the CAO c/o Executive & Legislative Coordinator  
PO Box 220  
Blackfalds, AB T0M 0J0

Re: Land Use Bylaw Amending Bylaw 1308.24 and 1309.24

Thank you for the opportunity to review and provide comment on the proposed changes to the Valley Ridge Estates Area Structure Plan (ASP). Alberta Health Services-Safe Health Environments (AHS-SHE) assesses land-use proposals from a public health and health communities by design perspective. The standards for designing healthy communities are explained in detail in Healthy Built Environment Linkages: a toolkit for design, planning and health. This document is available at:

<http://www.bccdc.ca/health-professionals/professional-resources/healthy-built-environment-linkages-toolkit>. We encourage you to consider these five principles in strategic conversations.

**Neighbourhood Design:** Complete, compact, communities where people can live, work and play support physical, mental and social health. Connected neighbourhoods provide social supports and access to amenities to meet daily needs. AHS-SHE supports developing complete, compact and connected communities.

**Transportation Networks:** Prioritizing infrastructure to support active transportation modes can increase physical activity and reduce environmental impact. Connected, safe and accessible routes provide healthy mobility options for all. The Valley Ridge Estates ASP includes trail networks and sidewalks to encourage more active transport within the community allowing access to local facilities and businesses. AHS-SHE supports transportation options that are active, safe, and accessible for all.

**Housing:** Access to quality, suitable, affordable housing positively impacts physical and mental health. Diverse housing options help to meet the needs of all, including vulnerable populations. By changing the portion of NW 27-29-27-W4M from single-family to multi-family residential, the ASP is increasing the diversity of housing types and increasing affordability options for families in Blackfalds. AHS-SHE supports development of diverse and suitable housing options.

**Food Systems:** Access to quality, suitable, affordable housing positively impacts physical and mental health. -SHE supports local food systems that offer healthy food options for everyone.

**Natural Environments:** Access to natural areas promotes physical activity, social interactions, and mental health. Green spaces can improve air quality and reduce climate impacts, supporting a healthy and resilient ecosystem. The Valley Ridge Estates ASP includes many parks and recreational areas which encourages residents and visitors to spend more time outside and increases their opportunities to improve their health outcomes. AHS-SHE supports natural features and diverse green spaces in community plans.

Based on the information provided, AHS-SHE has no concerns with the proposed changes to the Valley Ridge Estates Area Structure Plan as detailed in Amending Bylaws 1308.24 and 1309.24. Within AHS, we are also pleased to launch the Alberta Health Communities Hub (<http://albertahealthycommunities.albertapreventscancer.ca/>) as a virtual gathering place to access resources and tools.

Sincerely,



Erin Teare, MPH, CPHI(C)  
Public Health Inspector  
Alberta Health Services- Safe Healthy Environments- Central Zone  
403-356-6383

---

**MEETING DATE:** June 11, 2024

**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator

**SUBJECT:** **Bylaw 1309.24 - Valley Ridge Estates Phase 6 Redistricting Pt. NW 27-39 - 27-W4M from R-1M District to R-4 District**

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## **BACKGROUND**

The purpose of Bylaw 1309.24 is to amend Schedule 'A' of Land Use Bylaw 1268.22 to redistrict Part of the NW 27-39-27-W4M to Residential High Density District (R-4), as shown on Schedule "B" of Bylaw 1309.24

First Reading was given to Bylaw 1309.24 on May 14, 2024

- Notice of this Public Hearing was advertised in accordance with Section 606 of the Municipal Government Act and the Town of Blackfalds Public Notification Bylaw and Public Participation Policy;
- On the bulletin board in the Town's Civic Centre, upstairs outside of Council Chambers;
- A hard copy of proposed Bylaw 1308.24 was available for viewing at the Town's Civic Centre Front Counter (upstairs);
- June 2024 edition of "Talk of the Town";
- On the Planning & Development website of the Town's website commencing on May 17, 2024;
- Via email to all local authorities and agencies on May 16, 2024
- Via email to the Municipal Planning Commission on May 17, 2024
- Adjacent landowners to the lands subject to the 2024 amendments on May 16, 2024;
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The following written comments have been received to date:

- May 24, 2024, submission from Alberta Transportation and Economic Corridors
- May 29, 2024, submission from TELUS
- June 4, 2024, submission from Alberta Health Services

## **ATTACHMENTS**

- *May 24, 2024, submission from Alberta Transportation and Economic Corridors*
- *May 29, 2024, submission from TELUS*
- *June 4, 2024, submission from Alberta Health Services*

## **APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



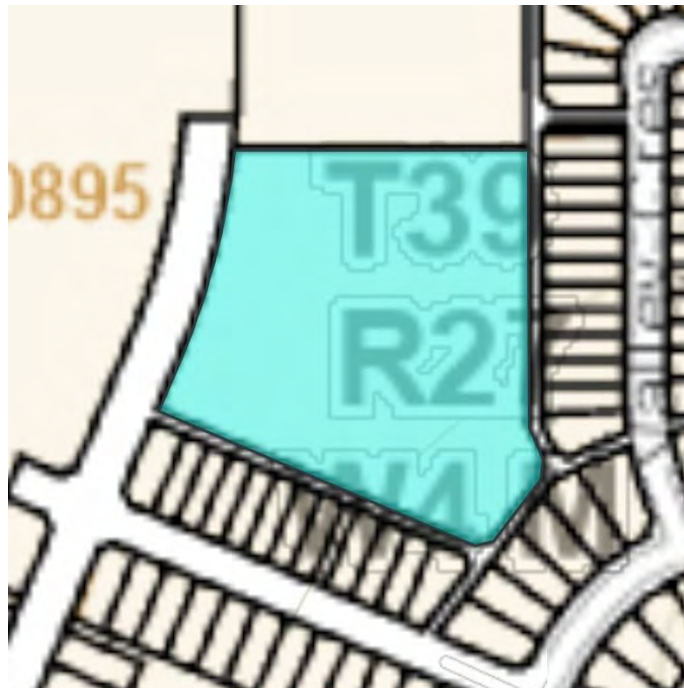
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Department Director/Author

# Alberta Transportation and Economic Corridors Notice of Referral Decision

## Land Use Bylaw amendment in proximity of a provincial highway

<b>Municipality File Number:</b>	Bylaw 1309.24	<b>Highway(s):</b>	2A, 597
<b>Legal Land Location:</b>	QS-NW SEC-27 TWP-039 RGE-27 MER-4	<b>Municipality:</b>	Blackfalds
<b>Decision By:</b>	Anne Han Development and Planning Technologist	<b>Issuing Office:</b>	Central Region / Red Deer
<b>Issued Date:</b>	2024-05-24	<b>AT Reference #:</b>	RPATH0043208
<b>Description of Development:</b>	Public Hearing Notice Land Use Bylaw Amending Bylaw No. 1309.24  Change the remnant residential portion of the community from low density residential (R1-M) to a higher density residential (R-4)		



This will acknowledge receipt of your circulation regarding the above noted proposal. Alberta Transportation and Economic Corridors primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed land use

amendment(s).

**Alberta Transportation and Economic Corridors offers the following comments and observations with respect to the proposed land use amendment (s):**

- We have reviewed the information provided and offer no objections in principle to the proposed Land Use Bylaw amendment, Bylaw No. 1309.24, as noted above.
- Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable.
- Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.

Please contact Alberta Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information.



Issued by **Anne Han, Dev and Planning Tech**, on **2024-05-24** on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation Delegation of Authority*



**PUBLIC HEARING NOTICE**  
**LAND USE BYLAW AMENDING BYLAW NO. 1309.24**

Town of Blackfalds Council has given First Reading to Land Use Bylaw Amending Bylaw No. 1309.24 specific to the Valley Ridge Estates community. The purpose of this Bylaw is to amend the Land Use Bylaw to redistrict Pt. NW 27-39-27-W4M from the current Residential Single Dwelling Medium Lot District (R-1M) to Residential High Density District (R-4) as shown in the sketch below.

Town Council will hold a Public Hearing in Council Chambers for the purpose of receiving comments on the proposed amending Bylaw No. 1309.24:

**BYLAW 1309.24 PUBLIC HEARING**

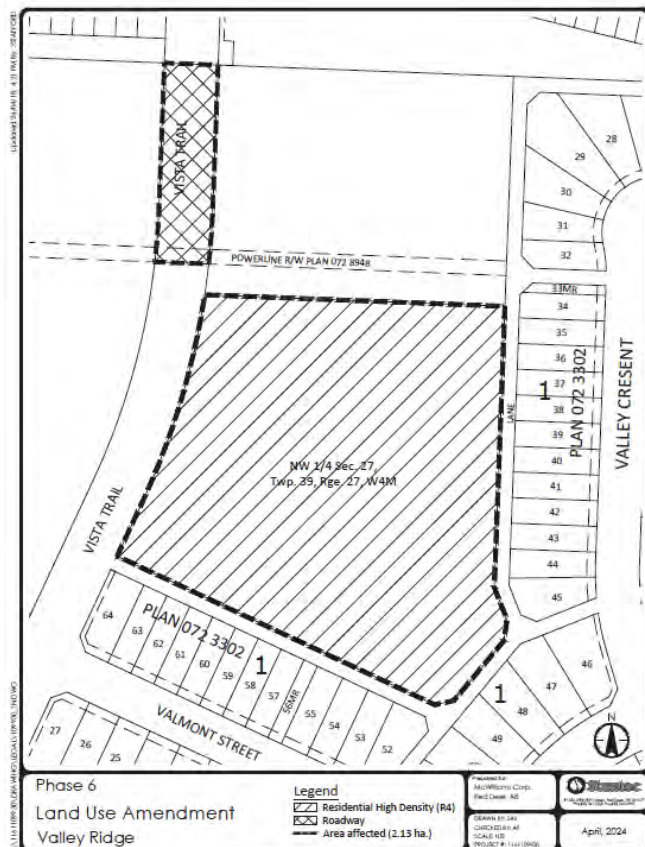
Tuesday, June 11, 2024

Town of Blackfalds Civic Centre, Council Chambers (upstairs)  
5018 Waghorn Street, Blackfalds AB  
Commencing at 7:00 p.m.

A full copy of the proposed Bylaw can be viewed on the Planning & Development page on the Town's website located at [www.blackfalds.ca/p/planning-development](http://www.blackfalds.ca/p/planning-development), under Public Hearing Notices. A copy may also be inspected at the Town Office Front Counter located upstairs at the Town's Civic Centre (5018 Waghorn Street) during regular business hours, 8:30 a.m. to 4:30 p.m., Mondays to Fridays.

Anyone attending the Public Hearing wishing to make a presentation will be given the opportunity to do so. If unable to attend the Public Hearing, **you may submit written comments on or before noon, June 5, 2024 to:**

Regular Mail or Town of Blackfalds Drop Off Box:  
The Office of the CAO, c/o Executive & Legislative Coordinator  
Box 220  
5018 Waghorn Street, Blackfalds AB T0M 0J0  
or Email: [info@blackfalds.ca](mailto:info@blackfalds.ca)



---

**Subject:** Town of Blackfalds Public Hearing Notice - Bylaw 1309.24 Valley Ridge Estates Land Use Bylaw Amendments

---

**From:** Amanda Partridge <APartridge@blackfalds.ca>  
**Sent:** Wednesday, May 29, 2024 8:54 AM  
**To:** Jolene Tejkl <JTejkl@blackfalds.ca>  
**Subject:** FW: Town of Blackfalds Public Hearing Notice - Bylaw 1309.24 Valley Ridge Estates Land Use Bylaw Amendments

---

**From:** circulations . <[circulations@telus.com](mailto:circulations@telus.com)>  
**Sent:** Tuesday, May 28, 2024 12:57 PM  
**To:** Amanda Partridge <[APartridge@blackfalds.ca](mailto:APartridge@blackfalds.ca)>  
**Subject:** Re: Town of Blackfalds Public Hearing Notice - Bylaw 1309.24 Valley Ridge Estates Land Use Bylaw Amendments

Good Day,

Thank you for including TELUS in your circulation.

At this time, TELUS has no concerns with the proposed activities.

Thanks

**Jaylene Perkins** (*she/her*)

**Real Estate Specialist | TELUS Land Solutions Team**  
**Customer Network Planning (CNP)**  
18811 107 Avenue NW, Edmonton, AB T5S 2L9

**The future is friendly®**

[circulations@telus.com](mailto:circulations@telus.com)

On Thu, May 16, 2024 at 9:38 AM Amanda Partridge <[APartridge@blackfalds.ca](mailto:APartridge@blackfalds.ca)> wrote:

Good Morning,

Attached is a Public Hearing Notice for Bylaw 1309.24 Valley Ridge Estates Land Use Bylaw Amendments that has been set for Tuesday, June 11, 2024 at 7:00 p.m.

Please provide any written comments on or before noon, June 5, 2024 to:

Regular Mail or Town of Blackfalds Drop Off Box:

The Office of the CAO, c/o Executive & Legislative Coordinator

Box 220

5018 Waghorn Street, Blackfalds AB T0M 0J0

or Email: [info@blackfalds.ca](mailto:info@blackfalds.ca)

Thanks,

**Amanda Partridge** *(she/her)*  
**Infrastructure and Planning Services Clerk**

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

T: 403.885.9679

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

June 4, 2024

Healthy Albertans.  
Healthy Communities.  
**Together.**

Town of Blackfalds  
Office of the CAO c/o Executive & Legislative Coordinator  
PO Box 220  
Blackfalds, AB T0M 0J0

Re: Land Use Bylaw Amending Bylaw 1308.24 and 1309.24

Thank you for the opportunity to review and provide comment on the proposed changes to the Valley Ridge Estates Area Structure Plan (ASP). Alberta Health Services-Safe Health Environments (AHS-SHE) assesses land-use proposals from a public health and health communities by design perspective. The standards for designing healthy communities are explained in detail in Healthy Built Environment Linkages: a toolkit for design, planning and health. This document is available at:

<http://www.bccdc.ca/health-professionals/professional-resources/healthy-built-environment-linkages-toolkit>. We encourage you to consider these five principles in strategic conversations.

**Neighbourhood Design:** Complete, compact, communities where people can live, work and play support physical, mental and social health. Connected neighbourhoods provide social supports and access to amenities to meet daily needs. AHS-SHE supports developing complete, compact and connected communities.

**Transportation Networks:** Prioritizing infrastructure to support active transportation modes can increase physical activity and reduce environmental impact. Connected, safe and accessible routes provide healthy mobility options for all. The Valley Ridge Estates ASP includes trail networks and sidewalks to encourage more active transport within the community allowing access to local facilities and businesses. AHS-SHE supports transportation options that are active, safe, and accessible for all.

**Housing:** Access to quality, suitable, affordable housing positively impacts physical and mental health. Diverse housing options help to meet the needs of all, including vulnerable populations. By changing the portion of NW 27-29-27-W4M from single-family to multi-family residential, the ASP is increasing the diversity of housing types and increasing affordability options for families in Blackfalds. AHS-SHE supports development of diverse and suitable housing options.

**Food Systems:** Access to quality, suitable, affordable housing positively impacts physical and mental health. -SHE supports local food systems that offer healthy food options for everyone.

**Natural Environments:** Access to natural areas promotes physical activity, social interactions, and mental health. Green spaces can improve air quality and reduce climate impacts, supporting a healthy and resilient ecosystem. The Valley Ridge Estates ASP includes many parks and recreational areas which encourages residents and visitors to spend more time outside and increases their opportunities to improve their health outcomes. AHS-SHE supports natural features and diverse green spaces in community plans.

Based on the information provided, AHS-SHE has no concerns with the proposed changes to the Valley Ridge Estates Area Structure Plan as detailed in Amending Bylaws 1308.24 and 1309.24. Within AHS, we are also pleased to launch the Alberta Health Communities Hub (<http://albertahealthycommunities.albertapreventscancer.ca/>) as a virtual gathering place to access resources and tools.

Sincerely,



Erin Teare, MPH, CPHI(C)  
Public Health Inspector  
Alberta Health Services- Safe Healthy Environments- Central Zone  
403-356-6383

---

**MEETING DATE:** June 11, 2024  
**PREPARED BY:** Jolene Tejkl, Planning & Development Manager  
**PRESENTED BY:** Jolene Tejkl, Planning & Development Manager  
**SUBJECT:** **Bylaw 1308.24 - Valley Ridge Area Structure Plan**

---

## **BACKGROUND**

The original Valley Ridge Estates Area Structure Plan (ASP), named the Blackfalds-Malibu ASP, was adopted by Council in 2006 to guide the future subdivision and development of the Valley Ridge Estates community located in the NW 27-39-27-W4M. Valley Ridge Estates is a mixed-use community on the Town's east end with various industrial, commercial, institutional and residential uses. The amended ASP before Council proposes to address the remnant residential portion of the community and change it from low density residential to a higher density residential area to accommodate a future comprehensive townhouse development.

Council gave First Reading to Bylaw 1308.24 at the May 14, 2024, Regular Council Meeting and set the Public Hearing for this evening's Regular Council Meeting:

### **Request for Decision, Bylaw 1308.24 - Valley Ridge Area Structure Plan**

Director Weran, on behalf of Manager Tejkl, presented the Valley Ridge Area Structure Plan Bylaw for Council's consideration of First Reading and subsequent setting of a Public Hearing for June 11, 2024, at 7:00 p.m.

**146/24** Councillor Dennis moved That Council give First Reading to Bylaw 1308.24 - Valley Ridge Estates Area Structure Plan.

**CARRIED UNANIMOUSLY**

**147/24** Councillor Svab moved upon giving First Reading to Bylaw 1308.24, That a Public Hearing date be set for June 11, 2024, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

## **DISCUSSION**

Since the adoption of the original ASP back in 2006, there have been several amendments over the years which included:

- The realignment of Duncan Avenue and Womacks Road,
- Identification of the Abbey Centre Site,
- Rezoning to residential areas and the addition of commercial uses and multi-family sites, and
- The removal of the previously identified Social Care/Place of Worship site.

When the developer came forward with these recent changes proposed to the ASP, they were asked to update the ASP with all of these previously approved amendments.

The amendments proposed under this 2024 amendment application are specific to the remnant residential portion, situated on the northern portion of the plan area on either side of Vista Trail. The ASP proposes to update the Development Concept to change the subject lands from the current Residential Single Dwelling Medium Lot District (R-1M) to a future Residential High Density District (R-4) site.

A copy of the proposed ASP is included in Attachment 2 with the proposed updates clearly shown in track changes.

Administration is supportive of the proposed amendments to the Valley Ridge Estates ASP for the following reasons:

1. The proposed amendment to the ASP is to increase the density of the future residential on the remaining parcels. The subject area is already zoned for future residential and the land has been proven to be able to accommodate future residential in the original governing ASP; there are no concerns about the subject lands being able to accommodate the proposed increased residential density.
2. Increased density is a way to provide housing options for people, which is supported in the Town of Blackfalds 2024-2026 Mid-Term Strategic Plan that identifies providing a range of housing to meet the needs of residents as one of the 6 top priorities.
3. Section 638(2) of the *Municipal Government Act* requires all ASP's be consistent with the Town's *Municipal Development Plan* (MDP). The Town's MDP contains policy direction regarding offering a range of housing types and forms (MDP Policies 5.2 and 5.6), and MDP Policy 5.1 directs future residential land uses to the areas identified in Map 2 Future Land Use Concept of the MDP. The proposed amendments are located in an area identified for future residential and meets the policy direction to offer a range of housing types and forms, therefore the proposed amendments are consistent with the MDP.

#### Pre-Council Consultation

In the spirit and intent of the Public Participation Policy, Lacombe County and adjacent landowners to the lands subject to the amendments were sent a letter describing the proposed changes, provided with a copy of the illustration in Attachment 3 of this report, and given an opportunity to provide preliminary comments.

A copy of the original and the proposed Valley Ridge Estates ASP's are posted on the Planning & Development page of the Town's website for viewing.

All preliminary comments received are in Attachment 4, and are summarized as follows:

- Expressed desire to have the properties developed in such a way that people have an opportunity to purchase the units.
- Concerns expressed about an increase in vehicle noise and speeding through the lane.

#### **FINANCIAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motions:

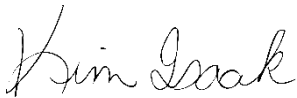
1. That Council give Second Reading to Bylaw 1308.24 – Valley Ridge Estates Area Structure Plan, as presented.
2. That Council give Third and Final Reading to Bylaw 1308.24 – Valley Ridge Estates Area Structure Plan, as presented.

**ALTERNATIVES**

- a) That Council give Second Reading to Bylaw 1308.24 – Valley Ridge Estates Area Structure Plan, as amended.
- b) That Council refers this item back to Administration for more information or amendments.

**ATTACHMENTS**

- *Bylaw 1308.24 – Valley Ridge Estates Area Structure Plan*
- *Valley Ridge Area Structure Plan – Track Changes Version*
- *Concept Plan showing Proposed Valley Ridge Estates ASP Changes*
- *Pre-Council Consultation Comments Received*

**APPROVALS**

Kim Isaak,  
Chief Administrative Officer



Department Director/Author



---

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO PROVIDE AN UPDATED FRAMEWORK FOR THE SUBSEQUENT SUBDIVISION AND DEVELOPMENT ON LANDS LEGALLY DESCRIBED AS THE NW 27-39-27-W4M.**

---

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* (“MGA”), being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, to repeal Bylaw 994/06 and all amendments thereto for the purpose of adopting an amended Area Structure Plan (ASP) for lands located in the Town of Blackfalds legally described as the NW 27-39-27-W4M.

**WHEREAS**, pursuant to Section 633(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, for the purposes of providing a framework for subsequent subdivision and development of an area of land, a Council may by bylaw adopt an area structure plan.

**WHEREAS**, the Valley Ridge Estates Area Structure Plan identifies the sequence of development proposed for the area, land uses proposed for the area, expected density of population proposed for the area generally, and the general location of major transportation routes and public utilities, as required by Section 633 of the MGA.

**WHEREAS**, the area of land upon which the ASP shall apply is legally described as NW 27-39-27-W4M.

**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 “Valley Ridge Estates Area Structure Plan”.
- 1.2 Schedule “A” shall form part of this Bylaw.

**PART 2 – VALLEY RIDGE ESTATES AREA STRUCTURE PLAN**

- 2.1 That the document entitled “Valley Ridge Estates Area Structure Plan” as Schedule “A” attached hereto is hereby adopted for the lands located in the Town of Blackfalds legally described as the NW 27-39-27-W4M.

**PART 3 – REPEAL**

- 3.1 That Bylaw 994/06 and all amendments thereto are hereby repealed upon this Bylaw coming into effect.

**PART 4 – DATE OF FORCE**

- 4.1 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**

DRAFT

**Valley Ridge Estates  
NW 27-39-27-4**

**AREA STRUCTURE PLAN  
Blackfalds, Alberta**



**Stantec Consulting Ltd.**

**Amended & Consolidated 2024  
Approved January 2006**

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Valley Ridge Blackfalds-Malibu AREA STRUCTURE PLAN

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## 1.0 INTRODUCTION

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### 1.1 PURPOSE

Stantec Consulting Ltd. on behalf of **McWilliams Corp.** has prepared the **Valley Ridge Blackfalds–Malibu Area Structure Plan (ASP)**, formally named the **Blackfalds Malibu Area Structure Plan**.

The purpose of the **Valley Ridge Blackfalds–Malibu Area Structure Plan** is to describe the land use framework and development objectives for the NW ¼ Section 27-39-27-4 in the Town of Blackfalds. This quarter section is bounded by Highway 2 on the west side and the Harvest Meadows Subdivision on the east side. The proposed development includes an area of approximately 62.6 hectares (154.7 acres). A wetland exists directly to the north-west and extends slightly on that corner of the site. Another wetland exists directly north of the site. Commercial and industrial sites are located south of the site. Highway 597 is located further south.

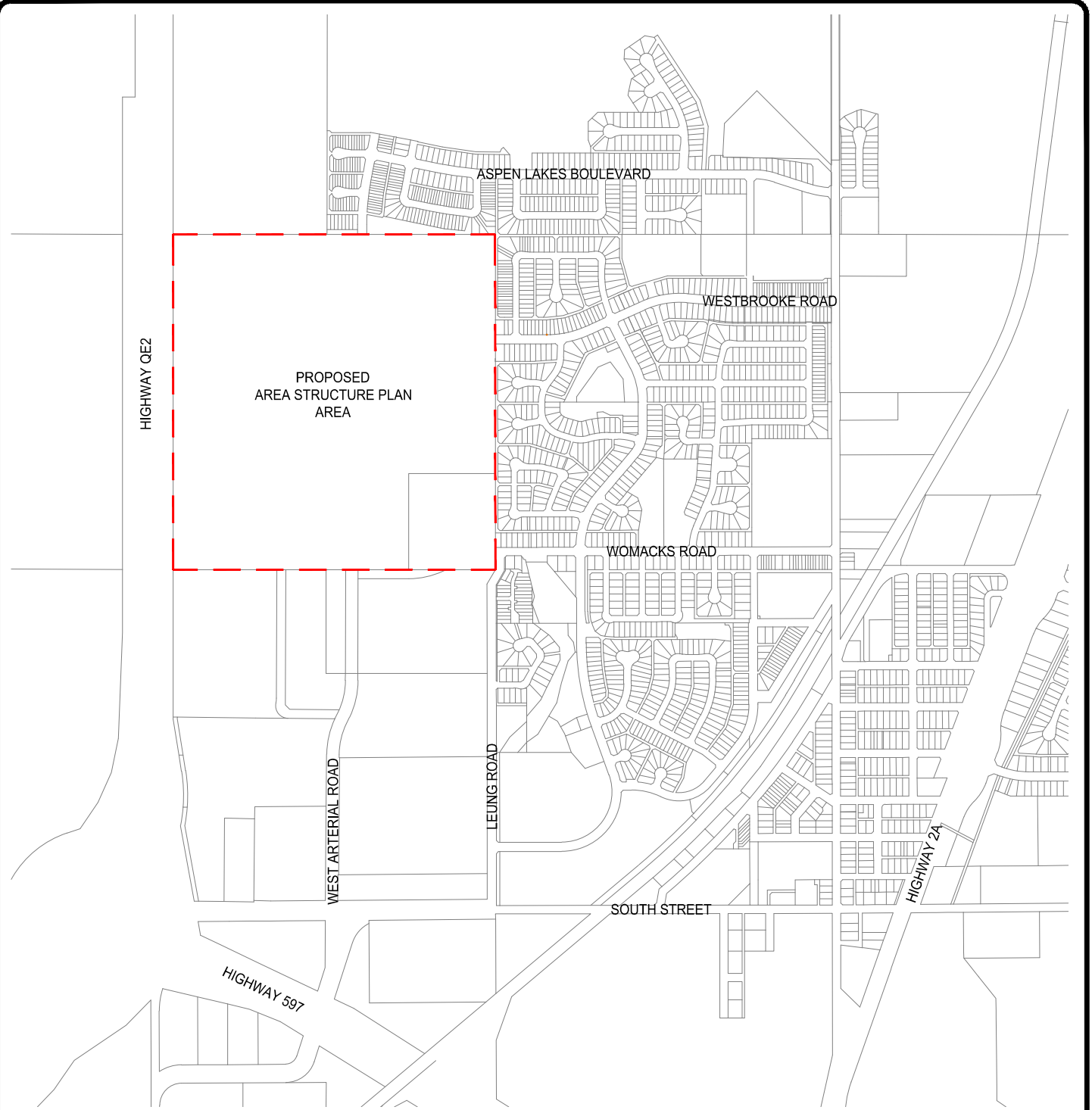
**McWilliams Corp.** is committed to developing balanced communities of residential, recreational, commercial and industrial properties with complimentary land uses. In order to achieve this, we have integrated the area with interconnected parks, open space linkages and high-quality residential opportunities. Together, these aspects will provide the Town of Blackfalds with a unique area for community development.

Approval of the Area Structure Plan will provide the basis for proceeding with **McWilliams Corp.** and the Town of Blackfalds' vision for this area. The Area Structure Plan provides the opportunity to develop the components of this vision in the initial phases of development through recreational amenities and a variety of housing forms and lifestyles.

The purpose of this document is to define the land use pattern and development objectives for the **Valley Ridge Blackfalds–Malibu** development. The Area Structure Plan will implement the land use framework and development objectives by identifying the type, size and location of various land uses, density of development, location of major roadways, conceptual servicing designs and sequence of development. Detailed design of each phase (redistricting and plans of subdivision) will refine the concept presented by this Area Structure Plan for the development.

#### 1.1.1 2024 Amendment

Since the approval of the **Blackfalds–Malibu Area Structure Plan** in 2006, now referred to as the **Valley Ridge ASP**, a number of land use and design changes have been implemented, as shown in **Appendix A – ASP Comparison Plan**. The 2024 ASP aims to amend the plan to reflect what has been constructed and update the land use for the last developable residential area located on the north side of the Plan area. Each amendment is further described in each



LEGEND  
 - - - - - ASP BOUNDARY



Figure 1  
 Location Plan  
 Valley Ridge Estates

Prepared for:  
 McWilliams Corp.  
 Blackfalds, Alberta



DRAWN BY: SAS  
 CHECKED BY: GCL  
 SCALE: 1:5,000  
 PROJECT #: 112871553

January, 2024

## Valley Ridge Blackfalds-Malibu AREA STRUCTURE PLAN

section of the ASP and referred to as 'Amendments 2024'. A summary of significant changes includes:

- Realignment of Duncan Ave
- Realignment of Womacks Road
- Identification of the Abbey Center Site
- Redesign of areas
- Residential land use changes
- Additional of multi-family sites
- Addition of Commercial uses
- Removal of Social Care/Place of Worship site

### 1.2 DEFINITION OF PLAN AREA

The Valley Ridge Blackfalds-Malibu Area Structure Plan consists of land located within the NW 27-39-27-4 and includes an area of approximately 62.6 hectares, as shown on **Figure 1.0 – Location Plan**.

The Valley Ridge Blackfalds-Malibu Area Structure Plan constitutes a logical planning unit with respect to identifiable plan boundaries and servicing considerations. The majority of the Plan area is under one titled landowner with the exception of the existing acreage in the southeast corner of the Plan. This acreage site currently also functions as a tree farm business.

#### 1.2.1 PLAN AREA 2024

Since the plans approval in 2006, approximately 75% of the Plan area has been developed for a variety of residential, commercial, industrial, and recreational uses. All developed areas have been constructed and transferred to property owners. The remaining undeveloped lands include 5.45 ha multi-family residential and 9.29 ha of light industrial.



## SITE CONTEXT & DEVELOPMENT CONSIDERATIONS

---

### 1.3 TOPOGRAPHY, SOILS, AND VEGETATION

As shown on **Figure 2.0 – Existing Conditions Plan**, the existing topography on these lands is very dramatic and significantly impacts the development of the Concept Plan. There is a notable elevation drop in the northwest corner of the quarter section. A significant ridge divides this portion of the Plan, adjacent to the Highway, to the remainder of the Plan area. There is also a large depression in the north end of the Plan and a large knoll in the southwest corner. The majority of the land, located east of the existing ridge, generally drains to the northeast corner of the Plan.

The soils in this area are expected to consist of primarily sand covered by a thin layer of topsoil, which are suitable for urban development.

There are several small tree stands existing on this property. These tree stands are concentrated in the northwest corner of the development adjacent to the existing wetland and in the southeast corner of the Plan in the existing acreage and directly west of the acreage. There are also a few small tree bluffs along the existing ridge.

#### 1.3.1 TOPOGRAPHY, SOILS, AND VEGETATION 2024

Since the majority of the Plan area has been graded and/or developed, the original vegetation and structures have been removed. The slope, tree stands, and wetlands in the north-west portion remain and will be addressed when development advances to these areas.

##### 1.3.1.1 Slope Assessment

A slope stability study was completed by ParklandGEO in 2024 to define the necessary setbacks. Stability analyses assess the risk to development near crest areas, and determine the suitable buffer distances required to protect against potential slope movements. Through the Slope Stability Assessment, the Plan Area is determined to be suitable for residential development based on two setback considerations:

- The crest is defined as the line where there is a distinct break in the grade at the top of the slope as determined by the intersection of the slope angle with the extension of the upland surface grade.
- The building setback line (BSBL) for proposed permanent residential structures on any lots backing onto the slopes, should be at least 5 m back from the crest.

## 1.4 SURROUNDING DEVELOPMENT

Of special consideration is the existing Harvest Meadows subdivision directly adjacent to the east side of the project site. It is important for the proposed layout of the new development to blend with this existing community.

The west side of the property is bordered by Highway 2 and is paralleled by the aforementioned Harvest Meadows Subdivision to the east. Highway 2 borders the site on the west. The land to the south of the site was recently redeveloped for light industrial. The land to the north is undeveloped and is currently used for agricultural purposes. There is an existing acreage located at the south east corner of the site and has been included in this Area Structure Plan.

### 1.4.1 SURROUNDING DEVELOPMENT 2024

Significant growth has occurred in adjacent areas over the last 15 years with development and recreation amenities. Developments adjacent to the Plan area include:

- North - the existing residential development of Aspen Lakes West is partially developed, with the remainder continuing to be farmland. A school has been identified within the neighbourhood and is expected to start construction in 2024.
- East – the neighbourhood of Harvest Meadows is completed.
- South – Lands to the south include a variety of industrial, educational, and recreational uses. Over the last few years, additional recreation amenities have been added, which include a pump track and skateboard park. A second school, Iron Ridge Secondary Campus, is scheduled to open in 2024.

## 1.5 EXISTING INFRASTRUCTURE

~~This development will be serviced by the existing storm, sanitary, and water mains located in the Westbrook and Womacks road right of ways. All of these existing utilities are directly adjacent to this development along the east boundary.~~

~~There are no existing gas lines or other shallow utilities located in the Plan area.~~

## 2.0 DEVELOPMENT OBJECTIVES & PRINCIPLES

---

### 2.1 DEVELOPMENT OBJECTIVES

The Valley Ridge Blackfalds-Malibu Area Structure Plan has been prepared as a comprehensively planned neighbourhood taking advantage of both the natural topography and location attributes of the area. The main objectives of the plan are:

- To provide a framework to deliver high quality, comprehensively planned residential, commercial, and Industrial areas by defining the general pattern and composition of land uses, linkages, servicing designs and development staging;
- To address and accommodate existing uses affecting the plan;
- To blend with the existing Town of Blackfalds through the use of appropriate design measures.
- To ensure the implementation of the plan takes place in an orderly and phased basis; and
- To provide passive and active recreational areas for use by the residents in this neighborhood
- To consider, and whenever possible, to embrace the history of the Town of Blackfalds through the design process.

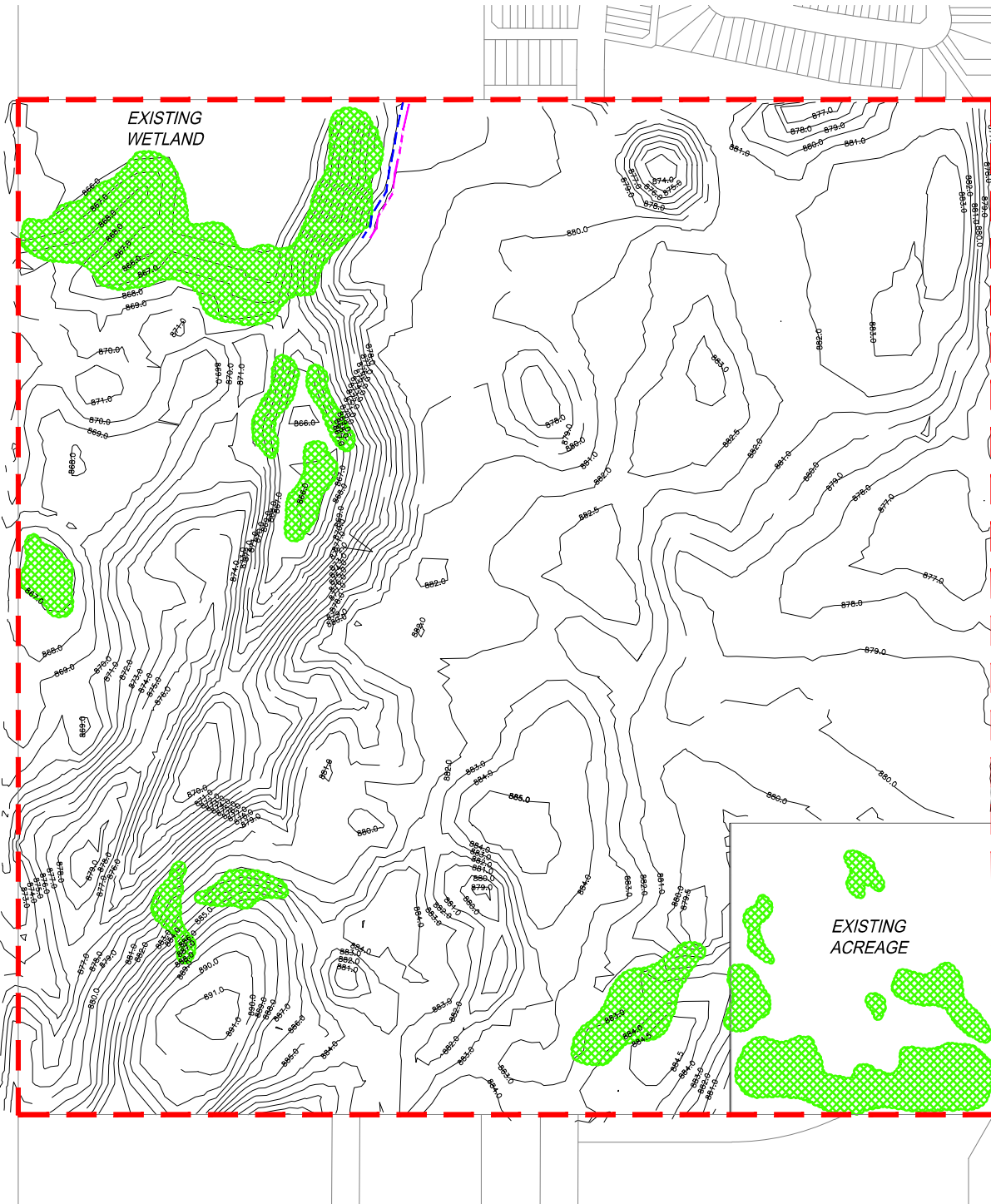
### 2.2 DEVELOPMENT PRINCIPLES

Development of the various land uses within the Valley Ridge Blackfalds-Malibu Area Structure Plan are defined through the following general principles:

#### 2.2.1 Residential

- Encourage a variety of housing types, from single detached housing to higher density multi-family units.
- All housing forms and options will recognize consumer preferences and be in conformance with municipal standards and policies set forth by the Town of Blackfalds.
- Encourage pedestrian friendly streetscapes and provide direct and safe pedestrian linkages to the community nodes, such as open space and recreational facilities.

HIGHWAY 2



LEGEND






-  CONTOURS
-  EXISTING TREES
-  TOP OF BANK
-  STRUCTURAL SETBACK LINE
-  ASP BOUNDARY



Figure 2  
 Existing Conditions  
 Valley Ridge Estates

Prepared for:  
 McWilliams Corp.  
 Blackfalds, Alberta



DRAWN BY: SAS  
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February, 2024

- Locate residential development to take advantage of features such as stormwater management facilities, linear parks and other open spaces, and utility corridors.
- Create residential development that compliments and provides continuity to the existing Town of Blackfalds.

### 2.2.2 Commercial and Industrial

- Concentrate industrial development adjacent to Highway 2 to take advantage of marketing the opportunities of the highway.
- Integrate the industrial area along the east of the site parallel to highway 2 and the natural swale.
- Locate and orient commercial sites along arterial and/or collector roadways to ensure high visibility and to provide convenient access opportunities.
- The site is of sufficient size to support a local convenience center to serve the Valley Ridge Blackfalds-Malibu development and surrounding area.
- Provide convenient pedestrian linkages to the commercial area and transit routes.
- A strong pedestrian link is planned along the swale that will act as a strong buffer between the residential and the industrial and commercial areas.

### 2.2.3 Municipal Reserves and Recreational Facilities

- Where possible and economically viable and sustainable, utilize future stormwater management facilities to provide pedestrian linkages and open space for passive or active recreational opportunities.
- Create open space linkages, which will be an amenity for passive recreation and serve as a means of pedestrian connectivity between the new development and the existing Town of Blackfalds.
- Allow for the provision of dispersed park space within the neighbourhood to provide open space and opportunities for recreation for residents through the dedication of Municipal Reserves.

### 2.2.4 Transportation

- Provide a logical, safe and efficient transportation system within the plan area to accommodate pedestrian, bicycle and other multi-use modes and the vehicular transportation needs of residents moving to, from and within the Valley Ridge Blackfalds-Malibu development as well as the adjacent areas.

- Provide non-vehicular circulation options throughout the neighborhood.
- Minimize walking distances by creating an interconnected street network.

### **2.2.5 Ecological Stewardship**

- Develop land in an efficient manner and encourage intensive urban development.
- Incorporate open spaces into compatible land uses such as the stormwater management facilities to optimize the use of these areas.
- Encourage naturalized landscaping on public and private lands to the extent acceptable to the Town of Blackfalds to minimize environmental and economic costs associated with their maintenance.
- Promote the development of open spaces and walkway linkages for pedestrian traffic and connect them to the surrounding areas.
- Encourage energy efficient construction and other innovative building and infrastructure techniques.

## 3.0 DEVELOPMENT CONCEPT

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### 3.1 NEIGHBOURHOOD UNIT

The development concept for the Valley Ridge Blackfalds-Malibu Area Structure Plan has been prepared in response to current and anticipated residential, commercial, and industrial market trends within the Town of Blackfalds and the Central Alberta Region. An analysis of these trends and an assessment of their implications assisted in shaping the Plan area with respect to the type, size and location of various land uses. Valley Ridge is designed to be a natural extension of the Towns growth to the west.

The development concept is shown on **Figure 3.0 - Development Concept**. The land use statistics, number of residential units and density are represented in Table 1 & 2.

### 3.2 RESIDENTIAL

The majority of land within the Valley Ridge Blackfalds-Malibu Development is intended for residential development. The remainder of the Plan area has been proposed for industrial and commercial uses.

A mix of residential dwelling units is provided and described based on market conditions and consumer preferences at the time of development. Residential density is anticipated to be 17.09 units per hectare. The lot depths will typically be around 35 meters for single-family housing. **Table 1 - Land Use Statistics**, and **Table 2 - Residential Units and Density** both show the relationship of area, units and projected density for the development.

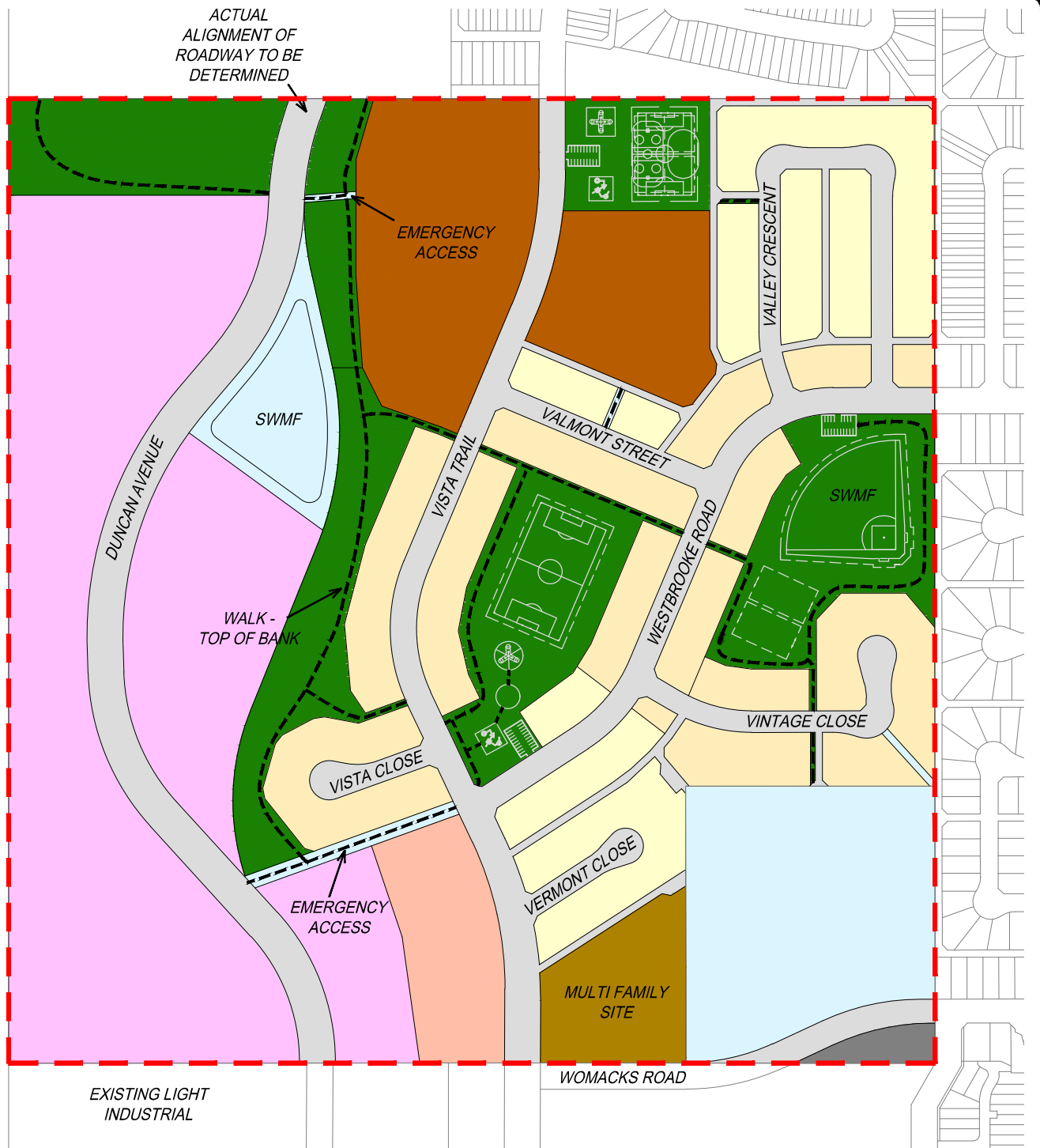
#### 3.2.1 Low Density Residential

The majority of the residential lots will be for low density single family detached homes. These lots, which will be zoned either R-1S or R-1M to appeal to a different market demands and price points. The R-1S lots will have a minimum lot width of 10.5 meters and the R-1M lots will have a minimum lot width of 12.5 meters. As shown on the Concept Plan, the R-1S lots are primarily concentrated in the northeast corner and south along Vista Trail of the development.

#### 3.2.2 Medium Density Residential

The need to provide additional and more affordable housing options is a priority for the Developer and the Town of Blackfalds. Three areas have been identified within the Plan area along Vista Trail and adjacent to open spaces. These sites have been located along Vista Trail to provide residents direct access to main roadways and reduce traffic impacts in lower density areas. All medium density areas are located in close proximity to either open space, trails, the Abbey Center, and commercial lands to provide safe and convenient access to neighbourhood amenities.

# HIGHWAY 2



### LEGEND

- R1-S - SINGLE FAMILY
- R1-M - SINGLE FAMILY
- R-2 - MULTI FAMILY
- R-4 - MULTI FAMILY
- C3 - COMMERCIAL
- I1 - LIGHT INDUSTRIAL
- PARKS & RECREATION
- PUBLIC FACILITY
- DC - DIRECT CONTROL
- TRAIL / MULTI-PURPOSE TRAIL
- ASP BOUNDARY



**Figure 3**  
**Development Concept**  
**Valley Ridge Estates**

Prepared for:  
 McWilliams Corp.  
 Blackfalds, Alberta



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The south multi-family site, with a land use of R-2 Residential Multi-Dwelling District, is a multi-unit development with direct access to the Abbey Center and the commercial site. The second and third multi-family sites are located in the north. These two parcels of land are intended to be developed together as one project. Housing options for this area, consistent with the R4 Residential High Density District uses, may include townhome units with and without attached garages. Both multi-family sites provide smaller, affordable housing options.

### **3.2.3 RESIDENTIAL AMENDMENTS 2024**

Rezoning of the residential areas have been generally consistent with the original approved ASP. The primary amendment to the residential area includes two parcels in the north that have been identified for R-4. These parcels are currently proposed to be developed as one project. The first development parcel is located east of Vista Trail and will advance to the west parcel.

Additional amendments have been presented for changes that were made prior to 2024, to clean up areas of the development concept related to the Abbey Center and market needs of smaller lots. General amendments for residential lands include:

- Removal of single family areas to support the Abbey Center and realignment of Womacks Road
- Moving south multi-family site to the south boundary and changing it from R-3 to R-2
- Addition of R-1S cul-de-sac (Vermont Close) above R-2 site
- Addition of R-1S along Westbrooke Road

## **3.3 PARKS, OPEN SPACE AND RECREATION AMENITIES**

As shown in the Concept Plan, the parks and open space system consist of Environmental Reserves, parks, an extensive trail system, and the Abbey Center. These parks and amenities have been distributed throughout the neighbourhood to ensure convenient access by all residents and supplement park spaces in adjacent neighbourhoods to provide larger and more usable areas.

### **3.3.1 Abbey Center**

Completed in 2014, the Abbey Center offers a variety of programed and non-programed activities for the Town of Blackfalds and surrounding communities. The Abbey Center provides indoor and outdoor playgrounds, a fitness center, a field house, an outdoor swimming pool, and a spray park. Valley Ridge is fortunate to have direct connections to the Abbey Center and recognizes its benefits of offering vast recreation options to the neighbourhood and Town.

### **3.3.2 Neighborhood Park and Trail System**

A large central park will be the focal point of the development serving as an access point to the residential areas of the development. This park has sufficient room to accommodate many active recreational uses, which will be determined by the needs of the Town when it comes time

to develop this area. Possible amenities could include a soccer field, a hockey rink, a multi purpose pad, a playground, or a combination of these uses.

A second park is planned at the north end of the development. This park will also function as an active recreational use for the neighborhood and surrounding neighborhoods. It could be developed with a playground or other use.

Along the boundary of Harvest Meadows an additional large park space is contemplated. Besides acting as a park amenity, this park will also serve a dual role in facilitating stormwater management for the residential areas. This facility may be developed as a dry stormwater detention pond or possibly as a constructed wetland style facility.

The dedicated pathway in this park system will connect to the sidewalks and streets through pathway openings between housing areas. These recreational trails will allow for an interconnected pedestrian system throughout the proposed development.

### **3.3.3 Existing Wetland**

The existing wetland area at the north west portion of the Plan area, along with adjacent tree stands, will be preserved. Areas around the wetland and a portion of the ridge will be designated as environmental and municipal reserves.

This wetland has been crown claimed, a designation meaning that avoidance is the highest priority for any wetland impacts. While the Valley Ridge concept plan does not identify any development within the wetland, Town of Blackfalds 2015 Transportation Master Plan does identify the extension of Duncan Avenue to the north, which is further described in Section 3.4 – Transportation.

Any development within or bordering this wetland will require additional coordination and approvals via Alberta Environment and Protection.

### **3.3.4 Boundary Treatments**

The west boundary of the planned residential area is clearly defined and separated from the industrial development by an industrial access road that provides strong boundary treatments. A landscaped linear park provides visual screening and a buffer between the industrial area to the west, the commercial development to the south, and the residential development. The change in elevation along this path also contributes to the separation of uses. As mentioned previously, a landscape concept will be prepared by a Landscape Architect and submitted to the Town for their approval once development proceeds.

Any possible noise disturbance issues related to Highway 2 will be looked at and resolved during the preparation of the related development agreement.

### **3.3.5 PARKS AND OPEN SPACE 2024**

Since 2006, a majority of the open space and parks have been completed as proposed in the originally approved ASP. With the development of the Abbey Centre, a small greenspace in the southeast corner was removed from the concept plan. Additional recreation amenities,

completed in recent years, south of Valley Ridge, further add to the options and connectivity of the open space network.

The remaining trails will be completed as part of future development phases.

### **3.4 TRANSPORTATION AND CONNECTIVITY**

#### **3.4.1 Duncan Avenue Extension**

As presented in the *2015 Transportation Master Plan*, Duncan Avenue will extend north, ultimately connecting to TWP RD 400. Duncan Avenue is an important transportation route for the success of industrial lands located along west Blackfalds. The northern extension of Duncan Avenue will need to cross a crown claimed wetland and require significant considerations from the industrial land Developer, owners of the western portion of SW34 39-27-W4, the Town of Blackfalds and Alberta Environment and Protection.

Due to the size, impacted area, and crown claimed status of the wetland, it is not feasible for the Developers of Valley Ridge to complete all required efforts for the design and approval of Duncan Avenue. Ongoing discussion will be required with the Town to determine the process, cost sharing, and responsibilities related to the Duncan Avenue extension.

##### **3.4.1.1 Emergency Access to the Industrial Area**

Two emergency accesses have been proposed to provide access to the industrial area should Duncan Avenue be blocked. Both access points are identified as public utility lots and constructed with a minimum 3.0m wide paved walkway with swing bollards installed at both ends.

The north access will be connected to an internal roadway network within the multi-family site. The owner of the site and the Town will enter into an access agreement to ensure that safe and accessible access is provided.

#### **3.4.2 Arterial and Collector Roadways**

The Valley Ridge Blackfalds-Malibu Area Structure Plan provides an extension of two collector roadways, Westbrook and Womacks road, to Vista Trail. A third collector connection via Vista Trail will extend north into the Community of Aspen Lakes west.

Collector roads will be constructed within 22.0 meter wide right-of-ways, as per the Town of Blackfalds specifications.

#### **3.4.3 Local Roadways**

The system of local roads has been planned to provide access to individual development cells while at the same time discouraging outside traffic from short cutting through local roads. Local roads will be designed with 18 meter right-of-ways, as per the Town of Blackfalds specifications.

### 3.4.4 Lanes

The majority of the Valley Ridge Blackfalds-Malibu development has been designed with the lots backing onto laneways, with the exception of any lots that back onto green spaces. Rear laneways are shown as 6.0 meters wide.

Special consideration of the landscape adjacent to the lanes facing the existing roadway will occur. Screening of these lanes will be done through the use of various landscape materials.

### 3.4.5 Pedestrian Routes

Pedestrian connections between proposed open spaces and the nearby existing subdivision have been accounted for in that the principle of the pedestrian system is that all foot traffic from and to the open space system will feed into the north/south roadway spine serving as a backbone for the pedestrian traffic. The pedestrian network connects dedicated pathways to the sidewalks and streets through pathway openings between housing areas.

### 3.4.6 TRANSPORTATION 2024

Since 2006, two realignments have been made to the original transportation network, Duncan Avenue and Womacks Road. Womacks Road was realigned to the south to create a larger parcel for the Abbey Centre. Duncan Avenue was realigned to create more ideal, developable sites on both sides of the road.

The 2024 ASP will also remove some local roadways and laneways on the proposed multi-family sites in the north. Each site will provide internal roads and parking, which will be presented as part of future Development Permits.

### 3.5 TABLE 1 – LAND USE STATISTICS

	Area (ha)	Area (ac)	% of NDA
<b>Gross Developable Area</b>	<b>62.54</b>	<b>154.54</b>	
Environmental Reserve	2.63	6.50	
<b>Net Developable Area</b>	<b>59.91</b>	<b>148.04</b>	<b>100.0%</b>
<b>Residential</b>	<b>19.42</b>	<b>47.99</b>	<b>32.4%</b>
<b>Single Family</b>	<b>12.58</b>	<b>31.10</b>	<b>21.0%</b>
R1M	7.47	18.47	12.5%
R1S	5.11	12.63	8.5%
<b>Multi-Family</b>	<b>6.84</b>	<b>16.89</b>	<b>11.4%</b>
R2	1.39	3.44	2.3%
R4	5.45	13.45	9.1%
<b>Commercial/Industrial</b>	<b>16.79</b>	<b>41.49</b>	<b>28.0%</b>
C3	1.59	3.94	2.7%
Direct Control	0.26	0.65	0.4%
I1	14.94	36.91	24.9%
<b>Open Space</b>	<b>14.30</b>	<b>35.35</b>	<b>23.9%</b>
Parks and Recreation	8.32	20.56	13.9%
Abbey Centre	4.23	10.45	7.1%
Public Facility	5.99	14.79	10.0%
<b>Roadways</b>	<b>9.39</b>	<b>23.21</b>	<b>15.7%</b>

\*Some Open Space used for stormwater management will not be creditable M.R. This will be determined at detailed design phase and is estimated at approximately 1 ha

### 3.6 TABLE 2 - RESIDENTIAL UNITS AND DENSITY

Land Use	Developable Area* (ha)	Units	Density (u/ha)
Single family (R-1S/R-1M)		300	
Multi family (R2/R4)		340	
<b>Total</b>	<b>37.44</b>	640	17.09

\*DA = GDA – Commercial – Industrial – Environmental Reserve – Abbey Centre

## 4.0 ENGINEERING SERVICES

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### 4.1 EXISTING INFRASTRUCTURE

This development will be serviced by the existing storm, sanitary, and water mains located in the Westbrook and Womacks road right-of-ways. All of these existing utilities are directly adjacent to this development along the east boundary. All utilities and servicing connections will be constructed in accordance with the Utility Bylaw requirements, and determined at the detailed design stage.

There are no existing gas lines or other shallow utilities located in the Plan area.

### 4.2 STORMWATER DRAINAGE

Two stormwater management facilities (SWMF) are incorporated into the layout for the Valley Ridge Blackfalds-Malibu development to properly manage and control major storm events. The first pond is located within the northern portion of the industrial area, a second pond is located along the east boundary within the residential areas. The pond within the industrial area is envisioned as a wet pond, with the second being dry, allowing for recreation amenities at the bottom of the pond. Both SWMF's will be designed to accommodate 1:100 year stormwater flows and restrict flows to predevelopment rates from this site.

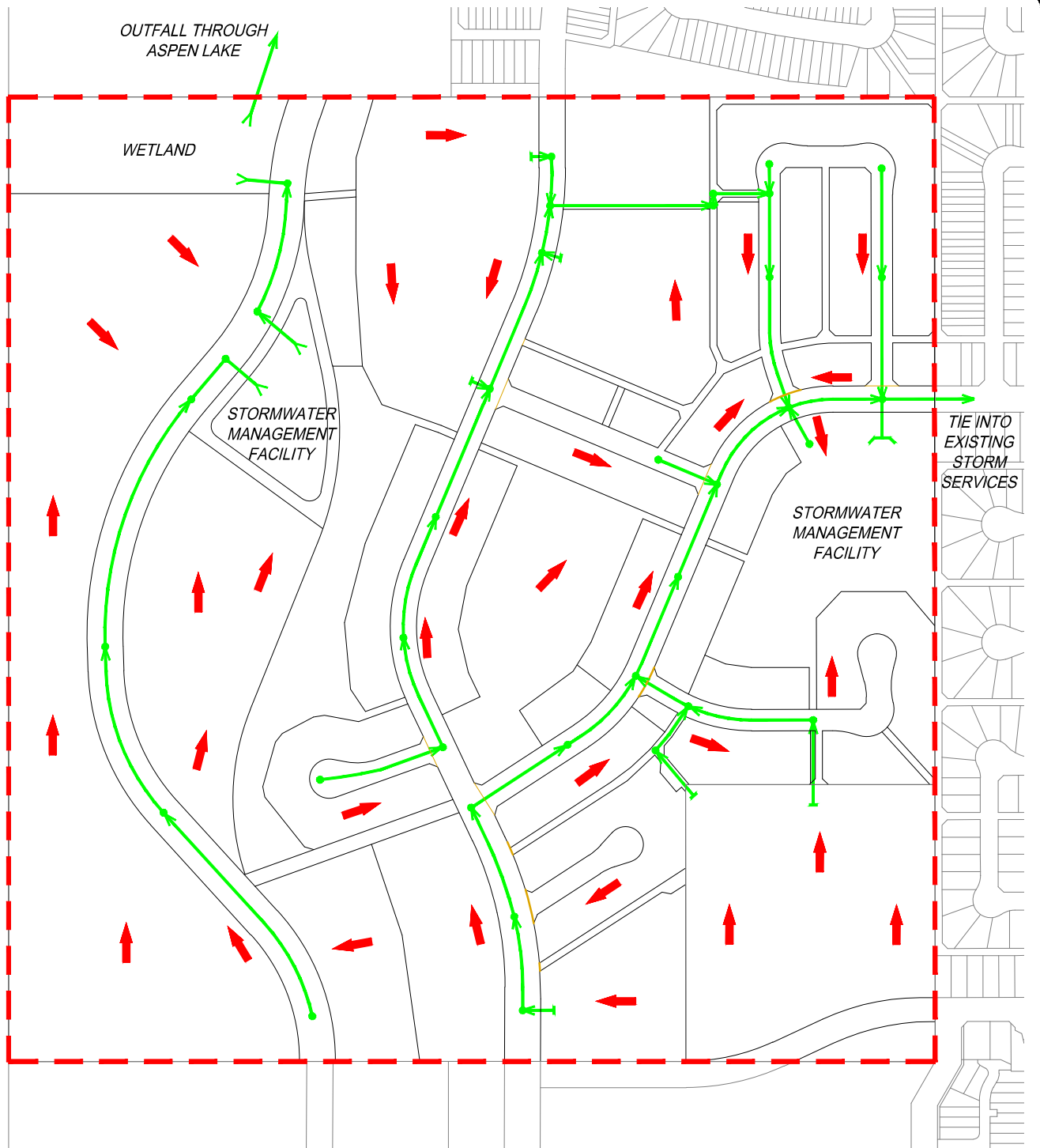
An underground storm pipe system will be constructed to convey minor storm events, less than the 1 in 5 year duration, from this development. This pipe system and the runoff will be directed into the SWMF's. The east pond will discharge through a pipe system, at a controlled rate, into the existing storm system. Runoff from the industrial area will be directed into a storm pipe system, which discharges into the constructed pond. As part of Water Act approval 00387959-00-00, the north pond will release into the north west wetland and ultimately be pumped through the Aspen Lakes West pond, releasing into the Aspen Lake. As the west industrial portion of the development will operate independently of the east portion, this SWMF may require additional consideration and design at the time of further industrial development. The proposed pipe system is shown in **Figure 4.0 – Stormwater Management Plan**.

### 4.3 SANITARY SERVICING

The sanitary sewer system to service this development is presented in **Figure 5.0 – Sanitary Sewer Plan**. All flows from within the Valley Ridge Blackfalds-Malibu Development will be directed to the existing sewer system through the existing mains along Westbrook Road and Womacks Road.

The existing sanitary mains are too shallow to service this entire development and therefore, a sanitary lift station will be constructed at the north end of the industrial area. A forcemain will run

HIGHWAY 2



LEGEND

- STORM PIPING
- MANHOLE AND FLOW DIRECTION
- ➔ MAJOR OVERLAND DRAINAGE
- - - ASP BOUNDARY



Figure 4  
 Stormwater Management Plan  
 Valley Ridge Estates

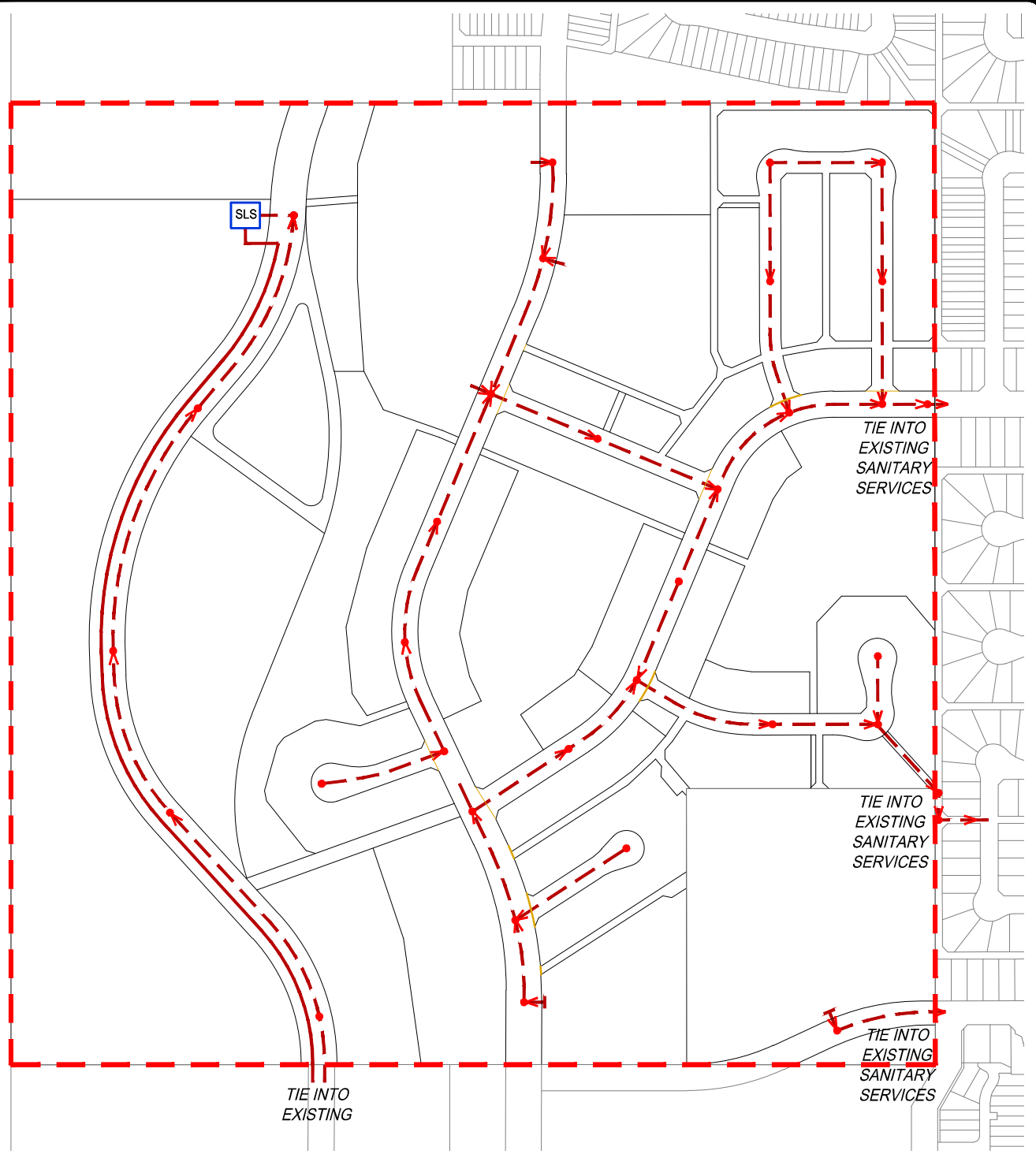
Prepared for:  
 McWilliams Corp.  
 Blackfalds, Alberta



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 SCALE: 1:5,000  
 PROJECT #: 112871553

February, 2024

HIGHWAY 2



- LEGEND
- SANITARY PIPING
  - MANHOLE AND FLOW DIRECTION
  - - - ASP BOUNDARY



Figure 5  
 Sanitary Sewer Plan  
 Valley Ridge Estates

Prepared for:  
 McWilliams Corp.  
 Blackfalds, Alberta

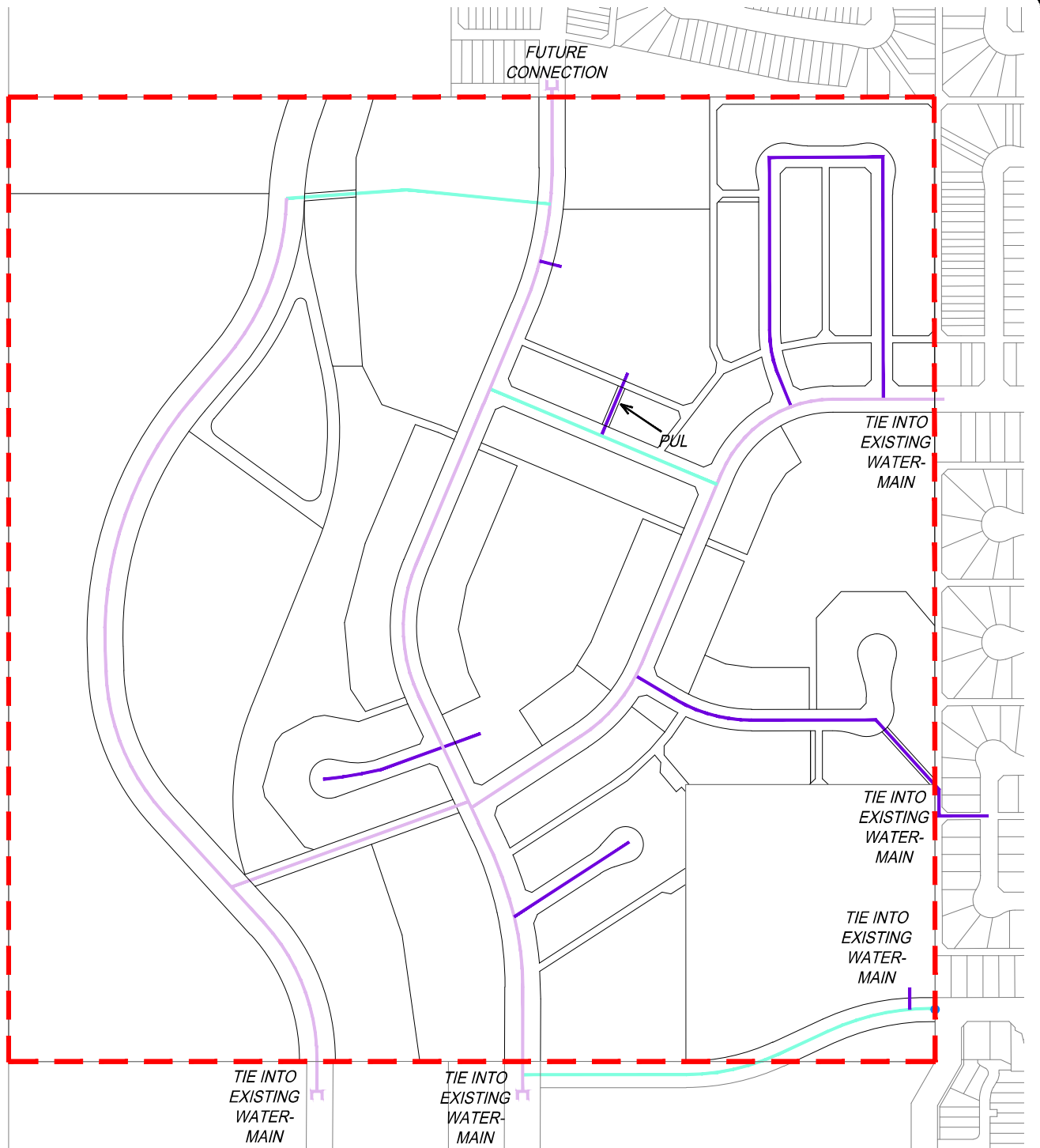


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HIGHWAY 2



LEGEND

- 150mm WATER MAIN
- 200mm WATER MAIN
- 250mm WATER MAIN
- - - ASP BOUNDARY



Figure 6  
 Water Distribution Plan  
 Valley Ridge Estates

Prepared for:  
 McWilliams Corp.  
 Blackfalds, Alberta



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February, 2024

parallel to the gravity main in Duncan Avenue, with a connection to the gravity main in the south.

#### **4.4 WATER SERVICING**

The overall water distribution system needed to service the Valley Ridge Blackfalds-Malibu Development is shown in **Figure 6.0 – Water Distribution Plan**. These mains will be an extension of the existing Town of Blackfalds system and will be connected at two different locations. Three future connection points will also be provided, two to the south and one to the north in order to accommodate future development.

#### **4.5 SHALLOW UTILITIES**

There are no major servicing concerns regarding shallow utilities (gas, power, telephone and cable). All shallow utilities will be extensions of those already in place in the existing Town of Blackfalds. This development will be serviced with streetlights.

## 5.0 IMPLEMENTATION

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### 5.1 DEVELOPMENT STAGING

Infrastructure to service this development will be extended into the neighborhood from the existing infrastructure in the Town of Blackfalds. Each successive stage will be developed with the logical and economical extension of these municipal services with the intent of meeting the needs of the regional and local housing market.

As shown on **Figure 7.0 - Phasing**, development in the first part of the **Valley Ridge Blackfalds-Malibu** Development is anticipated to begin from the extension of Westbrook Road. All construction traffic will be directed out of this entrance.

The phasing boundaries are shown conceptually and may vary from those of actual redistricting and subdivision applications. As well, portions or all of the separate phases may be developed concurrently if there is sufficient demand and / or if the engineering design is made more efficient as a result.

### 5.2 REDISTRICTING & SUBDIVISION

Redistricting and subdivision applications will be made for each phase of development. This document will assist in guiding these applications.

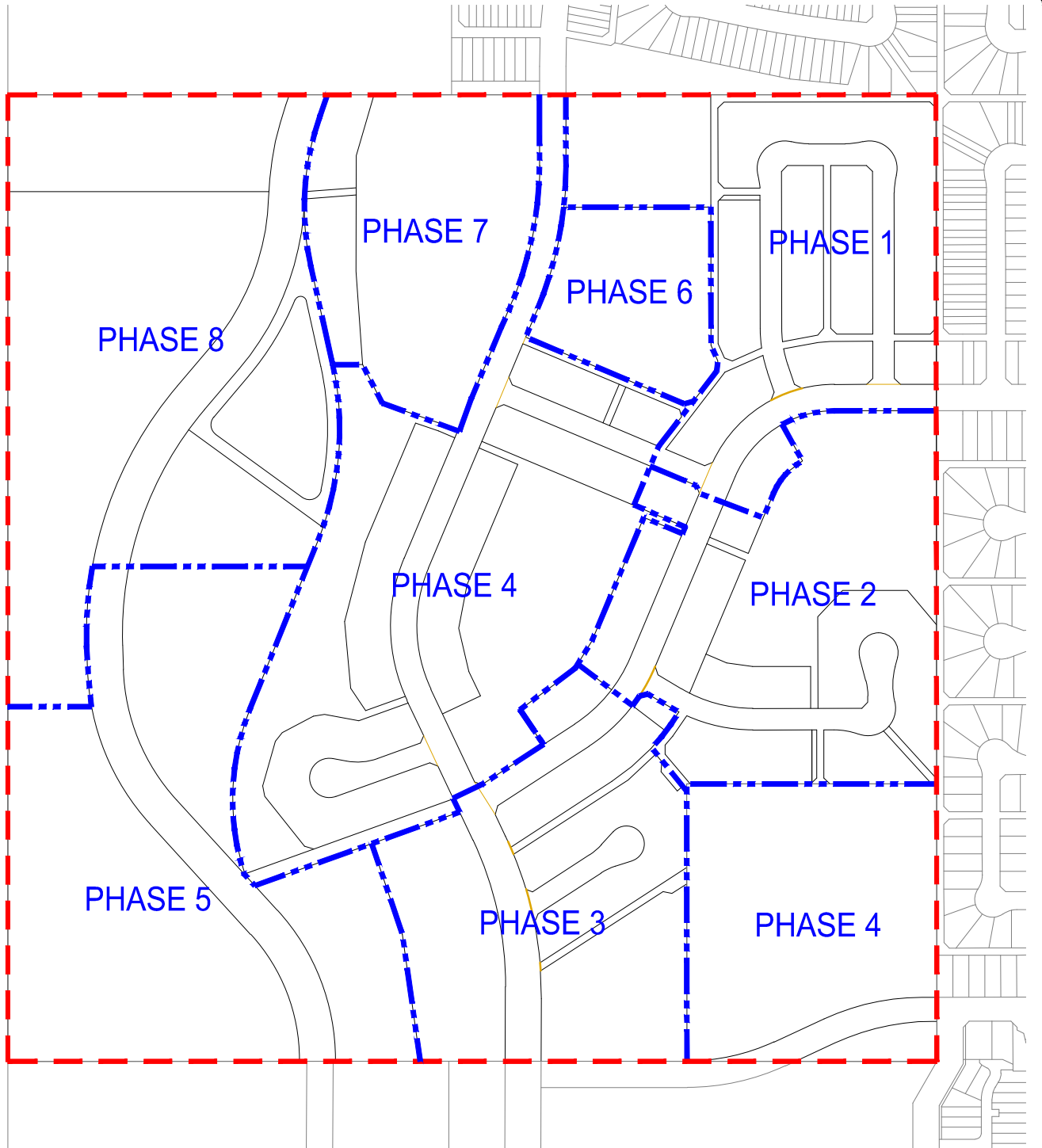
### 5.3 DEVELOPMENT CONSIDERATIONS 2024

The development of the Plan area has been divided into two parts, residential lands and west industrial areas. The development of these two areas has progressed at different rates due to separate ownership, different markets, and separate servicing considerations.

As mentioned in previous sections, the remaining developable residential areas are located along the north of the Plan area and will be developed as multi-sites, anticipated to start in 2024.

The western industrial areas will continue to advance based on industrial market needs. It is understood that development of the industrial lands may be limited based on the discussions related to Duncan Avenue. Additional amendments to the ASP may be required to develop the industrial lands based on servicing alignments, stormwater management, and road connections to the north.

HIGHWAY 2



LEGEND

- - - - PHASE BOUNDARY
- - - - ASP BOUNDARY



Figure 7  
 Phasing Plan  
 Valley Ridge Estates

Prepared for:  
 McWilliams Corp.  
 Blackfalds, Alberta



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**APPENDIX A**  
**DEVELOPMENT COMPARISSON**

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LEGEND	
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<span style="background-color: orange; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> R1-M - SINGLE FAMILY	<span style="background-color: green; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> MR - OPEN SPACE MUN. RESERVE
<span style="background-color: brown; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> R3 - MULTI FAMILY	<span style="background-color: lightgreen; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> ER - OPEN SPACE ENV. RESERVE
<span style="background-color: tan; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> C3 - COMMERCIAL	<span style="background-color: tan; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> SC - PLACE OF WORSHIP/ SOCIAL CARE FACILITY (C3)
	<span style="border-bottom: 1px dashed black; width: 20px; display: inline-block;"></span> TRAIL / MULTI-PURPOSE TRAIL
	<span style="border-bottom: 1px dashed red; width: 20px; display: inline-block;"></span> ASP BOUNDARY
	<span style="border: 1px solid blue; padding: 2px; font-size: 8px;">SLS</span> SANITARY LIFT STATION



LEGEND		
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<span style="background-color: orange; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> R1-M - SINGLE FAMILY	<span style="background-color: green; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> PARKS & RECREATION	
<span style="background-color: brown; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> R-2 - MULTI FAMILY	<span style="background-color: lightblue; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> PUBLIC FACILITY	
<span style="background-color: orange; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> R-4 - MULTI FAMILY	<span style="background-color: grey; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> DC- DIRECT CONTROL	
<span style="background-color: tan; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> C3 - COMMERCIAL	<span style="border-bottom: 1px dashed black; width: 20px; display: inline-block;"></span> TRAIL / MULTI-PURPOSE TRAIL	

# Appendix A

## Development Concept Comparison

### Valley Ridge Estates

Prepared for:  
McWilliams Corp.  
Blackfalds, Alberta

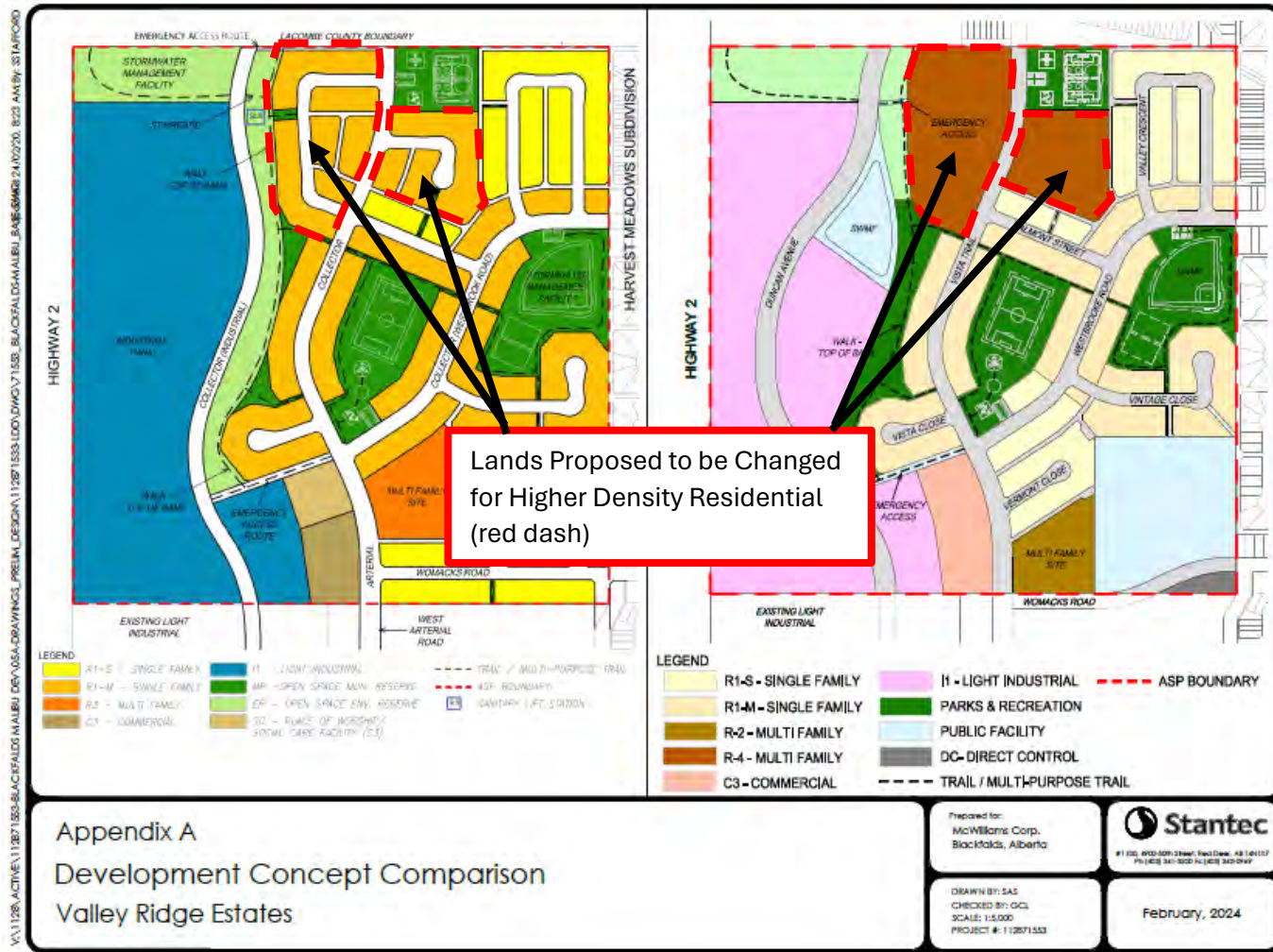
 **Stantec**  
#1100, 4900-50th Street, Red Deer, AB T4N1X7  
Ph: (403) 341-3320 Fx: (403) 342-0969

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February, 2024

Valley Ridge ASP Original Development Concept (2006)

Valley Ridge ASP Updated with 2024 Amendment



Please note that there are other changes from the 2006 original approval that were done over the years. The developer was asked to update the concept plan with all of the changes that have occurred into this recent application. Therefore, there are other changes to the original that are not specifically noted in this letter. The changes identified in this letter and corresponding concept plan are the ones considered with this 2024 amendment application and are what Administration is seeking your preliminary input on.

---

**Subject:**

Proposed Changes to Valley Ridge Estates Area (Rezoning)

-----Original Message-----

From: Ben S **FOIP 17**

Sent: Monday, April 29, 2024 8:44 AM

To: Jolene Tejkl <JTejkl@blackfalds.ca>

Subject: Proposed Changes to Valley Ridge Estates Area (Rezoning)

I would like to have Council to reconsider this proposal to change the areas from Residential Single Dwelling Medium Lot (R-1M) to Residential High Density (R-4).

My sincere hope is that whatever is ultimately developed on the properties are giving actual people an opportunity to purchase them. They should be sold as homes to people and not scooped up by large entities with the intent to rent them for profit.

I do have concerns of a substantial increase in vehicle noise and speeding through the alleys depending on the orientation and number of units developed. There appears to be a limited length of Vista Trail available for street parking for the potential number of units that could be developed on the lots.

Thanks  
Ben Strebel





Sent via email only to: [jteikl@blackfalds.ca](mailto:jteikl@blackfalds.ca)

April 25, 2024

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

**RE: Proposed Changes to the Valley Ridge Estates Area Structure Plan and Land Use Bylaw**

The County appreciates the opportunity to comment on proposed changes to the Valley Ridge Estates Area Structure Plan and accompanying Land Use Bylaw amendment. The County has no comments or concerns regarding the proposed amendments.

Yours truly,  
LACOMBE COUNTY

A handwritten signature in blue ink that reads "Nat Wright".

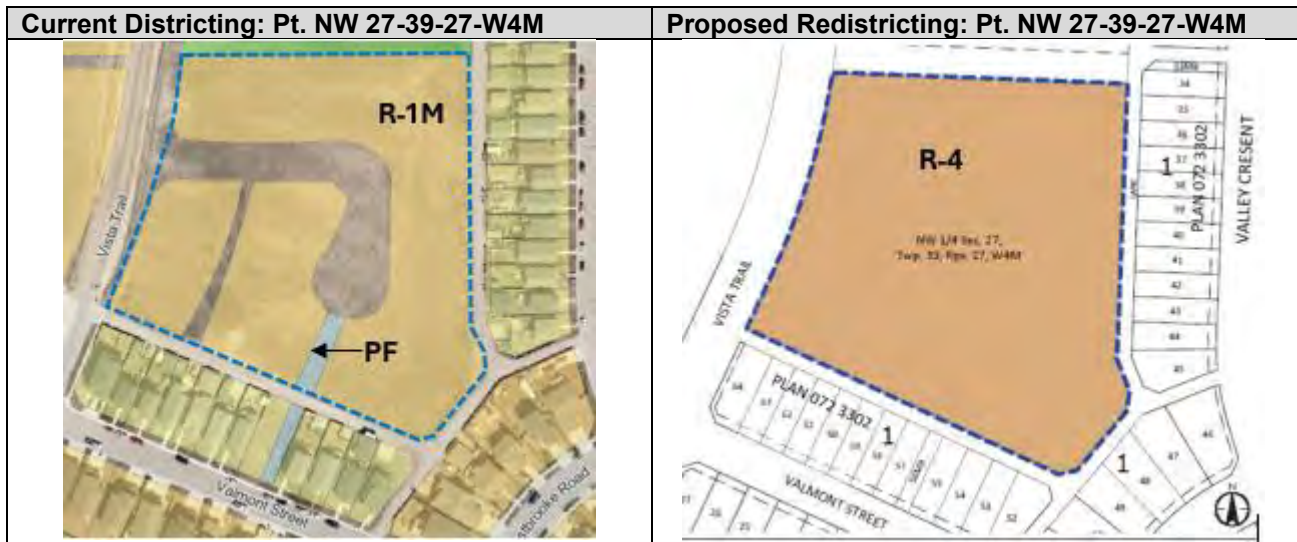
Natasha Wright  
Planner/Development Officer

Telephone | 403-782-8389  
Email | [nwright@lacombecounty.com](mailto:nwright@lacombecounty.com)

**MEETING DATE:** June 11, 2024  
**PREPARED BY:** Jolene Tejkl, Planning & Development Manager  
**PRESENTED BY:** Jolene Tejkl, Planning & Development Manager  
**SUBJECT:** **Bylaw 1309.24 Valley Ridge Estates Phase 6 Redistricting  
Pt. NW 27-39-27-W4M from R-1M District to R-4 District**

**BACKGROUND**

Bylaw 1309.24 proposes to amend Land Use Bylaw 1268/22 (LUB) to redistrict Pt. NW 27-39-27-W4M in the Valley Ridge Estates community from the current Residential Single Dwelling Medium Lot District (R-1M) and Public Facility District (PF) to Residential High Density District (R-4). The intention of this redistricting is to accommodate a future comprehensive townhouse development that will consist of both side-by-side and stacked townhouse units as a single ownership.



A description of the future development intentions is provided in Attachment 2 of this report. The description mentioned two parcels of land. However, the developer is only proceeding with the parcel on the eastern side of Vista Trail at this time; the subdivision and redistricting of the western parcel will occur at a later date.

Council gave First Reading to Bylaw 1309.24 at the May 14, 2024, meeting and set the Public Hearing for this evening’s regular Council Meeting:

**Request for Decision, Bylaw 1309.24 - Valley Ridge Phase 6 Redistricting**

Director Weran, on behalf of Manager Tejkl, brought forward for First Reading Bylaw 1309.24, being a Bylaw to redistrict Phase 6 of Valley Ridge and subsequent setting of a Public Hearing for June 11, 2024, at 7:00 p.m.

**148/24** Councillor Svab moved That Council give First Reading to Bylaw 1309.24, to redistrict Pt. NW 27-39-27-W4M to Residential High Density District (R-4).

**CARRIED UNANIMOUSLY**

**149/24** Councillor Coulter moved upon giving First Reading to Bylaw 1309.24, That a Public Hearing date be set for June 11, 2024, at 7:00 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

## **DISCUSSION**

The proposed redistricting of Pt. NW 27-39-27-W4M is in line with the updates to the Valley Ridge Area Structure Plan that are also currently in the formal adoption process.

The Department is supportive of the proposed redistricting to accommodate a future townhouse development with a variety of unit styles as the proposed development meets the following Town policies and focus areas:

- The Town of Blackfalds 2024-2026 Mid-Term Strategic Plan (hereinafter referred to as the Strategic Plan) identifies providing a diverse range of housing to meet the needs of residents as one of the 6 top priorities.
- The Strategic Plan identifies “promoting options for housing” as one of the areas of focus under Strategic Priority #1 Community Life.
- Policy 3.12 of the *Municipal Development Plan* (MDP) provides matters for consideration for when redistricting of a parcel of land is proposed; the Department is satisfied that the proposed redistricting is suitable in light of the listed considerations.
- Policy 5.1 of the MDP directs residential land uses to those areas identified in Map 2 Future Land Use Concept of the MDP. The subject property is identified for residential in Map 2.
- Policy 5.2 of the MDP speaks to the Town providing a range of housing types.
- Policy 5.6 of the MDP requires a mix of housing types and forms in all residential neighbourhoods to avoid excessive concentration of any single type of housing. The Valley Ridge Estates community primarily consists of low-density residential development, the proposed redistricting is intended to accommodate a comprehensive townhouse development which would achieve the intent of this policy direction.

### Pre-Council Consultation

In the spirit and intent of the Public Participation Policy, Lacombe County and adjacent landowners to the lands subject to this redistricting application were sent a letter describing the proposed changes, provided with a copy of the illustration in Attachment 3 of this report, and given an opportunity to provide preliminary comments.

All preliminary comments received are in Attachment 4 and summarized as follows:

- Expressed desire to have the property developed in such a way that people have an opportunity to purchase the units.
- Concerns expressed about an increase in vehicle noise and speeding through the lane. The landowner who submitted these comments was advised that the developer intends on accessing the entire development off of Vista Trail with no access proposed to the adjacent lane.

## **FINANCIAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motions:

1. That Council give Second Reading to Bylaw 1309.24 to redistrict Pt. NW 27-39-27-W4M to Residential High Density District (R-4).

That Council give Third and Final Reading to Bylaw 1308.24 to redistrict Pt. NW 27-39-27-W4M to Residential High Density District (R-4).

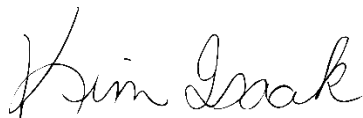
**ALTERNATIVES**

- a) That Council gives Second Reading to Bylaw 1309.24 as amended.
- b) That Council refers this item back to Administration for more information or amendments.

**ATTACHMENTS**

- *Bylaw 1309.24*
- *Description of Future Development Intentions*
- *Concept Plan showing Proposed Valley Ridge Estates Changes*
- *Pre-Council Consultation Comments Received*

**APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW 1268.22 SCHEDULE 'A'**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act* ("MGA"), being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to redistrict Pt. NW 27-39-27-W4M to Residential High Density District (R-4).

**WHEREAS**, pursuant to Section 641(1) of the MGA, RSA 2000, Chapter M-26 and amendments thereto, require every municipality to pass a Land Use Bylaw.

**WHEREAS**, notice of the intention of Council to pass a bylaw has been published in the Lacombe Express on May 30, 2024 and June 6, 2024 in accordance with Section 606 of the *Municipal Government Act*, RSA 2000, and amendments thereto;

**WHEREAS**, a Public Hearing was held on June 11, 2024, to allow the general public to provide input into the proposed Bylaw amendments;

**NOW THEREFORE**, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts the amendments to Schedule 'A' of Bylaw 1268.22:

**PART 1 – TITLE**

- 1.1 That this Bylaw shall be cited as the "Redesignation of Pt. NW 27-39-27-W4M to Residential High Density District (R-4)".
- 1.2 Schedule "A" shall form part of this Bylaw.

**PART 2 – AMENDMENTS**

- 2.1 That Pt. NW 27-39-27-W4M be redistricted from Residential Single Dwelling Medium Lot District (R-1M) and Public Facility District (PF) to Residential High Density District (R-4), as shown in Schedule "A" attached and forming part of this Bylaw.
- 2.2 That Part 9.0 Land Use District Map be amended to reflect the redistricting proposed under this Bylaw.

**PART 3 – DATE OF FORCE**

- 3.1 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\_\_.

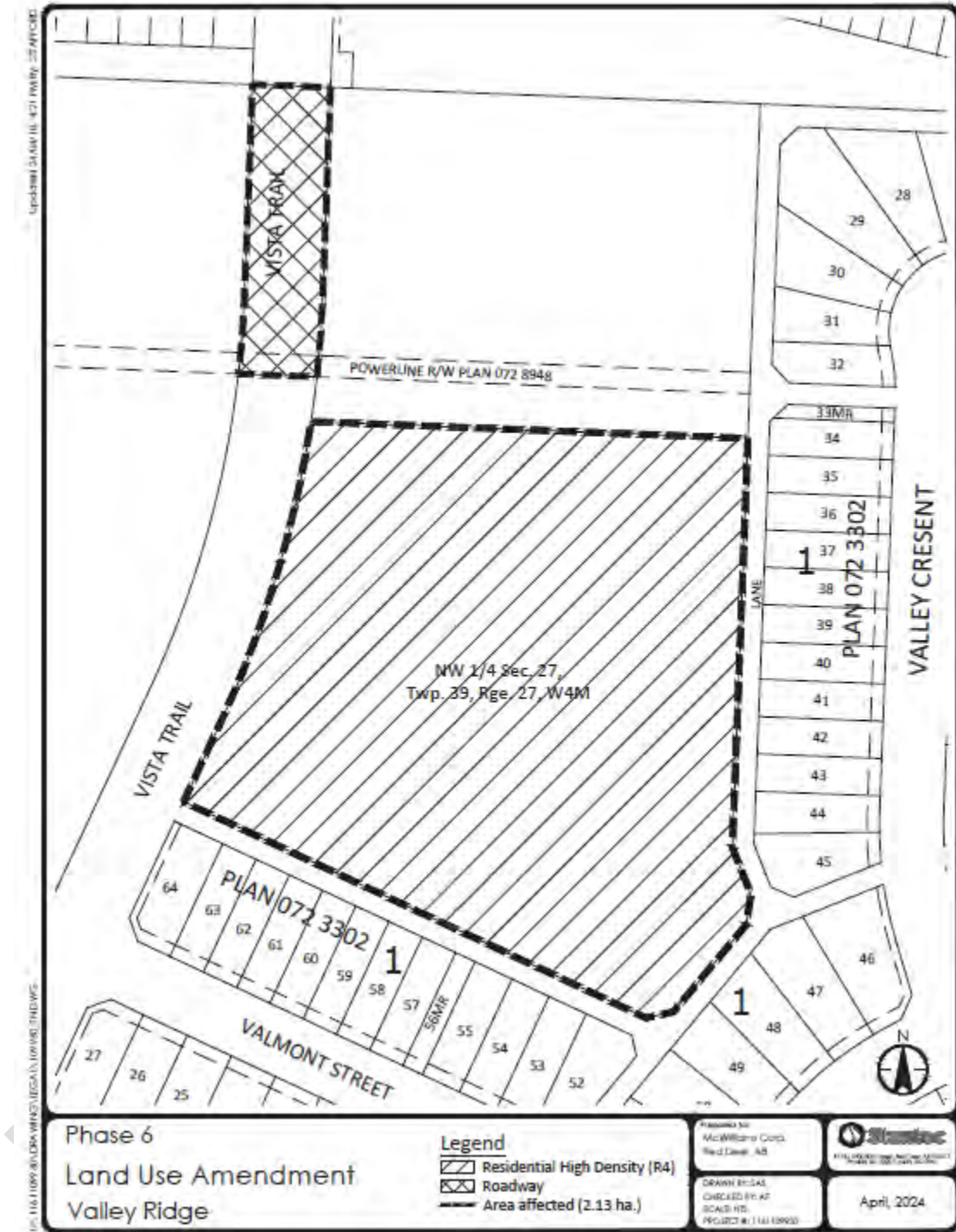
(RES.            )

\_\_\_\_\_  
**MAYOR JAMIE HOOVER**

\_\_\_\_\_  
**CAO KIM ISAAK**

DRAFT

Schedule "A"





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

February 15, 2024

Project/File: 1161109930

**Jolene Tejkl**  
5018 Waghorn Street  
Blackfalds, Alberta T0M 0J0

Dear Jolene Tejkl,

**Reference: Valley Ridge Multi-Family**

The Valley Ridge multi-family development, located in the north part of the neighborhood, is envisioned to be a rental housing project providing a variety of housing options.

Proposed over two parcels of land, the Valley Ridge multi-family development could create approximately 268 dwellings consisting of both side by side and stacked townhouse units. Each dwelling will have individual exterior access and either an attached garage or front paved parking stalls.

Stacked townhouse units are envisioned to be a typical end (corner) unit and a lower level unit. The top unit will consist of a 3-bedroom, 2-story dwelling, while the lower-level unit will be a single bedroom unit on a one floor. This mix of unit size and type will ensure multiple price points for the rental market.

As per previous discussions with the Town, it is understood that additional details are required for the stacked townhouses, primarily related to the regulations and policies of accessory suites. As a single owner, rental development, the term accessory suite does not apply to this project.

To allow for an accessory suite, there must be:

- A principal dwelling, which is a dwelling considered as the principal use of the parcel on which it is erected.
- An ownership model where a lot contains a single dwelling, considered the principal dwelling and is owned by a party on an individual title.

A detailed review of accessory suites within a multiple housing development is provided below.

The definition in the Town of Blackfalds Land Use Bylaw of an **Accessory Suite** is a *Development consisting of a Dwelling located within, and accessory to, a Structure in which the Principal Use is a Detached Dwelling*. Since the development is a project site with a single owner, with individual rental units, there is no defined structure with a principal use, and as such, no Principal Dwelling.

In a multi-unit development, units can be physically located anywhere within the building structure. An example of this is an apartment building where units can be on the lower floor, ground floor or upper floors. The physical location of the unit is only restricted by the building and fire codes, and not related to land use bylaw. The lower units are simply another unit within a set of building units. Some of these units may be partially below grade, set on-grade or above grade.



Reference: Valley Ridge Multi-Family

## Examples

Within the Town of Blackfalds, the **Willows Condominium at 81 Willow Road** (Plans 162 0158 & 162 2801) is a comparable development. In this development, there is a set of single level units on-grade as well as a two-storey set of units above while also being within a multiple side by side configuration. There are no accessory suites, just side by side and stacked units.



In Red Deer, a recent example would be **Savanna**, within the neighborhood of Laredo, at 339 Viscount Drive (Plans Plan 152 2521, 162 2878). In this development the building configuration will be similar to the Valley Ridge multi-family development, with lower units partially set into the ground. Each lower unit contains a stairwell or sunken patio with separated access to grade.



It is understood that concerns with lower level units are sometimes attributed with safety and function. As with any multi-family development, the Valley Ridge multi-family development will follow all other municipal regulations and building codes to ensure that each unit is safe and functional. Following rezoning, the Developer will be required to submit a Development and Building permit. The requirements of a Development Permit for the site will provide the Town with opportunity to comment on site drainage, roadway, parking, pedestrian access, setbacks, etc. The building permit application will provide the Town with an opportunity to review floor plans, elevation, egresses, access to each individual units, etc.

Reference: Valley Ridge Multi-Family

The density for this development will be consistent with other rental/condominium developments within central Alberta. It is proposed that only end units without an attached garage will contain a stacked unit. The overall density for the development will be approximately 49.3 u/ha (19.9 u/ac).

West Parcel			East Parcel		
Area	3.49 ha	8.62 ac	Area	1.95 ha	4.82 ac
Units (garage)	60		Units (garage)	16	
Units (no garage)	108		Units (no garage)	84	
Total Units	168		Total Units	100	
<b>Density</b>	<b>48.1 u/ha</b>	<b>19.5 u/ac</b>	<b>Density</b>	<b>51.3 u/ha</b>	<b>20.7 u/ac</b>

We trust this provides clarification on the type of units that will be developed within the Valley Ridge Multi-Family sites.

Sincerely,

**STANTEC CONSULTING LTD.**



**Shane Stafford** C.Tech, CPT  
Senior Planning Technologist  
Phone: 403.392.0170  
shane.stafford@stantec.com

Attachment: [Attachment]



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**Subject:**

Proposed Changes to Valley Ridge Estates Area (Rezoning)

-----Original Message-----

From: Ben S **FOIP 17**

Sent: Monday, April 29, 2024 8:44 AM

To: Jolene Tejkl <JTejkl@blackfalds.ca>

Subject: Proposed Changes to Valley Ridge Estates Area (Rezoning)

I would like to have Council to reconsider this proposal to change the areas from Residential Single Dwelling Medium Lot (R-1M) to Residential High Density (R-4).

My sincere hope is that whatever is ultimately developed on the properties are giving actual people an opportunity to purchase them. They should be sold as homes to people and not scooped up by large entities with the intent to rent them for profit.

I do have concerns of a substantial increase in vehicle noise and speeding through the alleys depending on the orientation and number of units developed. There appears to be a limited length of Vista Trail available for street parking for the potential number of units that could be developed on the lots.

Thanks  
Ben Strebel



Sent via email only to: [jteikl@blackfalds.ca](mailto:jteikl@blackfalds.ca)

April 25, 2024

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

**RE: Proposed Changes to the Valley Ridge Estates Area Structure Plan and Land Use Bylaw**

The County appreciates the opportunity to comment on proposed changes to the Valley Ridge Estates Area Structure Plan and accompanying Land Use Bylaw amendment. The County has no comments or concerns regarding the proposed amendments.

Yours truly,  
LACOMBE COUNTY

A handwritten signature in blue ink that reads "Nat Wright".

Natasha Wright  
Planner/Development Officer

Telephone | 403-782-8389  
Email | [nwright@lacombecounty.com](mailto:nwright@lacombecounty.com)

**MEETING DATE:** June 11, 2024

**PREPARED BY:** Preston Weran, Director of Infrastructure and Planning Services

**PRESENTED BY:** Rick Kreklewich, Director of Community Services

**SUBJECT:** **Leung Roadway Phase 2 and Football Field Project Award Options**

**BACKGROUND**

During the 2024 Budget deliberations funds were allocated in the amount of \$2.46 million dollars to complete urbanization upgrades to the northern and southern portion of Leung Roadway. Further, \$500,000 was allocated to construct a new Football Field located adjacent to the new High School. These two projects were tendered together. This project also included the installation of a 3 metre park pathway running from the south side of Womacks, between the Vesta Energy Bike Skills Park and the skate park, south to Duncan Avenue, then south east across Sterling Industries Park, to tie in with the pathway behind the Wadey Centre adjacent to Vista Trail. There will also be rapid flashing beacons installed at the intersection of Vista Trail and Womacks as well as across the mid-block crossing located north of South Street across Leung, south of the Duncan Avenue intersection.

**DISCUSSION:**

The final phase of this project, phase 2, was posted on APC and the Alberta Construction Association on March 27<sup>th</sup>, 2024 and closed on May 6, 2024, at 2:00 pm. We received 2 bids for the project, all in good order, and all include 10% contingency but excluding G.S.T as per below:

<b>Schedule</b>	<b>Border Paving Ltd.</b>	<b>Central City Asphalt Ltd.</b>	<b>Stantec's Opinion of Probable Cost</b>
Sch A – Leung Rd- Ph2	\$1,571,067.45	\$1,975,596.25	\$1,644,708.50
Sch B – Asphalt Trails	\$285,755.30	\$309,911.50	\$250,014.00
Sch C – Sport Field (modified)	\$502,081.15	\$598,545.00	\$538,489.00
<b>Subtotal</b>	<b>\$2,358,903.90</b>	<b>\$2,884,052.75</b>	<b>\$2,433,211.50</b>
Contingency (10%)	\$235,890.39	\$288,405.28	\$243,321.15
<b>TOTAL (incl Contingency, excl. GST)</b>	<b>\$2,594,794.29</b>	<b>\$3,172,458.03</b>	<b>\$2,676,532.65</b>

As outlined above and in the attached Stantec Consulting Letter of Award, Border Paving Ltd. is the low bidder. This company has a good track record in Central Alberta and can complete this work with high quality and professionalism.

Due to the project coming in over budget, we reviewed the design of the roadway and were able to delete the retaining wall along the northern section of the site and replace it with rock instead. We also removed the waterline service for the future irrigation system. This scope revision would save \$243,366. The scope of the award would be Schedule A, excluding the items previously identified for deletion, all of Schedule B, and Schedule C, with the grading, seeding and drainage system. This

approach would get the football track to grass (\$502,081.15) and all the roadways and pathways required for the school opening. Administration will then look at budgeting options and re-tender the remaining equipment scope, including the waterline service, benches, lighting, irrigation, and score clock, in early 2025 for installation in 2026 as part of the 2025 capital budgeting process.

The tender award before Council does not include the consulting and contract administration for this phase of construction, which falls under this capital project expense. Based on the effort and anticipated timeline of two months for construction, the known and estimated costs are further detailed in the table below.

<b>2024 Capital Budget and Expenses</b>		
Phase 2 Asphalt Trail and Sports Field Engineering and Design	\$106,763.04	Actual
Ph. 2 Construction Inspection and Testing	\$180,000	Estimated
Shallow utility improvements (telus and power)	\$158,649.32	Actual
Award of Schedule A (no wall) and B and portions of C contract recommendation (including 10% of award)	\$2,594,794.29	Actual
<b>Expenses Total</b>	<b>\$3,040,206.65</b>	
Budget Shortfall	<b>-80,206.65</b>	
<b>2024 Budget Approved</b>	<b>\$2,960,000.00</b>	

**FINANCIAL IMPLICATIONS:**

Based on our estimate for the total project costs as outlined above, the project will be over budget by \$80,206.65. If this project is to move forward this year as planned in time for the school opening, the possibility of retendering this project is not a preferred option but could be explored. The revised scope of the project does allow for most of the work to be completed, with a plan for the remainder of the work to be considered in the 2025 Budget. If approved, the extra funds will be drawn out of General Capital reserves.

**ADMINISTRATIVE RECOMMENDATION:**

That Council consider the following motions:

1. That Council award Phase 2 of the Leung Road Schedule A portions, Schedule B and a portion of Schedule C work to Border Paving for \$2,594,794.29 excluding GST.
2. That Council increases the Leung Roadway Phase 2 and Football Field Project to a total of \$3.04 M, with the additional \$80,206.65 drawn from General Capital reserves to fund this work.

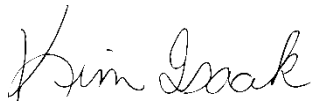
**ALTERNATIVES:**

- a) Refer the Leung Roadway Phase 2 and Football Field Project Award back to Administration for more information.

**ATTACHMENTS:**

- *Tender Award letter*
- *Tender Drawing Package A and B*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



---

Department Director/Author





May 27, 2024  
File: 1135510008-10

**Attention: Preston Weran, Director of Infrastructure and Property Services**

Town of Blackfalds  
5018 Waghorn Street  
Blackfalds, AB T0M 0J0

Dear Preston,

**Reference: Leung Road Upgrades – Phase 2 – Tender Review (Rev. 1)**

The above-mentioned tender for the Town of Blackfalds was received by Stantec (Red Deer Office) on Monday, May 6, 2024. We completed a review of the two (2) submitted tender submissions to ensure that the tender requirements have been met and to confirm correctness of the unit price schedules. Minor mathematical errors were found in the unit price schedule submitted by Border Paving Ltd. and Central City Asphalt Ltd.

The total tender results have been summarized in the following table (includes 10% Contingency and excludes GST):

Schedule	Border Paving Ltd.	Central City Asphalt Ltd.	Stantec's Opinion of Probable Cost
Sch A – Leung Rd- Ph2	\$1,571,067.45	\$1,975,596.25	\$1,644,708.50
Sch B – Asphalt Trails	\$285,755.30	\$309,911.50	\$250,014.00
Sch C – Sport Field (modified)	\$502,081.15	\$598,545.00	\$538,489.00
<b>Subtotal</b>	<b>\$2,358,903.90</b>	<b>\$2,884,052.75</b>	<b>\$2,433,211.50</b>
Contingency (10%)	\$235,890.39	\$288,405.28	\$243,321.15
<b>TOTAL (incl Contingency, excl. GST)</b>	<b>\$2,594,794.29</b>	<b>\$3,172,458.03</b>	<b>\$2,676,532.65</b>

A complete summary of the tendered results and comparison to the Engineer's Opinion of Probable Cost is attached for your information and record. The mathematical errors are highlighted in the comparison.

Border Paving Ltd. was the lowest bidder with an amount of \$2,594,794.29 (incl. contingency) which is \$81,738.36 (approximately 3%) less than the engineer's opinion of probable cost. As indicated above, Schedule C has been modified to include only earthworks, storm sewer, water main (excl. irrigation), and goal posts construction scope. Irrigation, electrical and illumination, scoreboard, and other site furnishings are excluded from the construction scope and retendered later based on discussion with the Town.

Should the Town choose to proceed with the award of Schedule C (modified) scope, further negotiation with Border Paving Ltd. should be had pertaining to mobilization/demobilization, traffic accommodation strategy, and growing maintenance period costs.

May 27, 2024

Preston Weran, Director of Infrastructure and Property Services

Page 2 of 3

Reference: Leung Road Upgrades – Phase 2 – Tender Review (Rev. 1)

The following table provides a further breakdown of the low bidder's, Border Paving schedule costs with contingency.

Schedule	Subtotal	Contingency (10%)	Total
Sch A – Leung Rd- Ph2	\$1,571,067.45	\$157,106.75	\$1,728,174.20
Sch B – Asphalt Trails	\$285,755.30	\$28,575.53	\$314,330.83
Sch C – Sport Field (modified)	\$502,081.15	\$50,208.12	\$552,289.27
<b>Subtotal (incl. Contingency)</b>	<b>\$2,358,903.90</b>	<b>\$235,890.39</b>	<b>\$2,594,794.29</b>
Engineering Construction Services (Estimated)			\$180,000.00
Franchise Shallow Utilities (TELUS and Fortis)			\$158,649.32
<b>Total (Construction and Engineering)</b>			<b>\$2,933,443.61</b>

Border Paving has provided a list of subcontractors to complete select items of work within the contract which are provided below.

Subcontractor	Item of Work
J.T. Setters & Sons	Underground
Proform Concrete	Concrete
Appollo Landscaping	Landscaping

Stantec has previous experience working with Border Paving Ltd. on numerous road construction projects. We recognize Border Paving as a reputable contractor for completing this work. Stantec also recognizes the other primary subcontractors listed above as reputable contractors capable of completing the work and can provide further information on past experience, if required. Stantec recommends that the Town's legal counsel review the terms and conditions of the tender contract and evaluate their potential for qualification of award.

Following your approval of the Contractor, Stantec will Issue a Notice of Award and prepare the contracts for execution upon your direction. Please contact me should you have any questions or concerns.

Regards,

**Stantec Consulting Ltd.**

Maciejowski, Paul

Digitally signed by Maciejowski, Paul  
DN: CN=Maciejowski, Paul, OU=Internal,  
OU=users, OU=stantec, DC=corp, DC=ads  
Reason: I have reviewed this document  
Date: 2024.05.27 10:37:16-06'00'

**Paul Maciejowski** CET  
Project Manager  
Phone: 403-848-4721  
paul.maciejowski@stantec.com



**Graeme Nickle** P.Eng.  
Project Coordinator  
Phone: 403-392-0528  
graeme.nickle@stantec.com

Attachment: Leung Road Upgrades - Phase 2 – Tender Comparison (Modified)

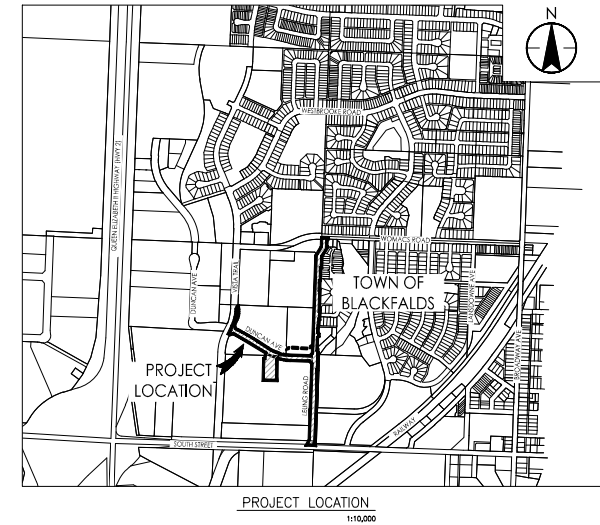
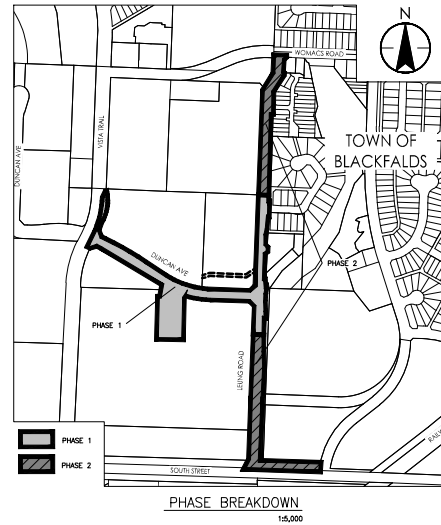


# TOWN OF BLACKFALDS

# LEUNG ROAD UPGRADES - PHASE 2

MARCH 2024

Project Number: 1135510008



NOTE: DRAWINGS CROSSED WERE UTILIZED TO CONSTRUCT PHASE 1 AND WILL NOT BE INCLUDED AS A PART OF PHASE 2.

### Sheet List Table

Sheet Number	Sheet Title
GI-001	Cover
GI-002	Legends & Abbreviations
<del>CD-101</del>	<del>Existing Conditions &amp; Removals</del>
CD-102	Existing Conditions & Removals
CD-103	Existing Conditions & Removals
CS-101	Alignment & Horizontal Geometric Details
CS-102	Alignment & Horizontal Geometric Details
CS-103	Alignment & Horizontal Geometric Details
CS-104	Control Line & Face of Curb Curve Tables
<del>RC-101</del>	<del>Asphalt Treatment &amp; Concrete Finishing</del>
RC-102	Asphalt Treatment & Concrete Finishing
RC-103	Asphalt Treatment & Concrete Finishing
RC-104	Asphalt Trail Extensions
<del>CU-201</del>	<del>Utility Improvements</del>
CU-202	Utility Improvements
CU-203	Utility Improvements
<del>CG-101</del>	<del>Grading &amp; Pavement Elevations</del>
CG-102	Sport Field Grading
<del>CG-201</del>	<del>Grading &amp; Pavement Elevations</del>
<del>CG-202</del>	<del>Grading &amp; Pavement Elevations</del>
CG-203	Grading & Pavement Elevations
CG-204	Grading & Pavement Elevations
CG-205	Grading & Pavement Elevations
<del>CT-101</del>	<del>Signage &amp; Pavement Markings</del>
CT-102	Signage & Pavement Markings
CT-103	Signage & Pavement Markings
<del>L-101</del>	<del>Street Tree Planting</del>
L-102	Street Tree Planting
L-103	Street Tree Planting & Details
RC-301	Cross Sections
RC-501	Retaining Wall Details
RC-502	Leung Road Temporary Tie-in Details

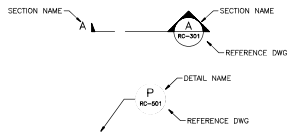
UNAUTHENTICATED DIGITAL DRAWINGS ARE PROVIDED FOR CONTRACTOR'S CONVENIENCE. THE CONTRACTOR IS RESPONSIBLE FOR THE USE OF THE DOCUMENT. IN THE CASE OF DRAWING DISCREPANCY, THE DIGITALLY AUTHENTICATED DRAWINGS SUPERSEDE THE UNSIGNED COPY.

**SURFACE WORKS**

	EXISTING	ABANDONED OR REMOVE	PROPOSED	FUTURE
FOUND IRON POST				
ALBERTA SURVEY CONTROL MONUMENT				
SURVEY CONTROL BENCHMARK				
BORSHOLE				
MONITORING WELL				
BORROW PIT				
EDGE OF ASPHALT OR GRAVEL				
250 CURB & GUTTER				
PINNED CURB				
DEPRESSED CURB (DRIVEWAY)				
VERTICAL POINT OF INTERSECTION (VPI)				
PAVEMENT ELEVATION				
DRAINAGE ARROW				
ED/BC MARKS				
RAMP-RESIDENTIAL				
CONCRETE BARRIER (JERSEY BARRIER)				
CEMETERY				
BARBED WIRE FENCE				
CHAIN LINK FENCE				
IRON FENCE				
VINYL FENCE				
POST & CABLE FENCE				
SILT FENCE				
GUARD RAIL				
RETAINING WALL				
RAILROAD				
CULVERT				
DITCH OR SWALE				
SLOPE LIMIT CUT				
SLOPE LIMIT FILL				
CONTOUR				
TREES				
RAILWAY GATE				
MALBOX				

DRAWING REVISION NUMBER

CONSTRUCTION BOUNDARY



**DEEP AND SHALLOW UTILITY WORKS**

	EXISTING	ABANDONED OR REMOVE	PROPOSED	FUTURE	PROFILE VIEW
MANHOLE					
CATCH BASIN MANHOLE					
STANDARD FACED CATCH BASIN					
ROLLED FACED CATCH BASIN					
ENCASEMENT					
PLUG					
HYDRANT					
HYDRANT VALVE					
AIR RELEASE VALVE					
MAIN LINE VALVE					
REDUCER					
PARKS WATER SERVICE BOX					
GRADE DEFLECTION					
OUTFALL					
SANITARY FORCE MAIN					
SANITARY SOWER					
STORM SOWER					
WATER MAIN					
WATER WELL					
STREET LIGHTS (SINGLE / DOUBLE DAVIT)					
GAS LINE					
GAS SLEEVE					
POWER POLE					
OVERHEAD POWER LINE					
BURIED POWER LINE					
POWER TRANSFORMER					
POWER URD BOX					
OVERHEAD COMMUNICATION LINE					
BURIED COMMUNICATION LINE					
COMMUNICATION PEDESTAL					
OVERHEAD SHAW LINE					
BURIED SHAW LINE					
SHAW PEDESTAL					
BURIED FIBRE OPTIC LINE					
GAS PIPELINE					
GAS WELL					
OL PIPELINE					
OL WELL					

**SIGNAGE & PAVEMENT MARKINGS AND TRAFFIC SIGNAL WORKS**

	EXISTING	PROPOSED	
CENTERLINE (YELLOW)			REMOVALS
SHOULDER LINE (WHITE)			TOPSOIL & SEED
3:3 OR 3:6 CONTINUITY LINE (YELLOW OR WHITE)			TOPSOIL & SOD
STRAIGHT ONLY (WHITE)			ASPHALT MILLING & OVERLAY (DEPTH NOTED ON ASPHALT TREATMENT & CONCRETE FINISHING DWGS)
RIGHT TURN ONLY (WHITE)			ASPHALT LEVEL COURSE
LEFT TURN ONLY (WHITE)			ASPHALT OVERLAY (DEPTH NOTED ON ASPHALT TREATMENT & CONCRETE FINISHING DWGS)
STRAIGHT/RIGHT TURN (WHITE)			DEEP STRENGTH ASPHALT RECONSTRUCTION
STRAIGHT/LEFT TURN (WHITE)			TRANSIT STOP TREATMENT
MERGE ARROW (WHITE)			NEW ROAD/TRAIL CONSTRUCTION
SIGNAGE (1 POST / 2 POST)			CONCRETE
ADVANCED WARNING FLASHER			GRANULAR BASE COURSE
TRAFFIC SIGNAL STRUCTURE			GRANULAR SUB-BASE COURSE
SECONDARY SIGNAL NO BACK PLATE (3 SECTION HEAD) RED, AMBER, GREEN			EXISTING GROUND
PRIMARY SIGNAL W BACK PLATE (3 SECTION HEAD) RED, AMBER, GREEN			SWAMP/WETLANDS
MEDIAN SIGNAL W BACK PLATE (3 SECTION HEAD) RED, AMBER, GREEN			
PRIMARY SIGNAL W BACK PLATE (4 SECTION HEAD) RED, AMBER, GREEN			
MEDIAN SIGNAL W BACK PLATE (4 SECTION HEAD) RED, AMBER, GREEN			
PRIMARY SIGNAL W BACK PLATE (4 SECTION HEAD) RED, AMBER, GREEN			
MEDIAN SIGNAL W BACK PLATE (4 SECTION HEAD) RED, AMBER, GREEN			
PEDESTRIAN SIGNAL HEAD			
AUDIBLE PEDESTRIAN SIGNAL HEAD			
TRAFFIC CONTROLLER			
LOCAL SENSOR			
SCOOT SENSOR			
VIDEO CAMERA			
LOCAL LOOP			
SCOOT LOOP			
50mm DEZ OR HFPE			
50mm CARLON OR FFE			
19mm RIGD			
25mm RIGD			
100mm DEZ OR HFPE			



Revision	By	Appr	YYYYMMDD

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LEUNG ROAD UPGRADES - PHASE 2

Blackfolds AB Canada

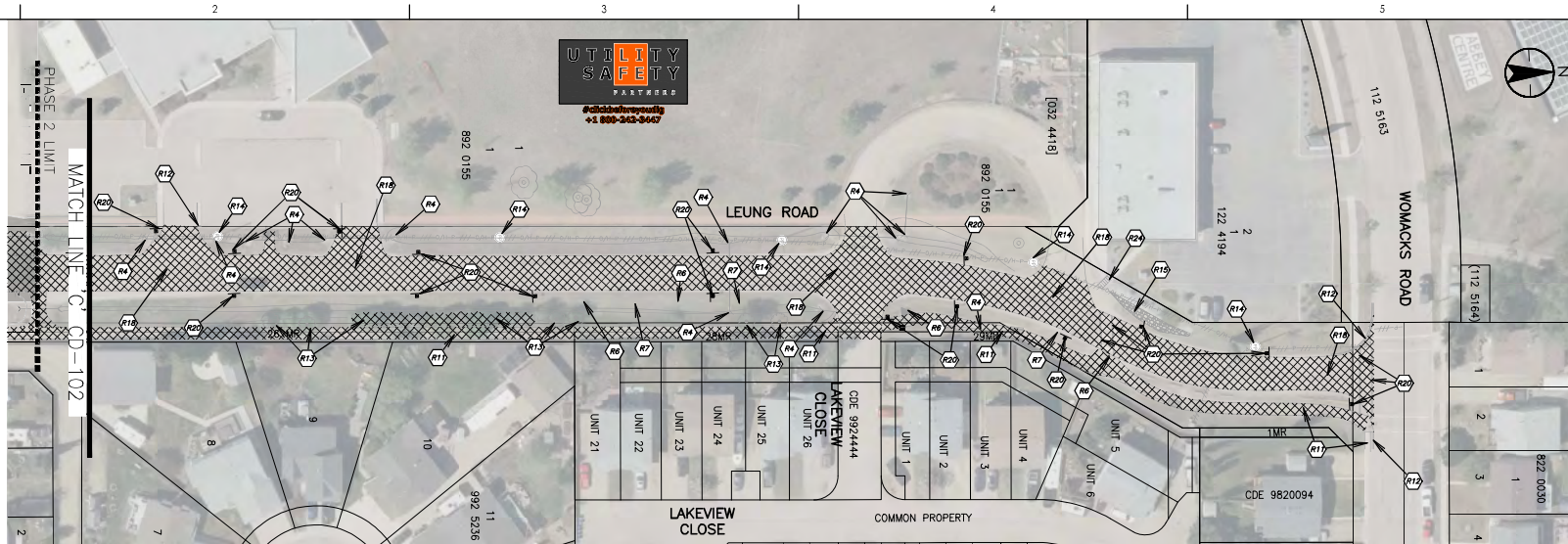
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 Dwn:    Sgn:    CPlk:    YYYYMMDD

Title  
**LEGENDS & ABBREVIATIONS**

Project No. 1135510008    Scale 1:500

Revision 0 of 0    Sheet    Drawing No. **GI-002**

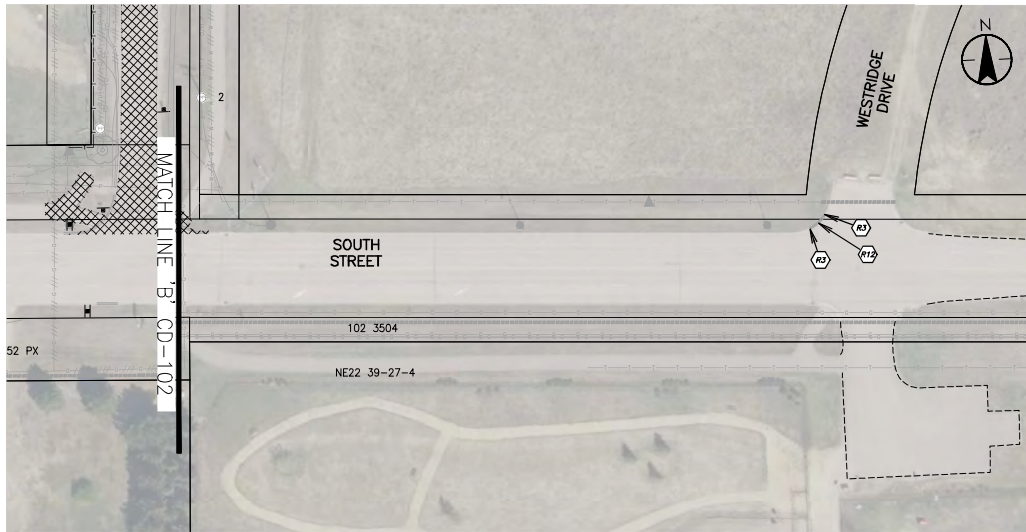




LIST OF WORK ITEMS	
ITEM NUMBER	DESCRIPTION OF WORK
R1	EXISTING STREETLIGHT INFRASTRUCTURE TO BE REMOVED BY OTHERS.
R2	EXISTING TRAFFIC SIGNAL BASES AND URB BOXES TO BE REMOVED.
R3	SAWCUT EXISTING CONCRETE AND/OR ASPHALT.
R4	REMOVE AND DISPOSE OF EXISTING STORM MANHOLE, CATCHBASIN, CATCHBASIN MANHOLE, SANDY, OR LEAD AND/OR GULCHET.
R5	REMOVE AND DISPOSE OF EXISTING CONCRETE MEDIAN CAP.
R6	EXISTING TELUS PEDESTAL, MANHOLE, AND/OR BURIED CABLE TO BE RELOCATED BY OTHERS.
R7	EXISTING SHAW PEDESTAL, MANHOLE AND/OR BURIED CABLE TO BE RELOCATED BY OTHERS.
R8	EXISTING BELL PEDESTAL, MANHOLE AND/OR BURIED CABLE TO BE RELOCATED BY OTHERS.
R9	EXISTING FIRE HYDRANT AND/OR WATER VALVE TO BE RELOCATED.
R10	REMOVE AND DISPOSE OF EXISTING FENCE.
R11	REMOVE AND DISPOSE OF EXISTING CONCRETE SIDEWALK AND/OR ASPHALT TRAIL.
R12	REMOVE AND DISPOSE OF EXISTING FINISHED CURB OR CURB & GUTTER.
R13	EXISTING TREES, SHRUBS, AND/OR PLANTING BEDS TO BE REMOVED BY OTHERS.
R14	EXISTING POWER POLE INFRASTRUCTURE TO BE REMOVED BY OTHERS.
R15	REMOVE AND SALVAGE EXISTING RIP RAP.
R16	REMOVE AND DISPOSE OF EXISTING BOLLARDS.
R17	REMOVE AND DISPOSE OF EXISTING CONCRETE SLAB.
R18	REMOVE AND DISPOSE EXISTING ROAD STRUCTURE MATERIAL.
R19	EXISTING BUILDING OR SHED STRUCTURES TO BE REMOVED OR RELOCATED AS DIRECTED BY THE TOWN.
R20	EXISTING TRAFFIC SIGNS AND PAVEMENT MARKINGS TO BE REMOVED.
R21	REMOVE AND REINSTALL EXISTING PARKING STALL STOPS
R22	REMOVE AND SALVAGE EXISTING FENCE
R23	REMOVE AND REINSTALL EXISTING ALL STAR PARK SIGN
R24	REMOVE AND DISPOSE OF EXISTING CONCRETE PRECAST STAIRS, RAILING AND BOLLARDS.

**GENERAL NOTES:**

- ALL CONSTRUCTION PROCEDURES AND MATERIALS TO MEET CITY OF RED DEER SPECIFICATIONS.
- REFER TO THE GEOTECHNICAL REPORT AND CONTRACT DOCUMENTS FOR EXISTING CONDITIONS AND CONSTRUCTION REQUIREMENTS.
- THE CONTRACTOR IS TO COORDINATE THE EFFORTS AND SCHEDULING OF ALL UTILITY COMPANIES, THE CITY OF RED DEER PUBLIC WORKS DEPARTMENT AND ENVIRONMENTAL SERVICES DEPARTMENT.
- THE LOCATIONS AND DEPTHS OF ALL EXISTING UTILITIES ARE TO BE CONFIRMED BY THE CONTRACTOR IN THE FIELD. ANY CONFLICTS WITH PROPOSED UTILITIES ARE TO BE REPORTED TO THE ENGINEER.
- THE CONTRACTOR IS RESPONSIBLE FOR ALL DETOURING AND CONSTRUCTION SIGNAGE.
- AERIAL PHOTOGRAPHY REFLECTS CONDITIONS IN 2023.
- ALL DIMENSIONS ARE IN METRIC UNITS UNLESS OTHERWISE NOTED.
- REFER TO DRAWING G-103 FOR LEGENDS AND ABBREVIATIONS.



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LEUNG ROAD UPGRADES - PHASE 2

Blackfolds AB Canada

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 Date: 2024-03-27  
 Drawn: [blank] Design: [blank] Check: [blank] Date: 2024-03-27  
 Title: [blank] Date: 2024-03-27

Title  
**EXISTING CONDITIONS & REMOVALS**

Project No. 1135510008  
 Revision 0 of Sheet  
 Scale  
  
 Drawing No. **CD-103**





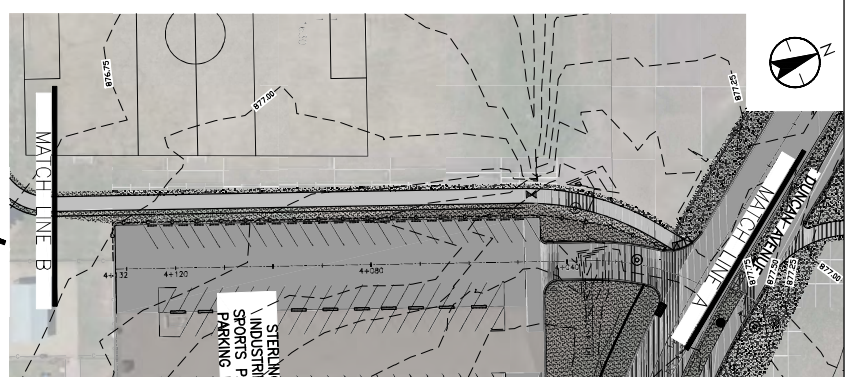
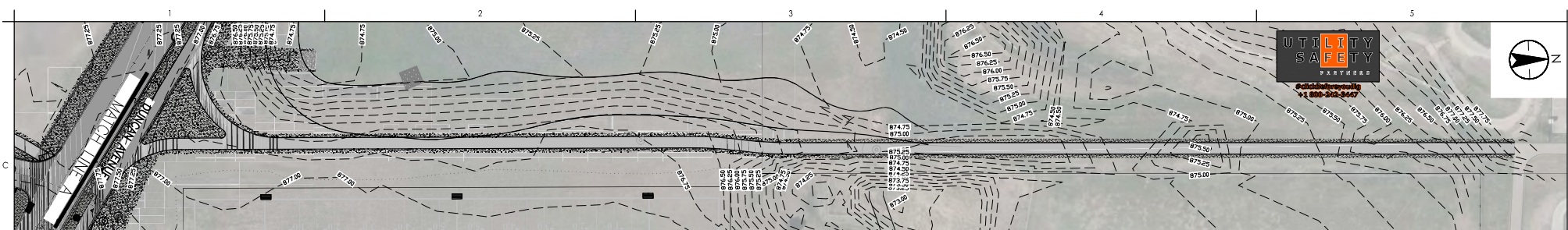












- GENERAL NOTES:**
1. ALL CONSTRUCTION PROCEDURES AND MATERIALS TO MEET CITY OF RED DEER SPECIFICATIONS.
  2. REFER TO THE GEOTECHNICAL REPORT AND CONTRACT DOCUMENTS FOR EXISTING CONDITIONS AND CONSTRUCTION REQUIREMENTS.
  3. ALL DIMENSIONS ARE IN METRIC UNITS UNLESS OTHERWISE NOTED.
  4. REFER TO DRAWING GI-003 FOR LEGENDS AND ABBREVIATIONS.


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**GRANIE B. WICKI**  
 PROFESSIONAL ENGINEER ALBERTA  
 ID 202166  
 2024-03-27

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LEUNG ROAD UPGRADES - PHASE 2

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File Name: S1008b-01.dwg    EBN:    SEC:    GBN: 2020.02.07  
 Dwn:    Dgn:    Cht:    YYY-MM-DD

Title  
**ASPHALT TRAIL EXTENSIONS**

Project No. 1135510008  
 Revision Sheet 0 of

Scale  
  
 Drawing No. **RC-104**

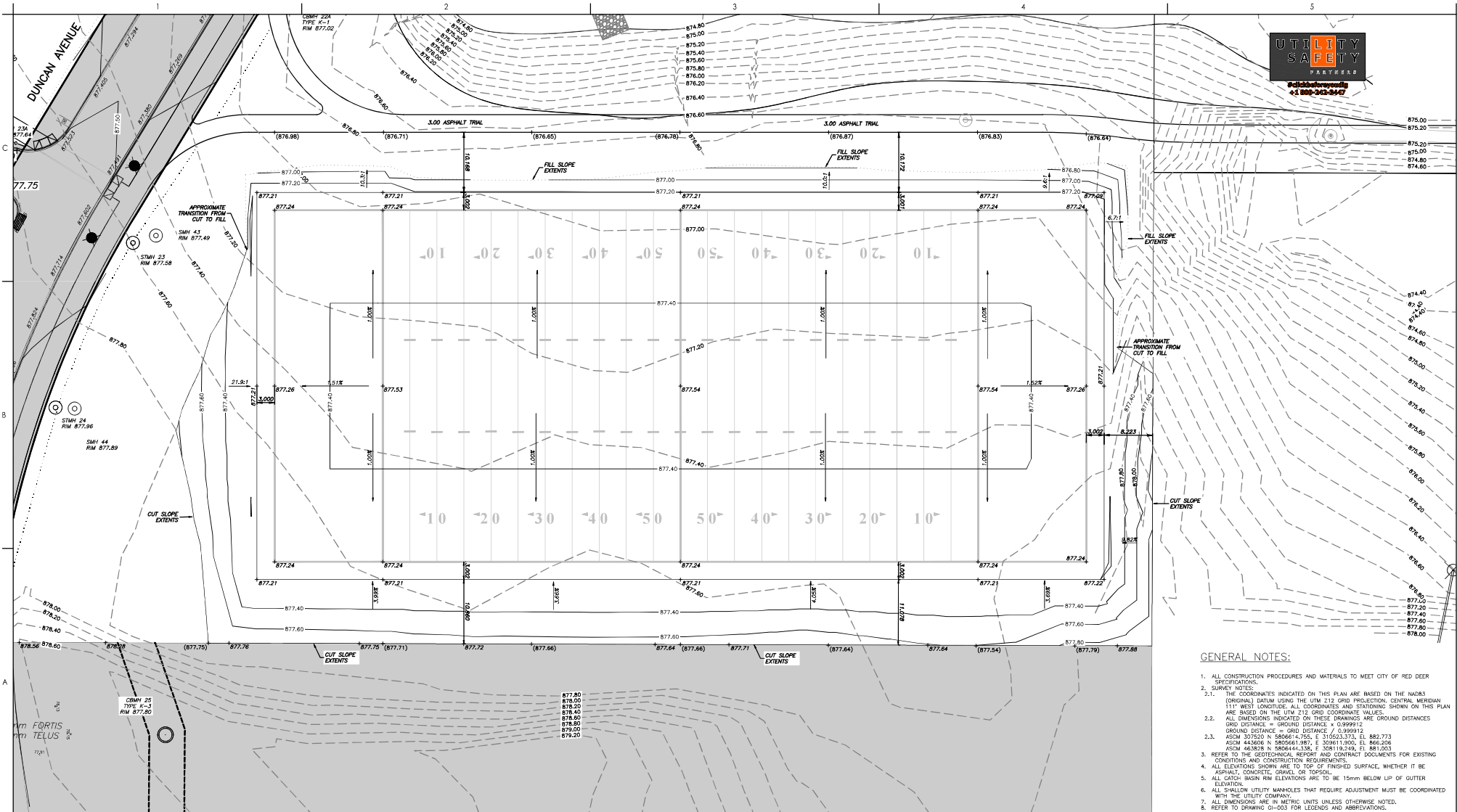
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416-266-9447



- GENERAL NOTES:**
- ALL CONSTRUCTION PROCEDURES AND MATERIALS TO MEET CITY OF RED DEER SPECIFICATIONS.
  - SURVEY NOTES:
    - THE COORDINATES INDICATED ON THIS PLAN ARE BASED ON THE NAD83 (ORIGINAL) DATUM USING THE UTM Z12 GRID PROJECTION, CENTRAL MERIDIAN 111° WEST LONGITUDE. ALL COORDINATES AND STATIONING SHOWN ON THIS PLAN ARE BASED ON THE UTM Z12 GRID COORDINATE VALUES.
    - ALL DIMENSIONS INDICATED ON THESE DRAWINGS ARE GROUND DISTANCES.
      - GRID DISTANCE = GROUND DISTANCE / 0.999912
      - GROUND DISTANCE = GRID DISTANCE \* 0.999912
  - REFER TO THE GEOTECHNICAL REPORT AND CONTRACT DOCUMENTS FOR EXISTING CONDITIONS AND CONSTRUCTION REQUIREMENTS.
  - ALL ELEVATIONS SHOWN ARE TO TOP OF FINISHED SURFACE, WHETHER IT BE ASPHALT, CONCRETE, GRAVEL OR TOPSOIL.
  - ALL CATCH BASIN RIM ELEVATIONS ARE TO BE 15mm BELOW LIP OF GUTTER ELEVATION.
  - ALL SHALLOW UTILITY MANHOLES THAT REQUIRE ADJUSTMENT MUST BE COORDINATED WITH THE UTILITY COMPANY.
  - ALL DIMENSIONS ARE IN METRIC UNITS UNLESS OTHERWISE NOTED.
  - REFER TO SPACING 20-003 FOR LEGENDS AND ABBREVIATIONS.


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**PROFESSIONAL ENGINEER**  
 GRASSIE B. WICKI  
 ID 202166  
 2024-03-27

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File Name: 20240327-101-grd

SEC: B/LV G/SN: 2024.03.17  
 Dwn: Dgth: C/Hk: YYY-MM-DD

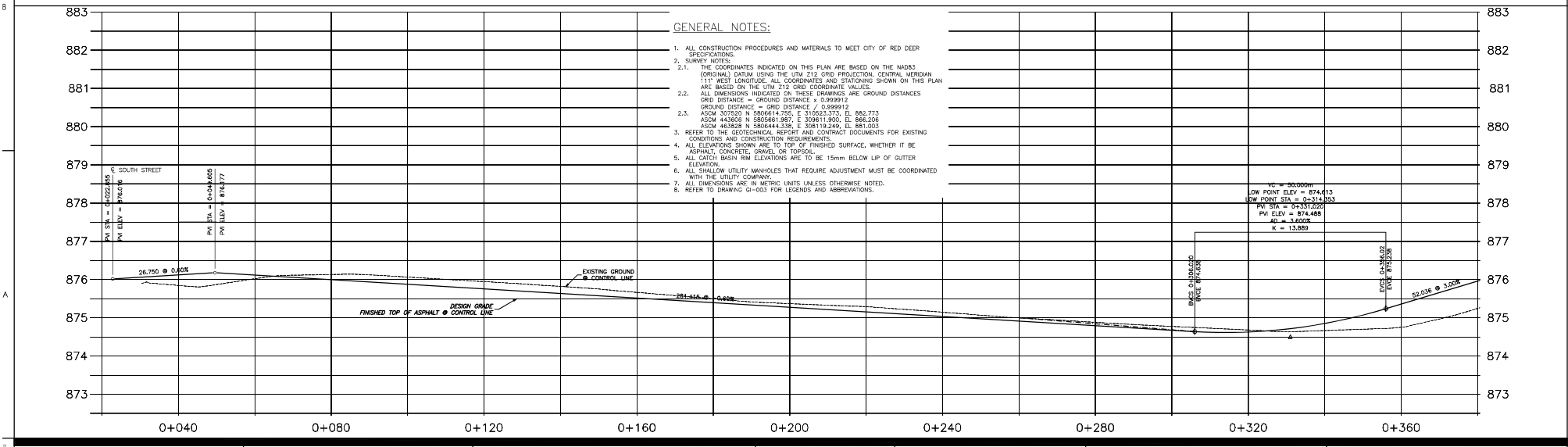
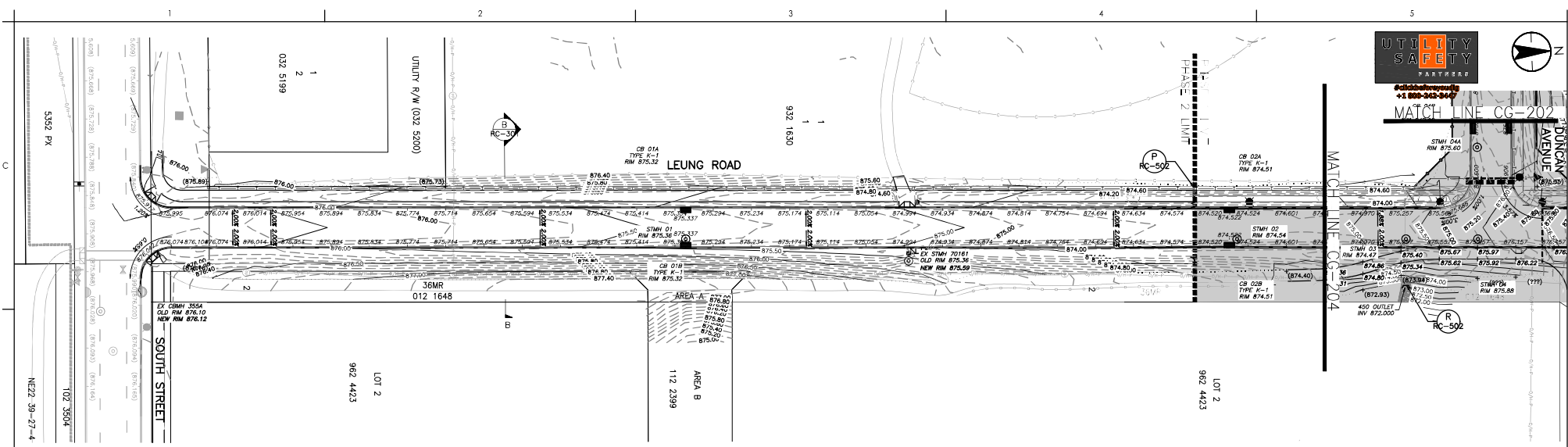
Title  
**SPORT FIELD GRADING**

Project No. 1135510008

Revision 0 of Sheet

Scale  
  
 Drawing No. **CG-102**





- GENERAL NOTES:**
- ALL CONSTRUCTION PROCEDURES AND MATERIALS TO MEET CITY OF RED DEER SPECIFICATIONS.
  - SURVEY NOTES:
    - THE COORDINATES INDICATED ON THIS PLAN ARE BASED ON THE NAD83 (ORIGINAL) DATUM USING THE UTM 212 GRID PROJECTION. CENTRAL MERIDIAN 111° WEST LONGITUDE. ALL COORDINATES AND STATIONING SHOWN ON THIS PLAN ARE BASED ON THE UTM 212 GRID COORDINATE VALUES.
    - ALL DIMENSIONS INDICATED ON THESE DRAWINGS ARE GROUND DISTANCES.
 
$$\text{GRID DISTANCE} = \text{GROUND DISTANCE} \times 0.999912$$
    - ASCM 307520 N 5806614.735, E 3106233.373, EL 882.773  
 ASCM 443628 N 580661.987, E 308611.900, EL 866.206  
 ASCM 463828 N 5806444.336, E 308119.249, EL 881.003
  - REFER TO THE GEOTECHNICAL REPORT AND CONTRACT DOCUMENTS FOR EXISTING CONDITIONS AND CONSTRUCTION REQUIREMENTS.
  - ALL ELEVATIONS SHOWN ARE TO TOP OF FINISHED SURFACE, WHETHER IT BE ASPHALT, CONCRETE, GRAVEL OR TOPSOIL.
  - ALL CATCH BASIN RIM ELEVATIONS ARE TO BE 15mm BELOW LIP OF GUTTER ELEVATION.
  - ALL SMALLER UTILITY MANHOLES THAT REQUIRE ADJUSTMENT MUST BE COORDINATED WITH THE UTILITY COMPANY.
  - ALL DIMENSIONS ARE IN METRIC UNITS UNLESS OTHERWISE NOTED.
  - REFER TO DRAWING GI-003 FOR LEGENDS AND ABBREVIATIONS.

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**PROFESSIONAL ENGINEER**  
 GRACIE B. WICKI  
 ID 202166  
 2024-03-27

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 Tbl: Tbl  
 Sec: Sec  
 Cbl: Cbl  
 Date: 2020.02.07  
 Drawn: CMH  
 YYY: YYY

Title  
**GRADING & PAVEMENT ELEVATIONS**

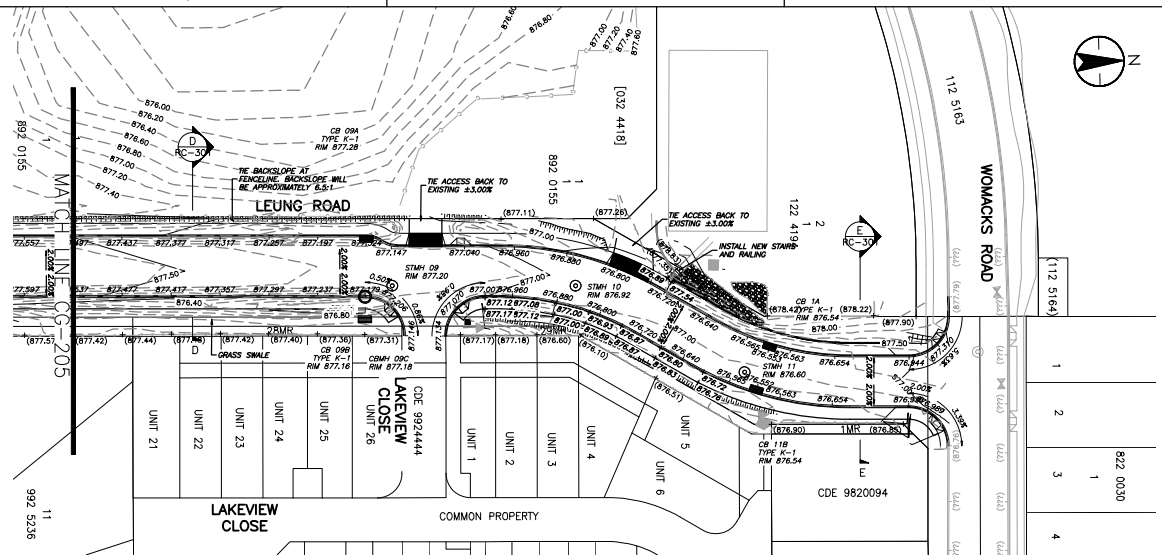
Project No. 1135510008  
 Scale 1:1000

Revision Sheet 0 of 1  
 Drawing No. **CG-203**



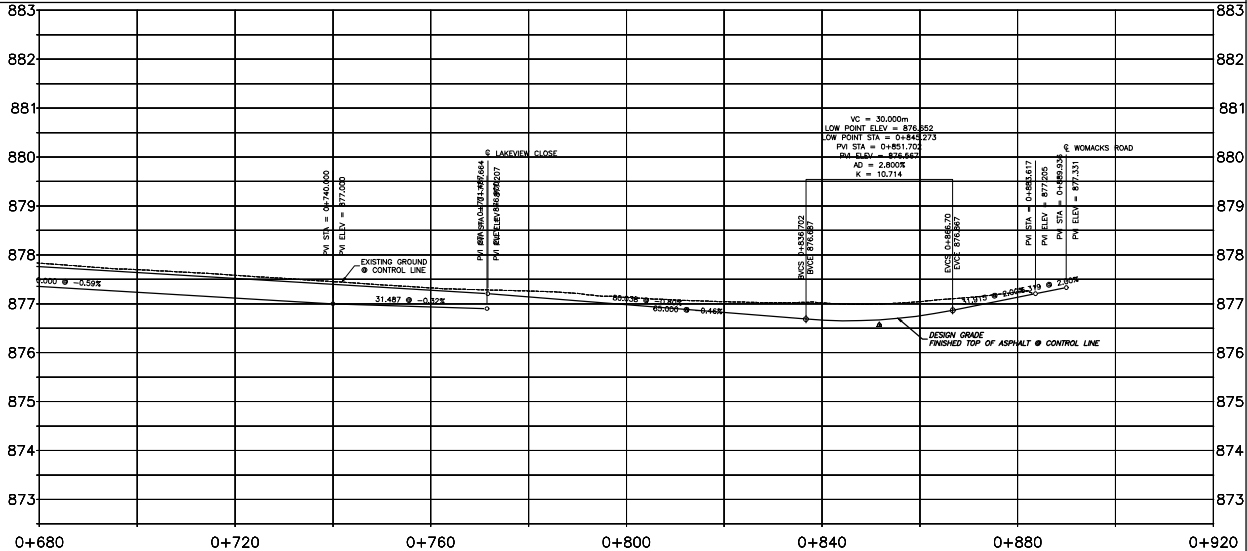


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**GENERAL NOTES:**

1. ALL CONSTRUCTION PROCEDURES AND MATERIALS TO MEET CITY OF RED DEER SPECIFICATIONS.
2. SURVEY NOTES:
  - 2.1. THE COORDINATES INDICATED ON THIS PLAN ARE BASED ON THE NAD83 (ORIGINAL) DATUM USING THE UTM Z12 GRID PROJECTION, CENTRAL MERIDIAN 111° WEST LONGITUDE. ALL COORDINATES AND STATIONING SHOWN ON THIS PLAN ARE BASED ON THE UTM Z12 GRID COORDINATE VALUES.
  - 2.2. ALL DIMENSIONS INDICATED ON THESE DRAWINGS ARE GROUND DISTANCES. GROUND DISTANCE = GROUND DISTANCE x 0.999912.
  - 2.3. GROUND DISTANCE = GRID DISTANCE / 0.999912.  
 NSM 307520 N 3826614.755, E 310223373, ES 882.773  
 NSM 443626 N 3825661.987, E 309611300, ES 886.206  
 NSM 443828 N 3825444.338, E 308118246, ES 881.003
3. REFER TO THE GEOTECHNICAL REPORT AND CONTRACT DOCUMENTS FOR EXISTING CONDITIONS AND CONSTRUCTION REQUIREMENTS.
4. ALL ELEVATIONS SHOWN ARE TO TOP OF FINISHED SURFACE, WHETHER IT BE ASPHALT, CONCRETE, GRAVEL OR TOPSOIL.
5. ALL CATCH BASIN RIM ELEVATIONS ARE TO BE 15mm BELOW LIP OF GUTTER ELEVATION.
6. ALL SHALLOW UTILITY MANHOLES THAT REQUIRE ADJUSTMENT MUST BE COORDINATED WITH THE UTILITY COMPANY.
7. ALL DIMENSIONS ARE IN METRIC UNITS UNLESS OTHERWISE NOTED.
8. REFER TO DRAWING G-003 FOR LEGENDS AND ABBREVIATIONS.



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**PROFESSIONAL ENGINEER**  
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ID 202166

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LEUNG ROAD UPGRADES - PHASE 2

Blackfolds AB Canada

File Name: 20200916p-01-grd

Town:    SEC:    GRN:    2020.10.07  
Drawn:    Sign:    CHK:    YYYYMMDD

Title  
GRADING & PAVEMENT ELEVATIONS

Project No. 1135510008

Revision Sheet 0 of

Scale  
1:1000

Drawing No. **CG-205**



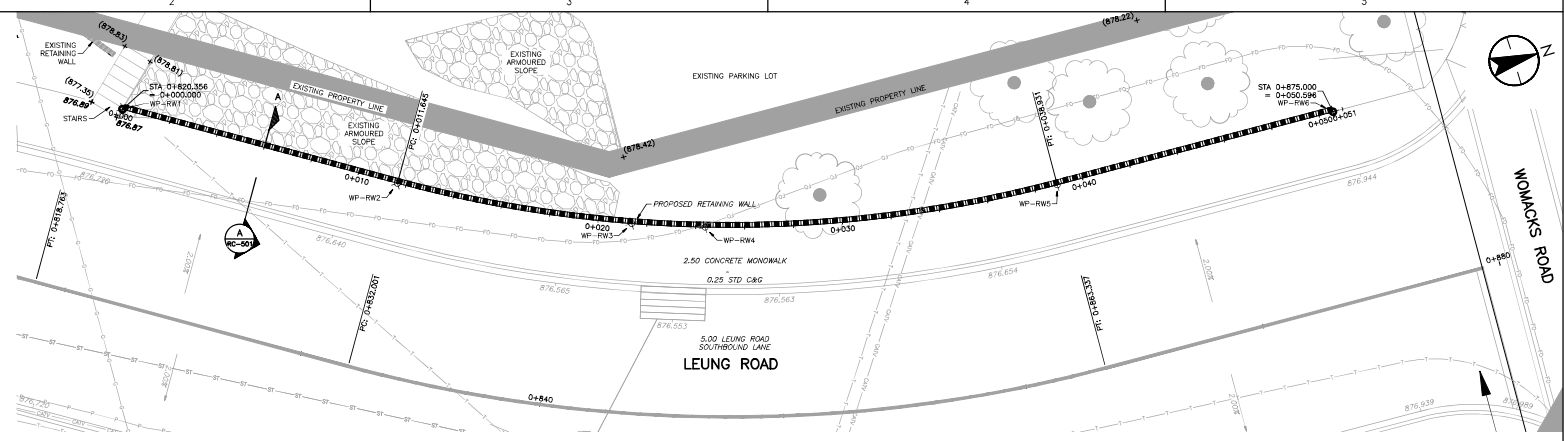






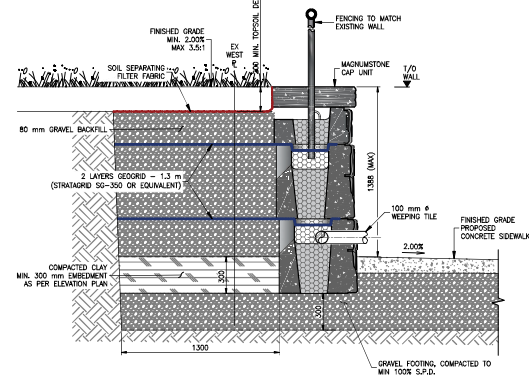






RETAINING WALL PLAN VIEW  
1:100

RETAINING WALL WORKING POINT (WP) TABLE				
WORK POINT	NORTHING	EASTING	ELEVATION	
1 WP-FW1	5,807,321.088	308,017.886	878.120	
2 WP-FW2	5,807,330.956	308,034.048	878.120	
3 WP-FW3	5,807,339.433	308,038.439	877.810	
4 WP-RW4	5,807,342.465	308,039.450	877.500	
5 WP-RW5	5,807,356.740	308,042.004	877.500	



GENERAL NOTES

ANALYSIS ASSUMES FILL PLACEMENT IN 200mm LIFTS COMPACTED TO 98% STANDARD PROCTOR AND ± 2% OF OPTIMUM MOISTURE CONTENT. COMPACTION TEST FREQUENCY SHALL BE DETERMINED BY THE ENGINEER OR AS OTHERWISE SPECIFIED.

RETAINING WALL UNITS AND INSTALLATION SHALL CONFORM TO THE FOLLOWING STANDARDS ASTM C1377, ASTM C1262, ASTM D698, ASTM D4253, AND ASTM C1430. THE CONTRACTOR SHALL PROVE COMPETENCE AND HAVE PREVIOUS EXPERIENCE IN THE INSTALLATION OF SEGMENTAL BLOCK MSE WALLS, SPECIFICALLY LOCK-BLOCK TYPE WALLS.

QUALITY ASSURANCE REQUIREMENTS: A QUALIFIED ENGINEER OR TECHNICIAN SHALL SUPERVISE THE WALL CONSTRUCTION TO VERIFY FIELD AND SITE SOIL CONDITIONS.

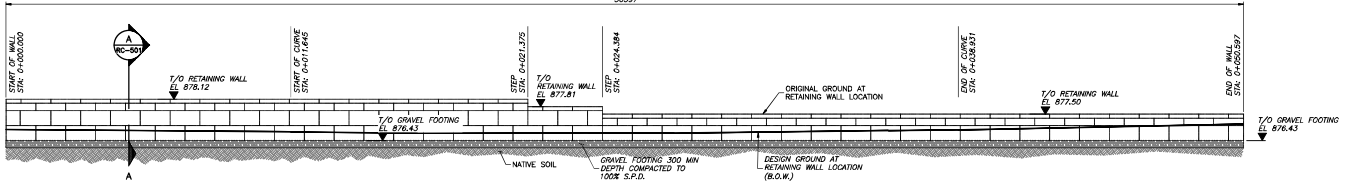
THE BASE OF THE EXCAVATION SHALL BE CLEANED OF ALL LOOSE MATERIAL.

MECHANICAL PLATE COMPACTION EQUIPMENT TO BE USED IN THE CLOSE PROXIMITY OF THE WALL FACING (WITHIN 1.5M) TO PREVENT THE BUILD UP OF HIGH LATERAL PRESSURE AGAINST THE WALL AND THEREFORE PREVENTING FACING BLOCK MOVEMENT.

COMPACTION TESTS TO BE DONE TO VERIFY THE ACCEPTANCE OF EACH 500 MM OR AS SPECIFIED BY ENGINEER.

BLOCKS TO BE MAGNEMONITE OR APPROVED EQUIVALENT

RETAINING WALL SECTION  
1:20



RETAINING WALL ELEVATION VIEW  
1:100  
LOOKING WEST

- NOTES:
1. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS NOTED OTHERWISE
  2. ELEVATIONS ARE IN METERS
  3. DIMENSIONS SHOWN TO GROUND, STATIONS AND CONTROL POINTS ARE SHOWN TO UTM 212 GRID COORDINATE VALUES.
  4. ALL ELEVATIONS PROVIDED IN THE RETAINING WALL WORK POINT TABLE ARE LOCATED AT THE BOTTOM OF WALL LOCATED AT THE FRONT FACE OF WALL AT DESIGN GRADE OF BOULEVARD.

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LEUNG ROAD UPGRADES - PHASE 2

Blackfolds AB Canada

Title

RETAINING WALL DETAILS

Project No. 1135510008

Revision 0 of 0

Scale AS SHOWN

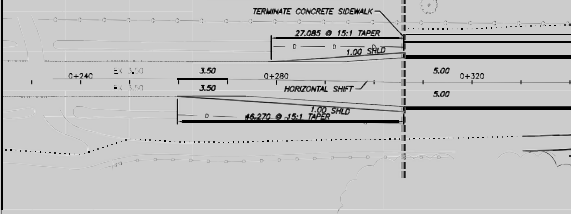
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+1 800-342-3447

NOTE: SHOWN AS INFORMATION ONLY.  
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**LEUNG ROAD**

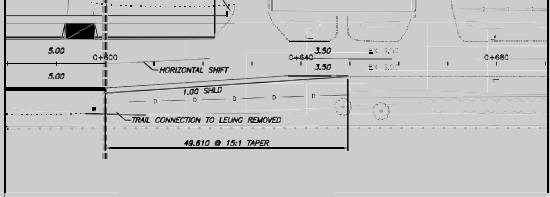


**P LEUNG ROAD SOUTH TEMPORARY TIE-IN**  
1:500



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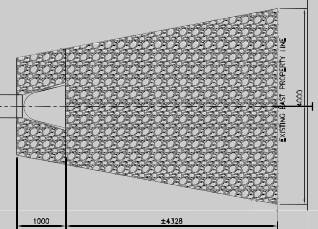
**LEUNG ROAD**



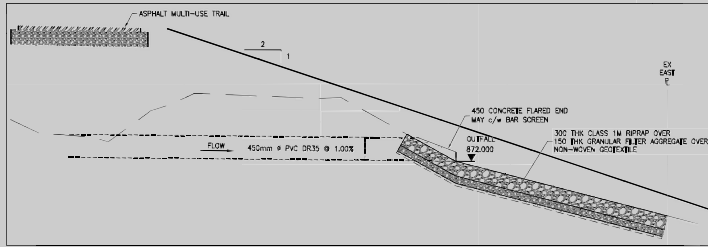
**Q LEUNG ROAD NORTH TEMPORARY TIE-IN**  
1:500

SIZE	% PASSING
4.75	100%
7.5	80%
10.0	50%
15.0	20%

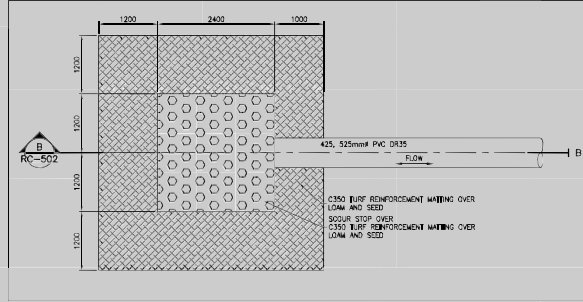
SIZE	% PASSING BY MASS
75	50%
40	55-100%
20	40-80%
5	20-40%
1.25	7-25%
0.08	0-5%



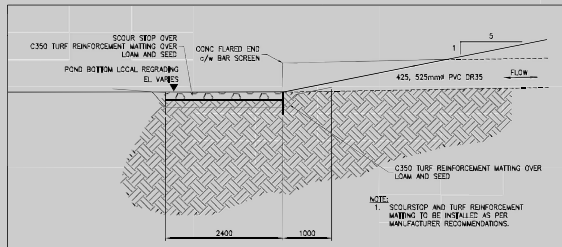
**R LEUNG ROAD STORM OUTLET PLAN**  
1:50



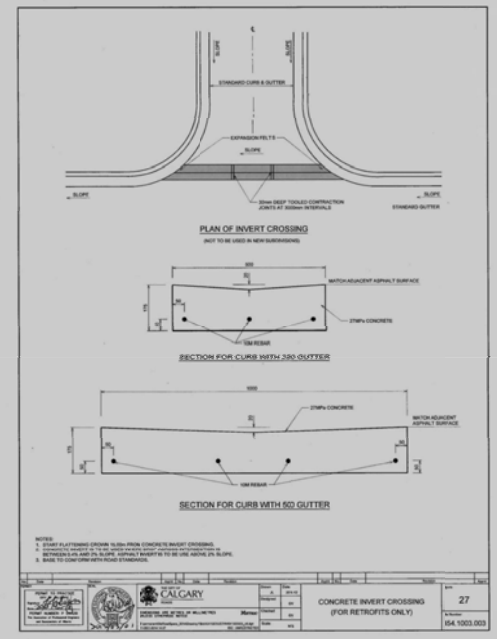
**A LEUNG ROAD OUTLET SECTION**  
1:50



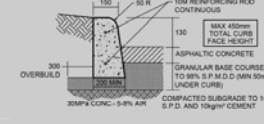
**S SCOUR STOP POND OUTLET PLAN**  
1:50



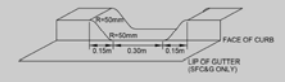
**B SCOUR STOP POND OUTLET SECTION**  
1:50



Project	Client	Scale	Sheet
1135510008	Town of Blackfolds	AS SHOWN	27
Revision	Drawn	Checked	Issue Date
0			2024.03.24



**BARRIER CURB (BC)**  
SCALE: N.T.S



**TYPICAL CURB DROP**  
SCALE: N.T.S

- NOTES:
- ALL DIMENSIONS ARE IN MILLIMETERS UNLESS NOTED OTHERWISE.
  - ELEVATIONS ARE IN METERS.
  - DIMENSIONS SHOWN TO GROUND. SETBACKS AND CONTROL POINTS ARE SHOWN TO THE 2% GRADE COORDINATE VALUES.
  - ALL ELEVATIONS PROVIDED IN THE RETAINING WALL WORK POINT TABLE ARE LOCATED AT THE BOTTOM OF WALL LOCATED AT THE FRONT FACE OF WALL AT DESIGN GRADE OF BOUNDARY.

Revision	By	Appr	YYYYMMDD

Issued	By	Appr	YYYYMMDD

Permit/Seal

**PERMIT TO PRACTICE**  
**STANTEC CONSULTING LTD.**

Signature: \_\_\_\_\_ ID: 73939

Date: 2024-03-27

**PERMIT NUMBER: P 258**  
The Association of Professional Engineers and Geoscientists of Alberta

Consultant

**PROFESSIONAL ENGINEER**  
GRASIE B. NIEMI  
ID 202166  
2024-03-27

**Stantec**

Stantec  
1100 - 4900 50th Street  
Red Deer AB T4N 1X7  
Tel: (403) 341-3300  
www.stantec.com

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Client/Project  
Town of Blackfolds

LEUNG ROAD UPGRADES - PHASE 2

Blackfolds AB Canada

File Name:	310309-001.dwg	Rev:	0
Drawn:	CHB	Scale:	AS SHOWN
Checked:	CHB	Issue Date:	2024.03.24
Issue Date:	2024.03.24	Sheet:	27

Title  
**LEUNG ROAD TEMPORARY TIE-IN DETAILS**

Project No. 1135510008  
Scale AS SHOWN

Revision 0 of 0  
Drawing No. **RC-502**

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**MEETING DATE:** June 11, 2024

**PREPARED BY:** Preston Weran, Director of Infrastructure and Planning Services

**PRESENTED BY:** Kim Isaak, Chief Administrative Officer

**SUBJECT:** **2024 Annual Surface Works (Pavement Rehabilitation) Project Award**

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## **BACKGROUND**

During the 2024 Budget deliberations, Council allocated \$450,000 to complete the yearly annual pavement improvements. This \$450,000 accounts for all project related expenses such as engineering, sidewalk improvements, survey, construction, underground utility inspections and upgrades. Additionally, funds of \$25,000 to add a catch basin to Aspen Drive west of the Aspen Community Gardens site are allocated within the 2024 Budget.

As part of the 2022 Pavement Management Study Capital Project, the Town's engineering consultant, Stantec, undertook a comprehensive field study to measure the condition of roadways throughout the Town. In December 2022, the raw field data results were provided to Administration to assist in the selection of a roadway for rehabilitation under the 2024 capital program. Each roadway segment was assigned a Pavement Quality Index (PQI) number based on the severity, extent and type of defect found. The lower the PQI score, the higher the number of defects; conversely, the higher the PQI score, the lower the defects. Projects for the 2024 year include an overlay to East Railway from Lansdowne Avenue to the rail crossing and the overlaying of two other intersections in Town. Improvements will be made to pedestrian safety through the construction of a 2.5m separate sidewalk and curb line as per the attached tender drawings.

The tender for this Capital Project is comprised of the two capital components along with some additional engineering at the railway crossing to obtain CP Rail's approval to construct a pedestrian crossing as per budget discussions, which were deferred until more details were known. The first component will be the annual roadway rehabilitation project, which will be funded through the previously approved \$475,000 capital budget.

The second component will be the engineering and permitting of a new at-grade railway crossing at South Street. Council had provided an increase to this project by \$25,000 to cover the scope of the rail crossing engineering works. The completed drawings have been submitted to CP Rail. This construction work was included in the tender package under Schedule D. The new project total approved by Council is \$500,000

### ***Annual Roadway Rehabilitation Project Tender Scope***

1. Schedule A - East Railway Street from South Street to Lansdowne Avenue Overlay and Concrete Pathway.
2. Schedule B - Parkwood Drive and Panorama Drive Intersection Overlay.
3. Schedule C - Wilson Street and East Avenue Intersection Overlay.
4. Schedule D - South Street curblines (without roadway overlay) and CP Rail Asphalt Pathway.

5. Schedule E- Aspen Drive Storm Sewer Work to be deleted as drainage concerns were addressed through operational revision to snow removal in this area.
6. Schedule F- Sidewalk improvements around town will be tendered under the same contract but funded through the Streets operations budget as noted below:

Under the Street operations budget, \$69,000 has been budgeted for various repairs and replacements throughout the community of the Town’s existing sidewalk network. The tender also included a separate schedule for provisional pricing for a qualified concrete contractor to conduct these repairs funded from this budget line item.

**DISCUSSION**

This project was posted on APC and the Alberta Construction Association on May 2, 2024, and closed on May 16, 2024, at 2:00 p.m. 2 bids were received for the project, all in good order and including 10% contingency but excluding G.S.T as per below:

Schedule	Subtotal	Contingency (10%)	Total
Schedule A - East Railway Street from South Street to Lansdowne Avenue	\$367,948.15	\$36,794.82	\$404,742.97
Schedule B - Parkwood Drive and Panorama Drive Intersection	\$32,152.85	\$3,215.29	\$35,368.14
Schedule C - Wilson Street and East Avenue Intersection	\$17,205.00	\$1,720.50	\$18,925.50
Schedule D - South Street CPKC Crossing	\$174,235.85	\$17,423.59	\$191,659.44
Schedule E - Aspen Drive Storm Sewer	Removed From Contract		
Schedule F - Miscellaneous Concrete Replacements	Concrete Unit Rates Received		
<b>Subtotal (incl. Contingency)</b>	<b>\$591,541.85</b>	<b>\$59,154.19</b>	<b>\$650,696.04</b>
Engineering Construction Services (Estimated)			\$60,000.00
<b>Total (Construction and Engineering)</b>			<b>\$710,696.04</b>

As outlined above and in the attached Stantec Consulting Letter of Award, Border Paving is the low bidder. This company has a good track record in Central Alberta and can complete this work. The award for this contract includes Schedule A, B, C, and D. This will allow the intersections to be overlaid while overlaying East Rail Street and providing pedestrian access across South Street at the CPKC crossing.

Through the 2025 budget process, Administration will add budget options for the anticipated pedestrian rail signal and arm required along the northwest side of South Street Boulevard in front of the new pathway to meet the whistle cessation requirements. Costs for this work are to be determined once quotes are received from CPKC Rail. The remainder of the whistle cessation budget (fencing and the like) will be provided under a separate project for 2025 budget considerations.

The tender award before Council does not include complete consulting and contract administration for this phase of construction, and additional funds are required. Based on the effort and anticipated timeline of one month for part-time construction, the known and estimated costs are further detailed in the table below.

<b>2024 Capital Budget and Expenses</b>		
Previously Approved Engineering Scope	\$28,161.80	Actual
Previously Approved Engineering Scope for CPKC Crossing	\$18,698.04	Actual
Proposed Engineering Construction Scope includes estimated materials testing)	\$60,000.00	Estimated
Construction (Schedule A, B, C, D) including 10% contingency	\$650,696.04	Actual
<b>Expenses Total</b>	<b>\$757,555.88</b>	
Budget Shortfall	<b>-\$257,555.88</b>	
<b>2024 Budget Approved</b>	<b>\$500,000.00</b>	

With the total project costs coming in at \$757,758.04, there is a budget shortfall of \$257,758.04. However, most of this cost overrun is due to scope increase related to the pathway crossing on the west side of the rail track to the dog park, the crossing itself and the widening of the asphalt and concrete pathway from the original scope to allow for better trail use.

**FINANCIAL IMPLICATIONS**

Based on our estimate for the total project costs as identified above the budget will be over by \$257,555.88. If this project is to move forward this year as planned in time for the school opening, the possibility of retendering this project is not a preferred option but could be explored. The proposed revision to the scope does allow for the extra work to be completed across the railway, while South Street is closed to traffic for the sanitary crossing work. With both projects completed at the end of summer, no additional improvements would be needed in this area for the foreseeable future. This would minimize all traffic and access impacts to this year. The project is funded from the Canada Community Builder Fund (CCBF) with enough funds to cover the increased scope.

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**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motions:

1. That Council award the 2024 Annual Surface Works Schedule A, B, C and D work to Border Paving for \$650,696.04 excluding GST.
2. That Council increases the 2024 Annual Surface Works Project to a total of \$757,555.88, with the additional \$257,555.88 to be drawn from the Canada Community Builder Fund for this work.

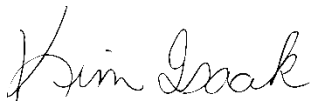
**ALTERNATIVES:**

- a) That Council refer the 2024 Annual Surface Works Project back to Administration for more information.

**ATTACHMENTS:**

- *Tender Award letter*
- *Tender Drawing Package*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author



May 22, 2024  
File: 1135678582-02-08

**Attention: Preston Weran, Director of Infrastructure and Property Services**

Town of Blackfalds  
5018 Waghorn Street  
Blackfalds, AB T0M 0J0

Dear Preston,

**Reference: 2024 Annual Surface Works – Tender Review**

The above-mentioned tender for the Town of Blackfalds was received by Stantec (Red Deer Office) on Thursday, May 16, 2024. We completed a review of the two (2) submitted tender submissions to ensure that the tender requirements have been met and to confirm correctness of the unit price schedules. Minor mathematical errors were found in the unit price schedule submitted by Border Paving Ltd. and Central City Asphalt Ltd.

The total tender results have been summarized in the following table (includes 10% Contingency and excludes GST):

<b>Schedule</b>	<b>Border Paving Ltd.</b>	<b>Central City Asphalt Ltd.</b>	<b>Stantec's Opinion of Probable Cost</b>
Schedule A - East Railway Street from South Street to Lansdowne Avenue	\$367,948.15	\$441,891.15	\$348,641.00
Schedule B - Parkwood Drive and Panorama Drive Intersection	\$32,152.85	\$38,385.15	\$40,583.00
Schedule C - Wilson Street and East Avenue Intersection	\$17,205.00	\$20,625.00	\$21,400.00
Schedule D - South Street CPKC Crossing	\$174,235.85	\$203,488.80	\$150,181.00
Schedule E - Aspen Drive Storm Sewer*	\$44,140.45	\$42,697.03	\$34,054.00
Schedule F - Miscellaneous Concrete Replacements	Concrete Unite Rates Received		
<b>Subtotal</b>	<b>\$594,859.00</b>	<b>\$635,682.30</b>	<b>\$747,087.13</b>
Contingency (10%)	\$59,154.19	\$70,439.01	\$56,080.50
<b>TOTAL (excl. GST, incl Contingency)</b>	<b>\$650,696.04</b>	<b>\$774,829.11</b>	<b>\$616,885.50</b>

\* In the above table, Schedule E has been removed from the totals shown and it is not expected to be included in the contract.

Reference: 2024 Annual Surface Works – Tender Review

A complete summary of the tendered results and comparison to the Engineer’s Opinion of Probable Cost is attached for your information and record. The mathematical errors are highlighted in the comparison.

Border Paving Ltd. was the lowest bidder with an amount of \$650,696.04 (incl. contingency) which is \$33,810.54 (approximately 5.5%) more than the engineer’s opinion of probable cost. It is understood through discussion with the Town that Schedule E will be removed from the contract. As part of the Town’s concrete sidewalk program, unit rates were requested under Schedule F from contractors for completing selective concrete work around Town at locations to be determined.

The following table provides a further breakdown of the low bidder’s, Border Paving schedule costs with contingency.

Schedule	Subtotal	Contingency (10%)	Total
Schedule A - East Railway Street from South Street to Lansdowne Avenue	\$367,948.15	\$36,794.82	\$404,742.97
Schedule B - Parkwood Drive and Panorama Drive Intersection	\$32,152.85	\$3,215.29	\$35,368.14
Schedule C - Wilson Street and East Avenue Intersection	\$17,205.00	\$1,720.50	\$18,925.50
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Schedule E - Aspen Drive Storm Sewer	Removed From Contract		
Schedule F - Miscellaneous Concrete Replacements	Concrete Unit Rates Received		
<b>Subtotal (incl. Contingency)</b>	<b>\$591,541.85</b>	<b>\$59,154.19</b>	<b>\$650,696.04</b>
Engineering Construction Services (Estimated)			\$60,000.00
<b>Total (Construction and Engineering)</b>			<b>\$710,696.04</b>

Border Paving has provided a list of subcontractors to complete select items of work within the contract which are provided below.

Subcontractor	Item of Work
Urban Dirtworks	Underground
LeDuc Developments	Milling
Proform Concrete	Concrete
Appollo Landscaping	Landscaping
Lafrentz Road Markings	Line Markings

Stantec has previous experience working with Border Paving Ltd. on numerous road construction projects. We recognize Border Paving as a reputable contractor for completing this work. Stantec also recognizes the



May 22, 2024

Preston Weran, Director of Infrastructure and Property Services

Page 3 of 3

**Reference: 2024 Annual Surface Works – Tender Review**

other primary subcontractors listed above as reputable contractors capable of completing the work and can provide further information on past experience, if required. Stantec recommends that the Town's legal counsel review the terms and conditions of the tender contract and evaluate their potential for qualification of award.

Following your approval of the Contractor, Stantec will Issue a Notice of Award and prepare the contracts for execution upon your direction.

CPKC is also expected to be completing railway work (i.e. concrete matting) coinciding with Schedule D in 2024 as well as future work to satisfy whistle cessation requirement. CPKC has yet to provide any costs for their work. These costs are unknown.

Please contact me should you have any questions or concerns.

Regards,

**Stantec Consulting Ltd.**

Maciejowski, Paul

Digitally signed by Maciejowski, Paul  
DN: CN="Maciejowski, Paul", OU=Internal,  
OU=users, OU=stantec, DC=corp, DC=ads  
Reason: I am approving this document  
Date: 2024.05.22 13:52:39-06'00'

---

**Paul Maciejowski** CET  
Project Manager  
Phone: 403-848-4721  
paul.maciejowski@stantec.com



---

**Graeme Nickle** P.Eng.  
Project Coordinator  
Phone: 403-392-0528  
graeme.nickle@stantec.com

Attachment: 2024 Annual Surface Works – Tender Comparison

c. Brad Vander Heyden – Stantec Consulting Ltd.  
Todd Simenson – Stantec Consulting Ltd.

ng \ca0002-

ppfss02\shared\_projects\113678582\02\_transportation\08\_tender\01\_contract\05\_bid\_review\_recommendation\let\_tender\_review\_2024\_annual\_surface.docx

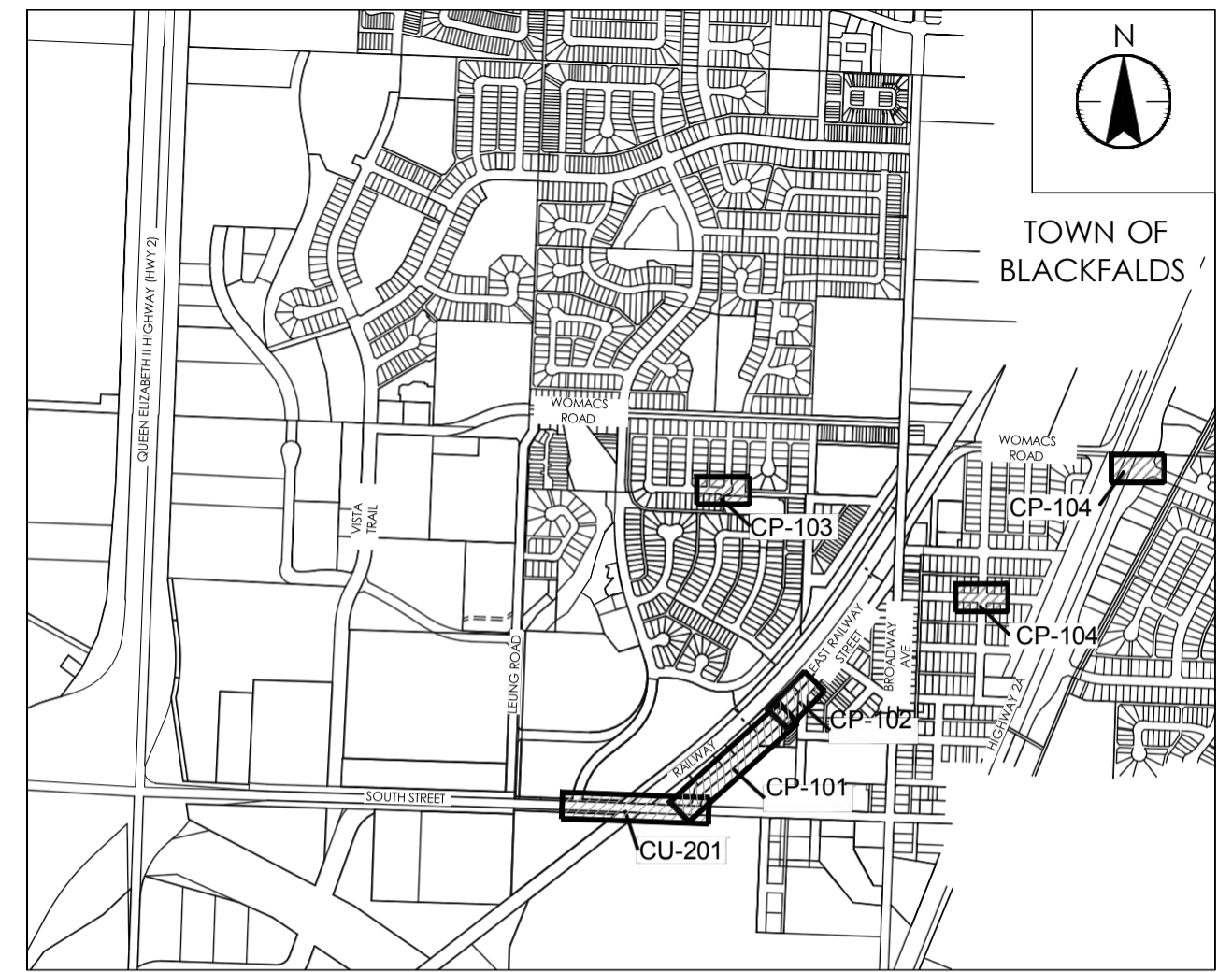


# TOWN OF BLACKFALDS

# 2024 ANNUAL SURFACE WORKS

MAY 2024

Project Number: 113678582



PROJECT LOCATION  
1:10,000

List of Drawings	
Sheet Number	Sheet Title
GI-001	Cover
GI-002	Legends & Abbreviations
CP-101	East Railway Street Overlay (South Street to Lansdowne Avenue)
CP-102	East Railway Street Overlay (South Street to Lansdowne Avenue)
CP-103	Aspen Drive Drainage Improvements
CP-104	Intersection Mill & Overlay
CP-201	South Street Multi-use Trail & Sidewalk
E4	Crossing ±4 Drawing

### SHEET IDENTIFICATION

#### LEVEL 1 DISCIPLINE DESIGNATOR

- G GENERAL
- V SURVEY/MAPPING
- B GEOTECHNICAL
- C CIVIL DRAWINGS
- L LANDSCAPE DRAWINGS
- R RESOURCE

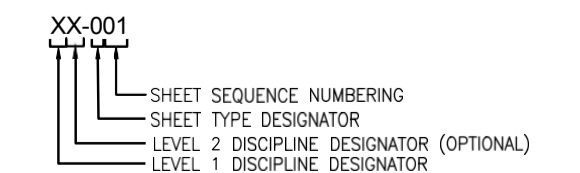
#### LEVEL 2 DISCIPLINE DESIGNATOR (OPTIONAL)

- C CIVIL
- D DEMOLITION
- G GRADING
- I INDEX
- P PAVING
- R RESOURCE
- S SITE DIMENSIONS
- T TRANSPORTATION

#### SHEET TYPE DESIGNATOR

- 0 GENERAL (SYMBOLS, LEGENDS, NOTES, ETC.)
- 1 PLANS (HORIZONTAL VIEWS & COMBINATION PLAN/PROFILE)
- 2 ELEVATIONS & PROFILES (VERTICAL VIEWS)
- 3 SECTIONS (SECTIONAL VIEWS)
- 4 LARGE SCALE VIEWS
- 5 DETAILS

#### SHEET NUMBER EXPLANATION



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The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing - any errors or omissions shall be reported to Stantec without delay.  
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Notes

- ALL CONSTRUCTION AND MATERIALS TO MEET TOWN OF BLACKFALDS 2024 ANNUAL SURFACE WORKS CONTRACT SPECIFICATIONS.
- SURVEY NOTES:
  - THE COORDINATES INDICATED ON THIS PLAN ARE BASED ON THE NAD83 (ORIGINAL) DATUM USING THE UTM ZONE 12 GRID PROJECTION, CENTRAL MERIDIAN 111° WEST LONGITUDE. ALL COORDINATES AND STATIONING SHOWN ON THIS PLAN ARE BASED ON THE UTM ZONE 12 GRID COORDINATE VALUES.
  - ALL DIMENSIONS INDICATED ON THESE DRAWINGS ARE GROUND DISTANCES  
GRID DISTANCE = GROUND DISTANCE x 0.999912  
GROUND DISTANCE = GRID DISTANCE / 0.999912
  - ASCM 307520 N 5806614.755, E 310523.373, EL. 882.773  
ASCM 463828 N 5806444.338, E 308119.249, EL. 881.003  
ASCM 443606 N 5805661.987, E 309611.900, EL. 866.206
- CONTRACTOR TO COORDINATE THE EFFORTS AND SCHEDULING OF ALL UTILITY COMPANIES AND TOWN OF BLACKFALDS FOR THEIR PORTION OF THE WORK.
- THE CONTRACTOR IS RESPONSIBLE TO REPAIR ALL DISTURBED LANDSCAPING AREAS, DRIVEWAYS, CURB AND GUTTER AND SIDEWALKS DAMAGED INCIDENTALLY DURING CONSTRUCTION.
- LOCATIONS AND DEPTHS OF ALL EXISTING UNDERGROUND UTILITIES TO BE CONFIRMED BY THE CONTRACTOR IN THE FIELD. SHALLOW UTILITIES TO BE CONFIRMED BY HYDRO-VACUING. ANY CONFLICTS WITH PROPOSED UTILITIES ARE TO BE REPORTED TO THE ENGINEER PRIOR TO CONSTRUCTION.
- NATIVE TRENCH ZONE BACKFILL TO BE COMPACTED TO 98% S.P.D. GRANULAR TRENCH ZONE BACKFILL TO BE COMPACTED TO 100% S.P.D.
- ALL MANHOLE AND VALVE RIMS MAY REQUIRE ADJUSTMENT TO MATCH TOP OF ASPHALT ELEVATION.
- CATCH BASIN RIM ELEVATIONS TO BE 15mm BELOW LIP OF GUTTER ELEVATION.
- ALL CURB & GUTTER AND SIDEWALK TO BE CONSTRUCTED WITH SULPHATE RESISTANT CONCRETE (TYPE HS).
- CONTRACTOR TO ENSURE THAT THE ASPHALT CONCRETE PAVEMENT EDGE MILL INLAY MATCHES THE LIP OF GUTTER AND THAT A 2.00% CROSS SECTION IS MAINTAINED ON THE ROADWAY.
- ASPHALT TO BE VISUALLY INSPECTED BEFORE MILLING AND MARKED FOR AREAS THAT WILL REQUIRE DEEP STRENGTH PATCHING OR OTHER MEANS OF REPAIR.
- EXISTING CURB AND GUTTER AND SIDEWALKS TO BE INSPECTED AND MARKED FOR REMOVAL BY THE ENGINEER. CONTRACTOR TO SAWCUT, REMOVE AND DISPOSE OFFSITE. PROVIDE SLURRY MIX ON DISTURBED AREA UNDER PROPOSED ASPHALT.
- EXISTING WATER SERVICE LOCATION, SIZE, AND MATERIALS ARE UNKNOWN.
- APRONS SHOULD ENCOMPASS ENTIRE LENGTH OF EX. DRIVEWAY.
- ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.

SYMBOLS

	EXISTING	PROPOSED
FOUND IRON POST	●	○
ALBERTA SURVEY CONTROL MONUMENT	ASCM 247361 679.100	
SURVEY CONTROL BENCHMARK	BM#5 880.436	
BOREHOLE	BH#1 000.00	BH#1 000.00
MONITORING WELL	MW#1 000.00	MW#1 000.00
BORROW PIT	BP	BP
CEMETERY	☩	☩
DEPRESSED CURB (DRIVEWAY)	▬	▬
VERTICAL POINT OF INTERSECTION (VPI)	+ (000.00)	+ 000.000
PAVEMENT (CURB) ELEVATION	(877.55)	877.554
DRAINAGE ARROW	➔	➔
CURB RAMP	▽	▽
CONCRETE BARRIER (JERSEY BARRIER)	▬	▬
SIGNAGE (1 POST / 2 POST)	▬	▬
SWALE	➔	➔
CULVERT (CITY OF RED DEER)	▬	▬
CULVERT (ALBERTA TRANSPORTATION)	▬	▬
CULVERT RIPRAP	▬	▬
BUSHES/TREES/HEDGES	⊕	⊕
GUARD RAIL	▬	▬
RAILWAY GATE	▬	▬
MAILBOX	MB	MB
CATCH BASIN MANHOLE	○	○
STANDARD FACED CATCH BASIN	▬	▬
ROLLED FACED CATCH BASIN	▬	▬
OUTFALL	└	└
ENCASEMENT (SAN, STM, WAT)	▬	▬
FLOW ARROW (SAN, STM, WAT)	➔	➔
GRADE DEFLECTION (SAN, STM, WAT)		
MANHOLE (SAN, STM, WAT)	○	○
PIPE INSULATION (SAN, STM, WAT)	▬	▬
PLUG (SAN, STM, WAT)		
HYDRANT	⊕	⊕
HYDRANT VALVE	⊕	⊕
AIR RELEASE VALVE	⊕	⊕
MAIN LINE VALVE	⊕	⊕
REDUCER	▬	▬
PARKS WATER SERVICE BOX	⊕	⊕
WATER WELL	⊕	⊕
GAS WELL	⊕	⊕
OIL WELL	⊕	⊕
STREET LIGHTS (SINGLE / DOUBLE DAVIT)	⊕	⊕
POWER POLE	⊕	⊕
POWER TRANSFORMER	▬	▬
POWER URD BOX	⊕	⊕
COMMUNICATION PEDESTAL	▬	▬
SHAW PEDESTAL	●	●

SYMBOLS

	EXISTING	PROPOSED
CENTERLINE (YELLOW)	▬	▬
SHOULDER LINE (WHITE)	▬	▬
3:3 OR 3:6 CONTINUITY LINE (YELLOW OR WHITE)	▬	▬
STRAIGHT ONLY (WHITE)	➔	➔
RIGHT TURN ONLY (WHITE)	➔	➔
LEFT TURN ONLY (WHITE)	➔	➔
STRAIGHT/RIGHT TURN (WHITE)	➔	➔
STRAIGHT/LEFT TURN (WHITE)	➔	➔
MERGE ARROW (WHITE)	➔	➔

LINE TYPES

	EXISTING	ABANDON IN PLACE	REMOVE	PROPOSED	FUTURE	PROFILE VIEW
EDGE OF ASPHALT OR GRAVEL	▬	▬	▬	▬	▬	▬
250 CURB & GUTTER	EX 250 RLLD OR STD C&G	▬	▬	250 RLLD OR STD C&G	▬	FUT 250 RLLD OR STD C&G
PINNED CURB	EX PINNED CURB	▬	▬	PINNED CURB	▬	FUT PINNED CURB
FENCING	EX DESCRIPTION	▬	▬	DESCRIPTION	▬	FUT DESCRIPTION
SILT FENCE	▬	▬	▬	▬	▬	▬
RETAINING WALL	EX RETAINING WALL	▬	▬	RETAINING WALL	▬	FUT RETAINING WALL
DITCH CENTERLINE	D	▬	▬	D	▬	D
RAILROAD	▬	▬	▬	▬	▬	▬
SLOPE LIMIT CUT	▬	▬	▬	▬	▬	▬
SLOPE LIMIT FILL	▬	▬	▬	▬	▬	▬
CONTOUR	--- (000.00) ---	--- (000.00) ---	--- (000.00) ---	--- 000.00 ---	--- 000.00 ---	▬
SANITARY FORCEMAIN	FM	▬	▬	FM	▬	▬
SANITARY SEWER	SS	▬	▬	SS	▬	▬
STORM SEWER	ST	▬	▬	ST	▬	▬
WATER MAIN	W	▬	▬	W	▬	▬
OVERHEAD POWER LINE	O/H-P	▬	▬	O/H-P	▬	▬
BURIED POWER LINE	P	▬	▬	P	▬	▬
OVERHEAD COMMUNICATION LINE	O/H-T	▬	▬	O/H-T	▬	▬
BURIED COMMUNICATION LINE	T	▬	▬	T	▬	▬
OVERHEAD CABLE TV LINE	O/H-CATV	▬	▬	O/H-CATV	▬	▬
BURIED CABLE TV LINE	CATV	▬	▬	CATV	▬	▬
BURIED FIBRE OPTIC LINE	FO	▬	▬	FO	▬	▬
GAS LINE	G	▬	▬	G	▬	▬
GAS SLEEVE	▬	▬	▬	▬	▬	▬
GAS PIPELINE	GPL	▬	▬	GPL	▬	▬
OIL PIPELINE	OPL	▬	▬	OPL	▬	▬

LIMIT OF CONSTRUCTION/STAGE LIMITS ■■■■■■■■ STAGE 1-9

GENERAL

DRAWING REVISION NUMBER	1
DRAWING REVISION NUMBER	
CONSTRUCTION BOUNDARY	▬
MATCHLINE	MATCH LINE
SECTION MARK	A
DETAIL CALLOUT	P
BREAKLINE	▬
CONSTRUCTION LIMITS	LIMIT OF CONSTRUCTION

PATTERNED AREAS

REMOVALS	▬	NEW ROAD/TRAIL CONSTRUCTION	▬
TOPSOIL & SEED	▬	CONCRETE	▬
TOPSOIL & SOD	▬	GRANULAR BASE COURSE	▬
ASPHALT MILLING & OVERLAY (DEPTH NOTED ON ASPHALT TREATMENT & CONCRETE FINISHING DWGS)	▬	GRANULAR SUB-BASE COURSE	▬
ASPHALT LEVEL COURSE	▬	EXISTING GROUND	▬
ASPHALT OVERLAY (DEPTH NOTED ON ASPHALT TREATMENT & CONCRETE FINISHING DWGS)	▬	SWAMP/WETLANDS	▬
DEEP STRENGTH ASPHALT RECONSTRUCTION	▬		

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 2024/05/01 12:51 AM By: Nicole\_Grime

Revision	By	Appd.	YYYY.MM.DD
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B	FOR TENDER	SEC	G8N 2024-05-01
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Dwn. Crwd. Dsgn. YYYY.MM.DD

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Signature: *[Signature]* Member #98529

Date: 2024-05-01

**PERMIT NUMBER: P 0258**

The Association of Professional Engineers and Geoscientists of Alberta

Client/Project	TOWN OF BLACKFALDS
	2024 Annual Surface Works
	Blackfalds AB Canada
Title	LEGENDS & ABBREVIATIONS
Project No.	113678582
Scale	AS SHOWN
Drawing No.	GI-002
Sheet	of
Revision	0

Notes

- ALL CONSTRUCTION AND MATERIALS TO MEET TOWN OF BLACKFALDS 2024 ANNUAL SURFACE WORKS CONTRACT SPECIFICATIONS.
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ASCM 463828 N 5806444.338, E 308119.249, EL. 881.003  
ASCM 443606 N 5805661.987, E 309611.900, EL. 866.206
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- EXISTING CURB AND GUTTER AND SIDEWALKS TO BE INSPECTED AND MARKED FOR REMOVAL BY THE ENGINEER. CONTRACTOR TO SAWCUT, REMOVE AND DISPOSE OFFSITE. PROVIDE SLURRY MIX ON DISTURBED AREA UNDER PROPOSED ASPHALT.
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File Name:	78582cp-101-sku	SEC	GBN	PAM	2024.01.23
		Own.	Clkd.	Dsgn.	YYYY.MM.DD

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Signature: *[Signature]* Member #85329  
Date: 2024-05-01  
**PERMIT NUMBER: P 0258**  
The Association of Professional Engineers and Geoscientists of Alberta

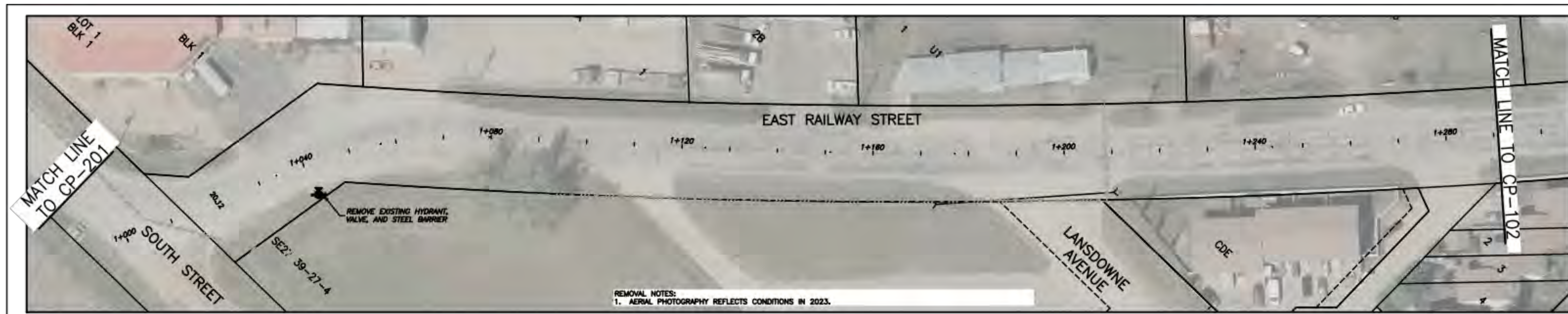
Client/Project  
TOWN OF BLACKFALDS  
2024 Annual Surface Works

Blackfalds AB Canada

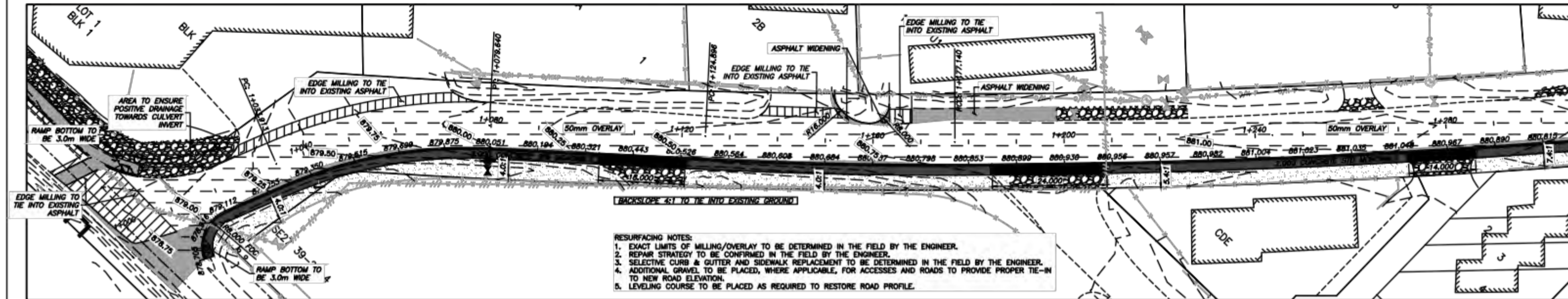
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EAST RAILWAY STREET OVERLAY (SOUTH STREET TO LANSDOWNE AVENUE)

Project No. 113678582  
Scale 0 5 15 25m

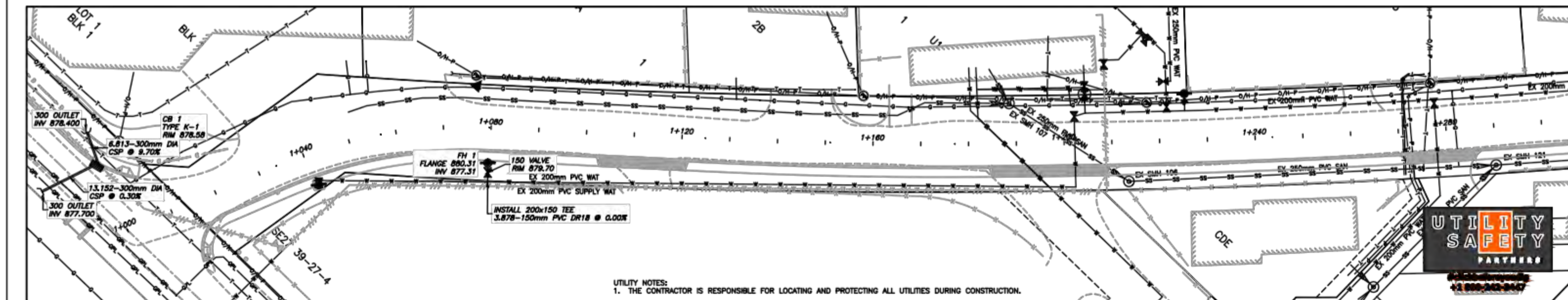
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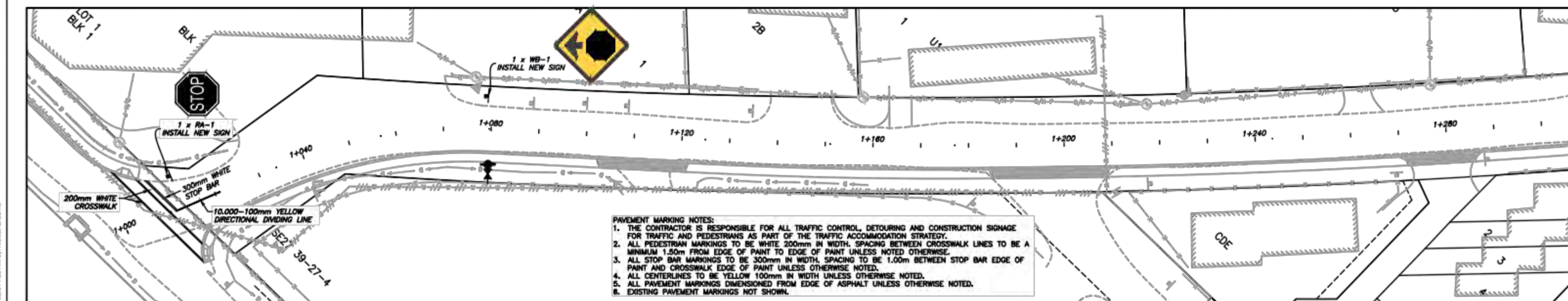
REMOVAL NOTES:  
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3. SELECTIVE CURB & GUTTER AND SIDEWALK REPLACEMENT TO BE DETERMINED IN THE FIELD BY THE ENGINEER.  
4. ADDITIONAL GRAVEL TO BE PLACED, WHERE APPLICABLE, FOR ACCESSES AND ROADS TO PROVIDE PROPER TIE-IN TO NEW ROAD ELEVATION.  
5. LEVELING COURSE TO BE PLACED AS REQUIRED TO RESTORE ROAD PROFILE.



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4. ALL CENTERLINES TO BE YELLOW 100mm IN WIDTH UNLESS OTHERWISE NOTED.  
5. ALL PAVEMENT MARKINGS DIMENSIONED FROM EDGE OF ASPHALT UNLESS OTHERWISE NOTED.  
6. EXISTING PAVEMENT MARKINGS NOT SHOWN.

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Notes

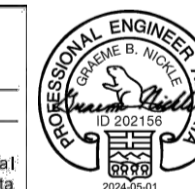
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		Own.	Clwd.	Dgn.	YYYY.MM.DD

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Signature: *[Signature]* Member #95329  
Date: 2024-05-01  
**PERMIT NUMBER: P 0258**  
The Association of Professional Engineers and Geoscientists of Alberta



Client/Project  
TOWN OF BLACKFALDS  
2024 Annual Surface Works  
Blackfalds AB Canada  
Title  
EAST RAILWAY STREET OVERLAY (SOUTH STREET TO LANSDOWNE AVENUE)

Project No.	113678582	Scale	
Drawing No.	CP-102	Sheet	of
		Revision	0

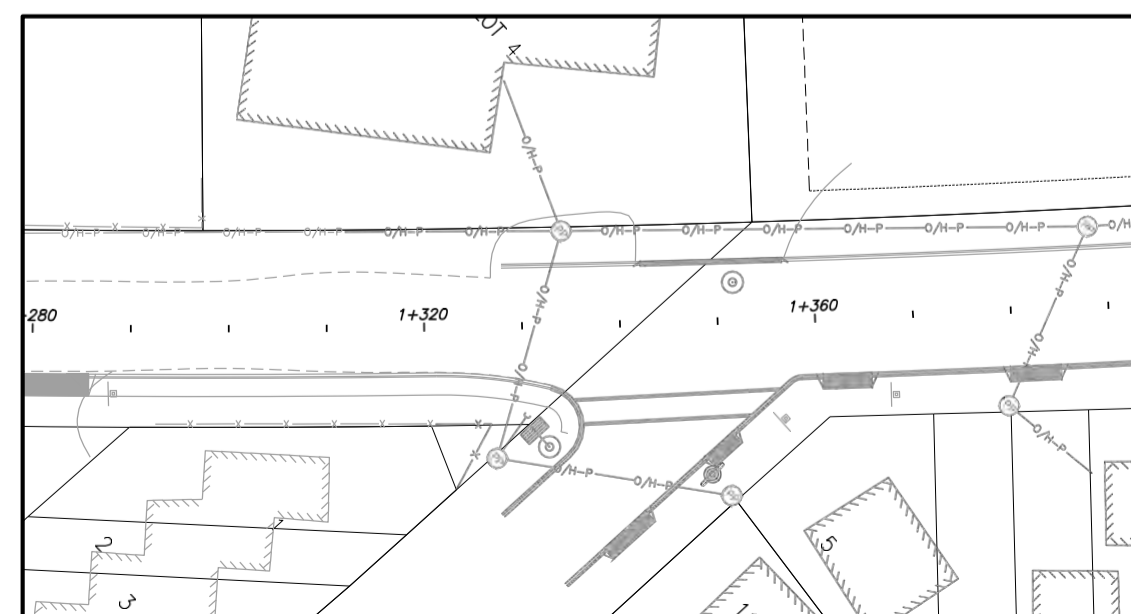
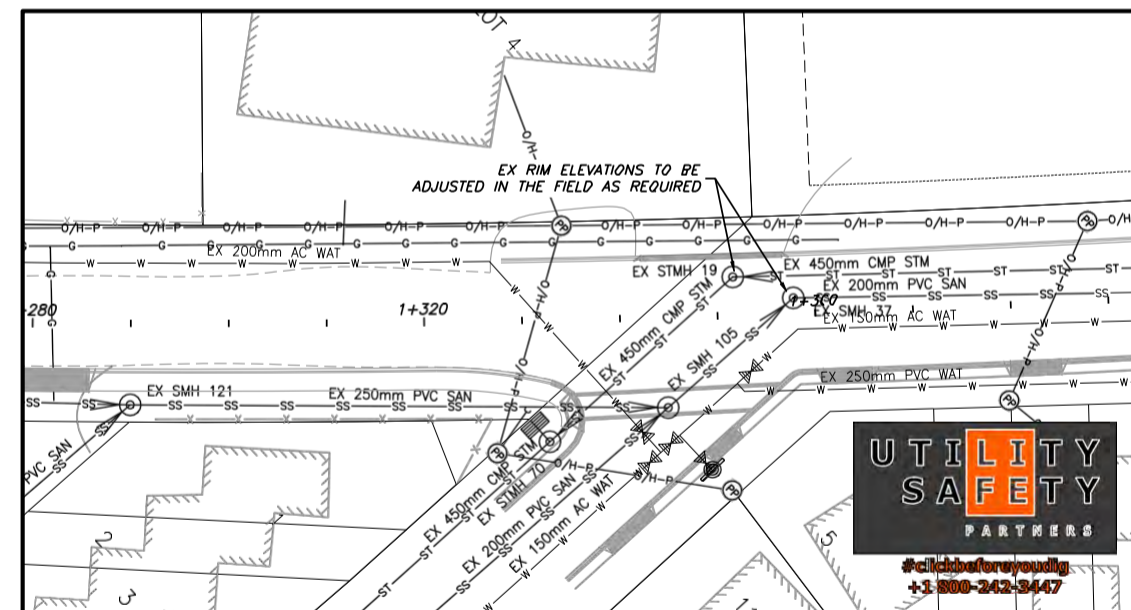
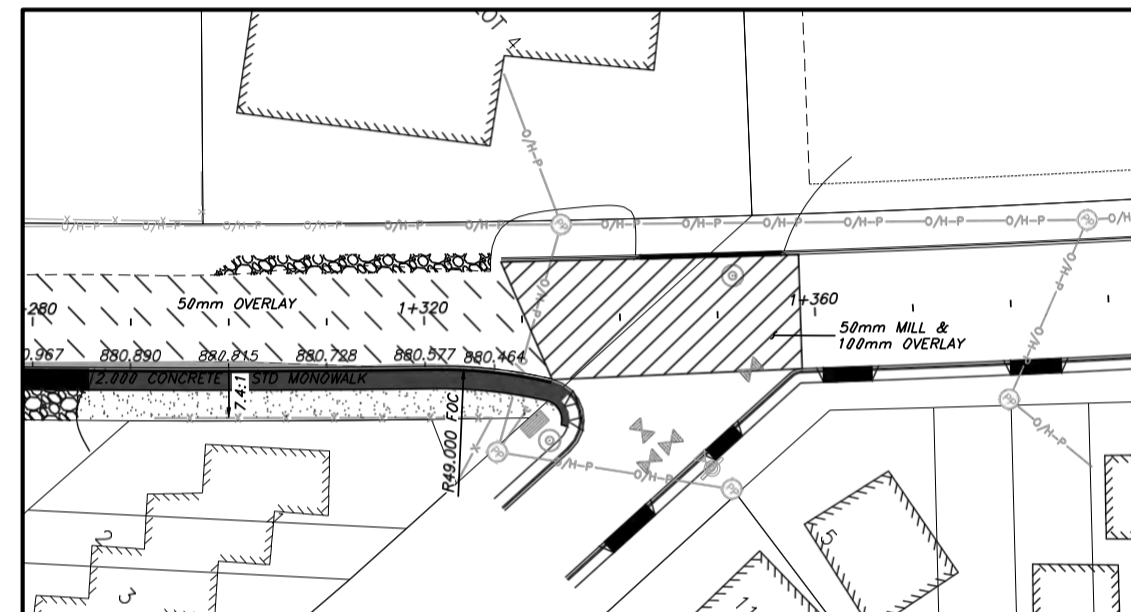
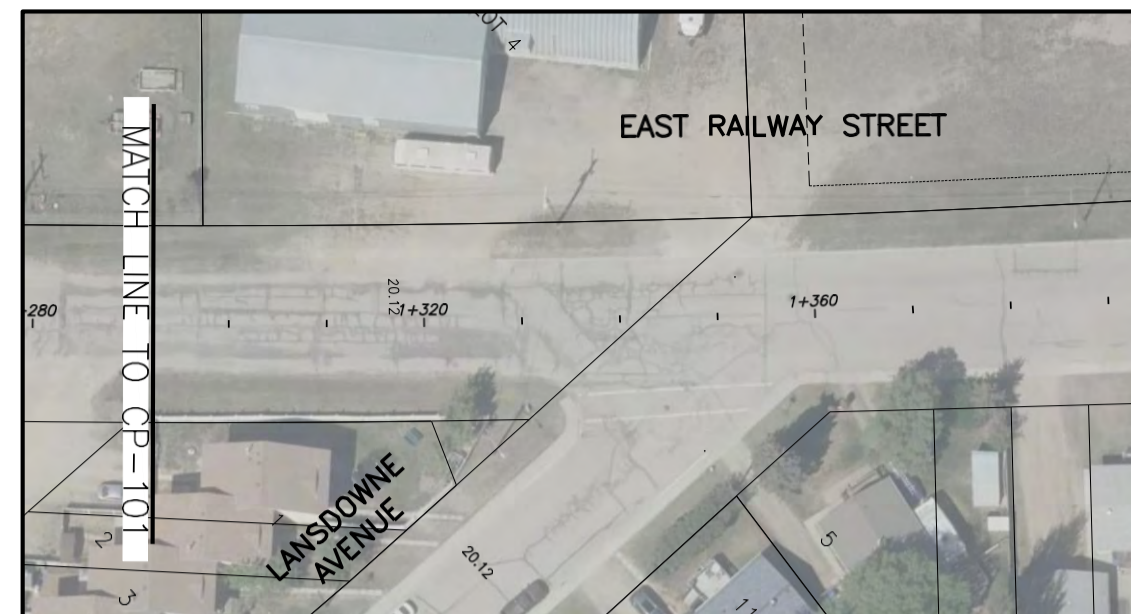


REMOVALS

RESURFACING

EXISTING UTILITIES

PAVEMENT MARKINGS



REMOVAL NOTES:  
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Notes

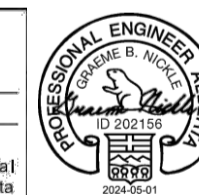
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		Dwn.	Crtd.	Dgn.	YYYY.MM.DD

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**PERMIT NUMBER: P 0258**  
The Association of Professional Engineers and Geoscientists of Alberta

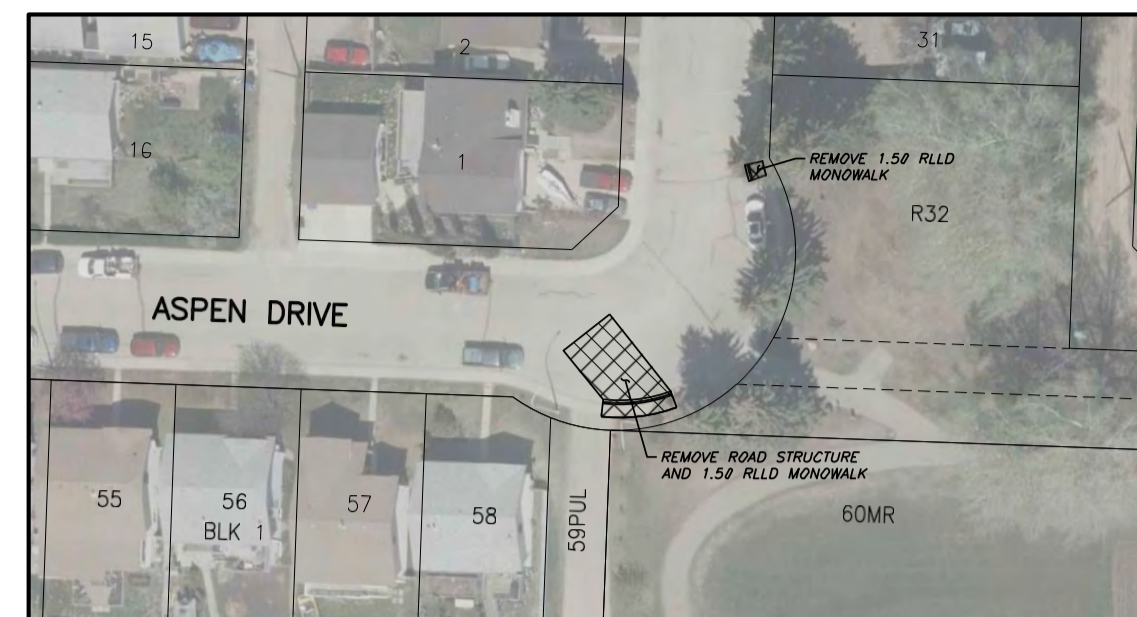


Client/Project  
TOWN OF BLACKFALDS  
2024 Annual Surface Works  
Blackfalds AB Canada  
Title  
ASPEN DRIVE DRAINAGE IMPROVEMENTS

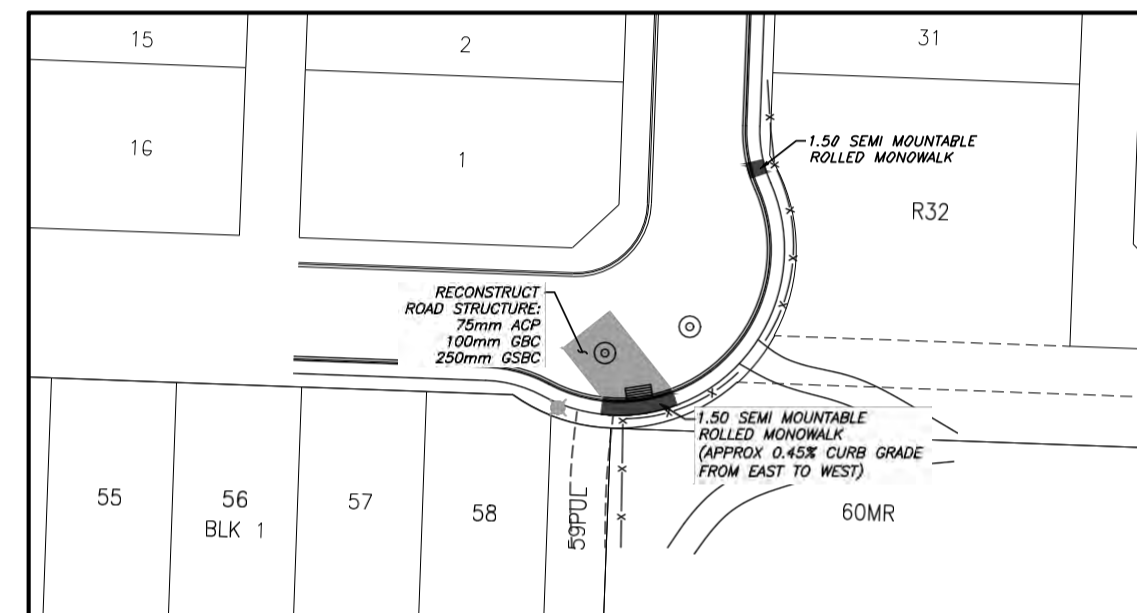
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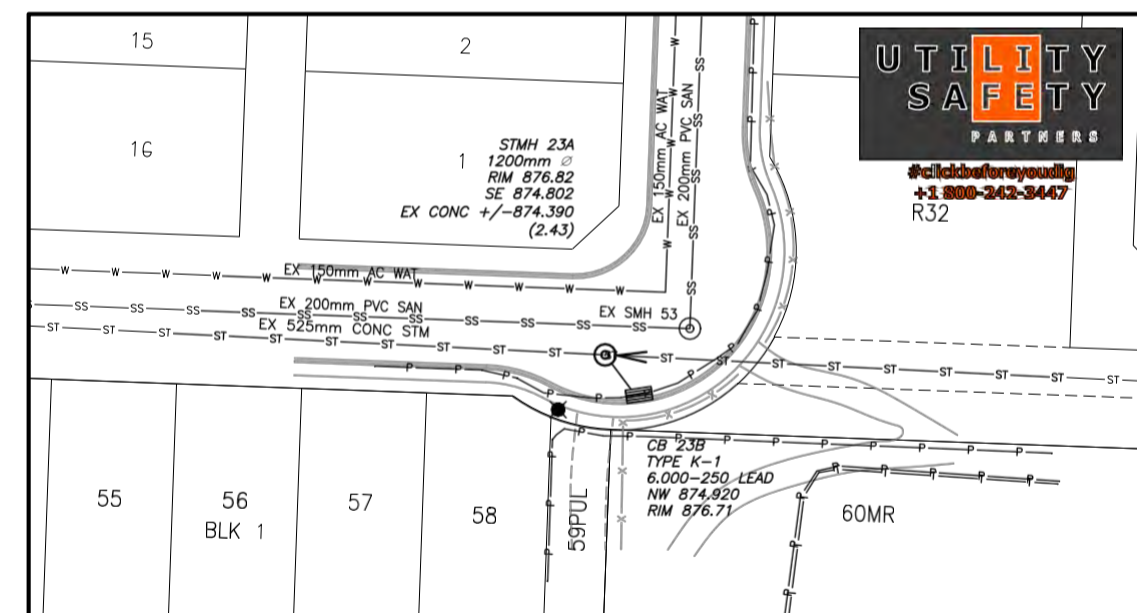
REMOVALS



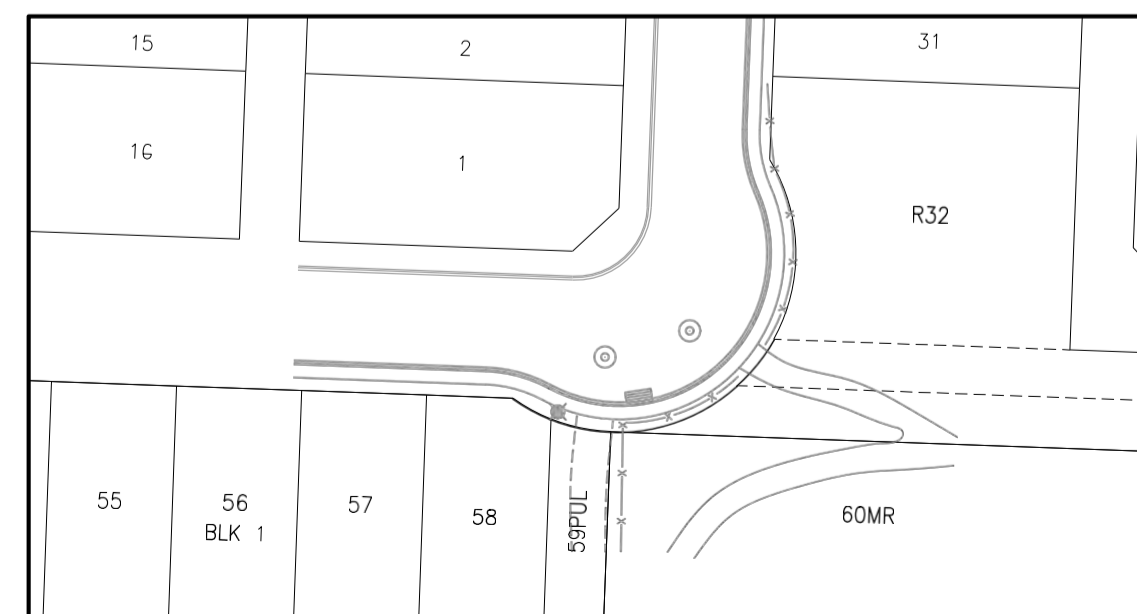
RESURFACING



EXISTING UTILITIES



PAVEMENT MARKINGS



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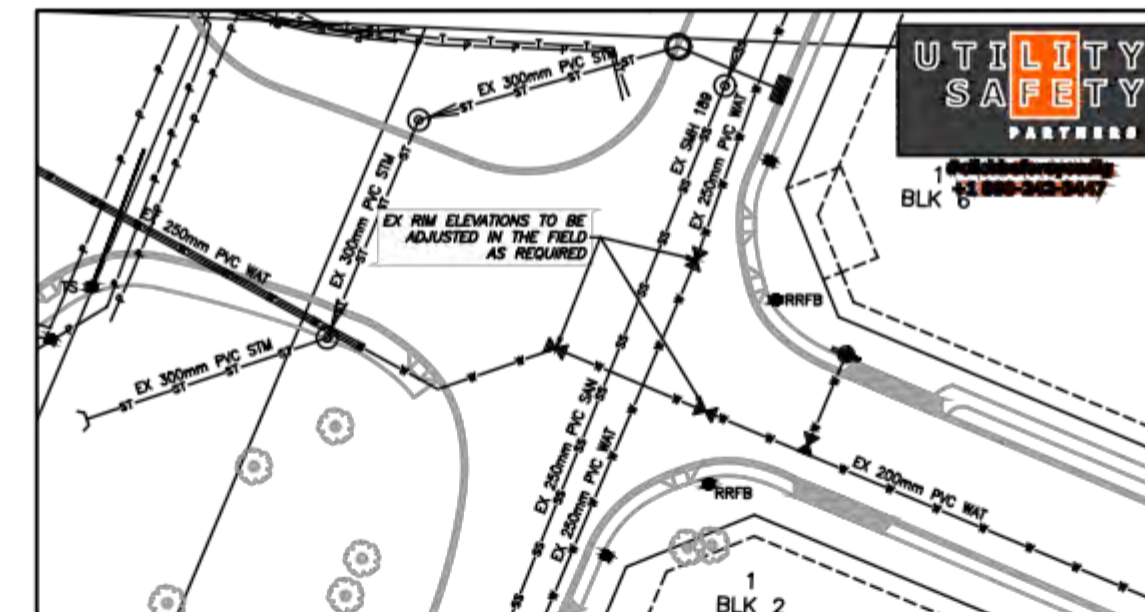
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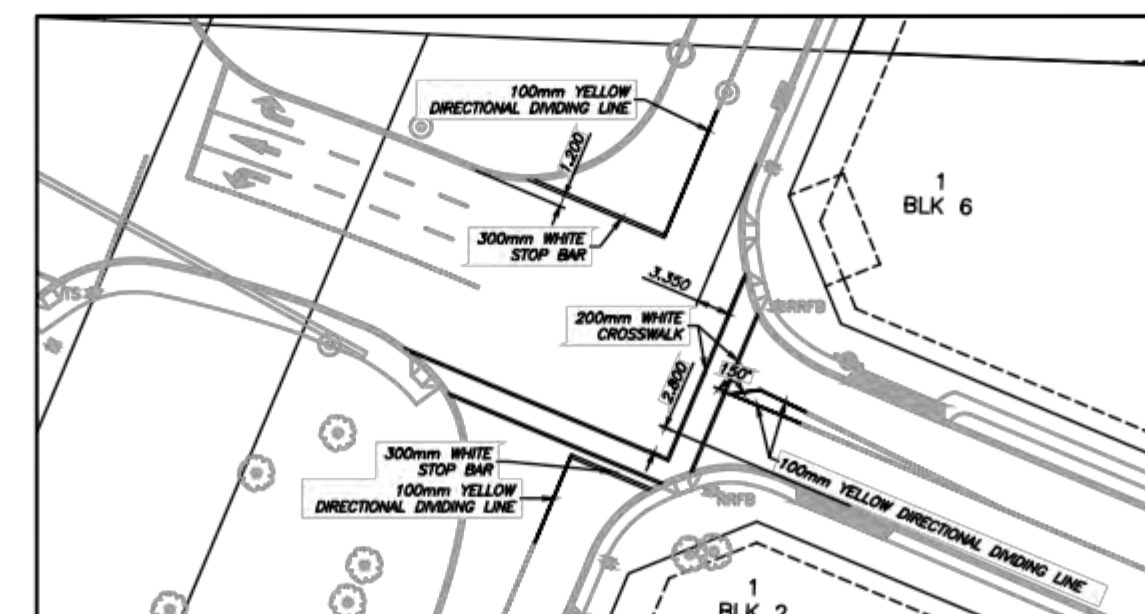
RESURFACING



EXISTING UTILITIES



PAVEMENT MARKINGS



REMOVAL NOTES:

- AERIAL PHOTOGRAPHY REFLECTS CONDITIONS IN 2023.

RESURFACING NOTES:

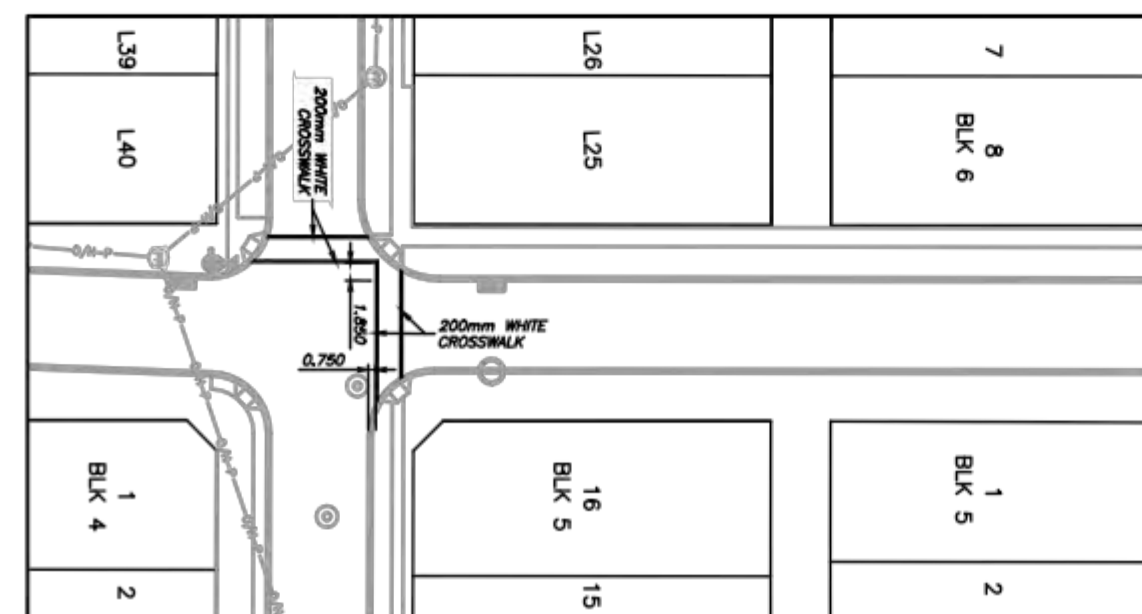
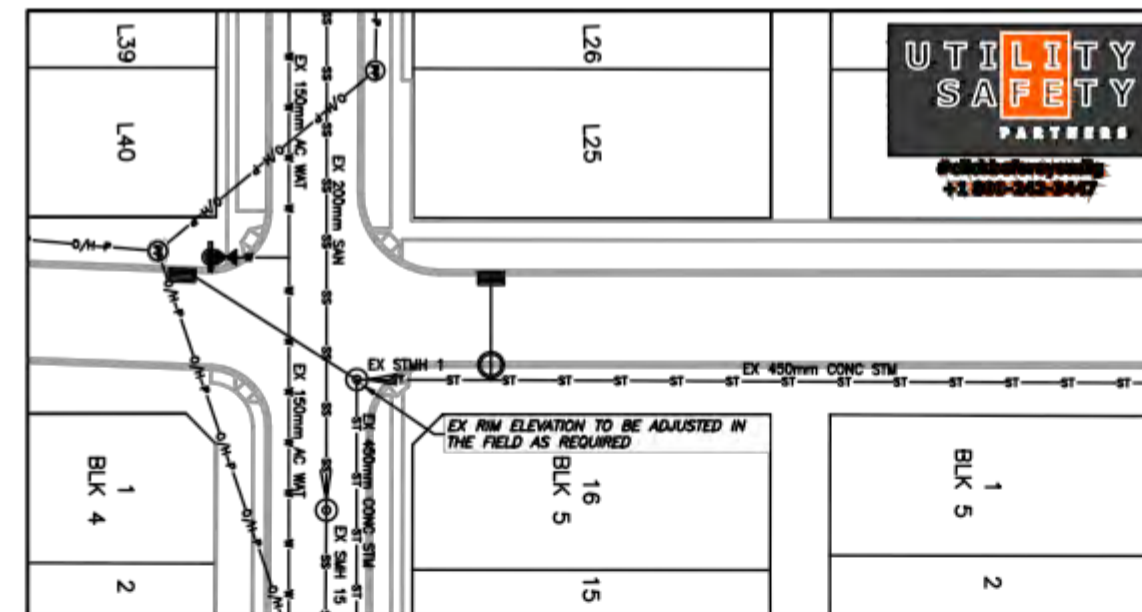
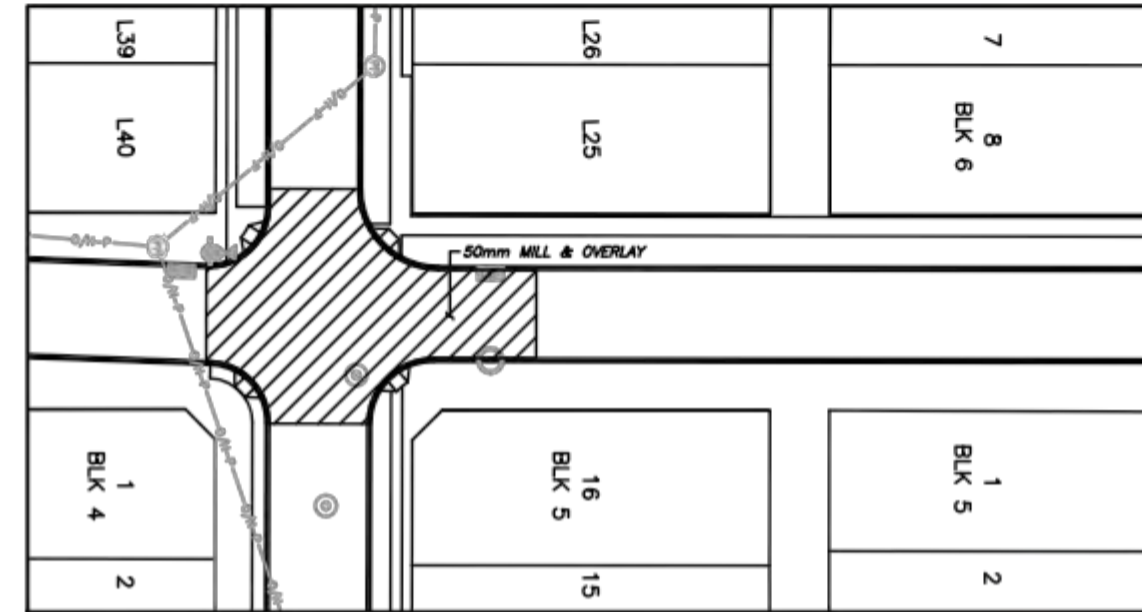
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B FOR TENDER	SEC	GBN	2024-05-01
A FOR APPROVAL	BMM	GBN	2024-04-05
Issued			

File Name:	78582cp-104-sku	SEC	PAM	GBN	2024.02.20
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Permit-Seal

**PERMIT TO PRACTICE**  
**STANTEC CONSULTING LTD.**  
 Signature: *[Signature]* Member #98329  
 Date: 2024-05-01  
**PERMIT NUMBER: P 0258**  
 The Association of Professional Engineers and Geoscientists of Alberta

Client/Project  
TOWN OF BLACKFALDS  
2024 Annual Surface Works

Blackfalds AB Canada

Title  
INTERSECTION MILL & OVERLAY

Project No.  
113678582

Drawing No.  
CP-104

Scale  
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Notes

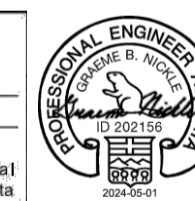
- ALL CONSTRUCTION AND MATERIALS TO MEET TOWN OF BLACKFALDS 2024 ANNUAL SURFACE WORKS CONTRACT SPECIFICATIONS.
- SURVEY NOTES:
  - THE COORDINATES INDICATED ON THIS PLAN ARE BASED ON THE NAD83 (ORIGINAL) DATUM USING THE UTM ZONE 12 GRID PROJECTION, CENTRAL MERIDIAN 111° WEST LONGITUDE. ALL COORDINATES AND STATIONING SHOWN ON THIS PLAN ARE BASED ON THE UTM ZONE 12 GRID COORDINATE VALUES.
  - ALL DIMENSIONS INDICATED ON THESE DRAWINGS ARE GROUND DISTANCES  
GRID DISTANCE = GROUND DISTANCE x 0.999912  
GROUND DISTANCE = GRID DISTANCE / 0.999912
  - ASCN 307520 N 5806614.755, E 310523.373, EL. 882.773  
ASCN 463828 N 5806444.338, E 308119.249, EL. 881.003  
ASCN 443606 N 5805661.987, E 309611.900, EL. 866.206
- CONTRACTOR TO COORDINATE THE EFFORTS AND SCHEDULING OF ALL UTILITY COMPANIES AND TOWN OF BLACKFALDS FOR THEIR PORTION OF THE WORK.
- THE CONTRACTOR IS RESPONSIBLE TO REPAIR ALL DISTURBED LANDSCAPING AREAS, DRIVEWAYS, CURB AND GUTTER AND SIDEWALKS DAMAGED INCIDENTALLY DURING CONSTRUCTION.
- LOCATIONS AND DEPTHS OF ALL EXISTING UNDERGROUND UTILITIES TO BE CONFIRMED BY THE CONTRACTOR IN THE FIELD. SHALLOW UTILITIES TO BE CONFIRMED BY HYDRO-VACUING. ANY CONFLICTS WITH PROPOSED UTILITIES ARE TO BE REPORTED TO THE ENGINEER PRIOR TO CONSTRUCTION.
- NATIVE TRENCH ZONE BACKFILL TO BE COMPACTED TO 98% S.P.D. GRANULAR TRENCH ZONE BACKFILL TO BE COMPACTED TO 100% S.P.D.
- ALL MANHOLE AND VALVE RIMS MAY REQUIRE ADJUSTMENT TO MATCH TOP OF ASPHALT ELEVATION.
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A	FOR APPROVAL	BMM GBN	2024-04-05
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File Name:	78582cv-201-utl	SEC	PAM	GBN	2024.02.14
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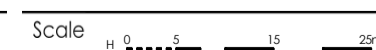
Client/Project  
TOWN OF BLACKFALDS

2024 Annual Surface Works

Blackfalds AB Canada

Title  
SOUTH STREET MULTI-USE TRAIL & SIDEWALK

Project No.  
113678582



Drawing No.  
CP-201

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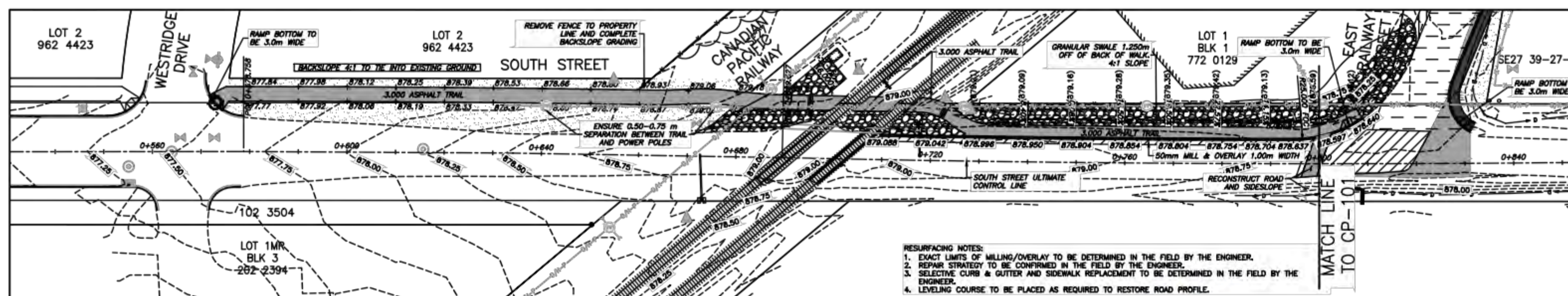
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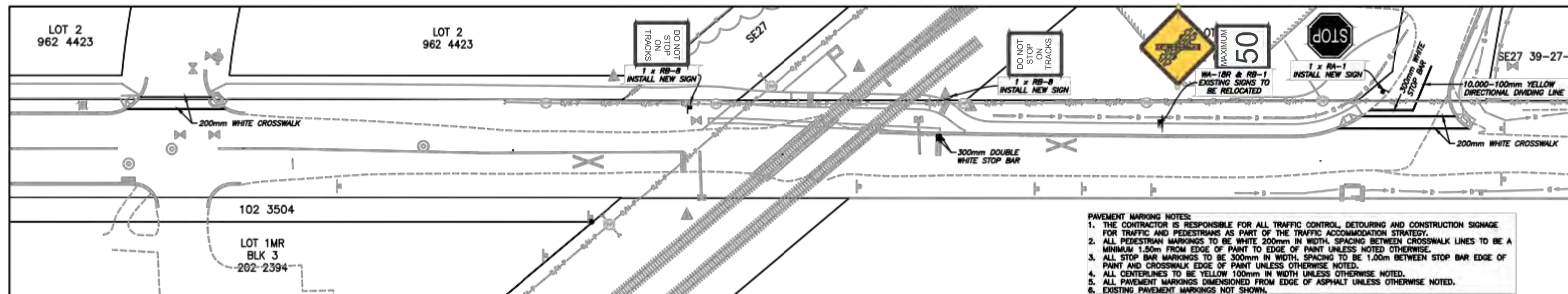
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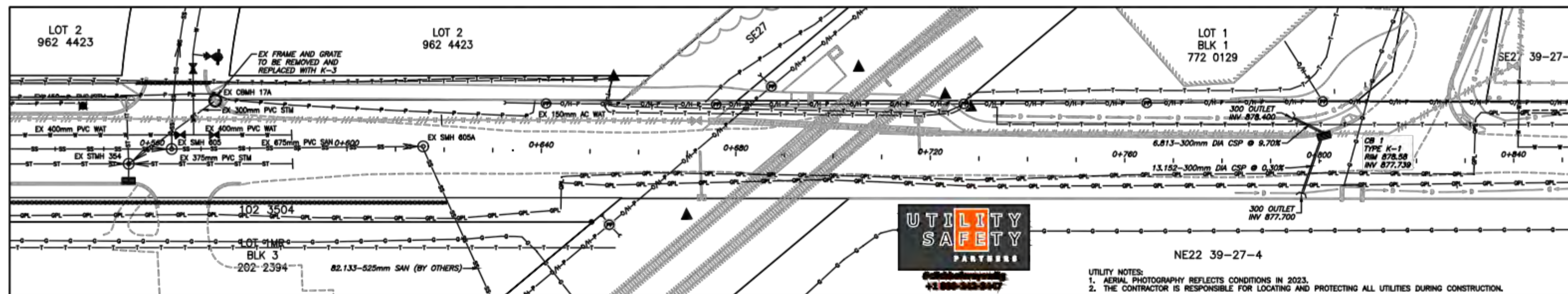
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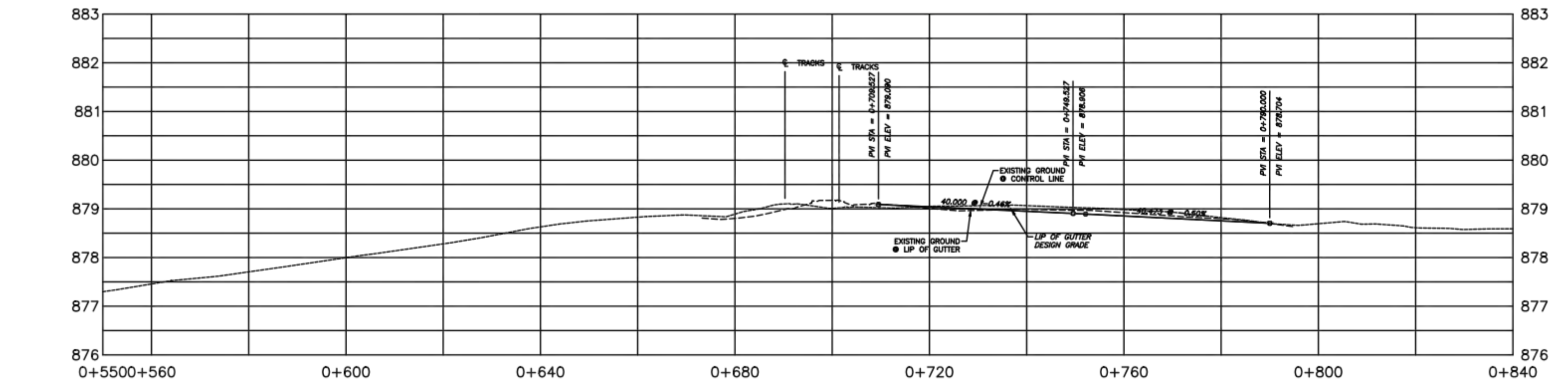
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**MEETING DATE:** June 11, 2024

**PREPARED BY:** Phil Hoyle, Environmental Services Foreman

**PRESENTED BY:** Preston Weran, Director of Infrastructure and Planning Services

**SUBJECT:** **Solid Waste and Recycling Services Contract Award**

**BACKGROUND**

The Town has a current waste management agreement, which includes residential and commercial bin pickup, as well as service hauling for the transfer station. The Town contracts the service to Environmental 360 Solutions Ltd. This agreement was extended to July 10th, 2024, as per the option to extend set out in the original contract, based on the previously approved Council resolution.

Before this, similar solid waste services were contracted to Can Pak Environmental Inc. (“Can Pak”) and before that, Waste Management. Environmental 360 Solutions Ltd. (E360s) acquired Can Pak and has continued to provide solid waste services to the Town of Blackfalds. With E360s this company has grown with access to more capital as they have modernized the collections system with a fleet of new trucks, a more rigorous maintenance schedule for their vehicles, investing in their own materials recovery facility to sort recycling, and bring on more staff both in the office and in the field. Overall Administration is very satisfied with the services provided by E360s.

This contract includes all the pickup and hauling of materials from the residential pickup locations and the Town’s Transfer Station to the City of Red Deer landfill. Our recyclables are also processed through this contract. We are excited that our future plastics and papers will be processed through the EPR program next April. When this occurs, we may remove the recycling portion of the contract and have that completed by the PROs, depending on negotiations and the market.

**DISCUSSION**

To enter into a new agreement with a contractor, a Request for Proposal was posted on Alberta Purchasing Connection on March 7, with a closing date of April 3, 2024. Administration received 4 proposals in good order.

RFP criteria results are detailed below for comparison:

	E360	Empringham	Waste Management	Go Services
45 - Cost of Services	45	38	21	21
15 - Past Service Quality	13	10	13	12
15 - Equipment	14	12	14	11
15 - Experience	15	13	14	10
10 - Final Recycling Processing	10	9	10	9
<b>Total</b>	<b>97</b>	<b>82</b>	<b>72</b>	<b>63</b>

Based upon Administration’s review of the proposals, we recommend continuing to use E360 services for the next three (3) years with a two (2) year option to extend.

The service plan proposed by Administration under the RFP for the next three (3) years of services is the status quo of an automatic tote system for weekly waste and recycling pick up and processing. Our current Composting (yard waste) program will remain the same, as well as a manual leaf and yard waste pickup. The contractor will pick up seasonal, weekly pickups from May to October. Residents must supply a labelled container for yard waste or compostable bags. This contract also includes providing transfer station hauls throughout the year from our transfer station and processing of recyclable materials.

We look forward to more discussions on potential revisions to the Solid Waste and Recycling Service levels for residents during the 2025 budget process through future functional management planning. We are confident that any changes can be managed through our proposed agreement with E360s.

### **FINANCIAL IMPLICATIONS**

The 2024 Operation Budget includes funds for this contract until the end of 2024. Our Solid Waste and Recycling Fees are user-paid. The updated rates from E360s for this contract are approximately 8-10% better than our contract extension for residential pickup and 2% lower for commercial pickups. Transfer Station haul-out costs remain unchanged. Each year, the contract rates will increase by CPI. We will be discussing budget implications related to program revisions and savings of the EPR program in preparation for future budget cycles.

### **ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motions:

1. That Council award the waste management services contract for residential and commercial services to Environmental 360 Solutions Ltd for three years commencing on July 11, 2024. This contract will be based on a status quo service plan for residential and commercial services in years one through three.
2. That Council authorizes the Town signing authorities to enter into a three year agreement, with option to extend the contract for an additional 2 years, for waste management services commencing on July 11, 2024. with Environmental 360 Solutions Ltd.

### **ALTERNATIVES**

- a) That Council refer the Solid Waste and Recycling Services Contract Award back to Administration for more information.

### **ATTACHMENTS**

- *Request for Proposal: Solid Waste Management Services*

### **APPROVALS**



Kim Isaak,  
Chief Administrative Officer



Department Director/Author



## **Request for Proposal: Solid Waste Management Services**

Request for Proposal No.: 2024-01

Date RFP Issued: March 7, 2024

Submission Deadline: **April 3, 2024 at 14:00:00 hrs Alberta time**

**Posted to:** Alberta Purchasing Connection at [www.purchasingconnection.ca](http://www.purchasingconnection.ca)

And the Town of Blackfalds website at:  
<https://www.blackfalds.ca/p/request-for-proposals>

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

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## **1.0 INTRODUCTION**

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The Infrastructure and Property Services Department is responsible to maintain a high level of service to Town residents and businesses, which includes the automated collection of garbage and recycling as well as manual season leaf and yard waste collection throughout the community.

## **2.0 BACKGROUND**

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Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 11,016 in 2022, a land mass of approximately 15km<sup>2</sup>. Ideally situated in Central Alberta, midway between Alberta's two largest urban centres, Blackfalds retains the feel and security of a small town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment. Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

As the population of Blackfalds increases, the expectations of the community for businesses, products, and services also increase, resulting in the need for updated and current goals and strategies as well as long term service agreements to maintain a high level of operating service levels.

There are approximately 4000 residential dwelling units in the Town of Blackfalds Residential Collection Program, and approximately 90 commercial/industrial businesses. In 2023, the Town of Blackfalds had the following annual tonnage:

- Solid waste: 4575 metric tons
- Recycling: 647 metric tons
- Season Yard Waste: 305 metric tons

## **3.0 OPPORTUNITY**

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This Request for Proposal (the "RFP") issued by The Town of Blackfalds (the "Town") is an invitation to submit binding proposals for the provision of services related to the hauling and disposal of solid waste and recyclables within the Town of Blackfalds municipal boundaries to the City of Red Deer (the "CRD") Landfill.

## **4.0 OBJECTIVE**

---

The primary objective of this RFP is to seek a qualified, safety conscious, responsible company with a high degree of customer service to enter into a written service agreement with the Town of Blackfalds for a period of 3 years with the option of (2) one year contract extensions based on contract performance.

The Town wishes to increase its diversion of solid waste from the landfill and identify ways to increase cost effectiveness. The selected proponent will be required to diligently track and provide information to the Town as specified in the scope of services and follow the regulations laid out in the Town of Blackfalds Solid Waste Management Bylaw

## **5.0 GENERAL INSTRUCTIONS & SUBMISSION REQUIREMENTS**

---

The Town is seeking submissions from qualified Contractors to provide services for the hauling and disposal of solid waste and recyclables from within the Town limits to the City of Red Deer Landfill and provide hauling services at our Transfer Station and provide associated communication and tonnage data as detailed in this RFP. Proponents are invited to submit proposals for any and all part of the Request for Proposal.

Proposals specifically marked “**2024 Solid Waste Services Proposal**” shall be addressed to the following:

Laura Thevenaz  
Infrastructure Services Manager  
Town of Blackfalds Civic Centre  
5018 Waghorn Street, Box 220  
Blackfalds, AB T0M 0J0

Digital submissions of proposals may be emailed to:

Laura Thevenaz ([Lthevenaz@blackfalds.ca](mailto:Lthevenaz@blackfalds.ca))  
And  
Phil Hoyle ([phoyle@blackfalds.ca](mailto:phoyle@blackfalds.ca))

Proposals shall include the following mandatory information:

- 5.1** All proposals shall use the enclosed Bid Form for submitting their proposal price (**Appendix ‘A’**). Please do not include GST.
- 5.2** The proponent shall sign and submit the Proposal Form (**Appendix ‘B’**) along with all requested supplemental information:
- 5.3** The proponent shall sign and submit the Insurance Requirement (**Appendix ‘C’**).
- 5.4** The proponent shall sign and submit the Performance Bond Requirement (**Appendix ‘D’**).
- 5.5** Signed copies of all Addendums issued on APC.
- 5.6** Cover letter on company letterhead addressed to the contact above.
- 5.7** While digital submissions are encouraged, the proponent may choose to submit three copies of the sealed proposals clearly marked as above.

Submission Deadline: **April 3, 2024 at 14:00:00 hrs Alberta time**

Late or faxed proposal packages will not be accepted. Hard Copy Proposals must be presented in sealed, clearly marked packages.

## **6.0 SCOPE OF SERVICES**

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The provision of the Deliverables will be governed by the terms and conditions set out in the RFP and the future agreement.

Utility count information to determine number of residential/office pickups will be provided to the successful Proponent at the beginning of each year to be used for the duration of the following year with no increases until the following year. All rates are based on the 240 litre cart sizes (recycling and garbage) with unlimited yard waste. All commercial rates will be based on each month's pickups, frequency, pick up and drop off of bins and size of bins required.

The requirements and expectations outlined herein are not meant to be all inclusive relative to the project inclusions and processes. Proponents are invited to provide any additions or inclusions that the proponent determines be beneficial or add value to the project. The Town of Blackfalds reserves the right to determine, in its sole and unfettered discretion, whether any proposal fulfills or meets the general requirements and expectations of the project.

The Town of Blackfalds is requesting proposals from qualified waste management service contractors to complete the following services:

### **1. Blue Cart Residential /Office Recycling Program**

Proposals are required for residential (curbside/lane) collection of recyclable materials with an automated service vehicle(s). The Blue Carts are provided by the Town of Blackfalds and must be picked up on the regular garbage collection day. The successful Proponent will offer this service to all practical forms of residential units and mobile home parks, excluding apartments and multi-family condos, for which falls under the commercial recycling collection program.

The Town requires that residential/office collection of recyclable materials service to our existing four schools and any new future schools continue for no additional cost (but no commercial or industrial collections are to be included in this scope).

All recycling material listed on the blue bins must be recycled to the satisfaction of the Town. The proponent will be responsible to pay for all individual residential and office pickup of these Blue Carts, processing, hauling, shipping and any other costs associate with this recycled materials will be included in the bid sheet.

The Town recycling collection days is broken into four collection areas with corresponding days; Tuesday, Wednesday, Thursday and Friday. This scope of work will include front pick up and alley pickups of the totes (both sides of the alley and street), this ratio is approximately 50/50 split. Normal hours for automated truck operation in the residential areas will be from 7:00 am to 7:00 pm. Any variation from these normal operational hours will require approval from the Town prior to any variances of operational hours.



All bids will include a separate provision to retrofit and operate all trucks used under this contract with a RFD tag reader and video/GPS tracking system which will send data to the Town via the cloud each day.

## **2. Black Cart Residential /Office Garbage Program**

Proposals are required for residential (curbside/lane) collection of waste materials with an automated service vehicle. The Black Waste Carts are provided by the Town of Blackfalds and must be picked up on the regular garbage collection day. The successful Proponent will offer this service to all practical forms of residential units and mobile home parks, excluding apartments and multi-family condos, for which falls under the commercial refuse collection program.

No commercial or industrial collections are to be included in this scope.

All refuse materials will be taken directly to the CRD landfill or another landfill as determined by the Town. The proponent will be responsible to pay for all individual residential and office pickup of these Black Carts, processing, hauling, shipping and any other costs associate with this refuse materials will be included in the bid sheet. The Town will pay the tonnage rates at the Landfill outside of this contract. All truck weight receipts with be required for proof of material.

The Town garbage collection days is broken into four collection areas with corresponding days; Tuesday, Wednesday, Thursday and Friday. This scope of work will include front pick up and alley pickups of the totes (both sides of the alley and street), this ratio is approximately 50/50 split. Normal hours for automated truck operation in the residential areas will be from 7:00 am to 7:00 pm. Any variation from these normal operational hours will require approval from the Town prior to any variances of operational hours.

All bids will include a separate provision to retrofit and operate all trucks used under this contract with an RFD tag reader and video/GPS tracking system which will send data to the Town via the cloud each day.

## **3. Residential Yard Waste Collection Program**

Proposals are required for seasonal (first full week in May to the last full week of October) collection of leaf and yard waste (compostable materials). The frequency will be weekly, manual pick up using labeled owner's bins with stickers (no bags).

The successful Proponent will offer the service to all practical forms of residential units and mobile home parks, excluding apartments and multi-family condos, for which this fall under the commercial waste collection program.

All materials collected are the property of the Town. The Town has an area available for depositing material at the Transfer Station. The costs for hauling and loading from the transfer station to the composting facility are not included in this proposal. However, a provisional cost to haul directly to another processing location can be presented outside of the Proposal Form.

All bids will include a separate provision to retrofit and operate all trucks used under this contract with a RFD tag reader and video/GPS tracking system which will send data to the Town via the cloud each day.

## **4. Commercial Front Load Recycling and Waste Collection Program**

Proposals are required for commercial (front load) collection of commercial waste materials and recycling materials using contractor supplied bins; frequency of service varies. The successful Proponent will offer both services to all practical forms of commercial and industrial businesses, apartments and multi-family condos. All material collected would become the property of the Town until it is hauled and placed at the City of Red Deer Facility and at an approved recycling facility as part of this deliverable.

Collection days and frequency will be determined by the Town. Change of Service Request forms will be required to be completed by these customers and submitted to the contractors office via email. These forms must acknowledge, completed and turned around back to the Town within a period of 48 hours during normal business hours 8:00am- 5:00 pm Monday to Friday. The service request change or bin revisions/additions must be completed by the successful proponent within a period of two weeks from the date indicated on this form.

It is of note that currently the billing for this service is though the Town and all tonnage is tracked and paid separately. The Town anticipates continuing this practice to ensure each business is only being charged for tonnage and not empty bins. A separate front load truck will be used for this program to ensure that the waste tonnage generated from the commercial locations is provided to the Town to prorate and bill these locations based on Frequency and Tonnage generated.

All bids will include a separate provision to retrofit and operate all trucks used under this contract with a video/GPS tracking system which will send data to the Town via the cloud each day.

## **5. Central Bins at Transfer Station For Recycling**

In conjunction with items 4 above, a drop off facility with single stream recycling bins or similar will be required at the Transfer Station, the actual placement of these bins to be agreed to by the Town and the successful Proponent. Bins are to be provided by the Proponent. It is expected that a minimum two (2) 6 yd<sup>3</sup> bins, with the capacity to install one 20 yard mixed recycling roll off bin would be required to be emptied once or twice a week, or as requested by Town. Regular maintenance, removal of waste in bins and clean-up of the bin area will be required.

## **6. Roll-Off Bin Waste Hauling Services at Transfer Station**

Proposals are required for the transferring of all materials from the Town's Waste Transfer Station to the City of Red Deer Landfill and to an approved recycling facility. The Town currently has two roll-off compactor bins and one compactor. It is required that there be a minimum of four (4) 40 yd<sup>3</sup> bins supplied, three for waste and one for metals to be hauled away once full. It is the Proponent's responsibility to include a provision of bins if additional bins are required for recycling transfers or other waste transfers to ensure the materials at the Transfer Station are well sorted and tidy to the satisfaction of the Town. The proponent must be able to respond to bin hauling within 4 hours of a request.

The Town staff will operate the Transfer Station; however, all waste removal and bin service will remain the Proponent's responsibility and are included under this RFP.

## **7. Operations**

The contractor will be responsible to provide all necessary equipment and manpower to ensure continued service delivery throughout the life of the contract. All equipment must be maintained (cleaned) and in good repair or replaced to the satisfaction of the Town. All fuel, environmental, recycling processing fees and all associated operational fees will be included in the contract prices.

The contractor is responsible for all operational coordination including coordination with the Transfer Station Operator, the Manager, Director and the general public. The contractor will provide the public with a local number for customer comments and complaints. The contractor will keep track of all calls related to the Blackfalds contract. Any disruption in service to the normal Tuesday-Friday pickup days must be relayed to the Environmental Services Foreman as soon as reasonably possible. Further, any normal Tuesday-Friday pickup days that will be impacted by stat holidays be provided to the Town by the first day in February of each year.

If wind speeds are high enough to tip totes over before they can be collected, Contractors must right the totes and clean up debris in the immediate vicinity so the truck can dump them.

## **8. Occupational Health & Safety**

For the purpose of all occupational health & safety regulations of the province of Alberta, the successful Proponent will be considered "Prime Contractor" as per Alberta Occupation Health and Safety Act, regulation and code. The Town reserves the right to request OHS documentation as deemed necessary including, but not limited to:

- Formal Hazard Assessments
- Safe Operating Procedures
- Field Level Hazard Assessments
- Incident Reports
- Safety Manual
- Safety Policy

## **9. Education and Promotion**

The successful Proponent is expected to participate in and cooperate with education of the public and promotion of the waste, recycling and/or yard waste programs offered. This may include national, provincial and local features, promotional materials, advertising etc.

## **10. Landfill Fees**

The successful Proponent shall provide separate invoices and weigh tickets for disposal of material at the City of Red Deer land fill site. All Landfill fees are to be billed to the Town of Blackfalds but all recorded weight, legible driver information and date of each trip will be provided as back up to the monthly bills.

## **11. Volume Tracking**

The successful Proponent will be required to weigh all materials (both recycling and waste) and

provide this data monthly at the time of billing, format and detail to be agreed upon by the Town. Residual rates (percentage) from the recycling facilities will also be reported. The Town will not be responsible for any additional fuel costs or weight scale costs to maintain or gather this data and will not process the invoice until all backup documents are provided.

## **12. Equipment Requirements**

The following minimum equipment requirements shall be provided by the Contractor:

- Roll off bins for solid waste collection, including:
  - Four (4) 40-yard bins and 1 mixed recycling roll off bin
  - All bins are to be in proper working condition and are subject to the Town's approval.
  - Sufficient Roll off trucks capable of hauling our existing roll off bins for the removal and hauling of solid waste and recyclables from the Transfer Site.
- Two (2) dedicated trucks (one main and one standby) capable of servicing the Town's solid waste automated carts at front and alley locations across town.
- Two (2) dedicated trucks (one main and one standby) capable of servicing the Town's single stream recycling automated carts at front and alley locations across town.
- Two (2) dedicated trucks (one main and one standby) capable of servicing the Town's front load commercial garbage accounts.
- Two (2) dedicated trucks (one main and one standby) capable of servicing the Town's front load commercial recycling accounts.

All proposed vehicles to be used for the performance of the services must have sufficient capacity and strength, capable of loading and unloading mechanically (all waste) mounted on an adequate truck chassis. All vehicles must comply with Alberta Transportation commercial vehicle requirements. Any changes in equipment will be subject to approval by the Town.

The Contractor shall provide the Town with a detailed list of these main and back-up vehicles to carry out recycling and refuse services under this contract. Each vehicle must be a maximum of 5 years old, any standby vehicles must be identified and be a minimum of 8 years old. Each year of service, this equipment list will be provided to the Town by January 31st. All respondents are to provide a contingency plan to address abnormal operating conditions (i.e. fire, equipment breakdown, etc.) as indicated in Appendix B – Proposal Form.

## **13. Environmental Regulation Compliance**

All operations must comply with the Waste Control Regulations under the Alberta Environmental Protection Enhancement Act and any regulation that may replace it, as well as all other legislation that may apply.

Any spills or leaks from the containers or hauling vehicles must be reported in accordance with Safety Reporting Requirements as determined by the Town. Any hauling vehicles that are leaking must be removed from service immediately.

#### **14. Materials and Equipment**

Unless otherwise specified, the Contractor shall provide, wash, maintain and pay for all materials, tools, machinery, equipment, temporary facilities, controls, and conveniences necessary for the performance of the Contract.

#### **15. Transfer Site Hours of Operation**

The following current Hours of Operation for the Transfer site are subject to change based on operational needs:

- Monday - Closed
- Tuesday – 8:30 a.m to 4:30 p.m
- Wednesday - 8:30 a.m to 4:30 p.m
- Thursday - 8:30 a.m to 4:30 p.m
- Friday - 8:30 a.m to 4:30 p.m
- Saturday - 8:30 a.m to 4:30 p.m
- Sunday - Closed

Statutory Holidays: Should Remembrance Day,, Christmas Day, New Year's Day,) Good Friday, Truth and Reconciliation Day, or Boxing Day fall on a standard operational day, the transfer station will be closed.

The Contractor must be prepared to conduct hauling activities Monday through Saturday, with an option to haul on other days, if necessary. Contractor's trucks shall be weighed and scale tickets provided at the CRD landfill for each delivery.

#### **16. Disposal Locations**

The Contractor is required to notify the Town of any changes in the disposal location immediately. Any change to the Contractor's disposal locations shall be pre-approved by the Town. Normal disposal location is at the CRD Landfill.

In the event of an emergency, and waste disposal at a CRD landfill is not available due to unforeseen circumstances such as weather and the like, the contractor may ask permission from the Town to temporarily place materials at the Transfer Station. If approved, all associated costs to add additional bins to maintain transfer station services, double handling and hauling this material away to the CRD landfill will be borne by the contractor.

#### **17. Peak Season Service Availability**

In addition to providing services as requested, a roll-off truck and bins must be available on Saturdays and Sundays (during peak season) to service the Transfer Site. Peak season is defined as the period of time from April through October each year.

#### **18. Waste Management**

The Contractor will be responsible for waste and recycling materials once it enters the truck or the bins are loaded onto the trucks. The Contractor will be responsible for any damages caused by the Contractor's employees, vehicles, equipment to the Town owned bins, equipment and infrastructure or the Private or Public lands during the term of this contract.

## **19. Transfer Station Metal Recycling Revenue**

The Town currently utilizes its existing solid waste management provider to manage metal recycling at the Transfer site. Any revenue generated from Town hauled materials (i.e. metal) from the Transfer Station is to be returned to the Town. Revenue shall be supported by receipts from the respective processing facility.

## **7.0 TERMS OF REFERENCE**

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In responding to this RFP, and to be eligible for consideration, each respondent must submit a completed and signed proposal package that acknowledges its acceptance of the RFP Terms of Reference and Governing Law as contained hereunder:

- (a) this RFP process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct commercial negotiations;
- (b) neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, the failure to award a contract or the failure to honour a proposal;
- (c) the respondent will bear its own costs associated with, or incurred in, the preparation and presentation of its proposal package, including, if applicable, costs incurred for interviews, demonstrations, certificates or the like;
- (d) no legal obligation regarding the procurement of any goods or service shall be created between the respondent and the Town until the Town formally accepts the respondent's offer in writing;
- (e) when evaluating proposals, the Town may request further information from the respondents or third parties in order to verify, clarify or supplement the information provided in the respondent's submission, and the Town may revisit and re-evaluate the respondent's submission or ranking on the basis of any such information;
- (f) the Town may consider the respondent's and its subcontractors past performance on previous contracts, or any other relevant information taken into account by the Town when determining the acceptability of a respondent;
- (g) the respondent consents to the Town's collection of the information as contemplated under this RFP for the uses contemplated under this RFP;
- (h) The Town may refuse to award a contract to a Proponent who has not complied

with applicable Federal, Provincial or Municipal licensing regulations or bylaws or other requirements.

- (i) The Town will not return the submission or any accompanying documentation submitted by a respondent;
- (j) The Town may elect not to consider a respondent whose proposal contains misrepresentations or any other inaccurate, misleading or incomplete information;
- (k) The Town may prohibit a respondent from participating in a procurement process based on poor past performance, or based on inappropriate conduct and such inappropriate conduct shall include but not be limited to (i) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information, (ii) the refusal of the respondent to honour its pricing or other commitments made in its proposal, or (iii) any other conduct, situation or circumstance, as solely determined by the Town, that constitutes a Conflict of Interest; and
- (l) The Town may cancel this RFP process at any time.

The parties also acknowledge that these terms:

- (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre- contractual discussions in accordance with the common law governing direct commercial negotiations); and
- (c) are to be governed by, and interpreted and construed in accordance with, the laws of the province of Alberta and the federal laws of Canada applicable therein.

## **8.0 REQUESTS FOR INFORMATION**

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Questions about the contents of the RFP package, process, or about any matters relating to clarification, errors or omissions of the RFP package are to be made in writing to the Town of Blackfalds representative:

Laura Thevenaz, Infrastructure Services Manager at [lthevenaz@blackfalds.ca](mailto:lthevenaz@blackfalds.ca)

And

Phil Hoyle, Environmental Services Foreman at [phoyle@blackfalds.ca](mailto:phoyle@blackfalds.ca)

The Town of Blackfalds representative will respond to all questions, RFP clarifications, and inquiries via an addendum posted on the Town of Blackfalds website and Alberta Purchasing Connection website. Addenda or correspondence issued during the RFP period shall be considered part of this document and MUST be submitted as part of the final RFP Contract Documents.

All inquiries relating to this RFP call must be made no later than 4:30 pm local time March 20th, 2024.

## **9.0 PROJECT SCHEDULE**

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- Request for Proposal packages disseminated: March 7th, 2024
- Proponent deadline for proposal inquiries March 20th 2024
- Town response deadline to inquiries March 22nd, 2024
- RFP Submission deadline: April 3rd, 2024
- Short-list Proposal Interviews (if required) April 9th, 2024
- Recommendation for project award: April 23<sup>rd</sup>, 2024
- Notification of Award: April 24<sup>th</sup>, 2024
- Agreement Signed: (Tentative date) May 22<sup>nd</sup>, 2024
- Service Contract begins: June 1<sup>st</sup>, 2024
- First Day of Transfer Station Bin Hauling: June 1<sup>st</sup>, 2024
- First Day of Residential/Commercial Pickup: June 4<sup>th</sup>, 2024

## **10.0 PAYMENT**

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The Town of Blackfalds will, by the 30th of the month following that for which payment is required, on receipt of an invoice and advice from the Manager that work has been satisfactorily carried out, make payment for work completed in accordance with the agreement, in the previous month. No late payments will be made until 60 days after the Town receives the invoice.

Any missed services resulting in a valid complaint or incident (as determined by the Manager) will result in the Proponent being charged at a rate of \$100 per complaint. Depending on the nature of the complaint or incident, the Town may choose to recover the full cost of repairs or operational expenses resulting from the complaint or incident.

## **11.0 CONTRACT TERM & OPERATING AGREEMENT**

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It is the Town's intent to enter into a three-year agreement with services commencing on or before June 1, 2024, with two (1) year options for extension. Contract extension is at the discretion of the Town and is subject to satisfactory performance from the Contractor, and the Town's acceptance of any revised pricing after the three year term. It is intended that a selection from the service delivery options offered by Proponents will be made by the Town and an agreement will be prepared for execution by both parties for provision of service to the Town.

Following execution of an agreement for the accepted service delivery options(s) the price to be paid for the service(s) shall be fixed during the first year and then shall be adjusted based on the total cost of living adjustment for Alberta for the previous completed year.

## **12.0 WORKER'S COMPENSATION BOARD (WCB)**

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The Contractor is required to provide proof of compliance with all the requirements of the Worker's



Compensation Act of Alberta. A WCB clearance letter should be provided with the respondent's submission as evidence of such compliance as indicated in Appendix B – Proposal Form.

### **13.0 INSURANCE COVERAGE**

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The Contractor is required to carry Insurance policies in accordance with the minimum requirements and limits set out by the Town. Appendix C is required to be filled out and submitted to confirm that Proof of insurance will be provided to the Town within the specified timeframe.

### **14.0 PERFORMANCE SECURITY**

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The successful respondent shall be required to furnish, at its own expense, a Surety Association of Canada (SAC) Multi-Year Renewable Bond or Irrevocable Letter of Credit in the amount of fifty percent (50%) of the first years' contract value in favor of the Town, within a week of the award of contract, to be included in the Service Agreement. The Bond will be updated annually based on 50% of the contract value, and maintained for the life of the contract at the respondent's expense.

The SAC Multi-Year Renewable Bond or Irrevocable Letter of Credit shall guarantee the faithful performance of the work in accordance with any specifications and conditions of the RFP, and in default thereof, to protect the Town against any losses or damage arising by reason of failure of the Contractor to faithfully perform the said work. The bond is to be in the Form hereinafter set forth or such other Form acceptable to the Town issued by a Canadian surety company licensed in the Province of Alberta, or an irrevocable Letter of Credit to be issued by a Canadian Bank operating in the Province of Alberta, or a Certified Cheque.

### **15.0 CONTRACTOR PERSONNEL**

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The Contractor agrees and shall ensure that wages, hours of work and other conditions of employment of all persons employed by the Contractor and any subcontractor(s) in the performance of any required part of the Contract shall be in compliance with the requirements of the Alberta Employment Standards, Code, the Alberta Labour Relations Code and any other applicable law, rule, regulation or order of either the provincial or federal government.

### **16.0 EXTENDED PRODUCER RESPONSIBILITY**

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In 2022, the Government of Alberta (GOA) implemented new Extended Producer Responsibility (EPR) regulations that will shift the burden of collecting, sorting, processing and recycling of residential Packing and Paper Products (PPP) from municipalities to producers. As such, once EPR PPP systems are in place as per GOA timelines, the Town will no longer require residential recycling collections services as specified under this Proposal. The Town reserves the right to cancel the recycling service pick up with 30 days written notice as directed to meet requirements specified under EPR regulations.

### **17.0 EVALUATION CRITERIA**

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The evaluation process will involve both qualitative and quantitative elements. All proposals

presented will be evaluated in the context of the overall value that they provide to the Town of Blackfalds. While cost is a significant part of the evaluation criteria, it will not be the sole determinant. Proposals will be reviewed by a team of Administrative personnel. Proposals missing any required information will be considered incomplete and the Town reserves the right to reject the proposal.

The Town of Blackfalds criteria for evaluating the proposals from qualified waste management service contractors for solid waste services within the Town are outlined below:

<b>Criteria</b>	<b>Weighting</b>
Cost of Services	45
Past Service Quality (based on references**)	15
Equipment	15
Experience	15
Final Recycling Processing	10

As part of the evaluation, the Town may choose to conduct in-person or virtual interviews with the top three short-listed candidates. Candidates may be asked to provide a demonstration of the customer service processes, monthly and annual reports, invoicing structure examples, etc. as determined by the Town.

## **18.0 NEGOTIATION**

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

## **19.0 ACCEPTANCE OF PROPOSALS**

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The Town of Blackfalds reserves the right to reject any or all Proposals or to accept the proposal deemed most favorable to the Municipality. All proposals must be signed by a Principal of the responding company.

Following the evaluation of the submitted proposals, the Town of Blackfalds will consider entering into an agreement with a contractor that has been determined to have the ability to meet service needs and expectations and offers the best overall content and value. Although the intended outcome is to enter into an agreement with a selected proponent, the solicitation of proposals does not in any way commit the Town of Blackfalds to accept any proposal or enter into a formal agreement with any organization.

**APPENDIX 'A' – BID FORM**

This must be completed and returned with the proposal:

<b>1. Blue Cart Residential/Office Recycling Program</b>	Rate (\$) (CAD excluding GST)	
Weekly Pick-up collection rate (without commodity sharing program)		
Provisional Bi-Weekly pick-up collection rate*		<b>Do not extend</b>
Provisional Weekly pick-up collection rate (with commodity sharing program)*		<b>Do not extend</b>
<b>2. Black Cart Residential /Office Garbage Program (4000 units) – 240 litre Cart</b>		
Weekly pick-up collection rate		
<i>Provisional Bi-Weekly pick-up collection rate*</i>		<b>Do not extend</b>
<b>3. Residential seasonal yard waste collection program</b>		
Unlimited Containers (Manual Pickup)		
Weekly pick-up collection rate		
<i>Provisional Bi-Weekly pick-up collection rate*</i>		<b>Do not extend</b>
<b>Total For Items 1-3 (*do not extend)</b>		

*Explain possible commodity sharing program or attach details*

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**1. Commercial Front Load recycling and waste collection program (80 units, price per service)**

<b>Collection Type</b>	<b>4 Yard Bin (Rate \$)</b>	<b>6 Yard Bin (Rate \$)</b>	<b>8 Yard Bin (Rate \$)</b>
Waste bin pick-up collection rate			
Recycling bin pick-up collection rate			
One time Cost to deliver or switch bin			

Note:

- Bi-weekly frequency of pick up, when required, will be prorated unless otherwise stated.
- All recycling containers must be able to accept single stream recyclables or a combination of single stream and cardboard only.

**2. Central waste bins at Transfer Station for recycling (2 bins, price per service)**

Collection Type	8 Yard Bin (Rate \$)	1 Mixed Recycling Roll-Off Bin
Recycling bin pick-up collection rate		
One time Cost to deliver or switch bin		

**3. Roll-Off Bin Hauling Services at Transfer Station**

Collection Type	3 @ 40 Yard Bins (Rate \$)
Rental rate per bin per month	
Haul rate to Landfill per load	

The Proponent may supply a list of other considerations that would benefit the Town of Blackfalds with a breakdown of the pricing below or attached.

**APPENDIX A - ACKNOWLEDGEMENT**

The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

The respondent acknowledges that the pricing is provided in Canadian dollars and includes all applicable duties and taxes except for Goods and Services Tax (GST), which should be itemized separately, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Town, all costs of installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law.

The undersigned representative has carefully examined the Conditions and Specifications for the Proposal and services to be supplied.

Signature of Bidder\*\*: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*\* must be an official signatory of the company

## APPENDIX 'B' – PROPOSAL FORM

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This must be completed and returned with the proposal:

### Respondent Information

Please fill out the following form, checking each box below. This form must be returned with the proposal and filled out in full. Name one person to be the contact for the Proponent's response or for any clarifications or amendments that might be necessary.	
<b>Full Legal Name of Respondent:</b>	
<b>Any Other Relevant Name under Which the Respondent Carries on Business:</b>	
<b>Street Address:</b>	
<b>City, Province/State:</b>	
<b>Postal Code:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Company Website (If Any):</b>	
<b>Contact Person and Title:</b>	
<b>Contact Phone:</b>	
<b>Contact Facsimile:</b>	
<b>Contact E-mail:</b>	

**Date and Location Company Established**

Provide the date and location company established

Date:	
Location:	

**Parent Company**

Provide the following information for the respondent's parent company

Name:	
Address:	
Phone Number:	
Fax Number:	
Website Address:	
Subsidiaries:	

**Parent Company Relationship**

Provide details of the authoritative and fiscal relationship between the respondent company, the parent company and affiliated companies:

Is the parent company willing to provide a letter of guarantee of financial responsibility for any work awarded to the respondent?

Yes  No

**Ownership**

Check whether respondent's company is publicly or privately owned

Publicly owned  Privately owned

**Type of Company**

Check the appropriate type of company

Proprietorship  Partnership  Other  Limited Company Corporation

If other, provide details:

**Goods and Services Tax (GST) Registration Number**

Company GST Registration Number:
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**Company Officers**

Provide the following information for all company Officers:

Title	Name	Years with Company

**Core Businesses**

If applicable, list the other core businesses that the respondent is involved in, in descending priority. Attach additional sheets as required

Other Core Business	No. of Years in the Business

**Years of Experience**

State the number of years' experience providing services similar to those described in this RFP.

Years of Experience \_\_\_\_\_

**Relevant Experience and References**

List relevant experience and client references that demonstrate the respondent's experience in the last three (3) years. Attach additional sheets as required.

Reference One:			
Client / Company Name:			
Representative for the Client:		Phone No. Email Address:	
Location of Work:			
Nature / Scope of Work:			
Contract Dollar Value:			
Date and Length of Contract:			
Provide the names of Assigned Staff:			

Reference Two:			
Client / Company Name:			
Representative for the Client:		Phone No. Email Address:	
Location of Work:			
Nature / Scope of Work:			
Contract Dollar Value:			
Date and Length of Contract:			
Provide the names of Assigned Staff:			

<b>Reference Three:</b>			
Client / Company Name:			
Representative for the Client:		Phone No.	
		Email Address:	
Location of Work:			
Nature / Scope of Work:			
Contract Dollar Value:			
Date and Length of Contract:			
Provide the names of Assigned Staff:			

**Management Structure**

Provide an organizational chart of key staff that would be assigned to the contract. This organizational chart is to indicate the on and off-site personnel and their roles and areas or levels of responsibility.

**Key Personnel**

Identify all key leadership, management & customer service personnel, their alternates, and their proposed position for providing the services under this RFP listed in the organization chart. Include the representative who will be assigned to the Town as a single point of contact for operational matters shall be identified.

<b>Personnel Name</b>	<b>Position Description</b>	<b>Alternate</b>	<b>Resume Attached?</b>




**Subcontractors**

If the respondent is utilizing subcontractors, provide a breakdown of roles and responsibilities to be assigned to subcontractors. Include past experience with identified subcontractors.

Subcontractor Name:	
Roles and Responsibilities to be Assigned:	
Past Project Experience with Subcontractor:	

(Repeat above for each identified subcontractor and include attachments)

**Proposed Equipment**

Please provide a brief description including the make, model and year of the equipment you will be using to complete the work within this RFP.

<b>FLEET VEHICLES</b>			
<b>Type of Vehicle</b>	<b>Make</b>	<b>Model</b>	<b>Year</b>
<b>Total Number of Vehicles in Fleet</b>			
<b>BINS</b>			
<b>Size</b>	<b>Make</b>	<b>Model</b>	


**Proposed Back-Up Equipment**

Please provide a brief description including the make, model and year of the back-up equipment that is available to complete the work within this RFQ.

Type of Vehicle	Make	Model	Year

**Understanding of Deliverables**

Respondents must attach the proposed approach to carrying out the services of the contract described under this RFP. Additionally, key issues/challenges and overall approach to deal with hauling of waste and recyclables for the Town activities as well as risk mitigation measures are to be identified. Respondents should describe approach to:

- Process for managing service requests and anticipated response times;
- Pick-up and hauling of roll-off bins of different sizes as requested by Town Solid Waste staff;
- Communication with Town staff to confirm in advance when pick-ups and service will occur so that the staff can reset bins and/or clean bin locations during the service turnaround;
- Process for recording weights and statistics for loads and providing this information to the Town on a monthly basis;
- Process for managing contaminated recycling loads;
- Provide details of which landfills, recycling centres and or other disposal facilities are to be utilized; and
- Suggest any efficiency or cost savings measures if new technology becomes available.

**Contingency Plan**

Respondents shall describe their Contingency Plan that addresses abnormal operating conditions (i.e., staffing issues, vehicle malfunction, etc.) to avoid disruption of service that includes, but is not limited to;

- Method for communicating issues (i.e. spills/breakdowns/site issues) to Town Solid Waste staff and in accordance with the Safety Reporting Requirements.

- Plan to ensure operations will continue in case of employee no show, equipment failure, or other unforeseen circumstances.
- Identification of challenges or risks and provide details of strategies for managing or mitigating.
- Identification of other preventative controls in place to ensure uninterrupted service.

**Communications Matrix**

Provide a communications matrix that includes hours of operations, staff names, titles, email, and phone number for matters including but not limited to:

- Customer service complaints/ inquiries
- Contractual matters
- Education and promotion
- Safety and Environmental incidents

**Regulatory Warnings, Stop-Work Orders or Citations**

Provide incident and resolution details of any health, safety or environment-related regulatory warnings, stop-work orders or citations issued to the respondent within the last three (3) years. Attach additional sheets as required.

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**WCB Clearance Letter and WCB Employer Report Card**

Attach a copy of the WCB Clearance Letter and WCB Employer Report Card. For companies based outside of Alberta or Canada, provide details of equivalent Workers' Compensation Authority that addresses worker safety and formula/rating used for home office location.

**Safety Certification**

Respondents must be Certificate of Recognition (COR) certified and attach a copy of the valid COR Certification. Temporary Letter of Certification ("TLC") may be included and the Town reserves the right to reject the Proposal without a valid COR.

**Health, Safety and Environment Program**

Respondents must provide the following health, safety and environment program information. Attach additional sheets as required. Town of Blackfalds may request supplementary information or obtain additional information from other public sources.

- Safety Policy
- Safety Manual Table of Contents
- Fleet Preventative Maintenance Program Table of Contents
- Environmental Management and Response Program Table of Contents

**Carrier Profile**

Respondents shall attach a copy of their Carrier Profile. These documents must be dated within 30 days of request and cover a one year period, as per Commercial Vehicle Certificate and Insurance Regulation (AR 314/2002) as amended from time to time.

**Acknowledgement of Terms of Reference and Governing Law**

The respondent acknowledges that this RFP process will be governed by the specific Terms of Reference and Governing Law set out in this RFP, and that, among other things, the Terms of Reference and Governing Law confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until the Town accepts the respondent's offer in writing.

Successful respondents will be required to comply with and maintain all safety, industry and Provincial legal requirements and standards.

**Ability to Provide Deliverables**

The respondent has carefully examined this RFP and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the pricing set out below and has provided a list of any subcontractors to be used to complete the proposed contract.

**Signed Addenda**

The respondent is deemed to have read, accepted, and included in the proposal submission, signed Addenda as issued by the Town. The onus remains on respondents to make any necessary amendments to their quotations based on the addenda.

**APPENDIX B – ACKNOWLEDGEMENT**

The respondent confirms that the Proposal Form information provided is accurate. The respondent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered information, could adversely impact the acceptance of its proposal or its eligibility for future work.

Signature of Bidder\*\*: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*\* must be an official signatory of the company

## **APPENDIX 'C' – INSURANCE REQUIREMENTS**

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This must be completed and returned with the proposal.

By signing and submitting a proposal under this solicitation, the Proponent certifies that if awarded the contract, it will have the following coverage within five days of the award of the contract and prior to commencing work on Town property. The Proponent further certifies that they will maintain all insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Alberta by the province of Alberta.

### **REQUIRED COVERAGE AND LIMITS**

Workers' Compensation Board (WCB) coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the WCB of increases in the number of employees that change their workers' compensation requirements under the WCB during the course of the contract shall be in noncompliance with the contract.

- Employers' Liability: \$5,000,000
- Commercial General Liability: \$5,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Town of Blackfalds must be named as an additional insured and so endorsed on the policy.
- Business Automobile Liability (including owned, non-owned and hired vehicle coverage): Combined Single Limit: \$5,000,000 per occurrence.

NOTE: Contractual Liability covers the following indemnity agreement:

"The Contractor agrees to indemnify, defend and hold harmless the Town of Blackfalds, its officers, agents and employees from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the successful Vendor, provided that such liability is not attributable to the Town's sole negligence."

### **APPENDIX C – ACKNOWLEDGEMENT**

The respondent is deemed to have read and accepts the insurance requirements issued by the Town and this form must be included in the bid submission. The onus remains on respondents to make any necessary amendments to their quotations based on this insurance cost.

I/we understand the Insurance and WCB requirements of these specifications and will comply in full if awarded this contract.

Signature of Bidder\*\*: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*\* must be an official signatory of the company

**APPENDIX 'D' - PERFORMANCE SECURITY REQUIREMENTS**

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The successful respondent shall be required to furnish, at its own expense, a Surety Association of Canada (SAC) Multi-Year Renewable Bond or Irrevocable Letter of Credit in the amount of fifty percent (50%) of the first years' contract value in favor of the Town. Within a week of the award of contract, to be included in the Service Agreement.

The SAC Multi-Year Renewable Bond or Irrevocable Letter of Credit shall guarantee the faithful performance of the work in accordance with any specifications and conditions of the RFP, and in default thereof, to protect the Town against any losses or damage arising by reason of failure of the Contractor to faithfully perform the said work. The bond is to be in the Form hereinafter set forth or such other Form acceptable to the Town issued by a Canadian surety company licensed in the Province of Alberta, or an irrevocable Letter of Credit to be issued by a Canadian Bank operating in the Province of Alberta, or a Certified Cheque.

**APPENDIX D – ACKNOWLEDGEMENT**

The respondent is deemed to have read and accepts the Performance requirements issued by the Town and this form must be included in the bid submission. The onus remains on respondents to make any necessary amendments to their quotations based on this cost.

I/we understand the Performance Security requirements of these specifications and will comply in full if awarded this contract.

Signature of Bidder\*\*: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*\* must be an official signatory of the company

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**MEETING DATE:** June 11, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**PRESENTED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**SUBJECT:** **Rimbey Annual Rodeo Weekend Parade Invitation**

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**BACKGROUND**

Annually, the Mayor or designate is invited to attend and take part in the Rimbey Annual Rodeo Weekend Parade, which typically occurs in July of each year.

**DISCUSSION**

On May 28, 2024, an invitation was received for the Rimbey Annual Rodeo Weekend Parade invitation, which will take place on Saturday, July 13, 2024, at 11:00 a.m.

**FINANCIAL IMPLICATIONS**

Funds are allocated annually for parade candy and the use of the Town's golf cart float.

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council designates a dignitary to attend the Rimbey Annual Rodeo Weekend Parade.


**ALTERNATIVES**

- a) That Council refer the Rimbey Annual Rodeo Weekend Parade Invitation item back to Administration.

**ATTACHMENTS**

- Letter Invitation from Mayor Rick Pankiw, Town of Rimbey – May 22, 2024

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author



Box 350  
Rimbey, Alberta  
T0C 2J0  
Ph. 403.843.2113  
www.rimbey.com

May 22, 2024

Mayor Jamie Hoover  
Town of Blackfalds  
PO Box 220  
Blackfalds, Alberta  
T0M 0J0

Dear Mayor Hoover,

It is my pleasure to formally invite you to attend the Annual Rimbey Rodeo Weekend Parade as our honored guest. The parade is on **Saturday, July 13<sup>th</sup>, 2024, at 11:00am**. In addition to the parade, you would be welcome to stay and participate in the rodeo events and activities planned throughout the day.

The parade starts at 11:00am. Complimentary Luncheon after the parade.

The parade will officially get underway at 11:00am. Please arrive between 9:30am and 10:15am to get your vehicle assignment and to put up any personal signage on your vehicle. Check-in will be in the playing fields directly west of Rimbey High School and Elementary School. Immediately following the parade, please join myself and members from our council at the **Peter Lougheed Community Centre – Main Auditorium** for a complimentary lunch.

Please RSVP to the Rimbey Recreation Office at 403-843-3151 or [programs@rimbey.com](mailto:programs@rimbey.com) to confirm your attendance at your earliest convenience. Please let them know if you will be bringing a vehicle. We look forward to seeing you.

Yours truly,

A handwritten signature in blue ink, appearing to read "Rick Pankiw".

Mayor Rick Pankiw  
Town of Rimbey



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**MEETING DATE:** June 11, 2024  
**PREPARED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**PRESENTED BY:** Danielle Nealon, Executive & Legislative Coordinator  
**SUBJECT:** **Mayor's Breakfast and Lacombe Days Parade Invitation**

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**BACKGROUND**

Annually, the Mayor or designate is invited to attend and take part in the Mayor's Breakfast and Lacombe Days Parade, which typically occurs in July of each year.

**DISCUSSION**

On May 29, 2024, Mayor Hoover received the annual Mayor's Breakfast and Lacombe Days Parade invitation taking place on Saturday, July 13, 2024.

**FINANCIAL IMPLICATIONS**

Funds are allocated annually for parade candy and the use of the Town's golf cart float.

**ADMINISTRATIVE RECOMMENDATION**

That Council consider the following motion:

1. That Council designates the Mayor and/or a dignitary to attend the Mayor's Breakfast And Lacombe Days Parade.

**ALTERNATIVES**

- a) That Council refer the Mayor's Breakfast and Lacombe Days Parade Invitation back to Administration.

**ATTACHMENTS**

- *Email Invitation from Christina Sturgeon, Events & Promotion Coordinator – City of Lacombe – May 29, 2024*

**APPROVALS**



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Kim Isaak,  
Chief Administrative Officer



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Department Director/Author

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**Sent:** May 30, 2024 9:23 AM  
**Subject:** Invitation to Mayor's Breakfast And Lacombe Days Parade

**From:** Christina Sturgeon <[csturgeon@lacombe.ca](mailto:csturgeon@lacombe.ca)>  
**Sent:** Wednesday, May 29, 2024 7:42 AM  
**Subject:** Invitation to Mayor's Breakfast And Lacombe Days Parade

Mayor Grant Creasey invites you and a guest to join him for the Mayor's Annual Lacombe Days Breakfast and Parade.

Event Details:  
Date: Saturday, July 13, 2024  
Time: 7:30 am - 8:30 am  
Location: Anna Maria's Cafe, Lacombe Memorial Centre, 5214 50 Ave

The parade will follow immediately after the breakfast.

Please RSVP prior to June 28th, 2024, and include any dietary restrictions or food allergies in your response.

Additionally, let me know if you will need transportation in the parade, as we will have horse-drawn wagons and some vehicles available.

I look forward to hearing from you and hope you can join us!

Thank You  
Christina

**CHRISTINA STURGEON**  
**Events & Promotions Coordinator**  
P: 403-782-1263 \*263  
C: 403-352-1765

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