
1. **WELCOME AND 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 AGENDAS**

- 3.1 Regular Agenda for November 28, 2023
3.2 Consent Agenda for November 28, 2023
- a) **Declaration of No Interest**
 - b) **Adoption of Minutes**
 - o Minutes from the Regular Council Meeting on November 14, 2023
 - o Minutes from the Standing Committee of Council on November 20, 2023
 - c) **Council Reports**
 - o Mayor Hoover
 - o Deputy Mayor Dennis
 - o Councillor Sands
 - o Councillor Coulter
 - o Councillor Stendie
 - o Councillor Appel
 - o Councillor Svab
 - d) **Administrative Reports**
 - o Report for Council, CAO Report - November 2023
 - e) **Boards, Committee and Commission Minutes and/or Reports**
 - o Economic Development & Tourism Advisory Committee - September 11, 2023
 - o Family and Community Support Services Meeting Minutes - October 12, 2023
 - f) **Information**
 - o City of Lacombe Council Highlights - November 14, 2023
 - o Lacombe County Council Highlights - November 14, 2023
 - g) **Correspondence**
 - o Email from Peter Julian, MP New Westminster-Burnaby Re: Alberta - Private Member's Bill C-273

4. **DELEGATION**

None

5. **PUBLIC HEARING**

None

6. **BUSINESS**

- 6.1 Request for Decision, Bylaw 1290.23 - Land Use Bylaw Use Amendments
6.2 Request for Decision, Bylaw 1294.23 - Schedule "A" - Corporate Services Fee Schedule
6.3 Request for Decision, Council Policy CP 173.23 - Travel and Subsistence
6.4 Request for Decision, 2024 Capital Budget & 5-Year Capital Plan
6.5 Request for Decision, 2024 Operating Budget & 3-Year Operating Forecast

7. **NOTICES OF MOTION**

None

8. **CONFIDENTIAL**

- 8.1 Intermunicipal Collaboration Framework Agreement – FOIP 21 (1) Disclosure Harmful to Intergovernmental Relations

9. **ADJOURNMENT**

Future Meetings/Events:

- Regular Council Meeting – December 12, 2023
- Standing Committee of Council Meeting – December 18, 2023

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on November 14, 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
Preston Weran, Director of Infrastructure and Property Services
Rick Kreklewich, Director of Community Services
Laura Thevenaz, Infrastructure Services Manager
Marco Jadie, IT Tech
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

None

MEDIA

None

OTHERS PRESENT

None

WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Regular Council Meeting of November 14, 2023, and called the meeting to order at 7:00 p.m.

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDAS

Addition of Business item 6.6 - 2024 National Women's Softball Championships

391/23 Councillor Svab moved That Council adopt the Regular Agenda for November 14, 2023, as amended.

CARRIED UNANIMOUSLY

392/23 Councillor Coulter moved That Council adopt the Consent Agenda for November 14, 2023, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
 - Minutes from the Organizational Meeting on October 24, 2023
 - Minutes from the Regular Council Meeting on October 24, 2023
 - Minutes from the Special Council Meeting on November 2, 2023
- **Council Reports**
None

MINUTES

- **Administrative Reports**
 - Report for Council, Council Expenditures for the Period Ending September 30, 2023
 - Report for Council, Enforcement and Protective Services Monthly Report - October 2023
 - Report for Council, Development & Building Monthly Report - October 2023
 - Report for Council, BOLT KPI Monthly Report - September 2023
- **Boards, Committee and Commission Minutes and/or Reports**
 - Library Board Meeting Minutes – October 3, 2023
 - Recreation Culture and Parks Board Meeting Minutes - October 4, 2023
 - Blackfalds Library Programming Report October 2023
- **Information**
 - City of Lacombe Council Highlights - October 23, 2023
 - Lacombe County Council Highlights - October 26, 2023
 - Letter from Land & Property Rights Tribunal - Re Annex Withdrawal - October 16, 2023
 - Notice of Public Meeting and Online Survey - QEII West Area Structure Plan
- **Correspondence**
 - Letter from the Central Alberta Crime Prevention Centre - October 30, 2023
 - Letter from the Central Alberta Victim & Witness Support Society - October 20, 2023

CARRIED UNANIMOUSLY**DELEGATION**

None

PUBLIC HEARING

None

BUSINESS**Request for Decision, Mayor Hoover - Notice of Motion, 2022 Social Needs Assessment**

CAO Isaak brought forward the recommendation to postpone the motion put forward by Mayor Hoover by way of Notice of Motion at the August 22, 2023, Regular Meeting of Council on the 2022 Social Needs Assessment.

393/23

Councillor Sands moved That Council postpone the motion put forward by Mayor Hoover by way of Notice of Motion at the August 22, 2023, Regular Meeting of Council on the 2022 Social Needs Assessment until such time that the FCSS Board makes recommendations on changes to the Social Needs Assessment.

CARRIED UNANIMOUSLY**394/23**

Councillor Sands moved That Council rescind resolution #299/23 carried by Council at the September 25, 2023, Regular Meeting of Council.

CARRIED UNANIMOUSLY**Request for Decision, Extended Producer Responsibility Update and Registration**

Manager Thevenaz brought forward the recommendation to move forward with Extended Producer Responsibility community registration with the Alberta Recycling Management Authority.

395/23

Councillor Appel moved That Council instruct Administration to move forward with Extended Producer Responsibility community registration with the Alberta Recycling Management Authority.

CARRIED UNANIMOUSLY

MINUTES

Request for Decision, Varme Energy Letter of Intent for Support

Manager Thevenaz brought forward the request from Varme Energy to provide a non-binding letter of interest committing Blackfalds solid waste to the proposed new Waste to Energy facility in Innisfail, Alberta.

- 396/23** Councillor Stendie moved That Council directs the CAO to provide a non-binding Letter of Intent to Varme Energy indicating the Town's interest in committing Blackfalds solid waste to Varme's proposed new Waste to Energy facility in Alberta.

CARRIED UNANIMOUSLY

Request for Decision, CP Train Whistle Cessation Request for Proposal Award

Director Weran presented a summary of the next steps for moving forward with the whistle cessation and the proposals received from the CP Train Whistle Cessation Request for Proposal and the recommendation for awarding it.

- 397/23** Councillor Sands moved That Council allocate \$30,000 from Capital reserves towards a new Whistle Cessation Capital Project.

CARRIED

Opposed: Deputy Mayor Dennis

- 398/23** Councillor Appel moved That Council award the Whistle Cessation Safety Study to Watt Consulting Group for a total upset cost of \$30,000 to determine the scope of improvements for whistle cessation in and surrounding the Town of Blackfalds.

CARRIED

Opposed: Deputy Mayor Dennis

Request for Decision, Alberta Municipalities' Economic Strategy Committee Appointment Endorsement

CAO Isaak brought forward a request for Council to endorse Mayor Hoover's appointment to the Alberta Municipalities' Economic Strategy Committee.

- 399/23** Councillor Svab moved That Council endorse Mayor Jamie Hoover's appointment to the Alberta Municipalities' Economic Strategy Committee.

CARRIED UNANIMOUSLY

2024 National Women's Softball Championships

CAO Isaak presented a request to host the 2024 National Women's Softball Championship in the Town of Blackfalds and provide a letter of support for endorsing the bid.

- 400/23** Councillor Coulter moved That Council authorize the Mayor to send a letter of support for the Town of Blackfalds to host the 2024 National Women's Softball Championship from August 7-11, 2024 and provide in-kind support for the field rental.

CARRIED UNANIMOUSLY

RECESS

Mayor Hoover called for a five-minute recess at 7:59 p.m.

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:04 p.m.

MINUTES

CONFIDENTIAL

- **Disposition of Municipal Land - FOIP 24(1) Advice From Officials**

- 401/23** Councillor Sands moved That Council move to a closed session commencing at 8:04 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

Closed Session Attendance: Mayor Jamie Hoover, Deputy Mayor 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 Director Preston Weran.

- 402/23** Councillor Sands moved That Council move to come out of the closed session at 8:45 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:45 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, CAO Kim Isaak, Director Justin de Bresser and Director Preston Weran.

- 403/23** Councillor Stendie moved That Council approve the Chief Administrative Officer to enter into an agreement to sell the lands for \$651,000 on terms satisfactory to Council.

CARRIED UNANIMOUSLY

- 404/23** Councillor Svab moved That Council direct Administration to start land negotiations to acquire a new Snow Management Facility.

CARRIED UNANIMOUSLY

DEPARTURE

Councillor Stendie left the meeting at 8:46 p.m.

- **Code of Conduct - FOIP 24 (1) Advice From Officials**

- 405/23** Councillor Appel moved That Council move to a closed session commencing at 8:47 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

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

- 406/23** Councillor Coulter moved That Council move to come out of the closed session at 9:24 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 9:24 p.m.

MINUTES

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

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 9:24 p.m.

Jamie Hoover, Mayor

Kim Isaak, CAO

A Standing Committee of Council Meeting for the Town of Blackfalds was held on Monday, November 20, 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 Marina Appel
Councillor Edna Coulter
Councillor Laura Svab
Councillor Rebecca Stendie

ATTENDING

Kim Isaak, Chief Administrative Officer
Preston Weran, Director of Infrastructure and Property Services
Justin de Bresser, Director of Corporate Services
Jolene Tejkl, Planning & Development Manager
Marco Jadie, IT Technician
Lorrie Logan, Municipal Clerk

REGRETS

Rick Kreklewich, Director of Community Services

MEDIA

None

OTHERS PRESENT

None

WELCOME AND CALL TO ORDER

Deputy Mayor Dennis welcomed everyone to the Standing Committee of Council Meeting of November 20, 2023, and called the meeting to order at 7:00 p.m.

REVIEW OF AGENDA

051/23 Mayor Hoover moved that Standing Committee of Council receive the agenda for November 20, 2023, as information.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATIONS

None

BUSINESS

Request for Direction, Front Parking Pad Delegation Follow-Up

Manager Tejkl brought forward the Front Parking Pad delegation for follow-up, requesting the Committee's direction on whether to revisit the front parking pad prohibition.

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

CARRIED UNANIMOUSLY

Request for Direction, Bylaw 1290.23 – Land Use Bylaw, Use Amendments

Manager Tejkl presented land use amendments to Bylaw 1290.23 for discussion.

- 053/23** Councillor Coulter moved That Standing Committee of Council recommend Council give First Reading to Bylaw 1290.23.

CARRIED
Opposed: Jim Sands

- 054/23** Councillor Appel moved That Standing Committee of Council recommend, upon giving First Reading to Bylaw 1290.23, that a Public Hearing date be set for January 9, 2024, at 7:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

Request for Direction, Council Policy CP 173.23- Travel and Subsistence

Director de Bresser presented the Subsistence and Travel Council Policy to the Standing Committee of Council.

- 055/23** Councillor Sands moved That Standing Committee of Council recommends bringing forth Council Policy CP 173.23 - Travel and Subsistence for Council's adoption.

CARRIED UNANIMOUSLY

Request for Direction, Bylaw 1294.23 Schedule "A" – Corporate Services Fee Schedule

Director de Bresser presented the updated Schedule "A" for the Corporate Services Fee Schedule.

- 056/23** Mayor Hoover moved That Standing Committee of Council recommends Council give First Reading to Bylaw 1294.23 - Schedule "A" – Corporate Services Fee Schedule.

CARRIED UNANIMOUSLY

- 057/23** Councillor Svab moved That Standing Committee of Council recommends Council give Second Reading to Bylaw 1294.23 Schedule "A" – Corporate Services Fee Schedule.

CARRIED UNANIMOUSLY

Request for Direction, Potential Changes to Municipal Government Act – Municipal Councillor Accountability

CAO Isaak presented the report on the proposed changes to the MGA Act on Municipal Councillor Accountability, and the Standing Committee of Council provided feedback.

- 058/23** Mayor Hoover moved That Standing Committee of Council refer to Administration to post notice of the stakeholder engagement on the Town's social media outlets so that residents in the community can take part in the survey.

CARRIED UNANIMOUSLY

Request for Direction, Potential Legislative Amendments to the Local Authorities Election Act

CAO Isaak presented the potential amendments to the LAEA Act, and the Standing Committee of Council provided feedback.

059/23

Councillor Appel moved That the Standing Committee of Council refer to Administration to post notice of the stakeholder engagement on the Town's social media outlets so that residents in the community can take part in the survey.

CARRIED UNANIMOUSLY

CONFIDENTIAL

None

ADJOURNMENT

Deputy Mayor Dennis adjourned the Standing Committee of Council Meeting at 9:02 p.m.

Deputy Mayor, Brenda Dennis

Chief Administrative Officer, Kim Isaak

TO		Members of Council		
FROM		Mayor Jamie Hoover		
SUBJECT		<ul style="list-style-type: none">• Summary of meetings/events attended as a Council representative during this reporting period• Summary or key issues, decisions and/or comments for Council's information		
REPORT DATE		For the period: Oct 16 – Nov 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Oct 16	x			Standing committee
Oct 18	x			Youth advocacy coalition
Oct 20			x	Council MSP planning dinner
Oct 21	x			MSP workshop
Oct 23	x			Stronger Foundations, Seniors housing stakeholders meeting
Oct 23	x			Alberta Association of Police Governance, ADM Degrand, Justice ministry
Oct 24	x			RCM
Oct 26	x			St. Gregory the Great student council meeting
Oct 27	x			Meeting with RCMP K-division command
Oct 27-28	x			Budget workshop
Oct 31	x			Phone meeting with Red Deer Mayor re: Physician recruitment strategy
Nov 1	x			Interagency meeting
Nov 2	x			Special council meeting
Nov 3		x		Chamber of Commerce Business of the Year awards gala
Nov 6	x			NRDRWSC
Nov 6	x			NRDRWWSC
Nov 6			x	Red Deer Recovery Community tour/lunch meeting
Nov 6	x			EDTAC meeting
Nov 8		x		St. Gregory the Great Remembrance Day ceremony
Nov 8-9			x	ICS 200 course
Nov 11			x	Town Remembrance Day ceremony
Nov 14	x			RCM

TO		Members of Council		
FROM		Councillor Brenda Dennis		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: October 16 to November 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Oct 16			X	Procedural Bylaw Workshop
Oct 16	X			Standing Committee Meeting
Oct 20			X	Dinner Social
Oct 21			X	MSP Review Workshop
Oct 24	X			Regular Council Meeting
Oct 27	X			K Division Meeting
Oct 27			X	Budget Workshop
Oct 28			X	Budget Workshop
Nov 2	X			Special Meeting

Nov 3			X	Blackfalds Chamber of Commerce Awards Gala
Nov 6	X			Economic Development Meeting
Nov 9	X			FCSS Meeting
Nov 11			X	Remembrance Day Service
Nov 14	X			Xmas Party Planning
Nov 14	X			Regular Council Meeting

TO		Members of Council		
FROM		Councillor Jim Sands		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Oct 15/ 23- Nov 15/ 23		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Oct 16/ 23			X	Roundtable report
Oct 16/ 23	X			Procedural Bylaw Workshop
Oct 16/ 23	X			Standing Committee Meeting
Oct 20/ 23			X	Council Dinner
Oct 21/ 23			X	MSP Review Workshop
Oct 24/ 23	X			Regular Council Meeting
Oct 25/ 23	X			LREMP Advisory Committee Meeting (Virtual)
Oct 27/ 23			X	Budget Workshop
Oct 28/ 23			X	Budget Workshop
Nov 2/ 23	X			Special Council Meeting

Nov 3/ 23		X		Blackfalds Chamber of Commerce Business of the Year Gala
Nov 9/ 23	X			Nov FCSS Meeting
Nov 11/ 23			X	Remembrance Day Service- Ministerial Society
Nov 14/ 23	X			Regular Council Meeting

Council Monthly Round Table Report



403.885.4677
info@blackfalds.ca
www.blackfalds.ca

TO		Members of Council		
FROM		Councillor Edna Coulter		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Oct 16 to Nov 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Oct 16	X			Procedure Bylaw Workshop & Standing Committee meeting
Oct 20		X		CAO & Council Dinner meeting
Oct 21			X	MSP Review Workshop
Oct 24	X			Regular Council Meeting
Oct 27 & 28			X	Budget Workshop
Nov 2	X			Special Council Meeting
Nov 3		X		Blackfalds Chamber Business of the Year Gala
Nov 14	X			Regular Council Meeting

TO		Members of Council		
FROM		Councillor Rebecca Stendie		
SUBJECT		<ul style="list-style-type: none">• Summary of meetings/events attended as a Council representative during this reporting period• Summary of key issues, decisions and/or comments for Council’s information		
REPORT DATE		For the period: October 16, 2023 to November 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
October 16, 2023	x			Council bylaw workshop
October 16, 2023	x			Standing Committee
October 20, 2023	x			CAO dinner meeting – setting Council goals
October 21, 2023	x			MSP workshop
October 24, 2023	x			Regular Council meeting
October 26, 2023	x			Council board review meeting
October 27, 2023	x			Budget workshop
October 28, 2023	x			Budget workshop
November 2, 2023	x			Special meeting of Council

November 14, 2023	x			Staff Christmas planning meeting
November 14, 2023	x			Regular Council meeting

TO		Members of Council		
FROM		Councillor Marina Appel		
SUBJECT		<ul style="list-style-type: none">• Summary of meetings/events attended as a Council representative during this reporting period• Summary of key issues, decisions and/or comments for Council's information		
REPORT DATE		For the period: 16 October – 15 November		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
October 16	X			Council Procedural Bylaw Workshop
October 16	X			SCC Meeting
October 19	X			RD PCN Physician Recruitment Meeting - Lots of discussion on the DRAFT Physician Recruitment and Retention Plan. Discussed the 'Welcome Packet' given to visitors to RD PCN, and what can be done to increase the performance of their tours and introductions to our Region. (City of RD, Town of Blackfalds and Village of Delburne)
October 21			X	Council Teambuilding Workshop
October 21			X	Council MSP (Municipal Sustainability/Strategic Plan) Review/Update Workshop
October 24	X			Organizational Meeting
October 24	X			RCC Meeting
October 26			X	RhPAP Webinar: Knowledge Now Series - Internationally Educated Nurses (IEN) Project
October 27			X	Budget Workshop (Capital)

October 28			X	Budget Workshop (Operations)
November 1	X			Parks, Recreation & Culture Board Meeting
November 2	X			Special Council Meeting
November 2			X	IRSC Information Night (Was able to speak with Principal Ed Coles and Council will be receiving an update from Wolf Creek on the HS build)
November 3		X		Blackfalds Chamber of Commerce Business of the Year Award Event Setup and Awards Dinner
November 6		X		Red Deer Recovery Center Tour + Luncheon
November 6	X			EDTAC Meeting
November 14	X			RCC Meeting

TO		Members of Council		
FROM		Councillor Laura Svab		
SUBJECT		<ul style="list-style-type: none">• Summary of meetings/events attended as a Council representative during this reporting period• Summary of key issues, decisions and/or comments for Council’s information		
REPORT DATE		For the period: Oct 16 – Nov 16, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Oct 16	x			Council Procedure Bylaw Workshop
Oct 16	x			Standing Committee Meeting
Oct 20	x			Dinner Meeting
Oct 21	x			MSP Review Workshop
Oct 21		x		Empty Bowls Fundraiser
Oct 24	x			Regular Council Meeting
Oct 27 and 28	x			Budget Workshop
Nov 1	x			Recreation, Culture & Parks Board Monthly Meeting
Nov 2	x			Special Council Meeting

Nov 2	x			IRJC High School Meeting
Nov 3		x		Blackfalds Chamber Business of the Year Gala
Nov 7	x			IREC School Council Meeting
Nov 14	x			Christmas Party Planning Meeting
Nov 14	x			Regular Council Meeting

MEETING DATE: November 28, 2023

PREPARED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: CAO Report – November 2023

Key Projects and Initiatives

- Work on the Municipal Service Inventory continues. Council workshop will be scheduled in January.
- Budget meetings are now complete, with the budget coming forward to Council for formal consideration and adoption on November 28, 2023.
- Administration continues to work on the 4405 South Street land sale.
- The 2024 World Junior A Hockey Challenge bid was sent to Hockey Canada.
- The 2024 National Women's Softball Championship bid was sent to Softball Alberta & Softball Canada.
- The 2025 Provincial Arm Wrestling Championship has been confirmed to take place at the Eagle Builders Centre in May of 2025.
- The Fire Pit at the Eagle Builders Centre Plaza has been completed.
- Mural wall installed at the Eagle Builders Centre Plaza.
- Administration is working with Varme Energy on a Media Release regarding the Town's Letter of Interest in committing Blackfalds solid waste to Varme's proposed new Waste to Energy facility.
- Amendments are being finalized for the Aspen Lakes West Area Structure Plan and the McKay Ranch Area Structure Plan. Because these ASP amendments pertain to communities that are in the process of being developed, pre-Council consultation will occur prior to taking these amendments forward to Council for formal adoption.
- Certificate of Recognition Maintenance Audit has been completed, with audit scores to be released by the end of the year.
- MarCom is in the development phase of the Winter Program Guide.
- \$25,000 Royal LePage Sponsorship at the Abbey Centre was renewed for another 10 years.
- Review of the Lacombe Regional Emergency Management Plan is underway with updates along with a plan specific for the Town of Blackfalds.
- Public Works Department received the new 1.5-ton dump truck that was approved for purchase in March of 2023.
- Whistle Cessation Request for Proposal awarded to Watt Consulting with work to commence on the initiative in early 2024.
- Thanks to the partnership with Mountain Warehouse, the Winter Coats program was facilitated with FCSS, and over 160 children and youth benefited this year.
- FCSS, in collaboration with Tim Horton's, supported a Holiday Smile Cookie Campaign, with the proceeds going to the Winter Coat Program.
- Public Works has completed the installation of the street light decorations around town.
- With the recent warmer weather, Public Works has been able to conduct more grading work on roads and back alleys.
- Administration is in the process of registering the Town for the Extended Producer Responsibility program, which will transition the Town from the responsibility of collecting single-use products, paper, packaging and hazardous special products effective April 1, 2025.

Updates Related to Existing Bylaws or Council Policies

- Travel and Subsistence Council Policy Update.
- Organizational Structure Policy (new) - in progress.
- Updates to Purchasing Policy continue with the goal to have in place early in the New Year.
- Update to Council Remuneration Policy to clarify when per diems can be claimed – in progress.

Facility Leases

- Agreements signed for lease space for Anam Rural Youth Services and Mt. Leister Consulting Services for office space in the Social Services Building.

Administrative Policy Changes / Additions

- Travel and Subsistence Administrative Policy Update.
- Legal Approval Policy - rolled out.

APPROVALS

Kim Isaak,
Chief Administrative Officer

**TOWN OF BLACKFALDS
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE
IN PERSON
September 11, 2023**

A Blackfalds and District Economic Development & Tourism Advisory Committee meeting for the Town of Blackfalds was held in person on September 11, 2023 at the Civic Centre – Tayles Boardroom at 7:30 pm.

MEMBERS PRESENT:

Jamie Hoover, Town of Blackfalds Mayor
Brenda Dennis, Town of Blackfalds Councillor
Marina Appel, Town of Blackfalds Councillor
Ray Olfert, Public at Large
Cliff Soper, Public at Large
Melissa MacLeod, Public at Large
Robert Hogan, Public at Large

ATTENDING:

Rick Sadick, Economic Development Officer
Alyssa Borix, Community Services Administration Assistant

REGRETS:

Kyle Braithwaite, Public at Large
Denise Sumner, Public at Large
Craig Schroh, Public at Large

OTHERS PRESENT:

N/A

AGENDA

1. ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE MEETING

1.1 CALL TO ORDER – 7:30 PM – IN PERSON

- The regular meeting was called to order by Chair Olfert at 7:38 PM.

2. LAND ACKNOWLEDGEMENT

- a. Chair Olfert gave a land acknowledgement

3. AGENDA APPROVAL

- 3.1 AGENDA FOR THE SEPTEMBER 11, 2023 ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE MEETING

RES. 17/23

Member Soper moved to approve the agenda for the September 11, 2023 meeting as presented.

MOTION CARRIED UNANIMOUSLY

**TOWN OF BLACKFALDS
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE
IN PERSON
September 11, 2023**

4. DELEGATION

N/A

5. BUSINESS ARISING FROM MINUTES

N/A

6. BUSINESS

6.1 BHPARC UPDATE

- EDO Sadick gave a background
 - Apollo not closing, 1-3 new doctors
 - RDPCN meeting on Sept 13
 - Rural Health Week appreciation baskets were well received
 - Obstacles doctors and clinics face were discussed

6.2 PROPOSED OPERATING BUDGET

- EDO Sadick gave a background
 - Travel budget decreased
 - Red Deer Show participation
 - Lacombe Regional Tourism membership cost vs return
 - Rebranding moved to MarComm budget

RES. 18/23

Member MacLeod moved that the Economic Development & Tourism Advisory Committee recommend the proposed budget to Council.

MOTION CARRIED UNANIMOUSLY

7. ACTION CORRESPONDENCE

N/A

8. INFORMATION

8.1 EDO INTRODUCTION AND UPDATE

- EDO Sadick gave a background
 - Identified seniors housing as a main priority
 - Affordable living for all income levels
 - Feasibility study tomorrow
 - New pet store
 - Rural Renewal Stream

**TOWN OF BLACKFALDS
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE
IN PERSON
September 11, 2023**

- Fabricland in Red Deer is looking for a new building
- Forum Properties, lease space available
- Seniors housing, minor assisted living

8.2 RURAL RENEWAL STREAM UPDATE

- EDO Sadick gave a background
 - Agency to apply for a designation
 - Encouraging immigrants to move/work for local businesses
 - Invest Alberta is picking up steam

8.3 DEVELOPER SURVEY RESULTS

- EDO Sadick gave a brief overview
 - Questions regarding "ZLL", zero lot line
 - Businesses without signage, lightstand on Parkwood Rd not up-to-date
 - Review bylaw regarding signage

8.4 NEW BUSINESS LICENSES

- EDO Sadick gave a brief overview
 - 2 new home-based businesses

8.5 BUILDING PERMITS

- EDO Sadick gave a brief overview
 - Basement renovations
 - Some commercial
 - Dentist going in lot next Esso station

8.6 LOCAL INTEL Q2

- EDO Sadick gave a brief overview
 - Traffic remains steady
 - Reports are informational

8.7 PROTECTIVE SERVICES REPORTS

- EDO Sadick gave a brief overview
 - EDO would like to revise the time frame of when the agenda is distributed

8.8 BOLT REPORTS

- EDO Sadick gave a brief overview
 - Possible to purchase BOLT tickets at RDP Student Union

**TOWN OF BLACKFALDS
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE
IN PERSON
September 11, 2023**

8.9 REGIONAL TRAIL ECONOMIC CORRIDOR INTRODUCTION

- Mayor Hoover gave a background
 - Central Alberta Regional Trail Society
 - Update trail between Red Deer and Blackfalds
 - Neighbouring watersheds would like info spots along trail

8.10 BOARD MEMBER INTRODUCTION AND ROUND TABLE

9. APPROVAL OF INFORMATION ITEMS

RES. 19/23

Member Schroh moved that the Economic Development & Tourism Advisory Committee accept the information items as presented.

MOTION CARRIED UNANIMOUSLY

10. APPROVAL OF MINUTES

RES. 20/23

Councillor Appel moved that the Economic Development & Tourism Advisory Committee accept the minutes as amended for March 6 meeting.

MOTION CARRIED UNANIMOUSLY

11. ADJOURN

- a. Chair Olfert moved that the Economic Development & Tourism Advisory Committee meeting be adjourned.

RES. 21/23

Meeting adjourned at 9:00 PM.

MOTION CARRIED UNANIMOUSLY

**TOWN OF BLACKFALDS
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE
IN PERSON
September 11, 2023**



RAY OLFERT, CHAIR



RICK SADICK, ECONOMIC DEVELOPMENT OFFICER

Next meeting scheduled for November 6, 2023 @ 7:00pm

A Family and Community Support Services regular meeting for the Town of Blackfalds was held on October 12, 2023, at 5018 Waghorn Street in the Tayles Room, commencing at 7:00 p.m.

MEMBERS PRESENT

Jim Sands	Town of Blackfalds Councillor
Rebecca Stendie	Town of Blackfalds Councillor
Dena Thomas	Public at Large, Board Chairperson
Sheila Giffin	Public at Large
Glenda Brown	Public at Large

ATTENDING

Rick Kreklewich	Town of Blackfalds Director of Community Services
Sue Bornn	Town of Blackfalds FCSS Manager
Sue Penner	Town of Blackfalds FCSS Admin Asst

REGRETS

Melissa MacLeod	Public at Large
Tennielle Gilchrist	Public at Large
Cliff Soper	County of Lacombe Resident

OTHERS PRESENT

None

1 CALL TO

ORDER: Chair Thomas called the meeting to order at 7:08 p.m.

2 TREATY SIX LAND ACKNOWLEDGEMENT

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

3 ADOPTION OF AGENDA

28/23 Member Brown moved that the Board adopt the October 12, 2023, Agenda.

CARRIED UNANIMOUSLY

4 ADOPTION OF MINUTES

29/23 Member Giffin moved to accept the Minutes from September 14th, 2023, as presented.

CARRIED UNANIMOUSLY

5 DELEGATION

5.1 Tim Moorhouse, Moorhouse & Associates

At the September 14th FCSS meeting, Louise Rellis of Anam Youth Association was in attendance to present her concerns with the Draft Social Needs Assessment and the operations of the FCSS team.

FCSS Manager Bornn connected with consultants Tim Moorhouse and Christopher Cameron to share the draft documents inaccuracies as presented by Ms. Rellis.

The consulting teams were asked to join the October 12th Board Meeting to discuss solutions and options for the draft document.

Chairperson Thomas began the discussion with whether it was appropriate for the Board to discuss any SNA changes as there is a Notice of Motion regarding the 2022 Social Need Assessment going to the November 14th Council meeting. The Board made the decision to discuss the three options provided by Tim Moorhouse:

Town of Blackfalds Social Need Assessment Update Options – October 12, 2023 Draft for Discussion Purposes only

Purpose

To identify and resolve stakeholder issues with the current Social Need Assessment (SNA) document in order to gain broad community support and proceed to implementation.

Option 1.0

- Collect and review all comments to date on the SNA.
- Work with FCSS Administration and the FCSS Board to revise the SNA as appropriate.
- Revise the SNA report cover page to resolve the issue of the multiple versions currently in the community and easy identification of the final report version.

Option 2.0

- Complete work identified in Option 1.
- Re-engage original stakeholder interview participants, and any other stakeholders that are recommended to be contacted, to review the SNA final report and gain insights on the report content and format, identify potential concerns and build support for the SNA.
- Develop a brief “Findings Report” after the interviews and review with FCSS Administration and the FCSS Board.
- Undertake any updates to the report document that may be considered appropriate.

Option 3.0

- Complete work identified in option 1 and 2.
- FCSS Administration and FCSS Board to host a stakeholder information and working session intended to:
 - Provide information on the SNA process, findings and recommended priorities.
 - Provide an opportunity for SNA stakeholders to participate in high level, collaborative action planning on the SNA identified priority areas.
 - Build a sense of engagement and roles / responsibilities for the implementation of the SNA.
- Complete a brief report on the outcomes of the stakeholder working session.

Note: Consulting team to present the SNA process, findings and recommended priorities and facilitate the action planning discussions.

Member Giffin suggested that the Board compile list of concerns sorted into categories with the end goal being a document that FCSS can work with. Tim Moorhouse stated he has a commitment to leave a document FCSS can work with, and he will build a workplan timeline and forward it to Manager Bornn.

30/23 Member Brown recommended to Council that the Board proceed with Option 3.0.

CARRIED UNANIMOUSLY

6 BUSINESS ARISING FROM THE MINUTES

6.1 September Delegation Discussion

FCSS will send a follow-up letter to Ms. Rellis expressing the Boards appreciation for the work she put into her presentation.

OLD BUSINESS

None

7 BUSINESS

None

8 ACTION CORRESPONDENCE

None

9 INFORMATION

9.1 FCSS Managers Report

- Manager Bornn reported that the September 7th Community Info Expo held in conjunction with the Celebrating Diversity Food Truck Event was very successful. The event provided residents an opportunity to meet Blackfalds' community groups, get information about services and learn how to register for programs they offer. There were 30 community groups in attendance.
- The 2023 Winter Warmth Fall Fundraiser (Dessert & Artisan Auction) was super successful:

Thursday, September 28th

Revenue – \$13,156.00

- Live Auction \$10,930
- Bar \$376.00
- Online tickets \$510.00
- In office tickets \$540.00
- Social Club tickets \$450.00
- Cornhole game \$170.00

Expenses – \$

- AGLC liquor license \$50.00
 - Stanchions for Tasting Table \$100.48
 - Live band (Violinist Ellie) \$100.00
 - Diamond Liquor (Bar Booze) \$226.99
 - Decorations etc. \$268.33
 - Catering Cilantro & Chive \$
- Taste of Ukraine: Partnership with Beyond Food Community Hub
 - o Approx. 100-125 people in attendance.
 - o Amazing food.
 - o A great evening of highlighting Ukraine culture and creating a welcoming community: belonging".
 - On Friday, October 13th FCSS in partnership with a Canada Revenue Agency Outreach Worker presented BE Scam Smart with 7 seniors in attendance.
 - On October 19th Manager Bornn is attending a "Understanding Electricity & Natural Gas Utilities session put on by FCSSAA.

9.2 FCSSAA June Board Meeting Highlights

9.3 FCSSAA Annual Conference November 22, 23 & 24 at West Edmonton Mall – please let Manager Bornn know if you would like to attend.

APPROVAL OF INFORMATION ITEMS

31/23 Member Giffin moved to accept information item as presented.

CARRIED UNANIMOUSLY

11 CONFIDENTIAL MATTERS

None

12 ADJOURNMENT

Chairperson Thomas declared the meeting adjourned at 8:14 pm.



Chairperson
Dena Thomas

Nov 9, 2023

YYYY / MM / DD



FCSS Manager
Sue Bornn

Next meeting scheduled for **November 9th, 2023**, at 7:00 p.m.



City of Lacombe

COUNCIL HIGHLIGHTS

November 14, 2023

Regular Meeting of Council

2. Consent of Agenda

2.1 Consent of Agenda

- Council appointed Councillor Don Gullekson to the Burman Business School Advisory Board with a term starting November 15th, 2023, and ending October 26th, 2025.
- Council gave first reading to Bylaw 508 as presented and resolved to issue a Notice of Intent to designate the Campbell Block as a Municipal Historic Resource and provide this notice to the property owner.
- Council gave first reading to Bylaw 507 (Updated Cemetery Bylaw) as presented.

5. Public Hearings

5.1 Bylaw 400.50 Land Use Bylaw (LUU) Amendment – Redesignation of 5332 50th Avenue

A Public Hearing was held for Bylaw 400.50 to amend Land Use Bylaw 400. If approved, Bylaw 400.50 will rezone lands described as the West half of Lot 31, Plan RN9 (5332 50 Avenue) from Residential Detached District (R1) to Residential Multi-Unit Dwelling District (R5).

6. Requests for Decision

6.1 Council Seating Arrangements – Follow up

Seating of Councillors is determined by the Mayor at the yearly Council organization meeting as per Bylaw 370, Section 3.0(9). The new Council seating arrangements require that the camera be adjusted to show the full view of Council.

Council accepted the proposed 2023-2024 seating arrangements as information.

6.2 Bylaw 400.50 Land Use Bylaw (LUU) Amendment – Redesignation of 5332 50th Avenue

The City has received an application to change the designation of a parcel of land in Lacombe's downtown along 50th Avenue. The proposal would redesignate the subject parcel from Residential Detached District (R1) to Residential Multi Unit Dwelling District (R5).

The R5 district allows a range of permitted and discretionary uses, including multi-attached housing, care residences, and apartment housing. The applicant has indicated they intend to develop apartment housing on

the proposed site. Administration estimates 13-15 units could be accommodated on the parcel depending on building design and unit size.

Council gave second to Bylaw 400.50, as amended.

6.3 Train Whistle Cessation

The City and Canadian Pacific Kansas City (CPKC) – previously CP Rail – agreed that three of the five crossings within City limits are eligible for whistle cessation. Once approved by Council, this motion will be sent to CPKC. They will then authorize their trains to cease whistling within 30 days at these intersections.

A fourth crossing at Wolf Creek Drive near the Highway 2A intersection will also qualify for whistle cessation once the pedestrian crossing is installed in 2024. Once the pedestrian crossing is completed, a separate motion to cease whistling at this location will be brought forward.

Council declared the use of train whistles to be discontinued in Lacombe at:

- the Wolf Creek Drive rail crossing at Bretcher Subdivision mile 10.64;
- the 34 Street rail crossing at Bretcher Subdivision mile 10.04;
- and the 46 Avenue rail crossing at Leduc Subdivision mile 18.00.

unless an emergency exists.

6.4 2024 Operating Budget & 2025-2026 Financial Plan

Lacombe City Council was presented a draft the 2024 Operating Budget which included a 3.75% tax rate increase to help offset increasing expenses in various areas.

The draft included 1% for sustainable road maintenance (with increased funds contributed to the Roads Reserve); 0.74% for new debt servicing costs linked to the new Public Works Facility; 0.81% to support service level enhancements; and 1.2% for all other net expenditure changes.

Total proposed service level enhancements for 2023 amounted to \$140,216

Council approved the 2024 Operating Budget and the 2025-2026 Operating Plan.

6.5 2024 Capital Budget

Lacombe City Council was presented with the 2024 Capital Budget, which includes 20 projects at the anticipated cost of \$9.34 million.

The Budget funding sources include: \$3.35 million from grant funding, \$4.67 million from reserve fund withdrawals, \$870,000 from other sources, and \$450,000 from debentures.

Council additionally approved an additional Capital Expenditure of \$450,000 for C & E Trail Additional Paving, funded by the Roads Reserve.

Council adopted the 2024 Capital Budget as amended, A motion to approve an additional Capital Expenditure of \$450,000 for C & E Trail Additional Paving, funded by the Roads Reserve was defeated.

6.6 2024 - 2033 Capital Plan

Lacombe City Council received a draft of the 10-year Capital Plan, which outlines Council's future capital priorities.

The estimated total capital expenditures represented in the 2024-2033 Capital plan is \$80.1 million. Sources include:

- Debentures - \$8.6M
- Grants - \$22.2M
- Outside Sources - \$4.1M
- Reserve Withdrawals - \$45M

Council accepted the 2024 - 2033 Capital Plan report as Information.

8. In camera

8.1 Land (FOIP Section 16)

Council directed Administration to proceed in the negotiation with Biorefinex as discussed in-camera for item 8.1.

8.2 Land (FOIP Section 16)

Council directed Administration to pursue a contract for Anna Maria's as discussed in-camera for item 8.2.

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

- Monday, November 20, 2023 – Committee of the Whole Meeting at 5:30 p.m. – City Hall***
- Monday, November 27, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, December 11, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall***

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING NOVEMBER 14, 2023

BYLAW NO. 1397/23 PUBLIC HEARING

A public hearing was held for Bylaw No. 1397/23. Bylaw No. 1397/23 is a bylaw of Lacombe County to adopt the Southeast Bentley Area Structure Plan. Following the public hearing, Bylaw No. 1397/23 was given second reading. Council will give consideration to third reading of Bylaw No. 1397/23 at their November 23, 2023 regular meeting.

PLANNING SERVICES LONG-RANGE PLANNING PROGRAM

Council approved the Planning Services 2024-2026 Long Range Planning Program.

AUC INQUIRY ON ELECTRICITY DEVELOPMENT PROJECTS

Council will provide input into an inquiry by the Alberta Utilities Commission (AUC) regarding the approval process for electricity generation requirements.

POLICY RC(10) FUNDING APPLICATIONS

Council approved 2024 funding applications for Policy RC(10) Operating Support of Historical, Cultural, Tourism, and Visitor Information Facilities and Services, as follows:

- \$16,995.00 for Mirror and District Museum Association
- \$4000.00 for Alix Wagon Wheel Museum Association
- \$10,000.00 for Bentley Museum Society
- \$10,000.00 for Blackfalds and Area Historical Society
- \$2,266.00 for Eckville and District Historical Society
- \$41,272.30 for Lacombe and District Historical Society
- \$60,000.00 for Lacombe Regional Tourism and Marketing Association.

BRIDGE FILE 1091 REPAIRS

Bridge File 1091, northeast of Tees, received significant damage on September 23, 2023 as a result of being struck by a vehicle.

The County Manager was authorized to engage a qualified contractor to complete repairs to Bridge File 1091 in the amount of \$109,120.00, to be funded from the Bridge Reserve. Any funds from insurance proceeds related to the damage to Bridge File 1091 will be directed to the Bridge Reserve.

VILLAGE OF ALIX/LACOMBE COUNTY INTERMUNICIPAL DEVELOPMENT PLAN (IDP) PROPOSED UPDATES

Proposed changes to the Village of Alix/Lacombe County IDP received Council endorsement. A meeting to seek public input regarding the proposed changes to the Village of Alix/Lacombe County IDP will be held on January 9, 2023 at 6:00 p.m. at the Alix Community Hall.



WHERE PEOPLE ARE THE KEY

ANDERSON PARK BOAT LAUNCH REVIEW

In follow-up to a resolution of Council in November 2018 whereby the discussion regarding a boat launch at Anderson Park was deferred for a five-year period, Council reviewed potential layout options and cost estimates for a boat launch at Anderson Park.

It was determined, by resolution of Council, that any work on the development of a boat launch at Anderson Park be further deferred until such time as Council deems that additional access to Gull Lake is required.

AGRICULTURAL SERVICES BOARD MEETING RECOMMENDATIONS

Council approved the following recommendations from the October 18, 2023 Lacombe County Agriculture Service Board meeting:

- That the Clive Seed Cleaning Cooperative report be received for information.
- That the Lacombe County 2024 Budget include funding for the purchase of Spring and Fall Road Safety Signage.
- That the input from the Agricultural Service Board regarding the 2024 agricultural extension activities be received for information.
- That the 2023 Seasonal Agriculture Operations update be received for information.
- That the 2023 ASB Resolution Report Card be received for information.
- That Lacombe County continues with the Farm Family Award.
- That the Alberta Transportation and Economic Corridors Vegetation Management Plan Report be received for information.
- That the Agricultural Services Board Position Statement Information Item be received for information.
- That the East Central Review Wild Boar article be received for information.
- That the information regarding the 2023 Central Region Agricultural Service Board Conference.

REQUEST FOR ROAD CLOSURE AND SALE – ROAD PLAN 1756 CO

Road Plan 1756 CO is a road diversion within the Pt. NW 33-41-22 W4M. Daniel Hucal is requesting the closure and sale of Road Plan 1756 CO so it can be consolidated with his property. The proposal was circulated to interested parties for comment; there was no response from adjacent landowners, or Chain Lakes Gas Co-op Ltd. Battle River Power Coop responded that they have no concerns with the road closure.

By resolution of Council, the closure of Road Plan 1756 CO was approved. To complete the road closure process, the request will be forwarded to Alberta Transportation for approval and then registered with Land Titles.

PROPERTY TAX LATE PAYMENT PENALTY CANCELLATION REQUEST

A motion that Lacombe County cancel the \$74.63 late payment penalty on tax account #4022503509 did not receive Council approval.



WHERE PEOPLE ARE THE KEY

CLIVE ATHLETIC AND AGRICULTURAL SOCIETY

Council received a presentation by representatives of Clive School and the Clive Athletic and Agricultural Society regarding a request for funding for the construction of a new playground at Clive School as well as a general update on the fundraising efforts of the Clive Athletic and Agricultural Society.

LACOMBE REGIONAL TOURISM

Council was provided with a presentation highlighting the services and operations of Lacombe Regional Tourism.

Next Regular Council Meeting is
November 23, 2023 – 9:00 a.m.

Next Committee of the Whole Meeting is
December 5, 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.**

From: Julian, Peter - Riding 1D <peter.julian.c1d@parl.gc.ca>

Sent: Thursday, November 23, 2023 9:09 AM

To: Julian, Peter - Riding 1D <peter.julian.c1d@parl.gc.ca>; Julian, Peter - M.P. <peter.julian@parl.gc.ca>

Subject: Alberta - Private Member's Bill C-273 | Projet de loi d'initiative parlementaire C-273

Mayor and Council,

I am writing to urge you and your organization to support my Private Member's [Bill C-273 - An Act to amend the Criminal Code \(Corinne's Quest and the protection of children\)](#). It is appalling that physical punishment of children is still legal in Canada, even though more than [sixty countries](#) around the world have banned the practice. [Bill C-273](#) seeks to repeal section 43 of the Criminal Code, which allows for physical punishment of children. If it passes in Parliament, Bill C-273 will help to end the legalized physical punishment of children in Canada.

It is important to note that Bill C-273 is a response to the [Truth & Reconciliation Recommendation Call to Action #6](#). Nearly [700 Canadian organizations](#) signed a [Joint Statement](#) to end physical punishment of children and youth. Child and youth advocates across Canada, such as [Justice for Children and Youth](#), [Spirit of the Children Society](#), [Indigenous Watchdog](#), and the [Canadian Coalition for the Rights of Children](#), continue to fight for the repeal of Section 43. We have also received endorsements by [BC Association of Social Workers](#) and [First Call Child and Youth Advocacy Coalition](#).

"This Bill (C-273) holds great importance in the development and well-being of all children. Children need to be permitted to live in an environment free from violence and fear. At Spirit of the Children Society, it is our goal to empower and strengthen Indigenous families by providing support and resources through a model of love, caring, and understanding. This is accomplished by teaching the parents, and children, that hurting a person to get their way is not the appropriate way of child rearing; mindfulness, communicating, and role modeling is the ideal way to raise a child. Through this model a child will develop into an individual who is able to learn from their own successes and mistakes and not be fearful of challenge", Ruth Weller, Executive Director of Spirit of the Children Society.

Bill C-273 will be coming up for first hour of debate at the end of November in the House of

Commons. **There are two ways to support this legislation:**

1. **Sign my petition:** https://www.peterjulian.ca/support_bill_c_273
2. **Write to your MP:** https://www.peterjulian.ca/write_to_your_mp_section_43

If you have any questions, please contact my staff, Doris Mah, peter.julian.c1d@parl.gc.ca.

Sincerely,

Peter Julian,
MP – New Westminster-Burnaby
Peter.julian@parl.gc.ca
613-992-4214

I acknowledge that I work on the unceded traditional territory of the Algonquin, Haudenosaunee and Anishinabek peoples.

New Westminster is located on the unceded and traditional territory of the Halq'eméylem speaking Coast Salish peoples. This includes the nations of the Qayqayt, q'wa:n̓l'əḥ̓ (Kwantlen), Katzie, kwikwəłwəm (Kwikwetlem), xwməθkʷəyəm (Musqueam), Stó:lō, scəwaθn məsteyəxʷ (Tsawwassen), and Tsleil-Waututh.

Burnaby is [located on the ancestral and unceded homelands](#) of the [hənq̓əmin̓əm](#) and [Skwxwú7mesh](#) speaking peoples as well as all Coast Salish peoples.

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Le maire et le conseil municipal,

Je vous écris pour vous demander instamment, à vous et à votre organisation, de soutenir mon projet de loi d'initiative parlementaire [C-273](#) - Loi modifiant le Code criminel (La quête de Corinne et la protection des enfants). Il est consternant que les châtiments corporels infligés aux enfants soient encore légaux au Canada, alors que plus de [soixante pays](#) dans le monde ont interdit cette pratique. Le projet de loi [C-273](#) vise à abroger l'article 43 du code pénal, qui autorise les châtiments corporels à l'encontre des enfants. Si elle est adoptée par le Parlement, la proposition de loi C-273 contribuera à mettre fin à la légalisation des châtiments corporels infligés aux enfants au Canada.

Il est important de noter que le projet de loi C-273 est une réponse à [l'Appel à l'action #6 de la Commission de vérité et réconciliation du Canada](#). Près de [700 organisations](#) canadiennes ont signé une [déclaration conjointe](#) pour mettre fin aux châtiments corporels infligés aux enfants et aux jeunes. Les défenseurs des enfants et des jeunes, comme la [Coalition canadienne pour les droits des enfants](#), la [Justice for Child and Youth](#), [Spirit of the Children Society](#), [Indigenous Watchdog](#) continue

à lutter pour l'abrogation de l'article 43. Nous avons également reçu le soutien de la [BC Association of Social Workers](#) et de la [First Call Child and Youth Advocacy Coalition](#).

"Ce projet de loi (C-273) revêt une grande importance pour le développement et le bien-être de tous les enfants. Les enfants doivent pouvoir vivre dans un environnement exempt de violence et de peur. À la Spirit of the Children Society, notre objectif est d'autonomiser et de renforcer les familles indigènes en leur apportant un soutien et des ressources par le biais d'un modèle d'amour, d'attention et de compréhension. Pour ce faire, nous enseignons aux parents et aux enfants qu'il n'est pas approprié d'élever un enfant en blessant une personne pour obtenir ce que l'on veut ; la pleine conscience, la communication et la modélisation sont les moyens idéaux d'élever un enfant. Grâce à ce modèle, l'enfant deviendra un individu capable d'apprendre de ses succès et de ses erreurs et de ne pas craindre les défis", a déclaré Ruth Weller, directrice générale de la Spirit of the Children Society.

Le projet de loi C-273 fera l'objet d'une première heure de débat à la fin du mois de novembre à la Chambre des communes. **Il y a deux façons de soutenir cette législation :**

1. Signez ma pétition : https://fr.peterjulian.ca/abroger_la_section_43
2. Écrire à votre député : https://fr.peterjulian.ca/abroger_la_section_43

Si vous avez des questions, veuillez contacter mon équipe, Doris Mah, peter.julian.c1d@parl.gc.ca.

Sincèrement,

Peter Julian,
député – New Westminster-Burnaby
Peter.julian@parl.gc.ca
613-992-4214

Je reconnait que je travaille sur le territoire non-cédé des nations Algonquine, Haudenosaunee et Anishinabek.

New Westminster est situé sur le territoire traditionnel et non cédé des peuples salish de la côte parlant le halq'eméylem. Cela comprend les nations des Qayqayt, q'wa:ñł'əñ (Kwantlen), Katzie, kwikwəłwəm (Kwikwetlem), xwməθkwəyəm (Musqueam), Stó:lō, scəwaθn məsteyəxw (Tsawwassen), et Tsleil-Waututh.

Burnaby est situé sur [les terres ancestrales et non cédées](#) des [hənqəminəm](#) et [Skwxwú7mesh](#), ainsi que de tous les peuples salish de la côte.

////

Doris Wai Ki Mah 馬朱慧琪 (she/her)

MPM | MALTS | BA (Hons)

Chief of Staff | cheffe de cabinet

Peter Julian, MP (New Westminster - Burnaby) | Député Peter Julian (New Westminster-Burnaby)

Parliamentary Office: 203-180 Wellington, Ottawa, Ontario

(TEL) 613-992-4214 | (FAX) 613-947-9500

Constituency Office: 110-888 Carnarvon Street, New Westminster, British Columbia

(TEL) 604-775-5707 | (FAX) 604-775-5743

[Website](#) | [Facebook](#) | [Instagram](#) | [Twitter](#) | [YouTube](#)

UFCW 232 | TUAC 232

I acknowledge that I work on the unceded traditional territory of the Algonquin, Haudenosaunee and Anishinabek peoples.

Je reconnait que je travaille sur le territoire non-cédé des nations Algonquine, Haudenosaunee et Anishinabek.

New Westminster is located on the unceded and traditional territory of the Halq'eméylem speaking Coast Salish peoples. This includes the nations of the Qayqayt, q'wa:ḥł'əḥ (Kwantlen), Katzie, k'w'ikwəłwəm (Kwikwetlem), x'wməθk'wəyəm (Musqueam), Stó:lō, scəwaθn məsteyəx'w (Tsawwassen), and Tsleil-Waututh.

New Westminster est situé sur le territoire traditionnel et non cédé des peuples salish de la côte parlant le halq'eméylem. Cela comprend les nations des Qayqayt, q'wa:ḥł'əḥ (Kwantlen), Katzie, k'w'ikwəłwəm (Kwikwetlem), x'wməθk'wəyəm (Musqueam), Stó:lō, scəwaθn məsteyəx'w (Tsawwassen), et Tsleil-Waututh.

Burnaby is [located on the ancestral and unceded homelands](#) of the [hənqəminəm](#) and [Skwxwú7mesh](#) speaking peoples as well as all Coast Salish peoples.

Burnaby est situé sur [les terres ancestrales et non cédées](#) des [hənqəminəm](#) et [Skwxwú7mesh](#), ainsi que de tous les peuples salish de la côte.

MEETING DATE: November 28, 2023

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1290.23 – Land Use Bylaw Use Amendments**

BACKGROUND

The Land Use Bylaw (LUB) amendments proposed under Bylaw 1290.23 before Council pertain specifically to uses. Establishing proper uses in Land Use Districts is paramount because uses cannot be varied by the Development Authority nor the appeal bodies. If a use is contemplated in a LUB but not reflected in a specific District, it is seen as a deliberate exclusion from that District and will, therefore not be allowed without going through a LUB amendment.

The amendments proposed under Bylaw 1290.23 are coming forward to assist with the implementation of the Municipal Facility Office Space Policy pertaining to the former FCSS building and in anticipation of some additional complementary uses at the Eagle Builders Centre. As use amendments were required the Department took the opportunity to address a missed use listed in the Industrial Districts, being “Recreational Vehicle Storage”, and include a definition for “Similar Use”.

DISCUSSION

The following subsections correspond to the amending Bylaw 1290.23 provided in Attachment 1:

Amendment 2.1

Due to the prescriptive nature of uses in LUB’s, many municipalities, including The Town of Blackfalds, will have “Similar Use” listed in appropriate Districts. This allows some flexibility when contemplating a Development Permit Application for a use that may not have been considered when the LUB was written, but it is similar enough to the other listed uses that it would be an acceptable use. The Town’s LUB has “Similar Use” provisions in the Industrial and Commercial Districts to allow for that flexibility, however, the Development Authority must be careful in the implementation of a Similar Use provision. As such, the amending bylaw includes a definition of “Similar Use” to ensure proper application of the provision where allowed.

Amendments 2.2 and 2.3

When reviewing a development inquiry about a potential RV storage, it was realized that our LUB has a definition for “Recreational Vehicle Storage”, but the use is not reflected in any of the Land Use Districts. Unfortunately, because “Recreational Vehicle Storage” is a defined use, it is not possible to consider an application for such a development as a “Similar Use” provision wouldn’t be applicable in this situation.

Bylaw 1290.23 proposes to include “Recreational Vehicle Storage” as a Discretionary Use in the Industrial Light District (I-1) and Industrial Heavy District (I-2) because they have historically been allowed in those districts.

Amendment 2.4

This amendment proposes to bring “Health Services” as a Permitted Use in the Public Facility District (PF), but only at the former FCSS building to assist with the implementation of the Municipal Facility Office Space Policy (Attachment 2), and the Eagle Builders Centre to allow for potential physiotherapy or other related uses.

Amendment 2.5

This amendment proposed to bring “Restaurant” as a Discretionary Use in the Public Facility District (PF), but only at the Eagle Builders Centre. The existing concessions are considered “Accessory Uses” at the Eagle Builders Center, but to allow for a potential sit-down restaurant this amendment is necessary.

Pre-Council Consultation

In the spirit and intent of the Public Participation Policy, all industrial landowners were provided with a notice of Administration’s intent to bring forward amendments to include “Recreational Vehicle Storage” as a Discretionary Use in the Industrial Districts. The Department received two inquiries about the proposed amendments seeking clarification at the time of writing this report; no objections or concerns were raised.

Bylaw 1290.23 was presented before the Standing Committee of Council at their November 20, 2023 meeting where the following recommendations were carried:

053/23 Councillor Coulter moved That Standing Committee of Council recommend Council give First Reading to Bylaw 1290.23.

CARRIED
Opposed Jim Sands

054/23 Councillor Appel moved That Standing Committee of Council recommend, upon giving First Reading to Bylaw 1290.23, that a Public Hearing date be set for January 9, 2024, at 7:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

1. That Council give First Reading to Bylaw 1290.23 – Land Use Bylaw Use Amendments.
2. That Council, upon giving First Reading to Bylaw 1290.23, a Public Hearing date be set for January 9, 2024, at 7:00 p.m. in Council Chambers.


ALTERNATIVES

- a) That Council refers this item back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1290.23 - Land Use Bylaw Use Amendments*
- *Municipal Facility Office Space Policy*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

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

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Schedule 'A' of Land Use Bylaw No. 1268.22 to include Recreational Vehicle Storage as use in the Industrial Light District (I-1) and Industrial Heavy District (I-2); include a Similar Use definition; and site exceptions in the Public Facility District (PF) to allow for Health Services at 5016 Waghorn Street (former FCSS Building) and Health Services and a Restaurant at 5302 Broadway Avenue (Eagle Builders Centre).

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

WHEREAS, a Public Hearing was held on [REDACTED], to allow the general public to provide input into the proposed Bylaw amendments;

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

PART 1 – TITLE

1.1 That this Bylaw shall be cited as the “**Land Use Bylaw Use Amendments**”.

PART 2 – AMENDMENTS

2.1 That Section 1.14 Definitions be amended to include the following definition of **SIMILAR USE**:

SIMILAR USE means a use of a site or Building in a District which, in the opinion of the Development Authority, is so similar to a Permitted Use or Discretionary Use in that District as set out in the purpose statement, but does not include a use that is specifically defined as a Permitted Use or Discretionary Use in any other District.

2.2 That Section 6.14.2 Permitted and Discretionary Uses be amended to include “Recreational Vehicle Storage” as a Discretionary Use.

2.3 That Section 6.15.2 Permitted and Discretionary Uses be amended to include “Recreational Vehicle Storage” as a Discretionary Use.

2.4 That Section 6.16.2 Permitted and Discretionary Uses be amended to include “Heath Services only on the following Parcels:

- Lot 17 Block 7 Plan 052 112 (5016 Waghorn Street); and
- Lot P Plan 1890MC (5302 Broadway Avenue)”

as a Permitted Use.

2.5 That Section 6.16.2 Permitted and Discretionary Uses be amended to include “Restaurant only on the following Parcel:

- Lot P Plan 1890MC (5302 Broadway Avenue)”

as a Discretionary Use.

PART 3 – DATE OF FORCE

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

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

Policy No.:	163.22	
Policy Title:	Municipal Facility Office Space Policy	
Department:	Community Services	Council Approval: October 25, 2022
Reviewed:	Every 5 Years	
Revised:		Resolution No.: 299/22
Supersedes Policy/Bylaw:		Date: October 25, 2022

1. Policy Statement

- 1.1 The Municipal Facility Office Space Policy will provide guidance for Council and Administration to determine how unallocated and surplus office space may be allocated to health and social service organizations and programming that provide needed services to Town of Blackfalds residents, per the Social Needs Assessment Master Plan.

2. Reason for Policy

- 2.1 That the Town of Blackfalds is dependent on external outreach agencies for needed services and providing office space for these agencies, when available is of benefit to the Community.
- 2.2 To set out a policy under which the Town of Blackfalds may enter into partnerships with health and social service organizations to provide them office space in order to meet the goals of the Social Needs Assessment Master Plan.
- 2.3 To encourage the procurement of social services, health services and programming not currently offered to Blackfalds residents.
- 2.4 To provide in-kind or reduced rate office space for new social services, health services and programming in Blackfalds where fees might currently be a barrier.
- 2.5 To provide more accessible services by offering community agencies and organizations the opportunity to locate in Blackfalds.

3. Related Information

- 3.1 None

4. Definitions

- 4.1 “**Donation**” means a sum of money given to a charitable cause through a gift, contribution, present, pledge, handout or offering with no reciprocal recognition. If reciprocal benefits exist, the principles of this policy apply.

- 4.2 **“In Kind Contribution”** means contributions, other than cash, including corporate products, labour, facility use, and services and/or other assets without charge or purchase.
- 4.3 **“Region”** means the geographical area surrounding the Town of Blackfalds where residents would seek and benefit from services.
- 4.4 **“Resources”** means provision of Town owned materials or assets in kind or provision of municipal labour forces in kind.
- 4.5 **“Social Assistance Agency”** means an agency providing assistance that supports individuals in provision of their basic needs.
- 4.6 **“Social Needs Assessment”** means the guiding document for Council, the FCSS Board, and Administration which provides direction on initiatives and strategies to address social needs in Blackfalds.
- 4.7 **“Town”** means the corporation of the Town of Blackfalds, its departments and employees.

5. Responsibilities

5.1 Municipal Council to:

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

5.2 Chief Administrative Officer to:

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

5.3 Director of the Department to:

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

5.4 Manager to:

- 5.4.1 Understand, and adhere to this policy and procedure.
- 5.4.2 Ensure employees are aware of this policy and procedure.

5.5 All Employees to:

5.5.1 Understand and adhere to this policy and procedure.

6. Exclusions

6.1 As circumstances arise.

7. Special Situations

7.1 As circumstances arise.

8. Appendix

8.1 Appendix A - Municipal Facility Office Space Application

8.2 Appendix B – Municipal Facility Office Space Application Evaluation

9. End of Policy

PROCEDURE	Policy No.: Policy Title: Department:	163.22 Municipal Facility Office Space Policy Community Services
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1. Preamble

- 1.1 The Town will review all requests for office space in an open, equitable and fair manner.

2. General

2.1. Application

- 2.1.1. Applicants must be a health or social service agency, not just a not-for-profit organization.
- 2.1.2. Office space requests will be processed and considered through a formal request provided in writing by filling out Appendix A – Municipal Facility Office Space Application.
- 2.1.3. Applicants will be required to outline how their health or social service agency meets the needs of the Social Needs Assessment Master Plan or gap in community health services.
- 2.1.4. Applications will be reviewed by Town Administration for approval.
- 2.1.5. Administration's recommendation for approval will be forwarded to Town Council for formal approval.
- 2.1.6. Applicants may be requested to appear as a delegation in person to a Council Meeting and to provide an oral presentation.
- 2.1.7. This policy will include discretionary approval of organizations that may fall outside of the criteria identified, with consideration of shifting economic, social needs and benefits.

2.2. Eligibility Criteria

- 2.2.1. The Town of Blackfalds is a publicly funded government body that offers space to support community programs and organizations that further supports and improves the lives of our residents. Therefore, office space requests will only be considered, when the applicant meets the eligibility criteria for identified service gaps and vulnerable populations.
- 2.2.2. The applicant must demonstrate that donation of space will provide a direct or indirect benefit to the Town, its citizens, and those in the region through measurable and meaningful actions and services that are currently limited in the Town of Blackfalds.

2.2.3. These gaps will be identified in relation to the Social Needs Assessment.

2.3. Evaluation

2.3.1. Municipal Administration will review applications from organizations and will determine approval based on Appendix B – Municipal Facility Office Space Application Evaluation.

3. End of Procedure

Approval

-Original Signed -

Chief Administrative Officer

-Original Dated-

Date

Town of Blackfalds5018 Waghorn Street,
Box 220,
Blackfalds, AB T0M 0J0**Phone** 403.885.4677**Fax** 403.885.4610**Email** info@blackfalds.ca

Purpose: To provide guidance for the Town of Blackfalds to enter into partnerships with health and social service organizations to provide them office space in order to meet the goals of the Social Needs Assessment Master Plan.

Who May Apply: Social Service and Health Service Agencies that provide social services, health services, and/or programming to the community. The service must be delivered in Blackfalds, AB.

To request office space, organizations must submit a complete application form. The application will be reviewed by Town Administration and if approved, will be brought forward to the Town of Blackfalds Council for final approval. Applicants may be asked to speak as a delegation for further information on their application. Applicants must be from a social assistance agency or healthcare organization. Applicants are encouraged to note how their request addresses needs from the Social Needs Assessment Master Plan located here through the completion of the Evaluation Form. If you require information or assistance, you can contact the Town at 403.885.4677. We are located at 5018 Waghorn Street, Blackfalds, AB.

Part A – Social Service or Health Service Agency's Information

1. Organization's Name: _____

2. Mailing Address: _____

Postal Code: _____

3. Primary Contact Person: _____

Phone: _____

E-Mail: _____

Registered Society / Charity Number (if applicable): _____

Part B – Purpose and Need

Demonstration of Need

1. What service gap(s) has been identified that shows the social service or health service need or programming in our community?
2. How does this program/service serve to strengthen and support social serving and health services of the residents of Blackfalds?
3. Will this program/service still locate in Blackfalds without the use of Municipal provided office space?

Organization

4. Is this program/service already offered through any other organization in Blackfalds?
5. Which of the FCSS priorities are addressed?
 - ☐ Bullying/Conflict Resolution
 - ☐ Child & Youth Safety
 - ☐ Mental Health Supports
 - ☐ Parenting
 - ☐ Health Services
 - ☐ Relationship Support
 - ☐ Family & Domestic Violence Support
 - ☐ Substance Abuse
 - ☐ Intergenerational Programming

6. Describe your organization including the type, the purpose, and number of members.

7. Describe the type of program(s) and/or services offered.

8. What are your organization's goals and objectives for this year?

9. What is your organization's target residents?

INVALID COPY

Part C – Issue Addressed

1. Describe the issue or priority area your organization/program proposes to address.
2. In which of the following areas does this service/program impact on social sustainability in our community:
 - ☐ Help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - ☐ Provide health services not currently offered to the residents of Blackfalds.
 - ☐ Help people to develop interpersonal and group skills which enhance constructive relationships among people;
 - ☐ Help people and communities to assume responsibility for decisions and actions which affect them;
 - ☐ Provide supports that help sustain people as active participants in the community.
3. In what ways are the residents you intend to serve impacted? Please describe short- and long-term implications.
4. What is the impact of not addressing the identified needs?
5. How does your project/program plan to address the issue?
6. Describe specifically how you will measure the success of locating your services in Blackfalds and your expected results. (Examples: # of participants, # of surveys completed, survey feedback, program waiting list, etc.)
7. Are there similar program/services offered in the community? If so, explain how yours is different.

Part D – Office Space Budget and Hours

1. If your organization were to use Municipal Office Space, would you expect to pay a subsidized rental fee? Or would you expect to use the space as a free, in-kind donation?

2. How much could your organization afford to pay per office space?

3. How many offices would you require?

4. How long would you need to use the office space for?

5. What days and hours would you plan to be in office?

Part A – Social Service or Health Service Agency's Information

Question #'s	Checklist	Yes	No	Comments
1	Organization Name:			
2	Organization contact info			
3	Is this organization a health services provider?			
4	Is this organization a social services provider?			
5	Is this organization primarily recreational in nature?			If yes, the application is ineligible
6	Is this program duplicating a current program?			If yes, the application is ineligible

Part B – Purpose & Need

Question #'s	Checklist	Yes	No	Comments
1	Demonstration of Need: ✓ Is there an identified service gap?			
2	✓ Does the organization strengthen & support social functioning in Blackfalds?			
3	✓ Does the organization strengthen & support health services functions in Blackfalds?			
4-6	Organization: ✓ Will this program/service still locate and operate in Blackfalds without the use of Municipal office space? ✓ Is the program/service already offered through any other organization in Blackfalds?			
7	✓ Are any of the FCSS priorities addressed? <ul style="list-style-type: none"> ○ Bullying/ Conflict Resolution ○ Child & Youth Safety ○ Mental Health Supports ○ Parenting ○ Health Services ○ Relationship Support ○ Family & Domestic Violence Support ○ Substance Abuse ○ Intergenerational Programming 			
8	✓ Is the organization described, including the type, purpose, and number of members?			
9	✓ Are the type of program(s) and/or services offered described? ✓ Are the organization's goals and objectives for this year described? ✓ Are the organization's target residents indicated in the application?			

Part C - Issue Addressed

Question #'s	Criteria	Comments	Rating
1	<input checked="" type="checkbox"/> Did the applicant describe the issue or priority area the organization/program proposed to address?		
2-3	<input checked="" type="checkbox"/> Did the applicant demonstrate how the following areas this service/program impact the social sustainability in our community: <ul style="list-style-type: none"> <input type="checkbox"/> Help people to develop independence, strengthen coping skills and become more resistant to crisis; <input type="checkbox"/> Provide health services not currently offered to the residents of Blackfalds. <input type="checkbox"/> Help people to develop interpersonal and group skills which enhance constructive relationships among people; <input type="checkbox"/> Help people and communities to assume responsibility for decisions and actions which affect them; <input type="checkbox"/> Provide supports that help sustain people as active participants in the community. 		
3-5	<input checked="" type="checkbox"/> Does the applicant describe who is impacted by the issue? <input checked="" type="checkbox"/> Does the applicant describe in what way they are impacted? And do they describe short- and long-term implications? <input checked="" type="checkbox"/> Does the applicant describe the impact of not addressing the issue?		
6-8	<input checked="" type="checkbox"/> Does the applicant describe how the service/program addresses the issue? <input checked="" type="checkbox"/> Does the applicant describe specifically how they will measure the success of locating their services in Blackfalds and their expected results. <input checked="" type="checkbox"/> Are there similar programs offered in the community?		

Part D – Office Space Budget and Hours

Question #'s	Criteria	Comments
1	<input checked="" type="checkbox"/> Will the organization pay a subsidized rental fee? Or would it require the space as a free, in-kind donation?	
2-5	<input checked="" type="checkbox"/> How much could the organization afford to pay per office space? <input checked="" type="checkbox"/> How many offices would they require? Is this space available? <input checked="" type="checkbox"/> How long would they need to use the office space for? <input checked="" type="checkbox"/> Did the applicant note what days and hours they plan to be in office?	

Office Space Approved/Declined _____

MEETING DATE: November 28, 2023

PREPARED BY: Darolee Bouteiller, Finance Manager

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Bylaw 1294.23 - Schedule "A" - Corporate Services Fee Schedule**

BACKGROUND

It is Administration's intention for Corporate Services to review rates, fees, and services provided to the community and justify adequate services provided for a reasonable fee. Further, it is the intention to pass on updated fees and services to Council for approval on a regular basis.

DISCUSSION

A new Corporate Services Fee Schedule has been created to be more in alignment with services that we currently provide at an appropriate fee for those services. The Corporate Services fee schedule was reviewed by Council and the November 20 Standing Committee. Inflationary impacts and costs of providing the services have become more expensive, and so our fees must increase accordingly.

Several services from the past schedule have been removed. The service is no longer provided or is no longer a chargeable service such as copying fees. Property Information fees on lot size, zoning, and age are no longer provided by Corporate Services. If required, they should be included in the Planning & Development Services fee schedule.

The fees have increased on services provided for Tax Search, Tax Certificate, Tax Roll Notifications, and Assessment appeals for residential and commercial and NSF charges.

FINANCIAL IMPLICATIONS

The proposed rates and fees will provide revenue to help offset the expenses of operations. They are effective immediately and are included in the 2024 – 2026 Operating Budget.

ADMINISTRATIVE RECOMMENDATION

- | |
|--|
| <ol style="list-style-type: none">1. That Council give First Reading to Bylaw 1294.23 - Schedule "A" - Corporate Services Fee Schedule.2. That Council give Second Reading to Bylaw 1294.23 - Schedule "A" - Corporate Services Fee Schedule.3. That Council give unanimous consent to give Third Reading to Bylaw 1294.23 - Schedule "A" – Corporate Services Fee Schedule. |
|--|

4. That Council give Third and Final Reading to Bylaw 1294.23 - Schedule "A" - Corporate Services Fee Schedule.

ALTERNATIVES

- a) That Council refer this item back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1294.23 - Schedule "A" – Corporate Services Fee Schedule*
- *Bylaw 1053/07 - Rate Bylaw*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND THE RATE BYLAW 1053/07 TO CHARGE FOR VARIOUS GOODS AND SERVICES
PROVIDED BY THE TOWN OF BLACKFALDS**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being chapter M-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto, to provide for amendments to Bylaw 1053/07, known as the Rate Bylaw of the Town of Blackfalds.

WHEREAS the Municipal Council deems it necessary and expedient to amend Bylaw 1053/07.

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts as follows:

THAT Bylaw 1053/07 - Schedule "A" – Corporate Services Fee Schedule is hereby amended by this Bylaw.

PART 1 - TITLE

1.1 That this Bylaw shall be cited as the **"Schedule "A" – Corporate Services Fee Schedule"**.

1.2 That Schedule "A", attached to this Bylaw, shall form part of this Bylaw.

PART 3 - DATE OF FORCE

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

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

**TOWN OF BLACKFALDS
BYLAW 1294.23 - SCHEDULE "A"**

CORPORATE SERVICES FEES

PROPERTY INFORMATION

Tax Search – Legal/Civic	\$ 20.00
Tax Certificate	\$ 30.00
Legal Descriptions/Street Address	No charge

NOTIFICATION FEES

Tax Roll Notification – Register	\$ 25.00
Tax Roll Notification – Discharge	\$ 25.00

ASSESSMENT APPEALS OF LAND AND BUILDINGS

Residential	\$ 50.00
Commercial	\$650.00

- If the Assessment Review Board rules in favor of the complainant, the fees paid by the complainant are refundable as per Section 481(2) of the Municipal Government Act.

Non-Sufficient Funds	\$ 25.00
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Interest for late payments on Utilities	5% on unpaid arrears balance
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- Three months of unpaid utility bills, the balance is transferred to the property tax account.

Interest charged on unpaid taxes	1.5%/month on arrears balance
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MEETING DATE: November 28, 2023

PREPARED BY: Justin de Bresser, Director of Corporate Services

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Council Policy CP 173.23 - Travel and Subsistence**

BACKGROUND

Earlier this year Council adopted the Policy Governance Framework that defines and establishes the Policies within Council's purview and references that Council determines standards for itself. As a result, Administration is proposing the newly drafted Council Policy - Travel and Subsistence, which is being brought forward for Council's consideration and review.

At the November 20th Standing Committee, Council gave the direction to bring this policy forward for formal approval.

DISCUSSION

The existing Travel and Subsistence HR Policy was approved and was effective and in place for Town employees but did not address Council's travel and subsistence claims. As a result of the Policy Governance Framework, this item is being brought forward for Council consideration.

Key Points of the Policy:

- Meals and per km reimbursement are linked to CRA rates that are updated every April, which enables updates to rates without bringing the Policy back for Council's consideration each year.
- Administration surveyed the Town's comparable communities to determine what levels of meal allowance they reimburse. It was determined that the full CRA rates were substantially higher than the comparable communities. The Policy includes a reduction based on these findings.
- The per km reimbursement for personal vehicle use is recommended at CRA rates (0.68 cents per Km)

The Table below highlights the allowable rates from CRA and the recommended rates for Council.

Travel and Subsistence Policy	CRA Meal Allowances	Town Policy @ 65%
Breakfast	\$23.60	\$15.34
Lunch	\$23.90	\$15.54
Dinner	\$58.60	\$38.09
Meal Allowance Total	\$106.10	\$68.97

FINANCIAL IMPLICATIONS

The annual budget establishes Council's travel and subsistence amounts for the year. The current amounts and the current 2024 budget amount are \$5,200 for Council members and \$9,850 for the Mayor.

Year to date, 6 per meal per diems have been claimed by Council members.

ADMINISTRATIVE RECOMMENDATION

1. That Council adopt Council Policy CP 173.23 - Travel and Subsistence as presented.

ALTERNATIVES

- a) That Council refer this item back to Administration for more information or amendments.

ATTACHMENTS

- *Council Policy - CP-173.23 – Travel and Subsistence*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

TRAVEL AND SUBSISTENCE

POLICY NO.:	CP-173.23
DIVISION DEPARTMENT	Corporate Services
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1 To guide Council of the Town of Blackfalds on the fair and consistent treatment of reimbursement of business expenses.

2. POLICY STATEMENT

- 2.1 This policy provides a framework of accountability and rules to guide the effective oversight of public resources in reimbursing and paying for travel, meals, and other travel-related expenses.
- 2.2 Council will be reimbursed for reasonable expenses incurred while representing the Town, engaging in official Town business, and attending meetings, conferences, seminars, or other training opportunities, according to the approved rates and procedures, consistent with Canada Revenue Agency requirements.

3. DEFINITIONS

- 3.1 **“Approver”** means individuals responsible for reviewing and approving expense claims.
- 3.2 **“CAO”** means the Chief Administrative Officer of the Town of Blackfalds.
- 3.3 **“Claimant”** means a person submitting a claim for eligible expenditures.
- 3.4 **“CRA”** means Canada Revenue Agency.
- 3.5 **“Proof of Expenditures”** means an itemized receipt (with all gratuity and tax details) and the credit or debit receipt showing the full amount paid.
- 3.6 **“Per Diem”** refers to a daily allowance paid to the employee to cover costs incurred while on official Town travel.
- 3.7 **“Town”** means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to the Town of Blackfalds Council.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and supports this Policy by resolution.

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

5.2 Chief Administrative Officer to:

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

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

6. POLICY PARTICULARS

6.1 All expenses reimbursed through this Policy are public funds and subject to public accountability. Expenses must be reasonable and stand up to public scrutiny when disclosed.

6.2 Whenever possible, cardholders shall use their corporate credit card to pay for expenses such as registrations, travel, and expenses that would be incurred by themselves or by their staff. Personal credit cards can only be used for expenses if a corporate credit card is unavailable.

6.3 Proof of expenditures must be submitted for reimbursement except when a meal per diem or mileage allowance is claimed.

6.4 An expense claim form shall be completed and submitted to the claimant's approver, along with detailed receipts (except when per diems are claimed) and other supporting documentation for all eligible expenses. Expense claims must be submitted to Finance within 60 days of the expenses being incurred.

6.5 Approvers are made aware of Travel, Hospitality, Conferences, and Events before the expenditure.

6.6 If requested by the Approver, the rationale supporting the expenditure's relation to Town Business may be required for reimbursement.

6.7 Travel Considerations:

- 6.7.1 Where possible and practicable, claimants shall share transportation methods to reduce cost. Claimants must consider using a Town-Owned vehicle before using personal vehicles.
- 6.7.2 The most economical means (i.e., economy or coach) of vehicle, air, bus, or train shall be approved, considering the net cost to the Town.
- 6.7.3 A claimant who needs to use a personal vehicle for business use shall be reimbursed for the distance travelled from their workplace or principal residence, whichever is a shorter distance to their destination.
- 6.7.4 When travelling on Town-related business, a claimant may claim the meal's actual cost or 65% of the CRA per diem meal allowances. The meal's actual cost eligible for reimbursement is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity not to exceed 18% of the meal cost.
- 6.7.5 When a claimant travels on Town-related business, the claimant may be reimbursed at a rate equivalent to the reasonable kilometre allowance defined by CRA.
- 6.7.6 Where applicable, a claimant may opt for private accommodations in lieu of a hotel. The Town will reimburse for private accommodations at the prescribed CRA rate.

7. EXCLUSIONS

- 7.1 Purchases of alcohol, tobacco, marijuana, or similar items.
- 7.2 Meal per diem when the attended event provides the meal(s). Conference agendas are to be attached to the expense claims.
- 7.3 Rental or entrance fees for personal entertainment such as movies, concerts, recreation centers, galleries, or theatres.
- 7.4 Fines or violations.
- 7.5 Personal items.
- 7.6 Spouse or guest expenses.
- 7.7 Political Contributions.

7.8 Charitable contributions or any other non-business expense.

8. SPECIAL SITUATIONS

8.1 N/A

9. RELATED DOCUMENTS

9.1 [Appendix B: Meal and allowances – Canada.ca](#)

9.2 [Automobile allowance rates – Canada.ca](#)

10. END OF POLICY AND APPROVAL

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted		
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

MEETING DATE: November 28, 2023

PREPARED BY: Justin de Bresser, Director of Corporate Services

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **2024 Capital Budget & 5-Year Capital Plan**

BACKGROUND

The 2024 Capital Budget has been prepared for review and approval. Over the past few months, the Town has developed the 2024 Capital Budget and hosted a Budget Workshop on October 27th and 28th for an in-depth discussion with Council and Administration. Further discussion and direction were given at an additional Budget Workshop on the 16th of November, 2023.

DISCUSSION

The 2024 Capital Budget includes new budgeted dollars to complete the plan. The Capital Budget differs from the Operational Budget as the majority of the funding comes from 2 non-tax-supported sources. These sources include Provincial and Federal Grants and Town Reserves. No new Debenture borrowing has been identified for 2024. Administration will determine the optimal mix of debt versus using its own reserves for future projects. Decisions regarding individual projects should not influence future tax rates.

Appendix A identifies the projects needed and the funding source, whereas Appendix B lists the project information and justification. Administration has carried through the projects identified in the 10-Year Capital Plan as well as additional projects to accommodate changes in operational demands.

Project Additions and Changes

1. Highschool Football Field

Administration recommends approaching the Football Field at the new high school in two phases. First, the initial budget of \$500K will enable the Town to start with design. Through the design process, Administration can provide updated cost estimates on both irrigation and illumination upgrades and bring back the information to Council.

2. Arena Parking Expansion

A capital project was added to the 2024 Budget for planning and engineering work required to develop costing options and traffic impacts for future arena parking lot expansions in the amount of \$30,000. These funds will allow high-level plans to be explored through our engineering consultant, Stantec to bring back to Council for deficient parking approved by the Municipal Planning Commission prior to Council's decision to keep the FCSS and Community Hub buildings.

3. Expanded Scope Leung Road Phase 2 (Trail System inclusion)

As part of the new High School build-out and to enhance pedestrian traffic in and around the school. Administration is recommending a trail on the east side of the Bike Skills Park through to the High School as far as Duncan Ave. This trail will link students and users to commercial developments North on Vista Trail and Womacks Road. Administration did look at options to build the trail running south on Vista Trail and identified a few problems. The light poles from Fortis would have to be moved, and the ability to have the required width is limited due to the Bike Skills Park. Snow removal would also be challenging due to the proximity to the road and the fence at the Bike Skills Park. The total increase in the budget for the Leung Road Phase 2 project is \$130,000.

4. Enforcement In Car Camera System

The current Car Video System the Municipal Enforcement Department is using (Watchguard) is aging out, with parts becoming very hard to source. Over the past two years, we have been able to procure parts from outside departments that have ceased using the system the Town currently has, allowing us to obtain parts they still have on hand. This project is included in the 2024 Capital Budget in the amount of \$70,000.

5-Year Capital Plan

Each year, legislation requires a Municipality to develop long-term capital plans. The 5-Year Capital Plan, as presented, highlights projects that will assist with current Community needs and the sustainability of the Town Infrastructure. The presentation of the Plan has changed to include the broad functional areas (Engineered Structures, Facilities, etc.). These changes to the Plan will help tie the Asset Management Strategy to the 5-Year Capital Plan. The document will clearly identify what is expected to be built, replaced, or maintained over the next 5 years. The Plan may change year to year depending on Community needs and available funding sources.

Appendix C highlights the 5-Year Capital Plan for the Town of Blackfalds.

FINANCIAL IMPLICATIONS

The following funding sources will be used for the 2024 Capital Budget:

Grants – CCBF	\$1,585,236
Grants – LGFF	\$1,659,764
General Capital Reserve	\$1,018,125
Solid Waste Reserve	\$400,000
Storm Reserve	\$25,000
Streets Reserve	\$200,000
Water Reserve	\$200,000
Wastewater Reserve	\$200,000
Other	<u>\$102,375</u>
Total	\$5,390,500

ADMINISTRATIVE RECOMMENDATION

1. That Council move to accept the recommendation of Administration to approve the 2024 Capital Budget as presented.
2. That Council accepts the 5-Year Capital Plan as information.

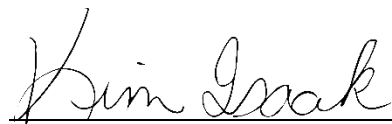
ALTERNATIVES:

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

ATTACHMENTS

- *Appendix A – 2024 Proposed Capital Budget*
- *Appendix B – 2024 Project Details*
- *Appendix C – 5-Year Capital Plan*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

2024 Capital Budget		
Project	Total Funding	Funding Source
Engineered Structure - Network		
Annual Pavement Replacement	450,000	Grants - CCBF
Catch basin installation at Aspen Drive	25,000	Reserve - Storm Sewer
Catholic School Services	600,000	Reserve - Streets, Reserve - Water, Reserve - Wastewater
Leung Road - Phase 2	2,460,000	Grants - CCBF, Grants - MSI, Reserve - General Capital
Equipment		
Zamboni Ice Resurface (CSD)	141,500	Reserve - General Capital, Other
Brine Pump Replacement	41,000	Reserve - General Capital, Other
John Deere 544H Wheel Loader	340,000	Reserve - General Capital
Mower Zero Turn John Deere Z950R (CSD)	18,000	Reserve - General Capital
Plotter	15,000	Reserve - General Capital
In Car Camera System	70,000	Reserve - General Capital
Facility		
Phase 2 Transfer Site Upgrade	400,000	Reserve - Solid Waste
Land Improvements		
All Star Park Campground	40,000	Grants - MSI
Football Field	500,000	Grants - MSI, Other
Arena Parking Expansion	30,000	Reserve - General Capital
Vehicle		
Additional Truck	70,000	Reserve - General Capital
Ford Explorer (Enforcement)	90,000	Reserve - General Capital
Ford F-150 1/2 ton Crew 4x4 (CSD)	70,000	Reserve - General Capital
Polaris side by side w/dump box	30,000	Reserve - General Capital
5,390,500		

Project Scenario Summary

24-1209 - Plotter

Project Number	24-1209	Title	Plotter
Asset Type	- Equipment	Department	- 12-09 Information Systems

Description	The Town's current 2011 HP T2300 plotter was purchased in 2013 and has reached and surpassed the end of its supported lifespan (6 years ago). As this plotter is no longer covered through vendor support, there is a risk of failure due to the unavailability of technical assistance and/or replacement parts due to the obsolescence of the plotter and its various components.
Comments	It is evident that technological advancements over the last ~12 years have yielded substantial improvements to large format printing as enhanced capabilities of new plotters include; higher resolution printing, a greater efficiency of ink usage, increased colour accuracy and print speeds which have all significantly improved the quality of printed materials while reducing the cost of maintenance and ink purchases.
Justification	Although the upfront cost of this capital purchase is notable, acquiring a new plotter is a proactive measure to mitigate potential disruptions in operations, as relying on an outdated and unsupported plotter poses a tangible risk to the efficiencies and costs savings realized from the in-house production of various printed materials from multiple departments. Furthermore, as environmental considerations have been incorporated across the large format print industry, energy efficiency features included with newer plotters would contribute to long-term costs-savings. As such, the overall benefits of this purchase would align seamlessly with the sustainability goals set by the Town within our Municipal Sustainability Plan.

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-01-760-General Capital			15,000
Total			15,000
Total Funding Source			15,000
Expenditure			
- Capital Expenses			
6-641 Current Year Expense			15,000
Total			15,000
Total Expenditure			15,000
Net Total			-

Project Scenario Summary

24-2601 - Ford Explorer (Enforcement)

Project Number	24-2601	Title	Ford Explorer (Enforcement)
Asset Type	- Vehicle	Department	- 26-00 Municipal Enforcement

Description	2014 Ford Explorer Municipal Enforcement Interceptor, 124,000 km, with increasing maintenance costs and decreased reliability. Suggested replacement with 2024 Ford Explorer police package and emergency equipment required for the vehicle.
Comments	The 2014 Ford Explorer will have been in the fleet for 10 years and has served the department well. Replacement cost for this vehicle (2024 Ford Explorer) is estimated at \$90,000, with the installation of emergency equipment included. Where equipment can be re-used efforts will be made to do so, to ensure costs are kept down wherever possible.
Justification	Emergency vehicles are required to be ready for service at a moment's notice and are subjected to some extreme driving, The Explorer is currently sitting at 124,000 km and has seen an increase in maintenance costs over the past years. While the vehicle is still serviceable for other light duties, in relation to responding to emergency situations it will have reached its lifespan.

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-01-760-General Capital	General Capital		90,000
Total			90,000
Total Funding Source			90,000
Expenditure			
- Capital Expenses			
6-645 Current Year Expense			90,000
Total			90,000
Total Expenditure			90,000
Net Total			-

Project Scenario Summary

24-2602 - In Car Camera System

Project Number	24-2602	Title	In Car Camera System
Asset Type	- Equipment	Department	- 26-00 Municipal Enforcement

Description	The current Car Video System the Municipal Enforcement Department is using (Watchguard) is aging out, with parts becoming very hard to source. Over the past two years, we have been able to procure parts from outside departments that have ceased using the system we currently have, allowing us to obtain parts they still have on hand.
Comments	In Car Video Systems have been shown to enhance Peace Officer safety by mitigating potential dangers. Often, situations will de-escalate when individuals are aware the incident is being recorded. Video systems also decrease liability to the municipality, in that prior to the use of these systems it often boiled down to the Officer's word as to what transpired compared with what the subject reports.
Justification	In researching what Peace Officers in the surrounding areas are using, we have determined the following. Lacombe County uses "IPRO", and Red Deer County uses "Panasonic", which is an older version of IPRO. IPRO bought out Panasonic. Quotes are not completed on these systems yet, with two quotes coming in very different but also providing a very different product. We are anticipating these may in fact come in at \$20,000 per vehicle, and an additional \$10,000.00 allowing the purchase of a server to manage the storage and retention of this information. The total cost for replacement would be approximately \$70,000.00. These systems would also provide service for "Body Worn Camera's" which many departments are implementing into their enforcement departments, keeping in mind Officer safety and the evidential value of video.

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-01-760-General Capital			70,000
Total			70,000
Total Funding Source			70,000
Expenditure			
- Capital Expenses			
6-641 Current Year Expense			70,000
Total			70,000
Total Expenditure			70,000
Net Total			-

Project Scenario Summary

24-3221 - Annual Pavement Replacement

Project Number	24-3221	Title	Annual Pavement Replacement
Asset Type	- Engineered Structure - Network	Department	- 32-00 Streets

Description The Town conducts its planned capital road repairs and maintenance based on the recommendations in the 2022 Pavement Management Study. Road(s) selected for repair or full rehabilitation is dependent on known road condition, the condition of underground utilities, whether upgrades and/or repairs are required, and other factors such as location, age, material, road type, proximity to community features, etc. It is known that in the older area of Blackfalds, roadways are missing the approved base materials. Replacement of these older roadways will involve excavation and replacement of the existing base materials to meet current engineering standards. Prior to replacement, it is prudent for the Town to inspect underground utility mains, and conduct necessary repairs during roadway construction. This budget includes other project related costs for engineering, survey, utility inspections, street light upgrades, and concrete works (sidewalk and/or curb and gutter replacement) as needed.

Comments

Justification The Town is committed to strategic and sustainable asset management for all its assets, include the road network. As such, yearly roadway and sidewalk improvements will ensure a high level of service for Blackfalds residents is maintained.

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-00-298 Def. Cap. Rev. - CCBF	Canada Community-Building Fund		450,000
Total			450,000
Total Funding Source			450,000
Expenditure			
- Capital Expenses			
6-645 Current Year Expense			450,000
Total			450,000
Total Expenditure			450,000
Net Total			-

Project Scenario Summary

24-3230 - Leung Road - Phase 2

Project Number 24-3230 **Title** Leung Road - Phase 2
Asset Type - Engineered Structure - Network **Department** - 32-00 Streets

Description As part of the Duncan Road and Leung Avenue upgrades, it was proposed to conduct the project in two phases. Phase 1 was completed in 2022, and it is proposed to construct Phase 2 in 2024. The need to upgrade these roads is driven by the new High School site planned to be opened for the 2024/2025 school year. The north and south sections of Leung Road are currently built to a two lane rural cross-section and will be upgraded to a two lane urban collector undivided roadway.

Comments The scope of this project has been expanded to include related improvements to the area including Vista Trail and South Street trails, as well as improvements to the South Street Railway Crossing.

Justification

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-00-298 Def. Cap. Rev. - CCBF	Canada Community-Building Fund		1,135,236
4-00-00-299 Def. Cap. Rev. - MSI	Municipal Sustainability Initiative		1,194,764
4-00-01-760-General Capital			130,000
Total			2,460,000
Total Funding Source			2,460,000
Expenditure			
- Capital Expenses			
6-645 Current Year Expense		2,330,000	
6-645 Current Year Expense	Trail additions	130,000	
			2,460,000
Total			2,460,000
Total Expenditure			2,460,000
Net Total			-

Project Scenario Summary

24-3232 - John Deere 544H Wheel Loader

Project Number	24-3232	Title	John Deere 544H Wheel Loader
Asset Type	- Equipment	Department	- 32-00 Streets

Description Replace existing wheel loader for public works.

Comments

Justification The existing John Deere 544H wheel loader was purchased by the Town in 2000 and has a lifecycle of 18 years. The unit is 5 years past its planned replacement schedule and has seen escalating costs for repair recently.

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-01-760-General Capital	General Capital		340,000
Total			340,000
Total Funding Source			340,000
Expenditure			
- Capital Expenses			
6-645 Current Year Expense			340,000
Total			340,000
Total Expenditure			340,000
Net Total			-

Project Scenario Summary

24-3253 - Polaris side by side w/dump box

Project Number	24-3253	Title	Polaris side by side w/dump box
Asset Type	- Vehicle	Department	- 32-00 Streets

Description A new small Polaris side by side is required for the public works department to conduct stormwater inspections in areas inaccessible by vehicle. A small dump box is need to haul inspection materials.

Comments

Justification

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-01-760-General Capital	General Capital		30,000
Total			30,000
Total Funding Source			30,000
Expenditure			
- Capital Expenses			
6-641 Current Year Expense			30,000
Total			30,000
Total Expenditure			30,000
Net Total			-

Project Scenario Summary

24-3255 - Arena Parking Expansion

Project Number 24-3255 **Title** Arena Parking Expansion
Asset Type - Land Improvements **Department** - 32-00 Streets

Description The Town will use the initial funds allocated to this project for planning and engineering work required to develop costing options and traffic impacts for future arena parking lot expansions related to the Eagle Builders Centre. These funds will allow high level plans to be explored through our engineering consultant Stantec. Future allocations will be added to the project once the scope and extent of the project are established and approved by Council.

Comments

Justification

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-01-760-General Capital			30,000
Total			30,000
Total Funding Source			30,000
Expenditure			
- Capital Expenses			
6-642 Current Year Expense			30,000
Total			30,000
Total Expenditure			30,000
Net Total			-

Project Scenario Summary

24-3254 - Additional Truck

Project Number	24-3254	Title	Additional Truck
Asset Type	- Vehicle	Department	- 32-00 Streets

Description The Public Works department has been experiencing a shortage of vehicles for multiple years during the summer months and a new truck is required to alleviate this shortage.

Comments

Justification

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-01-760-General Capital	General Capital		70,000
Total			70,000
Total Funding Source			70,000
Expenditure			
- Capital Expenses			
6-641 Current Year Expense			70,000
Total			70,000
Total Expenditure			70,000
Net Total			-

Project Scenario Summary

24-3704 - Catch basin installation at Aspen Drive

Project Number	24-3704	Title	Catch basin installation at Aspen Drive
Asset Type	- Engineered Structure - Network	Department	- 37-00 Storm Sewer

Description At the southeast corner of Aspen Drive, there is no stormwater catch basin to remove stormwater from Aspen Drive. This corner can hold a large amount of stormwater runoff, impacting parking on the road. The area that holds water is adjacent to the Aspen Community Gardens where community members park their vehicles to access the gardens, or enjoy the park. During spring thaw, the accumulated water at this corner becomes thick ice and is difficult for snow removal operations, and hazardous for vehicles and pedestrians parking on the road.

Comments

Justification

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-37-00-760-Storm	Storm Sewer Reserve		25,000
Total			25,000
Total Funding Source			25,000
Expenditure			
- Capital Expenses			
6-641 Current Year Expense			25,000
Total			25,000
Total Expenditure			25,000
Net Total			-

Project Scenario Summary

24-4102 - Catholic School Services

Project Number	24-4102	Title	Catholic School Services
Asset Type	- Engineered Structure - Network	Department	- 41-00 Water

Description Alberta Education has identified a new Catholic School site for approximately 3,000 students to be completed and built for the 2027/2028 school year. The Town is working with the developer of Aspen Lakes West to revise the Area Structure Plan to allow for this 10 acre site to be built directly north of the existing Aspen Lakes Boulevard, west of Aspen Lake Pond. The Town of Blackfalds is currently in negotiation with the developer, and will be required to pay for site water, wastewater, stormwater, shallow utility services, as well as road extensions to allow for proper bus and vehicular access to the site. It is unknown at this time as to the cost or scope required to achieve this task; however, over the next 6 months these details will be finalized and any revisions to the costs will be brought forward to council in the 2024 year based on final negotiations with the developer, and school and roadway configurations.

Comments

Justification

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-32-00-760-Streets	Streets Reserve		200,000
4-41-00-760-Water	Water Reserve		200,000
4-42-00-760-Sanitary	Wastewater Reserve		200,000
Total			600,000
Total Funding Source			600,000
Expenditure			
- Capital Expenses			
6-645 Current Year Expense			600,000
Total			600,000
Total Expenditure			600,000
Net Total			-

Project Scenario Summary

24-4301 - Phase 2 Transfer Site Upgrade

Project Number	24-4301	Title	Phase 2 Transfer Site Upgrade
Asset Type	- Facility	Department	- 43-00 Solid Waste
Description	Phase 2 scope of work at the Transfer Station to replace and/or upgrade the existing site. Phase 1 scope of work was approved by Council July 25, 2023.		
Comments	The Town of Blackfalds Transfer Station has been under Town operation since 2010 when ownership was transferred over from the Lacombe Solid Waste Authority (now known as the Lacombe Regional Waste Services Commission – LRWSC) when Blackfalds opted out of membership. Based on historical imagery, it appears the Transfer Station was constructed between the late 1980s and early 1990s and was constructed around the same time as some other LRWSC transfer stations. Many of these other transfer stations are still in operation today and have similar infrastructure to the Blackfalds Transfer Station.		
Justification	Phase 1 upgrades occurred in 2023 and Phase 2 upgrades are proposed for 2024. Phase 2 upgrades include electrical upgrades, replacement of office trailer, Bin 2 replacement (including engineering and construction management), overhead lighting, site security and IT system upgrades, and consolidation of multiple buildings in a new seacan.		

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-43-00-760-Environmental	Solid Waste Reserve		400,000
Total			400,000
Total Funding Source			400,000
Expenditure			
- Capital Expenses			
6-643 Current Year Expense			400,000
Total			400,000
Total Expenditure			400,000
Net Total			-

Project Scenario Summary

24-7220 - Zamboni Ice Resurfacer (CSD)

Project Number	24-7220	Title	Zamboni Ice Resurfacer (CSD)
Asset Type	- Equipment	Department	- 72-07 Eagle Builders Centre

Description	The proposed replacement unit would be a Zamboni 526, dual fuel, ice resurfacer. This would be the same unit as our 2021 Zamboni 526.
Comments	The Zamboni 525 has come to its end of life and needs to be replaced in 2024. This unit has served us well but the repair bills are becoming overwhelming. Typically ice resurfacers have a 10 year life span and we have had this unit for 14 years.
Justification	The Facilities team would like to continue with the Zamboni 526. There is a difference between Zamboni and Olympia and the team prefers the way the Zamboni performs (handling, ice maintenance, familiarity).

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-01-760-General Capital	General Capital		120,275
5-831-Other Local Government	Lacombe County 15% contribution		21,225
Total			141,500
Total Funding Source			141,500
Expenditure			
- Capital Expenses			
6-645 Current Year Expense			141,500
Total			141,500
Total Expenditure			141,500
Net Total			-

Project Scenario Summary

24-7250 - Ford F-150 1/2 ton Crew 4x4 (CSD)

Project Number	24-7250	Title	Ford F-150 1/2 ton Crew 4x4 (CSD)
Asset Type	- Vehicle	Department	- 72-04 Parks & Playgrounds
Description	This unit will replace a 2010 F150 4x4 quad cab.		
Comments	With the rising costs of vehicles, the Parks and Facilities team would like to keep the 2010 F150 in the fleet. This truck is shared between the Abbey, Parks, Facilities, and Public Works		
Justification	The Operations teams are growing and it would be beneficial to not trade this truck away but to keep in in our fleet as well as add the new truck to the fleet.		

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-01-760-General Capital	General Capital		70,000
Total			70,000
Total Funding Source			70,000
Expenditure			
- Capital Expenses			
6-645 Current Year Expense			70,000
Total			70,000
Total Expenditure			70,000
Net Total			-

Project Scenario Summary

24-7251 - Brine Pump Replacement

Project Number	24-7251	Title	Brine Pump Replacement
Asset Type	- Equipment	Department	- 72-07 Eagle Builders Centre

Description The ice operation only has one brine pump for the two ice surfaces. This pump was not replaced in the new arena project.

Comments Project includes the new brine pump as well as the necessary retrofitting.

Justification The existing pump is near its end of life and this is an integral component of the arena ice operations.

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-01-760-General Capital	General Capital		34,850
5-831-Other Local Government			6,150
Total			41,000
Total Funding Source			41,000
Expenditure			
- Capital Expenses			
6-645 Current Year Expense			41,000
Total			41,000
Total Expenditure			41,000
Net Total			-

Project Scenario Summary

24-7252 - Mower - Zero Turn (John Deere) (CSD)

Project Number	24-7252	Title	Mower - Zero Turn (John Deere) (CSD)
Asset Type	- Equipment	Department	- 72-04 Parks & Playgrounds
Description	John Deere Z915E Zero-Turn Mower w/ 60" deck		
Comments	The zero turn unit is used to mow turf in sensitive and tight spaces such as: cemetery, Water Spray Park, some areas that have trees along fence lines, and sports fields. The Parks team uses the zero turn to cut the sport fields turf as the deck is easily adjusted to various cutting heights.		
Justification	The current zero turn was purchased in 2017 and has 756 hours.		

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-01-760-General Capital	General Capital		18,000
Total			18,000
Total Funding Source			18,000
Expenditure			
- Capital Expenses			
6-645 Current Year Expense			18,000
Total			18,000
Total Expenditure			18,000
Net Total			-

Project Scenario Summary

24-7255 - Football Field

Project Number	24-7255	Title	Football Field
Asset Type	- Land Improvements	Department	- 72-09 Athletic Parks

Description The addition of the football field adjacent to the Iron Ridge Secondary Campus honours our commitment to Wolf Creek of providing this amenity. The project would include regrading of the field, seeding, field goal posts and score clock. If budget allows, irrigation and spectator seating will also be considered.

Comments

Justification This project is part of our commitment to obtaining a high school in Blackfalds.

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-00-299 Def. Cap. Rev. - MSI	MSI Capital		425,000
5-831-Other Local Government	Lacombe County Contribution		75,000
Total			500,000
Total Funding Source			
			500,000
Expenditure			
- Capital Expenses			
6-645 Current Year Expense			500,000
Total			500,000
Total Expenditure			
			500,000
Net Total			
			-

Project Scenario Summary

24-7276 - All Star Park Campground

Project Number 24-7276
Asset Type - Land Improvements
Title All Star Park Campground
Department - 72-09 Athletic Parks

Description The All Star Park Campground improvements would consist of the design and development of a looped gravel roadway with approximately 60 sites that would include power and water hookups. Sites would include a fire pit, picnic table and trees spread out throughout the campground. In the inside loop of the campground, the intention is to have pull-through sites (this will be confirmed through design).

Comments

Justification By providing a serviced campground, we can better accommodate campers outside of our regular ball weekends. The sites would be provided with power and water hookups. A fire pit and picnic table will also be included as we believe that is a standard expectation for campers. The intention is to have an online booking system for the sites to ease staff in the collection of fees and make it more convenient to book for the campers.

Budget Details

GL Accounts	Comments	GL Account Subtotals	2024 Budget
Funding Source			
- Capital Revenue			
4-00-00-299 Def. Cap. Rev. - MSI	Municipal Sustainability Initiative - Capital		40,000
Total			40,000
Total Funding Source			40,000
Expenditure			
- Capital Expenses			
6-641 Current Year Expense			40,000
Total			40,000
Total Expenditure			40,000
Net Total			-

Five - Year Capital Plan

Effective planning is essential to ensure that the Town continues to thrive and meet the needs of its residents. The Town's Five-Year Capital Plan represents a strategic road map for the allocation of resources, prioritizing infrastructure projects, and addressing key community priorities in the near future.

Below is the summary of the Five-Year Capital Plan that ensures both responsible spending and the achievement of community objectives. By balancing essential infrastructure upgrades with strategic investments in economic development and environmental sustainability, the plan aims to enhance the Town's overall well-being.

Capital Projects					
	2024	2025	2026	2027	2028
Engineered Structure - Major Asset		400,000	5,400,000	5,000,000	500,000
Engineered Structure - Network	3,535,000	450,000	3,800,000	625,649	2,950,000
Equipment	625,500	465,000	900,000	700,000	1,317,000
Facility	400,000	500,000			2,000,000
Land Improvements	570,000	1,925,000	57,500	320,000	62,500
Vehicle	260,000	50,000	180,000	425,000	70,000
Grand Total	5,390,500	3,790,000	10,337,500	7,070,649	6,899,500

Funding Sources					
	2024	2025	2026	2027	2028
Grants - CCBF	1,585,236	450,000	450,000	450,000	969,210
Grants - MSI	1,659,764	1,570,000	2,582,000		2,000,000
Lacombe County Cost Sharing	102,375			39,000	45,000
Recreation Contribution - Parks & Rec		150,000			
Offsite Levies - Sewer				5,000,000	
Offsite Levies - Water		400,000	5,400,000		
Reserve - General Capital	1,018,125	720,000	1,137,500	1,581,649	3,385,290
Reserve - Land & Buildings		389,086			
Reserve - Solid Waste	400,000				
Reserve - Storm Sewer	25,000				
Reserve - Streets	200,000	110,914	518,000		
Reserve - Wastewater	200,000		250,000		
Reserve - Water	200,000				500,000
Grand Total	5,390,500	3,790,000	10,337,500	7,070,649	6,899,500



2024 Capital Budget		
Project	Total Funding	Funding Source
Engineered Structure - Network		
Annual Pavement Replacement	450,000	Grants - CCBF
Catch basin installation at Aspen Drive	25,000	Reserve - Storm Sewer
Catholic School Services	600,000	Reserve - Streets, Reserve - Water, Reserve - Wastewater
Leung Road - Phase 2	2,460,000	Grants - CCBF, Grants - MSI, Reserve - General Capital
Equipment		
Zamboni Ice Resurface (CSD)	141,500	Reserve - General Capital, Other
Brine Pump Replacement	41,000	Reserve - General Capital, Other
John Deere 544H Wheel Loader	340,000	Reserve - General Capital
Mower Zero Turn John Deere Z950R (CSD)	18,000	Reserve - General Capital
Plotter	15,000	Reserve - General Capital
In Car Camera System	70,000	Reserve - General Capital
Facility		
Phase 2 Transfer Site Upgrade	400,000	Reserve - Solid Waste
Land Improvements		
All Star Park Campground	40,000	Grants - MSI
Football Field	500,000	Grants - MSI, Other
Arena Parking Expansion	30,000	Reserve - General Capital
Vehicle		
Additional Truck	70,000	Reserve - General Capital
Ford Explorer (Enforcement)	90,000	Reserve - General Capital
Ford F-150 1/2 ton Crew 4x4 (CSD)	70,000	Reserve - General Capital
Polaris side by side w/dump box	30,000	Reserve - General Capital
5,390,500		





2025 Capital Budget		
Project	Total Funding	Funding Source
Engineered Structure - Major Asset		
Water Reservoir Expansion	400,000	Offsite Levies - Water
Engineered Structure - Network		
Annual Pavement Replacement (including \$150k concrete works)	450,000	Grants - CCBF
Equipment		
Bobcat T650V Skid Steer (PW)	90,000	Reserve - General Capital
RPM 217 Snow Blower - Loader mount PW)	225,000	Reserve - General Capital
Toro Ground master 4WD 5910-D Mower (CSD)	150,000	Reserve - General Capital
Facility		
Snow Storage Facility - Siting & Land purchase	500,000	Reserve - Streets, Reserve - Land & Buildings
Land Improvements		
All Star Park Campground	570,000	Grants - MSI
Annual Trail Development	55,000	Reserve - General Capital
Cemetery Expansion	1,000,000	Grants - MSI
Parks & Playground	150,000	Recreation Contribution - Parks & Rec
Way Finding Signage	150,000	Reserve - General Capital
Vehicle		
Chev Van Express 1500 (CSD)	50,000	Reserve - General Capital
3,790,000		





2026 Capital Budget		
Project	Total Funding	Funding Source
Engineered Structure - Major Asset		
Water Reservoir Expansion	5,400,000	Offsite Levies - Water
Engineered Structure - Network		
Annual Pavement Replacement (including \$150k concrete works)	450,000	Grants - CCBF
General Intersection Upgrades (2010 MP 12k pop)	600,000	Grants - MSI
South Street Improvement	2,500,000	Reserve - Streets, Grants - MSI
Upgrade lift stations to SCADA network	250,000	Reserve - Wastewater
Equipment		
Bobcat A770 Skid Steer (CSD)	90,000	Reserve - General Capital
Genie lift Z45/25 (CSD)	60,000	Reserve - General Capital
Hydro Vac Unit Tandem Truck (PW)	750,000	Reserve - General Capital
Land Improvements		
Annual Trail Development	57,500	Reserve - General Capital
Vehicle		
Additional Transit Van	70,000	Reserve - General Capital
Ford F-350 1 ton- Crew-4x4 (CSD)	110,000	Reserve - General Capital
10,337,500		



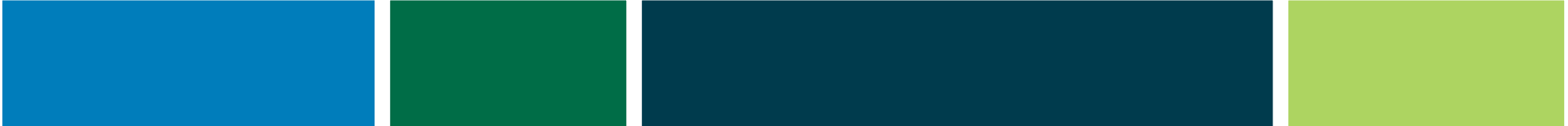


2027 Capital Budget		
Project	Total Funding	Funding Source
Engineered Structure - Major Asset		
Aurora Heights	5,000,000	Offsite Levies - Sewer
Engineered Structure - Network		
Annual Pavement Replacement (including \$150k concrete works)	450,000	Grants - CCBF
Aspelund Industrial - pavement	175,649	Reserve - General Capital
Equipment		
Fitness Equipment (7 Yr Cycle)	300,000	Reserve - General Capital
International Tandem Truck (PW)	300,000	Reserve - General Capital
Tool Cat Utility Vehicle (CSD)	100,000	Reserve - General Capital
Land Improvements		
Annual Trail Development	60,000	Reserve - General Capital
Diamond 5	260,000	Reserve - General Capital, Other
Vehicle		
Ford 1 ton c/w winch (PW)	110,000	Reserve - General Capital
Ford 1/2 ton 4x4 - Ext. (PW)	70,000	Reserve - General Capital
Ford 1/2 ton Crew 4x4 (PW)	75,000	Reserve - General Capital
Ford F-250 3/4 ton 4x4 (CSD) #1	85,000	Reserve - General Capital
Ford F-250 3/4 ton 4x4 (CSD) #2	85,000	Reserve - General Capital
7,070,649		





2028 Capital Budget		
Project	Total Funding	Funding Source
Engineered Structure - Major Asset		
Water main Looping	500,000	Reserve - Water
Engineered Structure - Network		
Annual Pavement Replacement (including \$150k concrete works)	450,000	Grants - CCBF
East Railway includes services and intersection	2,500,000	Reserve - General Capital, Grants - CCBF
Equipment		
Backhoe Excavator (PW) (fleet addition)	192,000	Reserve - General Capital
Elgin Street Sweeper (pw)	500,000	Reserve - General Capital
Indoor Play space	300,000	Reserve - General Capital, Other
Motor Grader (PW) (additional)	325,000	Reserve - General Capital
Facility		
Snow Storage Facility	2,000,000	Grants - MSI
Land Improvements		
Annual Trail Development	62,500	Reserve - General Capital
Vehicle		
Chev 1/2 ton (CSD)	70,000	Reserve - General Capital
6,899,500		



MEETING DATE: November 28, 2023

PREPARED BY: Darolee Bouteiller, Finance Manager

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **2024 Operating Budget & 3-Year Operating Forecast**

BACKGROUND

The 2024 Operating Budget has been prepared and reviewed through a collaborative process. This process commenced earlier in the year with the approval of the budget timeline, public engagement, and various discussions with Administration and Council. The Budget process continued with a meeting with Council on August 8th to establish general direction, set priorities and focus areas from Council. This sets the foundation for what is required to be implemented into the 3-year Operating Budget. Administration reviews the programs, services, and new initiatives required and balances the costs to provide the services at a level the citizens of Blackfalds expect. There is an ongoing effort to look for efficiency in delivering the programs and services, saving costs, and taking advantage of new funding programs and sources of funding.

The Municipal guideline under Section 242 Of the *Municipal Government Act (MGA)* requires Municipalities to adopt an Operating Budget for each calendar year. At this meeting, Administration is seeking approval of the final 2024 Operating Budget as presented after implementing the changes identified during the Budget Workshop and the budget draft review.

DISCUSSION

Administration was able to implement the budget criteria and balance an operating budget for the required 3-year term. The draft Operating Budget was brought forward for a complete and thorough review in a Council Budget Workshop on October 27-28. The public session included participation from Council, Department Directors, Finance, and the CAO. A second public session was reviewed with Council on November 16th. The changes identified from the previous budget workshop were implemented into the draft. Based on these two discussions, the draft Budget has been updated to \$33,102,554 for 2024. The summary of changes from these discussions with Council are summarized in Appendix A.

Appendix B shows the consolidated revenue and expenditures for the GL Category, and Appendix C shows the consolidated revenue and expenditures by Division. Both reports enable the reader to see the year-over-year change. The budget has increased overall 5.19 % from 2023. Items have increased or decreased based on actual results, estimations of future results, and program changes. During the Council Budget Workshop, service departments and categories were discussed in detail.

As required by the MGA, the Town is to have forecasted operations for the next 3 years. Over the next 3 years, the budget shows slight increases for similar services. The future years will be revisited and modified during the next budget process. Attached as Appendix D is the 3-Year Forecast for 2024-2026.

As discussed with Council, it was determined to include a summarized chart of Special Funding to External Organizations. A list of funding that was built into the budget for 2024 as Grants to organizations is displayed in the table below and in-kind items. The FCSS Grants must adhere to the guidelines as stipulated in the Provincial FCSS Agreement.

Organization	Amount
STARS	\$ 11,015
Chamber of Commerce	\$ 6,525
Historical Society	\$ 10,000
Community Events Grant	\$ 15,000
ANAM- Rural Youth Association	\$ 10,000
FCSS Grant	\$ 23,775

Organization	In-Kind Value
Senior Club	\$ 39,900
Servus Credit Union Library	\$ 227,600
Beyond Food Community Hub	\$ 71,280

Residential Utility Rates:

As presented throughout the budget draft review sessions, the Utility departments (Water, Wastewater & Solid Waste) are self-supported, meaning, total expenses are covered by user fees. The following information represents the 2024 rates as presented in the budget.

All rates have an increase within the range of 1 – 5% for 2024. The rate increases are necessary to cover the increased costs of services, water and wastewater rate increases from the NRDWWC, and transfers to reserve for future capital requirements.

Water:

Fixed Cost	\$17.57
Consumption	\$ 2.95 /m ³
Capital Infrastructure	\$ 6.27

Wastewater:

Fixed Cost	\$15.18
Consumption	\$ 3.24 / m ³ (billed at 80% of water consumption)
Capital Infrastructure	\$ 6.27

Solid Waste:

Monthly Cost	\$30.91
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Please refer to Appendix E, attached, for a summary of the Utility Rate comparisons for 2023 vs 2024. The largest increase is seen in the Solid Waste and Recycling rates. This increase is necessary to balance the Solid Waste and Recycling Budget for 2024, with \$0 being transferred into reserves in the year. We are anticipating that through the EPR program, residential recycling and hauling costs will be saved starting in April 2025.

FINANCIAL IMPLICATIONS

The direction of this Budget was set at the Pre-Budget Workshop, where Council provided Senior Administration direction on a range of issues, including guidance on a tax rate increase, staffing consideration, and service level concerns. Administration has prepared the Budget accordingly, and as a result, the Town of Blackfalds will see a 2.90% increase in property taxes.

Increases in taxes are estimated as a Town average. This means that the Town will levy an average 2.90% increase overall. Factors include market changes in assessed value, renovations or additions, and basement developments that will cause the estimated increase to deviate from the abovementioned amounts.

It is noted that the tax increase excludes the Provincial portion of the Alberta School Foundation Fund. The 2024 requisition is provided after the Provincial Budget is released in the Spring.

The proposed tax increase of 2.90% would equate to a \$5.92 per month (\$71 per year) increase on a house valued at \$308,000. To limit the tax increase to a 2.9% increase.

Administration proposed the debenture for the Abbey Centre to be paid out on December 15th. The savings on the debt servicing have drastically reduced what would have been a much larger tax increase for Blackfalds.

The Abbey Centre Debenture was taken out in December 2016 in the amount of \$5,040,000 to finance the build. Over this time, the Town has paid off most of the debenture, leaving a balance of around \$1.5M. The annual debt servicing of the debenture is \$620,191.54, and paying off the debenture early would save around \$33,000 in interest. This action will also improve the debt limit and debt servicing limits of the Town on the 2023 Financial Statements.

ADMINISTRATIVE RECOMMENDATION

1. That Council move to approve the 2024 Operating Budget as presented.
2. That Council receives the 3-Year Operating Forecast as information.
3. That Council approves Debenture #4002146 to be paid out December 15th 2023 in the amount of \$1,513,794.34.

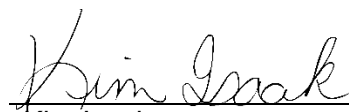
ALTERNATIVES

- a) That Council refers the 2024 Operating budget document back to Administration for further review.

ATTACHMENTS

- *Appendix A – Summary of Changes*
- *Appendix B – 2024 Operating Budget by GL Category*
- *Appendix C – 2024 Operating Budget by Division*
- *Appendix D – Three Year Operating Forecast 2024 – 2026*
- *Appendix E – 2024 Utility Analysis*

APPROVALS



Kim Issak,
Chief Administrative Officer



Department Director/Author

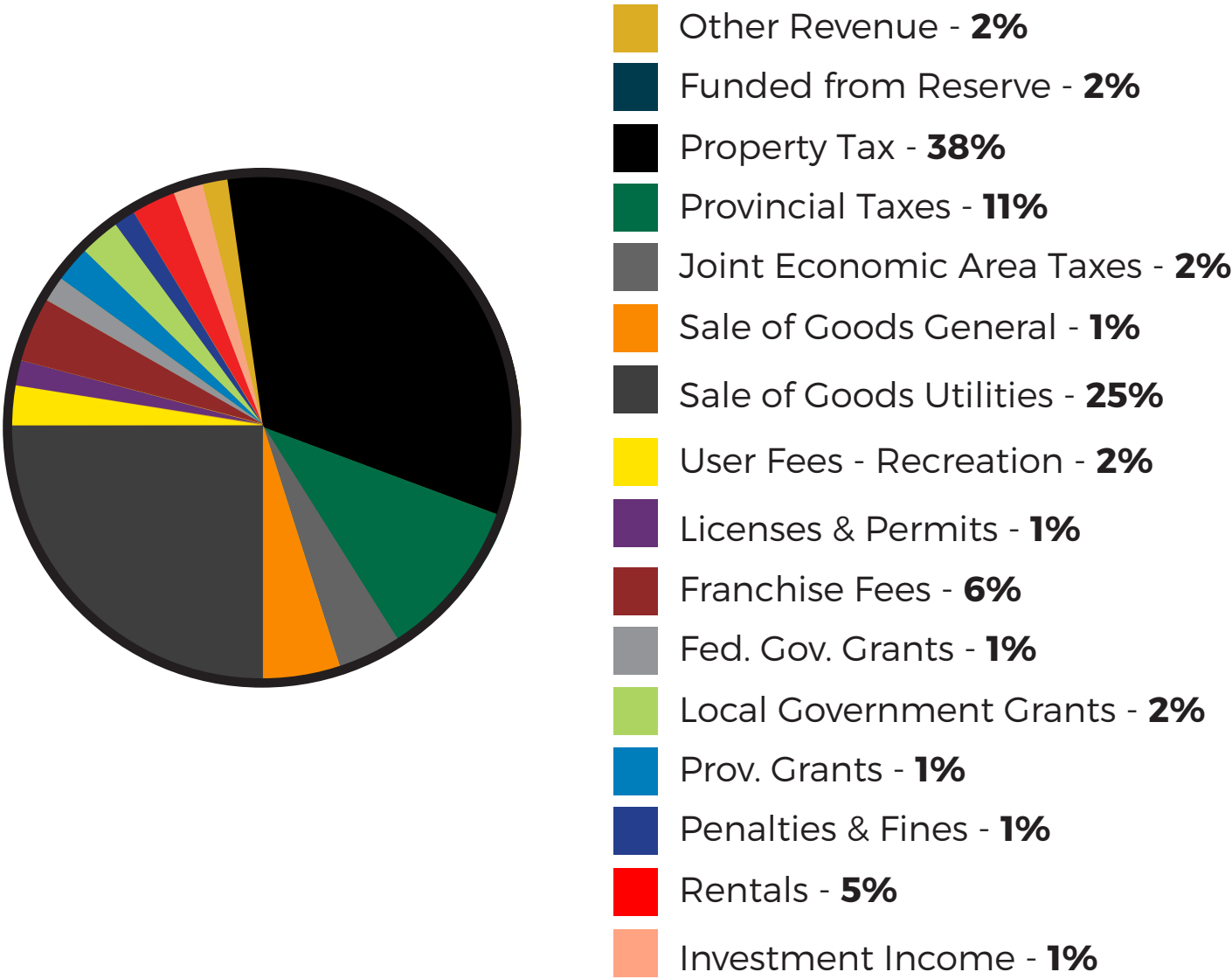
Appendix A - Budget Workshop Changes

Revenue			
Department	GL Account	Comments	\$ Change
00-00 General	1-100 New Growth Expectation	Reduce tax rate increase to 2.90%	-\$ 43,822.00
72-10 - 72-10 Abbey Centre	1-485 Membership Sales	Increase Membership sales to better reflect 2023 activity	\$ 35,000.00
72-12 Beyond Food Community Hub	1-560 Rental Revenue	Beyond Food Community Hub - Rent in Kind	\$ 71,280.00
72-10 - 72-10 Abbey Centre	1-485 Membership Sales	Abbey Centre Passes for Paid on Call Fire Fighters	\$ 6,500.00
41-00 Water	1-420 % of Water Consumption Rate	Increase rate from \$2.91 to \$2.95	\$ 29,875.00
42-00 Sewer	1-420 % of Water Consumption Rate	Increase rate from \$3.21 to \$3.24	\$ 17,925.00
43-00 Solid Waste	1-960 Transfer from Operating Reserve	To net changes in cost centre to \$0	-\$ 183.00
			\$ 116,575.00
Expenses			
Department	GL Account	Comments	\$ Change
Various	2-130 Employer Contributions	Decrease in LAPP Rates	-\$ 9,834.00
72-12 Beyond Food Community Hub	2-262 Non Cash Leases	Contribution to Beyond Food Community Hub by providing space	\$ 71,280.00
23-00 Fire	2-130 Employer Contributions	Abbey Centre Passes for Paid on Call Fire Fighters	\$ 6,500.00
41-00 Water	2-242 North Red Deer River Commission	Increase in rates to \$2.18/cu.m	\$ 36,147.00
42-00 Sewer	2-243 Reg. Wastewater Commission	Increase in rates to \$1.90 /cu.m	\$ 21,688.00
41-00 Water	2-960 Transfer to Capital Reserve	To net changes in cost centre to \$0	-\$ 5,831.00
42-00 Sewer	2-960 Transfer to Capital Reserve	To net changes in cost centre to \$0	-\$ 3,375.00
51-00 FCSS	2-770 Grants to Organizations	decrease funding to organizations	-\$ 10,000.00
12-00 Admin	2-770 Grants to Organizations	To fund ANUM as requested by Council	\$ 10,000.00
			\$ 116,575.00
			\$ -

2024 Operating Revenue by GL Category

Revenue	2023 Budget	2024 Budget	Change	% Change
Property Tax	\$ 11,986,533	\$ 12,475,973	\$ 489,440	4.08%
Provincial Taxes	\$ 3,761,687	\$ 3,702,345	-\$ 59,342	-1.58%
Total Taxation	\$ 15,748,220	\$ 6,178,318	\$ 430,098	2.73%
Joint Economic Area Taxes	\$ 534,000	\$ 500,000	-\$ 34,000	-6.37%
Sale of Goods General	\$ 380,619	\$ 359,719	-\$ 20,900	-5.49%
Sale Of Goods Utilities	\$ 7,777,829	\$ 8,242,002	\$ 464,173	5.97%
User Fees - Recreation	\$ 771,000	\$ 865,500	\$ 94,500	12.26%
Licenses & Permits	\$ 381,047	\$ 331,834	-\$ 49,213	-12.92%
Franchise Fees	\$ 2,067,111	\$ 2,020,702	-\$ 46,409	-2.25%
Federal Government Grants	\$ 316,120	\$ 299,120	-\$ 17,000	-5.38%
Provincial Grants	\$ 386,099	\$ 391,374	\$ 5,275	1.37%
Local Government Grants	\$ 372,495	\$ 524,495	\$ 152,000	40.81%
Penalties & Fines	\$ 321,200	\$ 331,200	\$ 10,000	3.11%
Rentals	\$ 1,369,200	\$ 1,576,840	\$ 207,640	15.17%
Investment Income	\$ 396,032	\$ 396,032	\$ -	0.00%
Other Revenue	\$ 525,000	\$ 533,000	\$ 8,000	1.52%
Funded from Reserve	\$ 124,594	\$ 552,418	\$ 427,824	343.37%
Total Revenue	\$ 31,470,566	\$ 33,102,554	\$ 1,631,988	5.19%

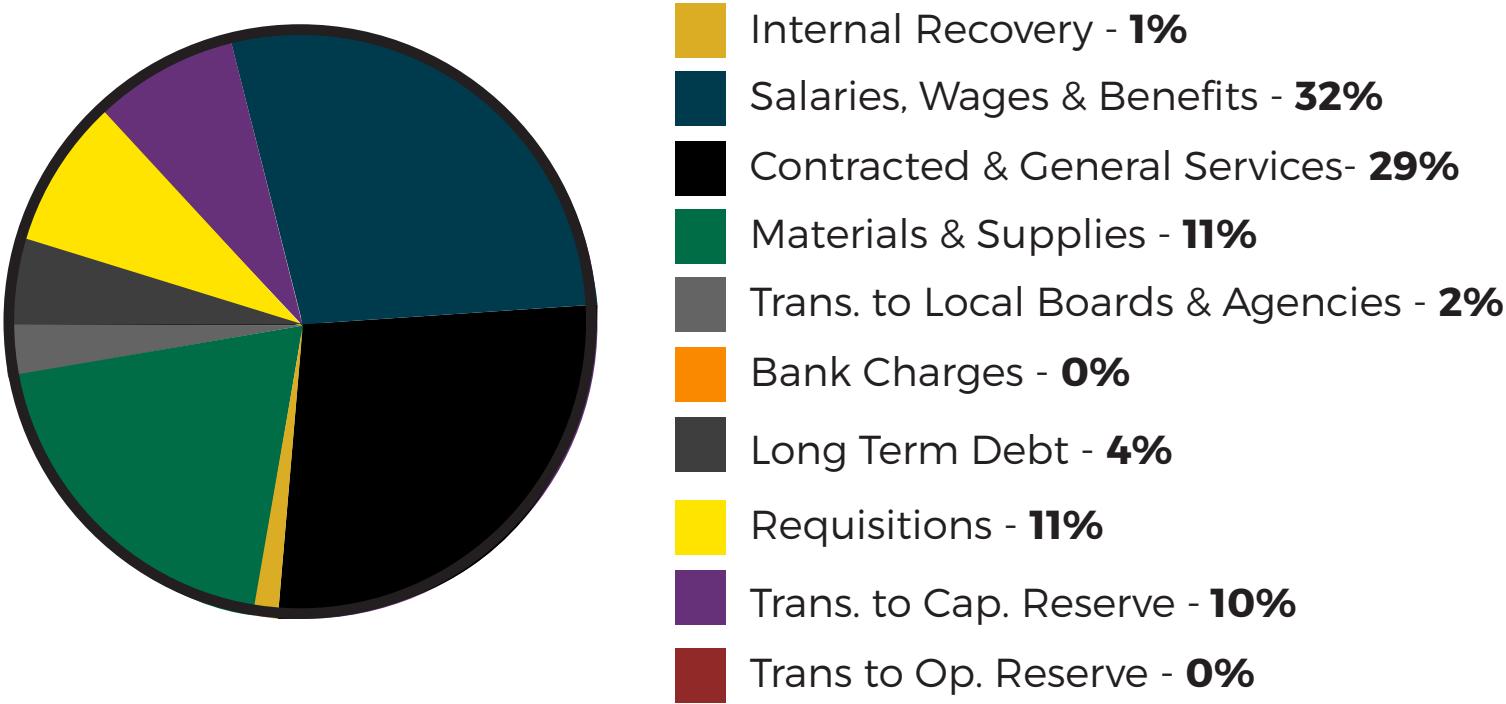
2024 Operating Revenue by GL Category



2024 Operating Expenses by GL Category

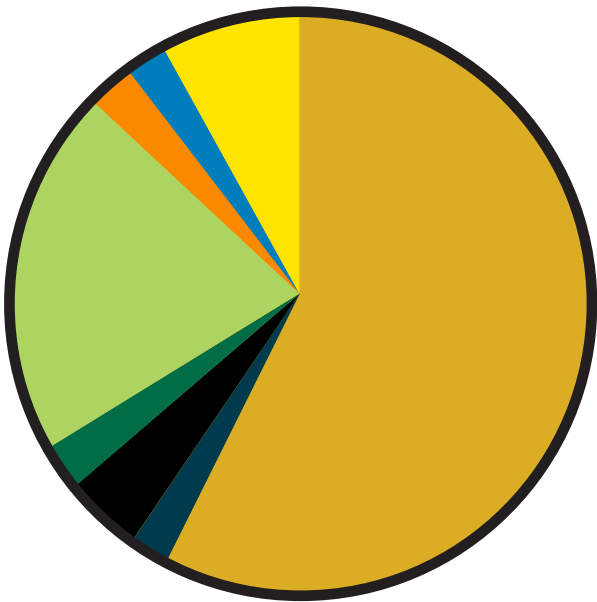
Expenses	2023 Budget	2024 Budget	Change	% Change
Salaries, Wages & Benefits	\$ 10,072,459	\$ 10,673,048	\$ 600,589	5.96%
Contracted & General Services	\$ 8,672,777	\$ 9,603,327	\$ 930,550	10.73%
Materials & Supplies	\$ 3,145,531	\$ 3,560,914	\$ 415,383	13.21%
Transfers to Local Boards & Agencies	\$ 501,539	\$ 535,992	\$ 34,453	6.87%
Bank Charges	\$ 43,000	\$ 55,000	\$ 12,000	27.91%
Long Term Debt	\$ 1,768,342	\$ 1,148,158	-\$ 620,184	-35.07%
Requisitions	\$ 3,762,790	\$ 3,702,734	-\$ 60,056	-1.60%
Transfer to Capital Reserve	\$ 3,015,328	\$ 3,334,581	\$ 319,253	10.59%
Transfer to Operating Reserve	\$ 4,800	\$ 4,800	\$ -	0.00%
Internal Recovery	\$ 484,000	\$ 484,000	\$ -	-
Total Expenses	\$ 31,470,566	\$ 33,102,554	\$ 1,631,988	5.19%

2024 Operating Expenses by GL Category



2024 Operating Revenue by Division

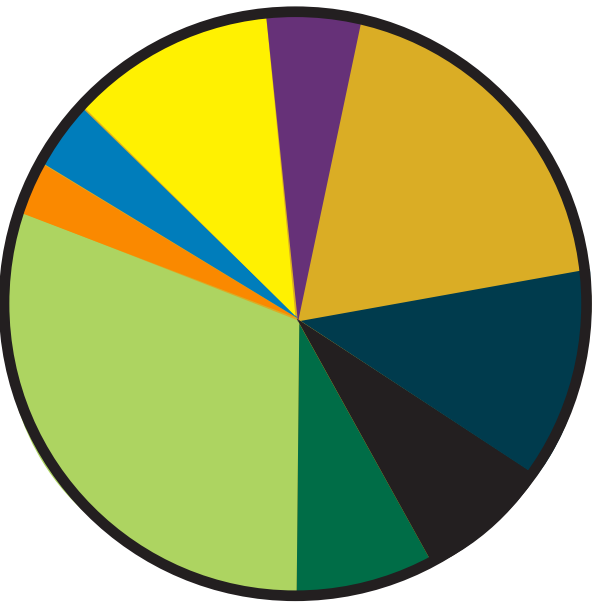
REVENUE	2023 Budget	2024 Budget	Change	% Change
General	\$ 19,492,121	\$ 19,841,810	\$ 349,689	1.79%
Administration	\$ 120,000	\$ 254,000	\$ 134,000	111.67%
Protective Services	\$ 1,051,935	\$ 1,160,920	\$ 108,985	10.36%
Infrastructure Services	\$ 120,634	\$ 251,289	\$ 130,655	108.31%
Environmental Services	\$ 7,854,464	\$ 8,357,340	\$ 502,876	6.40%
Social Services	\$ 274,391	\$ 288,966	\$ 14,575	5.31%
Development Services	\$ 353,697	\$ 298,534	-\$ 55,163	-15.60%
Parks & Recreation	\$ 2,188,324	\$ 2,634,695	\$ 446,371	20.40%
Culture Services	\$ 15,000	\$ 15,000	\$ -	0.00%
Total Revenue	\$ 31,470,566	\$ 33,102,554	\$ 1,631,988	5.19%



- General - **60%**
- Administration - **1%**
- Protective Services - **3%**
- Infrastructure Services - **1%**
- Environmental Services - **25%**
- Social Services - **1%**
- Development Services - **1%**
- Parks & Recreation - **8%**
- Culture Services - **0%**

2024 Operating Expenses by Division

Expenses	2023 Budget	2024 Budget	Change	% Change
General	\$ 5,829,901	\$ 6,084,452	\$ 254,551	4.37%
Administration	\$ 3,114,770	\$ 3,495,320	\$ 380,550	12.22%
Protective Services	\$ 3,676,852	\$ 3,997,244	\$ 320,392	8.71%
Infrastructure Services	\$ 2,156,576	\$ 2,366,161	\$ 209,585	9.72%
Environmental Services	\$ 7,854,464	\$ 8,357,340	\$ 502,876	6.40%
Social Services	\$ 558,775	\$ 609,250	\$ 50,475	9.03%
Development Services	\$ 863,755	\$ 856,524	-\$ 7,231	-0.84%
Parks & Recreation	\$ 6,540,805	\$ 6,445,898	-\$ 94,907	-1.45%
Culture Services	\$ 874,668	\$ 890,365	\$ 15,697	1.79%
Total Expenses	\$ 31,470,566	\$ 33,102,554	\$ 1,631,988	5.19%



- General - **18%**
- Administration - **11%**
- Protective Services - **12%**
- Infrastructure Services - **7%**
- Environmental Services - **25%**
- Social Services - **2%**
- Development Services - **3%**
- Parks & Recreation - **19%**
- Culture Services - **3%**

3-Year Operating Budget Summary

Budget Year: 2024 & From Stage: All To Stage: All

Costing Center	2024	2025	2026
Revenues	33,102,554	33,474,262	34,549,792
05 General	19,841,810	20,394,483	20,749,075
10 Administration	254,000	124,000	124,000
20 Protective Services	1,160,920	939,920	939,920
30 Infrastructure Services	251,289	96,789	128,789
40 Environmental Services	8,357,340	8,828,973	9,485,876
50 Social Services	288,966	288,966	288,966
60 Development Services	298,534	270,434	278,466
70 Parks & Recreation	2,634,695	2,515,697	2,539,700
74 Culture Services	15,000	15,000	15,000
% Increase		1.11%	3.11%
Expenses	33,102,554	33,474,262	34,549,792
05 General	6,084,452	6,077,949	5,786,209
10 Administration	3,495,320	3,398,653	3,459,454
20 Protective Services	3,997,244	3,758,612	3,839,421
30 Infrastructure Services	2,366,161	2,248,389	2,304,891
40 Environmental Services	8,357,340	8,828,973	9,485,876
50 Social Services	609,250	624,732	640,589
60 Development Services	856,524	847,708	870,400
70 Parks & Recreation	6,445,898	6,446,771	6,916,919
74 Culture Services	890,365	1,242,475	1,246,033
% Increase		1.11%	3.11%
Net Total	0	0	0

Town of Blackfalds
2024 Financial Plan and Budget
Financial Impacts of Utility Rate Changes

	Typical Monthly Consumption (Cubic Meters)	2023				2024			
		Base Rate	Variable Rate	Capital Infrastructure	Total	Base Rate	Variable Rate	Capital Infrastructure	Total
Water									
Rates		\$ 17.40	\$ 2.80	\$ 6.00		\$ 17.57	\$ 2.95	\$ 6.27	
Typical House	18	\$ 17.40	\$ 50.40	\$ 6.00	\$ 73.80	\$ 17.57	\$ 53.10	\$ 6.27	\$ 76.94
Low Consumption, Single Occupant	8	\$ 17.40	\$ 22.40	\$ 6.00	\$ 45.80	\$ 17.57	\$ 23.60	\$ 6.27	\$ 47.44
Waste Water (80% of Water Volume)									
Rates		\$ 14.88	\$ 3.12	\$ 6.00		\$ 15.18	\$ 3.24	\$ 6.27	
Typical House	14.4	\$ 14.88	\$ 44.93	\$ 6.00	\$ 65.81	\$ 15.18	\$ 46.66	\$ 6.27	\$ 68.11
Low Consumption, Single Occupant	6.4	\$ 14.88	\$ 19.97	\$ 6.00	\$ 40.85	\$ 15.18	\$ 20.74	\$ 6.27	\$ 42.19
Solid Waste									
Rates - Residential		\$ 29.43				\$ 30.91			
Typical House		\$ 29.43			\$ 29.43	\$ 30.91			\$ 30.91
Total Billings									
Typical House									
Total Per Month		\$ 61.71	\$ 95.33	\$ 12.00	\$ 169.04	\$ 63.66	\$ 99.76	\$ 12.54	\$ 175.96
Total Annual Cost		\$ 740.52	\$ 1,143.94	\$ 144.00	\$ 2,028.46	\$ 763.92	\$ 1,197.07	\$ 150.48	\$ 2,111.47
Low Consumption, Single Occupant									
Total Per Month		\$ 61.71	\$ 42.37	\$ 12.00	\$ 116.08	\$ 63.66	\$ 44.34	\$ 12.54	\$ 120.54
Total Annual Cost		\$ 740.52	\$ 508.42	\$ 144.00	\$ 1,392.94	\$ 763.92	\$ 532.03	\$ 150.48	\$ 1,446.43

	Typical Monthly Consumption (Cubic Meters)	2025				2026			
		Base Rate	Variable Rate	Capital Infrastructure	Total	Base Rate	Variable Rate	Capital Infrastructure	Total
Water									
Rates		\$ 17.75	\$ 2.98	\$ 6.55		\$ 17.93	\$ 3.01	\$ 6.78	
Typical House	18	\$ 17.75	\$ 53.64	\$ 6.55	\$ 77.94	\$ 17.93	\$ 54.18	\$ 6.78	\$ 78.89
Low Consumption, Single Occupant	8	\$ 17.75	\$ 23.84	\$ 6.55	\$ 48.14	\$ 17.93	\$ 24.08	\$ 6.78	\$ 48.79
Waste Water (80% of Water Volume)									
Rates		\$ 15.48	\$ 3.29	\$ 6.55		\$ 15.79	\$ 3.34	\$ 6.78	
Typical House	14.4	\$ 15.48	\$ 47.38	\$ 6.55	\$ 69.41	\$ 15.79	\$ 48.10	\$ 6.78	\$ 70.67
Low Consumption, Single Occupant	6.4	\$ 15.48	\$ 21.06	\$ 6.55	\$ 43.09	\$ 15.79	\$ 21.38	\$ 6.78	\$ 43.95
Solid Waste									
Rates - Residential		\$ 30.91				\$ 30.91			
Typical House		\$ 30.91			\$ 30.91	\$ 30.91			\$ 30.91
Total Billings									
Typical House									
Total Per Month		\$ 64.14	\$ 101.02	\$ 13.10	\$ 178.26	\$ 64.63	\$ 102.28	\$ 13.56	\$ 180.47
Total Annual Cost		\$ 769.68	\$ 1,212.19	\$ 157.20	\$ 2,139.07	\$ 775.56	\$ 1,227.31	\$ 162.72	\$ 2,165.59
Low Consumption, Single Occupant									
Total Per Month		\$ 64.14	\$ 44.90	\$ 13.10	\$ 122.14	\$ 64.63	\$ 45.46	\$ 13.56	\$ 123.65
Total Annual Cost		\$ 769.68	\$ 538.75	\$ 157.20	\$ 1,465.63	\$ 775.56	\$ 545.47	\$ 162.72	\$ 1,483.75