
1. **WELCOME AND CALL TO ORDER**

2. **LAND ACKNOWLEDGEMENT**

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

3. **ADOPTION OF AGENDAS**

- 3.1 Regular Agenda for October 22, 2024
3.2 Consent Agenda for October 22, 2024
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
 - b) **Adoption of Minutes**
 - o Regular Council Meeting Minutes - October 8, 2024
 - c) **Council Reports**
 - o Mayor Hoover
 - o Deputy Mayor Sands
 - o Councillor Coulter
 - o Councillor Appel
 - o Councillor Svab
 - o Councillor Dennis
 - d) **Administrative Reports**
 - o Report for Council, CAO Report - October 2024
 - e) **Boards, Committee and Commission Minutes and/or Reports**
 - o Recreation Culture and Parks Board Meeting Minutes - September 4, 2024
 - f) **Information**
 - o Library Programming Report - September 27, 2024
 - o Lacombe County Council Highlights - October 10, 2024
 - g) **Correspondence**
 - o Letter from Blackfalds Ministerial Association Re: Remembrance Day Ceremony - October 3, 2024

4. **PUBLIC HEARING**

None

5. **DELEGATION**

None

6. **BUSINESS**

- 6.1 Request for Decision, Bylaw 1315.24 - Front Parking Pad Amendments (*First Reading*)
6.2 Request for Decision, Transfer Station Phase 2 Project Update and Award
6.3 Request for Decision, 2025 Parkland Regional Library Budget Request
6.4 Request for Decision, EV Charging Stations – Q3 Report
6.5 Request for Decision, Fire Services Agreement
6.6 Request for Decision, Letter of Support for Red Deer Ladies Fastball Association
6.7 Request for Decision, 2024-2026 Mid-Term Strategic Plan Actions Update

7. **NOTICES OF MOTION**

None

8. **CONFIDENTIAL**

- 8.1 CUPE Negotiations - Personnel - FOIP Section 24(1) - Advice from Officials

9. **ADJOURNMENT**

Future Meetings/Events:

- Regular Council Meeting – November 12, 2024
- Standing Committee of Council Meeting – November 18, 2024

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on October 8, 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 Laura Svab
Councillor Brenda Dennis

ATTENDING

Kim Isaak, Chief Administrative Officer
Justin de Bresser, Director of Corporate Services
Preston Weran, Director of Infrastructure and Planning Services
Rick Kreklewich, Director of Community Services
Ken Morrison, Director of Emergency Management and Protective Services
Niki Burkinshaw, Municipal Engineer
Marco Jadie, IT Tech
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

Councillor Marina Appel
Darolee Bouteiller, Finance Manager

MEDIA

None

OTHERS PRESENT

None

WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Regular Council Meeting of October 8, 2024, called the meeting to order at 7:00 p.m. and indicated that Councillor Appel sent her regrets.

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDAS

Addition of Regular Agenda items:

- Delegation 4.1 Introduction of Niki Burkinshaw, Municipal Engineer
- Business 6.7 Town Paving Projects - Verbal Update
- Business 6.8 CPKC Holiday Train

277/24 Councillor Coulter moved That Council adopt the Regular Agenda for October 8, 2024, as amended.

CARRIED UNANIMOUSLY

278/24 Councillor Svab moved That Council adopt the Consent Agenda for October 8, 2024, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
 - Regular Council Meeting Minutes - September 24, 2024

MINUTES

- **Council Reports**
None
- **Administrative Reports**
 - Report for Council, Enforcement & Protective Services Monthly Report - September 2024
 - Report for Council, Development & Building Monthly Report - September 2024
- **Boards, Committee and Commission Minutes and/or Reports**
 - Recreation, Culture and Parks Board Meeting Minutes - June 5, 2024
 - Lacombe Foundation Board Meeting Minutes - June 24, 2024
 - Municipal Planning Commission Meeting Minutes - July 23, 2024
- **Information**
 - City of Lacombe Council Highlights - September 23, 2024
 - Lacombe County Council Highlights - September 26, 2024
- **Correspondence**
 - Letter from Minister McIver - Impacts of Federal Carbon Tax Survey - October 2, 2024

CARRIED UNANIMOUSLY**DELEGATION****Introduction of Niki Burkinshaw, Municipal Engineer**

Director Weran introduced and welcomed Niki Burkinshaw as the Town's Municipal Engineer and gave a brief overview of her career history.

PUBLIC HEARING

None

BUSINESS**Request for Decision, Citizen Engagement Budget 2025 Survey Results**

Director de Bresser, on behalf of Manager Bouteiller, presented the 2025 Budget Survey Results, collected by an online survey which ran from August 26, 2024, to September 16, 2024.

279/24

Councillor Svab moved That Council accept the Citizen Engagement Budget 2025 Survey Report as information.

CARRIED UNANIMOUSLY**Request for Decision, Bylaw 1316.24 - Member at Large Review Panel Bylaw**

Following the recommendation from Standing Committee of Council on September 16, 2024, CAO Isaak brought forward the Member at Large Review Panel Bylaw for Council's consideration.

280/24

Councillor Dennis moved That Council give First Reading to Bylaw 1316.24 - Member at Large Review Panel Bylaw, as presented.

CARRIED UNANIMOUSLY**281/24**

Deputy Mayor Sands moved That Council give Second reading to Bylaw 1316.24 - Member at Large Review Panel Bylaw, as presented.

CARRIED UNANIMOUSLY**282/24**

Councillor Coulter moved That Council give unanimous consent to move to Third Reading of Bylaw 1316.24 - Member at Large Review Panel Bylaw, as presented.

CARRIED UNANIMOUSLY**283/24**

Councillor Svab moved That Council give Third Reading to Bylaw 1316.24 - Member at Large Review Panel Bylaw, as presented.

CARRIED UNANIMOUSLY

MINUTES**Request for Decision, Bylaw 1317.24 - Council Procedural Amendment Bylaw**

Following the recommendation from the Standing Committee of Council on September 16, 2024, Coordinator Nealon presented the Council Procedural Amendment Bylaw for Council's consideration.

284/24 Councillor Dennis moved That Council give First Reading to Bylaw 1317.24 - Council Procedural Amendment Bylaw, as presented.

CARRIED UNANIMOUSLY

285/24 Councillor Coulter moved That Council give Second Reading to Bylaw 1317.24 - Council Procedural Amendment Bylaw, as presented.

CARRIED UNANIMOUSLY

286/24 Deputy Mayor Sands moved That Council give unanimous consent to move to Third Reading of Bylaw 1317.24 - Council Procedural Amendment Bylaw, as presented.

CARRIED UNANIMOUSLY

287/24 Councillor Svab moved That Council give Third Reading to Bylaw 1317.24 - Council Procedural Amendment Bylaw, as presented.

CARRIED UNANIMOUSLY

Request for Decision, Audit Services RFP Award

Director de Bresser presented the recommendation for awarding the contract for Audit Services and appointment of Town Auditors from 2024 to 2028.

288/24 Deputy Mayor Sands moved That Council award the 5-year contract for Audit Services to Metrix Group LLP.

CARRIED UNANIMOUSLY

289/24 Councillor Svab moved That Council appoint Metrix Group LLP as Auditors for the Town of Blackfalds for the period 2024 – 2028.

CARRIED UNANIMOUSLY

Request for Decision, ATCO Gas and Fortis Alberta Franchise Fees

Director de Bresser brought forward for Council's consideration, the 2025 ATCO Gas and Fortis Alberta Franchise Fees and rates.

290/24 Deputy Mayor Sands moved That Council hold the 2025 natural gas (ATCO Gas) franchise fee for the Town of Blackfalds at the current rate of 35%.

CARRIED UNANIMOUSLY

291/24 Councillor Coulter moved That Council hold the 2025 electricity (Fortis Alberta) franchise fee for the Town of Blackfalds at the current rate of 20%.

CARRIED UNANIMOUSLY

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

Director Weran presented a request to increase the budget for the Blackfalds Crossing Sanitary Project due to the railway crossing flagging delays and miscellaneous items.

292/24 Deputy Mayor Sands moved That Council approve the budget increase of \$103,511 for the Blackfalds Crossing Sanitary Trunk Project Budget for a total budget of \$2,753,511 to pay for the flagging delays/miscellaneous items and allocate additional contract contingencies.

CARRIED UNANIMOUSLY

MINUTES

Town Paving Projects - Verbal Update

Director Weran provided a verbal update to Council on the various paving projects within the Town and anticipated completion dates.

CPKC Holiday Train

Mayor Hoover brought forward for Council discussion and decision the selection of the Town's charity of choice for proceeds from the CPKC Holiday Train, which will be held in the Town on December 11th during the day.

293/24 Councillor Dennis moved That Council select the Blackfalds Food Bank Society as the 2024 charity of choice for the CPKC Holiday Train event.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

None

RECESS

Mayor Hoover called for a five-minute recess at 8:11 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:16 p.m.

CONFIDENTIAL

- **Personnel – FOIP Section 17(1) – Disclosure Harmful to Personal Privacy**

294/24 Deputy Mayor Sands moved That Council move to a closed session commencing at 8:16 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 17(1) 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 Laura Svab, Councillor Brenda Dennis and CAO Kim Isaak.

295/24 Councillor Svab moved That Council move to come out of the closed session at 8:26 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:26 p.m.

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

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 8:26 p.m.

Jamie Hoover, Mayor

Kim Isaak, CAO

TO		Members of Council		
FROM		Mayor Jamie Hoover		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Sept 16 – Oct 15 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Sept 16	x			NRDRWSC meeting
Sept 16	x			NRDRWSC meeting
Sept 16	x			Code of conduct workshop
Sept 16	x			RCM
Sept 18	x			ICF meeting
Sept 19	x			RDRMUG meeting
Sept 20		x		Border paving plaza grand opening
Sept 23	x			Lacombe Foundation meeting
Sept 23	x			BHPARC meeting

Sept 24	x			RCM
Sept 25-27		x		ABMunis convention
Oct 1			x	Rural Entrepreneur Stream business tour
Oct 5				Bill Nielsen Memorial Run
Oct 5		x		Outdoor Multicultural library grand opening
Oct 5		x		Food Bank – Empty Bowls fundraiser
Oct 8	x			RCM
Oct 9			X	ASCHA conference
Oct 10		x		Raising the Woof fundraiser
Oct 15			x	Dairy Innovations West progress tour
Oct 15	x			IDP/ICF Joint Meeting with City of Lacombe and Lacombe County

TO		Members of Council		
FROM		Deputy Mayor Jim Sands		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Sept 15/ 24- Oct 15/ 24		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Sept 16/ 24			X	Roundtable Report Submission
Sept 16/ 24	X			Code of Conduct Bylaw Workshop
Sept 16/ 24	X			Standing Committee of Council Meeting
Sept 18/ 24	X			IDP/ICF Committee Meeting
Sept 20/ 24		X		Border Paving Plaza Grand Opening
Sept 24/ 24	X			Regular Council Meeting
Sept 25/ 24			X	AB Municipalities Convention
Sept 26/ 24			X	AB Municipalities Convention
Sept 27/ 24			X	AB Municipalities Convention

Oct 2/ 24	X			Policing Committee Meeting
Oct 8/ 24	X			Regular Council Meeting
Oct 15/ 24	X			IDP/ ICF Tri-Party Meeting

TO		Members of Council		
FROM		Councillor Edna Coulter		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Sept 16 – Oct 15, 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Sept 16	X			Workshop (Code of Conduct Bylaw) & Standing Committee
Sept 20		X		Border Paving Plaza Grand Opening/ Ribbon cutting
Sept 24	X			Regular Council Meeting
Sept 25-27			X	Alberta Municipalities Convention
Oct 1	X			Blackfalds Library meeting
Oct 3	X			Chamber of Commerce meeting
Oct 8	X			Regular Council Meeting

TO		Members of Council		
FROM		Councillor Marina Appel		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: 16 September 2024 – 15 October 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Sept 16	X			Code of Conduct Bylaw Review Workshop
Sept 16	X			SCC
Sept 18	X			IDP/ICF Meeting with Lacombe County
Sept 20		X		Border Paving Plaza Grand Opening + Bulldogs Game
Sept 23	X			BHPARC Meeting
Sept 24			X	EOEP - Council's Role in Land Use and Development Approvals Training
Sept 24	X			RCC
Sept 25 – 27		X		AB Munis Conference in Red Deer Workshops + Events Attended: <ul style="list-style-type: none"> • Opening & Closing Ceremonies • ABmunis AGM



				<ul style="list-style-type: none"> • Breakout Sessions: <ul style="list-style-type: none"> ○ Building Housing to Support Communities and Improve Affordability ○ Dusting Off the Ballot Box: Preparing a Successful and Positive Election in a Smaller Community ○ Towns: Communicating in Times of Trouble • All resolutions Sessions • All Minister Dialogue Sessions • Premier & Oppositions' Remarks • City of RD Reception • ABmunis Women in Government Networking Event <p>Results of the Resolutions: https://www.abmunis.ca/news/update-resolutions-2024-convention</p>
Oct 1	X			Library Board Meeting
Oct 2	X			Rec, Culture and Parks Board Meeting
Oct 3	X			Chamber of Commerce Meeting
Oct 7		X		Chamber of Commerce – Visit businesses to gather support for the Passport to Christmas Program.
Oct 8 - 10			X	<p>RhPAP Rural Community Conference in Wainwright: Reflect. Reimagine. Refocus. The Next Chapter in Rural Healthcare.</p> <p>Workshops + Events Attended:</p> <ul style="list-style-type: none"> • KEYNOTE: <ul style="list-style-type: none"> ○ Dr. Zayna Khayat, Health Futurist “The Future of Healthcare & The Future of Work” • SPEAKERS: <ul style="list-style-type: none"> ○ Aileen Burke, Alberta Counsel “Political Context and Advocacy 101” ○ Kim Hyshka, Dialogue Partners “Key Roadblocks to Meaningful Conversations”

				<ul style="list-style-type: none"> ○ Dr. Aaron Johnston, University of Calgary and Dr. Mark Prins, University of Alberta “Medical School Expansion & Importance of Rural Exposure” ○ Dr. Michael Caffaro - CPSA ○ Dr. Nicole Cardinal “Indigenous Health Teaching” ○ Dr. Sam Ogbeide “Strategies to Inspire, Encourage, and Support Students and Health Professionals” ○ Martin Long (MLA), Parliamentary Secretary for Rural Health ○ Chelsae Petrovic (MLA), Parliamentary Secretary for Health Workforce Engagement ○ Rural Healthcare Panel ○ Wainwright Bachelor of Nursing Program Presentation ● Networking Reception + Trip to the Garrison Wainwright ● Regional Discussions & Breakout Group <p>Conference Recap: https://youtu.be/Q38w9MEuugM</p>
Oct 15	X			IDP/ICF Tri-Party Meeting - Regional Recreation Facility

TO		Members of Council		
FROM		Councillor Laura Svab		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: September 16 – October 15, 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Sept 16	x			Code of Conduct Bylaw Workshop
Sept 16	x			Standing Committee of Council
Sept 24	x			Regular Council Meeting
Oct 2	x			Recreation, Culture and Parks Board Meeting (didn't attend as I had 2 meetings scheduled at the same time) Policing Committee Meeting (attended)
Oct 8	x			Regular Council Meeting

TO		Members of Council		
FROM		Councillor Brenda Dennis		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: September 16, to October 15, 2024		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	<i>(Choose one)</i>			
Sept. 16	X			Code of Conduct Bylaw Workshop
Sept. 16	X			Standing Committee Meeting
Sept. 17	X			IDP/ICF Meeting
Sept. 20		X		Border Paving Plaza Grand Opening
Sept. 24	X			Regular Council Meeting
Sept. 25 – 27			X	Alberta Municipalities Convention
Oct. 5			X	Empty Bowls Fundraiser
Oct 8	X			Regular Council Meeting

MEETING DATE: October 22, 2024

PREPARED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **CAO Report – October 2024**

Key Projects and Initiatives

- Council Committee Audit Action Plan developed and approved by Council at the September 24, 2024, Regular Meeting of Council. Various actions have been completed to date.
- Early 2025 election research and planning are underway.
- Advertising for Council Committee Member at Large is out for upcoming appointments in December.
- Working with Lacombe County and other area municipalities for a Candidate Information Session to provide information to potential residents who are interested in running for municipal office. It is anticipated that the sessions will be held in late June.
- Presentation for the Employee Engagement Initiative “Growing our Culture Together” focus group findings have been scheduled for October 24, 2024.
- Community Engagement Survey on the budget was accepted by Council at the October 8, 2024, Regular Meeting of Council on the findings.
- Budget binders have been completed and distributed for Council. Budget meetings are scheduled for November 1st and 2nd.
- ICF Committee Meeting was held with Lacombe County to discuss the Fire Services Agreement. Lacombe County Council has approved the agreement, and it will be presented to Blackfalds Council at the October 22, 2024, Regular Meeting of Council.
- Progress tour of the Dairy Innovation West facility.
- Took part in a North Red Deer River Water Services Commission Water Rationing Policy discussion.
- Working through initial bargaining proposal for upcoming CUPE Bargaining scheduled for November 27-29, 2024.
- The Drive-In Movie was held on September 27, 2024, and raised \$1,025 for the FCSS Back to School Program.
- Council appointed new auditors Metrix Group LLP at the October 8, 2024, Regular Meeting of Council.
- FCSS team held the Winter Warmth Fundraiser and raised approximately \$17,647.00. Kudos.
- Certificate of Recognition COR Safety Audit is completed, and an action plan is in progress.
- Leung Roadway Capital Project is nearing completion, with the remaining north side portion of the road continues, with paving anticipated by the end of the month.
- East Rail and miscellaneous asphalt overlays were delayed due to weather; this should be completed by September 24, 2024.
- The Blackfalds Crossing Sanitary Trunk project Sanitary crossing work will continue, including connecting the sanitary pipe into manholes on either side of the rail. The casing and sanitary pipe are now completed across the rail line. Work continues along the eastern side, with one more manhole to be built. South Street closure at the rail is planned to be open in the middle of November.
- Vista Trail work at the condo sites is ongoing, and paving of the roadway is planned for the end of this week or early next week.
- The 2024 Asphalt overlay project is wrapping up with all paving completed in the roadways at East Rail, Wilson and Parkwood intersections. Still working on the southern pathway at South

Street and across the railway. CPKC installed half of the matting required for the trail across the roadway but ran into some technical problems. The contractor cannot install the trail without the CP rails work completed.

- Snow Dump siting work is ongoing.
- Completed parking lot upgrades at the Civic Centre with larger stalls and revisions to the accessible parking stalls completed by public works.
- Planning and Development is working on a more collaborative process for Development Permit Application reviews for larger developments, improved notification process and front driveway revisions to the LUB.
- Aurora Heights subdivision, Phase 5b was completed. Construction start on this phase is unknown.
- Planning and Development will be providing a report to Council in the near future on the Urban Hens Pilot Program Survey Results and next steps.
- Work has started on the Aspen Lakes Phase 2 school site project. Grading and underground works to be completed by Jan 2025, with the remainder of work planned for in the spring of 2025.
- Design and Land work continues on the NW Stormwater Project planned to be tendered before the end of this year.

Updates Related to Existing Bylaws or Council Policies

- Cemetery Bylaw approved at the September 24, 2024, Regular Meeting of Council.
- Council Procedural Bylaw approved at the October 8, 2024, Regular Meeting of Council.
- Member at Large Review Panel Bylaw approved at the October 8, 2024, Regular Meeting of Council.
- Bylaw 1315.24 LUB Amendment to allow for Front Parking Pads will be presented to Council for First reading on October 22, 2024.
- Council Code of Conduct Bylaw – To be brought to the Standing Committee of Council in November.
- Council Policy 147.20 Council Board/Committee Policy and Procedures rescinded at the September 24, 2024, Regular Meeting of Council.
- Traffic Bylaw Amendments – In Progress.
- Animal Control Bylaw Amendments – In Progress
- Customer Service Policy (new) – Research and discussion around customer service standards that can be applied in Policy.

Facility Leases

- Director of Community Services is currently working on a lease agreement with one of the current tenants at the Support Services Building for additional space.

Administrative Policy Changes / Additions

- Succession Planning Policy (new) – Draft under review with Human Resources
- Edits to Workplace Accommodation Policy – Under review by Directors
- Edits to Municipal Vehicle Policy – Under review by Directors

APPROVALS



Kim Isaak,
Chief Administrative Officer

MEMBERS PRESENT

Laura Svab, Town of Blackfalds Councillor
Barb Shepherd, Lacombe County Representative
Jill Bried, Public at Large
Kayla Marquis, Public at Large
Kristy Lawrence, Public at Large
Trent Kroetsch, Public at Large
Louise Rellis, Public at Large

OTHERS ATTENDING

Rick Kreklewich, Director of Community Services
Jeff Heindel, Parks and Facilities Manager

REGRETS

Marina Appel, Town of Blackfalds Councillor
Carol Simpson, Abbey Centre General Manager

WELCOME AND CALL TO ORDER

Chair Bried welcomed all attending and called the Recreation, Culture and Parks Board Meeting to order at 6:36 pm.

Member Shepherd moved That the Recreation, Culture and Parks Board approve the Agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATIONS

None

BUSINESS

Minutes

Member Rellis moved That the Recreation, Culture and Parks Board approve the Minutes from June 5, 2024 as presented.

CARRIED UNANIMOUSLY

Thrifty Thursdays 2025

Administration presented the promotional options for Thrifty Thursdays for 2025 to the Recreation, Culture and Parks Board for review.

Local Non-Profit Sports Fields Rates

The Recreation, Culture and Parks Board reviewed the rates for our sports fields. Administration will approach the Associations affected to discuss the change from the per player fee to an hourly rental rate.

Abbey Centre Update

- Director Kreklewich presented the monthly highlights

Parks and Facilities Update

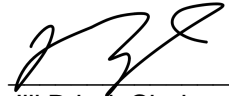
- Manager Heindel presented the monthly highlights

Board Member Extensions

Administration is currently conducting an audit on our Boards and Committees. Part of the proposed changes would be to extend each member to December 31st of each year of their term. In the past, terms would expire after the Organizational Meeting in October.

The Recreation, Culture and Parks Board received the items as information.

Chair Bried adjourned the Recreation, Culture & Parks Board Meeting at 7:28 p.m.



Jill Bried, Chair



Rick Kreklewich, Director of Community Services

Programming Highlights:

- **This month Little Stars Preschoolers and kindergarten students came for a tour of the library.**
- **We celebrated back to school with ice cream sundaes.**
- **We have more children & youth coming to the Thursday Lego club and they have been busy building amazing creations.**
- **The new program 'Caregiver and tot Play Date' have been a success. The moms enjoy socializing with each other while littles play together and can have a snack. The fish crackers were a favorite.**
- **In our Growing Minds Stem Class, we experimented with Balloon rockets using a paper rocket, Balloon, & String.**
- **We had a few families Participate in our Library's first Halloween Costume Exchange! We will definitely do this again next year!**
- **On Fridays we made stress balls with balloons & Flour and played Bingo. The participants had a lot of fun and would love to come back for Bingo.**
- **Something Cool for after School we made Naan pizzas and played games. We had some new faces join in.**
- **A new class is added called '123 Count with me'. We had read a counting book, 3 little bears story using magnet props, number songs and rhymes, and did an activity with playdough making the number one and 1 apple. This class is for 2-3 years. The kids and parents enjoyed this class!**
- **We held our 8th Annual Stuffed Animal Sleepover. The families loved their booklets seeing what their stuffed animals were up to.**





Programming Highlights:

- Our card club continues to grow with another two days being added to the month: every second Thursday. We generally have at least 8 seniors attend these clubs, so we are really happy to add more dates!
- We have been lucky enough to partner with two different homeschooling groups. One meets once a month, the other meets every Monday starting in October. We are very excited to help these groups with their programs: we know there has been a call for more homeschooling activities and now the library has options!
- Our crochet and knitting club survived the summer and continues to grow in small increments. The best thing about the crochet club is the tight knot (pun intended!) of friendships that the artists are making. They are asking for a spinning wheel, so we will have to see if we have the budget for that!
- Our miniature paint-a-thon sounds like it was amazing, all thanks to Glyn!
- Our art club continues with fun projects for tweens.
- We now have another volunteer running a D&D game for kids around 10.



Statistics:

	2024 YTD Total Sessions	2024 YTD Total Participants	2023 Total Sessions	2023 Total Participants
Children's	472	3853	701	5135
Young Adult	115	602	48	190
Adult	234	1022	158	729
Multigenerational	80	2706	38	932
Outreach	25	1844	33	1713
Virtual sessions	19	56	61	222



HIGHLIGHTS OF THE REGULAR COUNCIL MEETING October 10, 2024

PLANNING DEPARTMENT UPDATE

Council received an update regarding the current activities and initiatives of the Planning Department.

LACOMBE COUNTY BUSINESS RECOGNITION PROGRAM

The Lacombe County Business Recognition Program will be implemented as a pilot program for a two-year period beginning January 1, 2025. The program will celebrate new business start-ups and honour businesses that have reached significant years-in-business milestones. The program's outcomes and effectiveness will be reviewed at the end of the pilot period.

LACOME COUNTY PARTICIPATION IN CENTRAL ALBERTA TOURISM ALLIANCE

The matter of Lacombe County's participation as a member of the Central Alberta Tourism Alliance was deferred to a future Council meeting.

POLICY AD(33) ENVIRONMENTAL COMMUNITY ENGAGEMENT

Updated Policy AD(33) Environmental Community Engagement was approved as presented.

PARKLAND REGIONAL LIBRARY – PROPOSED 2025 BUDGET

The Parkland Regional Library Proposed 2025 Budget was approved as presented.

REQUEST FOR CLOSURE OF STATUTORY ROAD ALLOWANCE

Subsequent to a request by a Lacombe County property owner to close a portion of an undeveloped road allowance, (+/- 1.89 acres) for consolidation with Lot 2 Block 1 Plan 1021255 (Pt. NE-19-38-24-W4M), Council gave first reading to Bylaw No. 1421/24. A Public Hearing for Bylaw No. 1421/24 will be held on November 28, 2024 commencing at 9:00 a.m.

OPERATIONS POLICY REVIEW

Rescindment of Policy OP(10) Pipeline Road Crossings, and updates to policies OP(14) Sale of Road Allowances, OP(33) Clean Up Program and OP(35) Individual Roadside Mailboxes, received Council approval.

LACOMBE COUNTY AND TOWN OF BLACKFALDS FIRE SERVICES AGREEMENT

Council approved the Town of Blackfalds/Lacombe County Fire Services Agreement as presented. Under the proposed agreement, the County agrees to purchase 50% of the Town of Blackfalds Fire Hall at a cost of \$1,370,620. As per the agreement, the Town is responsible for providing all fire-fighting apparatus and equipment. As such, the Town will be purchasing the County's fire-fighting apparatus and equipment at a cost of \$195,115.

BYLAW NO. 1420/24 LAND USE BYLAW AMENDMENT REQUEST

Bylaw No. 1420/24, a bylaw of Lacombe County to amend the County's Land Use Bylaw Agricultural 'A' District by adding the discretionary use "Recovery Centre" on N ½ 22-41-23-W4M. A public hearing for Bylaw No. 1420/24 will be held on November 18, 2024 at 7:00 p.m.

PARKLAND REGIONAL LIBRARY PRESENTATION

Representatives of Parkland Regional Library provided the Council with a presentation regarding the current activities and initiatives of Parkland Regional Library.



WHERE PEOPLE ARE THE KEY

STARS PRESENTATION

Council was provided with a presentation highlighting the current services and operations of STARS.

Next Regular Council Meeting is
October 24, 2024 – 9:00 a.m.

Next Committee of the Whole Meeting is
December 3, 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) after approval.**

October 3,2024

Dear Mayor Jamie Hoover and Town Council,

My name is Kyle Kloss, and I am one of the four pastors that make up the Blackfalds Ministerial Association in Blackfalds.

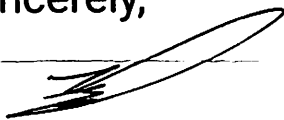
Our Association is heading up the Remembrance Day Service at the Abbey Center in Blackfalds.

The intent of this letter is to ask Mayor Jamie Hoover to give an address on the behalf of the Town of Blackfalds to the Veterns for this year Remembrance Day Service.

Your assistance would be greatly appreciated and please let me know if your willing to give an address with the other digatories who my be attending.

Please contact either James Clark or myself or more information.
Kyle 403.357.9333 or email kyle.kloss@hotmail.ca
James 403.896.8525

Sincerely,



Pastor Kyle Kloss
Blackfalds Ministerial Association

MEETING DATE: October 22, 2024

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1315.24 - Front Parking Pad Amendments**

BACKGROUND

Last summer, a delegation spoke to their desire to have a front parking pad on their front yard in the absence of a garage (hereinafter referred to as a “Front Parking Pad”). This matter was brought forward to a series of Council and Standing Committee of Council meetings, which ultimately resulted in Administration being directed to draft regulations that will allow for Front Parking Pads in residential districts and enable landowners to apply to vary the regulations where reasonable. These draft regulations were the subject of an Open House held in June of this year, with the results of the public engagement shared at the September 24, 2024, Council meeting indicating the majority of those who participated were in favour of allowing Front Parking Pads in Town; the following resolution was carried unanimously:

269/24 Councillor Coulter moved That Council direct Administration to prepare a Land Use Bylaw amendment for First Reading to allow Front Parking Pads in the Town of Blackfalds based on the proposed development standards as presented.

CARRIED UNANIMOUSLY

DISCUSSION

Bylaw 1315.24 proposes to amend the Town’s Land Use Bylaw to allow Front Parking Pads in several residential land use districts and bring in development standards that have previously been vetted through Council and subject to a public consultation process.

Front Parking Pads are proposed to be allowed in the Residential Single Dwelling Large Lot District (R-1L), Residential Single Dwelling Medium Lot District (R-1M), Residential Single Dwelling Small Lot District (R-1S) and the Residential Multi-Dwelling District (R-2) except for Multiple Housing Development and Mixed Use Development uses. The reason why Multiple Housing Development and Mixed Use Development uses are proposed to be excluded from allowing Front Parking Pads is these types of developments are comprehensively planned with their own associated parking lots.

The other residential land use districts, being the Residential Manufactured Home Park District (R-MHP), Residential Medium Density District (R-3), Residential High Density District (R-4) and Residential Multi Unit District (R-5) are excluded from Front Parking Pads being an allowable use for the same reason as the exclusions proposed in the R-2 District. The developments in these districts are all comprehensively planned developments that include their own parking lots.

The table below outlines the draft development standards previously shared, and identifies the amendment number that corresponds to the numbers in the attached Bylaw 1315.24 for reference:

Proposed Development Standards	Bylaw Amendment Number
<p>Shall maintain 25% of front yard landscaping.</p>	<p>Amendment 2.8 which introduces a new Section of the LUB specific to Front Parking Pads and contains a standard that requires the minimum 25% landscaping be retained unless alternative access isn't available.</p> <p>It should be noted that the R-2 District does not have the same 25% landscaping requirement that the other land use districts proposed to allow Front Parking Pads have. There are several challenges with the R-2 District development standards that will necessitate amendments in the near future. When those amendments come forward, Administration intends on introducing a minimum 25% front landscaping requirement in the District. So, although not technically required in the R-2 District at the moment, Administration is proposing to introduce this minimum landscaping requirement where Front Parking Pads are being applied for.</p>
<p>The minimum length of a Front Parking Pad shall be 6.0 m (19.69 ft.).</p>	<p>Amendment 2.8</p> <p>There is one new proposed requirement that came out of the internal review of the draft Bylaw; that Front Parking Pads shall be located as far as possible from the intersection of a road or a lane.</p>
<p>The minimum width of a Front Parking Pad shall be 3.0 m (9.84 ft.) to a maximum width of 7.0 m (22.97 ft.) and where possible shall be grouped together in pairs to maximize the space available for on-street parking.</p>	
<p>To ensure that the movement of traffic is both safe and efficient, the Development Authority will prohibit Front Parking Pads onto Highways/Expressways and arterial Roads as defined in the Town of Blackfalds Transportation Master Plan and amendments thereto, and where, in the opinion of the Development Authority, the Front Parking Pad would be liable to create a hazardous traffic situation.</p>	
<p>The Development Authority shall not vary the minimum landscaping requirements to accommodate a Front Parking pad unless alternative access is not available.</p>	
<p>Front Parking Pad shall abut a sidewalk or road where there is no sidewalk.</p>	

Where access is gained directly from a paved road, Front Parking Pads shall be hard surfaced.	Amendment 2.7. This is consistent with the Driveway hard surfacing requirement location.
---	--

When amending the LUB, care must be taken to ensure that the amendments are made in a cohesive manner to avoid conflicting standards. Therefore, the additional amendments are being proposed under Bylaw 1315.24:

Amendment 2.1	Proposes to update the definition of Driveway to clarify the distinction between a Parking Pad (as Driveway is used in the definition of Parking Pad) and Front Parking Pads.
Amendment 2.2	This amendment proposes to introduce the definition of Front Parking Pad, which is essentially what was previously presented to Council and the public with one small amendment; the addition to the Driveway reference to explicitly identify them as different developments.
Amendment 2.3	Adding Front Parking Pads to be shown on landscape plans.
Amendment 2.4	Adding Front Parking Pads to the list of exempted areas which will allow RV's to be parked year-round. This is the same rule that currently applies to Driveways.
Amendment 2.5	This amendment proposes to allow for tandem parking on Front Parking Pads when they're associated with Row Housing, a permitted use in the R-2 District. This is the same rule that currently applies to Driveways.
Amendment 2.6	Proposes to update the sight line requirements to include Front Parking Pads. Administration is taking opportunity with this amendment to fix an existing typo; where the LUB states "land" in this subsection, it should state "lane".
Amendment 2.9	This amendment proposes to clearly state that RV parking is allowed on Front Parking Pads. This is the same rule that currently applies to Driveways.
Amendment 2.10	Adding Front Parking Pads as a location where a temporary shipping container for the sole purpose of using it as a moving storage pad for no more than 14 days may be placed. Consistent with rules for Driveways.
Amendments 2.11 – 2.14	These are amendments to the residential land use districts where Front Parking Pads are proposed to be located to ensure that the prescribed maximum parcel coverage calculation excludes Front Parking Pads, consistent with the current rules for Driveways.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1315.24 - Front Parking Pad Amendments, as presented.
2. That Council set a Public Hearing date for November 26, 2024, at 7:00 p.m. in Council Chambers.

ALTERNATIVES

- a) That Council give First Reading to Bylaw 1315.24 - Front Parking Pad Amendments, as amended.
- b) That Council refers Bylaw 1315.24 - Front Parking Pad Amendments back to Administration for more information or amendments.

ATTACHMENTS

- *DRAFT Bylaw 1315.24 – Front Parking Pad Amendments*

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*, 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 include a definition of Front Parking Pads; include Front Parking Pads as an allowable use in the Residential Single Dwelling Large Lot District (R-1L), Residential Single Dwelling Medium Lot District (R-1M), Residential Single Dwelling Small Lot District (R-1S), and the Residential Multi-Dwelling District (R-2) with the exception of Multiple Housing Development and Mixed Use Development Uses; and associated development standards.

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

WHEREAS, a Public Hearing was held on _____, 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 “**Front Parking Pad Amendments**”.

PART 2 – AMENDMENTS

- 2.1 That Section 1.14 Definitions be amended by deleting the definition for **DRIVEWAY** and replacing it with:

DRIVEWAY means the connection from an on-site parking area to an access and does not include a Front Parking Pad or the area used as a Walkway.

- 2.2 That Section 1.14 Definitions be amended to include the following definition of **FRONT PARKING PAD**:

FRONT PARKING PAD means a portion of a Front Yard intended for the parking of vehicles and Recreational Vehicles that is not connected to a Garage and does not include a Driveway or the area used as a Walkway.

- 2.3 That Section 3.15.3 Review and Approval of Landscape Plans, subsection b)xvii) be amended by adding “...Front Parking Pads, ...” after “...Driveways...”

- 2.4 That Section 3.18 Objects Prohibited or Restricted in Yards, subsection a)vi)i be amended by adding “...or a Front Parking Pad...” after “...Parking Pad (Part 8, Schedule A4)”.

- 2.5 That Section 3.20.4 Tandem Parking, subsection b) be amended by adding “... or Front Parking Pads...” after “...Driveways...”.

- 2.6 That Section 3.20.9 Sight Lines, subsection b) be amended by deleting everything after “...Driveway...” and replacing it with “..., Front Parking Pad or Lane and a Road.”

- 2.7 That Section 3.20.10 Vehicle Access Parking Space Standards, be amended by deleting subsection a)iv) in its entirety and replacing it with the following:

- iv) All accesses to any Garage, Carport, Parking Pad or Front Parking Pad must be Hard Surfaced if entering from a hard-surfaced Road or Street.

- 2.8 That a new Section 4.7 Front Parking Pads as follows and renumber the subsequent sections and subsections accordingly:

4.7 Front Parking Pads

- a) Front Parking Pads are Permitted Uses in the following Land Use Districts:
i) Residential Single Dwelling Large Lot District (R-1L)

- ii) Residential Single Dwelling Medium Lot District (R-1M)
 - iii) Residential Single Dwelling Small Lot District (R-1S)
 - iv) Residential Multi-Dwelling District (R-2), except for Multiple Housing Development and Mixed Use Development uses
- b) The Development Authority shall not vary the minimum 25% Front Yard Landscaping requirements to accommodate a Front Parking Pad unless alternative access is not available, at the sole discretion of the Development Authority.
- c) The minimum length of a Front Parking Pad shall be 6.0 m (19.69 ft) measured from the back of the sidewalk or Walkway or where there is no sidewalk or Walkway, 6.0 m (19.69 ft) from the Road.
- d) The minimum width of a Front Parking Pad shall be 3.0 m (9.84 ft) to a maximum width of 7.0 m (22.97 ft) and where possible should be grouped together in pairs to maximize the space available for on-street parking.
- e) Front Parking Pads shall abut the back of the sidewalk or Walkway or where there is no sidewalk or Walkway, abut a Road.
- f) Front Parking Pads on a Corner Lot shall be located as far from the intersection with a Lane and/or Road as possible.
- g) To ensure that the movement of traffic is both safe and efficient, the Development Authority shall prohibit Front Parking Pads onto Highways/Expressways and arterial Roads, as defined in the Town's Transportation Master Plan and amendments thereto, and where, at the sole discretion of the Development Authority, the Front Parking Pad would be liable to create a hazardous traffic situation.
- 2.9 That current Section 4.8 Recreational Vehicle Storage, subsection b) be amended to include "...or Front Parking Pad."
- 2.10 That current Section 4.11 Shipping Containers, subsection d)iii) be amended by adding "...or Front Parking Pad..." after "...Driveway..."
- 2.11 That Section 6.1 Residential Single Dwelling Large District (R-1L), subsection 6.1.3 District Regulations table, in the row addressing Maximum Parcel Coverage, be amended by adding "...Front Parking Pads, ..." after "...Driveways..."
- 2.12 That Section 6.2 Residential Single Dwelling Medium Lot District (R-1M), subsection 6.2.3 District Regulations table, in the row addressing Maximum Parcel Coverage, be amended by adding "..., Front Parking Pads, ..." after "...Driveways..."
- 2.13 That Section 6.3 Residential Single Dwelling Small Lot District (R-1S), subsection 6.3.3 District Regulations table, in the row addressing Maximum Parcel Coverage, be amended by adding "..., Front Parking Pads, ..." after "...Driveways..."
- 2.14 That Section 6.5 Residential Multi-Dwelling District (R-2), subsection 6.5.3 District Regulations table, in the row addressing Maximum Parcel Coverage, be amended by adding "..., Front Parking Pads, ..." after "...Driveways..."

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 time this _____ day of _____, A.D. 20__.

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

MEETING DATE: October 22, 2024

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

PRESENTED BY: Preston Weran, Director of Infrastructure and Planning Services

SUBJECT: **Transfer Station Phase 2 Project Update and Award**

BACKGROUND

As part of the Town’s 2024 Capital Project Budget, \$400,000 was allocated to complete Phase 2 of the Transfer Station Upgrades.

Phase 2 upgrades include: rebuilding of Bin 2 wall; electrical upgrades; purchase of new seacan; replacement of the existing office trailer; exterior lighting, and enhanced security upgrades.

The site trailer has been purchased and delivered to the site. The majority of the work, excluding the trailer and the IT upgrades, falls under the scope of the tendered package presented this evening.

DISCUSSION

Phase 2 Transfer Station Upgrades civil works was posted on Albera Purchasing Connection on August 27, 2024 and closed on September 26, 2024, at 2:00 pm. The Town received 6 bids for the project; after minor errors were corrected, the following bids are listed below. These bids include a 10% contingency but exclude G.S.T. As outlined in the attached Stantec Consulting Letter of Award, one bidder, Shunda, did not have a complete tender document, so their bid was disqualified.

Proponent	Total Bid Price 2024 Construction (10% Contingency)	Total Bid Price 2024 Construction (10% Contingency)
Canadian Erosion and Containment Ltd.	N/A	\$926,422.01
Gator Builds Ltd.	\$712,486.18	\$559,377.36
IMC Construction Ltd.	N/A	\$369,809.00
J & C Master Contracting Ltd.	\$741,840.00	\$827,623.50
Shunda Consulting & Construction Management Ltd.	N/A	\$303,523.99
Timcon Construction (1988) Ltd.	N/A	\$300,978.89

Timcon was the low and qualified bidder. They are an excellent contractor with a good track record within the Town and the surrounding communities. They can meet the proposed schedule with the work scheduled for the fall of 2025, when the transfer station operations are not as busy as in the spring and summer months.

Before the project is awarded, the project will need additional funding to complete the scope that is outside of this tender contract. When the project was budgeted, the soil conditions of the site underneath the future retaining wall were unknown. Through the soil investigations, the soils were

noted to be very unstable. This resulted in an additional pit run being added to the designed wall, which was included in the tender to support the retaining wall. This resulted in the project tender coming in approx. \$20,000 above the estimated budget with 5% contingency. However, with the risk associated with this project, the engineer recommended updating the contingency from 5% to 10%, adding another \$20,000 to the bids above.

If the project is awarded to TimCon for \$300,978.89 with a 10% contingency, the project budget will be short by \$38,225.89. These funds are required to complete the install of the trailer, associated controls, IT improvements and supply and install of the necessary signage and traffic delineation planned. Therefore, Administration is requesting an additional \$40,000 to complete this project and award the tender.

Below is the table outlining the project costs:

2024 Capital Budget and Expenses		
Engineering and Design	\$62,747	Actual
Office Trailer	\$39,500	Estimated
Town work to be completed	\$35,000	Estimated
Construction Award	\$300,978.89	Actual
Budget Variable	\$-\$38,234.89	
2024 Capital Budget Funds Approved	\$400,000	

FINANCIAL IMPLICATIONS

Based on our estimate for the total project costs as outlined above, the project will be over budget by \$38,234.89 and will need to be funded by this amount to complete the project. The additional funds, if approved, would be drawn from the Solid Waste Reserves.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council allocate \$38,234.89 to fund the budget shortfall of the Transfer Station Phase 2 Project.
2. That Council award the Transfer Station Phase 2 Project works to Timcon Inc. for \$300,978.89 excluding GST.

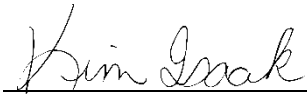
ALTERNATIVES

- a) That Council refer the Transfer Station Phase 2 Project Update and Award back to Administration for more information.

ATTACHMENTS

- *Stantec Tender Award Letter*
- *Phase 1 and Phase 2 Transfer Station Sketches*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



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

October 15, 2024

Project/File: 1101000190

Preston Weran, Director of Infrastructure and Property Services

Town of Blackfalds
5018 Waghorn Street
Blackfalds, AB., T0M 0J0

Dear Preston

Reference: Waste Transfer Site Improvements Tender Review and Award Recommendation

Stantec has received and reviewed the six proposals submitted for the above noted RFP. The proponents and their proposal prices are listed in the table below.

Proponent	Total Bid Price 2024 Construction	Total Bid Price 2024 Construction
Canadian Erosion and Containment Ltd.	N/A	\$884,311.92
Gator Builds Ltd.	\$680,100.45	\$533,951.11
IMC Construction Ltd.	N/A	\$352,999.5
J & C Master Contracting Ltd.	\$708,120.00	\$790,004.25
Shunda Consulting & Construction Management Ltd.	N/A	\$289,727.45
Timcon Construction (1988) Ltd.	N/A	\$287,298.03

Stantec completed a math check of the submitted bids and found errors in the bids from

- Canadian Erosion and Containment Ltd. (Option 2) – Item 3.10 had a math error. The unit price looks like it should have been \$1396.43 (based on their sub totals) on their tender form they listed \$1,396.40.
- Gator Builds Ltd. (Option 1) – Items 3.9 and 3.10. They listed the unit price the same as the total.
- J & C Master Contracting Ltd. (Option 2) – The subtotal amount was off by \$1.00.

None of the errors affected the low bid.

Stantec reviewed all the tender submission for completeness. The following table summarizes if the required documents were submitted.

Reference: Waste Transfer Site Improvements

Proponent	Tender Forms	Addenda	Experience	Bid Bond	Consent of Surety	Insurance	COR	Schedule
Canadian Erosion and Containment Ltd.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Gator Builds Ltd.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IMC Construction Ltd.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
J & C Master Contracting Ltd.	Incomplete	No	Yes	Yes	Yes	Yes	Yes	Yes
Shunda Consulting & Construction Management Ltd.	Incomplete	Yes	Yes	No	No	Yes	Yes	Yes
Timcon Construction (1988) Ltd.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

The low bidder, Timcon C Construction (1988) Ltd. had a complete bid package.

Shunda Consulting & Construction Management Ltd.'s bid was missing the first two pages from the tender forms and was missing the bid bond and the consent of surety.

The Town requested that the contingency be increased to 10%. The revised tender prices are in the following table.

Proponent	Total Bid Price 2024 Construction (10% Contingency)	Total Bid Price 2024 Construction (10% Contingency)
Canadian Erosion and Containment Ltd.	N/A	\$926,422.01
Gator Builds Ltd.	\$712,486.18	\$559,377.36
IMC Construction Ltd.	N/A	\$369,809.00
J & C Master Contracting Ltd.	\$741,840.00	\$827,623.50
Shunda Consulting & Construction Management Ltd.	N/A	\$303,523.99
Timcon Construction (1988) Ltd.	N/A	\$300,978.89

Reference: Waste Transfer Site Improvements

Based on the above table, we recommend award of the contract to Timcon Construction (1988) Ltd. for \$300,978.89.

Please call if you have any questions.

Thank you,

STANTEC CONSULTING LTD.



Brad Vander Heyden P.Eng.
Project Manager, Transportation
Phone: (403) 356-3309
Mobile: (403) 598-3463
brad.vanderheyden@stantec.com



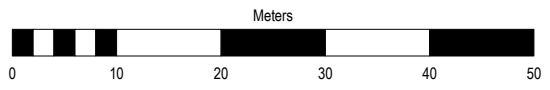
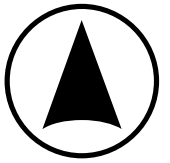
Nick Spyksma, P.Eng.
Senior Transportation Engineer
Phone: (403) 356-3268
Mobile: (403) 392-1963
nick.spyksma@stantec.com

Attachment: Tender Comparison

Existing Transfer Station

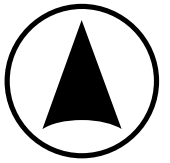
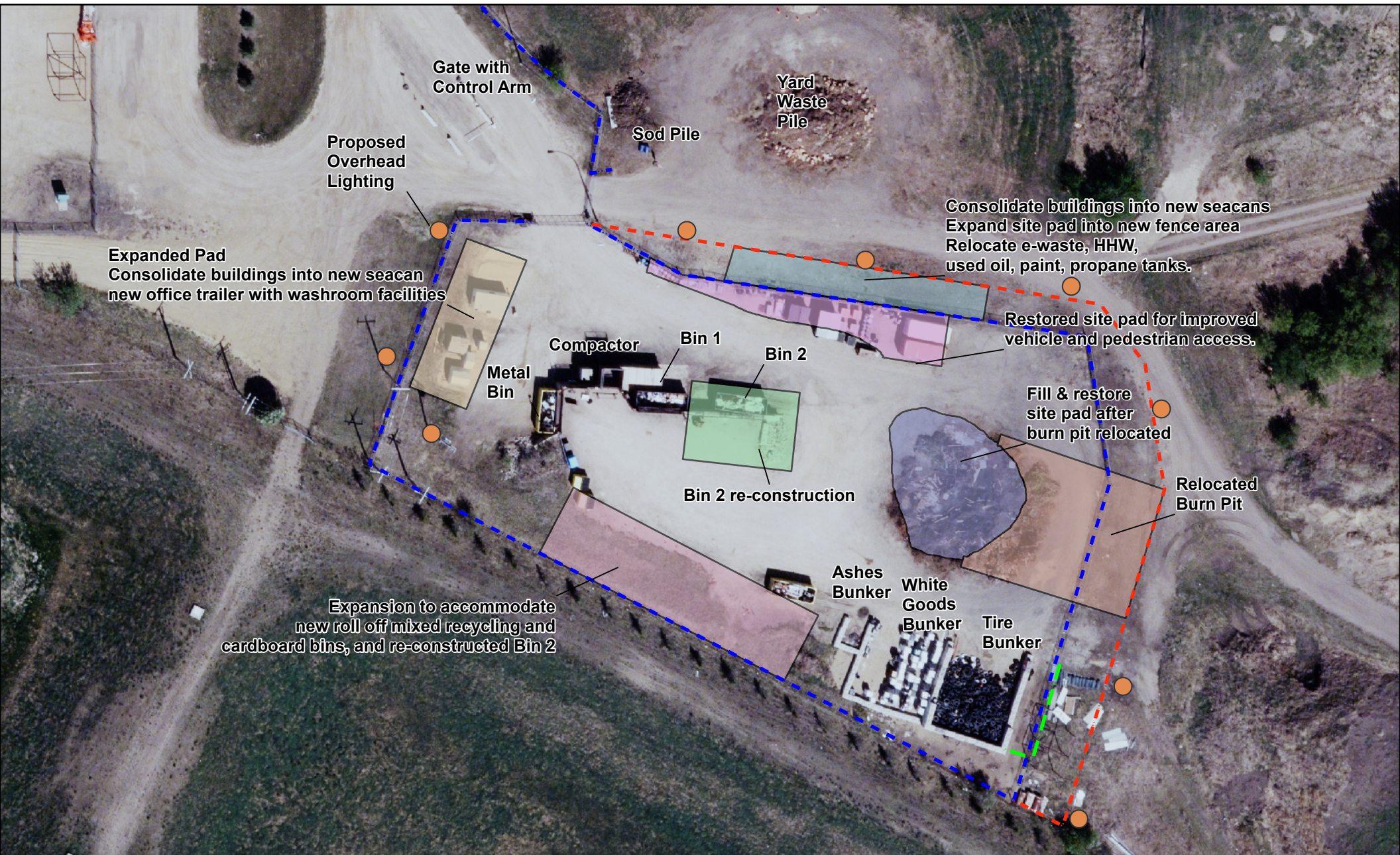


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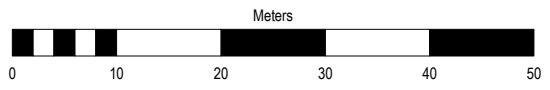


13/06/2023

Phases 1 & 2 Proposed Transfer Station Upgrades

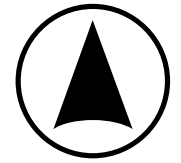
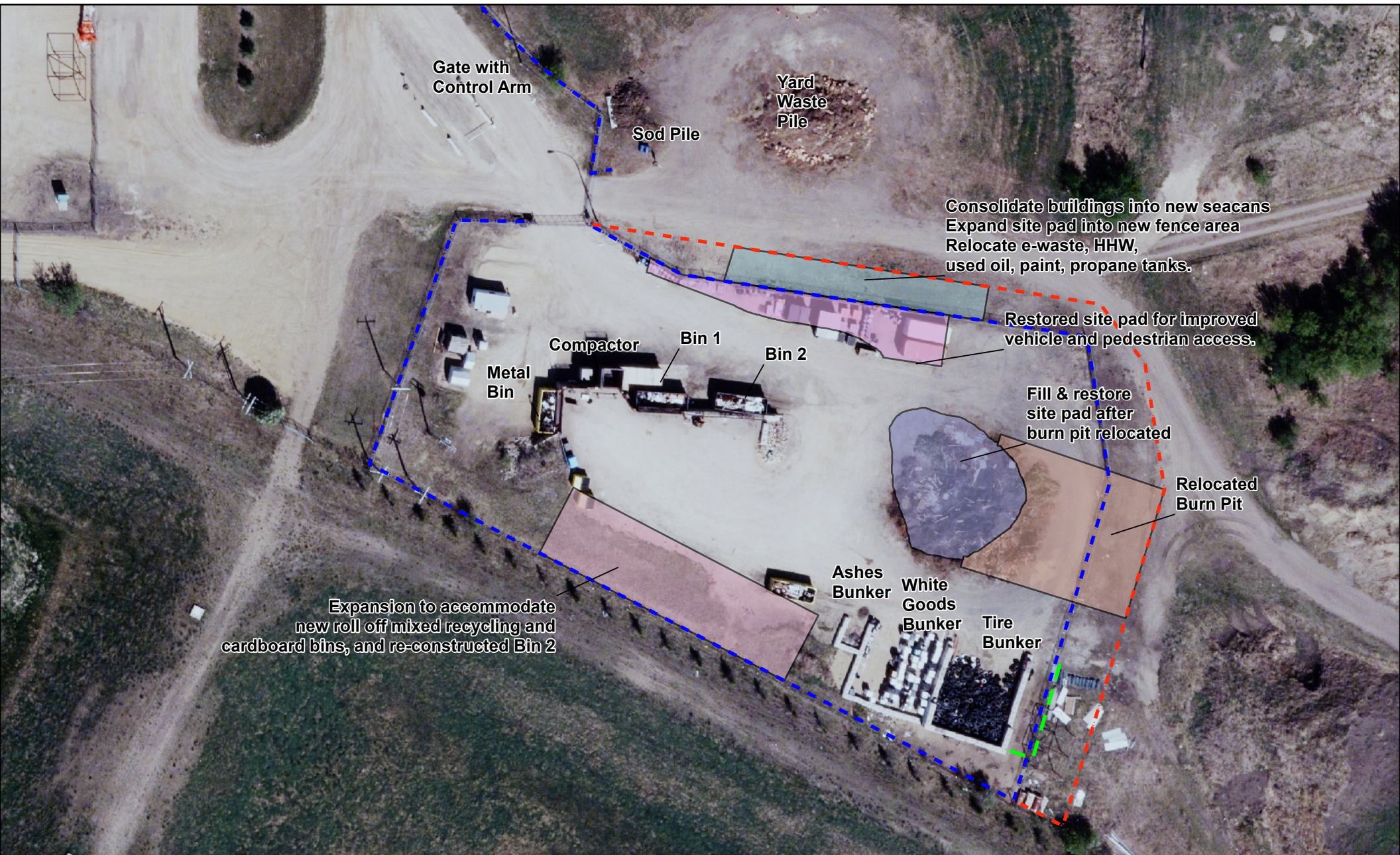


- - - Expanded Tire Bunker
- - - Existing Fence
- - - Expanded Fence

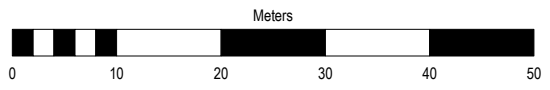


13/06/2023

Proposed Phase 1 Transfer Station Upgrades



- - - Expanded Tire Bunker
- - - Existing Fence
- - - Expanded Fence

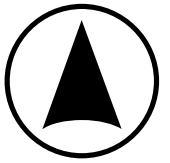
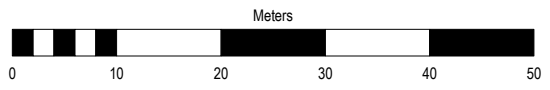


13/06/2023

Proposed Phase 2 Transfer Station Upgrades



- Existing Fence
- Expanded Fence



13/06/2023

MEETING DATE: October 22, 2024

PREPARED BY: Justin de Bresser, Director of Corporate Services

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **2025 Parkland Regional Library Budget Request**

BACKGROUND

Every year, the Parkland Regional Library prepares a budget document that is sent to all its members. This document highlights the planned changes and identifies the potential increase that they are considering. Parkland Regional Library requests members consider the approval of the budget submission as it contains the requisition rates to be charged for the year.

DISCUSSION

Based on Parkland's membership agreement, 2/3 of the member municipalities representing 2/3 of the population must approve an increase in the requisition.

The 2025 Budget proposes a 1.9% increase in total revenues and expenditures compared to 2024. The proposed 2025 per capita membership is \$9.81, which is \$0.63 (a 6.9% increase over 2024). 2023 saw a \$0.43 increase, or 4.9%.

The attached 2025 Budget document provides information regarding each line item and outlines the changes.

FINANCIAL IMPLICATIONS

The historic per capita requisition is as follows:

2018	\$8.12
2019	\$8.25
2020	\$8.25
2021	\$8.55
2022	\$8.55
2023	\$8.75
2024	\$9.18
2025	\$9.81

The 2025 requisition equates to \$102,710 based on the Municipal Affairs Population list for 2023. From 2022 to 2023, this list estimated that the Town population went from 11,962 to 10,470, reducing the cost by \$7,100 from the 2024 Budget.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council accept the proposed budget by the Parkland Regional Library with the 2025 Membership requisition at \$9.81 per capita.

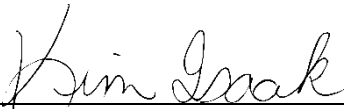
ALTERNATIVES

- a) That Council refer the 2025 Parkland Regional Library Budget Request back to Administration for more information.

ATTACHMENTS

- *Parkland Library Proposed Budget 2025*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



Proposed BUDGET 2025

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

Salaries with staff added to new grid

		Present Budget	Proposed Budget
		2024	2025
Income			
1.1	Provincial Operating Grant	1,045,242	1,045,242
1.2	On Reserve, On Settlement Grant	156,647	156,647
1.3	Membership Fees	2,123,362	2,178,075
1.4	Alberta Rural Library Services Grant	452,928	452,928
1.5	Interest Income	50,000	67,500
TOTAL Income		3,828,179	3,900,392
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	262,277	251,794
2.3	Computer Maint. Agree. Software licenses	231,308	236,627
2.4	Cooperative Collection Fund	30,000	30,000
2.5	eContent Platform fees, Subscriptions	66,050	66,850
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	11,025
2.9	Library Services Tools	6,530	6,700
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	69,391	66,608
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	56,000	58,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	67,500	75,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries		1,418,460	1,423,188
Cost of Services			
3.1	Audit	21,000	25,000
3.2	Bank expenses	1,700	1,500
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	23,500	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	25,000	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,777,903	1,828,510
3.10	Salaries - Employee Benefits	376,916	387,644
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	9,000
3.14	Travel	8,000	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL Cost of Services		2,409,719	2,477,204
TOTAL Expenses (library materials & cost of service)		3,828,179	3,900,392
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		9.18	9.81

Notes for the Parkland Regional Library System Budget 2025

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2025, there is a sixty-three-cent increase to the municipal per capita requisition to \$9.81. Despite the increase in the per capita requisition, the actual increase to municipalities above what they paid in 2024 will be negligible. Eighteen municipalities will actually see decreases. For calculating the municipal levy for 2025, Parkland will be using the newly revived Alberta Municipal Affairs most recent Official Population list. This means that while municipalities will be paying more per capita, many will see a drop in the population they are being invoiced on.

The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population

statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

Points within the budget to note include:

- Overall, expenditures are anticipated to increase by 1.9% in 2025.
- For 2025, twenty-one expense lines are projected to remain unchanged from 2024, thirteen will see increases, and four will decrease.
- 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.
- 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.
- 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.
- A new board approved salary grid will be implemented by putting staff on the grid at the nearest point to where they are currently located. No COLA was added, nor were step increases. The increase to the salary line equals approximately 2.8%.
- 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.

Provincial grants amount to approximately 42.4% of PRLS' total income (line 1.1, 1.2, 1.4).

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve with expenditures estimated to be valued at \$250,400. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections.

By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a "Return on Municipal Levy" document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 92% of the 2025 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Also included is a document comparing the change in requisition paid by each municipality in 2024 and 2025.

Parkland Regional Library System



Return on Municipal Levy

Based on 2025 Budgeted Amounts **2025**

Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$251,794
Rural Library Services Grant		\$452,928
Cooperative Collection Fund		\$30,000
Technology	(Hardware— budget plus reserves)	\$272,608
Postage	(Reimbursement for Interlibrary Loan)	\$2,300
Software	(For computers, ILS, etc.)	\$236,627
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$22,000
Internet	(Connectivity provided to member libraries)	\$11,025
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$141,850
Vehicle Expense	(Ongoing budgeted expenses only—no new vans)	\$58,000
Marketing/Advocacy		\$20,000
Workshop/Training		\$14,000
Cataloguing Supplies		\$25,700
Contribution to Outlet Libraries*		\$800
Materials Discount	(41% in 2023)	\$115,536
SuperNet	(Fiber Optic connection provided by GOA to system members)	\$370,022
Sub-Total		\$2,025,190
Requisition		\$2,178,075
Difference Between Levy & Direct Return		92% \$152,885

*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley Libraries

Parkland Regional Library System

Requisition Comparison for 2024 to 2025

Municipality	2024		2025		Requisition increase or decrease 2024 to 2025
	Treasury Board Population Estimates 2022		Municipal Affairs Population Lists 2023		
	Billing population	per Capita rate \$9.18	Billing population	per Capita rate \$9.81	
1 Village of Alix	835	7,665.30	774	7,592.94	(72.36)
2 Village of Alliance	150	1,377.00	166	1,628.46	251.46
3 Village of Amisk	198	1,817.64	219	2,148.39	330.75
4 Town of Bashaw	778	7,142.04	848	8,318.88	1,176.84
5 Village of Bawlf	425	3,901.50	412	4,041.72	140.22
6 Town of Bentley	1,037	9,519.66	1,042	10,222.02	702.36
7 Village of Big Valley	341	3,130.38	331	3,247.11	116.73
8 SV of Birchcliff	145	1,331.10	211	2,069.91	738.81
9 Village of Bittern Lake	234	2,148.12	216	2,118.96	(29.16)
10 Town of Blackfalds	11,962	109,811.16	10,470	102,710.70	(7,100.46)
11 Town of Bowden	1,271	11,667.78	1,280	12,556.80	889.02
12 City of Camrose	19,847	182,195.46	18,772	184,153.32	1,957.86
13 Camrose County	9,208	84,529.44	8,504	83,424.24	(1,105.20)
14 Village of Caroline	464	4,259.52	470	4,610.70	351.18
15 Town of Carstairs	4,988	45,789.84	4,898	48,049.38	2,259.54
16 Town of Castor	881	8,087.58	803	7,877.43	(210.15)
17 Clearwater County	12,099	111,068.82	11,865	116,395.65	5,326.83
18 Village of Clive	823	7,555.14	775	7,602.75	47.61
19 Town of Coronation	905	8,307.90	868	8,515.08	207.18
20 Village of Cremona	452	4,149.36	437	4,286.97	137.61
21 Village of Czar	230	2,111.40	248	2,432.88	321.48
22 Town of Daysland	810	7,435.80	789	7,740.09	304.29
23 Village of Delburne	889	8,161.02	919	9,015.39	854.37
24 Town of Didsbury	5,092	46,744.56	5,070	49,736.70	2,992.14
25 Village of Donalda	207	1,900.26	226	2,217.06	316.80
26 Town of Eckville	1,158	10,630.44	1,014	9,947.34	(683.10)
27 Village of Edberg	152	1,395.36	126	1,236.06	(159.30)
28 Village of Elnora	291	2,671.38	288	2,825.28	153.90
29 Flagstaff County	3,614	33,176.52	3,694	36,238.14	3,061.62
30 Village of Forestburg	928	8,519.04	807	7,916.67	(602.37)
31 SV of Gull Lake	202	1,854.36	226	2,217.06	362.70
32 SV of Half Moon Bay	35	321.30	65	637.65	316.35
33 Town of Hardisty	465	4,268.70	548	5,375.88	1,107.18
34 Village of Hay Lakes	525	4,819.50	456	4,473.36	(346.14)
35 Village of Heisler	157	1,441.26	135	1,324.35	(116.91)
36 Village of Hughenden	230	2,111.40	213	2,089.53	(21.87)
37 Town of Innisfail	7,672	70,428.96	7,985	78,332.85	7,903.89
38 SV of Jarvis Bay	219	2,010.42	213	2,089.53	79.11
39 Town of Killam	844	7,747.92	918	9,005.58	1,257.66
40 City of Lacombe	14,229	130,622.22	14,258	139,870.98	9,248.76
41 Lacombe County	10,807	99,208.26	10,283	100,876.23	1,667.97
42 Village of Lougheed	281	2,579.58	225	2,207.25	(372.33)
43 Mountain View County	13,877	127,390.86	12,981	127,343.61	(47.25)
44 SV of Norglenwold	275	2,524.50	306	3,001.86	477.36
45 Town of Olds	9,567	87,825.06	9,209	90,340.29	2,515.23
46 Paintearth County	2,138	19,626.84	1,990	19,521.90	(104.94)
47 SV of Parkland Beach	154	1,413.72	168	1,648.08	234.36
48 Town of Penhold	3,928	36,059.04	3,484	34,178.04	(1,881.00)
49 Town of Ponoka	7,518	69,015.24	7,331	71,917.11	2,901.87
50 Ponoka County	10,372	95,214.96	9,998	98,080.38	2,865.42
51 Town of Provost	1,870	17,166.60	1,900	18,639.00	1,472.40
52 MD Provost	2,183	20,039.94	2,071	20,316.51	276.57
53 Red Deer County	21,930	201,317.40	19,933	195,542.73	(5,774.67)
54 Town of Rimbey	2,625	24,097.50	2,470	24,230.70	133.20
55 SV of Rochon Sands	79	725.22	97	951.57	226.35
56 Town of Rocky Mtn. House	6,603	60,615.54	6,765	66,364.65	5,749.11
57 Village of Rosalind	184	1,689.12	162	1,589.22	(99.90)
58 Village of Sedgewick	816	7,490.88	761	7,465.41	(25.47)
59 Town of Stetter	5,752	52,803.36	5,695	55,867.95	3,064.59
60 Stettler County	5,777	53,032.86	5,666	55,583.46	2,550.60
61 SV of Sunbreaker Cove	94	862.92	131	1,285.11	422.19
62 Town of Sundre	2,544	23,353.92	2,672	26,212.32	2,858.40
63 Town of Sylvan Lake	16,802	154,242.36	15,995	156,910.95	2,668.59
64 SV of White Sands	135	1,239.30	174	1,706.94	467.64
	231,303	2,123,361.54	222,026	2,178,075.06	54,713.52 TOTAL

Brief Notes – September 2025

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget increase to \$9.81
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita and reduced population
- 2.3 Line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased slightly due to license agreement renewals
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2024 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Increased to account for demands from member libraries
- 2.9 Increased slightly to \$6,700 – Tools to assist with cataloguing library materials
- 2.10 Held at 2024 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Reduced as this is based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 - based on actual expenditures
- 2.14 Held at 2024 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
- 2.15 Held at 2024 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

- 2.16 Increased slightly - for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2024 level \$5,000
- 2.19 Increased due to demands by libraries and renewal of license agreements - includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2024 level \$12,000
- 2.21 Held at 2024 level \$5,000
- 2.22 Held at 2024 level \$2,600

COST OF SERVICES

- 3.1 Increased - the 2025 audit fees are estimated 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
- 3.2 Reduced slightly to \$1,500 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2024 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$27,250 - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator
- 3.5 Held at 2024 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly to \$26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning - also includes outside building maintenance and snow removal
- 3.8 Held at 2024 level - reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels - includes new salary grid and compensation policy implementation
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2024 amount
- 3.12 Held at 2024 level \$29,000 - based on a five-year review
- 3.13 Increase slightly to \$9,000 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Reduced to \$3,500 - since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses

- 3.15 Held at 2024 level of \$26,000 – includes Executive and Advocacy committee meetings, external meetings for trustees, and to support trustee activities using virtual and in person meetings as established
- 3.16 Held at 2024 of \$34,000 - based on review of actual costs in the new building and then estimated

Complete Notes to the 2025 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

	Present Budget	Proposed Budget
	2024	2025
Income		
1.1 Provincial Operating Grant	1,045,242	1,045,242
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,123,362	2,178,075
1.4 Alberta Rural Library Services Grant	452,928	452,928
1.5 Interest Income	50,000	67,500
TOTAL Income	3,828,179	3,900,392

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at \$4.75 per capita - this rate is subject to change annually.

1.2 On Reserve, On Settlement Grant:

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 per capita based on First Nations reserve populations found within Parkland’s service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6.

1.3 Membership Fees:

\$9.81 per capita – requisition to municipalities to balance the budget, a sixty-three cent increase per capita.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities and municipal districts. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments with an increase.

Support Materials & Services Direct to Libraries		2024	2025
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	262,277	251,794
2.3	Computer Maint. Agree. Software licenses	231,308	236,627
2.4	Cooperative Collection Fund	30,000	30,000
2.5	eContent Platform fees, Subscriptions	66,050	66,850
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
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2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	69,391	66,608
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	56,000	58,000
2.17	Workshop/Training expense	14,000	14,000
	PRL Circulating Collections		
2.18	Audio Book	5,000	5,000
2.19	eContent	67,500	75,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	2,600
	TOTAL Support Materials & Services Direct to Libraries	1,418,460	1,423,188

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects materials allotment rate of \$1.13 per capita – total amount reduced due to the switch back to the Municipal Affairs Population Lists with the subsequent loss of 9,277 population.

*2.3 Computer Maint. Agree.
Software Licences:*

line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, licensed services for the Polaris integrated library system, and small non-capital IT items such as monitors and bar code scanners.

2.4 Cooperative Collection:

designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection.

*2.5 eContent Platform fees
and Subscription fees:*

increased slightly – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines.

*2.6 On Reserve, On
Settlement Grant Exp:*

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.

2.7 Freight:

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2024 level.

2.8 Internet Connection

Fees:

estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ.

2.9 Library Services Tools:

slight increase, based on actual costs then estimated— includes tools for Parkland’s cataloguing staff (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

2.10 Marketing/Advocacy:

amount held at the same level as 2024 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

2.11 Member Library

Computers:

reduced due to lower system population - income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution to Operating:

held at \$800 - funds for Parkland’s four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds.

2.13 Periodicals:

held at 2024 level – based on actual, includes professional development publications and library journals.

2.14 ILL Postage Reimbursement for Libraries:

held at 2024 level - based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL’s sent for libraries from Parkland.

2.15 Supplies purchased Cataloguing/Mylar:

held at 2024 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

increased slightly – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

2.17 Workshop/Training: includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – also includes the reallocation of food expenditures from the line 3.14 - held at 2024 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2024 level – used to support the physical audiobook collection.

2.19 eContent: increased due to demands by libraries and renewal of licence agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

2.20 Large Print Books: held at 2024 level to help refresh the collection.

2.21 Programming Kits: held at 2024 level - to build new programming kits and replace consumables in current kits for programming in member libraries.

2.22 Reference Materials: held at 2024 – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2024	2025
3.1	Audit	21,000	25,000
3.2	Bank expenses	1,700	1,500
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	23,500	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	25,000	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,777,903	1,828,510
3.10	Salaries - Employee Benefits	376,916	387,644
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	9,000
3.14	Travel	8,000	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
TOTAL Cost of Services		2,409,719	2,477,204

Cost of Services – line details

- 3.1 Audit:* increased - the 2025 audit fees are estimated 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 - includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* based on actual - to cover the cost of enhanced electronic banking services and cheques – reduced slightly from 2024 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2024 level.
- 3.4 Building-Repair/Maintenance:* increased - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator.

- 3.5 Dues/Fees/
Memberships:* held at 2024 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)
- 3.6 Insurance:* this line has a slight increase - includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, cyber, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.
- 3.7 Janitorial/Outdoor
Maint. Expense:* increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal.
- 3.8 Photocopy:* reflects fees for photocopiers and estimated usage, based on 3-year average costs.
- 3.9 Salaries:* to reflect the current staffing levels – includes new salary grid and compensation policy implementation.
- 3.10 Salaries-Employee
Benefits:* to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.
- 3.11 Staff Development:* funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items, activities, and food– held at \$20,000.
- 3.12 Supplies/Stationery/
Building:* based on five-year review and held at 2024 level - includes, but not limited to, book processing-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, and building and stationery supplies.

- 3.13 Telephone:* based on actual and increased slightly - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* reduced - since Parkland started running two staff vehicles, mileage reimbursement has dropped – also a reallocation of food expenditures when doing offsite training or workshops to line 2.17 - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.550 per km to staff when they are unable to use the PRLS staff vehicles)
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2024 level.
- 3.16 Utilities:* held at 2024 level - based on multi-year review of actual expenses in the new building.

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2025 Budget

	Present Budget 2024	Proposed Budget 2025
TOTAL Income	3,828,179	3,900,392
TOTAL Support Materials & Services Direct to Libraries	1,418,460	1,423,188
TOTAL Cost of Services	2,409,719	2,477,204
TOTAL Expenses (library materials & cost of service)	3,828,179	3,900,392
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	9.18	9.81

Budget Supplement

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing no vehicles in 2025. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2025

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves.
 In passing the budget you agree to the movement of funds between reserves and operating
 as defined below and based on policy.
 Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2025
Amortization Reserve	
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i>	\$64,913 A
Vehicle Reserve	
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0 B
Technology Reserve	
Anticipated funds required for Technology purchases <i>(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets)</i> <i>(Estimated capital PRLS assets - 2025, \$44,400 -B)</i>	\$250,400
	\$315,313
2 INCOME FROM THE SALE OF CAPITAL ASSETS	
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0 C
	\$0
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES	
Amortization Reserve	
Residual Amortization anticipated - PRLS assets	\$19,980 B
Current Year Amortization estimated - PRLS Assets	\$24,420 B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>	

Vehicle Reserve

Proceeds from the sale of vehicles

\$0 C

*(actual amounts will be based on exact selling price in the year)***Technology Reserve**

Budgeted for member library computers

\$66,608

\$111,008

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building

\$64,913 A

(actual amount will be affected by asset disposals during the year)

Amortization expense anticipated for building

\$78,939

(actual amount will be affected by asset disposals during the year)

\$143,852

MEETING DATE: October 22, 2024
PREPARED BY: Jordan Bauman, Financial Analyst
PRESENTED BY: Justin de Bresser, Director of Corporate Services
SUBJECT: EV Charging Stations – Q3 Report

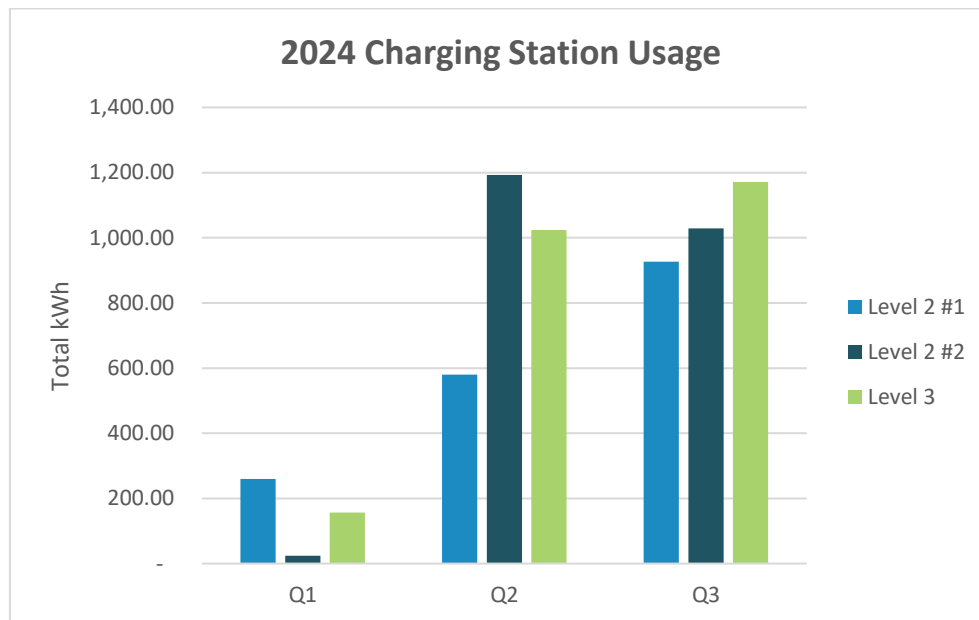
BACKGROUND

The Town’s Flo EV charging stations were installed in the last few months of 2023. Early 2024 required some troubleshooting to make the stations fully operational. Below is a summary of usage across the first three quarters of 2024.

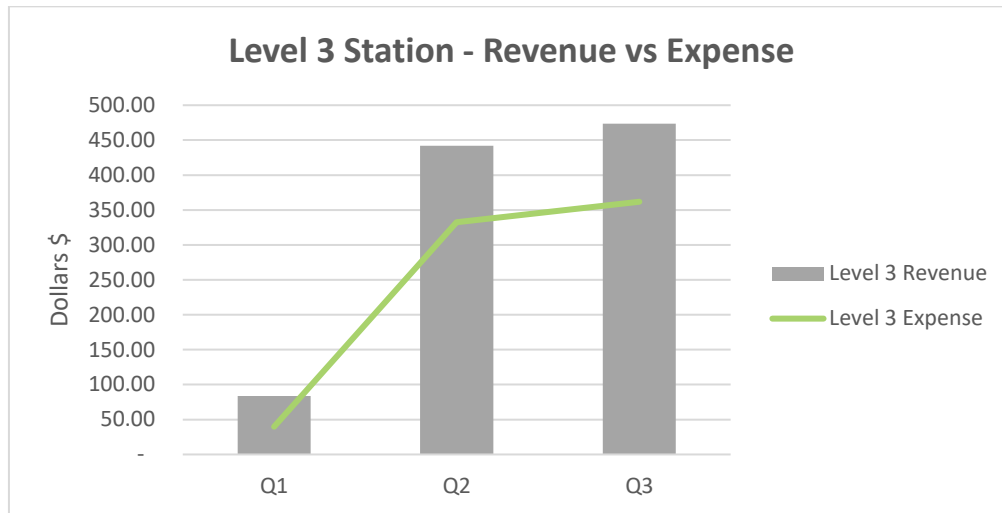
DISCUSSION

Charging Stations

Quarter 3 saw another increase in usage over Quarter 2 of 2024. Charging station usage increased from 2,797 kWh in Q2 to 3,127 kWh in Q3. Level 2 usage continues to account for about 63% of the kWh, with the remaining 37% coming from the Town’s level 3 charger located at the Civic Centre.

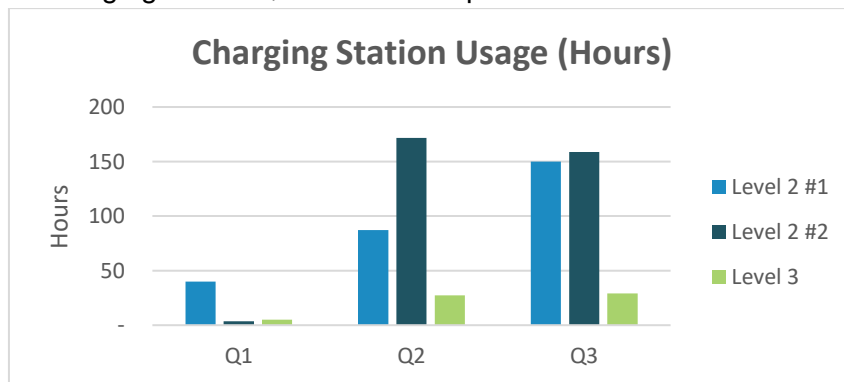


The level 3 charger had its busiest quarter yet in Q3 - 2024. Net revenues (gross revenue less transaction fees charged by Flo) totalled \$474 during this period. To generate this revenue, the level 3 charger used 1,171 kWh, which cost the Town \$362. This resulted in a net profit of \$112 (23.6%) for the quarter ending September 30, 2024.



*The costs outlined include the cost of energy, transmission charges, delivery charges, and local access fees.

The level 2 chargers installed near Highway 2A also had a more active Q3 with 309 hours of utilization. The total cost to the Town for the power used during these sessions was \$597, which puts the average cost of charging around \$1.93/hour for quarter three.



Overall, the Town’s charging station network had a net loss in the quarter ending September 30, 2024 of approximately \$485. This brings the total net loss for 2024 to \$998 for January to September 2024.

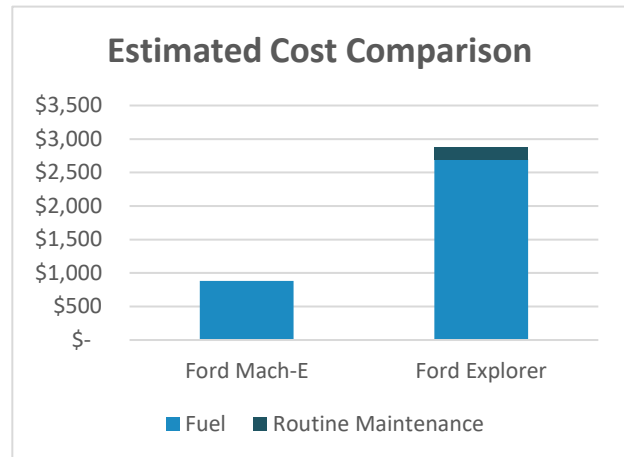
Municipal Enforcement Electric Vehicle Update

In 2023, the Ford Taurus from the Municipal Enforcement fleet was up for replacement. The planned replacement was likely going to be a Ford Explorer. However, the Town was successful in applying for a grant towards the purchase of an electric vehicle. Therefore, the focus shifted to an all-electric Ford Mach-E due to the anticipated savings on purchase price and projected long-term savings on fuel and maintenance.

The 2023 Ford Mach-E has been in service for just over one year and has driven a total of 17,467 kilometers. The typical charging location for the EV is at the Operations Centre, where the charger supplied with the vehicle is installed. The Mach-E has been charged outside of this location a total of four times: twice at the Civic Centre charging stations and twice at dealerships in Edmonton.

On longer trips, the Mach-E is averaging just over 300km on a single charge (advertised range is 370km). This information was used in the calculation of efficiency and estimated electricity usage across all 17,467km. This gives the Town's Ford Mach-E a conservative "fuel economy" of 24kWh/100km.

The estimated total cost savings realized from operating the Ford Mach-E vs a Ford Explorer since purchase is \$1,998. With \$880 being spent on electricity for the Mach-E vs. an estimated \$2,699 in gasoline for similar



mileage on a Ford Explorer (assumed 10.3L/100km). The majority of savings has come from this difference in "fuel" consumption. Regular maintenance expenses are expected to be minimal for both vehicles so far, only saving the Town an additional \$180 with the EV. These savings are expected to grow as the vehicles get later into their useful lives.

At the presentation of the Q2 EV Report, Council requested more information regarding the idle vehicles at the level 2 chargers. Administration reached out to Flo EV Charging to determine if there was a mechanism in which to counteract this. A few options were presented.

1. Implement an hourly fee when plugged into the charger.
2. Implement a set number of hours of free charging and then charge an hourly rate after a set rate of hours
 - a. The median number of hours per charge is 2.87

The initial intent of having free charging within the Town of Blackfalds was to drive some economic development benefits to surrounding businesses. Given that the median number of hours per charge is 2.87, charging after this time could potentially have the same effect and may limit the loss incurred.

Flo provided additional information regarding whether the Town could charge per kw/h instead of per hour. This feature is currently unavailable on both the level 2 and level 3 chargers but may be available in the future.

Additional feedback was requested at the Community Expo, as well as the comments from the Budget Survey from the public. One comment indicated that the EV charging stations should make money, not lose it. No further feedback from the Community Expo was gathered.

FINANCIAL IMPLICATIONS

The financial implications of the Town's EV chargers are listed above.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council set the level 2 charger at 3 hours of free charging, then \$5 per hour thereafter.

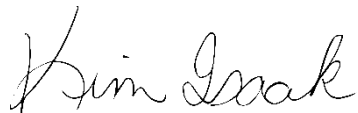
ALTERNATIVES

- a) That Council refer the EV Charging Stations – Q3 Report and rates back to Administration for more information.

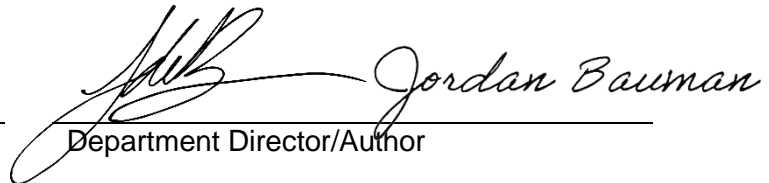
ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: October 22, 2024

PREPARED BY: Justin de Bresser, Director of Corporate Services

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Fire Services Agreement**

BACKGROUND

The Town of Blackfalds has long provided fire-related support to Lacombe County residents. Over the past year, the Blackfalds/Lacombe County Intermunicipal Development Plan and Intermunicipal Collaboration Framework (IDP/ICF) Committee have met to discuss a change to the agreement. This new agreement consolidates all existing agreements into one for a simplified approach.

DISCUSSION

The new agreement is based on a fee-for-service model rather than annual support. Over the past few years, the number of calls in the County has averaged 50%.

At the February 9, 2023 meeting of the Town of Blackfalds/Lacombe (IDP/ICF) Committee, the Town presented a draft agreement for a proposed contract service delivery model for fire services. The committee, by consensus, agreed to bring this item back to another IDP/ICF Committee Meeting in June. Over the past year, the Committee has met several times on this item and at the September 18, 2024 meeting, the Committee agreed by consensus to forward the draft agreement to the respective Councils for consideration.

Lacombe County approved the agreement at the October 10th, 2024 meeting.

The new Fire Services Agreement is based on a fee-for-service model. The benefits of this model are:

1. Simplified Administration and accounting. Currently, the delivery of fire services under the hybrid fire department model is administered by three separate operation and funding agreements. Having one agreement will improve clarity and consistency for the municipalities.
2. Simplified Command Structure. The Town's fire chief will be responsible for all equipment, staff, and tactics in accordance with Lacombe County Standards as set out in the agreement

FINANCIAL IMPLICATIONS

The changes to the Fire Services Agreement will increase the revenue for the Town. The current revenue from the County amounts to around \$68,500 per year, depending on calls. The new agreement is comprised of 2 parts. One is the fixed cost of running the fire hall, estimated at \$82,000. Secondly, the Fire call response rates within the County will be billed at Provincial rates, which is estimated to be \$113,000 (Based on 2023 fire calls).

The proposed agreement includes the County contributing to the Town's Fire Hall equity. The agreement indicates 50% equity at \$1,370,620.

Additionally, the Town will buy out the joint-use equipment from the County, as listed in Schedule C, for \$195,115.

ADMINISTRATIVE RECOMMENDATION

That Council considers the following motions:

1. That Council approve the Blackfalds/Lacombe County Fire Services Agreement.
2. That Council approve purchasing joint-use fire equipment from the General Capital Reserve.

ALTERNATIVES

- a) That Council refer the Blackfalds/Lacombe County Fire Services Agreement back to Administration for more information.

ATTACHMENTS

- *Blackfalds/Lacombe County Fire Services Agreement-Final*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

FIRE SERVICES AGREEMENT

effective as of the 22nd day of October A.D., 2024.

BETWEEN:

THE TOWN OF BLACKFALDS

a Municipality incorporated pursuant to the laws of the Province of Alberta, (hereinafter referred to as the "**Town**"),

OF THE FIRST PART

- and-

LACOMBE COUNTY

a Municipality incorporated pursuant to the laws of the Province of Alberta, (hereinafter referred to as the "**County**"),

OF THE SECOND PART

WHEREAS the County is authorized under the *Municipal Government Act*, R.S.A. 2000, c. M-26 (the "**MGA**"), to enter into agreements on or in connection with matters under the County's administration;

WHEREAS the Town is authorized under the MGA to provide a service that the Town provides in the Town to another municipality with the agreement of that other municipality;

WHEREAS the Town has agreed to provide certain Fire Services to the County;

WHEREAS the County has agreed to pay for the Fire Services to be provided pursuant to the terms, covenants, and conditions hereinafter contained;

WHEREAS the County desires to enter into an agreement with the Town whereby the Town will provide Fire Services to the County;

NOW, THEREFORE, in consideration of the mutual agreements herein contained, the parties hereto agree as follows:

DEFINITIONS

1. In this Agreement:

- (a) "**Agreement**" means this Fire Services Agreement, including Schedules "A", "B", "C", "D", and "E".
- (b) "**Apparatus**" means any emergency vehicle used for the delivery of Fire Services such as rescue, fire suppression, or other specialized functions whether operated on land, water, or air.

- (c) “**Calendar Year**” means the period between January 1 and December 31 of that year.
- (d) “**Claim**” means a legal demand or assertion by a claimant for compensation, payment, or reimbursement for a loss under a contract or an injury due to negligence.
- (e) “**Command**” means the most senior officer in control of an incident or their designate. This can include, but is not limited to, the Fire Chief, Deputy Fire Chief, Captain, or Lieutenant.
- (f) “**Dispatch Services**” means those activities reasonably required for the receipt of all emergency calls within the Fire Service Area identified in Schedule “A” in accordance with the service provider's call- handling procedures as they exist from time to time.
- (g) “**Equipment**” means any tools, devices, or materials used by Fire Services for rescue, fire suppression, or other specialized functions.
- (h) “**Fire Services**” means responding to calls for fire suppression or emergencies and the provision of emergency rescue services; such responses include, but are not limited to, structure fires, wildland fires, vehicle and equipment fires, victim rescue, vehicle and equipment extrication, dangerous goods incidents, ice/water rescue, limited confined space rescue, emergency medical assistance, and other incidents to which a fire department normally responds.
- (i) “**Firefighter(s)**” means the firefighter(s) or emergency responder(s) who are members of the Town's Fire Department.
- (j) “**Force Majeure**” means any cause not within the reasonable control of the parties, including, without limitation, the inability to assemble sufficient volunteer personnel to adequately respond to a call for assistance, interruption of telecommunications, gas, electric or other utility services, acts of God, strikes, lockouts or other industrial disturbances, acts of public enemy, wars, blockades, insurrections, riots, epidemics, landslides, earthquakes, fires, lightning, storms, floods, high water, washouts, inclement weather, orders or acts of military authority, civil disturbances, and explosions.
- (k) “**IDP/ICF Committee**” means the Intermunicipal Development Plan/Intermunicipal Collaboration Framework Committee established through the Intermunicipal Collaboration Framework Agreement entered into by the Town and the County.
- (l) “**Personal Information**” means recorded information about an identifiable individual as defined in the *Freedom of Information and Protection of Privacy Act*, as amended from time to time.
- (m) “**Record**” means a record of information in any form and includes notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed,

recorded, or stored in any manner, but does not include software or any mechanism that produces records.

- (n) “**Standard Operating Guidelines** or (**SOGs**)” means the standard operating guidelines issued, updated, and or amended in accordance with industry best standards.

Delegation

2. The Town designates the CAO or their designate as the Town's representative under this Agreement and as the prime contact who is authorized to communicate the Town's position to the County on matters pertaining to this Agreement.
3. The County designates the CAO or their designate as the County's representative under this Agreement and as the prime contact who is authorized to communicate the County's position to the Town on matters pertaining to this Agreement.

Period of Contract

4. The Town shall provide Fire Services to the County pursuant to the terms of this Agreement commencing October 22, 2024 and terminating on December 31, 2044, subject to the earlier termination in accordance with this Agreement.
5. The parties agree that they will undertake a formal review of this Agreement every 3 (three) years and undertake an informal review of the Agreement as determined by the parties.

General Terms

6. The Town agrees to provide Fire Services to the County within the area outlined in yellow on Schedule "A" to this Agreement (the "**Service Area**") in a timely, efficient, and economical manner.
7. The County may adjust the Service Area upon reasonable notice to the Town. The parties agree that in order to qualify as reasonable, notice must be in writing and be given at least six (6) months prior to the adjustment to the Service Area so as to allow the Town an opportunity to adjust its budget in the normal course of its budget cycle and procedures. In the event the County increases the Service Area, it agrees to engage in good faith consultation with the Town prior to the adjustment to ensure the Town has the necessary resources and capacity to accommodate the increased Service Area. In the event the Service Area is adjusted, the parties agree to review in good faith the need for an adjustment to associated fees for the provision of Fire Services.
8. The Town shall assign, at its discretion and in accordance with the Lacombe County Scope of Practice/Service Level for the Blackfalds Fire District, on a per-incident basis, firefighting equipment and personnel as required. Where additional resources are required to provide the Fire Services, the Town will make a mutual aid request to other departments within the County.
9. The Town will make all reasonable and realistic efforts to respond to all incidents, whether separate or concurrent. Both parties acknowledge, accept, and agree that in the event a

single incident, or a combination of several incidents, occurring in either jurisdiction overwhelms the ability of the Town to provide Fire Services within the Service Area, the Town Command shall determine, to the best of their ability, which incidents are deemed to be of higher risk to life, property, or environment, and deploy resources accordingly. The parties agree that in such an event, they will make reasonable efforts to make a mutual aid request to other departments in the vicinity of the Service Area. In any event, the County shall have no claim for damages or compensation arising out of the failure of or refusal by the Town to provide the Fire Services under this Agreement due to a conflicting requirement for such Fire Services.

10. The Town agrees to pay for all costs associated with maintaining the Fire Hall building, including but not limited to utilities, phone, fax, internet, and building. The Town will notify the County of such Capital projects through the IDP/ICF process with the intent of cost sharing.

11. An independent appraisal of the firehall and land was undertaken, which established a replacement value of:

a. Land	\$ 539,000
b. Building	<u>\$2,420,000</u>
Total	\$2,959,000

12. The County agrees to buy a 50% equity stake at a depreciated value of:

a. Land	\$ 539,000
b. Building	<u>\$2,202,240</u>
Total	\$2,741,240
County's Share	\$1,370,620

13. The Town agrees to maintain insurance and registration on the Town's Firefighting Equipment, Fire Services Apparatus, and Fire Hall. The Town agrees to pay for all vehicle equipment storage, maintenance, replacement, and fuel costs associated with Town Firefighting Equipment, including any costs associated with damage to Town Firefighting Equipment.

14. The Town agrees to maintain the required radio licenses for all Town Fire Department radios (handheld portables, base station, and apparatus mobiles).

15. As per paragraph 34 of this Agreement, upon commencement of this Agreement, the Town will assume ownership of and all responsibility for the County Firefighting Equipment. The Town will be responsible for paying for any damages, repairs and or replacement of apparatus arising from use. The Town agrees to maintain a complement of Firefighting Equipment suitable for responses within the County and to the satisfaction of both parties.

16. The Parties agree that any change in Dispatch Services will be communicated prior to any change to ensure there are no breaks in service or interruption in communication with other partnering departments.

17. The Town and the County, where practical, shall adopt a common set of SOGs in accordance with industry best practices. SOGs will be reviewed and updated as required.
18. The Town and the County agree that the Fire Services will be provided in accordance with the Lacombe County Scope of Practice/Service Level for the Blackfalds Fire District, as amended from time to time.
19. In the event the County or Town amends a Policy or Bylaw such that the rights or obligations of the parties to this Agreement are impacted, the parties agree, prior to any amendments being made, to present the proposed amendments to the other party for consultation for the purpose of ensuring there are adequate resources and capacity to address the amendments.

Staffing

20. The Town shall be responsible for providing insurance and Workers' Compensation Board coverage for its Firefighters.
21. The Town shall collect and maintain any required personnel documentation or information necessary for applicable Town staff, and the County shall collect and maintain any applicable personnel documentation or information necessary for applicable County staff.

Occupational Health and Safety - Workers' Compensation

22. The Town and the County will comply with the *Occupational Health and Safety Act*, the *Workers' Compensation Act* and all other laws in force in Alberta relevant to the provision of the Fire Services where applicable. The Town shall be responsible for providing Worker's Compensation Coverage for the Town Fire Department and its employees and volunteers, where applicable, and on request, the Town will provide the County with a certificate of good standing.

Indemnity and Insurance

23. The County agrees to indemnify and hold harmless the Town from any and all third-party claims, demands, and actions or costs (including the Town's costs on a solicitor-client basis) for which the County is responsible arising out of negligence or willful acts by the County or the County's employees or agents.

This clause shall survive the termination of this Agreement.

24. The Town agrees to indemnify and hold harmless the County from any and all third-party claims, demands, and actions or costs (including the County's costs on a solicitor-client basis) for which the Town is responsible arising out of negligence or willful acts by the Town or the Town's employees or agents.

This clause shall survive the termination of this Agreement.

25. The Parties shall obtain, maintain, and keep in good standing general public liability and property damage insurance coverage during the term of this Agreement. Both parties shall produce proof of insurance upon the other party's request.

Records and *Freedom of Information and Protection of Privacy Act (FOIP)*

26. In the event that either party provides any personal information to the other party for the completion of the Fire Services identified above, or either party gathers personal information from any employee/resident/customer under this Agreement in order to complete the Fire Services as stated in this Agreement, each party acknowledges that the *Freedom of Information and Protection of Privacy Act* and regulations, as amended (hereinafter referred to as "**FOIP**") applies to that personal information (has same meaning as in FOIP), and agrees that each party will handle that personal information in accordance with the obligations of each party under FOIP:
- a) Each party agrees that they will not collect personal information from any employee/resident/customer of either party except in connection with or for the purpose of providing the Fire Services as identified in this Agreement.

This clause shall survive the termination of this Agreement.

Each party shall ensure that all their employees and/or agents understand and comply with the obligations imposed on each party under this paragraph, including, without limitation, the protection of the privacy of each party's employees/residents/customers.

27. The Town shall maintain records of all information collected while providing the Fire Services as identified in this Agreement. Upon notification by the County's designate identified in paragraph 3 of this Agreement of receipt of an access to information request, the Town shall make best efforts to provide to the County copies of all Records, in either paper or electronic format, as specified by the County's designate within five (5) days of the notification.
28. The Town shall provide the County with electronic incident response reports containing information satisfactory to the County within five (5) business days from the date the Town provides Fire Services under this Agreement. These reports will be delivered as transferable data from the Town's fire reporting software program, or such other software used by the Town, and will contain but not be limited to the information listed in Schedule "E". Should there be a change in software used by the Town or the County, the initiating party will consult with the other party prior to changing the software to ensure the software has the ability to export data in a format that meets each party's reporting and record management needs.
29. The Town shall treat all Records and information provided or made available by the County to the Town for the purpose of fulfilling the County's or the Town's obligations under this Agreement as privileged and confidential. The Town shall not use or disclose such Records or information for any other purpose without the written consent of the County.
30. The parties agree that all reasonable effort will be made to utilize record-keeping software systems that are the same or compatible and should changes or updates to existing software be necessary, that each organization be notified, and every effort be made to coordinate such changes with the IT personnel of each municipality and that all costs including but not limited to:
- a) licensing cost,

- b) equipment changes,
- c) staff training is covered proportionately by each municipality.

Fees

31. The County will pay to the Town a fixed cost in quarterly installments on or before March 31, June 30, September 30, and December 31 of each year (the "**Fixed Cost**"). The Town will invoice the County for each quarterly payment at least 30 days prior to the date the installment is due. The County may make payments to the Town by cheque or electronic fund transfer.
32. The Fixed Cost will be determined annually by the Town and will be based on the Town's annual budget. The accounts listed in Schedule "B" to this Agreement will form the basis of the Fixed Cost amount. The annual budget for the accounts listed in Schedule "B" will be divided on an equal 50/50 basis between the parties. The Town will advise the County of the Fixed Cost for each year no later than September 30th of the preceding year.

If any account listed in Schedule "B" is anticipated to increase annually by 20% or more, the Town and the County will engage in consultation to determine if the County will be required to contribute to the increased cost.
33. In the event of a disagreement between the parties regarding the Fixed Cost for any year, the parties agree to engage in the Dispute Resolution process set out in paragraph 37 of this Agreement.
34. The Town will provide a report of all costs incurred by the County at the end of each calendar year. The Town will make best efforts to include all costs incurred by the County within the current fiscal year for the County on the report; however, any variance to the final report and the audited statements may be adjusted by the Town in the following fiscal year in order to reconcile costs incurred during the previous fiscal year, but which were not captured in the final report or audited statements.
35. In addition to the Fixed Cost, a fee will be charged for each incident response (the "**Variable Costs**"). This additional fee will be calculated based on the Provincial Rate Table Formula, as set by the Province of Alberta, and as amended from time to time, plus any consumables used. The Town will invoice the County monthly for all Variable Costs incurred during that month, with payment due within 30 days of the Town submitting the invoice to the County. The County may make payments to the Town by cheque or electronic fund transfer.
36. The Town will purchase the Joint Use Equipment as listed in Schedule "C" to this Agreement on the full execution of this Agreement. Payment will be forwarded within 30 days.
37. All Fire Services provided by the Town under this Agreement and purchased by the County may be subject to the Goods and Services Tax ("**GST**"), where applicable.
38. In the event of early termination of the Agreement, any outstanding payment amounts will be due at the termination date.

the effective date of the termination, subject to any other rights or remedies the parties may have in the case of a termination for default.

44. The County and the Town may mutually agree in writing to terminate this Agreement at any time, regardless of the above obligations.
45. The Town and the County acknowledge that neither party has an obligation to renew, extend or offer a new contract at the end of the term of this Agreement.
46. Upon termination of this Agreement, the Town agrees to purchase the County's share of the firehall, and land based on the lesser of 1) the market value of the firehall and land at the time of termination, or 2) the County's original firehall and land buy-in cost of \$1,370,620.

Additional Terms

47. This Agreement constitutes the entire agreement between the Town and the County and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written, of the Town or the County.
48. The validity and interpretation of this Agreement, and of each clause and part thereof, shall be governed by the laws of the Province of Alberta, and the Parties agree to the exclusive jurisdiction of the Courts of the Province of Alberta. This clause shall survive this Agreement.
49. No term or condition of this Agreement shall be deemed to be waived unless the waiver is in writing. Any waiver of default committed by either of the parties in the observance or performance of this Agreement shall not extend or be deemed to extend or affect any other default.
50. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

The parties have executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

Entered into this Agreement this ____ day of _____ A.D., 2024.

THE TOWN OF BLACKFALDS

Mayor

Chief Administrative Officer (CAO)

Entered into this Agreement this ____ day of _____ A.D., 2024.

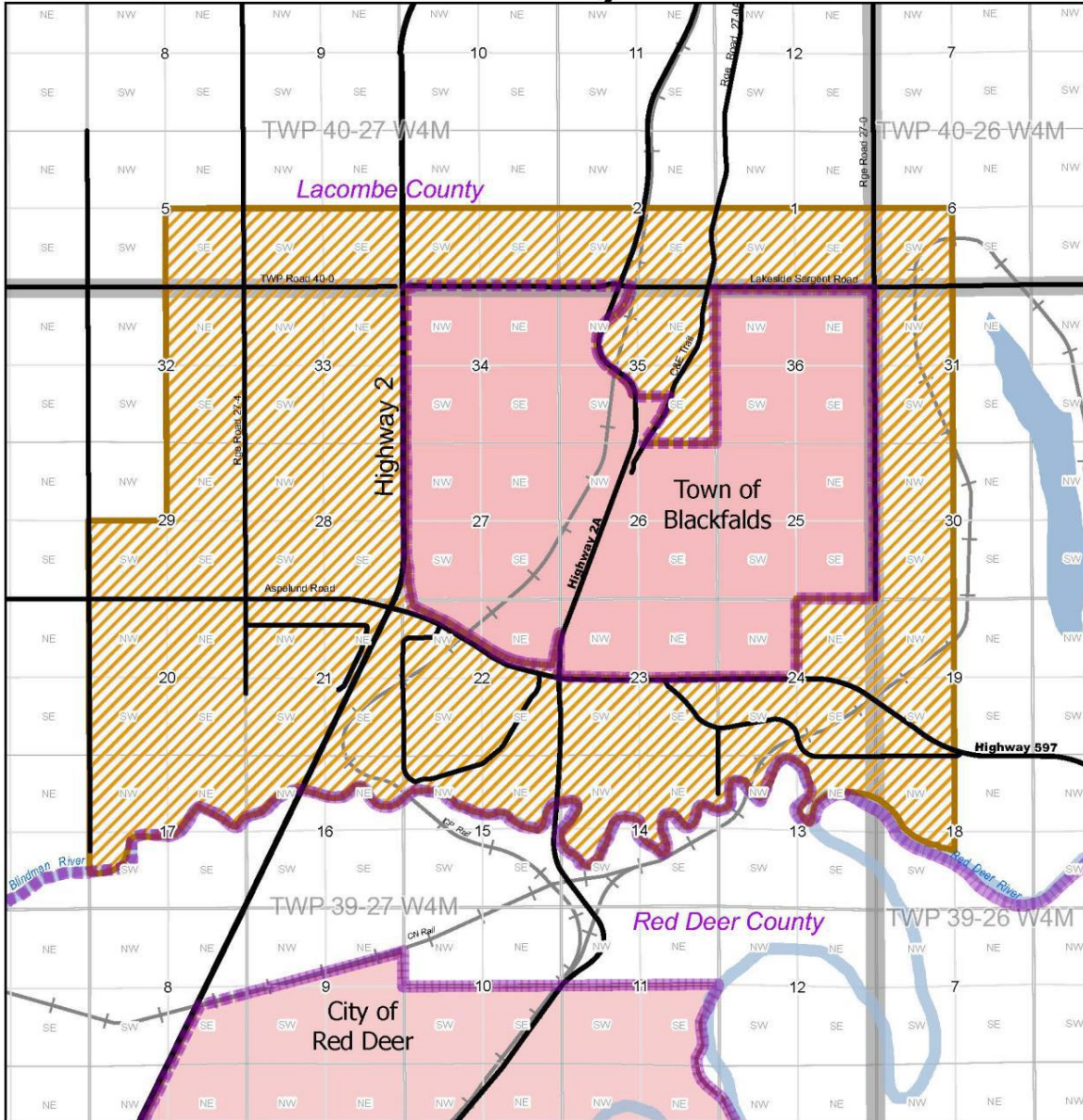
LACOMBE COUNTY

Reeve

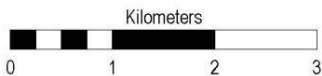
County Manager

**Schedule "A"
Fire Service Area**

Fire District Boundary



Legend



- Fire District Boundary
- Municipal District Boundaries



Scale: 1:55,000

BLACKFALDS
ALBERTA

Date: 06/12/2022

Schedule "B"
Fixed Cost Accounts, on an Equal 50/50 basis

Fire Department	Fire Buildings
2-215 Freight	2-116 Hourly Wages
2-216 Postage	2-130 Employer Contributions
2-217 Telephone	2-136 WCB
2-226 Printing	2-250 Contracted General Services
2-239 Other Professional Services	2-274 Insurance
2-250 Contracted General Services	2-510 General Goods & Supplies
2-270 Radio & CPIC License Fees	2-511 General Goods & Supplies - Secondary
2-510 General Goods & Supplies	2-530 Repairs & Maintenance
2-511 General Goods & Supplies - Secondary	2-531 Chemicals
2-520 Software or Equipment	2-540 Water Sewer Garbage
	2-543 Gas
	2-544 Electricity

Schedule "C"
Equipment List

Unit	County Owned	Replacement Year	Net Book Value	Buy-Out Cost 50%
2007 Tender	50/50	2027	\$37,706	\$18,853
2017 Engine 3	50/50	2037	\$352,524	\$176,262
Total			\$390,230	\$195,115

Schedule "D"

Dispute Resolution Process

The Dispute Resolution Process is to follow the ICF Agreement protocols the Town and the County have in place. Notwithstanding the provisions set out in this Schedule, nothing in this Agreement shall prevent the Parties from using other mutually agreed-to methods of resolving the dispute.

ICF Committee Review

1. The Parties are committed to acting reasonably, in good faith, and to making their best efforts to find common ground and to reach consensus.
2. In the event of a dispute between the Parties concerning, but not limited to a default, breach, about the interpretation of, or application of, any of the provisions, terms, covenants or conditions contained within this Agreement, the Intermunicipal Collaboration Framework ("**ICF**") Committee will meet and attempt to resolve the dispute.
3. In the event the ICF Committee is unable to resolve the dispute, the Parties shall undertake the Dispute Resolution process set out below.

Dispute Resolution

4. The Parties are committed to resolving any disputes in a non-adversarial, informal, and cost-efficient manner.
5. The Parties shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
6. In the event of a dispute, the Parties agree that they shall undertake a process to promote the resolution of the dispute in the following order:
 - a) Negotiation;
 - b) Mediation; and
 - c) Binding arbitration.
7. If any dispute arises between the Parties regarding the interpretation, implementation, or application of this Agreement, or any contravention or alleged contravention of this Agreement, the dispute will be resolved through the binding dispute resolution process outlined herein.
8. If the dispute resolution process is invoked, the Parties shall continue to perform their obligations described in this Agreement until such time as the dispute resolution process is complete.
9. A Party shall give written notice ("Dispute Notice") to the other Party of a dispute and outline in reasonable detail the relevant information concerning the dispute. Within 30 days

following receipt of the Dispute Notice, the ICF Committee shall meet and attempt to resolve the dispute through discussion and negotiation unless a time extension is mutually agreed by the Chief Administrative Officers of the Parties. If the dispute is not resolved within 60 days of the Dispute Notice being issued, the negotiation shall be deemed to have failed.

10. If the Parties cannot resolve the dispute through negotiation within the prescribed time period, the dispute shall be referred to mediation.
11. Either Party shall be entitled to provide the other Party with a written notice ("**Mediation Notice**") specifying:
 - a) The subject matters remaining in dispute and the details of the matters in dispute that are to be mediated; and
 - b) The nomination of an individual to act as the mediator.
12. The Parties shall, within 30 days of the Mediation Notice, jointly nominate or agree upon a mediator.
13. Where a mediator is appointed, the Parties shall submit their dispute to the mediator in writing and afford the mediator access to all records, documents, and information the mediators may reasonably request. The Parties shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice, and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the Parties.
14. In the event that:
 - a) The Parties do not agree on the appointment of a mediator within 30 days of the Mediation Notice; or
 - b) The mediation is not completed within 60 days after the appointment of the mediator; or
 - c) The dispute has not been resolved within 90 days from the date of receipt of the Mediation Notice;either Signatory may, by notice to the other, withdraw from the mediation process, and in such event, the dispute shall be deemed to have failed to be resolved by mediation.
15. If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Parties may provide the other Party with written notice ("**Arbitration Notice**") specifying:
 - a) the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
 - b) the nomination of an individual to act as the arbitrator.

16. The *Arbitration Act* (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this Agreement.
17. The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared equally between the Parties.

Schedule "E"

Electronic Records Details

Incident reporting must include the following items of information, as applicable, for each individual incident:

- a) Property class, response type and officer in charge.
- b) Incident times, including police and EMS arrival times when available.
- c) All Apparatus attending the incident, including associated times.
- d) The number of personnel, including their rank, attending the incident
- e) Any related contacts, including but not limited to owners, occupants, and any other relevant contacts, including first and last name, mailing address, phone number, property legal land description, or civic address.
- f) Detailed investigation information, including cause, origin and circumstance as required by the Alberta Safety Codes Act.
- g) Detailed synopsis of the incident and the actions taken by the fire department at the incident scene.
- h) Photographs of the incident, where appropriate and available.
- i) On-scene policing agency, attending officer information at a minimum, ideally including police file number.
- j) All required information for billable incidents:
 - i. Vehicle information, including license plate number, vehicle year, make, model, and colour;
 - ii. Driver information, including first and last, mailing address, and phone number;
 - iii. Registered owner information, including first and last name, mailing address, phone number, insurance company, insurance agency, policy number and expiry date; and
 - iv. Description of actions taken pertaining to each vehicle involved, if applicable.
- k) All relevant and reportable information for structure fire responses as required by the Alberta Safety Codes Act, sufficient to satisfy the submission requirements of the Province of Alberta.
- l) Copy of Dispatch Incident End Run Report.

MEETING DATE: October 22, 2024

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Letter of Support for Red Deer Ladies Fastball Association**

BACKGROUND

The Red Deer Ladies Fastball Association recently hosted the 2024 Canadian Women's Fastpitch Championships at Sterling Industries Sports Park on the August 7 to 11, 2024 weekend. The event was deemed a success as both Softball Canada and the Red Deer Ladies Fastball Association were very appreciative of the Town's efforts to provide excellent ball diamond conditions for this event.

DISCUSSION

The Red Deer Ladies Fastball Association is interested in submitting a bid to host the 2026 Canadian Women's Fastpitch Championships once again at Sterling Industries Sports Park. The date for the event would likely be August 4 to 9, 2026, but that not yet been officially determined. The diamonds are currently available for that weekend.

The Red Deer Ladies Fastball Association is asking for the Town's support in hosting this event at Sterling Industries Sports Park and is hoping that the Town would waive all rental fees as it is a National Championship that showcases the Town of Blackfalds to the rest of Canada.

FINANCIAL IMPLICATIONS

By providing free usage of the ball diamonds, the Town will not receive any facility rental revenues for the event.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council authorize the Mayor to sign a letter of support for the Red Deer Ladies Fastball Association to host the 2026 Canadian Women's Fastpitch Championships and to waive rental fees for the event.

ALTERNATIVES

- a) That Council refer the Letter of Support for Red Deer Ladies Fastball Association back to Administration for additional information.

ATTACHMENTS

- *Email from Trudy Haraldson, Red Deer Ladies Fastball Association*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

Subject: nationals

From: Trudy Haraldson **FOIP 17 (1)**
Sent: October 8, 2024 3:35 PM
To: Kurt Jensen <KJensen@blackfalds.ca>; Sean Barnes <sbarnes@blackfalds.ca>
Subject: nationals

Hey guys.

Are the diamonds available Aug 5-9, 2026? If so, please book us in from Aug 4-9 for nationals.

Also, will the Town donate the diamond and maintenance costs again?

I have started all the paperwork. We will also need a letter of support again from the Town please. Thank you

Trudy

Get [Outlook for Android](#)

MEETING DATE: October 22, 2024

PREPARED BY: Kim Isaak, Chief Administrative Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

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

BACKGROUND

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

Note recent updates – includes the addition of advocating for registry services and enhanced Canada Post Services.

DISCUSSION

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

The following summarizes the accomplishments under each priority area.

COMMUNITY LIFE

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

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
Ensure that all residents have access to the services that the Town provides.	- BOLT Transit	- 33 Local Stops - 5 Regional Stops
Connect residents to services and services to residents.	<ul style="list-style-type: none"> - BOLT Transit - Trans Canada Trail - Electrical vehicle charging stations - Online Service Options - Advocate for Alberta Registry Service - Increase services provided by Canada Post 	<ul style="list-style-type: none"> - New stops at Aspelund Industrial Centre and Red Deer Polytechnic - electrical vehicle charging stations installed and in use - Meeting being scheduled with the Minister of Service Alberta and Red Tap Reduction to discuss the community's registry service needs and the process to open a registry.

<p>Provide opportunities for residents to connect to enhance community spirit and volunteerism.</p>	<ul style="list-style-type: none"> - Community Events (Blackfalds Days, Winterfest, etc.) - Volunteer Appointments to Council Committees - Volunteer Coordination - Volunteer Appreciation Events 	<ul style="list-style-type: none"> - Winterfest and Blackfalds Days held. - 12 new volunteer appointments to the 6 MAL Committees to Council Committees. - Council Committee Audit complete with recommended changes to enhance and assist the work of the Committees. - 2,093 hours of volunteering in the Community - Volunteer Awards Galas Held
<p>Ensure that the safety of our residents is paramount to decision making.</p>	<ul style="list-style-type: none"> - Policing Committee - Traffic Bylaw and Master Plan - Emergency Management Preparedness 	<ul style="list-style-type: none"> - CPTED (Crime Prevention Through Environment Design) Review - Parkwood Road Heavy Vehicle Parking initiative - Revision of Traffic Plan in progress - Tabletop exercise scheduled for November 27, 2024. - Development of individual Town of Blackfalds Emergency Management Plan.
<p>Promote options for housing diversity.</p>	<ul style="list-style-type: none"> - Amendments to existing Area Structure Plans (ASP) to accommodate higher density housing - Land subsidies for development - Partnership with Lacombe Foundation - Land designated and set aside for Senior Housing Options 	<ul style="list-style-type: none"> - Amendments to McKay Ranch ASP for smaller lot residential - Amendments to Valley Ridge Estates ASP for multi-dwelling developments - Amendments to Aspen Lakes West ASP that included additional multi-dwelling developments - land sale for 4-unit apartment Buildings - MPC approval for 13 single detached dwellings with accessory suites on Palmer Circle

ECONOMY

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

AREAS OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME	PROGRESS TO DATE
Create an attractive environment for industrial and commercial growth.	<ul style="list-style-type: none"> - Long and short-term planning (Master Plans) - Explore development Incentives - Census - Regional Tourism Boards 	<ul style="list-style-type: none"> - Census completed. - Members of Central Alberta Tourism Association and Central Alberta Economic Partnership - Connected with Travel Alberta for new TDZ
Grow and develop business retention and expansion initiatives including business visits, surveys and provision of business information and support in order to ensure regular communication, monitoring and updating business community needs and issues.	<ul style="list-style-type: none"> - Economic Development Committee - funding and partnership with Chamber of Commerce - Business and development surveys - Business and Development Page on Website 	<ul style="list-style-type: none"> - New EDO to work on prioritization session for action plan. Due to position vacancy progress has halted on this. - conducted 50+ business visitations - reviewing website - starting 1/4ly newsletter
Attend targeted trade shows that allow the promotion of development opportunities and provide access to major retail companies and institutional investors.	<ul style="list-style-type: none"> - Red Deer Home Show - Explore additional options for Trade Show attendance and site selector shows 	<ul style="list-style-type: none"> - Attended Red Deer Home Show
Contribute to Planning and Development documents to create clear policy and regulations for business.	<ul style="list-style-type: none"> - Land Use Bylaw Amendments as needed - Planning policy amendments as needed - Bylaw amendments as needed 	<ul style="list-style-type: none"> - Planning Department brought forward LUB amendments early in 2024 for the industrial districts (RV Storage) and definitions for use clarity for businesses.

<p>Plan, support, invest, and build tourism efforts to grow Blackfalds as an attractive destination for visitors and residents.</p>	<ul style="list-style-type: none"> - Work with sports organizations and other cultural organizations to create events - Attract and grow current relationships to be the premier destination for activity and sport/recreation hosting 	<ul style="list-style-type: none"> - National Women's Fastpitch Championship held in August with a bid being submitted to host again in 2026. with success. in August - Working with developers on a Supercross Track - Continued attendance at the Sport Events Congress to showcase TOB facilities
<p>Clearly message the Town's benefits and the competitive advantage.</p>	<ul style="list-style-type: none"> - Promotional videos - Marketing brochures - Blackfalds business, investment, and intelligence tool 	<ul style="list-style-type: none"> - No action to date

LEADERSHIP AND ENGAGEMENT

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

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

		<p>this platform for road closures, event notification</p> <ul style="list-style-type: none"> - Digital signage used on a daily basis to advertise Town programming and initiatives
<p>The Town pursues provincial, county, and regional funding opportunities, relationships and partnerships.</p>	<ul style="list-style-type: none"> - Intermunicipal Collaborative Framework Agreements - Intermunicipal Development Agreements - Joint Use Area Planning Agreements - Regional Grant Collaboration 	<ul style="list-style-type: none"> - Meetings for the ICF and IDP scheduled regularly as per the Terms of Reference and Agreement. - Cost Sharing Agreements for Blackfalds Crossing Sanitary Trunk - Draft Cost Sharing Agreement for Broadway Reservoir Upgrade. - JUPA Agreements with Wolf Creek and Red Deer Catholic Schools - Plans in place for ACP grant with Lacombe County for Lacombe Lake Management Plan - Proposed Tri-Party Alberta Community Partnership grant with City of Lacombe, Lacombe County on a feasibility study for a regional recreation facility. - Scheduled a regional Council Orientation Session for October 2025, to be held in Blackfalds with 14 municipalities taking part.
<p>The Town advocates for community champions from a variety of demographics and interest groups.</p>	<ul style="list-style-type: none"> - Funding support for community not-for-profits - School resource officer funding 	<ul style="list-style-type: none"> - Loan forgiveness for Beyond Food Hub - Community Initiatives Grant budget allocation of \$15,000 - Funding provided to Fibre Arts Collective, Blackfalds Seniors Club and Seehaderah Association, Red Deer Ladies Fastball, and Central Alberta Pride Society - FCSS Community Groups

		Grant budget allocation of \$23,500 - SRO at Iron Ridge Junior High
The Town will ensure that adequate staffing and processes are established.	<ul style="list-style-type: none"> - Municipal Service Level Inventory - Employee Engagement Survey - Develop Employee Training Profiles - Development of Succession Plan - COR Audit 	<ul style="list-style-type: none"> - MSLI completed and will be used internally for a year - MSLI Policy approved by Council - Employee Engagement Survey completed with Engagement Plan in the works - Compensation Review complete. - Research on Succession Plans ongoing - COR Audit complete with action plan to follow.

FINANCIAL IMPLICATIONS

Various initiatives will have funds allocated within the budget.

ADMINISTRATIVE RECOMMENDATION

<p>That Council consider the following motion:</p> <ol style="list-style-type: none"> 1. That Council accept the 2024-2026 Mid-Term Strategic Plan Actions Update Report for information.
--

ATTACHMENTS

- *2024-2026 Mid-Term Strategic Plan*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

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Blackfalds, AB | T0M0J0
403.885.4677
www.blackfalds.ca



TOWN OF BLACKFALDS

2024 - 2026

MID-TERM STRATEGIC PLAN

Prepared by
Tracey Lorenson
Civic Excellence

Strategy proposed
01/16/2024

BLACKFALDS
ALBERTA

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Land Acknowledgement

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

Vision Statement

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

Mission Statement

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

MAYOR'S MESSAGE

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



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

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



BLACKFALDS COUNCIL

2021 - 2025



Mayor Jamie Hoover



**Councillor
Marina Appel**



**Councillor
Edna Coulter**



**Councillor
Brenda Dennis**



**Councillor
Jim Sands**



**Councillor
Rebecca Stendie**



**Councillor
Laura Svab**

ABOUT BLACKFALDS

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

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

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

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

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



WHAT WE ARE MOST PROUD OF!

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



TOP PRIORITIES

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

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

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

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

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

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

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

- Development of Place Branding for the Town

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

- Introductory Municipal Service Level Inventory
- Employee Engagement Survey

6. We have open and transparent governance

- Public Engagement Policy
- Council Committee Structure



TOP ADVOCACY

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

STRATEGIC PRIORITIES

Community Life

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

AREAS OF FOCUS

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

Economy

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

AREAS OF FOCUS

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



Leadership & Engagement

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



AREAS OF FOCUS

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

DECISION-MAKING LENSES

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



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



EXECUTING THE PLAN



STRATEGIC PRIORITY #1

Community Life

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

STRATEGIC PRIORITY #2

Economy

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

STRATEGIC PRIORITY #3

Leadership & Engagement

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



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