

-
1. **Call to Order**
 2. **Land Acknowledgement**
 - 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
 3. **Adoption of Agenda**
 - 3.1 Agenda for October 10, 2023
 4. **Delegation**
 - 4.1 Urban Hens - *Linda Murrell*
 - 4.2 Cheemo Club
 5. **Public Hearing**

None
 6. **Business Arising from Minutes**

None
 7. **Business**
 - 7.1 Request for Decision, Blackfalds & District Chamber of Commerce Business Awards Gala
 - 7.2 Request for Decision, Apollo Health Centre Funding Request
 - 7.3 Request for Decision, Blackfalds Bulldogs Electronic Advertising Request
 - 7.4 Request for Decision, 2024 Parkland Regional Library Budget Request
 8. **Action Correspondence**
 - 8.1 Red Deer Recovery Community Lunch
 9. **Information**
 - 9.1 Blackfalds Public Library Update - May - August 2023 and Program Information
 - 9.2 Lacombe Foundation Meeting Minutes - June 19, 2023
 - 9.3 Municipal Planning Commission Meeting Minutes - August 22, 2023
 - 9.4 Report for Council, Enforcement and Protective Services Monthly Report - September 2023
 - 9.5 Report for Council, Development & Building Monthly Report - September 2023
 - 9.6 Report for Council, BOLT KPI Monthly Report - September 2023
 - 9.7 Parkland Regional Library Board Talk - September 14, 2023
 - 9.8 Parkland Library Board Meeting Minutes - September 14, 2023 (*draft*)
 - 9.9 City of Lacombe Council Highlights - September 25, 2023
 - 9.10 County of Lacombe Council Highlights - September 28, 2023
 10. **Round Table Discussion**

None
 11. **Adoption of Minutes**
 - 11.1 Minutes from the Regular Council Meeting on September 25, 2023
 12. **Notices of Motion**

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

None
 14. **Confidential**
 - 14.1 Code of Conduct - FOIP Section 24(1) Advice from Officials
 - 14.2 Personnel - FOIP Section 17(1) Disclosure Harmful to Personal Privacy
 15. **Adjournment**
-

Future Meetings/Events:

- Standing Committee of Council Meeting - October 16, 2023
- Annual Organizational Meeting - October 24, 2023
- Regular Meeting - October 24, 2023

MEETING DATE: October 10, 2023

PREPARED BY: Rick Sadick, Economic Development Officer

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Blackfalds & District Chamber of Commerce Business Awards Gala**

BACKGROUND

The Blackfalds & District Chamber of Commerce 2023 Business Awards Gala is taking place on November 3, 2023. The banquet has returned to an in-person event, and Council has customarily attended and supported the event, purchasing a table for 8 persons at a cost of \$400.

DISCUSSION

Sponsorship for the Business Awards Gala is offered at 4 levels, including the 5-Star Sponsorship for \$1,200, which includes seating for 8 attendees, which is a \$400 value.

The Town provides in-kind support to contribute to the success of the event. This includes the provision of the Community Centre facility waiving the rental fee of \$297.60. We are also providing IT support along with audio/visual equipment.

FINANCIAL IMPLICATIONS

Within the Legislative Cost Centre, there are funds available for attendance and support at the event.

ADMINISTRATIVE RECOMMENDATION

1. That Council agree to the 5-Star Sponsorship of \$1,200 for the Blackfalds & District Chamber of Commerce 2023 Business Awards Gala and provide confirmation of attendance at the Gala.


ALTERNATIVES

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

ATTACHMENTS

- *Gala Invite*
- *Sponsorship Plan Options*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



Blackfalds & District
CHAMBER_{OF} COMMERCE



Blackfalds & District Chamber of
Commerce would like to invite you to join
us at our *Business Awards Gala!*

Friday, November 3rd, 2023



Delicious Catered Dinner



Gala Awards Ceremony



Exciting Live Entertainment



Cash Bar/Networking/Socializing

Tickets can be purchased online:





Business Awards Gala!

SPONSORSHIP OPPORTUNITIES

5-Star- \$1,200 Sponsorship with 8 tickets Full Table \$400/value

****Assigned table for Sponsor vs individual FCFS seating for single tickets guests.**

Sponsor Recognition:

- Table Dedication front row, Larger Centerpiece, and recognized name.
- Business awards MC announcement at the beginning and end of the event. Thanking the sponsors that made this event a success...!!!
- Brand recognition name/logo on every table
- Stage recognition name/logo printed as a souvenir take-home item.
- Entrance Brand recognition name/logo.
- Bar signage brand recognition name/logo on sponsorship printed board.



Platinum Star - \$800.00 Sponsorship with 2 tickets \$100/value

Sponsor Recognition:

- Business awards MC announcement at the beginning and end of the event. Thanking the sponsors that made this event a success...!!!
- Brand recognition name/logo on every table
- Stage recognition name/logo printed as a souvenir take-home item.
- Entrance Brand recognition name/logo.
- Bar signage brand recognition name/logo on sponsorship printed board.



Gold Star -\$400.00 Sponsorship with 2 tickets \$100/value

Sponsor Recognition:

- Business awards MC announcement at the beginning and end of the event. Thanking the sponsors that made this event a success...!!!
- Entrance Brand recognition name/logo
- Bar signage brand recognition name/logo on sponsorship printed board.



Silver Star \$200.00 Sponsorship with 2 tickets \$100/value

Sponsor Recognition:

- Entrance Brand recognition name/logo.
- Business awards MC announcement at the beginning and end of the event. Thanking the sponsors that made this event a success...!!!



Sponsorship opportunities can be secured online at:.



MEETING DATE: October 10, 2023

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Apollo Health Centre Funding Request**

BACKGROUND

On July 12, 2023, Administration received an email from Dr. Kauchali from the Apollo Health Centre notifying the Town that he would be closing the clinic by December 31, 2023. Administration met with Dr. Kauchali and his wife, Rubina, on July 17, 2023, to discuss their concerns and options moving forward. At that time, it was estimated that they would require at least \$30,000 to keep the clinic viable for the next few months until they could acquire more doctors.

On September 25, 2023, Administration received another email from Dr. Kauchali confirming that they would require \$6,000 per month for the next 6 months to help carry them through until the new doctors join the clinic. The new doctors will help offset future costs, but in the meantime, Dr. Kauchali is asking that Council consider the proposed funding by way of a grant or short-term loan.

DISCUSSION

The Town of Blackfalds understands how important it is to maintain and improve the health services for our residents and ultimately succeed in our community. According to Dr. Kauchali, the Apollo Health Centre currently has 2,000 patients on their list.

FINANCIAL IMPLICATIONS

The Apollo Health Centre is requesting \$6,000 per month for the next 6 months. There is currently \$15,000 in the 2023 Economic Development operating budget for health and business attraction and retention.

ADMINISTRATIVE RECOMMENDATION

1. That Council approve the funding request received from the Apollo Health Centre with \$15,000 being considered a one-time grant and the remaining \$15,000 as a loan that will be drawn upon as needed.

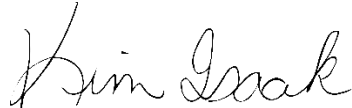
ALTERNATIVES

- a) That Council approve a one-time grant of \$30,000 to be provided to the Apollo Health Centre, with \$15,000 coming from the 2023 Economic Development Projects and Initiatives general ledger account for Health and Business Attraction and Retention and the remaining funds to be determined during Budget deliberations.
- b) That Council refer this item back to Administration for further consideration.

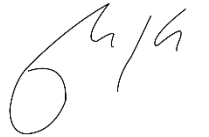
ATTACHMENTS

- *None*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: October 10, 2023

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Blackfalds Bulldogs Electronic Advertising Request**

BACKGROUND

Last season, the Blackfalds Bulldogs Junior A Hockey Club hosted the 2022 AJHL Showcase. The Town of Blackfalds provided sponsorship for the event by providing free ice rental valued at \$8,714. In return, the Town of Blackfalds was provided on-ice advertising for the next 3 seasons, 8 Showcase passes, ads on the jumbotron during the Showcase and 4 season tickets, all valued at \$11,470. This year, the Blackfalds Bulldogs Junior A Hockey Club has offered the 4 season tickets for this season as an in-kind gesture.

At the January 24, 2023, Regular Council Meeting, Council approved the Electronic Sign Policy 167.23. The Policy references our Electronic Sign Advertising Contract, which includes the weekly rates to advertise based on whether the advertiser is a non-profit organization, local sports team, local business or regional business.

DISCUSSION

Administration received a letter from the Blackfalds Bulldogs Junior A Hockey Club requesting that Council consider waiving the \$20 per week advertising fee for the season based on the partnership and sponsorship package that was agreed upon last year.

FINANCIAL IMPLICATIONS

Waiving the \$20 per week advertising fee would result in a revenue loss of approximately \$720 based on the season running from September to May.

ADMINISTRATIVE RECOMMENDATION

1. That Council approve the request from the Blackfalds Bulldogs Junior A Hockey Club to waive the weekly advertising fee on the electronic billboard and provide direction to Administration on the development of guidelines for the distribution of tickets in a manner that does not conflict with Town Policies.

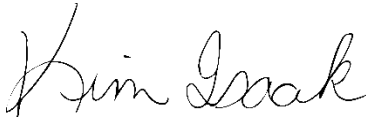
ALTERNATIVES

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

ATTACHMENTS

- *Letter from Blackfalds Bulldogs Junior A Hockey Club*
- *Electronic Sign Policy 167.23*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



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

September 25, 2023

RE: Electronic Sign & Advertising Contract

Please accept this letter as way of support for the consideration to rescind the need to charge the Blackfalds Bulldogs Jr A Hockey Club use of the electric sign on HWY 2A to promote home games, including the playoffs.

As a community partner that offers the Town of Blackfalds in Gift In Kind (GIK) an on ice logo, four (4) season tickets, and ongoing cross promotion of community events through our active social media platforms, we would ask the Town to consider in contra, the opportunity to promote the team home games on the HWY 2A sign. These three assets that are provided to the Town of Blackfalds as GIK have a value of \$4,848.11.

As a community partner to the Town of Blackfalds, who would fall under the “Local Sports Teams” criteria outlined in the Electronic Sign Advertising Contract, the total fee for the regular season would be: 25 weeks x \$20 = \$500.

Thank you for your consideration, we look forward to continuing to work with the Town’s marketing team.

Warmest regards,



MICHELLE BROWN – DIRECTOR OF COMMUNITY RELATIONS AND PARTNERSHIPS

BLACKFALDS BULLDOGS JR. A HOCKEY CLUB

6798 52 Ave, Red Deer, AB T4N 4K9

e. mbrown@bbulldogs.ca | c. 403.896.5647



| | | |
|----------------------|-----------------------------|-------------------------------|
| Policy No.: | 167.23 | |
| Policy Title: | Electronic Sign | Council Approval: |
| Department: | Corporate Services | January 24, 2023 |
| Reviewed: | | |
| Revised: | January 24, 2023 | Resolution No.: 029/23 |
| Supersedes | | |
| Policy/Bylaw: | 217/11 Community Event Sign | Date: January 24, 2023 |

1. Policy Statement

- 1.1 The Town of Blackfalds electronic sign boards are utilized to engage and inform the community residents and visitors about upcoming events, functions, celebrations, and other important news.

2. Reason for Policy

- 2.1 This Policy will allow staff, advertisers, public, and community groups a clear and concise requirement of what can be posted on the two (2) town-owned electronic signs.

3. Definitions

- 3.1 Highway 2A Electronic Sign refers to the electronic sign located on the west side of Highway 2A.
- 3.2 Broadway Avenue Electronic Sign refers to the electronic sign located at the intersection of Broadway Avenue and East Railway Street.

4. Responsibilities

- 4.1 Municipal Council to:
- 4.1.1 Approve by resolution this policy and any amendments.
 - 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 4.2 Chief Administrative Officer to:
- 4.2.1 Implement this policy and approve procedures.
 - 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 4.3 Director of the Department to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.4 Manager to:
 - 4.4.1 Understand and adhere to this policy and procedure.
 - 4.4.2 Ensure employees are aware of this policy and procedure.
- 4.5 All Employees to:
 - 4.5.1 Understand and adhere to this policy and procedure.
- 4.6 All Advertisers to:
 - 4.5.2 Understand and adhere to this policy and procedure.

5. Appendix

- 5.1 Electric Sign Board Advertising Contract

6. End of Policy

| | |
|------------------|---------------------------------------------------------------------------------------------------------------------------------|
| PROCEDURE | Policy No.: 167.23 Policy Title: Electronic Sign Policy Department: Corporate Services |
|------------------|---------------------------------------------------------------------------------------------------------------------------------|

1. Preamble

- 1.1 The Town of Blackfalds has two (2) electronic signs that vary performance and programming. The electronic sign on Highway 2A has enhanced graphic capabilities and programming vs the electronic sign on Broadway Avenue which has limited graphics. The electronic sign system on Broadway Avenue will only be utilized for municipal messaging.

2. Electronic Sign Messaging

- 2.1 The Town reserves the right to determine message priority, display time, display order, and wording.
- 2.2 The electronic sign boards will be changed once per week.
- 2.3 The Town of Blackfalds messaging and advertising takes precedence over all other advertising.
- 2.3.1 In the case of an emergency, all notifications can/will come down to allow for the posting of a message from the Town of Blackfalds.

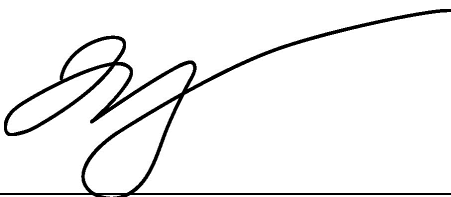
3. Community Use

- 3.1 Advertising contract/prices will only pertain to the Highway 2A Electronic Sign, as the Broadway Electronic Sign does not allow for customization and will only be for Town of Blackfalds use.
- 3.2 Messages from community groups and businesses (both profit and non-profit) will be allowed on the 2A Electronic Sign
- 3.3 The Town will provide a maximum of two (2) slots per advertiser per week.
- 3.4 The Town will determine the final layout and design of all messages and reserves the right to modify and/or remove all messages.
- 3.5 Messages will be considered on a first come, first serve basis.
- 3.5.1 No one is guaranteed a space on the electronic sign board.
- 3.5.2 The length of time displayed will depend on the number of messages.
- 3.5.3 Messages will be up on the electronic sign board a minimum of one week (7 days).
- 3.5.4 There will be a limit of 20 adverts per week (10 businesses, 10 community groups).
- 3.5.5 The fees for advertising on the electronic sign are set by the Town of Blackfalds for a maximum of seven (7) day increments and must be paid prior to advertising.
- 3.6 Ad appropriateness is at the discretion of the Town of Blackfalds.

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- 3.7 The Town will not solicit or accept advertising or sponsorship from companies whose reputation could prove detrimental to the Town's public image and/or whose main business is derived from:
- 3.7.1 The sale of tobacco
 - 3.7.2 Pornography
 - 3.7.3 Represents political endorsement of a party, elected representative or candidate, or candidate from any level of government
 - 3.7.4 The Town will not allow advertising or sponsorship, either directly or through third party arrangements that:
 - 3.7.4.1 Convey a negative religious message that might be deemed prejudicial to religious groups
 - 3.7.4.2 Present demeaning or derogatory portrayals of individuals or groups or contain anything, which, considering generally prevailing community standards, is likely to cause deep or widespread offence
- 3.8 Alcohol and cannabis related advertising/promotions must abide by the Alberta Gaming, Liquor and Cannabis' Liquor Licensee Handbook (Section 7 and 8).
- 3.9 The Town of Blackfalds is not responsible for any malfunctions to the sign boards beyond our control. Best efforts will be made to provide an equivalent schedule of advertisements upon repair.
- 3.10 The Town of Blackfalds reserves the right to limit messages for events held on a regular basis, i.e., weekly, or monthly events. This is to ensure fair opportunity for all groups wishing to display a community message.
- 3.11 The Town of Blackfalds is not responsible for verifying the accuracy of information except for municipal information.
- 3.12 The Town may, at its discretion, bring any proposals to Council for their approval even if they do not meet the guidelines of this policy. Council may also consider any proposal or direct staff to pursue any opportunities for advertising and sponsorship that do not strictly adhere to this policy.

4. End of Procedure

Approval



Chief Administrative Officer

Date

| | | | | |
|-------------------------------------------------|-------|-----|--------------------|------------------------------------------------|
| Name of Company/Group | | | | Date |
| Address: | | | Contact Name(s): | |
| Email: | | | Contact Number(s): | |
| Ads are booked in 1 week increments (Mon - Sun) | | | | |
| Campaign Start Date: | Month | Day | Year | Total number of weeks to run: |
| Campaign End Date: | Month | Day | Year | |
| | | | | Number of ads (max of 2 ads, 2 slides per ad): |

All contracts are payable monthly in advance.
 The Town of Blackfalds reserves the right to disapprove all ads.
 The Town of Blackfalds is not responsible for loss of signal due to power outages or other circumstances beyond its control.
 In the event of signal loss, best efforts will be made to provide an equivalent schedule of advertisements.

| Ads | | | | # of Ads | Total weeks | Total Cost |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|---------------------|-----------|-------------|------------|
| Ads must be upload-ready and provided as a 352 x 224 pixel jpeg image. All ads must be in for review 7 days prior to posting. | | | | | | |
| Non-Profit | Local Sports Teams | Local Businesses | Regional Businesses | | | |
| \$10 / week | \$20 / week | \$50 / week | \$60 / week | | | \$ |
| Cheques payable to : Town of Blackfalds Mail to: Box 220 5018 Waghorn Street Blackfalds, AB T0M0J0 Payment methods accepted are VISA/Mastercard by phone, or in-office payment. | | | | Sub Total | | \$ |
| | | | | G.S.T | | \$ |
| | | | | Total | | \$ |

Please send ads to marketing@blackfalds.ca or email us if you have any questions!
Attach your business license or registered non-profit license to the signed contract before sending.

Town of Blackfalds

Authorized Client Signature

By signing this contract, you are agreeing to the conditions, terms, and representations listed in the Electronic Sign Policy #167.23

Personal information collected on this form will be used to facilitate contact and to process requests to advertise on the Town's electronic signage. This information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and will be protected under Part 2 of the FOIP Act. Questions regarding the collection and/or use of this information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

MEETING DATE: October 10, 2023

PREPARED BY: Justin de Bresser, Director of Corporate Services

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **2024 Parkland Regional Library Budget Request**

BACKGROUND

Every year, the Parkland Regional Library prepares a budget document 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 to approve the budget submission as it contains the requisition rates to be charged for the year.

DISCUSSION

Parkland Regional Library has submitted a budget document for the 2024 fiscal year. It is anticipating a 43-cent increase in the per capita rate for Municipalities, which equates to a 5% increase. The 2024 requisition is proposed at \$9.18 per capita; however, an increase to the estimated population of 4% compounds the increase. Effectively increases the requisition to 9% over 2023 funding levels.

The Parkland Regional Library has assumed that the Provincial government grant will remain the same at \$4.75 per capita for regional systems and \$5.60 per capita for rural library services. Overall, the 2024 Regional Library has a budget of \$3.83 million, which is an increase of \$230,379 over 2023.

The 2024 Budget document attached provides information regarding each line item and explains changes.

The PRL uses the [Alberta Treasury Board population](#) estimates for calculating the requisitions. The current estimated population of Blackfalds increased 4% to 11,962 (11,530 – 2023 Estimate)

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 |

The 2024 requisition equates to \$109,811 with a population of 11,962. (2023 Requisition \$100,887)

ADMINISTRATIVE RECOMMENDATION

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. That Council move to accept the proposed budget by the Parkland Regional Library with the 2024 membership requisition at \$9.18 per capita.</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|

ALTERNATIVES

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

ATTACHMENTS

- *Parkland Regional Library System Proposed 2024 Budget*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



Proposed BUDGET 2024

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

| | | Present Budget | Proposed Budget |
|-------------------------------------------------------------------|------------------------------------------|-------------------|--------------------|
| | | 2023 | 2024 |
| Income | | | |
| 1.1 | Provincial Operating Grant | 992,621 | 1,045,242 |
| 1.2 | On Reserve, On Settlement Grant | 145,602 | 156,647 |
| 1.3 | Membership Fees | 2,001,335 | 2,123,362 |
| 1.4 | Alberta Rural Library Services Grant | 429,742 | 452,928 |
| 1.5 | Interest Income | 28,500 | 50,000 |
| TOTAL Income | | 3,597,800 | 3,828,179 |
| Support Materials & Services Direct to Libraries | | | |
| 2.1 | Alberta Rural Library Services Grant | 429,742 | 452,928 |
| 2.2 | Allotment Funds issued to Libraries | 259,362 | 262,277 |
| 2.3 | Computer Maint.Agree. Software licenses | 207,512 | 231,308 |
| 2.4 | Cooperative Collection Fund | 0 | 30,000 |
| 2.5 | eContent Platform fees, Subscriptions | 45,000 | 66,050 |
| 2.6 | On Reserve, On Settlement Grant expenses | 78,839 | 84,756 |
| 2.7 | Freight | 1,200 | 1,200 |
| 2.8 | Internet Connection Fees | 8,820 | 8,820 |
| 2.9 | Library Services Tools | 6,500 | 6,530 |
| 2.10 | Marketing/Advocacy | 20,000 | 20,000 |
| 2.11 | Member Library Computers Allotment | 68,617 | 69,391 |
| 2.12 | Outlets - Contribution to Operating | 800 | 800 |
| 2.13 | Periodicals | 1,000 | 1,000 |
| 2.14 | ILL Postage for libraries | 2,000 | 2,300 |
| 2.15 | Supplies purchased Cataloguing/Mylar | 19,000 | 19,000 |
| 2.16 | Vehicle expense | 59,000 | 56,000 |
| 2.17 | Workshop/Training expense | 14,000 | 14,000 |
| PRL Circulating Collections | | | |
| 2.18 | Audio Book | 5,000 | 5,000 |
| 2.19 | eContent | 87,500 | 67,500 |
| 2.20 | Large Print | 11,000 | 12,000 |
| 2.21 | Programming Kits | 2,000 | 5,000 |
| 2.22 | Reference | 2,600 | 2,600 |
| TOTAL Support Materials & Services Direct to Libraries | | 1,329,492 | 1,418,460 |
| Cost of Services | | | |
| 3.1 | Audit | 20,000 | 21,000 |
| 3.2 | Bank expenses | 1,700 | 1,700 |
| 3.3 | Bank Investment Fees | 4,700 | 4,700 |
| 3.4 | Building-Repairs/Maintenance | 21,500 | 23,500 |
| 3.5 | Dues/Fees/Memberships | 12,750 | 13,000 |
| 3.6 | Insurance | 20,500 | 25,000 |
| 3.7 | Janitorial/Outdoor maintenance expense | 35,000 | 36,500 |
| 3.8 | Photocopy | 4,300 | 4,000 |
| 3.9 | Salaries | 1,666,962 | 1,777,903 |
| 3.10 | Salaries - Employee Benefits | 353,396 | 376,916 |
| 3.11 | Staff Development | 20,000 | 20,000 |
| 3.12 | Supplies/Stationery/Building | 29,000 | 29,000 |
| 3.13 | Telephone | 8,500 | 8,500 |
| 3.14 | Travel | 8,000 | 8,000 |
| 3.15 | Trustee expense | 26,000 | 26,000 |
| 3.16 | Utilities | 36,000 | 34,000 |
| TOTAL Cost of Services | | 2,268,308 | 2,409,719 |
| TOTAL Expenses (library materials & cost of service) | | 3,597,800 | 3,828,179 |
| Surplus/Deficit | | 0 | 0 |
| AMOUNT PER CAPITA REQUISITION | | 8.75 | 9.18 |

Notes for the Parkland Regional Library System Budget 2024

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 2024, there is a forty-three-cent increase to the municipal per capita requisition to \$9.18. Parkland held the requisition at \$8.55 for three consecutive years and in 2023 saw a twenty-cent increase to \$8.75. For calculating the municipal levy for 2024, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

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:

At the March 16th Executive Committee meeting, *"it was agreed that a 5% increase to the budget is the maximum that could be borne by the municipalities. This equals .44 to .55 cents per capita. Staff were to build a budget around this increase."* The proposed budget meets the criteria established by the Executive Committee in March.

While most expense lines of the budget remain stable, below is an overview.

Under Income

- 1.1 has been adjusted to reflect the .5 cent operating grant per capita increase provided by the Government of Alberta (GOA) and the switch to using 2019 population figures for issuing grants. The per capita grant rate is now \$4.75.
- 1.2 has been adjusted to reflect the new population figures and .5 cent per capita increase in the On Reserve, On Settlement grant. See the accompanying sheet for details. Also see the corresponding expenditure line 2.6.
- 1.3 has been adjusted to account for the current population and new requisition per capita amount of forty-three cents
- 1.4 has been increased to reflect the 5 cent GOA per capita grant increase and updated 2019 population statistics. See also line 2.1.
- 1.5 is an estimated increase based on improved returns on Parkland's bond investments.

Under Support Materials

- 2.2 has been adjusted to reflect current populations
- 2.3 has been adjusted up to reflect the known increased software costs anticipated for 2024
- 2.4 Originally created in 2022 as a budget line item worth \$35,835, the Cooperative Collection Fund is provided to give Parkland staff funds for the purchase of physical materials (e.g., books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland has been targeting spending so member library collections are supplemented to reflect patron needs. Generally speaking, the materials purchased are available in other library systems in Alberta but not within Parkland. For 2023, the collection was funded by reserves in the amount of \$35,000. However, to be sustainable this collection has been added back into the budget at the reduced amount of \$30,000.
- 2.5 and 2.19 need to be examined together. Between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of changed priorities and licensing agreements.
- 2.11 has been adjusted to reflect current population numbers.

Under Cost of Service

- 3.6 has increased due to a general increase in Cyber Insurance premiums.
- 3.9 and 3.10 have been adjusted for 2024 reflecting current staffing levels which include staff hired recently to fill long vacant positions and includes salary and benefits

increases using the current compensation policy where the grid received a cost-of-living adjustment and all eligible staff were awarded a step up on the grid. COLA for Alberta was at COLA at 4.3% at the end of May.

All other adjustments to specific lines throughout the budget are a reflection of estimates based on inflation or actual costs over previous years.

Provincial grants amount to approximately 43.3% of PRLS' total income (line 1.1).

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 \$282,100. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections for our libraries. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a 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 95% of the 2024 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System



Return on Municipal Levy

Based on 2024 Budgeted Amounts **2024**

| | | |
|----------------------------------------------------|------------------------------------------------------------|--------------------|
| Materials Allotment for Libraries | (Books, DVD's, Audiobooks, etc.) | \$262,277 |
| Rural Library Services Grant | | \$452,928 |
| Cooperative Collection Fund | | \$30,000 |
| Technology | (Hardware— budget plus reserves) | \$282,100 |
| Postage | (Reimbursement for Interlibrary Loan) | \$2,300 |
| Software | (For computers, ILS, etc.) | \$231,308 |
| Rotating Collections | (Large Print, Audiobooks, Programming Kits, etc.) | \$22,000 |
| Internet | (Connectivity provided to member libraries) | \$8,820 |
| eContent | (Platforms & Purchases of eBooks, eAudiobooks, etc.) | \$133,550 |
| Vehicle Expense | (Ongoing budgeted expenses only—no new vans) | \$56,000 |
| Marketing/Advocacy | | \$20,000 |
| Workshop/Training | | \$14,000 |
| Cataloguing Supplies | | \$25,530 |
| Contribution to Outlet Libraries* | | \$800 |
| Materials Discount | (40% in 2022) | \$116,911 |
| SuperNet | (Fiber Optic connection provided by GOA to system members) | \$370,022 |
| Sub-Total | | \$2,028,546 |
| Requisition | | \$2,123,362 |
| Difference Between Levy & Direct Return | | 95% |
| | | \$94,816 |

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

Brief Notes – September 2024

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 slight increase to \$9.18
- 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
- 2.3 Line increased significantly 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 and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.6 Funding increased and is 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 Held at 2023 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 Held at 2023 level
- 2.9 Increased slightly to \$6,530
- 2.10 Held at 2023 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 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 Increased slightly based on actual - includes both ILL postage reimbursement to libraries and ILLs sent from HQ for libraries
- 2.15 Held at 2023 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

- 2.16 Decreased 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 2023 amount
- 2.19 Decreased due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.20 Increased slightly to \$12,000 to meet demand
- 2.21 Increased to include more tech-based programming kits for member library use
- 2.22 Held at 2023 level \$2,600

COST OF SERVICES

- 3.1 Increased slightly to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Held at \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2023 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$23,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased significantly to \$25,000 based on Cyber Insurance increase - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Reduced slightly – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes COLA and a step increase for eligible staff
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2023 amount
- 3.12 Held at 2023 level \$29,000 - based on a five-year review
- 3.13 Held at 2023 level \$8,500 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2023 level – based on 3-year review of actual expenses and estimates
- 3.15 Held at 2023 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 Reduced slightly - based on review of actual costs in the new building and then estimated

Complete Notes to the 2024 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

Present

Budget

Income

- 1.1 Provincial Operating Grant
- 1.2 On Reserve, On Settlement Grant
- 1.3 Membership Fees
- 1.4 Alberta Rural Library Services Grant
- 1.5 Interest Income

TOTAL Income

| 2023 | | 2024 |
|------------------|--|------------------|
| 992,621 | | 1,045,242 |
| 145,602 | | 156,647 |
| 2,001,335 | | 2,123,362 |
| 429,742 | | 452,928 |
| 28,500 | | 50,000 |
| 3,597,800 | | 3,828,179 |

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:

\$9.18 per capita – requisition to municipalities to balance the budget, a forty-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. 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 | | 2023 | 2024 |
|-------------------------------------------------------------------|------------------------------------------|------------------|------------------|
| 2.1 | Alberta Rural Library Services Grant | 429,742 | 452,928 |
| 2.2 | Allotment Funds issued to Libraries | 259,362 | 262,277 |
| 2.3 | Computer Maint.Agree. Software licences | 207,512 | 231,308 |
| 2.4 | Cooperative Collection Fund | 0 | 30,000 |
| 2.5 | eContent Platform fees, Subscriptions | 45,000 | 66,050 |
| 2.6 | On Reserve, On Settlement Grant expenses | 78,839 | 84,756 |
| 2.7 | Freight | 1,200 | 1,200 |
| 2.8 | Internet Connection Fees | 8,820 | 8,820 |
| 2.9 | Library Services Tools | 6,500 | 6,530 |
| 2.10 | Marketing/Advocacy | 20,000 | 20,000 |
| 2.11 | Member Library Computers Allotment | 68,617 | 69,391 |
| 2.12 | Outlets - Contribution to Operating | 800 | 800 |
| 2.13 | Periodicals | 1,000 | 1,000 |
| 2.14 | ILL Postage for libraries | 2,000 | 2,300 |
| 2.15 | Supplies purchased Cataloguing/Mylar | 19,000 | 19,000 |
| 2.16 | Vehicle expense | 59,000 | 56,000 |
| 2.17 | Workshop/Training expense | 14,000 | 14,000 |
| PRL Circulating Collections | | | |
| 2.18 | Audio Book | 5,000 | 5,000 |
| 2.19 | eContent | 87,500 | 67,500 |
| 2.20 | Large Print | 11,000 | 12,000 |
| 2.21 | Programming Kits | 2,000 | 5,000 |
| 2.22 | Reference | 2,600 | 2,600 |
| TOTAL Support Materials & Services Direct to Libraries | | 1,329,492 | 1,418,460 |

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 – held at the 2023 level.

2.3 Computer Maint. Agree.

Software Licences:

line increased significantly 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, PRLS' computer licences, and licenced services for the Polaris integrated library system, also small non-capital IT items as needed such as monitors and bar code scanners.

2.4 Cooperative Collection:

this line has been included back in the budget for 2023 and is 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:

this line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are a reflection of changes in priorities, licence agreements and how we track expenditures - 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 2023 level.

2.8 Internet Connection

Fees: for internet service provision to member libraries and HQ – based on a five-year contract, held at 2023 level.

2.9 Library Services Tools:

slight increase, based on actual costs then estimated– includes (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 2023 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

2.11 Member Library

Computers:

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:

operating 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 – held at \$800.

2.13 Periodicals:

held at 2023 level – based on actual, includes professional development publications and library journals.

2.14 ILL Postage

Reimbursement for Libraries:

increased slightly 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 2023 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:

reduced 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 – held at 2023 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2023 level – used to support the physical audiobook collection.

2.19 eContent: decreased significantly due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

2.20 Large Print Books: slight increase from 2023 level to help refresh the collection.

2.21 Programming Boxes: increased to build new programming tech-based kits and consumables for programming in member libraries.

2.22 Reference Materials: held at 2023 – 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 | | 2023 | 2024 |
|-------------------------------|----------------------------------------|------------------|------------------|
| 3.1 | Audit | 20,000 | 21,000 |
| 3.2 | Bank expenses | 1,700 | 1,700 |
| 3.3 | Bank Investment Fees | 4,700 | 4,700 |
| 3.4 | Building-Repairs/Maintenance | 21,500 | 23,500 |
| 3.5 | Dues/Fees/Memberships | 12,750 | 13,000 |
| 3.6 | Insurance | 20,500 | 25,000 |
| 3.7 | Janitorial/Outdoor maintenance expense | 35,000 | 36,500 |
| 3.8 | Photocopy | 4,300 | 4,000 |
| 3.9 | Salaries | 1,666,962 | 1,777,903 |
| 3.10 | Salaries - Employee Benefits | 353,396 | 376,916 |
| 3.11 | Staff Development | 20,000 | 20,000 |
| 3.12 | Supplies/Stationery/Building | 29,000 | 29,000 |
| 3.13 | Telephone | 8,500 | 8,500 |
| 3.14 | Travel | 8,000 | 8,000 |
| 3.15 | Trustee expense | 26,000 | 26,000 |
| 3.16 | Utilities | 36,000 | 34,000 |
| TOTAL Cost of Services | | 2,268,308 | 2,409,719 |

Cost of Services – line details

- 3.1 Audit:* increased to account for new audit proposal 2022-2024 - includes Parkland's triannual LAPP Audit requirement and 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 – held at 2023 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2023 level.
- 3.4 Building-Repair/Maintenance:* increased slightly – costs are based on actual expenses in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

3.5 Dues/Fees/

Memberships:

for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual expenses.

3.6 Insurance:

this line has increased mainly due to cyber insurance - also includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, 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 \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and a major item in the snow removal.

3.8 Photocopy:

reflects fees for photocopiers and estimated usage with a slight decrease, based on actual costs.

3.9 Salaries:

to reflect the current staffing level and includes both COLA and step increases for all eligible staff – staff have not had a step increase in two years.

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 workshops, seminars, technology/training courses, mental wellness events, first aid, conferences and other continuing education activities – held at \$20,000.

3.12 Supplies/Stationery/

Building:

based on five-year review and held at 2023 level - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies.

- 3.13 Telephone:* based on actual and held at 2023 level - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, held at \$8,000.
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, 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 2023 level.
- 3.16 Utilities:* reduced slightly, based on actual expenses since moving into the new building in October 2020 and then estimated for a full year.

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2024 Budget

| | Present Budget 2023 | Proposed Budget 2024 |
|--------------------------------------------------------|---------------------------|----------------------------|
| TOTAL Income | 3,597,800 | 3,828,179 |
| TOTAL Support Materials & Services Direct to Libraries | 1,329,492 | 1,418,460 |
| TOTAL Cost of Services | 2,268,308 | 2,409,719 |
| TOTAL Expenses (library materials & cost of service) | 3,597,800 | 3,828,179 |
| Surplus/Deficit | 0 | 0 |
| AMOUNT PER CAPITA REQUISITION | 8.75 | 9.18 |

Budget Supplement

Explanation points to the 2024 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 vehicle in 2024. 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 - 2024

Explanation points to the 2024 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 | | 2024 |
|------------------------------------------------------------------------------------------------------|------------------|-------------|
| Amortization Reserve | | |
| Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building | \$68,992 | A |
| <i>(actual amount will be affected by asset disposals during the year)</i> | | |
| Vehicle Reserve | | |
| Anticipated funds required to purchase new vehicles | \$0 | B |
| <i>(actual amount will be based on exact purchase price in the year)</i> | | |
| Technology Reserve | | |
| Anticipated funds required for Technology purchases | \$282,100 | |
| <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i> | | |
| <i>(Estimated capital PRLS assets - 2024, \$78,100 -B)</i> | | |
| | \$351,092 | |
| 2 INCOME FROM THE SALE OF CAPITAL ASSETS | | |
| Vehicle selling price | \$0 | C |
| <i>(actual amounts will be based on exact selling price in the year)</i> | | |
| | \$0 | |
| 3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES | | |
| Amortization Reserve | | |
| Residual Amortization anticipated - PRLS assets | \$35,145 | B |
| Current Year Amortization estimated - PRLS Assets | \$42,955 | 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 \$69,391

\$138,383

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building \$68,992 **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)

\$147,931

Subject: Red Deer Recovery Community Lunch

From: Ben Borger - EHN / Red Deer <bborger@ehncanada.com>

Sent: Thursday, October 5, 2023 3:48 PM

To: Jamie Hoover <JHoover@blackfalds.ca>

Subject: Red Deer Recovery Community Lunch

Hello, Mayor Jamie Hoover,

The Red Deer Recovery Community is pleased to announce that we are fully operational and serving the local communities of which you represent. We would like to extend an invitation for you and any Councilors who may be available to have lunch at our facility, interact with the residents and staff, and tour our centre. It would be great for everyone to see the hard work that is being done here by the staff and residents now that it is fully functional.

The lunch is taking place on November 6 at 12 p.m. Please let me know if you can attend and how many we can expect from your office.

Regards,

Ben Borger

Red Deer Recovery Community by EHN Canada | Clinical Manager

Pronouns: He/Him/His



27227 Township Road 391, Red Deer, AB, T4P 0Z8, CA

bborger@ehncanada.com

587-797-4290

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T0M 0J0

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blackfaldslibrary.ca
library@blackfaldslibrary.ca

To the Town of Blackfalds Council,

I have compiled some statistical information for the months of May – August 2023 and for comparison purposes, 2022 and the year 2019 to compare statistics prior to the pandemic. Upon review it is noticeable that we have had less program attendance then last year but still an increase from 2019. It seems more people were away during July & August then they were in 2022. However, memberships are up more then ever and ILL's are higher with 2,679 more than 2019. Some of this information is repetitive from the Library Board's presentation on Sept. 12 but this quarterly report is for the purpose of maintaining communication between the Library and Town Council.

Some of things we have been up to during this past spring & summer are:

- 1) Blackfalds Days brought in 724 people into the library on the Saturday. We had two library board members volunteer to be greeters and help our 3 staff answer questions
- 2) June brought us a lot of school tours. We had 8 tours of 175 kids with IREC at the library and 10 in school tours with 317 kids at St. Greg's.
- 3) We started our Summer Reading Program with Magician, Christopher Cool. His performance brought in about 115 people.
- 4) Our YA/Adult programmer, Nicole Rice, spearheaded a LARP (Live Action Roleplay) during our summer reading program. We teamed up with Red Stags of Red Deer to help teach youth and create costumes for the big event on July 25 followed by a festival feast.
- 5) Our Children's programmer, Laura Mackenzie, had various story times, scavenger hunts, cardboard challenges, teddy bear picnics, bouncing bubbles, pancake breakfasts, magic work shop, honey bear music group, occulus quest, mario escape room, ice cream sundae parties, music classes, scavenger hunts, movies and games for 6 weeks in July & August. Our youth read for 144,796 minutes during the summer!

- 6) We didn't receive our Federal Summer Student Grant this year, so we were limited as to what we could offer as our programmers only work p/t hours. We did have enough to hire a student for 4 Saturdays as we negotiated with a student who obtained full-time work and agreed to help us bring some summer programs at the library on Saturdays.

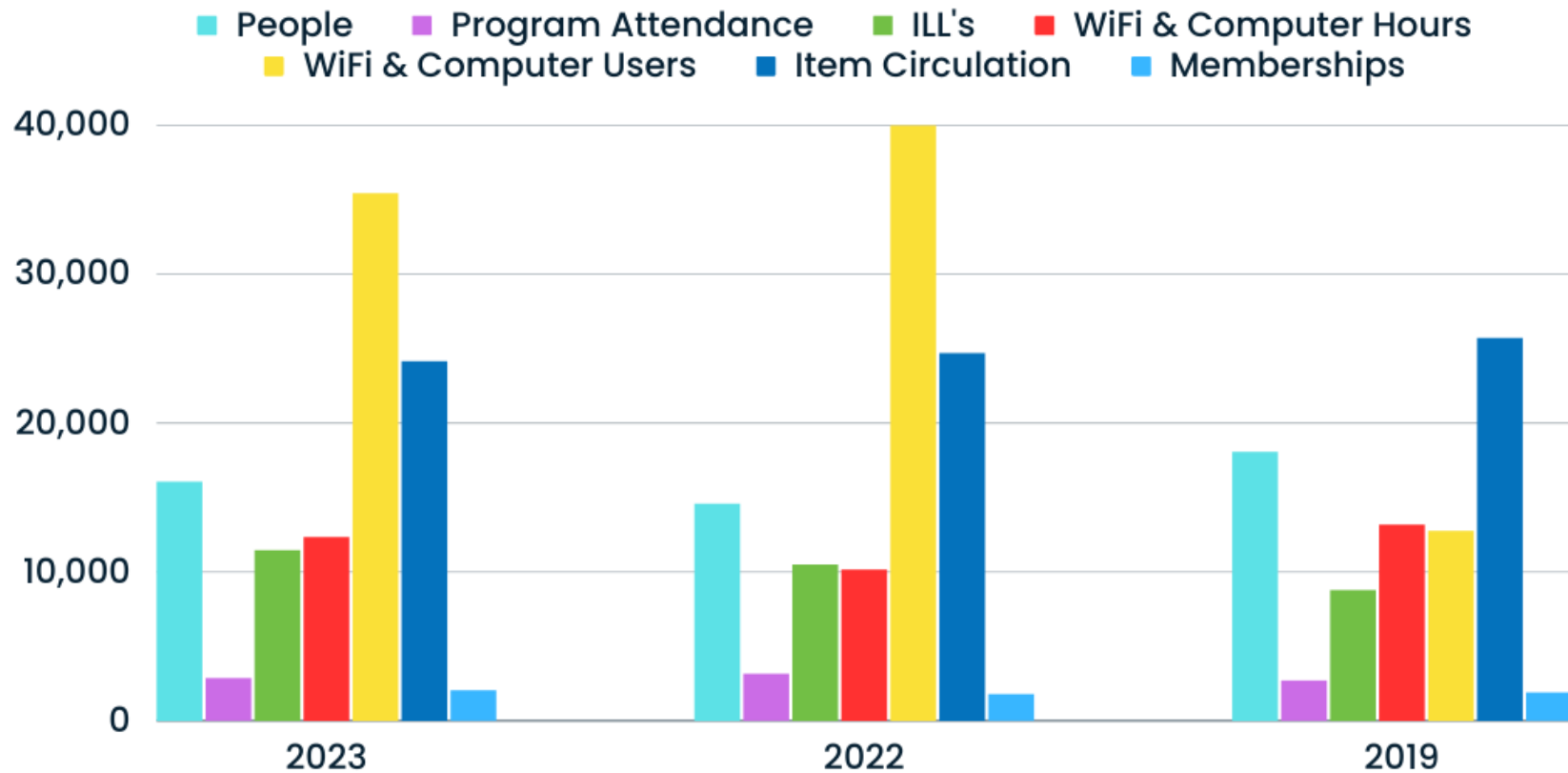
These are just some of the highlights that we have facilitated at the public library over the spring & summer of 2023. Coming up is our regular fall programs. We hope to share with you all the activities we had during the fall & early winter months.

Please see graph below for a view of our stats between May – August 2023 for your information.

Thank you,

Carley Binder
Library Administrator

LIBRARY STATISTICS MAY- AUGUST 2023



Agenda Item: 6.2 Programming Report

Date: September 28, 2023

Prepared by: Laura MacKenzie

Programming Highlights:

- Celebrated back to school with Sundaes on the 7th with 33 participants!
- Our 7th Annual Stuffed Animals sleepover was a success. The Participants and parents loved the amusing pictures of their Stuffed Animals.
- This month's Growing Minds Stem class we explored magnets and made a magnet paper plate maze.
- Little Stars' Kinders came to the library for a tour and story time. They will be back once a month for story times and Lego classes.
- Update for 1000 books before kindergarten we just had 2 more graduates! 6 in total now completed the program.



Statistics:

| | 2023 YTD Total Sessions | 2023 YTD Total Participants | 2022 Total Sessions | 2022 Total Participants |
|--------------------------|----------------------------|--------------------------------|------------------------|----------------------------|
| Children's | 513 | 3888 | 586 | 4026 |
| Young Adult | 33 | 143 | 53 | 466 |
| Adult | 95 | 481 | 81 | 510 |
| Multigenerational | 29 | 893 | 13 | 1669 |
| Outreach | 29 | 1618 | 49 | 2155 |
| Virtual sessions | 47 | 165 | 190 | 778 |

Agenda Item: 6.2 Programming Report

Date: October 2, 2023

Prepared by: Nicole Rice

Programming Highlights:

- Our new adult walking group has been a success! We have brought 8 brand new faces to the library, and they have shown their enthusiasm by asking for weekly meetings. The picture below is the group at Mary & Cliff Soper's sanctuary.
- Adult Dungeons & Dragons continues to draw interest from people. We have four D&D type games running at the library with a fifth starting in 8 weeks. Many of these are run by adult volunteers.
- We have created a second book club and have enjoyed a few new Adult faces in that club. Our original book club has gotten quite large and the members seem to be becoming fast friends.
- Our youth D&D remains a staple program. The youngest group has graduated to be able to run their session without me, so that is exciting for them. We maintain steady attendance in our Youth D&D and enjoy watching friendships form and flourish in these groups.
- The RPG game-making club has had an attendance set back, but I am reconfiguring it so we can get new members. It will be back on track soon.
- We will be starting youth knitting & adult knitting in November.
- Glyn's Paint-a-thon was another staggering success with 59 participants, 23 of which were kids. People came from as far as High River and Edmonton to participate. His miniature paint club continues to attract good numbers of participants.



MINUTES

| | | |
|----------------|-------------------------|----------------------------------------|
| In Attendance: | Colleen Ebdon | Town of Eckville |
| | Lenore Eastman | Town of Bentley |
| | Barb Gilliat | Village of Alix |
| | Barb Shepherd | Lacombe County |
| | Tracy Hallman | Village of Clive |
| | Reuben Konnik (regrets) | City of Lacombe |
| | Jamie Hoover | Town of Blackfalds |
| | The Bethany Group | Shannon Holtz, Melodie Stol (recorder) |
| | Lacombe Foundation | Ann Hultink |

| | | |
|----|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Call to Order The meeting was called to order at 1:06 pm by Board Chair Jamie Hoover. | |
| 2. | Approval of Agenda <i>B. Gilliat moved to accept the Agenda with the addition 4a. Continuous Masking Memo. CARRIED</i> | |
| 3. | Approval of Minutes <i>C. Ebdon moved to approve the May 15, 2023 minutes as presented. CARRIED</i> | |
| 4. | Correspondence | |
| | a. | Continuous Masking discontinuation - Memo |
| | <i>B. Shepherd moved to accept the Correspondence as information. CARRIED</i> | |
| 5. | Reports | |
| | a. | Financial Reports Review of the financial statements and explanatory notes for the 4 months ending April 30, 2023 Lodges: Rental revenue strong in Eckville with DSL full. Covid occupancy loss received but not being projected after June 30. No major expenses. Window replacement project in Lacombe complete. Affordable Housing: Charges relate to damages, with account sent to collections after 30 days. Unit roof replacement has been booked with quote coming in under budget. |

| | | |
|-----------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <i>B. Gilliat moved to accept the financial report as information. CARRIED</i> |
| | b. | <p>Occupancy Report to May 31, 2023</p> <p>Discussion on various housing programs. B. Shepherd offered webinar information on the Housing Accelerator Fund. With Move-ins scheduled, occupancy at Eckville should rise to 45 on July 1. Still seeing a pattern of move-ins countered with move-outs to higher level of care at Lacombe Lodge. Affordable housing vacancies related unit repairs after move-out, still meeting a 30 day turn around for occupancy.</p> <p><i>T. Hallman moved to accept the occupancy report as information. CARRIED</i></p> |
| | c. | <p>CAO Report</p> <p>Elections results and Ministry updates. Reviewed correspondence that will be sent to the Minister requesting a meeting with tour at the Lacombe Lodge. Will work to secure a date this summer. Staffing levels stable, with the Finance and Payroll Officer position being advertised. Events at the Lacombe Lodge for Seniors Week and the Petunia Day ceremony at Eckville. Save the date ASCHA regional meeting in Red Deer Wednesday October 4.</p> <p><i>L. Eastman moved to accept the CAO report as information. CARRIED</i></p> |
| 6. | New Business | |
| | a. | <p>Business Plan Submission</p> <p>Reviewed the cover letter and the completed Appendices. Discussed updates to the Appendix E – Capital Priorities. Total CMR Request for the lodges is \$5,235,000.</p> <p><i>B. Gilliat moved to approve the Cover Letter and 2023 Business Plan Appendices for submission by June 30, 2023. CARRIED</i></p> |
| | b. | <p>2022 Annual Report</p> <p>Reviewed the 2022 annual report. Will be distributed to municipalities, MLA and will be available on the website.</p> <p><i>L. Eastman moved to approve the 2022 Annual Report. CARRIED</i></p> |
| | c. | <p>Eckville commercial washer</p> <p>Parts/chips no longer available to repair existing unit. Reviewed quote for a replacement machine.</p> <p><i>B. Shepherd moved to Approve up to \$15, 000 from reserves to purchase a commercial washing machine for Eckville Manor. CARRIED</i></p> <p><i>After continued discussion with Finance Manager, the purchase should be able to be made with in-year operational funds. Will confirm funding source.</i></p> |
| | d. | <p>Review/Education plan</p> <p>The Board has requested an education session to increase understanding of the programs offered and management structure. Would like tours of the lodges and a drive by of the affordable housing units. Pictures of SSC buildings would be helpful.</p> <p>Tour at Eckville can be addressed at the September 25 board meeting</p> <p>Discussed summertime schedules and requested the meeting be held September 11, 2023.</p> |



| | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Will confirm with CAO Beck and will need to be aware of when the Minister Nixon meeting is scheduled. <i>L. Eastman moved to schedule an education session and tours for the board September 11, 2023. CARRIED</i> |
| 7. | Previous Business | |
| | a. | Lacombe Lodge redevelopment update Request to Minister Nixon for a tour and conversation on the redevelopment proposal. |
| 8. | Next Meeting Date Will confirm meeting with the Minister when scheduled Education and tours session, September 11, 2023 Board meeting Monday September 25, 2023 at 1:00 pm, Eckville Lodge | |
| 9. | Adjournment The June 19, 2023 Lacombe Foundation meeting was declared adjourned at 2:45 pm. | |

A handwritten signature in black ink, reading "Jamie Hoover".

Jamie Hoover, Board Chair
Lacombe Foundation

A handwritten signature in black ink, reading "Sept 25, 2023".

Date

A handwritten signature in black ink, reading "Carla Beck".

Carla Beck, CEO or Shannon Holtz, Director
The Bethany Group

A handwritten signature in black ink, reading "Sept. 25/2023".

Date

Caring Communities

**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
August 22, 2023, Commencing at 6:00 P.M.**

A Municipal Planning Commission Meeting for the Town of Blackfalds was held on August 22, 2023, commencing at 6:00 p.m.

MEMBERS PRESENT:

Jim Sands – Vice Chairperson, Town of Blackfalds Councillor
Brenda Dennis, Town of Blackfalds Deputy Mayor
Alex Garcia, Member at Large
Richard Poole, Member at Large

REGRETS:

Laura Svab – Chairperson, Town of Blackfalds Councillor

PUBLIC ATTENDING:

None

ATTENDING:

Jolene Tejkl, Planning & Development Manager

REGULAR MUNICIPAL PLANNING COMMISSION MEETING CALLED TO ORDER:

Vice Chairperson Sands called the meeting to order at 6:00 p.m.

AGENDA APPROVAL:

Resolution 15-23

Member Poole moved to approve the August 22, 2023, agenda as presented.

EMERGENCY EXITS:

Vice Chairperson Sands identified the available emergency exits and procedures to exit the building.

BUSINESS ARISING FROM MINUTES:

None

BUSINESS:

5.1 Application 92-23

Rear and Side Yard Setback Relaxation

151 Pioneer Way

Lot 4, Block 12, Plan 082 4456

Residential Single Family Small Lot District (R-1S)

Administration provided background information on the proposed development.

Resolution 16-23

TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
August 22, 2023, Commencing at 6:00 P.M.

MOVED by Member Gracia that the Municipal Planning Commission APPROVE the application for the relaxation of the rear yard setback for the existing detached garage from 1.0m to 1.20m and the side and rear yard relaxations for the existing shed from 1.0m to 0.26m and 1.0m to 0.43m as presented in Development Permit 92-23, located at 151 Pioneer Way (Lot 4, Block 12, Plan 082 4456) as granting the relaxations will not affect the use, enjoyment, value of this property or adjacent properties,

AND Subject to the following conditions being met to the satisfaction of the Development Officer:

1. The applicant shall ensure that rear yard setback relaxation for the detached garage does not exceed 1.2m.
2. The applicant shall ensure that the side yard setback relaxation for the 3.14m x 3.75m shed does not exceed 0.26m.
3. The applicant shall ensure that the rear yard setback relaxation for the 3.14m x 3.75m shed does not exceed 0.43m.
4. Any changes to the approved application shall require a separate permit application.

Development Conditions:

5. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.
6. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
7. An Accessory Building or Structure shall not be constructed over an Easement or right of way.

Ongoing Conditions:

8. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.
9. All off-street parking areas, where entered onto by a paved road, shall be hard surfaced as defined in the Land Use Bylaw in force.

NOTES

1. *The applicant is to provide any revised drawings clearly indicating any changes to the approved drawing set.*
2. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
3. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations.*
4. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*

CARRIED

TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes

August 22, 2023, Commencing at 6:00 P.M.

5.2 Application 95-23

Variance to allow for Diagonal Parking on Front Driveway

50 Cambridge Close

Lot 56, Block 21, Plan 132 2019

Residential Single Family Medium Lot District (R-1M)

Administration provided background information on the proposed development.

Resolution 17-23

MOVED by Member Poole that the Municipal Planning Commission APPROVE the application for the request of diagonal parking of a Recreational Vehicle on a driveway as presented in Development Permit 95-23, located at 50 Cambridge Close (Lot 56, Block 21, Plan 132 2019) as granting the relaxation will not affect the use, enjoyment, value of this property or adjacent properties,

AND Subject to the following conditions being met to the satisfaction of the Development Officer:

1. The applicant shall ensure that the Recreational Vehicle does not overhang the sidewalk or curb, lane, or road.
2. The applicant shall ensure that the Recreational Vehicle does not reduce the required 2 off-street parking stalls that are required for residential properties.
3. Any changes to the approved application shall require a separate permit application.

Development Conditions:

4. The Recreational Vehicle is not permitted to be parked or to remain on any part of the landscaped area of the front or side yards of the parcel.
5. The Recreational Vehicle is not permitted to be used for living or sleeping accommodations.
6. No more than 1 Recreational Vehicle may be stored in a residential land use district.

NOTES

1. *The applicant is to provide any revised drawings clearly indicating any changes to the approved drawing set.*
2. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
3. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations.*

TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
August 22, 2023, Commencing at 6:00 P.M.

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4. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

5.3 Application 97-23

Rear Yard Setback Relaxation

25 Pembroke Court

Lot 43, Block 9, Plan 092 7444

Residential Single Family Small Lot District (R-1S)

Administration provided background information on the proposed development.

Resolution 18-23

MOVED by Member Dennis that the Municipal Planning Commission APPROVE the application for the relaxation of the rear yard with a setback from 6.0m to 2.65m from the southwest rear property line to allow for the construction of an 853.0 square foot detached garage as presented in Development Permit 97-23, located at 25 Pembroke Court as granting the approval will not affect the use, enjoyment, value of this property or adjacent properties,

AND Subject to the following conditions being met to the satisfaction of the Development Officer:

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.
2. The applicant shall ensure that the southwest rear yard setback relaxation does not exceed 2.65 m as approved by the Development Authority.

Prior to Occupancy Conditions:

3. The proposed development shall be undertaken and completed in accordance with the approved plans.

Development Conditions:

4. If this development permit is issued for construction of a building, the exterior of the building, including painting, shall be completed within one (1) calendar year from the date of approval.
5. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.
6. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
7. An Accessory Building or Structure shall not be constructed over an Easement or right of way.

Ongoing Conditions:

8. Where access is gained directly from a paved road, driveways and parking areas shall be hard surfaced.

TOWN OF BLACKFALDS MUNICIPAL PLANNING COMMISSION

Meeting Minutes

August 22, 2023, Commencing at 6:00 P.M.

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9. All off-street parking areas, where entered onto by a paved road, shall be hard surfaced as defined in the Land Use Bylaw in force.

NOTES

1. *The yellow Development Permit card must be displayed during the duration of development.*
2. *The applicant is to provide any revised drawings clearly indicating any changes to the approved drawing set.*
3. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around the construction area.*
4. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
5. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations.*
6. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*
7. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

CARRIED UNANIMOUSLY

5.4 Application 99-23

2 Temporary Canvas Covered Structures

5204 Duncan Avenue

Lot 3, Block 4, Plan 052 0530

Industrial Heavy District (I-2)

Administration provided background information on the proposed development.

Resolution 19-23

MOVED by Member Garcia that the Municipal Planning Commission APPROVE the application for the proposed new 1,254sq ft Canvas Covered Structure and the relocation of the existing 241sq ft Canvas Covered Structure for a time period of 10 years expiring August 22, 2033, as presented in Development Permit 99-23 located at 5204 Duncan Avenue, as granting the approval will not affect the use, enjoyment, value of this property or adjacent properties,

**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
August 22, 2023, Commencing at 6:00 P.M.**

AND Subject to the following conditions being met to the satisfaction of the Development Officer:

1. Development must commence within one (1) calendar year of the issuance of the Development Permit. Failure to commence development within the one (1) year will cause this Development Permit to expire.

Prior to Occupancy

2. The proposed development shall be undertaken and completed in accordance with the approved plans.

Development Conditions

3. Any change of use or intensity to the premises shall require a separate permit application. Any changes, without prior consent from the Town of Blackfalds, renders this permit null and void.
4. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
5. An Accessory Building or Structure shall not be constructed over an Easement or right of way.
6. The applicant shall provide a copy of an approved Roadside Development Permit issued by Alberta Transportation, if required.
7. The property is to be maintained to the satisfaction of the Town of Blackfalds.
8. Nothing in this permit or the Land Use Bylaw exempts a person to obtain a development permit as required by the Land Use Bylaw or to obtain any other permit, license or other authorization required by the Land Use Bylaw or any other Bylaw.

NOTES

1. *The yellow Development Permit card must be displayed during the duration of development.*
2. *Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around the construction area.*
3. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
4. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements, covenants, conservation agreements, development agreements, provincial or federal statutes or regulations.*
5. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*

TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION

Meeting Minutes

August 22, 2023, Commencing at 6:00 P.M.

-
6. *The Town of Blackfalds now requires that a dual check valve for backflow prevention be installed for all residential and/or commercial properties.*

CARRIED UNANIMOUSLY

5.5 Application 103-23

Side Yard Setback Relaxation

90 Pine Crescent

Lot 16, Block 16, Plan 062 4834

Residential Single Family Medium Lot District (R-1M)

Administration provided background information on the proposed development.

Resolution 20-23

MOVED by Member Dennis that the Municipal Planning Commission APPROVE the application for the relaxation of the side yard relaxation for the existing shed from 1.0m to 0.12m as presented in Development Permit 103-23, located at 90 Pine Crescent (Lot 16, Block 16, Plan 062 4834) as granting the relaxation will not affect the use, enjoyment, value of this property or adjacent properties,

AND Subject to the following conditions being met to the satisfaction of the Development Officer:

1. The applicant shall ensure that the side yard setback relaxation for the 3.70m x 4.96m shed does not exceed 0.12m as approved by the Development Authority.
2. Any changes to the approved application shall require a separate permit application.

Development Conditions:

3. Approved accessory buildings shall consider the principal building appearance to ensure compatibility and incorporate similar exterior colours and materials.
4. The applicant is responsible for ensuring that no development or portion thereof shall be located over municipal lands, road rights-of-way or municipal easements.
5. An Accessory Building or Structure shall not be constructed over an Easement or right of way.

NOTES

1. *The applicant is to provide any revised drawings clearly indicating any changes to the approved drawing set.*
2. *This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the applicant from complying with the Land Use Bylaw or any other Bylaw, orders and/or regulations affecting such development.*
3. *The requirements of the Land Use Bylaw or this approval does not exempt a person from compliance with the requirements of other Town Bylaws, policies, easements,*

**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
August 22, 2023, Commencing at 6:00 P.M.**

covenants, conservation agreements, development agreements, provincial or federal statutes or regulations.

4. *The Development Authority may, in accordance with the Land Use Bylaw in force and Part 17 of the Municipal Government Act (MGA), take such actions as necessary to ensure that the provisions are complied with.*

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

6.1 Minutes of July 25, 2023


Resolution 14-23

Member Dennis moved to approve the minutes of July 25, 2023, as presented.

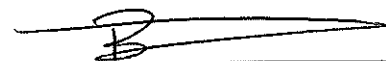
CARRIED UNANIMOUSLY

ADJOURNMENT

Vice Chairperson Sands adjourned the meeting at 6:21 p.m.



CHAIR



SECRETARY

MEETING DATE: October 10, 2023

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

SUBJECT: **Enforcement and Protective Services Monthly Report - September 2023**

BACKGROUND

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

DISCUSSION


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

FINANCIAL IMPLICATIONS

None

ATTACHMENTS

- *Protective Services Monthly Report*
- *Municipal Enforcement September Incident report*
- *Cottonwood & Lansdowne Speed Sign Stats.*
- *Fire September monthly Incident summary.*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Director/Author

Protective Services Monthly Report

Municipal Enforcement:

September was a busy month for Municipal Enforcement with 65 investigational files being opened.

- Twelve files were opened under the Traffic Bylaw,
- Six under the Community Standards Bylaw,
- Three under the Land Use Bylaw,
- Eighteen Incident complaints were received, varying from parking complaints, traffic concerns, homeless persons, Driving complaints and mischief to property.
- Eleven relating to the Animal Control Bylaw (2 Barking Dog, 1 Cat at large, 2 Wild Animals, 4 Dogs running at large, 1 failed to pick up feces and 1 failed to license.
- Two Assist public files were opened,
- One Joint Forces Operation was conducted focusing on traffic enforcement.
- One complaint dealing with the Urban Hen Bylaw was received. In this, the individual was not aware that the hens were not allowed to run at large within their backyard.
- One file opened dealing with a found bicycle.
- The remaining files were related to assistance to other departments and the public.

Through proactive enforcement, officers towed two vehicles. One was a suspended driver. The other was a repeat offender driving with the wrong class of license.

A Joint forces operation targeting distracted drivers was conducted during the month in which eight vehicles were stopped, and charges were laid relating to cargo securement, seatbelt infractions and distracted driving.

Municipal Enforcement continued to focus on School zones with time permitting. Officers are continuing to see a disregard for parking in crosswalks and vehicles still passing school buses with red lights flashing and signs out. With the assistance of MarCom, an educational message was put out online reminding the public of the rules of the road as it pertains to school buses.

Officers continued to work with local businesses, RCMP, Junior Campus and the Abbey Center in observing students over the lunch hours in and around the school. In discussion with the local businesses, they are very happy with how this is working out. This initiative will continue into October in hopes of creating a good relationship between the youth and the neighbours of the Junior Campus.

The EV is progressing well, and completion is expected around the middle of October. Decaling is on, emergency lights have been installed, the vehicle is now being put back together and the finishing touches will be completed.

Speed signs during the month were placed on Cotton Wood eastbound and Lansdowne Ave southbound. Both locations are spots which come to the attention of enforcement regularly. These statistics are shared with the RCMP so they can factor these into patrols they do throughout the night. The average speed on Cottonwood, which is a 50 km/h zone, was 47 km/h, and on Lansdowne it was 35 km/h.

Statistic Reports for both locations are attached.

In total, there were 109 violation tickets issued during the month, including bylaws and provincial regulations. \$26,446.00 in fines were issued.

Violation Tickets Issued.

| | ACT | Tickets | Fine Total | Average Fine |
|----|---------------------------------------------|---------|-------------|--------------|
| 1. | Traffic Safety Act | 73 | \$16,500.00 | \$226.03 |
| 2. | Vehicle Equipment Reg. | 3 | \$243.00 | \$81.00 |
| 3. | Use of Highway & Rules of the Road Reg. | 23 | \$8,181.00 | \$355.69 |
| 4. | Gaming, Liquor and Cannabis Act. | 3 | \$360.00 | \$120.00 |
| 5. | Land Use Bylaw | 1 | \$250.00 | \$250.00 |
| 6. | Traffic Bylaw | 5 | \$750.00 | \$150.00 |
| 7. | Operator Licensing and Vehicle Control Reg. | 1 | \$162.00 | \$162.00 |

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

Blackfalds Fire Rescue

During the month of September,

The new truck was outfitted with equipment and put into service.

The members did a “push-in” ceremony of the new truck on Wednesday, September 27th. (A time-honoured tradition among fire stations, a "Push-In" ceremony occurs when the fire department pushes a new fire truck into the station. Dating back to the 17th century, "Push-In" ceremonies originated when early hand-drawn fire engines and other apparatuses required hand pushing into the station after every call.)

The fire department has focused on pumping and familiarization of the new truck.



The new truck must be equipped prior to being put into service in approximately two to three weeks.

The department has 6 members taking the NFPA 1072 Hazmat course, exam date is set for the weekend of Oct 21 & 22.

During the month of September (2023), the department responded to eighteen incidents.

A summary of the types of incidents for September is included.

Occupational Health & Safety

There were four incidents reported through Corepointe in the month of September. No injuries were reported, and there were two incidents where damage to property occurred.

One file remains under investigation.

RCMP

The RCMP advised they have seen a recent increase in theft from motor vehicles within the Town of Blackfalds. Residents are reminded to remove all valuables from their vehicles and keep them always locked.

The RCMP received 160 calls for service during the month, which included, speeding, three break-and-enters to residences, and nine collisions; proactive traffic enforcement of motorcycles and school zones was conducted.

Two roadside suspensions were issued throughout the month.

The School Resource officer continues to work alongside the Municipal Enforcement officers to ensure a smooth transition into the new school year. He remains active within the schools and is an excellent resource for staff and students.

Emergency Management

Lacombe County Mutual Aid Organization met on September 14th; discussion on a full-scale exercise continues to occur in 2024, as well as an ICS 200 training course taking place in November of 2023.

LREMP Committee and Agency meetings are being planned for October, as well plans are in place for a Tabletop exercise to occur in Dec of this year.

Four town staff attended the ICS Position-specific training held in Alix on the 20th, which was very well received.

Director of Emergency Management course December 5th. (Location to be determined) This is being offered by our AEMA Regional Officer Brian Boutin.

Ken Morrison

Emergency Management & Protective Services Manager
Town of Blackfalds.

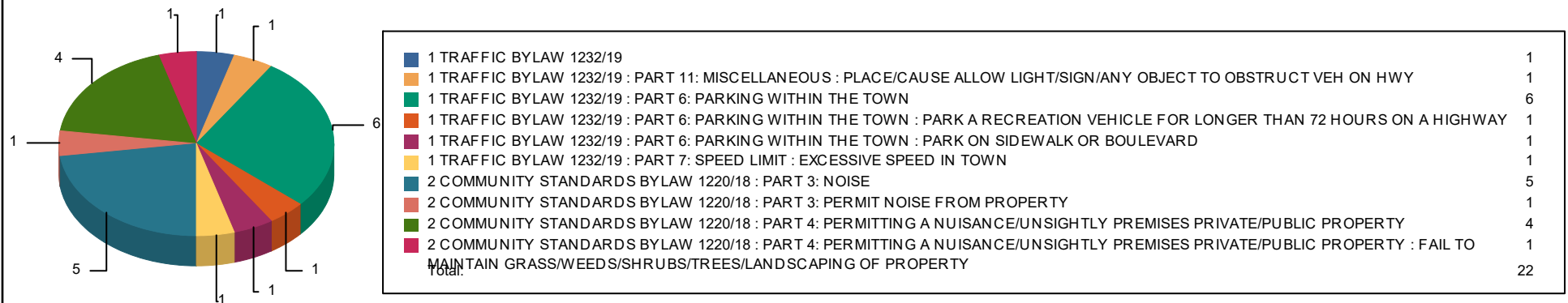
Town of Blackfalds

MONTH END Statistics from Occurred Date: 9/1/2023 12:00:00AM to 9/30/2023 11:59:59PM

Municipal Reports/Files

MUNICIPAL ENFORCEMENT -

Count of Incident Types



1 TRAFFIC BYLAW 1232/19: 1 2%

Municipal Reports/Files MUNICIPAL ENFORCEMENT -

1 TRAFFIC BYLAW 1232/19 : PART 11: MISCELLANEOUS : PLACE/CAUSE ALLOW LIGHT/SIGN/ANY OBJECT TO OBSTRUCT VEH ON HWY:

1 2%

1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN: 6 9%

1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK A RECREATION VEHICLE FOR LONGER THAN 72 HOURS ON A HIGHWAY: 1 2%

1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK ON SIDEWALK OR BOULEVARD: 1 2%

1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED IN TOWN: 1 2%

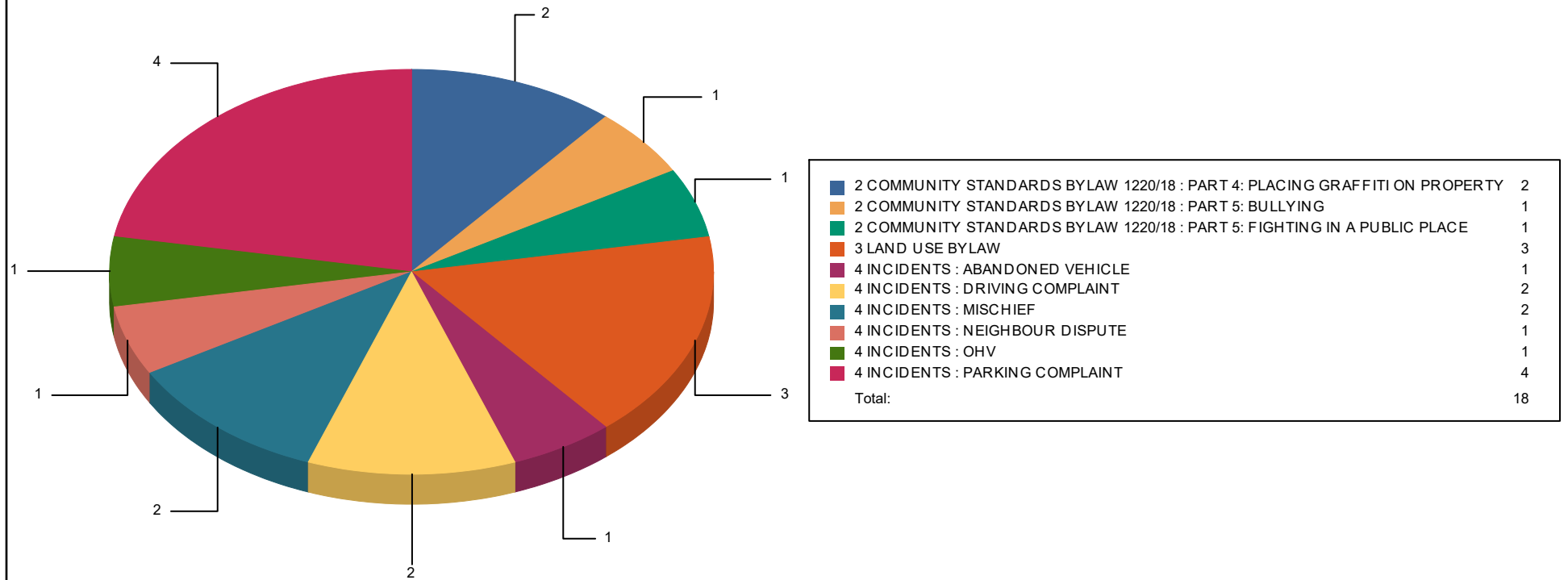
2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE: 5 8%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: PERMIT NOISE FROM PROPERTY: 1 2%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY:
4 6%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY PREMISES PRIVATE/PUBLIC PROPERTY :
FAIL TO MAINTAIN GRASS/WEEDS/SHRUBS/TREES/LANDSCAPING OF PROPERTY: 1 2%

Count of Incident Types



2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PLACING GRAFFITI ON PROPERTY: 2 3%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 5: BULLYING: 1 2%

2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 5: FIGHTING IN A PUBLIC PLACE: 1 2%

3 LAND USE BYLAW: 3 5%

Municipal Reports/Files MUNICIPAL ENFORCEMENT -

4 INCIDENTS : ABANDONED VEHICLE: 1 2%

4 INCIDENTS : DRIVING COMPLAINT: 2 3%

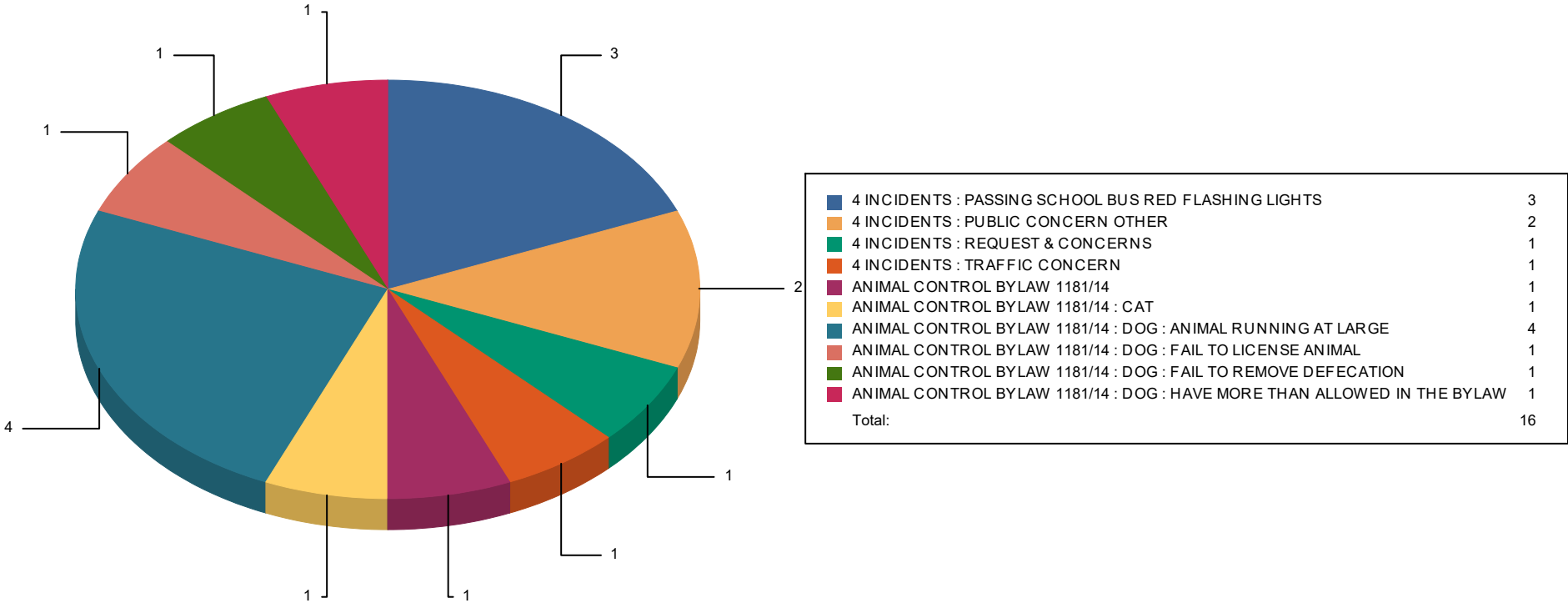
4 INCIDENTS : MISCHIEF: 2 3%

4 INCIDENTS : NEIGHBOUR DISPUTE: 1 2%

4 INCIDENTS : OHV: 1 2%

4 INCIDENTS : PARKING COMPLAINT: 4 6%

Count of Incident Types



4 INCIDENTS : PASSING SCHOOL BUS RED FLASHING LIGHTS: 3 5%

4 INCIDENTS : PUBLIC CONCERN OTHER: 2 3%

4 INCIDENTS : REQUEST & CONCERNS: 1 2%

4 INCIDENTS : TRAFFIC CONCERN: 1 2%

Municipal Reports/Files MUNICIPAL ENFORCEMENT -

ANIMAL CONTROL BYLAW 1181/14: 1 2%

ANIMAL CONTROL BYLAW 1181/14 : CAT: 1 2%

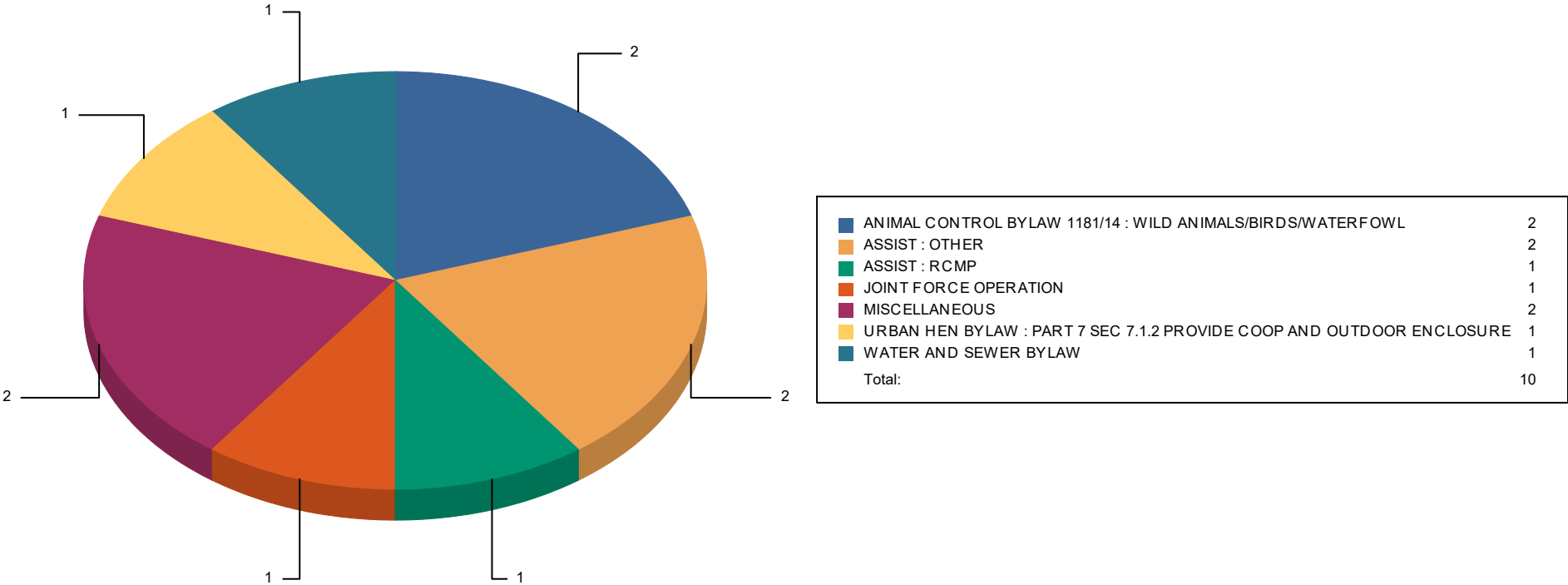
ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL RUNNING AT LARGE: 4 6%

ANIMAL CONTROL BYLAW 1181/14 : DOG : FAIL TO LICENSE ANIMAL: 1 2%

ANIMAL CONTROL BYLAW 1181/14 : DOG : FAIL TO REMOVE DEFECATION: 1 2%

ANIMAL CONTROL BYLAW 1181/14 : DOG : HAVE MORE THAN ALLOWED IN THE BYLAW: 1 2%

Count of Incident Types



ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL: 2 3%

ASSIST : OTHER: 2 3%

ASSIST : RCMP: 1 2%

JOINT FORCE OPERATION: 1 2%

Municipal Reports/Files MUNICIPAL ENFORCEMENT -

MISCELLANEOUS: 2 3%

URBAN HEN BYLAW : PART 7 SEC 7.1.2 PROVIDE COOP AND OUTDOOR ENCLOSURE: 1 2%

WATER AND SEWER BYLAW: 1 2%

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

Statistics Summary Report

Technician Name: administrator

Location: Cotton Wood EB

Report Period: 2023-08-28 to 2023-09-28

Address: Cotton Wood EB, Blackfalds, Ab

Total Vehicle Count: 36,453

Speed Limit: 50



| Hour | Total Vehicles | Average Vehicles | Total Violations | % Violations | Min. Speed | Max. Speed | Avg. Speed | 85% Speed |
|-------|----------------|------------------|------------------|--------------|------------|------------|------------|-----------|
| 00-01 | 288 | 41 | 72 | 25 % | 5 | 72 | 47 | 11 |
| 01-02 | 126 | 18 | 34 | 27 % | 19 | 69 | 47 | 11 |
| 02-03 | 84 | 12 | 15 | 18 % | 21 | 76 | 45 | 11 |
| 03-04 | 55 | 8 | 11 | 20 % | 34 | 63 | 46 | 11 |
| 04-05 | 34 | 5 | 8 | 24 % | 29 | 72 | 48 | 11 |
| 05-06 | 89 | 13 | 22 | 25 % | 14 | 89 | 47 | 11 |
| 06-07 | 432 | 62 | 112 | 26 % | 7 | 121 | 46 | 11 |
| 07-08 | 1,714 | 245 | 342 | 20 % | 5 | 74 | 46 | 11 |
| 08-09 | 2,349 | 336 | 346 | 15 % | 6 | 68 | 45 | 10 |
| 09-10 | 1,081 | 154 | 291 | 27 % | 7 | 72 | 47 | 11 |
| 10-11 | 1,416 | 202 | 365 | 26 % | 7 | 79 | 47 | 11 |
| 11-12 | 1,935 | 276 | 543 | 28 % | 6 | 70 | 47 | 11 |
| 12-13 | 2,173 | 310 | 630 | 29 % | 5 | 74 | 47 | 11 |
| 13-14 | 1,938 | 277 | 554 | 29 % | 7 | 72 | 47 | 11 |
| 14-15 | 2,995 | 428 | 701 | 23 % | 10 | 122 | 47 | 11 |
| 15-16 | 2,873 | 410 | 705 | 25 % | 8 | 79 | 47 | 11 |
| 16-17 | 3,640 | 520 | 1,012 | 28 % | 10 | 78 | 47 | 11 |
| 17-18 | 3,647 | 521 | 1,086 | 30 % | 8 | 79 | 48 | 11 |
| 18-19 | 2,770 | 396 | 745 | 27 % | 7 | 83 | 47 | 11 |
| 19-20 | 2,267 | 324 | 527 | 23 % | 9 | 100 | 46 | 11 |
| 20-21 | 1,948 | 278 | 411 | 21 % | 12 | 82 | 46 | 11 |
| 21-22 | 1,407 | 201 | 247 | 18 % | 6 | 93 | 45 | 11 |
| 22-23 | 771 | 110 | 152 | 20 % | 14 | 74 | 46 | 11 |
| 23-24 | 421 | 60 | 111 | 26 % | 9 | 86 | 47 | 11 |
| | 36,453 | 5,207 | 9,042 | 24 % | 11 | 81 | 47 | 11 |

County Speed Bins

| Speed | Count |
|-----------|--------|
| 0...5 | 6 |
| 5...10 | 39 |
| 10...15 | 83 |
| 15...20 | 142 |
| 20...25 | 215 |
| 25...30 | 413 |
| 30...35 | 918 |
| 35...40 | 3,354 |
| 40...45 | 8,927 |
| 45...50 | 13,314 |
| 50...55 | 6,411 |
| 55...60 | 2,107 |
| 60...65 | 392 |
| 65...70 | 78 |
| 70...75 | 33 |
| 75...80 | 10 |
| 80...85 | 5 |
| 85...90 | 2 |
| 90...95 | 1 |
| 95...100 | 1 |
| 100...105 | 0 |
| 105...110 | 0 |
| 110...115 | 0 |
| 115...120 | 0 |
| 120...125 | 2 |
| Total: | 36,453 |

Statistics Summary Report

Technician Name: administrator

Location: Lansdowne Ave SB
Address: 5276 Lansdowne Ave, Blackfalds, AB
Speed Limit: 40

Report Period: 2023-08-28 to 2023-10-03
Total Vehicle Count: 6,891



| Hour | Total Vehicles | Average Vehicles | Total Violations | % Violations | Min. Speed | Max. Speed | Avg. Speed | 85% Speed |
|-------|----------------|------------------|------------------|--------------|------------|------------|------------|-----------|
| 00-01 | 51 | 7 | 15 | 29 % | 15 | 56 | 35 | 9 |
| 01-02 | 29 | 4 | 12 | 41 % | 19 | 57 | 39 | 10 |
| 02-03 | 15 | 2 | 7 | 47 % | 27 | 54 | 39 | 9 |
| 03-04 | 9 | 1 | 1 | 11 % | 18 | 43 | 32 | 8 |
| 04-05 | 11 | 2 | 3 | 27 % | 7 | 58 | 33 | 9 |
| 05-06 | 29 | 4 | 2 | 7 % | 16 | 41 | 32 | 8 |
| 06-07 | 48 | 7 | 7 | 15 % | 8 | 53 | 36 | 8 |
| 07-08 | 125 | 18 | 20 | 16 % | 10 | 53 | 34 | 9 |
| 08-09 | 313 | 45 | 54 | 17 % | 7 | 58 | 34 | 9 |
| 09-10 | 227 | 32 | 46 | 20 % | 10 | 57 | 34 | 9 |
| 10-11 | 250 | 36 | 57 | 23 % | 14 | 54 | 35 | 9 |
| 11-12 | 372 | 53 | 64 | 17 % | 11 | 56 | 34 | 9 |
| 12-13 | 451 | 64 | 75 | 17 % | 9 | 61 | 35 | 9 |
| 13-14 | 406 | 58 | 77 | 19 % | 5 | 61 | 35 | 9 |
| 14-15 | 526 | 75 | 120 | 23 % | 5 | 58 | 35 | 9 |
| 15-16 | 677 | 97 | 127 | 19 % | 8 | 58 | 35 | 9 |
| 16-17 | 730 | 104 | 152 | 21 % | 9 | 54 | 35 | 9 |
| 17-18 | 767 | 110 | 186 | 24 % | 13 | 59 | 36 | 9 |
| 18-19 | 586 | 84 | 120 | 20 % | 13 | 70 | 35 | 9 |
| 19-20 | 426 | 61 | 87 | 20 % | 15 | 54 | 35 | 9 |
| 20-21 | 372 | 53 | 72 | 19 % | 13 | 55 | 35 | 9 |
| 21-22 | 267 | 38 | 68 | 25 % | 12 | 57 | 36 | 9 |
| 22-23 | 132 | 19 | 42 | 32 % | 9 | 58 | 36 | 9 |
| 23-24 | 72 | 10 | 19 | 26 % | 15 | 55 | 37 | 9 |
| | 6,891 | 984 | 1,433 | 22 % | 12 | 56 | 35 | 9 |

| County Speed Bins | |
|-------------------|-------|
| Speed | Count |
| 0...5 | 2 |
| 5...10 | 24 |
| 10...15 | 68 |
| 15...20 | 162 |
| 20...25 | 405 |
| 25...30 | 1,004 |
| 30...35 | 1,868 |
| 35...40 | 1,925 |
| 40...45 | 1,028 |
| 45...50 | 272 |
| 50...55 | 107 |
| 55...60 | 23 |
| 60...65 | 2 |
| 65...70 | 1 |
| Total: | 6,891 |

Fax: 403 - 885 - 5499

| Blackfalds Fire Rescue Department | | | | BLF | SEPTEMBER | | 2023 | |
|-----------------------------------|------|----------------------|------------------|-------------------------|-----------|-------------|-----------|--|
| CALL # | DATE | INCIDENT TYPE | DISPATCH EVENT # | LOCATION | | RCMP FILE # | MAFP 1244 | |
| 154 | 2 | FIRE GRASS/BRUSH | 510100092 | Lacombe County | | N/A | N/A | |
| 155 | 2 | MEDICAL | 510100465 | Within Corporate Limits | | N/A | EMS | |
| 156 | 2 | ALARM | 510101918 | Within Corporate Limits | | N/A | N/A | |
| 157 | 3 | MEDICAL | 510120057 | Within Corporate Limits | | YES | EMS | |
| 158 | 3 | HAZ-70 PUBLIC HAZARD | 510124552 | Within Corporate Limits | | YES | N/A | |
| 159 | 5 | MEDICAL | 510148569 | Within Corporate Limits | | N/A | EMS | |
| 160 | 6 | ALARM | 510184673 | Within Corporate Limits | | N/A | N/A | |
| 161 | 8 | FIRE ILLEGAL BURN | 510200365 | Within Corporate Limits | | YES | N/A | |
| 162 | 9 | MEDICAL | 510215739 | Within Corporate Limits | | N/A | EMS | |
| 163 | 11 | FIRE STRUCTURE | 510249377 | Within Corporate Limits | | N/A | YES | |
| 164 | 15 | ALARM | 510304385 | Within Corporate Limits | | N/A | N/A | |
| 165 | 15 | ALARM | 510304477 | Within Corporate Limits | | N/A | N/A | |
| 166 | 15 | ALARM | 510307552 | Within Corporate Limits | | N/A | N/A | |
| 167 | 15 | HAZ-70 PUBLIC HAZARD | 510308318 | Within Corporate Limits | | N/A | N/A | |
| 168 | 15 | ALARM | 510314010 | Within Corporate Limits | | N/A | N/A | |
| 169 | 20 | ALARM | 510392224 | Within Corporate Limits | | N/A | N/A | |
| 170 | 22 | ALARM | 510412854 | Within Corporate Limits | | N/A | N/A | |
| 171 | 27 | ALARM | 510488443 | Within Corporate Limits | | N/A | N/A | |
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MEETING DATE: October 10, 2023

PREPARED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: Development & Building Monthly Report – September 2023

BACKGROUND

Attached is the September 2023 Development & Building Permit Report and Comparison for 2021-2023 year to date. We also have shown the comparison for the year-to-date figures for 2022 on the comparison report.

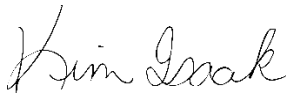
For Council's information, the "other" category captures the following types of residential permits:

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

ATTACHMENTS

- *September 2023 Development/Building Permit Report*
- *2021 – 2023 Development/Building Comparison Report*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

| File No. | Civic | District | Development | Decision (otherwise pending) | Date of Decision |
|----------|------------------------------|----------|---------------------------------------|------------------------------|------------------|
| 134-23 | 32 McKay Place | R-MHP | Manufactured Home | approved | 15-Sep-23 |
| 135-23 | 4802 Aspen Lakes Boulevard | R-1M | SFD | approved | 15-Sep-23 |
| 136-23 | 168 Paramount Crescent | R-1M | Basement Reno | approved | 15-Sep-23 |
| 137-23 | 30 Palmer Circle | R-1S | Basement Reno | approved | 15-Sep-23 |
| 138-23 | 5302 Vista Trail | C-3 | Sign | | |
| 139-23 | 5302 Vista Trail | C-3 | Sign | | |
| 140-23 | 5302 Vista Trail | C-3 | Sign | | |
| 141-23 | 5049 Parkwood Road Unit 2 | C-2 | Change in Occupancy - Retail, General | approved | 11-Sep-23 |
| 142-23 | 194 Ava Crescent | R-2 | Basement Reno | approved | 22-Sep-23 |
| 143-23 | 112 Paramount Crescent | R-1M | Hot Tub | approved | 22-Sep-23 |
| 144-23 | 29 Ash Close | R-1L | Basement Reno | approved | 22-Sep-23 |
| 145-23 | 14 Cedar Crescent | R-1S | Basement Reno | approved | 22-Sep-23 |
| 146-23 | 5018 Waghorn Street | PF | EV Charging Station | Approved | 25-Sep-23 |
| 147-23 | 22 Rolling Hills Bay | R-1M | Residential Solar Panel Installation | approved | 3-Oct-23 |
| 148-23 | 4241 Westbrooke Road | R-1M | Residential Solar Panel Installation | approved | 3-Oct-23 |
| 149-23 | 96 Paramount Crescent | R-1M | Residential Solar Panel Installation | approved | 3-Oct-23 |
| 150-23 | 5013 Parkwood Road | C-2 | Sign | | |
| 151-23 | 5913 Panorama Drive | R-1M | SFD | approved | 3-Oct-23 |
| 152-23 | 54 Sunridge Avenue | R-1M | Garage with variance | | |
| 153-23 | 5217 Prairie Ridge Avenue | R-1L | Bedroom Reno | approved | 3-Oct-23 |
| 154-23 | 4500 Blackfalds Crossing Way | C-2 | Interior Tenant Improvements | | |
| 155-23 | 25 Woodbine Close | R-1M | Shed | | |
| 156-23 | 4806 Lorne Avenue | R-1M | Wheelchair Ramp | | |
| 157-23 | 13 Parkridge Crescent | R-1L | Residential Solar Panel Installation | | |

| | 2021 | | 2022 | | 2023 | | SEPTEMBER | |
|-----------------------|-------------------|---------------------------------------------------|-------------------|--------------------------------------|-------------------|------------------|-------------------|------------------|
| | Number of Permits | | Number of Permits | | Number of Permits | | Number of Permits | 9 |
| | | Dollar Value | | Dollar Value | | Dollar Value | | Dollar Value |
| | | | | | | | | |
| Residential | | | | | | | | |
| SFD | 29 | \$ 7,854,460.00 | 21 | \$ 6,350,251.00 | 15 | \$ 5,087,626.70 | 17 | \$ 4,657,825.00 |
| Duplexes | 0 | \$ - | 4 | \$ 800,000.00 | 2 | \$ 330,000.00 | 4 | \$ 800,000.00 |
| Manufactured Home | 0 | \$ - | 3 | \$ 300,000.00 | 1 | \$ 100,000.00 | 3 | \$ 300,000.00 |
| 4-plex | 0 | \$ - | 0 | \$ - | 0 | \$ - | 0 | \$ - |
| 8-plex | 0 | \$ - | 0 | \$ - | 0 | \$ - | 0 | \$ - |
| Townhouses | 4 | \$ 883,340.00 | 16 | \$ 3,413,600.00 | 11 | \$ 1,790,000.00 | 10 | \$ 2,513,600.00 |
| Apartment | 0 | \$ - | 0 | \$ - | 0 | \$ - | 0 | \$ - |
| SFD w/Accessory suite | 0 | \$ - | 0 | \$ - | 0 | \$ - | 0 | \$ - |
| | | | | | | | | |
| Total Res. Dwellings | 33 | \$ 8,737,800 | 44 | \$ 10,863,851 | 29 | \$ 7,307,627 | 34 | \$ 8,271,425 |
| | | | | | | | | |
| Garage | 15 | \$ 471,000.00 | 25 | \$ 942,000.00 | 10 | \$ 338,000.00 | 24 | \$ 924,000.00 |
| Deck | 4 | \$ 18,500.00 | 9 | \$ 68,010.00 | 8 | \$ 67,700.00 | 9 | \$ 68,010.00 |
| Basement Reno | 50 | \$ 1,120,400.00 | 56 | \$ 1,057,050.00 | 30 | \$ 628,700.00 | 46 | \$ 891,550.00 |
| Addition | 1 | \$ 25,000.00 | 1 | \$ 200,000.00 | 0 | \$ - | 1 | \$ 200,000.00 |
| Accessory Suite | 0 | \$ - | 0 | \$ - | 0 | \$ - | 0 | \$ - |
| Home Business | 26 | \$ - | 18 | \$ - | 20 | \$ - | 9 | \$ - |
| Other | 55 | \$ 1,986,318.00 | 43 | \$ 582,057.73 | 32 | \$ 795,557.90 | 32 | \$ 956,557.73 |
| | | | | | | | | |
| | | | | | | | | |
| Commercial | 27 | \$ 738,735.00 | 35 | \$ 9,320,100.00 | 20 | \$ 3,674,999.00 | 29 | \$ 4,313,600.00 |
| | | | | | | | | |
| Industrial | 3 | \$ - | 3 | \$ 12,093.75 | 4 | \$ 200,000.00 | 3 | \$ 12,093.75 |
| | | | | | | | | |
| Institutional | 1 | \$ 3,000.00 | 0 | \$ - | 0 | \$ - | 0 | \$ - |
| | | | | | | | | |
| Agricultural | 2 | \$ 25,000.00 | 0 | \$ - | 0 | \$ - | 0 | \$ - |
| | | | | | | | | |
| Public Facility | 17 | \$ 8,791,500.00 | 6 | \$ 1,548,421.00 | 4 | \$ 192,300.00 | 6 | \$ 1,548,421.00 |
| | | | | | | | | |
| TOTAL PERMITS | 234 | \$ 21,917,253.00 | 240 | \$ 24,593,583.48 | 157 | \$ 13,204,883.60 | 193 | \$ 17,185,657.48 |
| | | | | | | | | |
| General Yearly Notes: | | 1 - 2,500,000 East Area Linear Wetland Ph. 2 | | 1 - 2,500,000 Vista Trail Commercial | | | | |
| | | 1 - 5,500,000 Womacks/Gregg St. Alignment Project | | 1 - 1,000,000 Dental Office | | | | |
| | | | | | | | | |

MEETING DATE: October 10, 2023

PREPARED BY: Laura Thevenaz, Infrastructure Services Manager

SUBJECT: **BOLT KPI Report Information – September 2023**

BACKGROUND

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide traditional public transit service between Red Deer, Blackfalds, and Lacombe as well as local bus service within Blackfalds and Lacombe. Unfortunately, a notice of motion passed at the City of Lacombe Council meeting on September 23, 2020, ultimately ended the BOLT regional partnership and ceased the service on August 28, 2020. Fortunately, the Town of Blackfalds was able to quickly move forward with the procurement of a service contractor, purchase of a wheelchair-accessible van and finalized an on-demand transit service model for our Town. This new BOLT 2.0 allows for a five-day service from 6:00 a.m. to 8:00 p.m. with many more boarding options for residents and visitors within the Town and one stop at the Kingston Hub at the north end of Red Deer. There are also two stops in the County of Lacombe Aspelund Area at the Eagle Builders facilities on the south and north side of Highway 597. Overall, we continue to see excellent ridership at the Kingston Hub stop on the north end of Red Deer and at the Red Deer Polytechnic stop on the west end of Red Deer.

Since September 1, 2020, the Town of Blackfalds has been operating the new BOLT 2.0 service as an on-demand digital community commuter service. The new service provider, application, schedule, ticket procurement and service stop maps have been working well over the course of this new service model. More information is available for riders and the public at the link below.

<https://www.blackfalds.com/living-here/bolt-transit>

At the June 27, 2023, Council meeting, Blackfalds extended the pilot program by another two - years until August 31, 2025.

DISCUSSION

The first page of the report shows the **SEPTEMBER** statistics and associated mapping, while the remainder of the pages outline the trending comparison over the last three months. Data dates are highlighted in the white box on the left side of each sheet for reference.

At a previous Council meeting, options were brought forward to add specific regional transit stops in Lacombe County and Red Deer Polytechnic. The BOLT service provider has conducted a scenario analysis to determine optimal pick-up times for the three new transit stops. As part of these three new stops, the Town worked closely with Eagle Builders and Red Deer Polytechnic to secure access agreements and further refine optimal pick-up and drop-off times to increase ridership. As of August 2, 2022, three new stops have been in operation, two in Aspelund Industrial Park and one at Red Deer Polytechnic.

The Town notes there was a significant increase in ridership numbers in **SEPTEMBER** from the previous month, which was anticipated. This higher ridership is attributed to school being back in session, and summer holidays over, where people are less likely to utilize alternative transportation

(bikes, walking, e-scooters). Ridership was highest at the Regional Hub in Red Deer, followed by Red Deer Polytechnic. Administration conducted additional BOLT promotion including a BOLT video that was well received on social media.

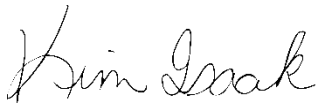
On March 28, 2023, Administration brought forward an informational item to Council regarding the implementation of a 2-week trial to operate a larger capacity bus instead of the normal van during peak AM and PM times. With the increase in bus capacity, BOLT saw an increase in the number of passenger rides and shared ridership, which was anticipated.

FINANCIAL IMPLICATIONS

None

ATTACHMENTS

- *September 2023 monthly report and yearly trending report*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Manager/Author

Monthly KPI Metric Summaries Report

| Blackfalds | | | | | | | | | | | | | | | | |
|------------|----------|--------------|-----------------|----------------------|------------------------|-------------------|------------------|----------------------------|-------------------------------------|------------------|--------------------------------------------|-------------------|-----------------------|------------------------|-----------------------------------------------|-----------------------------------|
| Month | # Riders | # New Riders | # Repeat Riders | Avg. Rides Per Rider | # Passengers Completed | # Rides Completed | Shared Rides (%) | Avg. Shared Fare Occupancy | Avg. Daily User Conversion Rate (%) | Avg. Ride Rating | % Rides With 1-2 Star Ratings and Comments | # Abandoned Rides | Pickup Violations (%) | Dropoff Violations (%) | # Unique Users That Experienced Failed Search | Passengers Per Vehicle Hour (PVH) |
| 2023-09 | 57 | 18 | 39 | 10.8 | 648 | 614 | 68% | 2.5 | 77% | 4.964 | 0% | 16 | 3% | 2% | 42 | 2.4 |
| 2023-08 | 52 | 13 | 39 | 7.5 | 406 | 390 | 62% | 2.5 | 81% | 4.959 | 0% | 11 | 2% | 0% | 6 | 1.3 |
| 2023-07 | 41 | 9 | 32 | 6.8 | 292 | 280 | 66% | 2.3 | 79% | 4.961 | 0% | 0 | 1% | 0% | 2 | 1.0 |
| 2023-06 | 56 | 13 | 43 | 11.0 | 674 | 618 | 76% | 2.8 | 84% | 4.942 | 0% | 0 | 2% | 2% | 26 | 2.2 |
| 2023-05 | 45 | 7 | 38 | 15.1 | 758 | 680 | 73% | 2.9 | 85% | 4.922 | 0% | 2 | 1% | 1% | 30 | 2.5 |
| 2023-04 | 57 | 10 | 47 | 10.6 | 662 | 602 | 75% | 2.7 | 83% | 4.944 | 0% | 0 | 2% | 0% | 37 | 2.5 |
| 2023-03 | 60 | 12 | 48 | 12.5 | 820 | 750 | 71% | 2.9 | 83% | 4.896 | 0% | 3 | 3% | 2% | 43 | 2.5 |
| 2023-02 | 56 | 14 | 42 | 10.8 | 680 | 602 | 71% | 2.8 | 85% | 4.933 | 0% | 1 | 4% | 1% | 45 | 2.5 |
| 2023-01 | 55 | 9 | 46 | 11.0 | 682 | 604 | 69% | 2.6 | 80% | 4.922 | 0% | 1 | 3% | 3% | 42 | 2.2 |
| 2022-12 | 47 | 10 | 37 | 8.9 | 477 | 420 | 66% | 2.7 | 79% | 4.937 | 0% | 7 | 5% | 2% | 42 | 1.6 |
| 2022-11 | 47 | 9 | 38 | 12.7 | 673 | 599 | 65% | 2.7 | 80% | 4.818 | 0% | 0 | 7% | 5% | 52 | 2.2 |
| 2022-10 | 47 | 12 | 35 | 12.2 | 655 | 575 | 65% | 2.6 | 85% | 4.828 | 0% | 0 | 2% | 1% | 39 | 2.3 |
| 2022-09 | 44 | 12 | 32 | 11.8 | 591 | 520 | 56% | 2.4 | 77% | 4.888 | 0% | 0 | 4% | 3% | 44 | 2.1 |
| 2022-08 | 40 | 8 | 32 | 7.7 | 330 | 306 | 51% | 2.2 | 74% | 4.897 | 0% | 0 | 3% | 0% | 8 | 1.0 |
| 2022-07 | 26 | 4 | 22 | 9.5 | 294 | 248 | 33% | 2.3 | 74% | 4.943 | 0% | 0 | 2% | 1% | 4 | 1.0 |
| 2022-06 | 36 | 9 | 27 | 10.3 | 421 | 371 | 36% | 2.4 | 83% | 4.824 | 0% | 0 | 2% | 1% | 12 | 1.3 |
| 2022-05 | 30 | 3 | 27 | 12.8 | 442 | 384 | 43% | 2.3 | 84% | 4.753 | 0% | 0 | 1% | 0% | 4 | 1.5 |
| 2022-04 | 40 | 6 | 34 | 9.0 | 442 | 361 | 39% | 2.3 | 84% | 4.730 | 0% | 0 | 3% | 1% | 6 | 1.6 |
| 2022-03 | 34 | 5 | 29 | 15.5 | 591 | 527 | 56% | 2.4 | 92% | 4.824 | 0% | 1 | 6% | 2% | 16 | 1.8 |
| 2022-02 | 31 | 4 | 27 | 12.6 | 419 | 390 | 50% | 2.6 | 86% | 4.868 | 0% | 0 | 1% | 1% | 8 | 1.6 |
| 2022-01 | 31 | 9 | 22 | 11.1 | 363 | 344 | 40% | 2.3 | 83% | 4.871 | 0% | 0 | 2% | 1% | 3 | 1.2 |
| 2021-12 | 29 | 3 | 26 | 9.9 | 326 | 286 | 36% | 2.3 | 74% | 4.861 | 0% | 0 | 2% | 2% | 4 | 1.0 |
| 2021-11 | 31 | 5 | 26 | 13.3 | 450 | 412 | 46% | 2.5 | 84% | 4.836 | 0% | 0 | 1% | 0% | 3 | 1.5 |
| 2021-10 | 32 | 8 | 24 | 9.4 | 344 | 301 | 45% | 2.5 | 82% | 4.856 | 0% | 2 | 1% | 0% | 2 | 1.2 |
| 2021-09 | 27 | 7 | 20 | 9.1 | 280 | 247 | 45% | 2.4 | 74% | 4.851 | 0% | 0 | 1% | 1% | 2 | 1.0 |
| 2021-08 | 28 | 8 | 20 | 5.0 | 164 | 141 | 27% | 2.1 | 71% | 4.795 | 1% | 0 | 2% | 0% | 1 | 0.6 |
| 2021-07 | 22 | 8 | 14 | 6.9 | 173 | 151 | 24% | 2.1 | 67% | 4.917 | 0% | 0 | 0% | 0% | 0 | 0.6 |
| 2021-06 | 23 | 5 | 18 | 10.6 | 256 | 243 | 40% | 2.2 | 78% | 4.872 | 0% | 0 | 1% | 1% | 1 | 0.8 |
| 2021-05 | 23 | 6 | 17 | 8.0 | 195 | 183 | 26% | 2.2 | 84% | 4.920 | 0% | 0 | 1% | 0% | 1 | 0.7 |
| 2021-04 | 23 | 5 | 18 | 9.2 | 228 | 212 | 37% | 2.2 | 83% | 4.933 | 0% | 0 | 1% | 0% | 3 | 0.8 |
| 2021-03 | 22 | 6 | 16 | 12.4 | 299 | 273 | 45% | 2.1 | 82% | 4.965 | 0% | 0 | 2% | 0% | 1 | 1.0 |
| 2021-02 | 17 | 6 | 11 | 9.6 | 172 | 163 | 21% | 2.1 | 83% | 4.952 | 1% | 0 | 1% | 0% | 0 | 0.7 |
| 2021-01 | 26 | 8 | 18 | 8.3 | 234 | 217 | 33% | 2.2 | 86% | 4.987 | 0% | 2 | 0% | 1% | 0 | 0.9 |

Program

☒ Blackfalds

ServiceDay

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

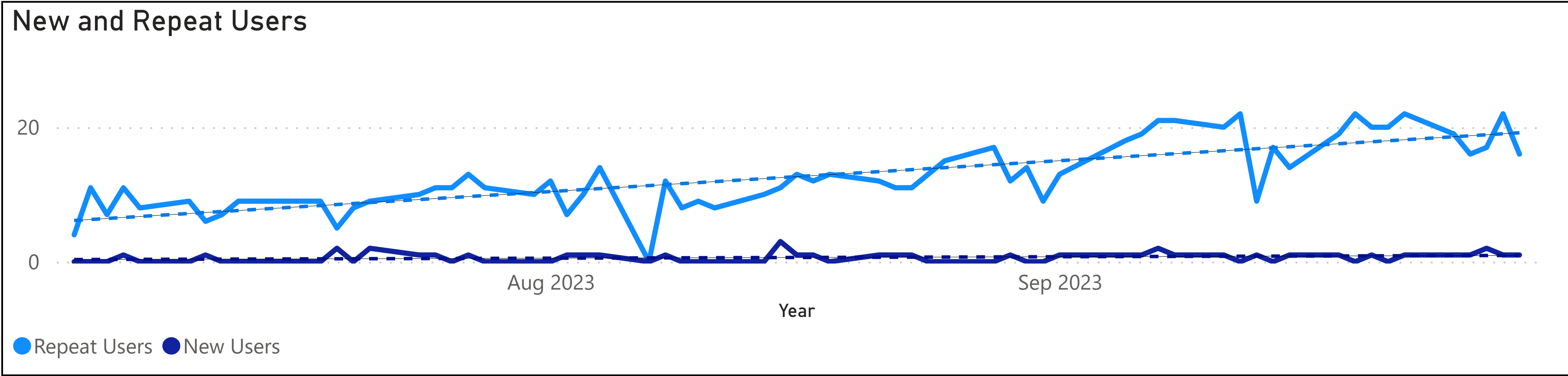
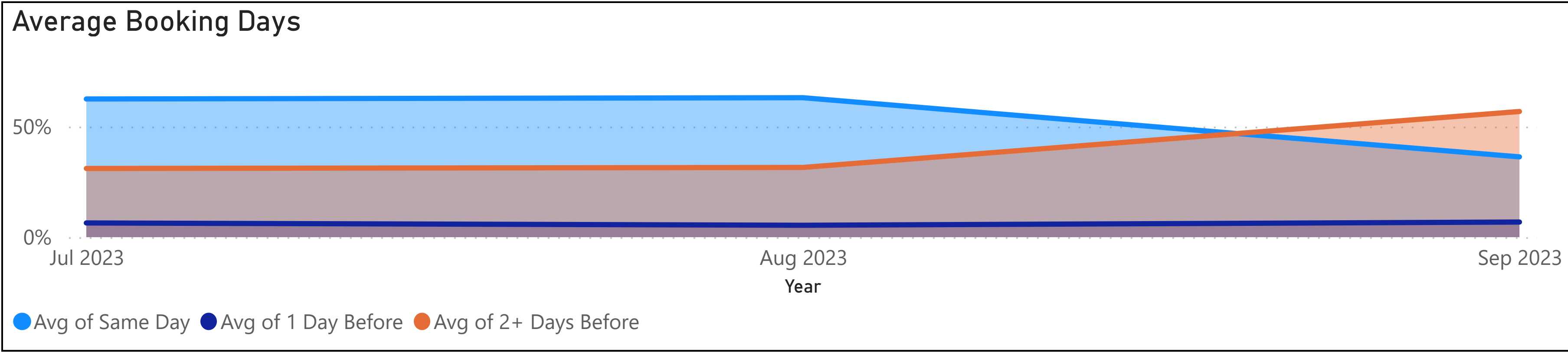
Date

01/07/2023

30/09/2023

10.94

Avg Actual Trip Duration (min)



| | | | | | |
|------------|-----------------|---------------------|-----------------------|-----------|--------------|
| Year | 2023 | | | | |
| Month | September | | | | |
| Program | Avg of Same Day | Avg of 1 Day Before | Avg of 2+ Days Before | New Users | Repeat Users |
| Blackfalds | 36.3% | 6.8% | 56.8% | 18 | 367 |
| Total | 36.3% | 6.8% | 56.8% | 18 | 367 |

Program

☒ Blackfalds

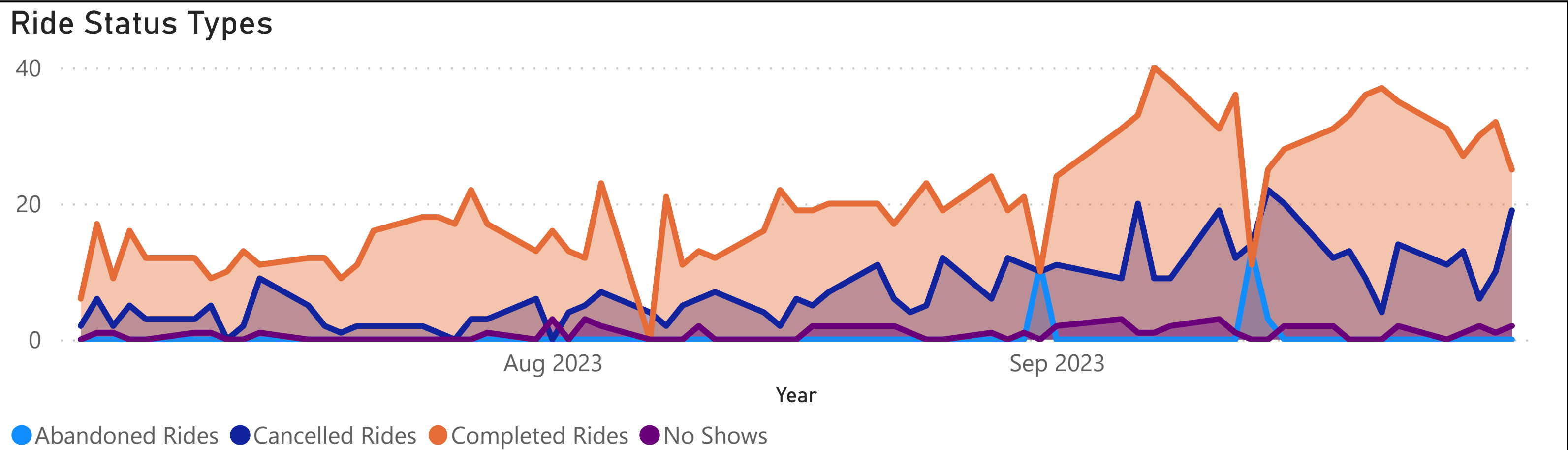
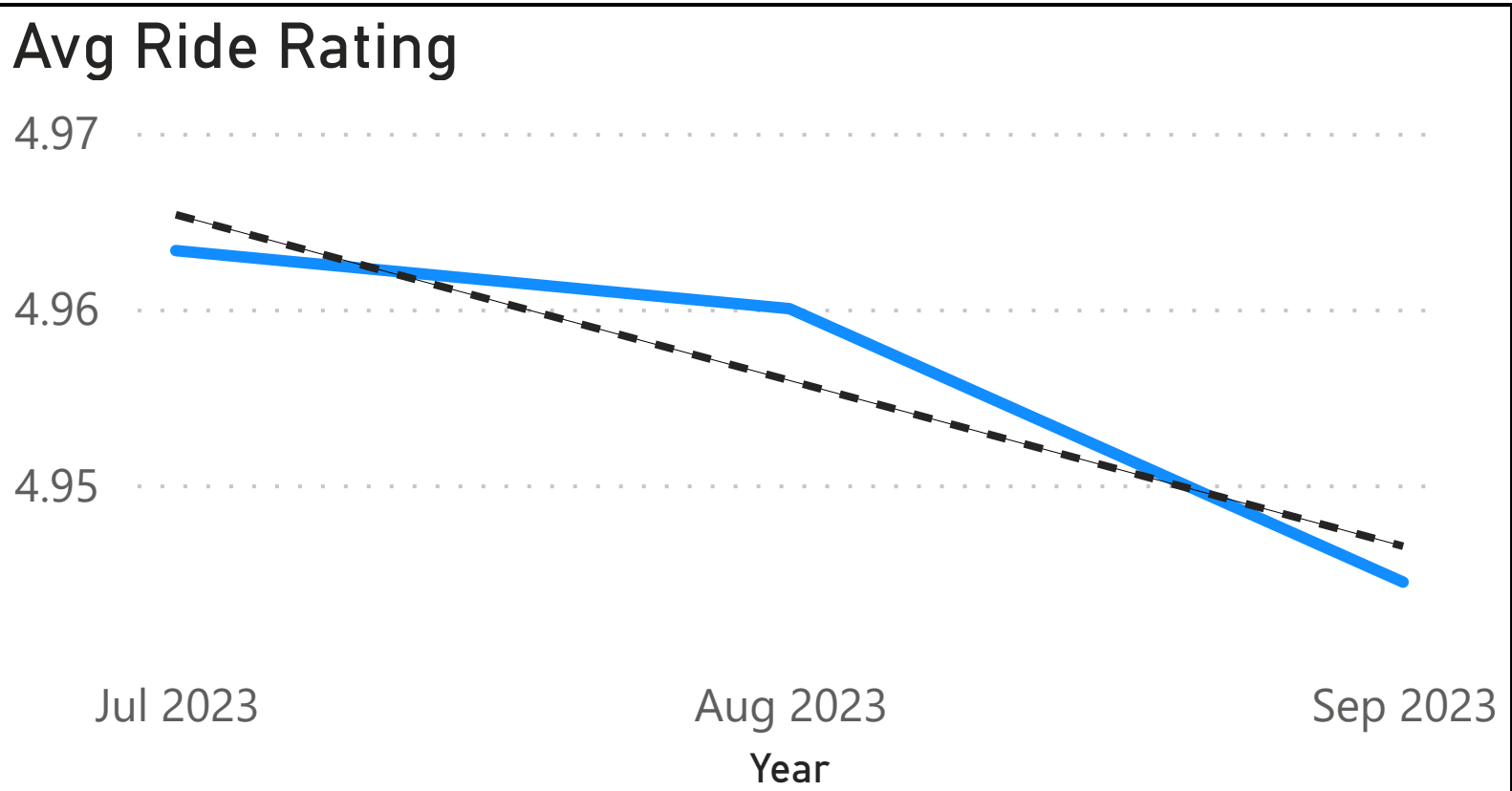
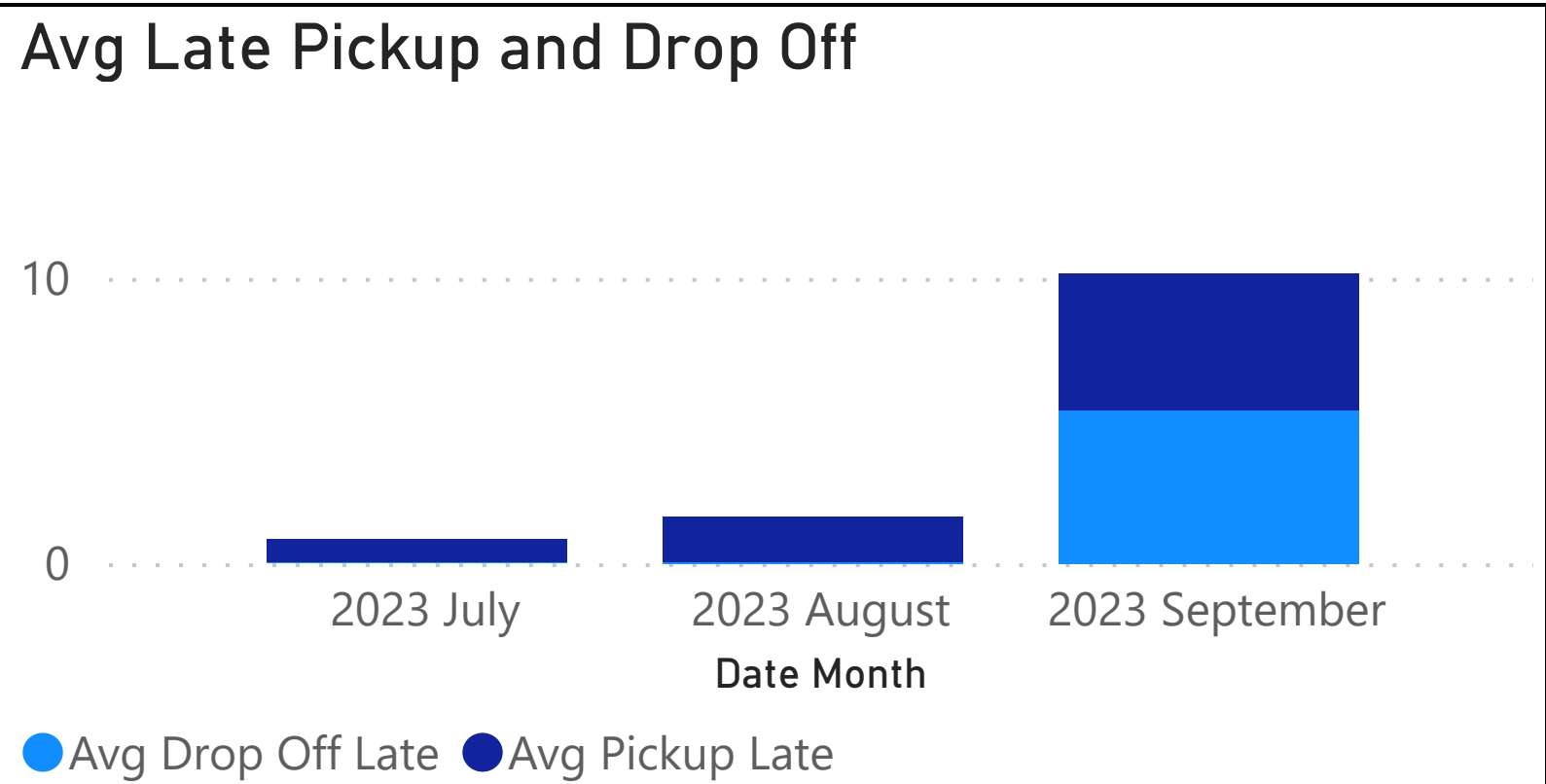
ServiceDay

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

Date

01/07/23

30/09/23



| | | | | | | | |
|------------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|
| Year | 2023 | | | | | | |
| Month | September | | | | | | |
| Program | Avg Drop Off Late | Avg Pickup Late | Avg Ride Rating | Abandoned Rides | Cancelled Rides | Completed Rides | No Shows |
| Blackfalds | 5.35 | 4.80 | 4.94 | 16 | 256 | 614 | 25 |
| Total | 5.35 | 4.80 | 4.94 | 16 | 256 | 614 | 25 |

Program

☒ Blackfalds

ServiceDay

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

Date

01/07/233

30/09/233

1346

Completed Passengers

1.56

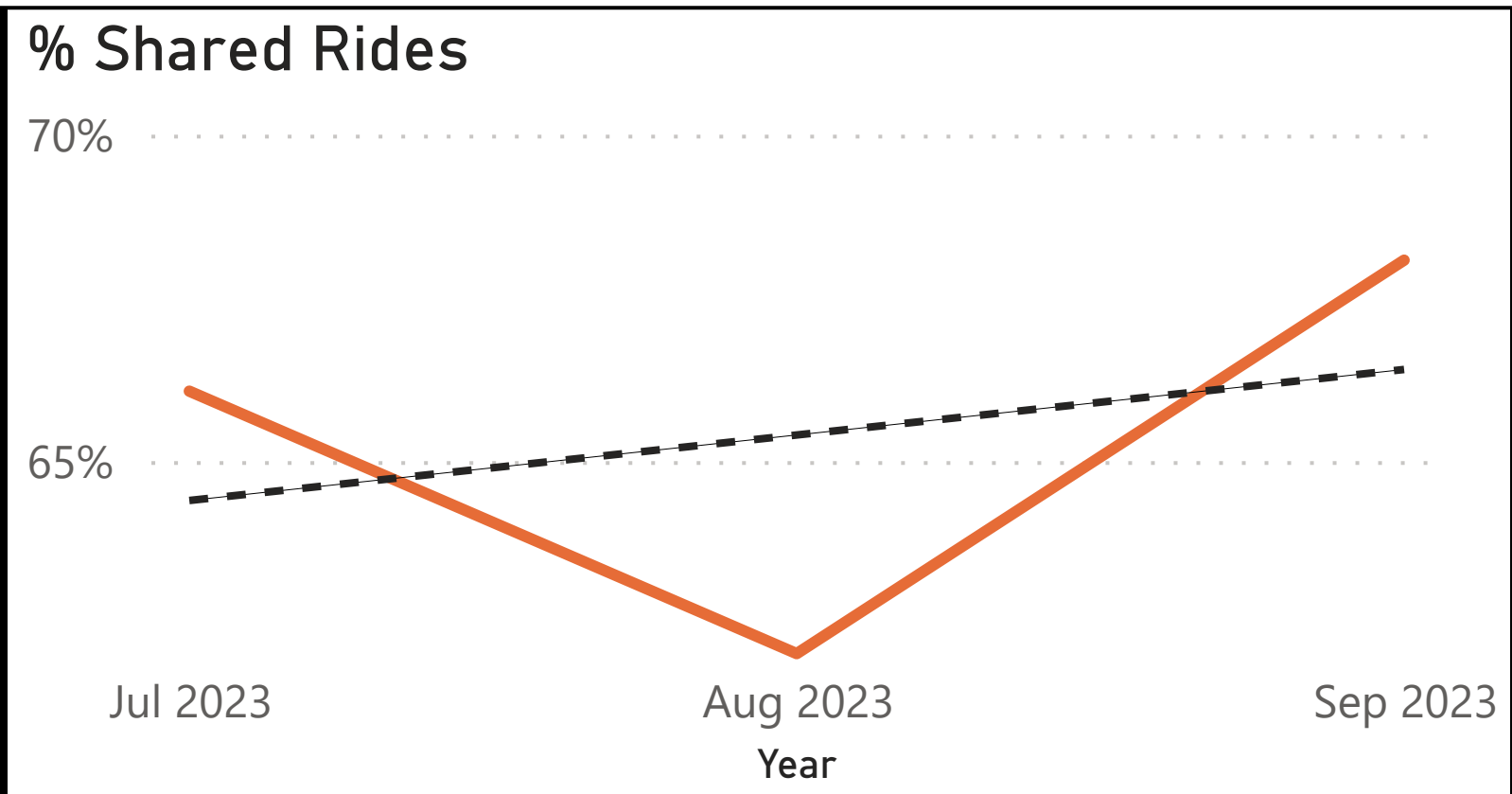
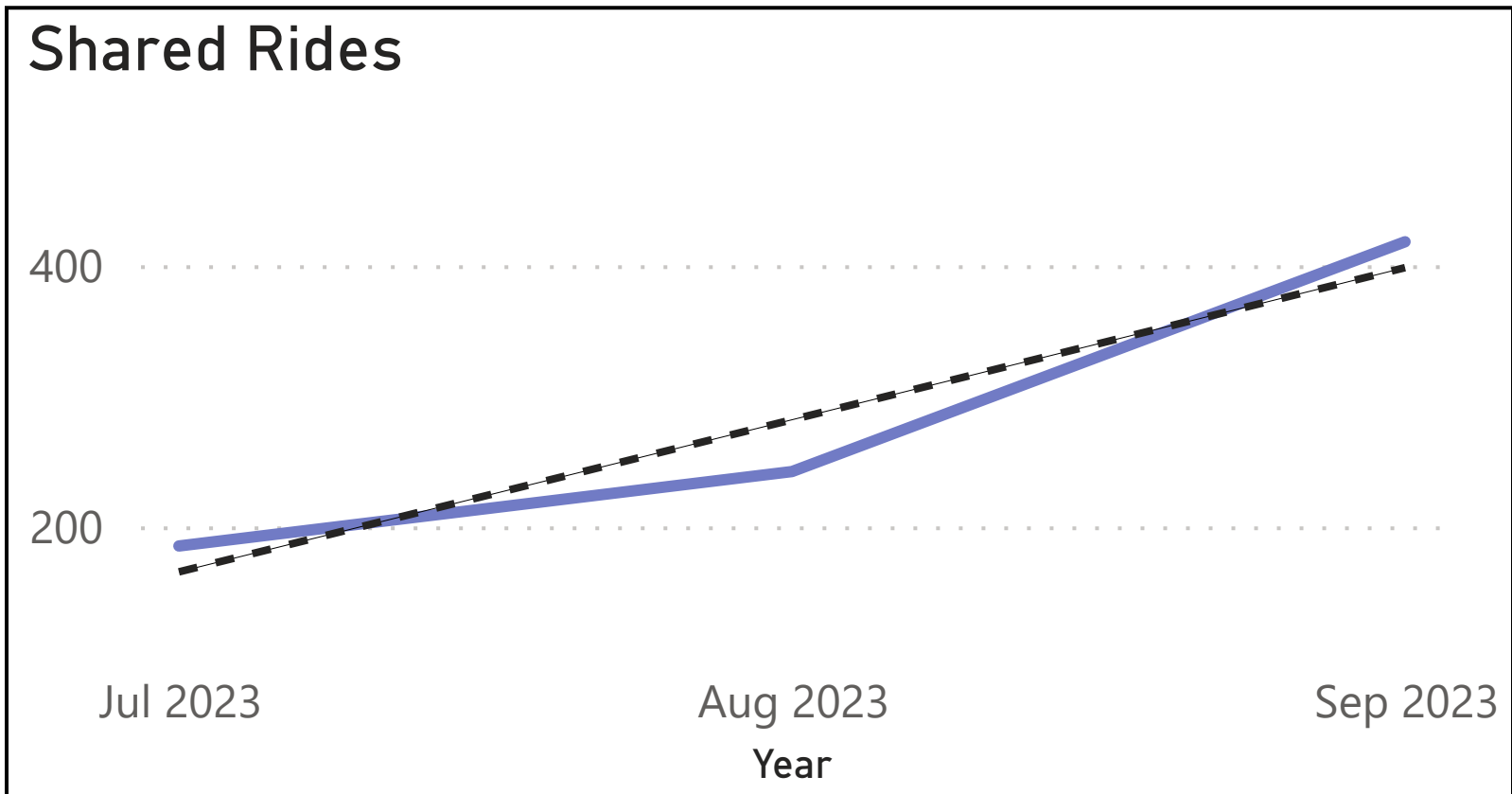
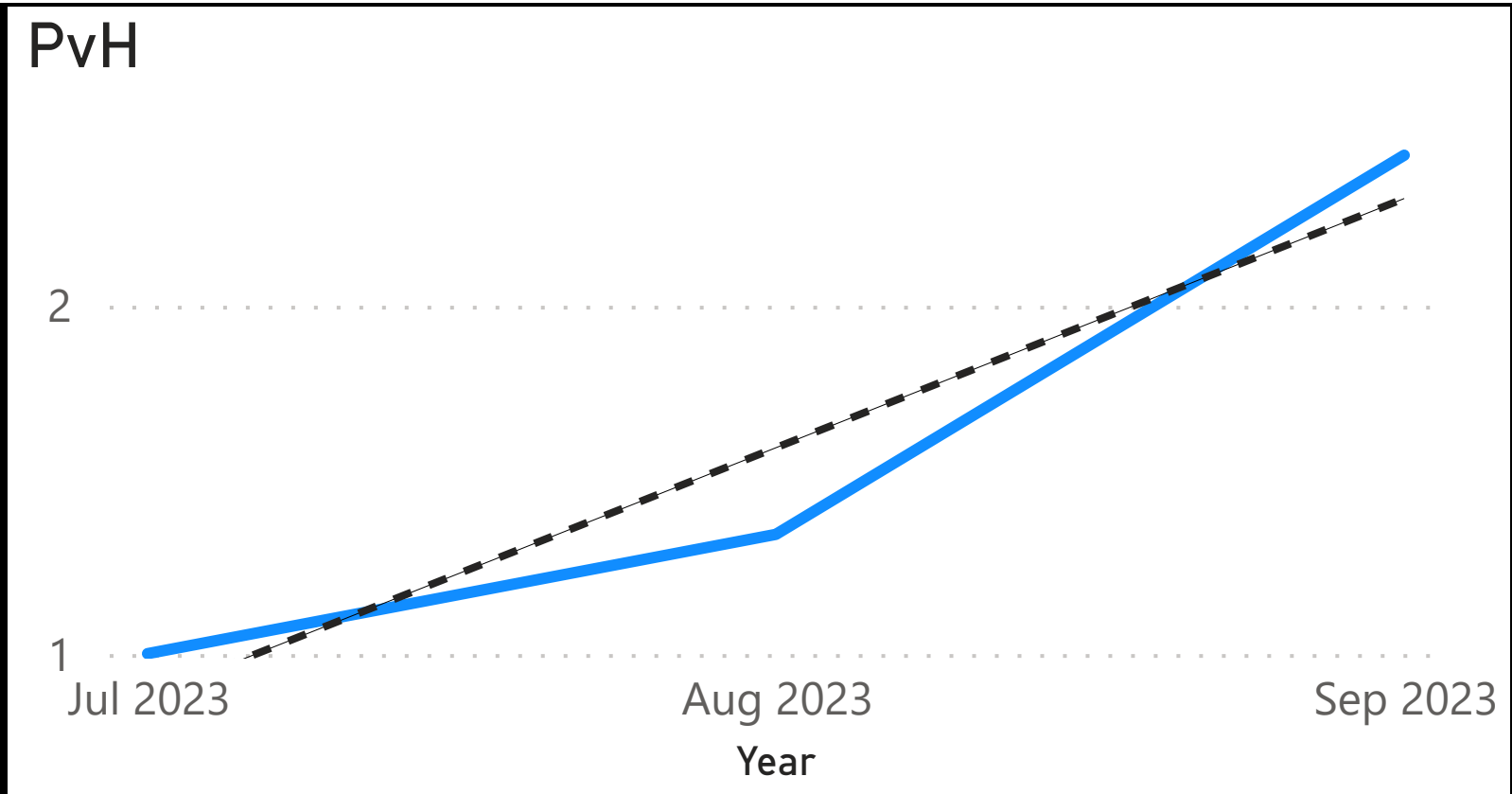
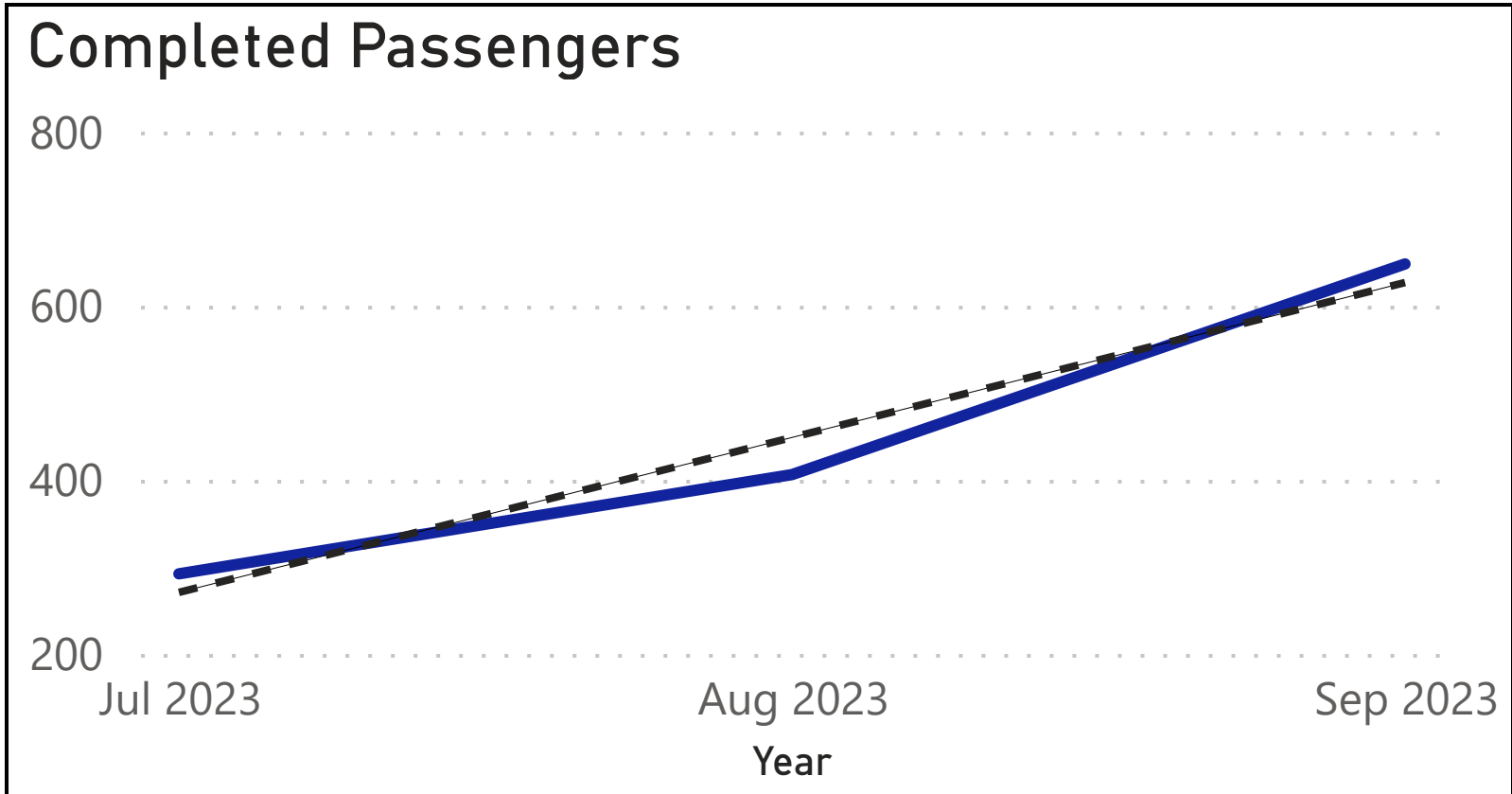
PvH

845

Shared Rides

65.81%

% Shared Rides



| | | | | |
|------------|-----------------|--------------|----------|------|
| Year | 2023 | | | |
| Month | September | | | |
| Program | Completed Rides | Shared Rides | % Shared | PvH |
| Blackfalds | 614 | 418 | 68.08% | 2.43 |
| Total | 614 | 418 | 68.08% | 2.43 |

Program

☒ Blackfalds

ServiceDay

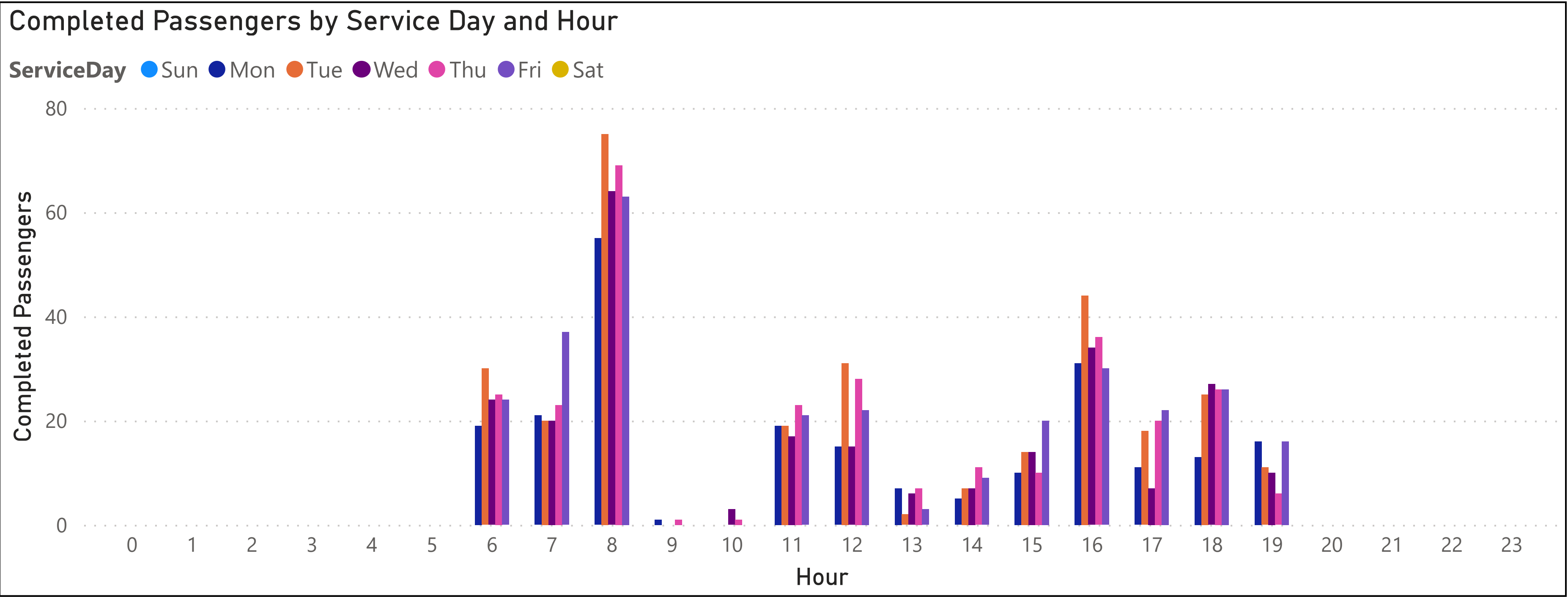
☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Date

01/07/2023

30/09/2023

| ServiceDay | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | Day Total |
|------------|---|---|---|---|---|---|-----|-----|-----|---|----|----|-----|----|----|----|-----|----|-----|----|----|----|----|----|-----------|
| Sun | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mon | 0 | 0 | 0 | 0 | 0 | 0 | 19 | 21 | 55 | 1 | 0 | 19 | 15 | 7 | 5 | 10 | 31 | 11 | 13 | 16 | 0 | 0 | 0 | 0 | 223 |
| Tue | 0 | 0 | 0 | 0 | 0 | 0 | 30 | 20 | 75 | 0 | 0 | 19 | 31 | 2 | 7 | 14 | 44 | 18 | 25 | 11 | 0 | 0 | 0 | 0 | 296 |
| Wed | 0 | 0 | 0 | 0 | 0 | 0 | 24 | 20 | 64 | 0 | 3 | 17 | 15 | 6 | 7 | 14 | 34 | 7 | 27 | 10 | 0 | 0 | 0 | 0 | 248 |
| Thu | 0 | 0 | 0 | 0 | 0 | 0 | 25 | 23 | 69 | 1 | 1 | 23 | 28 | 7 | 11 | 10 | 36 | 20 | 26 | 6 | 0 | 0 | 0 | 0 | 286 |
| Fri | 0 | 0 | 0 | 0 | 0 | 0 | 24 | 37 | 63 | 0 | 0 | 21 | 22 | 3 | 9 | 20 | 30 | 22 | 26 | 16 | 0 | 0 | 0 | 0 | 293 |
| Sat | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hour Total | 0 | 0 | 0 | 0 | 0 | 0 | 122 | 121 | 326 | 2 | 4 | 99 | 111 | 25 | 39 | 68 | 175 | 78 | 117 | 59 | 0 | 0 | 0 | 0 | 1346 |



Program

☒ Blackfalds

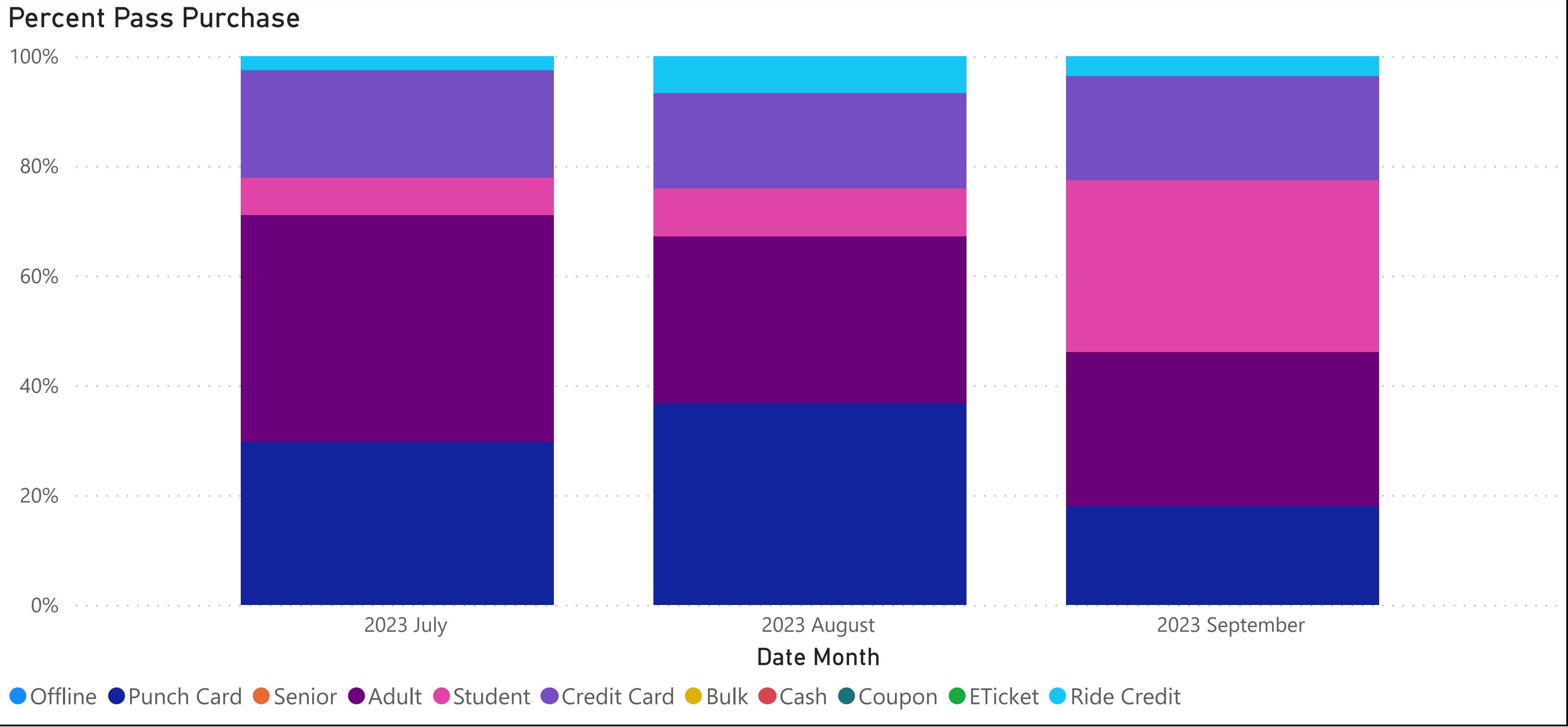
ServiceDay

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

Date

01/07/23

30/09/23



| | | | | | | | | | | | | | |
|------------|-------------|----------------|------------|-----------|-------------|-----------------|-----------------|----------|------------|-------------|-----------------|------------|----|
| Year | 2023 | | | | | | | | | | | | |
| Month | September | | | | | | | | | | | | |
| Program | Avg Offline | Avg Punch Card | Avg Senior | Avg Adult | Avg Student | Avg Credit Card | Avg Bulk Ticket | Avg Cash | Avg Coupon | Avg ETicket | Avg Ride Credit | Avg Ticket | |
| Blackfalds | 0% | 18% | 0% | 28% | 31% | 19% | 0% | 0% | 0% | 0% | | 4% | 0% |
| Total | 0% | 18% | 0% | 28% | 31% | 19% | 0% | 0% | 0% | 0% | | 4% | 0% |

Program

☒ Blackfalds

ServiceDay

☐ Sun

☐ Mon

☐ Tue

☐ Wed

☐ Thu

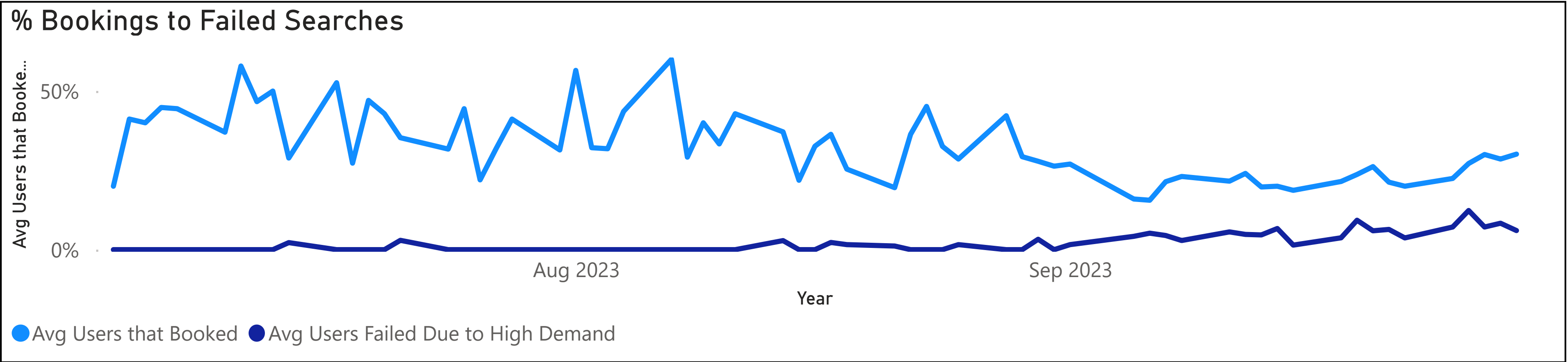
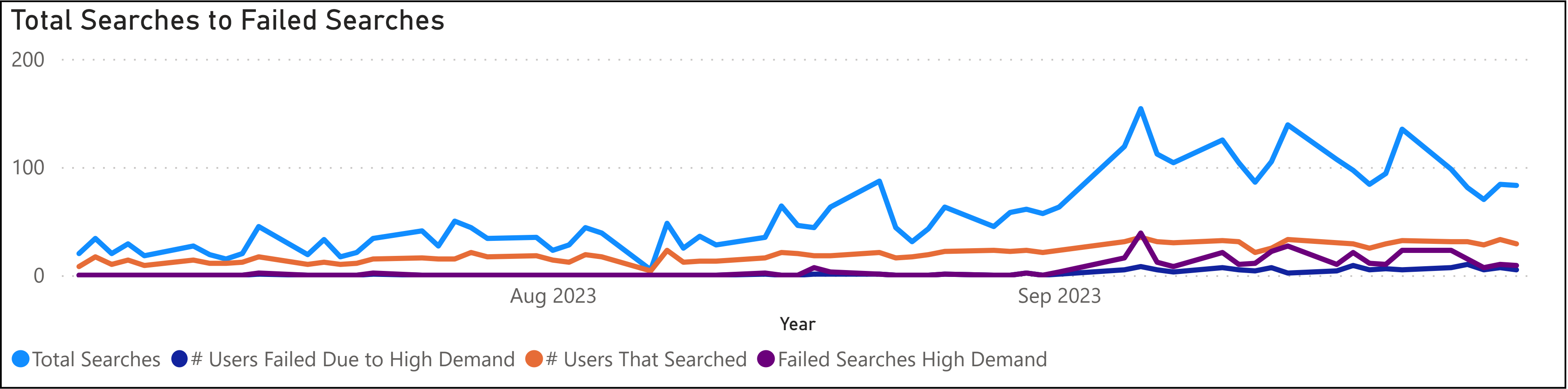
☐ Fri

☐ Sat

Date

01/07/2023

30/09/2023



| | | | | | |
|------------|----------------|-----------------------------------|-----------------------|-----------------------|-------------------------------------|
| Year | 2023 | | | | |
| Month | September | | | | |
| Program | Total Searches | # Users Failed Due to High Demand | # Users That Searched | Avg Users that Booked | Avg Users Failed Due to High Demand |
| Blackfalds | 2044 | 110 | 589 | 22% | 5% |
| Total | 2044 | 110 | 589 | 22% | 5% |

Program

☒ Blackfalds

ServiceDay

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

Date

01/07/2023

30/09/2023

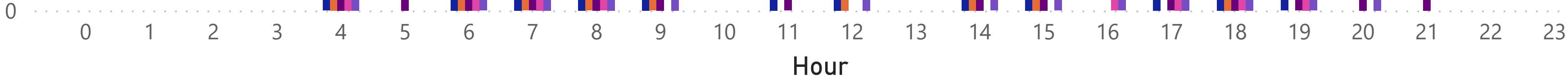


| ServiceDay | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | Day Total |
|------------|---|---|---|---|---|---|----|----|----|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----------|
| Sun | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mon | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 8 | 8 | 1 | 0 | 3 | 3 | 0 | 1 | 1 | 0 | 1 | 3 | 2 | 0 | 0 | 0 | 0 | 34 |
| Tue | 0 | 0 | 0 | 0 | 1 | 0 | 3 | 14 | 9 | 2 | 0 | 0 | 3 | 0 | 3 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 37 |
| Wed | 0 | 0 | 0 | 0 | 1 | 1 | 3 | 7 | 10 | 3 | 0 | 2 | 0 | 0 | 1 | 1 | 0 | 2 | 1 | 2 | 1 | 1 | 0 | 0 | 36 |
| Thu | 0 | 0 | 0 | 0 | 1 | 0 | 3 | 13 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 | 2 | 1 | 0 | 0 | 0 | 0 | 36 |
| Fri | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 8 | 5 | 3 | 0 | 0 | 1 | 0 | 2 | 2 | 2 | 1 | 1 | 2 | 3 | 0 | 0 | 0 | 33 |
| Sat | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hour Total | 0 | 0 | 0 | 0 | 6 | 1 | 12 | 50 | 43 | 9 | 0 | 5 | 7 | 0 | 7 | 5 | 4 | 7 | 8 | 7 | 4 | 1 | 0 | 0 | 176 |

Failed Searches by Service Day, Hour, and User

ServiceDay Sun Mon Tue Wed Thu Fri Sat

Completed Passengers



Program

☒ Blackfalds

ServiceDay

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

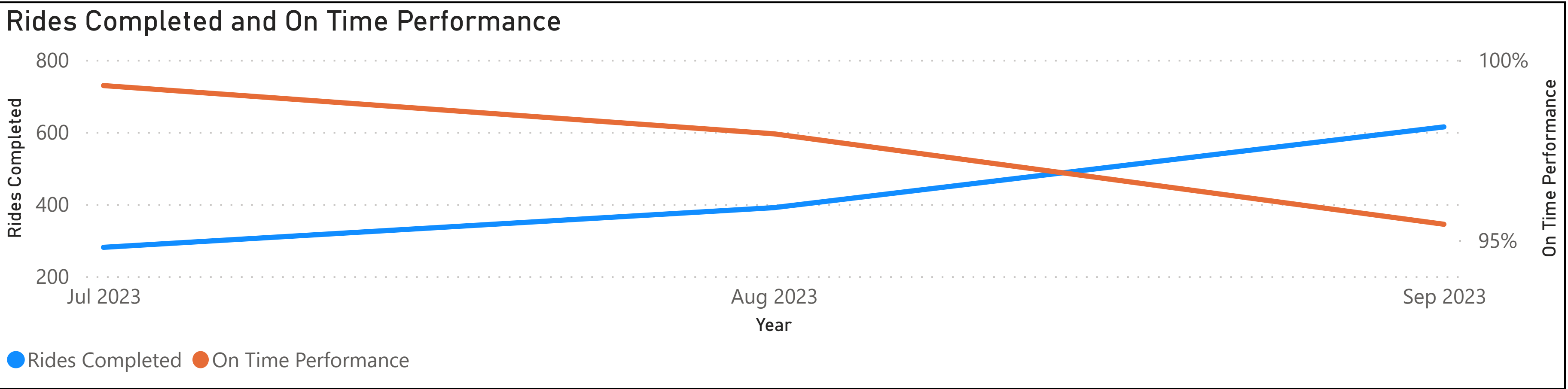
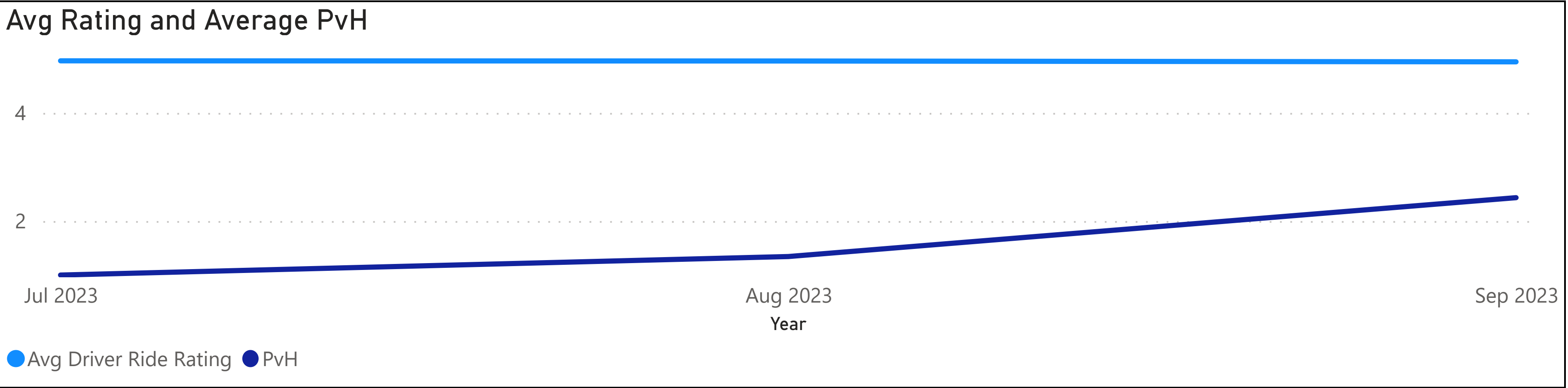
Date

01/07/2023

30/09/2023

97.04%

On Time Performance



| | | | | | |
|------------|-----------------|------------------------|------|---------------------|--|
| Year | 2023 | | | | |
| Month | September | | | | |
| Program | Rides Completed | Avg Driver Ride Rating | PvH | On Time Performance | |
| ▲ | | | | | |
| Blackfalds | 614 | 4.94 | 2.43 | 95.44% | |
| Total | 614 | 4.94 | 2.43 | 95.44% | |

Program

☒ Blackfalds

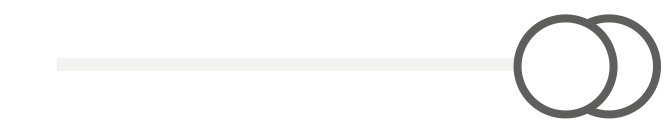
ServiceDay

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

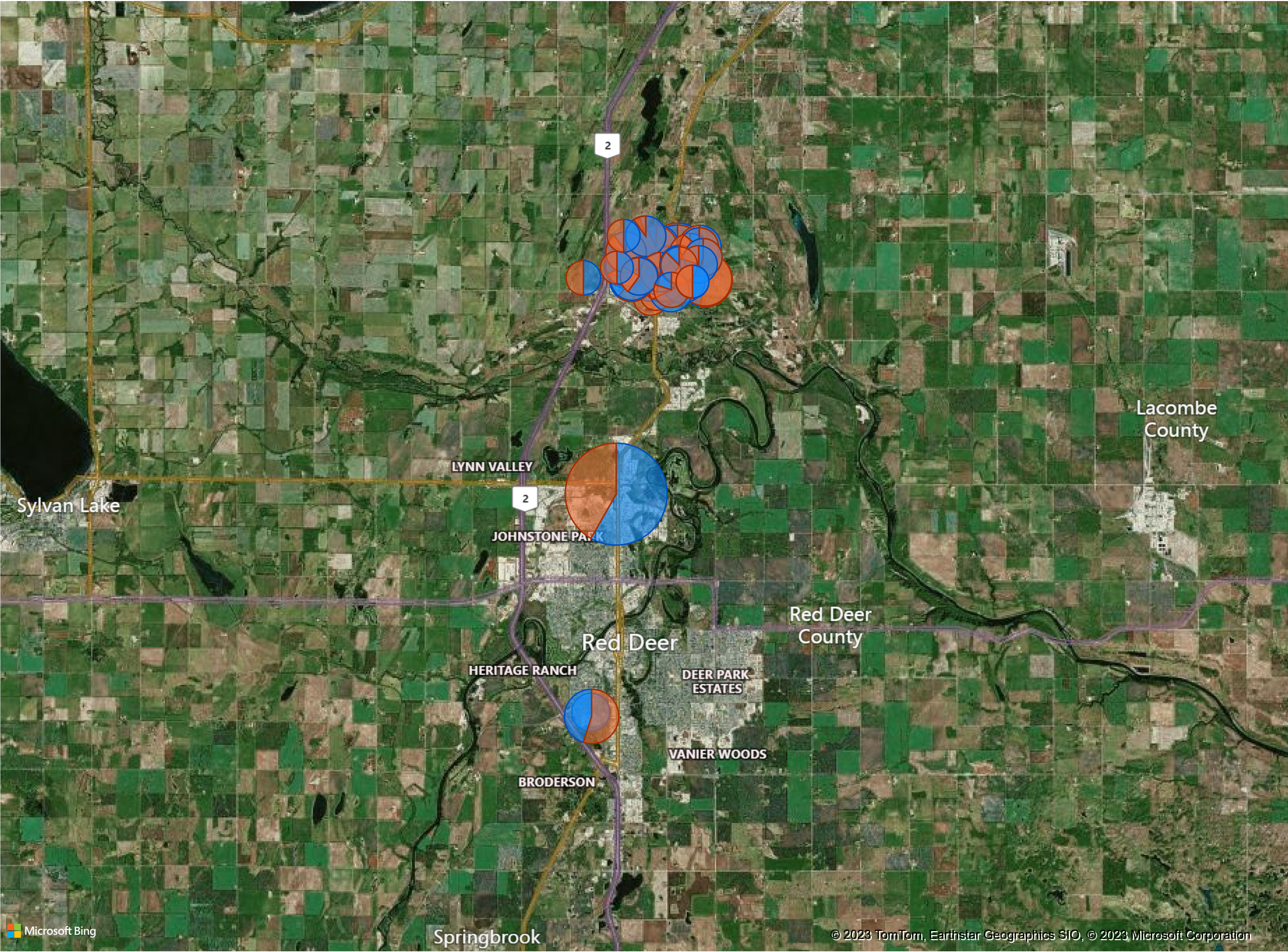
Date

01/07/2023

29/09/2023



● Dropoff ● Pickup



Program

☒ Blackfalds

ServiceDay

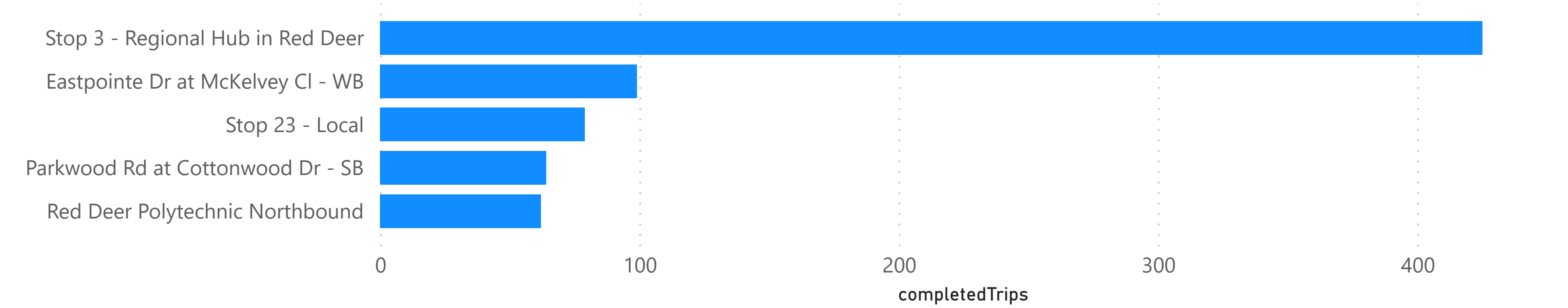
☐ Sun
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☐ Thu
☐ Fri
☐ Sat

Date

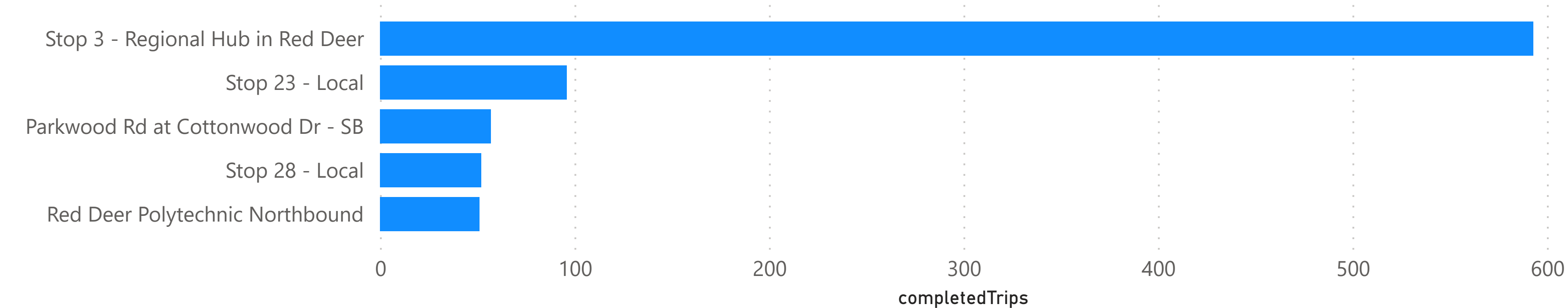
01/07/2023

29/09/2023

Top 5 Pickup Locations



Top 5 Drop Off Locations



| stopName | Dropoff | Pickup | Total |
|---------------------------------------|---------|--------|-------|
| Stop 3 - Regional Hub in Red Deer | 593 | 425 | 1018 |
| Stop 23 - Local | 96 | 79 | 175 |
| Parkwood Rd at Cottonwood Dr - SB | 57 | 64 | 121 |
| Red Deer Polytechnic Northbound | 51 | 62 | 113 |
| Stop 28 - Local | 52 | 59 | 111 |
| Eastpointe Dr at McKelvey CI - WB | 3 | 99 | 102 |
| Stop 18 - Local | 2 | 54 | 56 |
| Stop 1 - Regional Hub West Blackfalds | 30 | 20 | 50 |
| Highway Ave at Queen Cr - NR | 35 | 12 | 47 |
| Total | 1284 | 1284 | 2568 |

| Type stopName | Dropoff completedTrips | Pickup completedTrips | Total completedTrips |
|----------------------------------------------------|---------------------------|--------------------------|-------------------------|
| Stop 3 - Regional Hub in Red Deer | 245 | 173 | 418 |
| Red Deer Polytechnic Northbound | 35 | 42 | 77 |
| Eastpointe Dr at McKelvey Cl - WB | 3 | 72 | 75 |
| Parkwood Rd at Cottonwood Dr - SB | 27 | 29 | 56 |
| Stop 23 - Local | 32 | 24 | 56 |
| Stop 28 - Local | 30 | 17 | 47 |
| Park St at Paramount Cr - EB | 28 | 8 | 36 |
| Leong Road at Duncan Ave - SB | 13 | 22 | 35 |
| Highway Ave at Queen Cr - NB | 25 | 8 | 33 |
| Westridge Dr at Standford Blvd - SB | 19 | 13 | 32 |
| Park St at Highway St - Housing Side | 6 | 24 | 30 |
| Stop 20 - Local | 19 | 8 | 27 |
| Stop 8 - Local | 21 | 6 | 27 |
| Stop 1 - Regional Hub West Blackfalds | 14 | 7 | 21 |
| Stop 12 - Local | 1 | 19 | 20 |
| Stop 16 - Local | 11 | 9 | 20 |
| Stop 18 - Local | 1 | 19 | 20 |
| Stop 21 - Local | 5 | 13 | 18 |
| Aspen Lakes at Ash Cl - Eastside | 16 | 1 | 17 |
| Stop 6 - Local | 10 | 5 | 15 |
| Stop 11 - Local | 2 | 12 | 14 |
| Stop 16 - Broadway Ave at Westbrooke Rd - NB | 2 | 10 | 12 |
| Stop 10 - Westridge Dr at Rolling Hills Ridge - SB | 2 | 9 | 11 |
| Stop 20 - Iron Ridge Intermediate Campus - SB | 1 | 10 | 11 |
| Womacks Rd at Blackfalds Skateboard Park | 2 | 8 | 10 |
| Stop 10 - Local | 6 | 3 | 9 |
| Stop 22 - Local | | 9 | 9 |
| Stop 22 - Cottonwood Dr at Coachman Way - EB | 7 | 1 | 8 |
| Stop 29 - Local | | 7 | 7 |
| Stop 7 - Local | 1 | 6 | 7 |
| Stop 25 - Local | 6 | | 6 |
| Stop 7 - Westbrook Rd at Valmont St | 5 | 1 | 6 |
| Stop 17 - Local | 2 | 2 | 4 |
| Stop 24 - Local | 2 | 2 | 4 |
| Waghorn St - Southside | 2 | 2 | 4 |
| Cascade at Cooper St - Southside | 1 | 2 | 3 |
| Eagle Builders | 2 | 1 | 3 |
| Prarie Ridge Ave - NB | 1 | 2 | 3 |
| Red Deer Polytechnic Southbound | 3 | | 3 |
| Stop 26 - Local | 1 | 2 | 3 |
| Stop 27 - Local | 1 | 1 | 2 |
| Stop 27 - Park St at Panorama Cr - WB | 1 | 1 | 2 |
| Buy Low Foods Stop | | 1 | 1 |
| Stop 13 - Landsdowne Ave at Minto - EB | 1 | | 1 |
| Stop 13 - Local | 1 | | 1 |
| Stop 15 - Local | | 1 | 1 |
| Stop 25 - Pioneer Way at Coleman Cr - SB | 1 | | 1 |
| Stop 5 - Aspen Lakes at Bend - Eastbound | | 1 | 1 |
| Westwood Dr at Broadway Ave - NB | | 1 | 1 |
| Total | 614 | 614 | 1228 |



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 14, 2023

Parkland 2024 Budget

The board passed a motion to approve Parkland's 2024 budget with a 43-cent increase to the requisition level based on the most current population figures. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Board members also want to revisit which population numbers Parkland uses for invoicing municipalities at the November board meeting. Lastly, the board wants Parkland to continue their advocacy with the provincial government to obtain regular increases to the library operating grants to help deal with inflationary pressure.

In 2022, 43% of Parkland libraries had deficit budgets.

Compensation Policy Working Group

The Compensation Policy Working Group held their first meeting on August 29th.

It was a productive first meeting with several recommendations being made. The next meeting of the committee will be a full day in the beginning of October.

Website Refresh Project

The website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. The launch of Parkland's new websites will occur near the end of October or early November.

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Community Services Recovery Fund

Parkland applied for a \$200,000 grant to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery. Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Nordegg Library Move

The hamlet of Nordegg has been gaining in popularity over the past few years. The library, in turn, has also noticed an increase in usage and interest from the community. It was quickly recognized that they were outgrowing their existing space and needed to move.

Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the two-day celebration of Nordegg Days, 200+ people toured the new library space. The library was unofficially re-named the *Rolf & Cheri Adolph Library* to recognize the many years of contributions from Rolf Adolph and his wife Cheri. The library in Nordegg is run entirely by volunteers.

Indigenous Services

PRLS now has two women from the community of Maskwacis employed at the library. As a result, the decision was made to open the library five days per week, Monday through Friday. Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

In addition, the First Nations community of O'Chiese recently received a cheque from Parkland for \$20,000 to assist in developing a library in their community. Their vision is to offer literacy programming such as Elders story readings to the youth in the health centre tipi, book clubs, early years story time, and educational sessions.

These services are paid for through the On Reserve, On Settlement grant provided by the Public Library Services Branch.

Advocacy Report

For over a year now, the primary efforts of the Advocacy Committee were to achieve an increase in provincial operating funding for public libraries. This was achieved prior to the recent election. Three million dollars in new funding has been provided for operating grants. This has resulted in a five-cent increase in the per capita rates for operating grants for municipal and system boards and an adjustment so 2019 population figures are now being used to issue grants instead of 2016 population figures. A base grant of \$9,000 has also been added to all library board grants. These changes especially benefit library boards serving small populations. The only current advocacy effort not achieved was obtaining at least a philosophical commitment from the provincial government to consider an annual grant adjustment to account for inflation.

As the committee moves into its post-election advocacy phase, they set their advocacy priorities for the next few months. They want the system board and municipal boards to continue building relationships with their local MLAs.

Marketing Report

Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. Several libraries have requested these services since.

As part of the website re-design, logos were needed for all libraries. Staff collected logos from libraries that had them already and created 18 logos for our member libraries that did not have one.

Sue Heuman from Yellowhead Regional Library, along with Hailey Halberg are working on an advocacy workshop to be presented to library boards for advocating to their councils. It will be available by the end of October.

Committee News from Trustees

The **Innisfail Public Library** has a new library manager.

The **Amisk Public Library** has been involved with Indigenous partnerships along with the Edmonton and Calgary libraries.

The **Penhold & District Public Library** has involved local students to run several programs introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children.

Their summer reading program was a success again this year. Young readers were issued beads for tracking their reading minutes. Over the Summer 1,525 beads were issued which represented an impressive 30,500 minutes of reading!

The **Camrose Public Library** had assistance from the city to add rooms to the library for greater efficiency of the building.

The **Stettler Public Library** is one of several other Stettler organizations that hosted Alberta Culture Days from September 1-30. Friends of the Stettler Library group have been successful in accessing grant funding the past few years for the event.

This year's focus was on the Asian culture, particularly the Filipino culture. When new Canadians come to Stettler they often find the library helpful with supports and skills. One Filipino mother and her son were frequent visitors to the library and she recently accepted a position on the Stettler Library Board.

Board Members Present

Teresa Rilling (Board Chair), Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barb Gilliat, Pam Hansen, Connie Hueslman, Rick Manning (undeclared alternate for Jeff Eckstrand), Joy-Anne Murphy, Jackie Northey, Leonard Phillips, Ray Reckseidler, Bill Rock, Diane Roth, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Bill Windsor, Janice Wing, Patricia Young

Regrets Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, Pat Toone

Absent Jul Bissell, Jeff Eckstrand, Michael Hildebrandt, Stephen Levy, Sandy Shipton

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



PRLS Board Meeting Minutes

September 14, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:02 a.m. on Thursday September 14, 2023 in the Combined Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barb Gilliat, Pam Hansen, Connie Hueslman, Rick Manning (undeclared alternate for Jeff Eckstrand), Joy-Anne Murphy, Jackie Northey, Leonard Phillips, Ray Reckseidler, Bill Rock, Diane Roth, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Bill Windsor, Janice Wing, Patricia Young

With Regrets: Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, Pat Toone

Absent: Jul Bissell, Jeff Eckstrand, Michael Hildebrandt, Stephen Levy, Sandy Shipton

Staff: Hailey Halberg, Kara Hamilton, Andrea Newland, Ron Sheppard, Donna Williams

Call to Order

Meeting called to order at 10:02 a.m. by Teresa Rilling.

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

Motion by Pam Hansen to excuse Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, and Pat Toone from attendance at the board meeting on September 14, 2023 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 38/2023

Shannon Wilcox entered the meeting at 10:06 a.m.

1.1 Agenda

1.1.2 Adoption of the Agenda

Rilling asked if there were any additions or deletions to the agenda. There were none.



Motion by Len Phillips to accept the agenda as presented.

CARRIED

PRLS 39/2023

Rick Manning entered the meeting at 10:13 a.m.

1.2. Approval of Minutes

Rilling asked if there were any amendments to the May 18, 2023 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the May 18, 2023 meeting as presented.

CARRIED

PRLS 40/2023

1.3. Business arising from the minutes of the February 23, 2023 meeting

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

2. Business Arising from the Consent Agenda

Rilling asked if there was any business arising from the consent agenda. There was none.

Motion by Barb Gilliat to approve the consent agenda as presented.

CARRIED

PRLS 41/2023

3.1. Parkland 2024 Budget

Sheppard reviewed Parkland's 2024 proposed budget. For 2024, there is a 43-cent increase to the municipal per capita requisition to \$9.18. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Provincial grants amount to approximately 43.3% of PRLS' total income.

Parkland held the municipal requisition at \$8.55 per capita for three consecutive years with an increase in 2023 to \$8.75 per capita to deal with inflationary pressures.

For calculating the municipal levy for 2023, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.60 per capita and based on 2019 population statistics.

Most expense lines of the budget remain stable, with increases reflecting inflationary costs.



Some board members indicated concern over increasing cost and believe Parkland should advocate that the Government of Alberta adjust library grants annually to address inflation.

Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

CARRIED
PRLS 42/2023

Motion by Bill Rock to approve the Parkland Regional Library System 2024 budget as presented.

CARRIED
PRLS 43/2023 (3 opposed)

Which population figures Parkland uses for invoicing municipalities was brought up again. Board members agreed to discuss and decide at their November meeting whether Parkland shall change their member agreement.

Motion by Joy-Anne Murphy for the Executive Committee to explore the implications of aligning the population figures used by Parkland for invoicing the municipalities with those used by the Government of Alberta for issuing public library operating grants.

CARRIED
PRLS 44/2023 (4 opposed)

3.2 Reserve Transfers

Donna Williams reviewed. At their June 15th meeting, the Executive Committee re-allocated 2022's surplus to replenish three of Parkland's reserves so they align with minimum levels required by board policy. Those reserves were the Vehicle, Building, and Technology reserves. In June, following the approval of Parkland's 2022 audit, the Unrestricted Reserve, where Parkland's surpluses are recorded, was valued at \$425,314.91.

The Vehicle Reserve received a \$100,000 top-up, the Building Reserve, \$25,000, and the Technology Reserve \$200,000.

Parkland only replenishes its reserves through budget surpluses.

Motion by Edna Coulter to receive for information.

CARRIED
PRLS 45/2023

3.3. Compensation Policy Working Group

Sheppard reviewed. The Compensation Policy Working Group held their first meeting on August 29th.



Recommendations made by the group include:

- a) Parkland should use a blended 5-year COLA
- b) New hires should receive step increases on their hire anniversary date, with existing staff grandfathered – keeping January as their anniversary for step increases.
- c) Part time employees will reach their next step based on hours worked, using 75% of the annual hours of a full-time employee.
- d) Steps should be considered guaranteed, while COLA increases should be offered if the budget allows.
- e) If COLA becomes optional, there is an increased chance of the salary grid no longer reflecting the labour market. For this reason, Parkland's Compensation Policy should require an external examination of the grid every three, rather than every five, years.
- f) If COLA becomes optional, staff retention could be affected since it will be long serving staff who are the most likely to see a diminution of their salary once they reach the end of the grid.
- g) Also discussed was an option if Parkland is having trouble hiring: add a "market modifier" to the new hire's salary. The market modifier is a temporary salary modifier used in exceptional situations when it is demonstrated that a higher salary, beyond the maximum of the assigned classification, is critical to attract or retain employees. Application of a market modifier is to address a considerable market gap with compensation for comparable position. The market modifier could be left in place until the salary grid is reviewed.

For the next meeting, staff will prepare a series of excel spreadsheets with the 2024 grid, including the number of staff members on each step, to allow the working group to experiment with different scenarios for reducing the grid.

The committee is planning to meet again at the beginning of October for a full day.

Motion by Ray Reckseidler to receive for information.

CARRIED

PRLS 46/2023

3.4. IT Report

A written report was submitted. Of note, the website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. Over the summer months they experienced some challenges that have delayed the launch of Parkland's new websites throughout the region. The launch is now expected to be near the end of October or early November. That said, the team is very pleased with how the project is proceeding.

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.



Motion by Deb Coombes to receive the IT Report for information.

CARRIED

PRLS 47/2023

3.5. Community Services Recovery Fund

Ron Sheppard explained the history of Parkland's application for \$200,000 in funding from the Community Service Recovery Fund to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery.

Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Motion by Shannon Wilcox to receive for information.

CARRIED

PRL 48/2023

3.6. Nordegg Library Move

Andrea Newland reviewed the Nordegg Library move. The hamlet of Nordegg has been gaining popularity over the past few years. The library, in turn, has also noticed an increase in usage and interest from the community. It was quickly recognized that they were outgrowing their existing space and needed to move.

Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place and new shelving was designed and built locally. Library volunteers weeded, packed and moved all the materials during the summer months. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the two-day celebration of Nordegg Days, 200+ people toured the new library space. The library raffled off prizes to community members of all ages. It was a spectacular weekend.

Many of the library volunteers were on hand to welcome the community back into the library. The library was unofficially re-named the Rolf & Cheri Adolph Library to recognize the many years of contributions from Rolf Adolph and his wife Cheri.

Motion by Michelle Swanson to receive for information.

CARRIED

PRL 49/2023

3.7. Indigenous Services

Andrea Newland reviewed. Parkland has been working hard to build relationships and increase services to Indigenous communities over the past few years. With the OROS (On Reserve, On Settlement) grant provided by the Government of Alberta, Parkland has been able to accomplish numerous initiatives.



PRLS now has two women from the community of Maskwacis employed at the library. Staff took photos of intricate beading designed and created bookmarks for the library.

Staff will be commissioning a local Indigenous artist this fall to paint murals on the walls of the library.

For the first time since the library officially opened in 2019, the library will now be open to the public Monday through Friday.

Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

There are plans to purchase more shelving for Maskwacis and increase the size of the collection. Additionally, the staff in Maskwacis will also be attending the Stronger Together conference in November in Edmonton where they will be able to network with other Library Managers.

PRLS selected this library to be featured in a TAL (The Alberta Library) sponsored project highlighting rural libraries in partnership with the CBC. The date of the CBC interview is yet to be determined.

In addition, the First Nations community of O'Chiese recently received a cheque from Parkland for \$20,000 to assist in developing a library in their community. Their vision is to offer literacy programming such as Elders story readings to the youth in the health centre tipi, book clubs, early years story time, and educational sessions.

Motion by Joy-Anne Murphy to receive for information.

CARRIED

PRL 50/2023

3.8. Marketing and Advocacy Committee Report

Ron Sheppard spoke to the Advocacy Report. Parkland's Advocacy Committee has met once since the May board meeting.

For over a year now, the primary efforts of the Advocacy Committee were to achieve an increase in provincial operating funding for public libraries. This was achieved prior to the recent election. Three million dollars in new funding has been provided for operating grants. This has resulted in a five-cent increase in the per capita rates for operating grants for municipal and system boards and an adjustment so 2019 population figures are now being used to issue grants instead of 2016 population figures. A base grant of \$9,000 has also been added to all library board grants. These changes especially benefit library boards serving small populations. The only current advocacy effort not achieved was obtaining at least a philosophical commitment from the provincial government to consider an annual grant adjustment to account for inflation.



As the committee moves into its post-election advocacy phase, they discussed and set what their advocacy priorities should be in the immediate future.

Hailey Halberg spoke to the Marketing Report. Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. The training was used to promote Parkland's services of assisting libraries with creating their own brand guidelines and social media strategies. Several libraries have requested these services since.

As part of the website re-design, logos were needed for all libraries. Staff collected logos from libraries that had them already and created 18 logos for our member libraries that did not have one.

Parkland conducted a survey to find out which initiatives libraries would like staff to organize promotions for, and the majority wanted both library card sign-up activities and Canadian Library Month activities combined into one month.

In 2024, Parkland is celebrating its 65th anniversary. To celebrate this milestone, Parkland is planning several activities. To kick things off, Parkland is hosting a design contest in November. Patrons will be encouraged to submit designs relating to libraries. The winning design will win a \$100 visa gift card and have their design featured on tote bags and other promotional materials.

Sue Heuman from Yellowhead Regional Library, along with Hailey Halberg are working on an advocacy workshop to be presented to library boards for advocating to their councils. It will be available by the end of October.

Motion by Diane Roth to receive for information.

CARRIED
PRLS 51/ 2023

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. Anniversary Celebration in Amisk

Rilling asked if there were any questions regarding the Director's Report, Library Services Report, or the Library Celebration in Amisk Report. There were none.

Motion by Barb Gilliat to receive the Director's Report, Library Services Report, and Anniversary Celebration in Amisk Report for information.

CARRIED
PRLS 52/2023



3.10. **Parkland Community Update**

The **Innisfail Public Library** has a new manager. They gave a shoutout to Jessica Dinan, Parkland Consultant, who was a huge help and resource.

The **Amisk Public Library** has been involved with Indigenous partnerships along with the Edmonton and Calgary libraries.

The **Penhold & District Public Library** has had our "Create it Crew" comprised of local students run several programs with introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children. Having our young teen students mentor the youth in our community through work experience has had such an impact beyond the doors of our library, and it has been a pleasure watching them grow and gain self-confidence.

Our summer reading program was a success again this year. Young readers were issued beads for tracking their reading minutes. Over the Summer 1,525 beads were issued which resulted in an impressive 30,500 minutes of reading!

The **Camrose Public Library** had assistance from the city to add rooms to the library for greater efficiency.

The **Stettler Public Library** is one of several other Stettler organizations that hosted Alberta Culture Days in Stettler from September 1-30. Friends of the Stettler Library group have been successful in accessing grant funding the past few years to help fund the event.

This year's focus was on the Asian culture, particularly the Filipino culture. When new Canadians come to the Stettler they often find the library helpful for supports and skills. One Filipino mother and her son were frequent visitors to the library and she recently accepted a position on the Stettler Library Board.

Motion by Les Stulberg receive the Parkland Community Update for information.

CARRIED
PRLS 53/2023

4. **Adjournment**

Motion by Deb Coombes to adjourn the meeting at 11:50 a.m.

CARRIED
PRLS 54/2023

Chair



City of Lacombe

COUNCIL HIGHLIGHTS

September 25, 2023

Regular Meeting of Council

2. Review of Agendas

2.1 Consent Agenda

Council approves the revised Lacombe Regional Airport Committee Terms of Reference as presented.

Council gave first reading to Bylaw 405.3 - Amendments to the Municipal Development Plan Bylaw 405, and the North Area Structure Plan Bylaw 267. Council subsequently scheduled a Public Hearing for October 23, 2023.

4. Presentations

4.1 Lacombe Foundation Annual Report

Carla Beck, Lacombe Foundation CEO, and Melodie Stol, Stakeholder Relations and Advisor of the Bethany Group, presented the Lacombe foundation Annual Report.

6. Requests for Decision

6.1 City Hall Renovations Accommodations Strategy

Council paused the City Hall renovation project following the June 12th regular council meeting. Each of the tenders exceeded the allocated budget and did not meet the desired level of consideration or detail concerning the relocation of staff and public access to City Hall services during the renovation. As a result, Council directed Administration to develop a staff accommodation strategy using in-house resources.

Administration presented four scenarios to assist in narrowing down an accommodation option at a tolerable price point. Administration could develop a cost estimate on other scenarios with Council's direction.

Administration made the following assumptions in its accommodation planning:

- All pricing is high level (class D, or +25%) and based on budgetary estimates from third parties,
- 15 public-facing staff from Bylaw Enforcement, Finance, and Planning & Development should always remain within the same facility and must provide in-person public services,
- Council Chambers will remain accessible at City Hall,
- Conservatively, the renovation project will displace employees for seven months from moving employees to re-entering the renovated space.

Council directed Administration to bring forward an option under scenario 2 or the "Hybrid" accommodation approach at the 2024 budget deliberations.

6.2 Community Builder Application – Lacombe and District Historical Society

The Lacombe & District Historical Society (LDHS), a non-profit volunteer group, applied for the Community Builder Partnership Fund to support their Re-imagine the Michener House Museum project.

LDHS is updating the interpretative programs and exhibit spaces on the second floor of the Roland Michener House. LDHS is moving its administrative function from the house to the Flatiron Building to facilitate the change. This move will provide for the additional exhibit and programming space.

Council approved a grant of \$41,852 from the Community Builder Partnership fund to the Lacombe & District Historical Society for their Re-imagine the Michener House Museum project.

6.3 Bylaw 509 Offsite Levy – Second and Third Reading

Administration presented Offsite Levy Bylaw 509, which applies a consistent method for shared development costs between new developments and existing residents. Offsite levies allow the City to collect funds to expand the infrastructure needed to support growth.

The updated Offsite Levy Bylaw comes after the City met with landowners and developers from October to December 2022 to present the proposed rate changes in the Offsite Levy Bylaw and gather their feedback.

The updated offsite levy rates are based on studies that determine infrastructure requirements to support 20 years of new development. Based on feedback from developers and landowners, the average rate increase in the updated bylaw dropped from 46% (\$115K/Ha) to 7.3% (\$84.7K \$84.6K/Ha).

The Bylaw also includes a three-year phase-in option for the new offsite levy rates to soften the immediate burden on developers and enables the deferment of levy payment until construction is substantially complete.

Council gave second and third reading to Bylaw 509, as amended.

7. Notices of Motion

7.1 Councillor Hibbs

Councillor Hibbs made the motion “THAT Council direct Administration to develop, for Council's consideration, amendments to the Land Use Bylaw, Community Standards Bylaw, or other bylaw as may be appropriate to regulate and limit the use of residential properties for material storage or transfer.”

The motion will be discussed at the next Council Meeting.

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

- Tuesday, October 10, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, October 16, 2023 – Committee of the Whole Meeting at 5:30 p.m. – City Hall***
- Monday, October 23, 2023 – Organizational/Regular Council Meeting at 5:30 p.m. – City Hall***

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING SEPTEMBER 28, 2023

POLICY AD (33) ENVIRONMENTAL COMMUNITY ENGAGEMENT

Amendments to Policy AD (33) Environmental Community Engagement received Council approval.

2024 AGRICULTURAL SERVICES CAPITAL EQUIPMENT PURCHASE

Council approved the 2024 Agricultural Services capital equipment purchases and authorized the County Manager to tender and award the purchase of four offset hitches for the 2024 mowing season.

POLICY REVIEW – AD (29) REPLACEMENT OF CAPITAL EQUIPMENT

Amendments to the Policy AD (29) Replacement of Capital Equipment received Council approval.

POLICY REVIEW – AD (30) FINANCIAL RESERVES

Council approved proposed changes to Policy AD (30) Financial Reserves.

RC (1) APPLICATION GULL LAKE COMMUNITY LEAGUE – OUTDOOR RECREATION AREA PROJECT

As per Policy RC (1), Lacombe County will provide additional funding to the Gull Lake Community League in the amount of \$8,000 for improvements to Centennial Park. This contribution will be funded from the Recreation Capital Assistance Reserve.

TAX PAYMENT PENALTY CANCELLATION REQUEST

A motion that Lacombe County cancel the \$141.53 late payment penalty on tax accounts 410311301, 4103114001, and 4103144001 did not receive Council approval.

OFFER TO PURCHASE PROPERTIES FOR SALE IN THE HAMLET OF MIRROR

By resolutions of Council, the bids for three County-owned properties located in the Hamlet of Mirror were accepted as follows:

- \$20,000.00, inclusive of GST, for Lots 1-4, Block 10, Plan 7159A1, and Lots 5-10, Block 10, Plan 7159A1.
- \$6500.00 inclusive of GST, for Lot 37, Block 40, Plan 0728572.

PARKLAND REGIONAL LIBRARY PROPOSED 2024 BUDGET

Council approved the 2024 Parkland Regional Library budget as presented.

RESOLUTION – ENHANCING HOME CARE SERVICES FOR RURAL RESIDENTS IN ALBERTA

Council will support the resolution made by Wheatland County with regard to Enhancing Home Care Services for Rural Residents in Alberta by seconding it at the October 6, 2023 CRMA Zone 2 Meeting.

OPPORTUNITY FOR MEETING WITH THE MINISTER OF TRANSPORTATION AND ECONOMIC CORRIDORS

Council will request to meet with the Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, on November 9, 2023 during the 2023 Fall RMA Convention in Edmonton. Discussion topics for the meeting will include completing the reconstruction and paving of Highway 604



WHERE PEOPLE ARE THE KEY

from Range Road 272 west to Highway 792, the Sylvan Lake Regional Wastewater Commission – South Shore Line, and the traffic circle on Highway 11 at the entrance to Eckville.

CRMA ZONE 2 FALL MEETING – OCTOBER 6, 2023

The CRMA Zone 2 Fall Meeting will be held on October 6, 2023 at the Track on 2. County staff are collaborating with Rocky View County to plan the meeting.

STARS

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

GOLF CART TRAIL AT SANDY POINT

Dave McMechan and Jason Sabbe, members of the Sandy Point Condo Corporation Board, representing property owners at Sandy Point, provided Council with a presentation regarding a request for a golf cart trail at Sandy Point. The presentation was received for information, and the County Manager was directed to prepare a report and recommendation regarding the request for a golf cart trail at Sandy Point for consideration at a future Council meeting.

Next Regular Council Meeting is

October 12, 2023 – 9:00 a.m.

Next Committee of the Whole Meeting is

October 3, 2023 – 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.**

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on September 25, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

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

ATTENDING

Kim Isaak, Chief Administrative Officer
Justin de Bresser, Director of Corporate Services
Rick Kreklewich, Director of Community Services
Darolee Bouteiller, Finance Manager
Sue Bornn, FCSS Manager
Laura Thevenaz, Infrastructure Services Manager
Rick Sadick, Economic Development Officer
Marco Jadie, IT Tech
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

Preston Weran, Director of Infrastructure and Property Services

MEDIA

None

OTHERS PRESENT

Chelsea O'Donoghue, United Way (*virtual*)
Chris Keim, Beyond Food Community Hub

CALL TO ORDER:

Mayor Hoover called the Regular Council Meeting to order at 7:03 p.m.

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

Confidential item 14.1 was moved to 14.2.

298/23

Councillor Sands moved That Council adopt the September 25, 2023 Agenda as amended.

CARRIED UNANIMOUSLY

DELEGATION

Period Promise – United Way, Chelsea O'Donoghue (*virtual*)

Chelsea O'Donoghue presented to Council United Way's Period Promise Pilot Program, which supplies menstrual products in restrooms in public facilities.

MINUTES

Beyond Food Community Hub, Chris Keim

Chris Keim provided a presentation to Council on the Beyond Food Community Hub's initiatives and efforts within the Community and how valuable funding is from the Town for continued operation.

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

Mayor Hoover - 2022 Social Needs Assessment

Mayor Hoover brought forward his Motion that was given notice at the August 22, Regular Council Meeting. CAO Isaak indicated that the FCSS Board requested this Motion be brought forth to the November 14, 2023, Regular Council Meeting.

299/23 Mayor Hoover moved That Council postpone the 2022 Social Needs Assessment to the November 14, 2023, Regular Council Meeting.

CARRIED UNANIMOUSLY

Mayor Hoover - Hwy 2A Tree Removal

Mayor Hoover brought forward his Motion that was given notice at the September 12, 2023, Regular Council Meeting to be brought forward to the September 25, 2023, Regular Council Meeting for discussion and debate.

300/23 Mayor Hoover moved That Council direct Administration to remove trees and shrubs along Highway 2A in front of Parkwood Plaza and that funding for the replacement trees be discussed during budget deliberations.

CARRIED

Opposed: Councillor Stendie, Councillor Dennis and Councillor Coulter

BUSINESS

Request for Decision, Citizen Engagement Budget 2024 Survey Results

Manager Bouteiller reviewed the results of the 2024 Citizen Engagement Budget Survey.

301/23 Deputy Mayor Dennis moved That Council accepts the Citizen Engagement Budget 2024 Survey Report as Information.

CARRIED UNANIMOUSLY

Request for Decision, 2023 FCSS Budget Adjustment and Funding Allocation Recommendations

Manager Borne brought forward the FCSS Board's recommendation to allocate additional funding of grants.

302/23 Councillor Svab moved That Council accept the FCSS Board's recommendation to allocate the additional \$7,706.51 funding to grants to organizations and further that the funding be allocated to the Iron Ridge Junior Campus in support of the School Social Worker program.

CARRIED

Opposed: Councillor Stendie, Councillor Appel and Councillor Coulter

Request for Decision, Master Services Engineering Agreement Extension

Manager Thevenaz, on behalf of Director Weran, requested Council consider extending the existing Master Services Agreement with Stantec for an additional two years.

MINUTES

- 303/23** Councillor Sands moved That Council directs Administration to extend the existing Master Services Agreement with Stantec for an additional two years, ending in May 2026.

CARRIED UNANIMOUSLY

Request for Decision, EV Charging Station Project Update

Manager Thevenaz, on behalf of Director Weran, brought forward the Civic Centre EV site plan with a revised EV charging location and expanded parking areas.

- 304/23** Councillor Stendie moved That Council instructs Administration to move forward with the revised EV charging station location and the expanded parking lot areas as per the Civic Centre EV site plan.

CARRIED UNANIMOUSLY

CAO Report

CAO Isaak reviewed the various organizational operations and activities during the month of September 2023.

- 305/23** Councillor Svab moved That Council accept the CAO Report as information.

CARRIED UNANIMOUSLY

ACTION CORRESPONDENCE

None

INFORMATION

- Economic Development & Tourism Advisory Committee Meeting Minutes - May 1, 2023
- Family and Community Support Services Board Meeting Minutes - July 5, 2023
- City of Lacombe Council Highlights - September 11, 2023
- Lacombe County Council Highlights - September 14, 2023
- Letter from Central Alberta Victim & Witness Support Society, Funding - September 19, 2023
- Email from Alberta Municipalities, Emergent resolution on LGFF Capital - September 20, 2023

- 306/23** Councillor Coulter moved That Council accept the Information Items as information.

CARRIED UNANIMOUSLY

ROUND TABLE DISCUSSION

Mayor and Council shared meetings and events attended from August 16 – September 15, 2023.

- 307/23** Councillor Sands moved That Council accept the Round Table Reports as information.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

- 308/23** Councillor Appel moved That Council accept the Regular Council Meeting Minutes from September 12, 2023, as amended.

CARRIED UNANIMOUSLY

- 309/23** Councillor Appel moved That Council accept the Standing Committee of Council Meeting Minutes from September 18, 2023, as presented.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

None

MINUTES

BUSINESS FOR THE GOOD OF COUNCIL

Councillor Appel indicated that the Blackfalds Chamber of Commerce has released the tickets for the Business of the Year Awards, and it will be held on Friday, November 3, 2023; more information can be found on their social media page.

RECESS

Mayor Hoover called for a five-minute recess at 9:00 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 9:07 p.m.

CONFIDENTIAL

- **Disposition of Municipal Land - FOIP 24(1) Advice From Officials**
- **Code of Conduct Review - FOIP 23(1) Local Public Body Confidences**

310/23

Councillor Sands moved That Council move to a closed session commencing at 9:07 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Sections 24 and 23 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

Closed Session Attendance: Mayor Jamie Hoover, Deputy Mayor Brenda Dennis, Councillor Jim Sands, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Marina Appel, Councillor Laura Svab, CAO Kim Isaak, Director Justin de Bresser and Economic Development Officer Rick Sadick.

311/23

Councillor Coulter moved That Council move to come out of the closed session at 10:00 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 10:00 p.m.

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

312/23

Councillor Dennis moved That Council, having considered the information contained in the In Camera session on September 25, 2023, Re: Disposition of Municipal Lands, directs Administration, in accordance with Section 70 of the Municipal Government Act (MGA) to:

- a) Advertise for a minimum of two (2) weeks in accordance with the MGA and Town of Blackfalds Advertising Bylaw that the Town has received an offer for the sale of the lands at 4405 South Street for Multi-family & Commercial Development, which will reduce the land sale price by \$303,775 under market value; and
- b) Bring this matter back before Council for final approval once the 60-day petition period has expired.

CARRIED UNANIMOUSLY

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 10:00 p.m.

Jamie Hoover, Mayor

Kim Isaak, CAO