
1. **WELCOME AND CALL TO ORDER**

2. **LAND ACKNOWLEDGEMENT**

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

3. **ADOPTION OF AGENDAS**

- 3.1 Regular Agenda for April 22, 2025
3.2 Consent Agenda for April 22, 2025
- a) **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
 - b) **Adoption of Minutes**
 - o Regular Council Meeting Minutes - April 8, 2025
 - o Standing Committee of Council Meeting Minutes - April 14, 2025
 - c) **Council Reports**
 - o Mayor Hoover
 - o Deputy Mayor Coulter
 - o Councillor Appel
 - o Councillor Svab
 - o Councillor Dennis
 - o Councillor Sands
 - d) **Administrative Reports**
 - o Report for Council, CAO Report – April 2025
 - e) **Boards, Committee and Commission Minutes and/or Reports**
 - o Economic Development & Tourism Advisory Committee Meeting Minutes - November 4, 2024
 - o Economic Development & Tourism Advisory Committee Meeting Minutes - February 3, 2025
 - o Parkland Regional Library Systems Board Meeting draft Minutes - February 27, 2025
 - o Library Board Meeting Minutes - March 4, 2025
 - o Recreation Culture and Parks Board Meeting Minutes - March 5, 2025
 - f) **Information**
 - o PRLS Board Talk - February 27, 2025
 - o Servus Credit Union Public Library Blackfalds Programming Report - March 2025
 - o Lacombe County Council Highlights - April 10, 2025
 - o City of Lacombe Council Highlights - April 14, 2025
 - g) **Correspondence**

None

4. **PUBLIC HEARING**

None

5. **DELEGATION**

None

6. **BUSINESS**

- 6.1 Request for Decision, Bylaw 1327.25 - 2025 Property Tax Rate Bylaw (*Second and Third Reading*)
6.2 Request for Decision, Bylaw 1332.25 - Council Procedural Bylaw (*First, Second and Third Reading*)
6.3 Request for Decision, Council Policy 184.24 - Signing Authority (*Amended*)
6.4 Request for Decision, Quarterly Financial Reports for the Period Ending March 31, 2025
6.5 Request for Decision, Transfer Station Hours
6.6 Request for Decision, Assessment Services RFP Results
6.7 Request for Decision, Proclamation - National Youth Week

7. **NOTICES OF MOTION**

None

8. **CONFIDENTIAL**

- 8.1 Personnel Negotiations - FOIP Sec. 24(1) - Advice from Officials

9. **ADJOURNMENT**

Future Meetings/Events:

- Regular Council Meeting – May 13, 2025
- Standing Committee of Council Meeting – May 20, 2025

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on April 8, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 6:30 p.m.

MEMBERS PRESENT

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

ATTENDING

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

REGRETS

Councillor Jim Sands

MEDIA

None

OTHERS PRESENT

Mathew D. James - Chapman Riebeek LLP
Miete Penedo Costa - Chapman Riebeek LLP
Jeff Alliston, Partner - Metrix Group LLP
Martine Francis, Senior Associate, Project Manager - Stantec Consulting Ltd.

WELCOME AND CALL TO ORDER

Mayor Hoover welcomed everyone to the Regular Council Meeting of April 8, 2025, and called the meeting to order at 6:33 p.m. and indicated that Councillor Sands had sent his regrets.

TREATY SIX LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDAS

Regular Agenda Confidential Section 8 was moved to Section 2, and the remainder of the Regular Agenda was renumbered accordingly.

071/25 Councillor Appel moved That Council adopt the Regular Agenda for April 8, 2025, as amended.

CARRIED UNANIMOUSLY

072/25 Councillor Svab moved That Council adopt the Consent Agenda for April 8, 2025, as presented, containing:

- **Declaration of No Interest** (*conflict of duty and interest, pecuniary or other*)
- **Adoption of Minutes**
 - Regular Council Meeting Minutes - March 25, 2025

MINUTES

- **Council Reports**
None
- **Administrative Reports**
 - Report for Council, Enforcement & Protective Services Monthly Report - March 2025
 - Report for Council, Development & Building Monthly Report - March 2025
 - Report for Council, 2025 Mayor for a Day
- **Boards, Committee and Commission Minutes and/or Reports**
 - Lacombe Foundation Board Meeting Minutes - February 3, 2025
- **Information**
 - City of Lacombe Council Highlights - March 24, 2025
 - Lacombe County Council Highlights - March 27, 2025
- **Correspondence**
 - Letter from STARS - March 27, 2025

CARRIED UNANIMOUSLY

CONFIDENTIAL

- **Aspen Lakes West - FOIP Section 24(1) - Advice from Officials**

073/25

Deputy Mayor Coulter moved That Council move to a closed session commencing at 6:35 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 Edna Coulter, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis, CAO Kim Isaak, Director Preston Weran, Manager Jolene Tejkl, Mathew James and Miete Penedo Costa.

074/25

Councillor Svab moved That Council move to come out of the closed session at 7:02 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 7:04 p.m.

075/25

Councillor Svab moved That Council authorize the Chief Administrative Officer to enter into an Agreement with Aspen Lakes West Developers under the terms as discussed in-camera.

CARRIED UNANIMOUSLY

Regular Council Meeting Attendance: Mayor Jamie Hoover, Deputy Mayor Edna Coulter, Councillor Marina Appel, Councillor Laura Svab, Councillor Brenda Dennis, Chief Administrative Officer Kim Isaak, Director Preston Weran, Director Rick Kreklewich, Director Ken Morrison, Manager Darolee Bouteiller, Manager Jolene Tejkl, Manager Sawyer Hick, Information Technology Analyst Marco Jadie, Coordinator Danielle Nealon, Jeff Alliston, Partner - Metrix Group LLP, Martine Francis, Senior Associate, Project Manager - Stantec Consulting Ltd.

PUBLIC HEARING

None

DELEGATION

2024 Financial Audit

Jeff Alliston, representing Metrix Group LLP, presented an overview of the 2024 Financial Statements and Audit Findings.

Northwest Blackfalds Storm Linear Wetland and Outlet Trunk Project

Martine Francis, representing Stantec Consulting Ltd., presented an overview and refresher on the Northwest Blackfalds Storm Linear Wetland and Outlet Trunk Project.

MINUTES**BUSINESS****Request for Decision, 2024 Audited Financial Statements**

Following the Delegation from Metrix Group LLP, Manager Bouteiller brought forward the 2024 Financial Statements for Council's consideration and approval.

- 075/25** Councillor Dennis moved That Council approve the 2024 Consolidated Financial Statements, as presented.

CARRIED UNANIMOUSLY

Request for Decision, Northwest Stormwater System Project Award

Following the Delegation from Stantec Consulting Ltd., Director Weran presented the recommendation to award the Northwest Stormwater System Project.

- 076/25** Deputy Mayor Coulter moved That Council award the Northwest Stormwater System Project to Northside Construction Partnership for \$4,197,464.59, excluding GST.

CARRIED UNANIMOUSLY

Request for Decision, Bylaw 1328.25 - McKay Ranch Phase 6A Redistricting

Manager Tejkl brought forward Bylaw 1328.25, a Bylaw to redistrict McKay Ranch Phase 6A for Council's consideration of First Reading and subsequent setting of a Public Hearing.

- 077/25** Councillor Svab moved That Council give First Reading to Bylaw 1328.25 - McKay Ranch Phase 6A Redistricting, as presented.

CARRIED UNANIMOUSLY

- 078/25** Councillor Appel moved That a Public Hearing date be set for May 13, 2025, at 7:00 p.m. in Council Chambers.

CARRIED UNANIMOUSLY

Request for Decision, Bylaw 1327.25 - 2025 Property Tax Rate Bylaw

Manager Bouteiller brought forward Bylaw 1327.25, being the 2025 Property Tax Rate Bylaw, for Council's consideration of First Reading.

- 079/25** Deputy Mayor Coulter moved That Council give First Reading to Bylaw 1327.25 - 2025 Property Tax Rate Bylaw for the Town of Blackfalds, as presented.

CARRIED UNANIMOUSLY

Request for Decision, Assessment Services RFP Results

Manager Bouteiller brought forward a request to award the Assessment Services RFP.

- 080/25** Councillor Appel moved That Council postpone the awarding of the assessment services contract until the April 22, 2025, Regular Council Meeting.

CARRIED UNANIMOUSLY

Request for Decision, Proclamation - 2025 National Volunteer Week

Manager Hick brought forward a request to proclaim 2025 National Volunteer Week in Blackfalds.

- 082/25** Councillor Svab moved That Council proclaim April 27 to May 3, 2025, as National Volunteer Week in the Town of Blackfalds.

CARRIED UNANIMOUSLY

MINUTES

**Request for Decision, Regular Council Meeting Minutes February 25, 2025
(amended)**

Coordinator Nealon brought forward the amended Regular Council Meeting Minutes for February 25, 2025, for Council's consideration of adoption.

083/25

Councillor Appel moved That Council adopt the amended February 25, 2025, Regular Council Meeting Minutes, as presented.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

None

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 8:07 p.m.

Jamie Hoover, Mayor

Kim Isaak, Chief Administrative Officer

A Standing Committee of Council meeting for the Town of Blackfalds was held on Monday, April 14, 2025, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Edna Coulter
Councillor Marina Appel (*virtual*)
Councillor Laura Svab
Councillor Brenda Dennis
Councillor Jim Sands

ATTENDING

Kim Isaak, Chief Administrative Officer
Rick Kreklewich, Director of Community Services
Ken Morrison, Director of Emergency Management & Protective Services
Rick Yelland-Kewin, Public Works Manager
Marco Jadie, Information Technology Analyst
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

None

MEDIA

None

OTHERS PRESENT

Kala Pandit, Blackfalds Resident

WELCOME AND CALL TO ORDER:

Deputy Mayor Coulter called the Standing Committee of Council Meeting to order at 7:01 p.m. and indicated that Councillor Appel was attending virtually.

REVIEW OF AGENDA

015/25 Councillor Dennis moved That Standing Committee of Council receive the Agenda for April 21, 2025, as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATIONS

Roof Rainwater/Snowmelt Capture – Abbey Centre

Kala Pandit presented to the Committee a proposed concept plan for a roof rainwater and snowmelt capture facility.

016/25 Councillor Sands moved That Standing Committee of Council recommends Administration meet with Kala Pandit to discuss the Roof Rainwater Snowmelt Capture Facility initiative.

CARRIED UNANIMOUSLY

BUSINESS**Request for Direction, Animal Control Bylaw**

Director Morrison presented the updated Animal Control Bylaw to Standing Committee of Council for review and discussion.

- 017/25** Councillor Svab moved That Standing Committee of Council recommend to Council that the Animal Control Bylaw with amendments, be brought forward to a Regular Meeting of Council for consideration.

CARRIED UNANIMOUSLY

Request for Direction, Recreation, Culture and Parks Board Terms of Reference

Director Kreklewich brought forward the draft Recreation, Culture and Parks Board Terms of Reference for the Committee's review as part of the Council Committee Audit.

- 018/25** Councillor Sands moved That Standing Committee of Council recommend the Terms of Reference for the Recreation, Culture and Parks Board as reviewed and amended by the Board be included in the Master Committee Bylaw that will be brought forward.

CARRIED UNANIMOUSLY

Request for Direction, Council Procedural Bylaw

Coordinator Nealon brought forward the newly revised Council Procedural Bylaw to include virtual attendance for Public Hearings, for the Committee review.

- 019/25** Mayor Hoover moved That Standing Committee of Council recommend to Council that the newly revised Council Procedural Bylaw be brought forward to a Regular Meeting of Council for consideration.

CARRIED UNANIMOUSLY

Request for Direction, CAO Amendment Bylaw

CAO Isaak presented the CAO Amendment Bylaw for Standing Committee of Councils review and discussion.

- 020/25** Councillor Appel moved That Standing Committee of Council recommend to Council that the CAO Amendment Bylaw be directed to a Regular Meeting for consideration as amended.

CARRIED UNANIMOUSLY

Request for Direction, Signing Authority Council Policy

CAO Isaak brought forward the Signing Authority Council Policy for the Committee's review and direction.

- 021/25** Mayor Hoover moved That Standing Committee of Council recommend to Council that the amended Signing Authority Council Policy CP-184.24 be directed to a Regular Meeting for consideration to align with the CAO Amendment Bylaw amendments.

CARRIED UNANIMOUSLY

RECESS

Deputy Mayor Coulter called for a five-minute recess at 7:58 p.m.

STANDING COMMITTEE OF COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Coulter called the Standing Committee of Council Meeting back to order at 8:03 p.m.

CONFIDENTIAL

- **Transfer Site Hours – FOIP Sec 24(1) Advice for Officials**
- **Personnel Negotiations – FOIP Sec 24(1) Advice from Officials**

022/25

Mayor Hoover moved that Standing Committee of Council move to a closed session commencing at 8:03 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 Edna Coulter, Councillor Brenda Dennis, Councillor Jim Sands, Councillor Laura Svab, Councillor Marina Appel(virtual), CAO Kim Isaak and Manager Rick Yelland-Kewin.

023/25

Councillor Svab moved that Standing Committee of Council move to come out of the closed session at 9:15 p.m.

CARRIED UNANIMOUSLY

STANDING COMMITTEE OF COUNCIL MEETING RETURNED TO ORDER

Deputy Mayor Coulter called the Standing Committee of Council Meeting back to order at 9:15 p.m.

Standing Committee of Council Meeting Attendance: Mayor Jamie Hoover, Deputy Mayor Edna Coulter, Councillor Brenda Dennis, Councillor Jim Sands, Councillor Laura Svab, Councillor Marina Appel (virtual) and CAO Kim Isaak.

ADJOURNMENT

Deputy Mayor Coulter adjourned the Standing Committee of Council Meeting at 9:15 p.m.

Edna Coulter, Deputy Mayor

Kim Isaak, CAO

TO		Members of Council		
FROM		Mayor Jamie Hoover		
SUBJECT		<ul style="list-style-type: none">• Summary of meetings/events attended as a Council representative during this reporting period• Summary of key issues, decisions and/or comments for Council's information		
REPORT DATE		For the period: March 16 – April 15		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
March 17	x			Standing Committee meeting
March 18	x			Joint Council meeting with Lacombe -discussing areas of collaboration between the 2 municipalities
March 21			x	Hosting ABMunis Directors visit to Blackfalds -Highlighting Blackfalds advocacy needs, and included a tour of EBC
March 24	x			Lacombe Foundation
March 25	x			Regular Council meeting
April 1	x			WCPS joint school council meeting
April 2	x			EcDev sub-committee SWOT meeting -updates and additions to the ECDEV Strategy SWOT analysis
April 2			x	Training opportunity with Blackfalds Fire Service - An opportunity to train with the department where I took part in vehicle extrication training

April 3			x	Breakfast with IREC students -Monthly breakfast with grade 3 students who participated in the healthy snacks
April 7	x			EDTAC Board meeting
April 8	x			Regular Council meeting
April 9-11		x		EDA Conference: Sector Opportunities panels: Agriculture and Agri-Food Manufacturing, Energy Petrochemicals and Renewables, Life Sciences Health and Biotech, Technology Innovation and Financial Services, Aviation Aerospace and Logistics, Visitor Economy File and Creative services, Innovative Approaches to Address the Housing Crisis, Unlocking Potential for Sports Tourism, Developing an Authentic Community Brand, Productive Diversification/Productivity, Invest Alberta Driving Investment, Wonder Valley project presentation
April 12		x		Community Easter event
April 14	x			CAO Evaluation review
April 14	x			Regular Council meeting

TO		Members of Council		
FROM		Deputy Mayor 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: Mar 16 to Apr 15, 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Mar 17	X			Standing Committee
Mar 18			X	Joint Council meeting with City of Lacombe
Mar 25	X			Regular Council Meeting
Apr 1	X			Blackfalds Library meeting
Apr 8	X			Regular Council Meeting
Apr 14	X			Standing Committee

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 March 2025 – 15 April 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
March 17	X			SCC
March 18	X			Joint Council Meeting with Lacombe City Council
March 25	X			RCC
				<i>Missed Library Board and Rec Board Meetings the first week, due to illness.</i>
April 8	X			RCC
April 14	X			CAO Evaluation Meeting
April 14	X			SCC

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: March 16, 2025– April 15, 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
March 17	x			Standing Committee of Council Meeting
March 18	x			Joint Council Meeting Blackfalds/Lacombe
March 25	x			Regular Council Meeting
April 2	x			Recreation, Culture and Parks Board Meeting
April 8	x			Regular Council Meeting
April 14	x			CAO Evaluation
April 14	x			Standing Committee of Council Meeting

TO		Members of Council		
FROM		Councillor Brenda Dennis		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: March 16 – April 15, 2025		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
March 17	X			Standing Committee Meeting
March 18	X			Joint Meeting with City of Lacombe
March 25	X			Regular Council Meeting
April 5			X	Stuff a Bus
April 7	X			Economic Development and Tourism Advisory Committee
April 8	X			Regular Council Meeting
April 10	X			Family and Community Support Services
April 14	X			CAO Evaluation
April 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: Mar 15/ 25 – Apr 15/ 25		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Mar 16/ 25			X	Roundtable Report Submission
Mar 17/ 25	X			Standing Committee of Council Meeting
Mar 18/ 25	X			Joint Council Meeting Blackfalds/ Lacombe
Mar 25/ 25	X			Regular Council Meeting - Virtual
Apr 8/ 25	X			Regular Council Meeting- Not in attendance sent regrets
Apr 9/ 25	X			FCSS Meeting April
Apr14/ 25	X			CAO Evaluation Meeting
Apr 14/ 25	X			Standing Committee of Council Meeting

MEETING DATE: April 22, 2025

PREPARED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: CAO Report – April 2025

Key Projects and Initiatives

- Survey for the Council Remuneration and Compensation is currently underway with Hillcrest. Advertisement has been posted seeking volunteers for this Committee.
- Directors will be meeting with consultant on April 22, 2025, to discuss service level policies for each operational area as part of the MSLI.
- CUPE Negotiations to continue on May 9, 2025.
- Mayor for a Day Program is open and will close on May 16, 2025.
- Recruitment activities have concluded for the Deputy Fire Chief – Training and Fire Prevention, Transportation Foreman, IT Technician, GIS Technologist and seasonal positions. Outstanding recruitment for the Arborist and Engineering Services Manager.
- Statement of Financial Positions and Statistical Information and Financial Information Reports have been submitted to Municipal Affairs.
- Expression of Interest for an Enterprise-Wide Management system will close at the end of April.
- Directors, along with the OHS Advisor and the Co-Chairs for the Health and Safety Committee met with an OHS Peace Officer on April 15, 2025. They will be working with the Town of Blackfalds over the next while to conduct various inspections on the operations of the municipality.
- The Draft revised Treaty Six Land Acknowledgement has been provided to both the junior and high school for review and input by students.
- Ongoing review of implications of the changes to provincial legislation and the effect that it will have on the Municipality.
- Ongoing virtual Public Hearing testing in anticipation of offering electronic participation at Public Hearings.
- The Abbey Centre is working on a new initiative for the Community Gardens. Those wanting to participate can 'Grow a Row' for the Blackfalds Food Bank and donate the harvest from that row in the fall.
- FCSS has launched the Clean Up Blackfalds Initiative, encouraging residents to sign up and clean up designated areas within the community between April 21 and May 2, 2025.
- Parks and Facilities Manager (with Director of Community Services) finalized the Community consultation messaging, doorknockers, and open house date with MarCom for the Aspen Garden Relocation Project. The doorknockers will be delivered as soon as they are completed, and the open house is scheduled for Wednesday, April 30, 6 pm to 7:30 pm in the Community Centre Multi-Purpose Room.
- Badminton Alberta is once again hosting an event April 11 to 13 and we expect a large number of people in attendance as usual.
- The preparation of Land Use Bylaw "housekeeping" amendments is nearing completion and will be presented to Council in the next few months. Planning and Development staff keep track of requested amendments and try to get to them as time permits.
- There are currently seven development agreements in the works for a number of new developments, while many development permits and building permits have been issued.

- Planning and Development wrapped up the draft of the Internal Area Structure Plan Administrative Policy and Procedures and circulated the documents for comment to the impacted departments. The intent of this policy/procedure is to solidify a collaborative approach to reviewing new and amendments to existing Area Structure Plans, provide a resource for internal staff involved in the review process with clear expectations outlined, along with ensuring a more streamlined, consistent, and transparent process.
- Traffic counts and project kick-off meeting for Broadway/Womacks roundabout analysis and modeling was completed. CIMA+ will be looking at the Stantec background work, comparing new counts and have started with their memo update. A report is planned to be brought back to Council in June.
- Northwest Stormwater Project was awarded to Northside Construction, and work has been completed on tree clearing the majority of the project will start in July.
- Draft Broadway Reservoir Upgrade Funding Agreement sent off to County for review. The first contract for the reservoir portion of the project closes May 1, 2025.
- Spring Sweeping is substantially completed.
- EPR transition agreements, contract revisions and public notifications have been completed.
- Grade 6 mock Council meetings were completed with 4 different classes in attendance to learn about municipal government.
- Transfer Station Hours and user data were provided to Council and revised hours are being discussed.
- Health and Safety Advisor coordinated training for the online safety data management system to conduct refresher training for all staff to ensure full potential and function of the program is being utilized.
- The Fire Department's AFFRC's mobile radios are getting programmed and scheduling for installations has been set.
- The new Fire Brush Truck has arrived and is in operation.
- The replacement for the Ford Explorer for Municipal Enforcement was picked up and is now fully outfitted with emergency equipment.
- LREMP Advisory Committee met on April 9th, the Contract for our Contractor was approved for an additional 3 years. The Advisory committee also approved funding for hiring contractors to complete the LREMP plan re-write and for facilitating the full-scale exercise in November.

Updates Related to Existing Bylaws or Council Policies

- Bylaw 1320.25 McKay Ranch Phase 4 Redistricting was given second and third reading at the March 25, 2025, Regular Meeting of Council.
- Bylaw 1325.25 – 4409 South Street Redistricting was given second and third reading at the March 25, 2025, Regular Meeting of Council.
- Bylaw 1328.25 - McKay Ranch Phase 6A Redistricting Bylaw was given first reading at the April 8, 2025, Regular Meeting of Council.
- Bylaw 1327.25 – 2025 Property Tax Rate Bylaw was given first reading at the April 8, 2025, Regular Meeting of Council.
- Animal Control Bylaw amended and reviewed at the Standing Committee of Council on April 14, 2025 and will be brought forward to a Regular Meeting of Council for consideration.

-
- Council Procedural Bylaw amended and reviewed at the Standing Committee of Council on April 14, 2025 and will be brought forward to the April 22, 2025, Regular Meeting of Council for consideration.
 - Signing Authority Policy – amended policy to be brought forward to the April 22, 2025, Regular Meeting of Council for consideration.

Facility Leases

- There is one lease space available at the Support Services Building.

Administrative Policy Changes / Additions

- Time off in Lieu of Overtime Policy – Under review with Directors.
- Professional Development Policy – Signed off and posted on internal intranet.
- Facility Insurance Requirement Administrative Policy – new policy.
- Respiratory Equipment Code of Practice – Signed off and posted on internal intranet.
- Aquatic Centre Closure – Signed off and posted on internal intranet.
- Abbey Centre Acceptable Usage – Signed off and posted on internal intranet.

APPROVALS

Kim Isaak,
Chief Administrative Officer

**TOWN OF BLACKFALDS
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE**

Civic Cultural Centre – 5018 Waghorn Street
Monday, November 4, 2024, at 7:00 p.m.

MINUTES

MEMBERS PRESENT

Ray Olfert, Chair
Denise Sumner, Vice Chair
Jim Sands, Town of Blackfalds Deputy Mayor
Brenda Dennis, Town of Blackfalds Councillor
Kala Pandit, Member at Large
Tyler Mitchell, Member at Large
Robert Hogan, Member at Large
Christa French, Member at Large
Cory Twerdoclib, Member at Large (*virtual*)
Kyle Braithwaite, Member at Large (*virtual*)
Mayor Hoover, Town of Blackfalds Mayor

OTHERS ATTENDING

Peter McGee, Economic Development Officer

REGRETS

Craig Schroh, Member at Large

WELCOME AND CALL TO ORDER

Chair Olfert welcomed all attending and called the Economic Development & Tourism Advisory Committee Meeting to order at 7:00 p.m.

RECEIVE THE AGENDA

Addition of Business Item 4.8

Jamie Hoover, Town of Blackfalds Mayor moved That the Economic Development & Tourism Advisory Committee receive the Agenda for November 4, 2024, as amended.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATION

Tourism Red Deer

Executive Director, Jesse Smith gave an introductory presentation regarding surrounding Tourism in Red Deer.

TOWN OF BLACKFALDS
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE
Civic Cultural Centre – 5018 Waghorn Street
Monday, November 4, 2024, at 7:00 p.m.
MINUTES

Highway 2a Tourism Corridor

EDO McGee provided a presentation surrounding the Highway 2a Tourism Corridor.

BUSINESS

Approval of Minutes

Jamie Hoover, Town of Blackfalds Mayor moved That the Economic Development and Tourism Advisory Committee approve the Minutes from Sept 9th, 2024, as presented and be brought forward to a future Regular Council Meeting.

CARRIED UNANIMOUSLY

Report for Committee, Blackfalds EDO Fall Update (Sept-Oct)

EDO McGee provided an update on activities for September and October 2024.

Tyler Mitchell, Public at Large moved That the Economic Development & Tourism Advisory Committee receive the Blackfalds EDO Fall Update (Sept-Oct) report for information.

CARRIED UNANIMOUSLY

Report for Committee, 2025 Economic Development Workplan

EDO McGee reviewed the 2025 Economic Development Workplan, goals/objectives and tactics for 2025.

Christa French, Member at Large moved That the Economic Development & Tourism Advisory Committee receive the 2025 Economic Development Workplan report for information.

CARRIED UNANIMOUSLY

Report for Committee, Enforcement and Development Monthly Reports

EDO McGee brought forward the Enforcement and Development Monthly Reports for the Committee's information.

Brenda Dennis, Town of Blackfalds Councillor moved That the Economic Development & Tourism Advisory Committee receive the Enforcement and Protective Services Monthly Report – September 2024 and the Development & Building Monthly Report - September 2024 for information.

CARRIED UNANIMOUSLY

Request for Direction, Blackfalds Economic Development Website Pages Project Sub-Committee

EDO McGee brought forward a request that the Committee establish a Blackfalds Economic Development Website Pages Project Sub-Committee.

**TOWN OF BLACKFALDS
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE**

Civic Cultural Centre – 5018 Waghorn Street
Monday, November 4, 2024, at 7:00 p.m.

MINUTES

Brenda Dennis, Town of Blackfalds Councillor moved That the Economic Development & Tourism Advisory Committee establish the Blackfalds Economic Development Website Pages Project Sub-Committee and that Member at Large, Christa French, and Member at Large Tyler Mitchell, be appointed to the Blackfalds Economic Development Website Pages Project Sub-Committee.

CARRIED UNANIMOUSLY

Request for Direction, Blackfalds Economic Development Strategy Project Sub-Committee

EDO McGee brought forward a request that the Committee establish a Blackfalds Economic Development Strategy Project Sub-Committee.

Member at Large, Tyler Mitchell moved That the Economic Development & Tourism Advisory Committee establish the Blackfalds Economic Development Strategy Project Sub-Committee and that Member at Large Kala Pandit, Robert Hogan Member at Large, and Jamie Hoover, Town of Blackfalds Mayor, be appointed to the Blackfalds Economic Development Strategy Project Sub-Committee.

CARRIED UNANIMOUSLY

Request for Direction, Highway 2a Tourism Corridor

EDO McGee brought forward a request that the Committee support and recommend that EDO McGee bring forward the Highway 2a Tourism Corridor to Council.

Christa French, Member at Large, moved That The Economic Development & Tourism Advisory Committee recommends that EDO McGee bring forward the Highway 2a Tourism Corridor Report to a future Regular Council Meeting for Council's consideration of endorsement.

CARRIED UNANIMOUSLY

Round Table

A round table discussion took place with the Committee.

ADJOURNMENT

Chair Olfert, adjourned the Economic Development & Tourism Advisory Committee Meeting at 8:54 p.m.



Ray Olfert, Chair



Lorrie Logan, Municipal Clerk



**TOWN OF BLACKFALDS
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE**

Civic Cultural Centre – 5018 Waghorn Street

Monday, February 3, 2025, at 7:00 p.m.

MINUTES

MEMBERS PRESENT

Jamie Hoover, Town of Blackfalds Mayor
Brenda Dennis, Town of Blackfalds Councillor
Kala Pandit, Member at Large (*virtual*)
Tyler Mitchell, Member at Large (*virtual*)
Christa French, Member at Large (*virtual*)
Reina Lemieux, Member at Large (*virtual*)
Cory Twerdoclib, Member at Large
Justine Loshny, Member at Large
Darlington Etaje, Member at Large

OTHERS ATTENDING

Peter McGee, EDO
Lorrie Logan, Municipal Clerk

REGRETS

Ray Olfert, Chair
Robert Hogan, Member at Large
Kyle Braithwaite, Member at Large

WELCOME AND CALL TO ORDER

EDO Peter McGee welcomed all attending and called the Economic Development & Tourism Advisory Committee Meeting to order at 7:07 p.m.

INTRODUCTION

Introduced New and present EDTAC members.

RECEIVE THE AGENDA

MOTION:

Councillor Dennis moved That the Economic Development & Tourism Advisory Committee receive the Agenda as presented.

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

TOWN OF BLACKFALDS
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE

Civic Cultural Centre – 5018 Waghorn Street

Monday, February 3, 2025, at 7:00 p.m.

MINUTES

PRESENTATION

Central Alberta Economic Partnership (CAEP) – Tracy Gardner, Executive Director (virtual)

Executive Director Gardner delivered a presentation on CAPE, discussing potential collaborations and support for Blackfalds in the realm of Economic Development.

BUSINESS

Appointment of Chair and Vice-Chair

The Economic Development & Tourism Committee appointed Member Kala Pandit as Chair and Member Cory Twerdoclib as Vice-Chair.

CARRIED UNANIMOUSLY

Approval of Minutes

EDO McGee moved That the Economic Development & Tourism Advisory Committee approve the Minutes from November 4, 2024, as amended and be brought forward to a future Regular Council Meeting.

Seconded by Member Twerdoclib.

REPORT FOR COMMITTEE

Blackfalds EDO Winter Update – Nov 2024-Jan 2025

EDO McGee briefed the Committee on events and meetings that he attended.

Member Christa French moved That the Economic Development & Tourism Advisory Committee receive the Blackfalds EDO Winter Update (November 2024 – January 2025) report for information.

Seconded by Justine Loshny

Blackfalds Economic Development Website Sub-Committee

EDO McGee provided an update on the activities carried out by the Website Sub-Committee.

Councillor Dennis moved That the Economic Development & Tourism Advisory Committee receive the Blackfalds Economic Development Website Sub-Committee Report for information.

Seconded by Member Christa French.

Blackfalds Economic Development Strategy Sub-Committee

EDO McGee provided an update on the activities carried out by the Strategy Sub-Committee.

**TOWN OF BLACKFALDS
ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE**

Civic Cultural Centre – 5018 Waghorn Street
Monday, February 3, 2025, at 7:00 p.m.

MINUTES

Member Tyler Mitchell moved That the Economic Development & Tourism Advisory Committee receive the Blackfalds Economic Development Strategy Sub-Committee report for information.

Seconded by Member Darlington Etaje.

Inventure Volunteering 2025

EDO McGee shared details about the upcoming event in Calgary from May 21-23, 2025. He invited EDTAC Members to attend and volunteer, noting that there is no additional budget available for this purpose.

Motion:

Mayor Jamie Hoover moved That the Economic Development & Tourism Advisory Committee members to consider and to register as volunteers for Inventures 2025.

CARRIED UNANIMOUSLY

Mural Corridor Update

EDO McGee updated the Committee on the latest outcome and stated that Council was in full support and endorsed this plan.

Member Chrita French moved That The Economic Development & Tourism Advisory Committee receive this report as information.

CARRIED UNANIMOUSLY

Protective Services Monthly Report & Development and Building Permit Report

Member Reina Lemieux moved That The Economic Development & Tourism Advisory Committee receive these reports as information.

CARRIED UNANIMOUSLY

Round Table Discussion

A round table discussion took place with the Committee.

ADJOURNMENT

Adjourned the Economic Development & Tourism Meeting at 8:22 p.m.



Ray Olfert, Chair



Lorrie Logan, Municipal Clerk



PRLS Board Meeting Minutes

February 27, 2025

The regular meeting of the Parkland Regional Library System Board was called to order at 10:02 a.m. on Thursday February 27, 2025 in the Small Board Room, Lacombe.

Present: Barb Gilliat, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jackie Almberg, Delijiah Antaloczy, Paul Ashfield, Alison Barker-Jevne, Jul Bissell, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Jeff Eckstrand, Sarah Fahey, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Twyla Hale, Kathy Hall, Dana Kreil, Stephen Levy, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Cheryl Dezall, (alt. Joy-Anne Murphy), Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Bill Windsor, Janice Wing

Guests: Malcolm Boyd

With Regrets: Joy-Anne Murphy, Jackie Northey, Shawn Peach

Absent: Derald Anderson, Wayne Clark, Cal David, Les Fee, Tim Field, Pam Hansen, Cody Hillmer, Cody Johnson, Darryl Motley, Jas Payne, Naomi Tercier, Shannon Wilcox

Staff: Kara Hamilton, Patty Morrison, Paige Mueller, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:02 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

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

Motion by Gord Lawlor to excuse Joy-Anne Murphy, Jackie Northey, and Shawn Peach from attendance at the board meeting on February 27, 2025 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 1/2025

Twyla Hale entered the meeting at 10:05 a.m.



Agenda

1.1.2 Adoption of the Agenda

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

Motion by Stephen Levy to accept the agenda as presented.

CARRIED

PRLS 2/2025

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the November 14, 2024 minutes. Paul Ashford stated that he was present at the November meeting.

Motion by Ray Reckseidler to approve the minutes of the November 14, 2024 meeting as amended.

CARRIED

PRLS 3/2025

1.3. Business arising from the minutes of the November 14, 2024 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Deb Coombes to approve the consent agenda as presented.

CARRIED

PRLS 4/2025

3.1 Vacant Seats on the Executive Committee

Sheppard reviewed. At the November organizational board meeting, two seats on Parkland's Executive Committee were not filled. Those seats were for Areas 7 and 8. After sending out invitations to PRL board members for Areas 7 and 8, staff found three volunteers, Dana Kreil of Lacombe County for Area 7, Les Stulberg from the County of Stetter, and Elaine Fossen from Village of Forestburg both for area 8. Stephen Levy from the Village of Sedgewick also volunteered. Since there were three volunteers for area 8, the collective membership from area 8 held a discussion in a Zoom breakout room. They chose Les Stulberg to be their representative on the Executive Committee. Dana Kreil was appointed for area 7.

Motion by Carlene Wetthuhn to appoint Dana Kreil and Les Stulberg to Parkland's Executive Committee.

CARRIED

PRLS 5/2025

Dwayne Fulton entered the meeting at 10:20 a.m.



3.2 2024 in Review – Approval of the 2024 Annual Report

Sheppard reviewed some of the highlights from the 2024 annual report.

IT Accomplishments:

- Migrated 527 computers from Windows 10 to Windows 11.
- Replaced 144 desktop and 20 laptop computers throughout the region.
- Replaced 16 monitors along with several other peripheral items throughout the region.
- Replaced one physical service at the Parkland Regional Library System (PRLS) office.
- Migrated several servers to the latest version of the Windows Server operating system.
- Migrated the PRLS Support site and equipment booking software to a new Linux operating system.
- Continued development of the website to further enhance it for library patrons throughout the region.
- Assisted the Edberg Municipal Library with their move. Facilitated their SuperNet move and re-configured the network and equipment at their new facility.
- Continued to maintain existing infrastructure for technologies such as; wireless, firewalls, network switches, servers, storage, desktops, laptops, etc.

Finance & Operations Accomplishments:

- Finance staff ordered and processed 26,155 new library materials at a cost of \$525,526
- In 2024 the van drivers made 3,120 library deliveries driving 182,250 kilometers
- The number of bins moved around the system on vans was 32,028
- The operations staff sent and received approximately 1,098 ILL items weekly through the government courier system.

Marketing

Parkland conducted several large-scale marketing campaigns in 2024. We had an extensive internal awareness campaign to increase our members' awareness of PRLS services. Additionally, we collected stories from patrons for our "Because of the Library" campaign. These stories were turned into graphics that were then shared widely through our own channels but also through a paid advertising partnership with Black Press Media. As part of this partnership, Parkland ran a two-month long digital ad campaign that included targeted ads, promotional news stories and print ads for eight member libraries in their local newspapers. The marketing department also facilitated our yearly contests (Library Card Sign Up Season and the Golden Ticket Contest) which were a huge success this year. The Amisk library won a state-of-the-art virtual reality headset and received training on how to use it for their community. Finally, the marketing team continued to support member libraries with a variety of marketing campaigns, content creation and training.



Advocacy

In 2024 Parkland helped galvanize the willingness of the regional systems into focusing on three advocacy goals. Those goals are:

1. Future of Public Library Board Operating Grant Funding Structure for Intermunicipal Library Boards – A proposal for adjustments to the funding model to support intermunicipal
2. cooperation, allowing consolidated boards to remain financially viable while streamlining governance structures.
3. Future of Alberta Library SuperNet – A call to reassess bandwidth allocations for the SuperNet to ensure that library connectivity keeps pace with evolving internet standards, especially for rural communities.
4. Strengthening Library Services through Sustainable Funding – A suggestion for establishing a predictable funding model that reflects population growth and inflation, enabling libraries to continue meeting the expanding needs of their communities.

Other activities included developing training documents. Some very good documents were also created for use during MLA visits which could be used by all seven of the systems. Parkland's visits have met with some success; however, it has proven to be a challenge to obtain visits with our MLAs.

Parkland participated with the other six library systems in a province-wide omnibus survey which sought to measure public support for library service. Results from the survey indicated that 81% of Albertans agree that there is value in public libraries as free spaces to read, learn, have fun, and access the internet, and that 70% of Albertans agree that convenient access to their public library in person or online is important to them.

Library Services Achievements

In 2024, the Library Services Department conducted 1,445 virtual and phone consulting sessions, including 69 onsite library visits. We offered 27 various training events and 16 virtual/in-person meetings. We had a total of over 660 participants. Our biggest event was the relaunching of the Parkland Conference in September 2024. It was very well attended and participants enjoyed getting together, in-person, with Parkland staff, member library staff and board members. Planning is already underway for the 2025 Parkland Conference.

At the library service point in Maskwacis, numerous changes occurred since the beginning of their fiscal year on April 1, 2024. An additional staff member was hired, providing the opportunity for the library to diversify and begin offering in-house and outreach programming to the community. Staff have been visiting schools and all four Nations and promoting the services available through the library. We were also able to replace all the flooring within the library. This made a tremendous impact to the overall beautification of the space. We are, however, still advocating for a new library space that would better serve the needs of the community.



Motion by Teresa Cunningham to approve the Parkland Regional Library System's 2025 Public Library Survey and 2024 Annual Report as presented.

CARRIED

PRLS 6/2025

3.3 Approval of the 2024 Outlet Annual Reports

Sheppard reviewed the 2024 outlet annual reports for Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library. These are the four library service points for which the Parkland Board is the governing board. Under the Alberta Libraries Act, the PRLS Board must approve the annual reports for these service points.

In addition to reviewing their annual reports, Sheppard commented on the future of outlet libraries. On January 16th and again on February 13th, Parkland's Director attended a Zoom meeting hosted by the Public Library Services Branch at Municipal Affairs. The purpose of the meeting was to discuss whether allowing library systems to be the "board of record" for library service points was to continue. This meeting was a follow-up meeting from one held on November 20th last year. As yet no decisions have been made by the government. It was made clear at the meeting that should systems no longer be allowed to be the governing board for library service points, it could be years before any change occurs.

Motion by Janice Wing to approve the annual reports for Brownfield Community Library, Nordegg Public Library, Spruce View Community Library, and Water Valley Public Library as presented.

CARRIED

PRLS 7/2025

3.4 Advocacy Committee Terms of Reference

Sheppard reviewed. At the November board meeting, the group discussed how to increase the effectiveness of the Advocacy Committee. Based on feedback received at the December Executive Committee meeting, the Terms of Reference for the Advocacy Committee were modified.

The most significant changes were that board members who volunteer for the committee are expected to commit to actively engage in advocacy work. This may include, but not be limited to;

- Meeting MLAs
- Visiting municipal councils
- Providing training/mentorship to member library boards



At the last Executive Committee meeting, Yellowhead Regional Library's (YRL) continued attendance in Parkland Advocacy Committee meetings was also discussed. It was decided that they would attend on an "as needed" basis when collective advocacy action was required.

Motion by Ray Reckseidler to approve the Advocacy Committee Terms of Reference as amended.

CARRIED
PRLS 8/2025

3.5 Election of the Advocacy Committee

Sheppard reviewed. Board volunteers who sit on the Advocacy Committee will be reimbursed for participating in meetings. In accordance with PRLS policy, trustees will receive \$100 per half-day of honorarium for attending meetings and mileage reimbursement at a rate of \$0.550 per km. for those who choose to attend meetings in person.

Meeting dates will be set at the discretion of the Advocacy Committee, but are generally on the afternoons of the Executive Committee meetings from 1:00 p.m. to 4:00 p.m. The next meeting of the Advocacy Committee will be on March 27th at 1:00 p.m. The tentative, regular meeting dates for 2025 will be set at the March meeting.

After approving the new Advocacy Committee terms of reference, past Advocacy Committee Chair Gord Lawlor asked for up to six volunteers to sit on the Advocacy Committee. Gord Lawlor, Sarah Fahey, Ray Reckseidler, Todd Dalke, Stephen Levy, and Barb Gilliat volunteered.

Motion by Kathy Hall to appoint Gord Lawlor, Sarah Fahey, Ray Reckseidler, Todd Dalke, Stephen Levy, and Barb Gilliat to the Advocacy Committee.

CARRIED
PRLS 9/2025

3.6 Budget Summary Report

Bill Windsor entered the meeting at 11:04 a.m.

Sheppard reviewed. This is the third year Parkland has produced such a report. Originally, the report was designed to identify the cost for public library service throughout the Parkland region. The current version has been much simplified. Given the many variances in the way libraries calculate their income and expenditures, it is hoped the new format for the report will be easier to understand.

Based on the information provided by member libraries, 35% deficit budgeted in 2024.

The Executive Committee reviewed this document at their January meeting and did not recommend any changes, and the board offered no suggested changes.



Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 10/2025

3.7 Parkland's Auditor 2025-2027

Sheppard reviewed. The 2024 audit concludes Parkland's current three-year contract for audit services with MNP.

Parkland staff have been very happy with MNP's audit services. They have been Parkland's auditor since 2019. Staff did not recommend switching auditors or engaging in a request for proposal to seek alternate audit services. Parkland's two staff, who are primarily responsible for financial management, are retiring in 2025. Switching auditors would create significant unnecessary upheaval. Moreover, staff at MNP will likely be providing training and support for Parkland's new finance staff.

MNP's cost increase is marginal. At their December 12th meeting, the Executive Committee endorsed continuing to use MNP as Parkland's auditors and accept the fees for 2025-2027.

For the 2024 audit year, the Executive Committee reviewed MNP's audit plan and approved it at their December meeting. The auditors were at Parkland on February 3rd and 4th when they completed their on-site work. The audit will be presented to the board in May for review.

Motion by Carlene Wetthuhn to receive for information.

CARRIED
PRLS 11/2025

3.8 Woodworker's Guild Joint Project

Sheppard reviewed. Late last year, Parkland entered into a partnership with the Central Alberta Woodworker's Guild (CAWG), a volunteer organization, to produce a variety of puzzle kits for programming in public libraries. These kits are intended to provide children with a way to develop their manual dexterity. The kits are equally useful for seniors or those experiencing cognitive decline who wish to improve their motor, nervous, or hand-eye coordination skills. The kits are also perfect for multi-generational programming.

In an attempt to be responsible conservators, these kits were produced at low cost with repurposed oak from unwanted church pews. The puzzles and kits can be assembled and disassembled over and over again, allowing for years of use.

An event to introduce the kits, to which the press and members of CAWG will be invited, is planned for March 21st at the Servus Credit Union Public Library in Blackfalds.

Motion by Deb Coombes to receive for information.

CARRIED
PRLS 12/2025



3.9 Staff Engagement Survey

Sheppard reviewed. The Executive Committee mandated that a staff engagement survey be developed. The draft survey was reviewed by the Executive Committee at their October 17th meeting and was disseminated to staff in November.

Overall, the response rate was good and the survey results are positive. However, Parkland management are discussing how to best address the few areas where improvement could be made.

In December, Board Chair Barb Gilliat emailed to acknowledge that the Executive Committee received and reviewed the survey.

Motion by Harvey Walsh to receive for information.

CARRIED
PRLS 13/2025

3.10 Staff Recognition

Sheppard reviewed. According to PRLS's Human Resource Manual, employees will be recognized with a monetary reward for long service with Parkland Regional Library System.

In addition to a pin indicating the number of years of service, a monetary award is provided to staff. For 2025, long service award recipients were:

Janelle Johnson – 5 years
Russell Adams – 10 years
Steven Dobrowolski – 10 years
Ron Sheppard – 20 years
Sandie Bilk – 20 years
Alida Burnard – 20 years

Motion by Laureen Clarke-Rennie to receive for information.

CARRIED
PRLS 14/2025

3.11. Updates

3.11.1. Director's Report

3.11.2. Library Services Report

3.11.3. IT Report

3.11.4. Finance & Operations Report

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



Motion by Paul Patterson to receive the Director's, Library Services, IT, and Finance & Operations Reports for information.

CARRIED
PRLS 15/2025

3.12. **Parkland Community Update**

Hardisty Public Library has a new library manager; Heidi Dayot was promoted from assistant manager to library manager. Many thanks to Consultant Olya Korolchuk for all her help.

Innisfail Public Library 20% of schoolchildren in the town are being homeschooled since COVID, and many of them hang out at the library as their home base. The library offers various programming for the homeschoolers.

They also promote library memberships for members at the Bowden Penitentiary, organizing pick up and drop offs to inmates.

Delijiah Antaloczy, Deb Coombes, Edna Coulter, Jacquie Palm-Fraser, and Paul Patterson left the meeting at 11:42 a.m.

The **Penhold & District Public Library** would like to talk to other nearby municipalities about advocacy to their school districts.

Delburne Municipal Library has a new library manager, which allows them to be open for more hours. They have also set up six book bins around the community.

Motion by Dana Kreil to accept the Parkland Community Update for information.

CARRIED
PRLS 16/2025

4. **Adjournment**

Motion by Ray Reckseidler to adjourn the meeting at 11:47 a.m.

CARRIED
PRLS 17/2025

Chair

**Blackfalds Library Board Meeting Minutes
March 4, 2025**



Meeting was called to order at 6:58 p.m. by Board Chair, Glyn Evans

Present: Richard Poole, Glenda Brown, Edna Coulter, Glyn Evans, Ray Olfert, Starr Sinclair,
Marina Appel, Vincent Wolfe & Peter Gomes
Online: Ann Siford
Absent:
Regrets:

Staff: Carley Binder, Administrator

1. Acceptance of the Agenda

MOTION L19-25

Moved by Ray Olfert to accept the agenda items as amended **C.U.**

2. New Business

2.1 Financial Review – Presented by Lindsay Bauman from MNP, Lacombe

Lindsey pointed out some concerns regarding running a deficit for the last two years. Conversation about the amortized assets and how they could be better tracked. It could be added to statements (quarterly) for the board to review more frequently.

MOTION L20-25

Moved by Richard Poole to accept the 2024 Financial review as presented. **C.U.**

2.2 Food for Fines

The library board staff would like to hold an additional Food for Fines this year to help with the demand of our local food bank (Beyond Food & Community Hub). We also do this event in June & October.

MOTION L21-25

Moved by Richard Poole to add a third Food for Fines to run for four weeks for 2025. **C.U.**

2.3 Income Statement, Budget update & Direct Bill payments for February

MOTION L22-25

Moved by Marina Appel to accept the Income Statement, Budget update & Direct Bill payments for February 2025. **C.U.**

2.4 Minister's Award for Municipal & Public Library Excellence Program

Both the Enhancing Community Engagement or Livability and Building Economic Strength were suggested for the library to pursue. Suggested that Marina and one staff member (Kelly) work on putting forth an entry for this award.

MOTION L23-25

Moved by Glyn Evans for the library board and staff to submit an application for the Minister's Award for Municipal & Public Library Excellence Program. **C.U.**

2.5 Applicants – Library Administrator vacancy

MOTION L24-25

Moved by Richard Poole to go In Camera at 7:07pm **C.U.**

MOTION L25-25

Moved by Marina Appel to come Out of Camera at 7:30pm **C.U.**

Suggested that a hiring package be completed to offer that would include three-week vacation time and termination clauses would be zero. It was suggested that a template from the town may be available. Also, suggested the job title, probation period, benefit package, pension, hours of work including breaks broken down into daily and weekly amounts and eligibility for vacation. Termination notice is also included a standard two weeks.

It was also recommended that we post Nicole's old position as temporary for six months, in the event she would like to return to it after the probation period. We will need to change the job description before we can list the position. Will revisit at the next meeting.

Dialogue about whether it is appropriate to have a six-month probationary period. Administrator Binder will talk to HR at the town office to ask about this issue and a possible hiring package. It was also noted that upon searching the AB standards website that we can issue a probationary period.

MOTION L26-25

Moved by Richard Poole to authorize the Board Chair, Glyn Evans, to offer Nicole Rice the Library Administrator position at the \$72,238.40 Annually and a compensation package with a six-month probationary period. **C.U.**

2.6 Signing Authority – Motion to change signing authority at the bank. Allow for online banking access.
Suggested that two-person authentication may be a better option for us right now.

MOTION L27-25

Moved by Edna Coulter to remove Library Administrator, Carley Binder, from signing authority and bank accounts as of March 7, 2025. **C.U.**

MOTION L28-25

Moved by Edna Coulter that Glenda Brown and Glyn Evans get approved for online banking, in a two-person authentication set-up. **C.U.**

It was also suggested that more than one person have access to CRA account, such as a board member. Lindsey from MNP said she would send over the steps for how to change the person on the CRA account. Lindsey will double check if she already has access for the CRA account. Whoever takes over Administrator Binder's position will have to set up their own CRA account which will be linked to the library.

3. Acceptance of Consented Agenda

- 3.1** Minutes of the February 4, 2025 meeting – Vincent Wolf was in attendance & Ray Olfert was not. Starr Sinclair was listed twice.
- 3.2** Administrator's update – January 2025
- 3.3** Programmer's update - January 2025

MOTION L29-25

Moved by Vincent Wolfe to accept the Consented Agenda. **C.U.**

4. Business from Last Meeting:

4.1 Website – Library Managers are waiting for a meeting. Moving forward to work through the necessary process. Administrator Binder will pass along the information to successor Administrator Rice.

4.2 Safety Concerns in the library

Spelling issues noted. Glenda noted that we should not include further treatment. Suggested max level column is removed altogether.

MOTION L30-25

Moved by Vincent Wolf to accept the incident report template with suggested changes and to review this is three months. **C.U.**

5. Board Basic Workshop – Non upcoming.

6. Policies

Start review of policies for May's meeting – request that the latest copy be sent out to the board.

7. Plan of Service –No update.

8. Bylaw – Nothing new to review.

9. Emergency Planning – Review June 2025

10. Round Table Discussion – not many people came out for family day this year due to cold weather. Do we need to think about other ways to bring in people on these event days?

11. Adjournment: Adjourned at 8:45 P.M.

Next Regular Board Meeting: Tuesday, April 1, 2025 at 6:30 pm

Regrets:

MINUTES

MEMBERS PRESENT

Laura Svab, Town of Blackfalds Councillor
Marina Appel, Town of Blackfalds Councillor
Barb Shepherd, Lacombe County Representative
Kayla Marquis, Public at Large
Trent Kroetsch, Public at Large
Louise Rellis, Public at Large
Kristy Lawrence, Public at Large
Shauna Sawchuk, Public at Large

OTHERS ATTENDING

Rick Kreklewich, Director of Community Services
Carol Simpson, Abbey Centre General Manager
Jeff Heindel, Parks and Facilities Manager

REGRETS

None

WELCOME AND CALL TO ORDER

Member Kroetsch welcomed all attending and called the Recreation, Culture and Parks Board Meeting to order at 6:31 pm.

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

CARRIED UNANIMOUSLY

TREATY SIX LAND ACKNOWLEDGEMENT

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

PRESENTATIONS

None

BUSINESS

Minutes

Member Svab moved That the Recreation, Culture and Parks Board approve the Minutes from March 5, 2025 as presented.

CARRIED UNANIMOUSLY

Community Initiatives Grant Policy Update (verbal)

Director Kreklewich provided an update to the RCP Board regarding the changes to the grant policy that was approved by Council at the February 25, 2025 Regular Council Meeting. The RCP Board

MINUTES

can now recommend applications from for-profit organizations provided that any proceeds must go toward non-profit organizations or programs, projects or initiatives that are deemed worthy.

Community Initiatives Grant – Cold-Blooded Cornhole

An application was received by Cold-Blooded Cornhole to host a regional cornhole event in June at the Eagle Builders Centre. A question was asked at the last RCP Board Meeting about whether Cold-Blooded Cornhole would consider having a time for the community to tryout the activity and Administration confirmed that they would.

Member Shepherd moved That the Recreation, Culture and Parks Board recommend to Council to provide Cold-Blooded Cornhole \$1,360 for their event.

CARRIED UNANIMOUSLY

Community Initiatives Grant – Heart of Blackfalds Society

An application was received by the Heart of Blackfalds Society to host a Family Street Dance on Broadway Avenue. In the past, Blackfalds would host a street dance on Broadway Avenue. This event would be similar with music provided by a DJ, dancing, bouncy castles, dunk tank and games. The event would encourage businesses and local organizations to participate as well and it would be free for people to attend. The last week of the Summer Culture Series would align with the event. This group is requesting \$2,000 from the Community Initiative Grant program to host this event.

Member Rellis moved That the Recreation, Culture and Parks Board recommend to Council to provide the Heart of Blackfalds Society \$2,000 for their event.

CARRIED UNANIMOUSLY

Tree Planting Proposal – Lansdowne Avenue

Manager Heindel presented a proposal from Barb Peever from the Site Resource Group Management Team. They were inquiring about a tree planting event within the Town of Blackfalds and a location that would be good for reforestation. Administration reviewed a few locations and the Lansdowne Avenue was the most favorable as this would be an opportunity to naturalize this berm. The green space berm along Lansdowne Avenue was agreed upon as this green space has been an ongoing problem for the Parks team to manage as the slope is a hazard for our mowing equipment.

Member Lawrence moved That the Recreation, Culture and Parks Board recommend to Council to support the proposed initiative from the Site Resource Group Management Team to plant trees in the area determined along Lansdowne Avenue.

CARRIED UNANIMOUSLY

Abbey Centre Update

- Manager Simpson presented the monthly highlights

Parks and Facilities Update

- Manager Heindel presented the monthly highlights

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

Chair Kroetsch adjourned the Recreation, Culture & Parks Board Meeting at 7:14 p.m.

-Original Signed-

Trent Kroetsch, Chair

-Original Signed-

Rick Kreklewich, Director of Community Services



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 27, 2025

Vacant Seats on the Executive Committee

At the November organizational board meeting, seats 7 and 8 on Parkland's Executive Committee were not filled. After sending out invitations to PRLS board members for Areas 7 and 8, staff found three volunteers, Dana Kreil of Lacombe County for Area 7, Les Stulberg from the County of Stetter, and Elaine Fossen from Village of Forestburg both for area 8. Stephen Levy from the Village of Sedgewick also volunteered. Les Stulberg was appointed for seat 8, and Danna Kreil was appointed for seat 7.

Parkland Annual Report

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs.

An annual report infographic with highlights from 2024 will be prepared and distributed to member municipalities in the coming weeks.

Outlet Annual Reports

The Parkland Board is the governing board for four library service points. They are:

Brownfield Community Library – County of Paintearth

Nordegg Public Library – Clearwater County

Spruce View Community Library – Red Deer County

Water Valley Public Library – Mountain View County

Highlights from their annual reports are included below:

Nordegg Public Library Accomplishments

Maintained a great set of dedicated volunteers through our new year in our new space, provided by our Clearwater County in the beautiful updated Discovery Center. We added a new shelf unit to accommodate the collections comfortably, not stuffed. Had a good weeding session and an in-depth inventory was completed. Parkland came out to offer our volunteer staff some technology training, which was very well received! We also ran a few small community programs; held an initial author reading and community groups utilized our library space. We are absolutely loving our one-year-old library premises. Proud to be part of the library systems in Alberta. Literacy for all!

Spruce View Community Library Accomplishments

This past year we partnered with Red Deer County to bring programs to the community library. They have been very well attended and hope to bring many more. Our early literacy program is very well attended and we partnered up with the Family Resource Network to bring these programs to the library.

Water Valley Public Library Accomplishments

I am really happy that the library got a much-needed mini renovation this year. The new bookshelves are much more appropriate for the space and they have slightly increased the space we have for books. Our young adult programming is mostly used by our local homeschool community and we are really happy to provide space for this growing group of people in our community.

On January 16th and again on February 13th, Parkland's Director attended a Zoom meeting hosted by the Public Library Services Branch at Municipal Affairs. The purpose of the meeting was to discuss whether allowing library systems to be the "board of record" for library service points was to continue. This meeting was a follow-up meeting from one held on November 20th last year. As yet no decisions have been made by the government. It was made clear at the meeting that should systems no longer be allowed to be the governing board for library service points, it could be years before any change occurs.

Advocacy Committee Report

Parkland's Advocacy Committee has a revised Terms of Reference and a new focus for 2025. In an effort to increase the effectiveness of the Advocacy Committee, the number of committee members was changed from

10 members to six, and members will be expected to perform advocacy activity including meeting with MLA's, visiting municipal councils and providing training/mentorship to member library boards. Volunteers appointed include Board Chair Barb Gilliat, Gord Lawlor, Sarah Fahey, Ray Reckseidler, Todd Dalke, and Stephen Levy.

Parkland's Auditor 2025-2027

The 2024 audit concludes Parkland's current three-year contract for audit services with MNP.

Parkland staff have been very happy with MNP's audit services since they started working with us in 2019. Staff did not recommend switching auditors or engaging in a request for proposal to seek alternate audit services as Parkland's two finance staff, are retiring in 2025.

The 2024 Parkland audit will be presented to the board in May.

Woodworker's Guild Joint Project

Late last year, Parkland entered into a partnership with the Central Alberta Woodworker's Guild (CAWG), a volunteer organization, to produce a variety of puzzle kits for programming in public libraries. These kits are intended to provide children with a way to develop their manual dexterity. The kits are equally useful for seniors or those experiencing cognitive decline who wish to improve their motor, nervous, or hand-eye coordination skills. The kits are also perfect for multi-generational programming.

In an attempt to be responsible conservators, these kits were produced at low cost with repurposed oak from unwanted church pews. The puzzles and kits can be assembled and disassembled over and over again, allowing for years of use.

An event to introduce the kits, to which the press and members of CAWG will be invited, is planned for March 21st at the Servus Credit Union Public Library in Blackfalds. All are welcome!

Committee News from Trustees

Hardisty Public Library has a new library manager; Heidi Dayot was promoted from assistant manager to library manager. Many thanks to Consultant Olya Korolchuk for all her help.

Innisfail Public Library is promoting their library service to the Bowden Penitentiary. They also have 20% of

schoolchildren in the town being homeschooled since COVID, and many of them hang out at the library as their home base. The library offers various programming for the homeschoolers.

They also promote library memberships for members at the Bowden Penitentiary, organizing pick up and drop offs to inmates.

The **Penhold & District Public Library** would like to talk to other nearby municipalities about advocacy to their school districts.

Delburne Municipal Library has a new librarian, which allows them to be open for more hours. They have also set up six book bins around the community.

Board Members Present

Barb Gilliat (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almborg, Delijah Antaloczy, Paul Ashfield, Alison Barker-Jevne, Jul Bissell, Laureen Clark-Rennie, Deb Coombes, Edna Coulter, Teresa Cunningham, Todd Dalke, Jeff Eckstrand, Sarah Fahey, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Twyla Hale, Kathy Hall, Dana Kreil, Stephen Levy, Bryce Liddle, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Cheryl Dezall, (alt. Joy-Anne Murphy), Jordon Northcott, Jacquie Palm-Fraser, Paul Patterson, Shawn Peach, Leonard Phillips, Dianne Roth, Sandy Shipton, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Bill Windsor, Janice Wing

Regrets

Joy-Anne Murphy, Jackie Northey, Shawn Peach

Absent

Derald Anderson, Wayne Clark, Cal David, Les Fee, Tim Field, Pam Hansen, Cody Hillmer, Cody Johnson, Darryl Motley, Jas Payne, Naomi Tercier, Shannon Wilcox

Guests

Malcolm Boyd

Next Meeting: May 15, 2025 (Zoom)

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

Agenda Item: 6.2 Programming Report

Date: March 20, 2025

Prepared by: Laura MacKenzie

Programming Highlights:

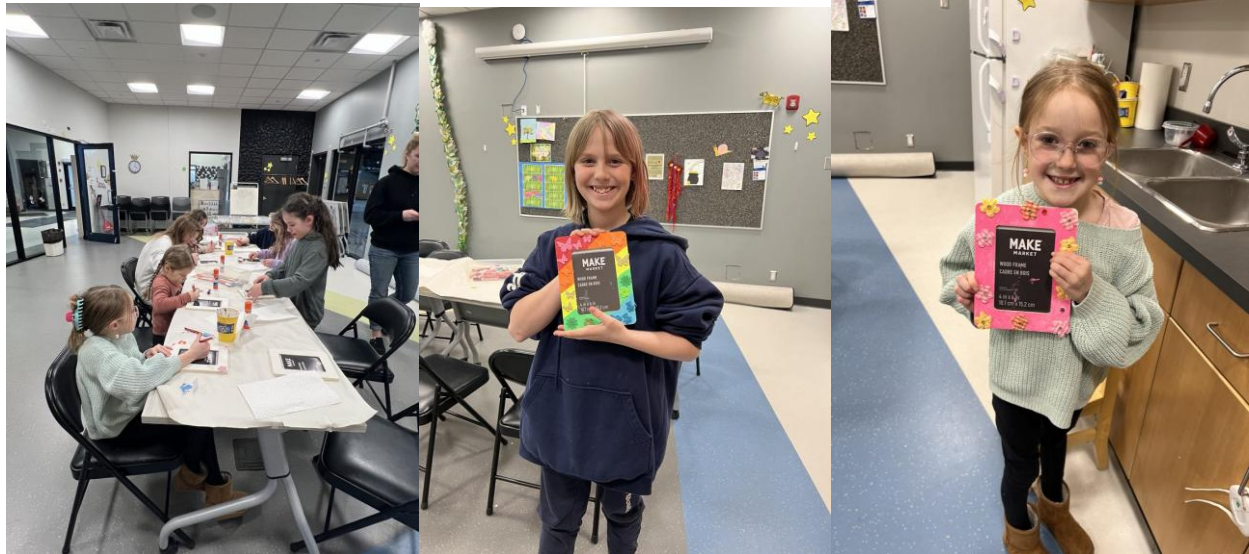
- At the Little Stars' Kinders visit, we Read a story about a Leprechaun and then they painted rainbows at the end of pot of gold craft.
- Friday activities for age 6+ there was decorating wooden photo frames and played Bingo.
- In our Something Cool for After School we painted clay pots.



Statistics:

	2023 YTD Total Sessions	2023 YTD Total Participants	2022 Total Sessions	2022 Total Participants

Children's	443	3589	586	4026
Young Adult	33	143	53	466
Adult	84	417	81	510
Multigenerational	26	813	13	1669
Digital literacy			1	5
Outreach	28	1604	49	2155
Virtual sessions	39	143	190	778





City of Lacombe

COUNCIL HIGHLIGHTS

April 14th, 2025

2. Review of Agendas

2.1 Consent of Agenda

- Council approved the proposed budget changes in Table 4 – 2025 Budget Changes.
- Council gave first reading to Bylaw 527.
- Council gave first reading to Bylaw 528.
- Council gave first reading to Bylaw 529.

4. Presentations

4.1 South Connector Functional Plan

Brad Vander Heyden, Stantec Consulting Project Manager, and Taylor Kusk, Stantec Consulting Engineer in Training, Stantec Consulting presented on the South Connector Functional Plan.

4.2 City Mural 2025 Update

Maureen MacKenzie, Arts & Culture Coordinator and Laurel Halladay, Chair of the Lacombe Art Collection Committee provided presented on the City Mural 2025 Update.

4.3 Community Builder Partnership 2024 Review

Sheri Mitchell, Manager of Recreation Services, and Karlee Rennie, Vice Chair of Lacombe & District Recreation, Parks & Culture Board presented on the 2024 Community Builder Partnership Review.

4.4 Assessment 101

David Clark, Property Assessors for Wildrose Assessment, presented Assessment 101 to Council.

5. Public Hearings

5.1 Bylaw 400.67 Office & Retail Sales as Principal Uses in Light Industrial Districts

Notice was given that the Council of the City of Lacombe gave first reading to Bylaw 400.67 to amend Schedule A of the Land Use Bylaw 400. If approved, Bylaw 400.67 will amend Schedule A of the LUB by allowing Offices and Retail Sales in the Light Industrial District as Discretionary Uses.

6. Requests for Decision

6.1 Bylaw 400.67 Land Use Bylaw Amendment - Office and Retail Sales as Principal Uses in the Light Industrial District

The purpose of the Light Industrial District (I1) is to provide an area for a wide variety of light and other service-related industrial activities that do not create a nuisance beyond the property boundary.

In December 2024, City Council passed a motion requesting the preparation of LUB amendments to allow new Uses within the I1 District, specifically Office and Retail Sales, for their consideration.

First reading of the proposed amendments were considered at the February 24th , 2025, Council meeting.

To prepare possible amendments to the I1 District, Administration reviewed municipal comparators, compared the range of allowed Uses and the number of Light Industrial and Commercial lots across the City, and hosted a Public Open House to collect public input.

Council gave second and third reading to Bylaw 400.67 as presented.

6.2 Review of Order to Remedy

The City of Lacombe recently received a request to review an Order to Remedy issued to a property owner, which is unprecedented in the City's history. While requests have been received to reconsider invoicing for remedial actions in the past fifteen years, no formal review of an order has occurred, and therefore, a process has not been established.

To address this, Administration proposed a draft policy for Council review, aiming for consistent application. This process includes specific steps such as submitting a written request to the Chief Administrative Officer, scheduling a review within specified timelines, conducting the review in a public session, and issuing a final decision within 14 days of the review.

Council approved Policy 26/158.01 2025 PO - Review of an Order to Remedy Contraventions and confirmed the Order to Remedy for 4724 49th Avenue in the City of Lacombe.

6.3 South Connector Functional Plan Final Recommendations

The Lacombe South Connector was originally identified in the City's Transportation Master Plan as part of a long-term strategy to accommodate projected growth and provide an alternative east-west transportation route. This new connector is expected to play a key role in the City's future mobility network.

To advance planning and support future corridor protection efforts, the City, with Lacombe County, secured an Alberta Community Partnership grant to retain an engineering consultant to prepare a Functional Planning Study. The resulting plan refines the conceptual alignment, crosssection, and design parameters, while also addressing land requirements, environmental factors, utility conflicts, as well as phased construction options and costs.

Recognizing that construction is many years in the future, the City recommended using the interim period to:

1. Develop a financial strategy to fund the ultimate capital cost of the road,

2. Seek opportunities to collaborate with AAFC on the development of the South Connector,
3. Review and update as required, the City's Municipal Development Plan and Area Structure Plan to protect the road corridor in collaboration with Lacombe County, and
4. Continue to explore options to relieve future traffic pressure from 50th Avenue and Highway 2A.

There is no immediate capital costs associated with accepting these recommendations. Future expenses will be brought forward through regular budget processes or future Council reports.

Council approved Administration's South Connector Functional Plan recommendations

6.4 Lacombe Regional Tourism Withdrawal from Canada Day and Culture and Harvest Festival

On March 17th, 2025, the City of Lacombe received written notice from the Executive Director of the Association that Lacombe Regional Tourism would no longer be providing planning services for Canada Day and Culture and Harvest Festival for 2025.

The letter followed a board decision at the February 11th, 2025, Lacombe Regional Tourism board meeting. In addition to withdrawing from planning and organizing the events, the Board did indicate that they would provide any information needed to future organizers upon request and that the Association would promote the events but would not be on-site to support either event.

Council acknowledged the March 17th, 2025, letter from Lacombe Regional Tourism Association for information.

Council directed Administration to seek a community partner to offer a fireworks display at Cranna Lake on Canada Day 2025, and to provide the available \$6,000 in funding to offset associated costs.

Council directed Administration to take no action with regard to the Lacombe Culture & Harvest Festival.

6.5 Strategic Plan Final Update and Next Term Planning Process

Council directed Administration to proceed with all required steps to prepare land at 4410 Woodland Drive for future development of a new Fire Station. One of the required steps to prepare the parcel for development is a text amendment to the NASP to allow for a Fire Station to be located within the plan area.

The NASP was adopted in 2000 and includes lands situated in the north portion of the city. The purpose of the plan is to provide a planning framework for land use development, including the compatibility of land use patterns. It outlines the general pattern for major roadways and utilities as well as broad land uses. The NASP is a statutory document. There are two sections of the NASP that require text amendments, these being Section 5.7.3 and 5.7.4 under Community and Social Facilities.

The 2024 Strategic Plan update marks the final year of the 2021-2025 Council term. The update includes a summary of the administrative tactics employed to achieve Council's strategic objectives including a brief status update on each tactic.

Notable achievements include:

- Council held a prioritization exercise for the Strategic Plan tactics in 2024
- 41% (6/14) of Green High priority items COMPLETED
- Six Green High priority items ONGOING
- Two Green High priority items scheduled to be completed in 2025
- 62% (76/123) of all tactics are Completed.

Administration will continue working on remaining tactics identified in the current plan through to the end of the term.

Preparations for the next strategic planning cycle are underway. For the 2026-2029 Strategic Plan, Administration proposes an approach that provides more opportunities to capture the strategic perspectives of both the current and next Council while enhancing input from the Corporate Leadership Team (CLT), and community agencies, boards, commissions, and other stakeholder organizations.

Council approved the 2024 Strategic Plan Update.

Council approved the proposed 2026-2029 Strategic Plan process.

6.7 Bylaw 267.6 Amendments to the North Area Structure Plan (NASP)

Council has directed Administration to proceed with all required steps to prepare land at 4410 Woodland Drive for future development of a new Fire Station. One of the required steps to prepare the parcel for development is a text amendment to the NASP to allow for a Fire Station to be located within the plan area. This amendment, Bylaw 267.6, was given second reading on March 24th, 2025, following a public hearing.

Council gave third reading to Bylaw 267.6, as presented.

8. In Camera

8.1 Labour (FOIP Section 19)

Council acknowledged the Chief Administrative Officer Performance Review information as presented and directed the Senior Manager of People Services to finalize the Chief Administrative Officer Performance Review Process.

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

- Monday, April 28th, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, May 12th, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***
- Monday, May 26th, 2025 – Regular Council Meeting at 5:30 p.m. – City Hall***



HIGHLIGHTS OF THE REGULAR COUNCIL MEETING APRIL 10, 2025

RESPECTFUL WORKPLACE POLICY AD(24) REVISION

Council approved amendments to Respectful Workplace Policy AD(24). The revised policy includes updates that align with recent enhancements to the Alberta Occupational Health and Safety Code, which expands employer responsibilities for reporting, investigating, informing, and training.

MIRROR ASSOCIATION FOR BALL DIAMOND, CAMPGROUND & SKATING RINK RECREATION CAPITAL FUNDING REQUEST

Council approved funding of up to \$8,600 toward the Mirror Association for Ball Diamond, Campground & Skating Rink's fence replacement project at the second (west) ball diamond. Funding will come from the County's Recreation Capital Assistance Reserve. Council also agreed that Lacombe County will manage the project and provide the Association's \$8,600 share upfront, with the Association repaying its 50% share at a rate of \$1,000 per year starting in 2025.

ALIX WAGON WHEEL MUSEUM FUNDING REQUEST

Council approved funding of \$3,000 toward the Alix Wagon Wheel Museum Association's fire suppression and ceiling/attic renovation project. Funding will come from the County's Recreation Capital Assistance Reserve. Council also approved an additional \$2,500 in funding, contingent upon the Village of Alix increasing its financial commitment to the project by the same amount.

MUNICIPAL AFFAIRS STATUTES AMENDMENT ACT, 2025

Council received an update on the proposed amendments under Bill 50 – the Municipal Affairs Statutes Amendment Act, 2025.

TAX RATE BYLAW

Council approved first, second, and third readings to Bylaw No. 1435/25, a bylaw to authorize the rates of taxation to be levied against assessable property within Lacombe County for the 2025 taxation year. Council also approved an additional contribution of \$165,600 to the Recreation Capital Assistance Reserve.

EAGLE BUILDERS PRESENTATION

Council received a presentation from Mr. Dennis Haan and Mr. Craig Haan of Eagle Builders on the company's future growth plans within the County as well as a request for tax incentives for a proposed new facility. Council received the presentation for information and directed the County Manager to prepare a report and recommendation regarding the request for Council's consideration at a future meeting.

ANIMALS IN RESIDENTIAL DISTRICTS BYLAW

Council received a presentation regarding Bylaw No. 1428/25, a bylaw to amend the Lacombe County Land Use Bylaw, Bylaw No. 1237/17, as it relates to Animals in Residential Districts. A summary of the feedback from the March 13, 2025, public hearing was provided. Council approved second and third readings of Bylaw No. 1428/25.



SUCCESS GROWS HERE!

Next Regular Council Meeting is

April 24, 2025 – 9:00 a.m.

Next Committee of the Whole Meeting is

June 3, 2025 – 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.**

MEETING DATE: April 22, 2025

PREPARED BY: Jordan Bauman, Financial Analyst

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Bylaw 1327.25 - 2025 Property Tax Rate Bylaw**

BACKGROUND

The *Municipal Government Act* (MGA) requires that municipalities set property tax rates on an annual basis. The determination of tax rates is based on the funds required to balance the budget. There are several items that impact the budget, such as the cost of living set during the budget review, new assessments and requisitions received from Alberta Education and the Lacombe Seniors Foundation.

A budget was approved in November prior to the commencement of the fiscal year. Many factors are included in the development of the budget, and assessment estimates are utilized at that time. Final assessments are submitted by February, and the budgets are amended to reflect the new assessments. Once this is complete, the tax rates can be finalized.

DISCUSSION

Key Decisions & Information

This document outlines the changes to the assessment for 2025 and the calculation of the 2025 property taxes, school requisition and seniors requisition. There are several key decision areas for Council to consider:

1. Tax increases are normally based on the CPI. December 2024 year-over-year CPI was at 2.5%. Administration has prepared the 2025 Property Tax Rate Bylaw as directed by Council at the Operating Budget Workshop with a 5.00% tax increase.
2. 2025 Educational Property tax rates have been set by the Provincial Government. Education Property taxes are based on the Town's equalized assessment. The 2025 Mill Rates have been calculated using the Town's live assessment base along with the recovery of the under/over levies from prior years.

Assessment Base Changes (Table 2)

The 2025 assessments (based on 2024) show changes in two major areas. In the area of inflation, the residential tax base increased by \$82.9 Million or 6.11% due to increasing property values. Whereas, non-residential property values only increased \$4.3 million or 2.42%.

The inflationary/deflationary factors were taken into consideration when the property tax rate was calculated. This is commonly known as a floating rate. Residential properties that have increased 6.11% will only see a 5.00% increase on the municipal portion. However, residential properties that have increased over the 6.11% will see more than a 5.00% increase on the municipal portion. Overall, the Town, on average, will collect 5.00% more municipal taxes than it did in 2024.

New Assessment

The new assessment comes in the form of construction of houses, lots and new commercial development. The new assessment provides new tax revenue for the Town and as a result, the residential assessment grew 2.57% and non-residential grew 3.99%. This assessment provides \$347,342 in new revenue.

Tax Rates/Mill Rates

The current Mill Rates are listed below.

Tax Rates	2024	2025	Change
Residential	7.8112	7.7479	(0.0633)
Non-Residential	10.7268	11.0441	0.3173

The historical tax levies, residential and non-residential tax/Mill Rates are listed below.

Year	Taxable Levy	Residential Tax Rate	% Change	Non-Residential Tax Rate	Ratio
2019	1,291,678,420	8.1435	6.52%	9.9235	1.22
2020	1,305,318,910	8.1852	0.51%	9.9652	1.22
2021	1,260,843,380	8.6045	5.12%	10.7613	1.25
2022	1,318,333,560	8.3050	-3.48%	10.7993	1.30
2023	1,455,582,810	7.9568	-4.19%	10.5646	1.33
2024	1,547,841,410	7.8112	-1.83%	10.7268	1.37
2025	1,676,925,420	7.7479	-0.81%	11.0441	1.43

Section 358(1) of the MGA identifies that the ratio of the highest non-residential tax rate set out in the municipality's property tax bylaw for a year to the lowest residential tax rate set out in the municipality's property tax bylaw for the same year cannot be greater than 5:1. There are some municipalities, particularly Counties that have large ratios between residential and non-residential.

Designated Industrial Property and Linear Assessment

Another change in the assessment is due to the introduction of designated industrial properties (DIP) in 2018 by the Provincial Government. The assessment function for these properties and linear has been transferred to the Provincial Government, and there are several changes and reclassifications required in the assessments to accommodate these changes.

There is now a DIP property tax requisition that is provided by Municipal Affairs. The assessment for 2024 is \$17,935,120 and based on the rate of 0.0701 a balance of \$1,257 is due to the province.

Assessments

Final assessment changes are shown below.

Class	2024 Assessment	2024 Inflation / Deflation	2024 New Assessment	2025 Totals
Residential	1,357,180,730	82,932,430	34,843,320	1,474,956,480
Non-Residential	178,568,030	4,313,150	7,122,390	190,003,570
Annexed Residential	7,682,470	324,920	(284,100)	7,723,290
Annexed Non-Residential	4,036,950	300,990	(95,860)	4,242,080
Total	1,547,468,180	87,871,490	41,585,750	1,676,925,420
Percentage Change		5.68%	2.69%	

Overall assessment values have increased by \$87.9 million and in 2024 new assessment increased \$41.6 million.

Property Taxes

The total tax to be collected is \$13.57 million.

Municipal Purposes	Assessment	Mill Rate	Total Collected
Residential/Farmland	1,474,956,480	7.7479	11,425,815
Non-Residential	190,003,570	11.0441	2,098,418
Annexed Residential	7,723,290	2.5950	20,042
Annexed Non-Residential	4,242,080	5.6690	24,048
Total Municipal Purposes	1,676,925,420		13,570,324

Alberta School Fund (ASFF) Requisitions

The table below lists the assessment and Mill Rates for the required school education tax requisition. The assessment base differs from the municipal assessment due to machinery and equipment. Machinery and equipment are exempt from the education requisition.

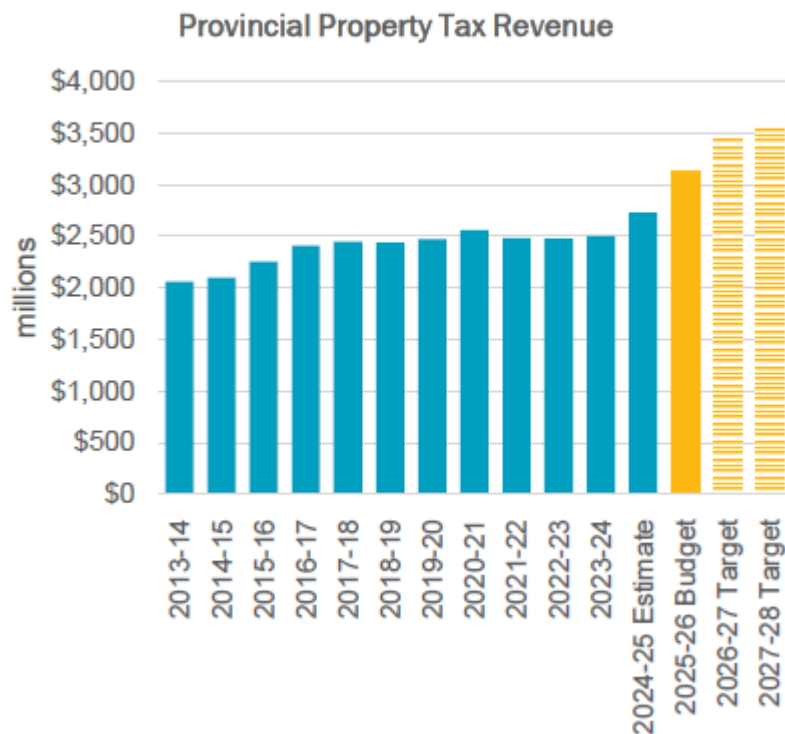
ASFF Requisition	Live Assessment	Mill Rate	Total Collected
Residential / Farmland	1,482,679,770	2.5040	3,712,630
Non-Residential	186,172,070	3.8009	707,622
Total Requisition	1,668,851,840		4,420,252

ASFF Requisition	2024 Collected	2025 Collected	\$ Increase	% Increase
Residential / Farmland	3,261,920	3,712,630	450,710	12%
Non-Residential	611,935	707,622	95,687	14%
Total Requisition	3,873,855	4,420,252	546,397	

In last year's budget, the province forecasted that revenue from provincial education property taxes would increase by \$123 million in 2025-2026. However, the province has made the move to increase the education tax rates by 6.3 percent on residential property and 6.4 percent on non-residential property. This translates to a \$392 million increase in tax revenue that the province will collect from homeowners and business property owners compared to 2024-25. The Town of Blackfalds will experience almost over double the provincial increase at 12% for residential and 14% for non-residential.

The table below shows the budget and estimated targets for the next 2 years. Which includes large increases

Provincial Property Taxes Increase



Average Assessments

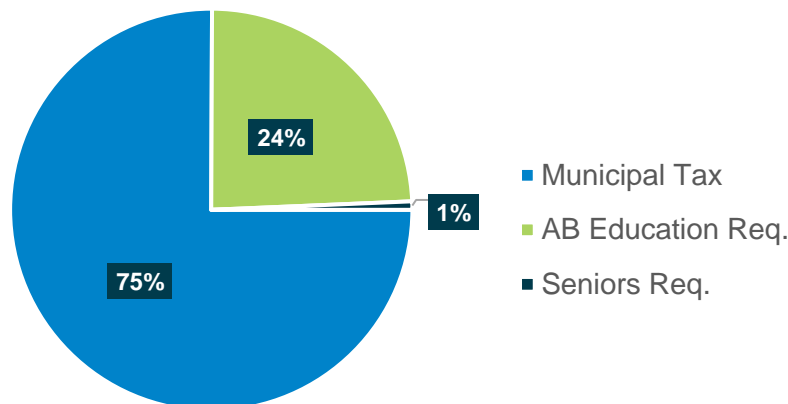
The table below lists the average assessment changes from 2024 to 2025. Assessments are based on the market value as of July 1st, 2024 and physical condition as of December 31st, 2024.

A house valued at \$352,382 will have a \$136 increase in the municipal portion for 2025. The Provincial School Requisition will increase by \$87, which reflects the increase in School Education Requisitions and the under/over levy collected last year. The Seniors Requisition amount will increase by \$2 for 2025.

	Average Home - 2024				Average Home - 2025			
	Assessment	Mill Rate	Total Bill		Assessment	Mill Rate	Total Bill	Increase/Decrease
Property Taxes	\$332,089	7.8112	\$2,594		\$352,382	7.7479	\$2,730	\$136
School Requisition		2.3939	\$795			2.5045	\$882	\$87
Seniors Requisition		0.0668	\$22			0.0694	\$24	\$2
Total	\$332,089		\$3,411		\$352,382		\$3,636	\$225

The chart below lists where and how your tax dollars are spent. It's important to note that the Municipality receives approximately 75% of the total income. Whereas the province and seniors housing receive approximately 25%.

Distribution of \$1 of Residential Tax



The impact of the tax increase on properties will **vary** depending on the assessment value change. All figures that have been provided are on average bases and individual properties will experience variances +/-.

The rates for annexed properties have not been provided by Lacombe County. Administration will likely have budgeted Mill Rates before Second and Third Reading. The Town's goal is to have Blackfalds property tax notices sent out as close to May 1st as possible. While 60 days' notice is not a firm requirement, Section 309(1) of the MGA provides 60 days for an assessment complaint to be filed. The tax notices are a combined tax and assessment notice, so providing these as close to 60 days as possible allows resolution of any assessment inquiries.

Tax Rate Bylaw Totals

The 2025 Property Tax Rate Bylaw is attached and contains the information as required by the MGA. The tables included in the Bylaw outline the assessment for each major area, the Mill Rate and the total taxes that will be collected.

Advertising and Property Tax Notices

Property Tax notices are due to be sent out the first week of May. Administration will also include the [2025 Alberta School Requisition](#) facts and information insert. A link to this document will also be included on the tax notice.

During the Regular Council meeting on April 8, 2025, Council gave first reading to the Bylaw.

FINANCIAL IMPLICATIONS

The 2025 Property Tax Rate Bylaw is prepared based on the approved 2025 Operating Budget and includes a 5.00% tax increase.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council give Second Reading to Bylaw 1327.25 - 2025 Property Tax Rate Bylaw for the Town of Blackfalds, as presented.
2. That Council give Third Reading to Bylaw 1327.25 - 2025 Property Tax Rate Bylaw for the Town of Blackfalds, as presented.

ALTERNATIVES

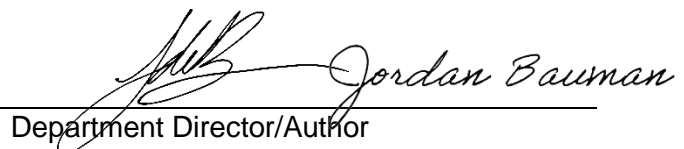
- a) That Council directs Administration to revise the current tax rate increase.
- b) That Council refer Bylaw 1327.25 - 2025 Property Tax Rate Bylaw back to Administration for further consideration.

ATTACHMENTS

- *Bylaw 1327.25 - 2025 Property Tax Bylaw*
- *2025 Property Tax Calculations*
- *2025 Alberta School Education Property Fact and Information*

APPROVALS

Kim Isaak,
Chief Administrative Officer


Department Director/Author

BEING A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BLACKFALDS FOR THE 2025 TAXATION YEAR.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Section 353 Chapter M-26 RSA 2000 and amendments thereto, for the purpose of imposing an annual property tax in respect of property in the municipality to raise revenue to be used toward the payment of expenditures and transfers set out in the budget of the municipality, and the requisitions.

WHEREAS the Town of Blackfalds has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council Meeting held November 26, 2024.

AND WHEREAS the estimated municipal expenditures and transfers set out in the budget for the Town of Blackfalds for 2025, totalling \$35,997,204.

AND WHEREAS the estimated municipal revenues and transfers from all sources other than taxation are estimated at:

\$	35,997,204	Operating Budget
\$	18,144,958	(-) Minus Funding from Other Sources
\$	3,978,015	(-) Minus Requisition (Budget) Funding
\$	535,000	(-) Minus Expected Joint Economic Taxes
\$	13,339,231	Municipal Property Taxes

AND WHEREAS the Town of Blackfalds, as per the annexation agreement, shall be authorized to levy taxation rates against the annexed lands as per the Lacombe County taxation rates of 2024.

AND WHEREAS the Council is authorized to classify assessed property and to assess rates of taxation as per the Lacombe County, hereby covered under the annexation approval conditions

AND WHEREAS the requisitions are:

\$ 3,712,428	School Requisition - Residential	\$ 116,288	Residential & Non-Res.
\$ 706,756	School Requisition - Non-Residential		
\$ 4,419,184	Total School Requisition	\$ 116,288	Lacombe Foundation

AND WHEREAS the Council of the Town of Blackfalds is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions; and

AND WHEREAS the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2000; and

AND WHEREAS Section 369 of the Act authorizes the Town of Blackfalds to impose a supplementary tax against properties listed on the supplementary tax roll, and that the supplementary tax rates be the same as imposed in this bylaw.

AND WHEREAS the assessed values of all taxable property in the Town of Blackfalds, as shown on the assessment roll, is \$1,676,632,670.

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled, hereby enacts:

PART 1 – TITLE

1. That this Bylaw shall be cited as the **“2025 Property Tax Bylaw”**.

PART 2 – PURPOSE AND APPLICATION

2. The Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Blackfalds.

Municipal Purposes	Assessment	Mill rate	Total Collected
Residential/Farmland	1,474,956,480	7.7479	11,427,815
Non-Residential	190,003,570	11.0441	2,098,418
Annexed Residential	7,723,290	2.5950	20,042
Annexed Non-Residential	4,242,080	5.6690	24,048
Total Municipal Purposes	1,676,925,420		13,570,324

Alberta School Foundation	Assessment	Mill rate	Total Collected
Residential/Farmland	1,482,679,770	2.5040	3,712,630
Non-Residential	186,172,070	3.8009	707,622
Total Educational Purposes	1,668,851,840		4,420,252
Note - Excludes M&E and Linear			
Lacombe Seniors Foundation	1,676,632,670	0.0693	116,211

DIP Property	17,935,120	0.0701	1,257
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Total Tax Levy	18,108,043		
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PART 3 - DATE OF FORCE

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

READ for the first time this 8th day of April, A.D. 2025.

(RES. 079/25)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the second time this _____ day of _____, A.D. 2025.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the third time this _____ day of _____, A.D. 2025.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

Town of Blackfalds
2025 Property Tax Calculation

Worksheets

As of
March 12, 2024



Table 1
Town of Blackfalds
Number of Assessment Records

	2023	2024	Increase	% Change
Residential	3816	3909	93	2.4%
Residential Vacant	244	156	-88	-36.1%
Mobile Homes	177	187	10	5.6%
Farm Land	13	13	0	0.0%
Annexed Residential	9	9	0	0.0%
Annexed Acreages	6	6	0	0.0%
Annexed Farm Land	7	6	-1	-14.3%
Annexed Farm Improvements	7	6	-1	-14.3%
Annexed Farm Additions	1	1	0	0.0%
Annexed Farm land	14	14	0	0.0%
Machinery & Equipment	2	2	0	0.0%
Commercial	50	49	-1	-2.0%
Vacant Commercial	11	12	1	9.1%
Industrial	84	85	1	1.2%
Vacant Industrial	18	16	-2	-11.1%
Power & Pipeline	17	17	0	0.0%
DIP - Land & Building	4	4	0	0.0%
DIP - Machinery & Equipment	5	5	0	0.0%
Annexed Land & Improvements	4	4	0	0.0%
Annexed Machinery & Equipment	2	2	0	0.0%
Exempt	213	214	1	0.5%
Seniors Complex	2	2	0	0.0%
Totals	4706	4719	13	0.28%

Table 2

**2025 Tax Year - 2024 Assessment Analysis
Area by Property Type Analysis (Including Linear)**

Type	Code	Description	Growth & Policy				
			Previous	New assessment	Change	Inflation	Growth
	1000	Residential	1,314,399,520	1,435,044,720	38,505,230	82,139,970	2.93%
	4000	Residential Vacant	32,495,250	26,689,550	(5,783,200)	(22,500)	-17.80%
	1100	Mobile Homes	10,204,950	13,143,200	2,123,290	814,960	20.81%
	5000	Farm Land	81,010	79,010	(2,000)		-2.47%
Total Residential			\$1,357,180,730	\$1,474,956,480	\$34,843,320	\$82,932,430	6.11%
	120	Annexed Residential	3,853,160	4,039,680	-	186,520	0.00%
	122	Annexed Acreages	17,490	17,490	-		0.00%
	140	Annexed Farm Land	1,341,280	1,137,510	(203,770)		-15.19%
	141	Annexed Farm Improvements	1,918,000	1,958,160	(80,330)	120,490	-4.19%
	142	Annexed Farm Additions	287,450	305,360	-	17,910	0.00%
	101	Annexed Farm land	265,090	265,090	-	-	0.00%
Total Annexed Residential			\$7,682,470	\$7,723,290	(\$284,100)	\$324,920	4.23%
	1001	Machinery & Equipment	6,935,220	7,299,840	-	364,620	0.00%
	2000	Commercial	83,354,070	91,385,290	5,105,390	2,925,830	6.12%
	2001	Vacant Commercial	5,371,740	5,460,390	88,650		1.65%
	3000	Industrial	56,008,910	58,770,820	1,739,210	1,022,700	3.11%
	3001	Vacant Industrial	10,200,540	9,152,110	(1,048,430)	-	-10.28%
	6000	Power & Pipeline	15,925,600	17,549,470	1,623,870	-	10.20%
	8000	DIP - Land & Building	539,700	150,350	(389,350)	-	-72.14%
	8001	DIP - Machinery & Equipment	232,250	235,300	3,050	-	1.31%
Total Non Residential			\$178,568,030	\$190,003,570	\$7,122,390	\$4,313,150	2.42%
				\$186,172,070			
	220	Annexed Land & Improvements	3,526,020	3,703,640	(95,860)	273,480	-2.72%
	251	Annexed Machinery & Equipment	510,930	538,440		27,510	0.00%
Total Annexed Non Residential			\$4,036,950	\$4,242,080	(\$95,860)	\$300,990	7.46%
	7000	Exempt	198,744,150	225,609,490	17,880,200	8,985,140	
	9000	Seniors Complex	395,890	416,530		20,640	
Exempt			\$199,140,040	\$226,026,020	\$17,880,200	\$9,005,780	
Blackfalds Total			\$1,746,608,220	\$1,902,951,440	\$59,465,950	\$96,877,270	3.84%
							6.26%

Table 3
Town of Blackfalds
Taxation Revenue Analysis

	2024 Actual				
	General Area		Annexation Area		Total
	Residential	Non-Residential	Residential	Non-Residential	
Assessment -					
2023 Assessment (Updated)	\$1,357,180,730	\$178,568,030	\$7,682,470	\$4,036,950	\$1,547,468,180
Add:					
Overall Market Appreciation	6.11% \$ 82,932,430				\$ 82,932,430
Overall Market Appreciation	2.42%	4,313,150			4,313,150
Overall Market Appreciation	4.23%		324,920		324,920
Overall Market Appreciation	7.46%			300,990	300,990
Subtotal	\$1,440,113,160	\$ 182,881,180	\$ 8,007,390	\$ 4,337,940	\$ 87,871,490
New Assessable Properties	2.57% 34,843,320		(284,100)		34,559,220
New Assessable Properties	3.99%	7,122,390		(95,860)	7,026,530
Subtotal	\$ 34,843,320	\$ 7,122,390	\$ (284,100)	\$ (95,860)	\$ 41,585,750
2024 Assessment	\$1,474,956,480	\$ 190,003,570	\$ 7,723,290	\$ 4,242,080	\$ 1,676,925,420
				Taxable	
				Residential Growth	2.53%
				Non-Residential Growth	3.85%
				Average Growth (Weighted)	2.69%
				Residential Market Value Increase	6.10%
				Non-Residential Market Value Increase	2.53%
				Average Market Value (Weighted)	5.68%
Tax Rates					
2024 Actual					
Residential	7.7479				
Residential - County			2.5950		
Non-Residential - County				5.6690	
Non-Residential		11.0441			
Municipal Tax Revenues					
				2025 Forecasted Municipal Tax Levy	
2024 Levy					
2024 Levy (includes supplementary)	\$ 10,626,525	\$ 1,923,573	\$ 19,936	\$ 22,659	12,592,694
% Increase	5.00% 531,326	96,179			627,505
Subtotal	\$ 11,157,851	\$ 2,019,752	\$ 20,779	\$ 24,592	\$ 13,222,974
Assessment Growth	269,963	78,660	(737)	(543)	347,342
Non - Res Split Premium					-
Total Revenue (excludes Supplementary)	\$ 11,427,814	\$ 2,098,412	\$ 20,042	\$ 24,048	\$ 13,570,316
% Split	84.49%	15.51%			\$ 13,570,324
Total Additional 2025 Revenue from budget*					\$231,093
2025 Average Tax Rate Increase (includes influence of Lacombe County Tax Rate changes)					4.98%

Education Property Tax

Fact Sheet

Highlights of the 2025-26 provincial education property tax

Budget 2025 will see an increase to the education property tax rates after being frozen in 2024-25. The higher rates, along with rising property values and increased development, are expected to raise the education property tax requisition from \$2.7 billion in 2024-25 to \$3.1 billion in 2025-26.

The share of education operating costs funded by the education property tax will increase to 31.6 per cent in 2025-26, following historic lows of about 28 per cent in 2023-24 and 29.5 per cent in 2024-25. This will enhance Alberta's ability to fund school operations, leading to better educational outcomes as student enrolment continues to grow.

Education property taxes provide a stable source of revenue and equitable funding that supports K-12 education, including teachers' salaries, textbooks and classroom resources. They are not used to fund government operations, school capital costs or teachers' pensions.

Under the provincial funding model, all education property taxes are pooled by Alberta Education through the Alberta School Foundation Fund and distributed to public and separate school boards on an equal per-student basis.

How education property tax is calculated for municipalities

All municipalities collect an equitable share of the provincial education property tax in proportion to their total taxable property assessments, which are equalized across the province. The equalization process ensures owners of properties of similar value and type across the province pay similar amounts of education property taxes. For more details on this process, refer to the [Guide to Equalized Assessment](#) on the Alberta website.

The provincial equalized assessment base used to determine education property taxes this year reflects 2023 property values.

In 2025, the education property tax will be calculated at a rate of \$2.72 per \$1,000 of the total residential/farmland equalized assessment value. The non-residential rate will be set at \$4.00 per \$1,000 of equalized assessment value. Most property owners will see a change to their education tax bill due to increasing mill rates and assessment values. Individual properties are taxed based on the local education property tax rate set by the municipality.

How much Calgary and Edmonton contribute to education property tax

Based on this formula, Calgary taxpayers will contribute \$1.037 billion in education property tax in 2025. Edmonton taxpayers will contribute \$575 million in education property tax in 2025. Funding for Calgary and Edmonton school boards will be based on the published profiles expected to be released by the end of March 2025.

Declaration of faith

The Canadian Constitution guarantees Roman Catholic citizens' minority rights to a separate education system. In communities with separate school jurisdictions, property owners can declare they are of the Roman Catholic faith, so their education property tax dollars can be directed to those separate school jurisdictions.

Education system benefits everyone

Alberta's education system plays a crucial role in shaping a skilled workforce, driving economic growth and fostering the social well-being of individuals and the province as a whole. It serves as a cornerstone for personal and collective prosperity, benefiting all Albertans—regardless of age, marital status or parental responsibilities.

Questions about financial assistance for seniors or the Seniors Property Tax Deferral program can be directed to the Alberta Supports Contact Centre at 1-877-644-9992 (in Edmonton - 780-644-9992).

MEETING DATE: April 22, 2025

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator

SUBJECT: **Bylaw 1332.25 - Council Procedural Bylaw**

BACKGROUND

The purpose of the Council Procedural Bylaw is to regulate the proceedings and conduct of Council and Council Committee Meetings. Council Procedural Bylaw 1289.23 was adopted in 2023 with minor amendments in 2024. At the time the amendments were brought forward, it was identified in the report that the Bylaw would be brought back with additional amendments in response to Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024*, which introduces several changes to municipal governance, including updates to the *Municipal Government Act* (MGA) and the *Local Authorities Elections Act* (LAEA). These changes necessitate amendments to the Council Procedural Bylaw to ensure compliance and enhance practices.

DISCUSSION

The newly revised Council Procedural Bylaw was reviewed at the Standing Committee of Council on April 14, 2025, where the Committee recommended the Bylaw be brought forward to a Regular Meeting of Council for consideration.

Summarized below are some key amendments to the Bylaw in response to Bill 20, and additionally, Administration has taken this opportunity to clean up the Bylaw with clarifying and obsolete language and processes.

Key Amendments:

1. **Virtual Attendance at Public Hearings:** The amendments will allow for electronic participation in Public Hearings to be conducted virtually, providing greater flexibility and accessibility for residents and stakeholders. Municipalities have until April 30th to adopt a Bylaw allowing for electronic participation in accordance with Section 199(3.1) of the MGA.

Procedures for electronic participation attendance at Public Hearings are listed in Schedule "D" of the Bylaw, and amendments have been made to Part 14 to support this change.

2. **Conflict of Interest Provisions:** Updates to Section 172.1(1) of the MGA include conflict of interest provisions and the new requirements under Bill 20, ensuring Councillors abstain from voting when conflicts arise. Councillors must disclose conflicts of interest and abstain from related discussions and votes.

A Conflict of Interest Checklist is provided in Schedule "B" as an infographic and is intended to be a starting point for thinking about conflicts of interest. However, Council should consult and obtain legal advice if they are concerned about a conflict of interest issue.

Other Amendments:

3. **Removal of FOIP References:** The amendments will remove the references to the *Freedom of Information and Protection of Privacy Act*, as this Act will be repealed upon the new *Access to Information Act* and *Protection of Privacy Act* being proclaimed. The removal of FOIP provisions does not change the way in which Council will go in-camera for confidential items, only simply removes reference to FOIP and replaces the language with access to information legislation.
4. **Definitions:**
 - Conflict of Interest has been defined.
 - Council Reports have been changed from Round Table Reports
 - Other minor edits for clarity or accuracy.
5. **Part 7 – Organizational Meeting**

Section 7.6 was added to include clarity around the establishment of Regular Council and Standing Committee of Council Meetings.
6. **Part 12 – Minutes**
 - Minor amendments will be made when the Minutes are posted on the website.
 - Section 12.7 was added to provide clarity around who signs the Council Minutes once they are approved.
7. **Part 14 – Public Hearings**
 - New section setting out Public Hearing Procedures in Schedule “C” to be more procedural based than script.
8. **Part 33 – Standing Committee of Council**
 - Removal of “Presenter” and “Presentations” and replaced with Delegations to be consistent with all Council Meetings.

Administration is recommending that Council give three readings to the newly amended Council Procedural Bylaw to ensure compliance with the changes from Bill 20 *Municipal Affairs Statutes Amendment Act*, 2024, and to enhance meeting practices.

FINANCIAL IMPLICATIONS

The adoption of this Bylaw will have minimal financial impact. The primary costs will be administrative time and the utilization of the Microsoft Teams platform for electronic participation in Public Hearings.

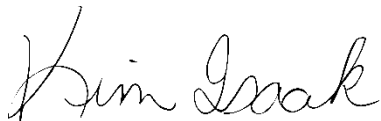
ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council give First Reading to Bylaw 1332.25 – Council Procedural Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1332.25 – Council Procedural Bylaw, as presented.
3. That Council give unanimous consent to move to Third Reading of Bylaw 1332.25 – Council Procedural Bylaw, as presented.
4. That Council give Third Reading to Bylaw 1332.25 – Council Procedural Bylaw, as presented.

ATTACHMENTS

- *Draft Bylaw 1332.25 - Council Procedural Bylaw – Clean*
- *Bylaw 1289.23 – Council Procedural Bylaw – Tracked Changes*
- *Municipal Affairs Statutes Amendment Act, 2024 Fact Sheet*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.

WHEREAS the *Municipal Government Act*, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and Committees established by Council, and may regulate the conduct of Council and Members of Committees established by Council;

AND WHEREAS Council has deemed it necessary to regulate the procedure and conduct at meetings of Council and Committees established by Council;

AND WHEREAS Council has deemed it necessary to regulate procedures for receiving and responding to communications and submissions to Council;

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

PART 1 - TITLE

- 1.1 That this Bylaw may be cited as the "**Council Procedural Bylaw**" of the Town of Blackfalds.
- 1.2 The following Schedules shall form part of this Bylaw:
 - 1.2.1 Schedule "A" - Table of Contents
 - 1.2.2 Schedule "B" - Conflict of Interest Checklist
 - 1.2.3 Schedule "C" - Public Hearing Procedures
 - 1.2.4 Schedule "D" - Public Hearings Electronic Participation on Virtual Platform
 - 1.2.5 Schedule "E" - Council Procedural Bylaw Quick Reference

PART 2 - DEFINITIONS

- 2.1 In this Bylaw:
 - a) "**Act**" means the *Municipal Government Act*, S.A. 2000, Chapter M-26, as amended.
 - b) "**Administration**" means the collective of the Officers as outlined in this Bylaw.
 - c) "**Adjourn/Adjourned/Adjournment**" means the conclusion of a Council or Committee Meeting when stated by the Presiding Officer.
 - d) "**Agenda**" means the order of business items for any meeting of Council or Committee.
 - e) "**Amend**" means a Motion by which to amend a Motion that has been made but not yet voted on.
 - f) "**Business**" shall mean any matter appearing on an Agenda that requires a decision of Council or direction of a Committee.
 - g) "**Bylaw**" means a Municipal Bylaw of the Town.
 - h) "**CAO**" means the Chief Administrative Officer appointed for the Town.
 - i) "**Call the Question**" means when the Presiding Officer ends debate and Council or Committee must vote on the Motion that has been made.
 - j) "**Chair**" means the member elected from among the members of a Committee to preside at all meetings of the Committee.
 - k) "**Committee**" means a committee, board, commission, authority, task force, ad-hoc working group or any other public body established by Council pursuant to this Bylaw established in accordance with the Act.
 - l) "**Conflict of Interest**" means any matter that could affect a private interest of a Council Member or an employer of the Council Member, or the Council Members knows or should know that the matter could affect a private interest of the Council Member's family in accordance with Section 170(1)(b) of the Act.

- m) **"Consent Agenda"** means a group of items which are not expected to require discussion and/or debate and may be adopted by a single (omnibus) Motion.
- n) **"Council"** means the elected officials, being the Mayor and Councillors of the Town of Blackfalds.
- o) **"Council Committee Meeting"** means a meeting of Council of the Whole and referred to specifically as the Standing Committee of Council.
- p) **"Council Meeting(s)"** are regularly scheduled or Special Meetings that require the attendance of Council.
- q) **"Council Reports"** means a Council Member summary report of meetings, events and activities using the template provided, and will be included on the second Regular Council Meeting agenda each month.
- r) **"Delegation"** shall mean one or more persons who have formally requested or have been requested to appear before Council at a Council or Standing Committee Meeting, in accordance with this Bylaw.
- s) **"Deputy Mayor"** means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.
- t) **"Extenuating Circumstances"** means circumstances or situations that diminish the capability of a Member to attend a Council or Committee Meeting in person.
- u) **"Municipal General Election"** means an election held in the Town to elect the Mayor and Councillors as described in the *Local Authorities Elections Act* and any amendments thereto.
- v) **"In-Camera"** means a part of the meeting closed to the public at which no Motion or Bylaw may be passed, except a Motion to recommend to Council or revert to a meeting held in public.
- w) **"Live Streaming"** means to transmit or receive live video and audio coverage of (an event) over the Internet.
- x) **"Majority of Council"** means fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw.
- y) **"Mayor"** means the Chief Elected Official of the Town of Blackfalds duly elected.
- z) **"Media Representatives"** shall mean an employee or agent of a Licensed Broadcaster, a member of the Alberta Weekly Newspaper Association or a member of the Alberta Press Council.
- aa) **"Member(s)"** means a member of Council duly elected and continuing to hold office.
- bb) **"Minutes"** means the record of decisions of a Council or Committee Meeting.
- cc) **"Motion"** means a question that has been placed before Council, but which has not yet been subject to a vote by Council.
- dd) **"Notice of Motion"** is the means by which a Member of Council brings business before Council.
- ee) **"Omnibus Motion"** means a Motion to place on the floor and adopt, approve, or accept, without debate, two (2) or more items.
- ff) **"Organizational Meeting"** shall mean an annual meeting of Council held no later than 14 days after the 3rd Monday in October.
- gg) **"Officer"** means the Chief Administrative Officer, Director of Community Services, Director of Corporate Services, Director of Infrastructure & Planning Services, Director of Emergency Management & Protective Services or their delegates.
- hh) **"Pecuniary Interest"** means any matter that could monetarily affect a Council Member or an employer of the Council Member, or the Council Member knows or should know that the matter could monetarily affect the Council Member's family in accordance with Section 170(1)(a) of the Act.

- ii) **"Point of Information"** means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the Administration, for or about information relevant to the business at hand but not related to a Point of Procedure.
- jj) **"Point of Order"** means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business.
- kk) **"Point of Privilege"** means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to the following:
 - i. the organization or existence of Council;
 - ii. the comfort of Members;
 - iii. the conduct of Administration or members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.
- ll) **"Point of Procedure"** means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:
 - i. make an appropriate Motion;
 - ii. raise a Point of Order;
 - iii. understand the procedure; or
 - iv. understand the effect of a Motion.
- mm) **"Presiding Officer"** shall mean the Mayor or the Deputy Mayor or, in the absence of the two (2), any other Member of Council appointed by Council to preside at the Meeting from those Members of Council present.
- nn) **"Postpone"** means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.
- oo) **"Public Hearing"** means a meeting of Council, or that portion of a meeting of Council during which members of the public make representations to Council in accordance with the Act.
- pp) **"Question of Privilege"** means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member.
- qq) **"Quorum"** means the majority of Members, fifty (50%) plus 1 (one) of those present, unless Council provides otherwise in this Bylaw.
- rr) **"Recess"** means to take a brief break for a specific time but will continue the Council or Committee afterward.
- ss) **"Reconsider"** means the Motion by which to review a matter previously decided upon by Council or Committee.
- tt) **"Recorded Vote"** means at the request of a Member, the vote is recorded, and the Minutes must show the names of the Members present and whether each Member voted for or against the proposal or abstained.
- uu) **"Refer"** means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.
- vv) **"Regular Council Meeting"** means a Council Meeting scheduled at the annual Organizational Meeting held in accordance with the Act.
- ww) **"Rescind"** means the Motion by which is referred to by declaring a previous resolution or Motion null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.
- xx) **"Resolution"** means a Motion passed by a Majority of Council.
- yy) **"Special Council Meeting"** means a Council Meeting called by the Mayor pursuant to the Act;

- zz) **“Standing Committee of Council”** is a meeting of Council as a whole.
- aaa) **“State of Emergency”** means an order of the Lieutenant Governor in Council may, at any time when the Lieutenant Governor in Council is satisfied that an emergency exists or may exist, make an order for a declaration of a state of emergency relating to all or any part of Alberta.
- bbb) **“Suspension of the Rules”** means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.
- ccc) **“Table”** means the Motion by which allows a matter without debate to be set aside and brought back at a later date.
- ddd) **“Terms of Reference”** means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this Bylaw.
- eee) **“Town”** means the municipal corporation of The Town of Blackfalds.
- fff) **“Video”** means the recording, reproducing or broadcasting of moving visual images and audio made either digitally or on videotape.

PART 3 – APPLICATION

- 3.1 This Bylaw applies to:
 - a) Organizational Meetings;
 - b) Regular Council Meetings
 - c) Special Council Meetings; and
 - d) Council Committee Meetings, except:
 - i. when Council has granted permission to a Committee to establish its own procedures.
- 3.2 The precedence of the rules governing the procedure of Council is:
 - a) The Act;
 - b) Other Provincial legislation;
 - c) This Bylaw; and
 - d) Council Code of Conduct Bylaw.
- 3.3 Subject to the appeal process set out in Section 19.3 of this Bylaw, the Presiding Officer or Chair shall interpret the procedure of meetings.
- 3.4 Suspension of the Rules:
 - a) In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of 2/3 of all Members present.

PART 4 - GENERAL

- 4.1. Motions of Members and any questions of parliamentary procedures shall be dealt with in the manner set out in this Bylaw.
- 4.2. The Table of Contents is attached hereto as Schedule “A”.
- 4.3. A breach of any Section of the Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
- 4.4. A Council Member who has a Pecuniary or Conflict of Interest in a matter before Council shall disclose the general nature of the Pecuniary or Conflict of Interest before the meeting has begun and abstain from discussing the matter or voting on the matter and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act. A Conflict of Interest Checklist is attached hereto as Schedule “B”.
- 4.5. Council Meetings will be recorded and broadcast through live streaming over the internet and through Town of Blackfalds media channels, as prescribed through applicable Town Bylaws and Policies and in accordance with legislation.

PART 5 - NOTICE OF MEETINGS

- 5.1 For all Council and Committee Meetings, notice must be:
- a) Issued a minimum of twenty-four (24) hours prior to the meeting date;
 - b) In writing and specify the time, date, location and purpose of the meeting;
 - c) Electronically distributed via email to each Council or Committee Member;
 - d) Posted at the Town Office – at the Civic Cultural Centre; and
 - e) Given any other notification as requested by Council or the Committee.

PART 6 - QUORUM

- 6.1 When a Quorum is present at the time set for the commencement of a Council or Committee Meeting, the Presiding Officer or Chair shall call the meeting to order.
- 6.2 If there is a Quorum present at the time set for the commencement of a Council or Committee Meeting, but the Mayor and Deputy Mayor or Chair are absent, the CAO or delegate shall call the meeting to order and shall call for a Presiding Officer or Chair to be chosen by Resolution.
- 6.3 If a Quorum is not constituted within fifteen (15) minutes from the time set for the commencement of a Council or Committee Meeting, the CAO or designate shall record the names of all the Members present and Adjourn the meeting.
- 6.4 If a Council or Committee Meeting is Adjourned for:
- a) Failure to constitute a Quorum; or
 - b) Due to loss of Quorum as a result of a Member leaving the meeting:
 - i) The Agenda delivered for that Council or Committee shall be considered at the next meeting of Council or Committee unless a Special Council Meeting is conducted to complete such business.

PART 7 - ORGANIZATIONAL MEETING

- 7.1 The Organizational Meeting immediately following a Municipal General Election shall be held no later than 14 days after the 3rd Monday in October.
- 7.2 The first Organizational Meeting following a Municipal General Election, the Mayor and each Council Member shall take the prescribed oath of office as the first order of business as prescribed by the *Oaths of Office Act*.
- 7.3 The Organizational Meeting business shall be limited to:
- a) The administration of the oath of office and introduction of new Members of Council, should the Organizational Meeting follow a Municipal General Election.
 - b) Roster of Deputy Mayors for the Council term;
 - c) Establishment of Regular Council and Standing Committee of Council Meeting dates from October to October, should all of Council be in attendance;
 - d) The appointment of Council Members to Council Committees and other external bodies that have Council Membership, and
 - e) any other business required by the Act or which Council or the CAO may direct.
- 7.4 Appointments of Council Members to Committees shall be for a term of one (1) year unless otherwise specified.
- 7.5 Councillors shall each serve an eight (8) month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.
- 7.6 Establishment of Regular Council and Standing Committee of Council Meetings can only occur if all Members of Council are in attendance in accordance with Section 193(1) of the Act.

PART 8 – REGULAR MEETINGS OF COUNCIL

- 8.1. Regular Council Meetings shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Council Meeting will be held elsewhere in the community.
- 8.2. Regular Council Meetings shall typically be held on the second and fourth Tuesday of every month.
- 8.3. If a Regular Council Meeting falls on a Statutory Holiday, the meeting will take place on the day chosen by Council at the Organizational Meeting.
- 8.4. Regular Council Meetings shall commence at 7:00 p.m.
- 8.5. A Regular Council Meeting may be cancelled:
 - a) By a Majority of Council at a previously held meeting; or
 - b) Written consent of a Majority of Council, providing twenty-four (24) hours' notice is provided to Members and the public; or
 - c) Written consent of two-thirds (2/3) of the whole of Council if twenty-four (24) hours' notice is not provided to the public.

PART 9 – SPECIAL MEETINGS OF COUNCIL

- 9.1. The Mayor may call a Special Council Meeting, and notice of such Special Council Meeting shall be given in accordance with the provisions of the Act and this Bylaw.
- 9.2. The Mayor must call a Special Council Meeting if an official written request is made for the meeting from a Majority of Members within fourteen (14) days of which the request was made.
- 9.3. Despite Section 9.2, the Mayor may call a Special Council Meeting on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole of Council give written consent to holding the Meeting before the Meeting begins.
- 9.4. The Notice of a Special Council Meeting shall be provided in accordance with Section 194 of the Act, as amended from time to time. It shall include the time, date and place at which the Special Council Meeting is to be held and state the general nature of the business to be transacted at the meeting shall be provided to each Member of Council and to the public.
- 9.5. A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Members of Council and without notice to the public if at least 2/3 of the whole of Council agrees to this, in writing, before the beginning of the meeting. A Special Meeting, called under the initiative of the Mayor, may be cancelled:
 - a) By the Mayor if twenty-four (24) hours written notice is provided to all Members and the public; or
 - b) If less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written consent of two-thirds (2/3) of the whole of Council.
- 9.6. No business other than that stated in the notice shall be conducted at any Special Council Meeting unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.

PART 10 – REGULAR COUNCIL MEETING AGENDA

- 10.1 Agendas shall list the items and order of business for the meeting.
- 10.2 The standard order of business on the Regular Council Meeting Agenda shall be as follows, unless Council otherwise determined by a majority vote a change in order:
 - a) Welcome and Call to Order
 - b) Land Acknowledgement
 - c) Adoption of Agendas
 - d) Public Hearing
 - e) Delegation
 - f) Business
 - g) Notices of Motion
 - h) Confidential
 - i) Adjournment

- 10.3 Agendas shall be prepared in the form agreed upon by the Mayor and CAO.
- 10.4 The CAO shall ensure copies of the Agenda are:
- a) Available online to the public no later than 4:00 p.m. on the Friday prior to the day on which the Regular Council Meeting is held; and
 - b) Electronically distributed and available to all Members of Council and Officers who are entitled to receive copies.
- 10.5 The CAO shall make the Agenda and all reports and supplementary materials (unless they must or may be withheld under the *Act* or any other statute dealing with access to information) available on the municipal website to the media and public.
- 10.6 All Regular Council Meeting Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Wednesday prior to Agenda posting.
- 10.7 Only material which has been received in accordance with Section 10.6 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time-sensitive matter needs to be brought before Council at any meeting, the item shall:
 - i) be accompanied by a brief explanation from an Officer indicating the reasons for and the degree of urgency of the item; and
 - ii) be permitted to be added by the Presiding Officer, considered as an addendum to the Agenda upon a majority vote of Council.
- 10.8 Consent Agenda may include, but is not limited to:
- a) Declaration of No Interest (*conflict of duty and interest, pecuniary or other*);
 - b) Adoption of Minutes;
 - c) Council Reports;
 - d) Administrative Reports;
 - e) Board, Committee and Commission Minutes and/or Reports;
 - f) Information (includes items of interest to Council Members);
 - g) Correspondence that is addressed to the Mayor and/or Council, and all content shall be subject to access to information legislation.
- 10.9 Consent Agenda must not include proposed Bylaws or briefing notes that have been prepared for Public Hearings.
- 10.10 Council Reports will be included only on the second Regular Council Meeting each month, and Council will provide Administration, by the 16th of each month, with a summary report of meetings, events and activities using the template provided for inclusion in the Consent Agenda.
- 10.11 The CAO Report will include monthly administrative activities and will be included on the Consent Agenda at the second Regular Council Meeting of the month.
- 10.12 Public Hearings shall be conducted in accordance with Part 14.
- 10.13 Delegations shall be registered and heard in accordance with Section 15.
- 10.14 Business items include templated reports from Administration for items requesting a decision from Council or direction from the Standing Committee of Council:
- a) Request for Decision items include a recommendation by Administration and a request for a decision by Council, at which time Council may:
 - i) Vote on the recommended Motion; or
 - ii) Refer back to Administration for further consideration; or
 - iii) Vote on an amended Motion as determined through debate and presented by a Member of Council.
- 10.15 Notices of Motion shall be in accordance with Part 29 of this Bylaw.
- 10.16 Where a Confidential matter is included on the Agenda, the section of the access to information legislation and a description that allows information to be protected from disclosure will be cited on the Agenda and reflected in the Minutes.

PART 11 – CONSENT AGENDA

- 11.1 Consent Agenda items are a group of items which are not expected to require discussion and/or debate and may be adopted by a single Omnibus Motion.
- 11.2 If a Member wishes to debate an item included in the Consent Agenda, the Member may exempt any item.
- 11.3 Council must review the items on both the Regular Council Agenda and the Consent Agenda, and prior to the Motion being made, the Presiding Officer shall ask if any Councillors have a Pecuniary or Conflict of Interest or wish to exempt an item on the proposed Consent Agenda.
- 11.4 In the event that a Member declares a Pecuniary or Conflict of Interest or other interest on an item that is included in the Consent Agenda, that item shall be exempted from the Consent Agenda and added under Business.
- 11.5 All exempt Consent Agenda items shall be moved from the Consent Agenda and added under Business.
- 11.6 Subject to the above, the only time that an item should be removed from the Consent Agenda is if it is determined that action, a decision, or significant further discussion is needed or a Member declares a Conflict or Pecuniary Interest or other interest on an item that is included in the Consent Agenda.
- 11.7 Adoption of the Consent Agenda means approval or acceptance of all the items contained within the Consent Agenda and shall be done by one Omnibus Motion.
- 11.8 Council must vote to adopt or amend the Regular Agenda prior to carrying out any business and adopt or amend the Consent Agenda prior to carrying out any business.

PART 12 – MINUTES

- 12.1 The CAO or designate shall ensure that the Minutes are prepared and included in the Agenda package distributed to each Member for the next meeting.
- 12.2 Minutes shall be available to the public, including on the Town's website, within the same week as when they were approved by Council.
- 12.3 Any Member of Council may exempt the Minutes from the Consent Agenda and add them under Business for amendments.
- 12.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council or the Committee without the amendment being considered by Council.
- 12.5 Minor amendments may include spelling, grammar and any changes that do not affect the context of an item or a Motion of Council.
- 12.6 Major amendments to the Minutes must be amended and brought forward to the next Council Meeting for adoption.
- 12.7 Minutes of meetings of Council shall be signed by the Presiding Officer or Chair of the meeting and the CAO or designate at which those Minutes are approved.

PART 13 - COMMUNICATIONS

- 13.1 When a letter or correspondence is addressed to Council, it shall be directed through the CAO and shall:
 - a) Be on paper or in a printable form;
 - b) Be able to identify the writer and the writer's contact information;
 - c) Subject to Section 13.3, be placed on an Agenda as appropriate; and
 - d) Properly placed within the Town's filing system.
- 13.2 Follow-up on the correspondence may include:
 - a) Discussion on the item under Business at a Council Meeting;
 - b) Directive to Administration to provide a response to the item of correspondence.

13.3 Responsibilities of the CAO:

- a) If the CAO determines the correspondence is within the governance authority of Council, the CAO will:
 - i. If it relates to an item already on the Agenda, deliver a copy of the correspondence or a summary of it to the Council Members prior to or at the meeting in which the Agenda is being considered; or
 - ii. Acquire all information necessary for the matter to be included on a future Council Agenda for consideration by Council.
 - iii. In situations where the CAO considers correspondence to be libelous, impertinent or improper, the CAO will summarize the content of the communication verbally and inform Council that it is being withheld.

13.4 Decisions on Communications:

- a) If the CAO determines the communication is not within the governance authority of Council, the CAO will:
 - i. Refer the communication to Administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Council Members;
 - ii. Take any other appropriate action on the communication.
- b) If a Council Member objects to the process determined by the CAO, a Council Member may introduce a Notice of Motion requesting the item be included for Council's consideration on a future Agenda.
- c) If the standards set out in Section 13.3 are not met, the CAO may file the communication without any action being taken.
- d) Upon receipt of the communication to Council, the CAO will respond to the person or entity regarding the process to be followed, and any action taken on the subject of the communication.

PART 14 – PUBLIC HEARINGS

- 14.1 Council shall hold Public Hearings in accordance with the *Act* and this Bylaw as set out in the Public Hearing Procedures in Schedule "C".
- 14.2 Public Hearings, when required by the *Act* or requested by Council, will be held prior to the second reading of a Bylaw.
- 14.3 Council may direct Administration through a Resolution of Council to hold a non-statutory Public Hearing.
- 14.4 Every effort shall be made to commence a Public Hearing as close as possible to the advertised time.
- 14.5 Any person who wishes to be heard at a Public Hearing may either:
 - a) Submit a written response in accordance with the advertisement.
 - b) Make a verbal presentation in-person at the Civic Cultural Centre during the Public Hearing.
 - c) Make a verbal presentation electronically through a virtual platform during the Public Hearing, as outlined in Schedule "D" of this Bylaw.
 - d) Provide both a written response and verbal presentations.
- 14.6 All written submissions from the public must be received by the deadline advertised in the Public Hearing Notice for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the CAO or designate, who will advise Council that a late submission has been received during the Public Hearing and include the submission in the Public Hearing record.

PART 15 – DELEGATIONS

- 15.1 If a Delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application to Legislative Services no later than noon (12:00 p.m.) on the Wednesday prior to a Regular Council Meeting.
- 15.2 Delegations are limited to fifteen (15) minutes at a Regular Council Meeting unless, at Council's discretion, a longer time is required.
- 15.3 Delegations shall not address Council on the same subject matter more than once every six (6) months unless prior approval is granted by Council unanimously agreeing to the Delegation.
- 15.4 All written presentations will become a matter of public record unless the Delegation informs the office or it is deemed confidential.

PART 16 – ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

- 16.1 Should a State of Emergency or Extenuating Circumstances where restrictive measures are required, electronic participation may be allowed by a Member of Council or Committee; participating electronically will be counted in determining whether a Quorum of Members is present.
- 16.2 A Member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Members participating in the meeting are able to communicate effectively.
- 16.3 A Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 16.4 The Mayor, Deputy Mayor, Presiding Officer or Chair shall announce to those in attendance at the Council or Committee Meeting that a Member is attending the meeting by means of electronic communications.
- 16.5 Where the rules of procedure conflict with the need to facilitate electronic participation, the Mayor, in consultation with the CAO, shall have the authority to modify the rules of procedure to ensure Members can effectively participate in the meeting.
- 16.6 When a Council Member attends a Closed Session via electronic participation, they will be required to confirm that they are attending the Closed Session alone.
- 16.7 The CAO, in consultation with the Mayor, shall establish practices and procedures for electronic participation.
- 16.8 Members must make a reasonable effort to notify the CAO or designate a minimum of twenty-four (24) hours prior to the meeting of their intention to participate electronically.
- 16.9 The CAO or designate may provide for the electronic participation of staff, including that of the CAO.

PART 17 – CLOSED SESSIONS

- 17.1 Confidential items are those items that are discussed as per Section 197(2) of the *Act* "In Camera" or "Closed Sessions" and are confidential items of discussion between Council, Administration and invited persons. No Minutes, notes, or recordings of the discussions will take place, and any reports provided to Council will be returned to the CAO.

PART 18 - ADJOURNMENT

- 18.1 Council Meetings shall Adjourn no later than 10:00 p.m. unless in session at that time, except to conclude the matter under discussion, and Council shall Recess and reconvene at 6:00 p.m. on the next business day unless:
 - a) A matter under discussion has not concluded;
 - b) Otherwise directed by Council; or
 - c) Council, by Resolution of a majority vote, taken as soon before 10:00 p.m. as the business permits, agree to an extension of the meeting beyond 10:00 p.m.

- 18.2 If Adjournment takes place and unfinished business remains, these items will be carried over to the next Regular Council Meeting, or Council can call a Special Council Meeting on a specified day and time to attend to the unfinished business.
- 18.3 When all items of an approved Agenda have been dealt with, the Presiding Officer may Adjourn the meeting without requiring a Motion or vote by Council.

PART 19 – CONDUCT DURING MEETINGS

- 19.1 Council Meetings will be held in public, and no person may be excluded except for:
- a) Improper conduct; or
 - b) Council may, by Resolution, meet In-Camera to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public.
- 19.2 The Presiding Officer shall preserve order, decorum, and decide questions of procedure subject to an appeal of Council; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of the Members present, without debate.
- 19.3 A Member called to order by the Presiding Officer shall immediately cease further comment and may appeal the call to order to the Council or Committee. The Council or Committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the Members present. If there is no appeal, the decision of the Presiding Officer shall be final.
- 19.4 No Member of Council shall:
- a) Speak without first being recognized by the Presiding Officer and being granted the floor.
 - b) Speak twice to the same item after a Motion on any Agenda item, without the leave of Council, until every Member of Council has an opportunity to speak, except to make an inquiry or an explanation that may have been misconstrued.
 - c) Speaking twice does not include asking questions or subsequent questions on an item, as this information is gathered by Council Members to make informed decisions. Speaking refers to when a Council Member debates a Motion.
- 19.5 The Presiding Officer shall give each Member of Council who wishes to speak on a matter on the Council Agenda an opportunity to do so before calling the question.
- 19.6 When a Member or Officer wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 19.7 Every Member of Council, and every member of Administration present at the meeting, in speaking to any question or Motion, shall address themselves only to the Presiding Officer.
- 19.8 When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration.
- 19.9 When the Presiding Officer is called upon to decide a Point of Order, Point of Procedure, or Question of Privilege, the point shall be stated succinctly, and the Presiding Officer shall, when giving their decision on the point, cite the rule or authority applicable to the same.
- 19.10 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member of Council, or Administration.
- 19.11 When a Point of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and if the Presiding Officer rules favourably, the Member of Council who raised the Point of Privilege shall be permitted to pursue the point.
- 19.12 When the Presiding Officer wishes to debate or make a Motion, they shall vacate the chair and request another Member to take the chair, in the following order:
- a) Deputy Mayor
 - b) Any other Member of Council.
- 19.13 If no other Member of Council is willing to accept the chair, the Presiding Officer will continue as Chair; however, will be allowed to make a Motion and/or debate under the same rights and restrictions as other Members.

- 19.14 When a Member or Officer is addressing the Presiding Officer every other Member or Officer shall:
- Remain quiet and seated;
 - Not interrupt the speaker except on a Point of Order, Point of Procedure or Question of Privilege; and
 - Not carry on a private conversation.
- 19.15 When a Member is addressing Council, the Member shall:
- Not speak disrespectfully of others;
 - Not shout, raise their voice or use offensive language;
 - Not reflect on any vote of Council except when moving to Rescind it and shall not reflect on the motives of the Members who voted on the Motion, or the mover of the Motion;
 - Assume personal responsibility for any statement quoted to Council or upon request of Council shall give the source of the information.
- 19.16 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they must indicate their intention and await the Presiding Officer's permission prior to leaving.
- 19.17 The arrival and departure of Council Members will be recorded in the official Minutes.

PART 20 – CONDUCT OF PUBLIC DURING MEETINGS

- 20.1. A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.
- 20.2. Members of the public gallery during a Council Meeting:
- Shall not address Council without permission;
 - Shall maintain order and quiet; and
 - Shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
- 20.3. The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly.

PART 21 – MOTIONS

- 21.1 A Council Member who wishes to submit a Motion in excess of twenty-five (25) words shall do so in writing to the Presiding Officer and Recording Secretary.
- 21.2 After a Motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.
- 21.3 Every Motion shall be stated or read by the mover.
- 21.4 Any Motion made in the negative shall be ruled out of order.
- 21.5 A request may be made to have the Recording Secretary read back the Motion, as made, for clarity prior to being put to vote.
- 21.6 Council or Committees may act on a Motion pertaining to a subject which is not on the Agenda with unanimous consent only.
- 21.7 When moved, a Motion will be open for discussion and debate. The Presiding Officer will determine if a Member can speak twice to the same issue prior to other Members and Officers having the opportunity.
- 21.8 The mover of a Motion may speak and vote for or against the Motion.
- 21.9 No Motion other than an Amending Motion or Motion to Table or Refer shall be considered until the Motion already before Council has been disposed of.
- 21.10 Where the Town has a contractual liability or obligation, Council shall not Reconsider, vary, revoke, or replace any Resolution except to the extent that it does not avoid or interfere with such liability or obligation.

21.11 The following Motions are not debatable by Members:

- a) To take a Recess;
- b) Question of Privilege;
- c) Point of Order;
- d) Suspension of the Rules, temporarily altering or suspend this Bylaw;
- e) To limit debate on a matter before Members;
- f) To Table the matter; and
- g) Adjournment.

21.12 A Motion to Adjourn is not subject to debate and is voted on immediately.

21.13 A Motion of Suspension of the Rules is not amendable.

PART 22 – RECESS

22.1 Any Member may move that Council Recess or break for a specific period. After the Recess, business will be resumed at the point when it was interrupted. This Motion may not be used to interrupt a speaker.

22.2 A Motion to Recess may be Amended only as to length of time, but neither the Motion nor the amendment is debatable.

22.3 If no speaker is addressing Council, the Presiding Officer may call a Recess for a specific period.

PART 23 – MOTION TO AMEND

23.1 Motion to Amend are those Motions where word(s) or paragraphs are inserted or struck out of the original Motion and can be made by any Member and must be in agreement with the Member originating the Motion.

23.2 There shall be a maximum of three (3) Motions on the floor at a time, the main Motion and up to two (2) Amending Motions.

23.3 Amendments shall be voted on in reverse order to that in which they have been moved, and all amendments shall be decided on or withdrawn before the original Motion is put to a vote.

PART 24 – MOTION TO RESCIND

24.1 A Motion to Rescind a previous Motion may be accepted by the Presiding Officer, and if passed by a majority vote of Council present, the previous Motion referred to would be declared null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.

PART 25 – MOTION TO REFER

25.1 A Motion to Refer is to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.

PART 26 – MOTION TO POSTPONE

26.1 A Motion to Postpone any matter shall include in the Motion:

- a) A specific time to which the matter is Postponed; or
- b) Provision that the matter is to be Postponed indefinitely.

26.2 When a Motion is Postponed without being settled, no similar or conflicting Motion which would restrict action on the first Motion may be introduced or adopted.

26.3 A Motion to Postpone a matter is Amendable and debatable.

26.4 Any matter that has been Postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.

PART 27 – MOTION TO TABLE

- 27.1 A Motion to Table allows a matter without debate to be set aside and brought back at a later date.
- 27.2 To take a matter from the table requires a Motion, that Council lift from the table.

PART 28 – MOTIONS FOR INFORMATION

- 28.1 A Motion to accept for information means that Council accepts the information, and it is then placed in the Town's record for reference.
- 28.2 A Motion to receive for information means Council or Committee acknowledges the information with no further action taken.

PART 29 – NOTICE OF MOTIONS

- 29.1 A Notice of Motion is made to serve notice of intent and must give sufficient detail so that the subject of the Motion and any proposed action can be determined. It must state the date of the meeting at which the Motion will be made and must meet the following requirements:
- a) A Council Member who submits a written Notice of Motion to the CAO to be read at a Regular Council Meeting need not be present during the reading of the notice.
 - b) When notice has been given, the CAO will include the proposed Motion in the Agenda of the meeting for the date indicated in the Notice of Motion.
 - c) If the Council Member is not present for the indicated date, the Motion will be deferred to the next Regular Council Meeting. If the Council Member is not present at the next Regular Council Meeting, the Motion will be removed from the Agenda and may only be made by a new Notice of Motion.
- 29.2 Any Member of Council may make a Motion introducing any new matter of municipal business provided that the Notice of Motion has been brought forward at a meeting of Council held at least seven (7) days before the meeting at which time the Motion will be debated, or Council passes a Motion by majority vote dispensing of the period of notice.
- 29.3 If a Motion is defeated, a Member of Council can reintroduce it as a new business item at a Regular Council Meeting by way of a Notice of Motion. It shall be substantially new wording and circumstances from the original Motion, subject to the provisions set out in Section 30.12.

PART 30 - VOTING ON MOTIONS

- 30.1 When debate on a Motion is closed, the Presiding Officer shall put the Motion to a vote, and this decision shall be final unless overruled by a majority vote of the Members present at the meeting.
- 30.2 No Member shall leave the Council Chamber after a question is put to a vote and before the vote is taken.
- 30.3 If any Member of Council wishes to have a Recorded Vote, the request for a recorded vote must be made prior to the vote being taken and recorded in the meeting Minutes pursuant to Section 185 of the Act.
- 30.4 Where a Motion is not carried unanimously by those Members present, then the names of those who voted for and against a Motion shall be entered upon the Minutes for Motions that are carried or defeated.
- 30.5 Votes on all Motions must be taken as follows:
- a) The Presiding Officer must declare the Motion and call for the vote.
 - b) Members must vote by a show of hands.
 - c) The Presiding Officer must declare the result of the vote.
- 30.6 After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.

- 30.7 A Motion shall be declared defeated when it:
- a) Does not receive the required majority of votes; or
 - b) Receives an equal division of votes.
- 30.8 Each Member present shall vote on every Motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the Minutes.
- 30.9 Council Members who abstain from voting during Closed Sessions are subject to the provision above, unless they are abstaining for a reason that is considered confidential under the access to information legislation.
- 30.10 A Member shall not vote on a matter if they are absent from the Council Chambers when the matter has been heard, and the vote is called.
- 30.11 The outcome of every vote shall be incorporated into the official Minutes.
- 30.12 Once a subject matter has been voted on, and that particular meeting is Adjourned, it may not be raised again for six (6) months from the date of the vote unless Council is unanimous in raising the subject matter sooner and the unanimous approval to raise the matter may be included in the main Motion that is under consideration by Council.

PART 31 – BYLAWS & POLICIES

- 31.1 Draft Bylaws and Council policies shall be prepared by the appropriate Administration member and may be reviewed at a meeting of the Standing Committee of Council before being presented at a Council Meeting.
- 31.2 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 31.3 The CAO shall provide a copy of the Bylaw in full and include it in the Agenda package.
- 31.4 Every Bylaw shall have three (3) distinct readings in accordance with the Act.
- 31.5 Only the Bylaw's title or identifying number may be read at each reading.
- 31.6 A Bylaw shall be introduced for first reading by a Motion that the Bylaw be read a first time.
- 31.7 Prior to first reading, a Member may ask questions of clarification concerning the Bylaw.
- 31.8 Council shall vote on the Motion for first reading of a Bylaw without amendment or debate.
- 31.9 A Bylaw shall be introduced for second reading by a Motion that it be read a second time.
- 31.10 After a Member has made a Motion for second reading of a Bylaw, Council may:
- a) Debate the substance of the Bylaw; and
 - b) Propose and consider amendments to the Bylaw.
- 31.11 A Bylaw shall not be given more than two (2) readings at one (1) meeting unless the Members present unanimously consent that the Bylaw may be presented to Council for third reading.
- 31.12 When Council unanimously consents that a Bylaw may be presented for third reading:
- a) Motion for third reading of the bylaw shall be made;
 - b) Council shall vote on the Motion without amendment or debate.
- 31.13 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or bylaw does not require a greater majority.

31.14 In conformance with the Act:

- a) If a Bylaw does not receive a third reading within two (2) years from the date of the first reading, the previous readings are deemed to have been Rescinded; and
- b) If a Bylaw is defeated on second or third reading the previous readings are deemed to have been Rescinded.

31.15 Upon being passed, a Bylaw shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO or designate and then shall have the Town's corporate seal applied.

31.16 Copies of all Bylaws and Council policies will be maintained and will be provided as public information on the Town's official website.

31.17 Bylaws which require approval from the Province of Alberta, shall receive two (2) readings prior to submission of a certified copy to the Provincial authorities. The third reading will take place only after the signed approval of the Provincial Authority is received.

31.18 Bylaws come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.

31.19 Subject to Section 31.1, policies shall be presented for discussion and passed by a simple majority at one (1) sitting and shall come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.

31.20 Upon being passed, a policy shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO or designate.

PART 32 - COMMITTEES

32.1 Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town through Bylaw and established Terms of Reference for said Boards and Committees.

PART 33 – STANDING COMMITTEE OF COUNCIL

33.1 Standing Committee of Council is hereby established and considered to be Committee of the Whole with membership comprised of all Members of Council.

33.2 Standing Committee of Council typically takes place on the third Monday of every month.

33.3 The Deputy Mayor will chair or be the Presiding Officer for the Standing Committee of Council.

33.4 Standing Committee of Council shall commence at 7:00 p.m.

33.5 Quorum of the Standing Committee of Council is a majority of Council Members.

33.6 The Standing Committee of Council may:

- a) Receive delegations and submissions;
- b) Receive updates on major capital projects and initiatives;
- c) Meet with other municipalities and other levels of government; and
- d) Receive updates from Council Committees.

33.7 The standard order of business on a Committee Agenda shall be as follows unless Council otherwise determines by a majority vote a change in order:

- a) Call to Order
- b) Land Acknowledgement
- c) Delegation
- d) Business
- e) Confidential
- f) Adjournment

33.8 All Standing Committee of Council Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Tuesday prior to Agenda posting.

- 33.9 Only material which has been received in accordance with Section 33.8 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time-sensitive matter needs to be brought before the Committee at any meeting, the item shall:
- i) be accompanied by a brief explanation from an Officer indicating the reasons for and the degree of urgency of the item; and
 - ii) be permitted to be added by the Presiding Officer, considered as an addendum to the Agenda upon a majority vote of the Committee.
- 33.10 If a Delegation wishes to make a presentation to the Standing Committee of Council the presenter must submit a written request in the form of a Delegation Application to Legislative Services no later than noon (12:00 p.m.) on the Tuesday prior to a Committee Meeting. The Delegation Applications can be accessed on the Town's website.
- 33.11 Delegations are limited to fifteen (15) Minutes at a Committee Meeting unless, at the Committees discretion, a longer time is required.
- 33.12 All written presentations will become a matter of public record unless the presenter informs the office of the CAO or it is deemed confidential.
- 33.13 The CAO shall ensure copies of the Standing Committee of Council Agenda are available online to the public no later than 4:00 p.m. on the Thursday prior to a Standing Committee meeting or any Council meeting held on a Monday.
- 33.14 Procedures in Standing Committee of Council only differ from Council's in that:
- a) A Member of Council may speak more than once, provided that all Council Members who wish to speak to the matter have been permitted to speak;
- b) A Member of Council may speak even though there is no Motion on the floor, but if there is a Motion on the floor, a Council member shall only address that Motion;
- c) The only Motions permitted are:
- i) To direct items to a future Regular Council Meeting for consideration or to Refer matters to Administration or to a Committee.
 - ii) To receive items for information;
 - iii) To move to meet In-Camera and subsequently to revert to a meeting held in public; and
 - iv) To Recess
- 33.15 The operation of the Standing Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no powers to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

PART 34 - REPEAL

- 34.1 That Bylaw 1289.23 and 1317.24 are hereby repealed upon this Bylaw coming into effect.

PART 35 - DATE OF FORCE

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

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISSAK

DRAFT

SCHEDULE “A” - TABLE OF CONTENTS

PART 1 - TITLE

PART 2 - DEFINITIONS

PART 3 - APPLICATION

PART 4 - GENERAL

PART 5 - NOTICE OF MEETINGS

PART 6 - QUORUM

PART 7 - ORGANIZATIONAL MEETING

PART 8 - REGULAR MEETINGS OF COUNCIL

PART 9 - SPECIAL MEETINGS OF COUNCIL

PART 10 - REGULAR COUNCIL MEETING AGENDA

PART 11 - CONSENT AGENDA

PART 12 - MINUTES

PART 13 - COMMUNICATIONS

PART 14 - PUBLIC HEARINGS

PART 15 - DELEGATIONS

PART 16 - ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

PART 17 - CLOSED SESSIONS

PART 18 - ADJOURNMENT

PART 19 - CONDUCT DURING MEETINGS

PART 20 - CONDUCT OF PUBLIC DURING MEETINGS

PART 21 - MOTIONS

PART 22 - RECESS

PART 23 - MOTION TO AMEND

PART 24 - MOTION TO RESCIND

PART 25 - MOTION TO REFER

PART 26 - MOTION TO POSTPONE

PART 27 - MOTION TO TABLE

PART 28 - MOTIONS FOR INFORMATION

PART 29 - NOTICE OF MOTIONS

PART 30 - VOTING ON MOTIONS

PART 31 - BYLAWS & POLICIES

PART 32 - COMMITTEES

PART 33 - STANDING COMMITTEE OF COUNCIL

PART 34 - REPEAL

PART 35 - DATE OF FORCE

SCHEDULE “B”
CONFLICT OF INTEREST CHECKLIST

Conflict of Interest Checklist

The 6 Ps

Public duty versus private interests	Do I have personal or private interests that may conflict, or be perceived to conflict with my fiduciary duty to the organization?
Potentialities	Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
Perception	How will my involvement in the decision/action be viewed by others?
Proportionality	Does my involvement in the decision appear fair and reasonable in all the circumstances?
Presence of mind	What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?
Promises	Have I made any promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?

Disclaimer: This infographic is intended to be a starting point for thinking about conflicts of interest, and that Council should consult the Municipal Government Act and Council Code of Conduct Bylaw or obtain legal advice if they are concerned about a conflict of interest issue.

SCHEDULE "C"
PUBLIC HEARING PROCEDURES**1. Definitions**

- 1.1 "Chair" refers to the Presiding Officer officiating the Council Meeting.
- 1.2 "Secretary" refers to the CAO or their designate.

2. Advertising

- 2.1 Advertising for all Public Hearings must meet the requirements of Section 606 of the *Municipal Government Act*, Town of Blackfalds' Public Notification Bylaw and Public Participation Policy and will include:
 - a) Inclusion in a local newspaper once a week for two (2) consecutive weeks ahead of the Public Hearing date.
 - b) Posted on the public notice board located in the lobby of the Civic Cultural Centre (Town Office).
 - c) Posted on the Town's website for the time period provided for print media notice.
 - d) Forwarded to parties determined to have a direct or significant impact by the matter.

3. Public Written Comments and Submissions

- 3.1. Public comments as outlined in the Public Hearing notice are to be forwarded electronically to legislative@blackfalds.ca.
- 3.2. Public comments in hard copy can be mailed to: Town of Blackfalds, Box 220, 5018 Waghorn Street, Blackfalds AB, T0M 0J0 c/o Legislative Services.
- 3.3. All written comments must be received by 12:00 p.m. Noon on the Wednesday prior to the scheduled Council Meeting where the Public Hearing has been scheduled.

4. Presenting at Public Hearing

- 4.1 When presenting at a Public Hearing, each presenter must provide:
 - a) their name and how they are affected by the subject of the Public Hearing, preferably with a statement of whether they are in support, in opposition, or have concerns with the subject of the Public Hearing;
 - b) the names, if any, of any additional people that they are presenting on behalf of.

5. Public Hearing Procedure

- 5.1 All Public Hearings shall be conducted in the following manner:
 - a) The Chair shall outline the process to be followed and declare the time at which it has been opened.
 - b) The Secretary shall outline the purpose of the Public Hearing, confirm the dates on which the Public Hearing was advertised, and read into the record any late written submissions that have been received.
 - c) The Chair shall invite verbal presentations from those in-person at the Town Office or electronically through a virtual platform who wish to speak.
 - d) The Chair may allow questions from members of Council after each presentation, either to Administration or to the presenter.
 - e) After all presentations have been made and questions asked, the Chair shall declare the Public Hearing closed.

SCHEDULE “D”
PUBLIC HEARING ELECTRONIC PARTICIPATION ON VIRTUAL PLATFORM

1. Anyone who wishes to present electronically at a Public Hearing, whether on their own behalf or on behalf of a group, must register to speak at the Public Hearing prior to the advertised submission deadline by:
 - 1.1 Submitting a request in the prescribed electronic form on the Town of Blackfalds’ public official website; or
 - 1.2 Emailing Legislative Services at legislative@blackfalds.ca.
2. When electronically presenting at a Public Hearing, presenters must:
 - 2.1 identify themselves by name through their usernames on the virtual platform and may further identify themselves by position or organization if they wish;
 - 2.2 keep their cameras and microphones deactivated before and after their presentation; and
 - 2.3 keep their cameras activated for the duration of their presentation, unless otherwise permitted by the Chair.
3. The Secretary is authorized to deactivate cameras and microphones during Public Hearings to avoid disruptions to the proceedings.
4. The Chair has the authority to end a presenter’s electronic participation in a Public Hearing if, in their opinion, it is inappropriate or disruptive to the proceedings.

SCHEDULE “E”
COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
Adjourn (Part 18)	means the conclusion of a Council or Committee Meeting.	“Seeing as there is no other business, I Adjourn this meeting at [time]” “I move That Council Adjourn.”	Yes	No Motion to Adjourn is not subject to debate and is voted on immediately	When all items of an approved Agenda have been dealt with, the Presiding Officer may Adjourn the meeting without requiring a Motion or vote by Council.
Amend (Part 23)	means a Motion by which to amend a Motion that has been made but not yet voted on.	“I move That the wording of the Motion is amended to read...”	Yes	Yes	Amendments shall be voted on in reverse order to that in which they have been moved before the original motion is put to a vote.
Call the Question (Part 2)	means when the Presiding Officer ends the debate and Council or Committee must vote on the Motion that has been made.	“I call the question.” “All in favour?” All opposed?”	No	No	It is the role of the Presiding Officer/Chair to Call the Question.
Information Motions (Part 28)	Motion to accept for information means that Council accepts the information, and it is then placed in the Town’s record for reference. Motion to receive for information means Council or Committee acknowledges the information with no further action taken.	“I move That Council accept [subject] for information.” “I move That Council receive the [subject] for information.”	Yes	Yes	When Council accepts the information, it is placed in the Town’s record for reference. When Council or Committee receives the information, it is acknowledged with no further action taken.
Point of Information (Part 19)	means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the Administration, for or about information relevant to the business at hand, but not related to a Point of Procedure.	“Point of Information [subject].”	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Information.
Point of Order (Part 19)	means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council’s business.	“Point of Order [subject].”	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Order.
Point of Privilege (Part 19)	means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members	“Point of Privilege [subject].”	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Privilege. Includes but is not limited to the following: i) the organization or existence of Council; ii) the comfort of Members; iii) the conduct of Administration or



COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
					members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.
Postpone (Part 26)	means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.	"I move That Council Postpone the [subject] voting until...." "I move That Council Postpone the [subject] indefinitely."	Yes	Yes	A Motion to Postpone any matter shall include in the Motion a specific time to which the matter is postponed or provisions that the matter is Postponed indefinitely.
Question of Privilege (Part 19)	means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council.	"Question of Privilege [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Question of Privilege.
Recess (Part 22)	means to take a brief break for a specific time but will continue the Council or Committee afterward.	"I move That Council move for a [^^] min Recess." Presiding Officer: "I call for a [^^] min Recess."	Yes	Yes	Any Member may move for a Recess. This Motion may not be used to interrupt a speaker.
Rescind (Part 24)	means the Motion by which is referred to by declaring a previous resolution or Motion null and void.	"I move That Council Rescind [subject]."	Yes	Yes	A Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.
Reconsider (Part 2)	means to review a matter previously decided upon by Council or Committee	"I moved That Council Reconsider [subject or Motion No.]".	Yes	Only if the original Motion was debatable.	A Motion to Reconsider will not undo any actions which have already been taken as a result of the Motion previously passed and is subject to Section 29.3.
Refer (Part 25)	means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information.	"I move That Council refer [subject] to Administration and/or Committee for more information."	Yes	Yes	A Motion to Refer shall include terms, timelines, and other relevant information.
Suspension of the Rules (Part 3)	means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.	"I moved That Council suspend Council Procedural Bylaw Section [inset no] for the purpose of"	Yes	No	A Suspension of the Rules can only be used for a specific purpose.
Table (Part 27)	means the Motion which allows a matter without debate to be set aside and brought back at a later date.	"I move That Council Table [subject]."	Yes		To take a matter from the Table requires a Motion, That Council lift from the table.



BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.

WHEREAS the *Municipal Government Act*, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass ~~Bylaws~~bylaws in relation to the procedure and conduct of Council, and Committees established by Council, and may regulate the conduct of Council and Members of Committees established by Council;

AND WHEREAS Council has deemed it necessary to regulate the procedure and conduct at meetings of Council and Committees established by Council;

AND WHEREAS Council has deemed it necessary to regulate procedures for receiving and responding to communications and submissions to Council;

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

PART 1 - TITLE

1.1 That this Bylaw may be cited as the "**Council Procedural Bylaw**" of the Town of Blackfalds.

~~1.2 That Appendix A, B, C, and D, attached to this Bylaw,~~The following Schedules shall form part of this Bylaw.:

1.2.1 Schedule "A" - Table of Contents

1.2.2 Schedule "B" - Conflict of Interest Checklist

1.2.3 Schedule "C" - Public Hearing Procedures

1.2.4 Schedule "D" - Public Hearings Electronic Participation on Virtual Platform

~~4.21.2.5~~Schedule "E" - Council Procedural Bylaw Quick Reference

PART 2 - DEFINITIONS

2.1 In this Bylaw:

- a) "**Act**" means the *Municipal Government Act* ~~(MGA or the Act)~~, S.A. 2000, Chapter M-26, as amended.
- b) "**Administration**" means the collective of the Officers as outlined in this Bylaw.
- c) "**Adjourn/Adjourned/Adjournment**" means the conclusion of a Council or Committee Meeting when stated by the Presiding Officer.
- d) "**Agenda**" means the order of business items for any meeting of Council or Committee.
- e) "**Amend**" means a Motion by which to amend a Motion that has been made but not yet voted on.
- f) "**Business**" shall mean any matter appearing on an Agenda that requires a decision of Council or direction of a Committee.
- g) "**Bylaw**" means a Municipal Bylaw of the Town.
- h) "**CAO**" means the Chief Administrative Officer appointed for the Town.
- i) "**Call the Question**" means when the Presiding Officer ends debate and Council or Committee must vote on the Motion that has been made.
- j) "**Chairperson**~~Chair~~" means the ~~Member~~member elected from among the ~~Members~~members of a Committee to preside at all meetings of the Committee.
- k) "**Committee**" means a committee, board, commission, authority, task force, ad-hoc working group or any other public body established by Council pursuant to this Bylaw established in accordance with the Act.
- l) "**Conflict of Interest**" means any matter that could affect a private interest of a Council Member or an employer of the Council Member, or the Council Members knows or should know that the matter could affect a private interest of the Council Member's family in accordance with Section 170(1)(b) of the Act.

- ~~h)m)~~ **"Consent Agenda"** means a group of items which are not expected to require discussion and/or debate and may be adopted by a single ~~Omnibus~~(omnibus) Motion.
- ~~m)n)~~ **"Council"** means the elected officials, being the Mayor and Councillors of the Town of Blackfalds.
- ~~n)o)~~ **"Council Committee Meeting"** means a meeting of Council of the Whole and referred to specifically as the Standing Committee of Council.
- ~~o)p)~~ **"Council Meeting(s)"** are regularly scheduled or Special Meetings that require the attendance of Council.
- ~~q)~~ **"Council Reports"** means a Council Member summary report of meetings, events and activities using the template provided, and will be included on the second Regular Council Meeting agenda each month.
- ~~p)r)~~ **"Delegation"** shall mean one or more persons who have formally requested or have been requested to appear before Council at a Council or Standing Committee Meeting, in accordance with this Bylaw.
- ~~q)s)~~ **"Deputy Mayor"** means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.
- ~~r)t)~~ **"Extenuating Circumstances"** means circumstances or situations that diminish the capability of a Member to attend a Council or Committee Meeting in person.
- ~~s)~~ **"FOIP"** means ~~the Freedom of Information and Protection of Privacy Act of Alberta.~~
- ~~t)~~ **"General Municipal"****Municipal General Election** means an election held in the Town to elect the Mayor and Councillors as described in the *Local Authorities Elections Act* and any amendments thereto.
- u) **"In-Camera"** means a part of the meeting closed to the public at which no ~~Resolution~~Motion or Bylaw may be passed, except a ~~Resolution~~Motion to recommend to Council or revert to a meeting held in public.
- v) **"Live Streaming"** means to transmit or receive live video and audio coverage of (an event) over the Internet.
- w) **"Majority of Council"** means fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw~~;~~.
- x) **"Mayor"** means the Chief Elected Official of the Town of Blackfalds duly elected.
- y) **"Media Representatives"** shall mean an employee or agent of a Licensed Broadcaster, a member of the Alberta Weekly Newspaper Association or a member of the Alberta Press Council.
- z) **"Member(s)"** means a member of Council duly elected and continuing to hold office~~.~~.
- aa) **"Minutes"** means the record of decisions of a Council or Committee Meeting.
- bb) **"Motion"** means a question that has been placed before Council, but which has not yet been subject to a vote by Council.
- cc) **"Notice of Motion"** is the means by which a Member of Council brings business before Council.
- dd) **"Omnibus Motion"** means a Motion to place on the floor and adopt, approve, or accept, without debate, two (2) or more items.
- ee) **"Organizational Meeting"** shall mean an annual meeting of Council held no later than 14 days after the 3rd Monday in October.
- ff) **"Officer"** means the Chief Administrative Officer, Director of Community Services, Director of Corporate Services, Director of Infrastructure ~~and~~ Property & Planning Services, Director of Emergency Management & Protective Services or their delegates, ~~all of whom shall be recorded in official Minutes if their attendance is required.~~

- gg) **"Pecuniary Interest"** means any matter that could monetarily affect a Council Member or an employer of the Council Member, or the Council Member knows or should know that the matter could monetarily affect the Council Member's family in accordance with Section 170-(1)(a) of the ~~MGA Act~~.
- hh) **"Point of Information"** means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the Administration, for or about information relevant to the business at hand, but not related to a Point of Procedure;
- ii) **"Point of Order"** means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business.
- jj) **"Point of Privilege"** means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to the following:
- i. the organization or existence of Council;
 - ii. the comfort of Members;
 - iii. the conduct of Administration or members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.
- kk) **"Point of Procedure"** means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:
- i. make an appropriate Motion;
 - ii. raise a Point of Order;
 - iii. understand the procedure; or
 - iv. understand the effect of a Motion.
- ll) **"Presiding Officer"** shall mean the Mayor or the Deputy Mayor or, in the absence of the two (2), any other Member of Council appointed by Council to preside at the Meeting from those Members of Council present.
- mm) **"Postpone"** means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.
- nn) **"Public Hearing"** means a meeting of ~~the~~ Council, or that portion of a meeting of Council during which ~~Members~~members of the public make representations to Council in accordance with the Act.
- oo) **"Question of Privilege"** means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member.
- pp) **"Quorum"** means the majority of Members, fifty (50%) plus 1 (one) of those present, unless Council provides otherwise in this Bylaw.
- qq) **"Recess"** means to take a brief break for a specific time but will continue the Council or Committee afterward.
- rr) **"Reconsider"** means the Motion by which to review a matter previously decided upon by Council or Committee.
- ss) **"Recorded Vote"** means at the request of a Member, the vote is recorded, and the Minutes must show the names of the Members present and whether each Member voted for or against the proposal or abstained.
- tt) **"Refer"** means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.
- uu) **"Regular Council Meeting"** means a Council Meeting scheduled at the annual Organizational Meeting held in accordance with the Act.
- vv) **"Rescind"** means the Motion by which is referred to by declaring a previous resolution or Motion null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.

ww) **"Resolution"** means a Motion passed by a Majority of Council.

~~xx) **"Round Table Reports"** means a Council Member summary report of meetings, events and activities using the template provided, will take place only at the second Regular Council Meeting each month,~~

yy) **"Special Council Meeting"** means a Council Meeting called by the Mayor pursuant to the Act;

~~zz) **"Standing Committee of Council"** is a meeting of Council as a whole.~~

aaa) **"State of Emergency"** means an order of the Lieutenant Governor in Council may, at any time when the Lieutenant Governor in Council is satisfied that an emergency exists or may exist, make an order for a declaration of a state of emergency relating to all or any part of Alberta.

bbb) **"Suspension of the Rules"** means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.

ccc) **"Table"** means the Motion by which allows a matter without debate to be set aside and brought back at a later date.

ddd) **"Terms of Reference"** means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this Bylaw.

eee) **"Town"** means the municipal corporation of The Town of Blackfalds.

fff) **"Video"** means the recording, reproducing or broadcasting of moving visual images and audio made either digitally or on videotape.

PART 3 – APPLICATION

3.1 This Bylaw applies to:

- a) Organizational Meetings;
- b) Regular Council Meetings
- c) Special Council Meetings; and
- d) Council Committee Meetings, except:
 - i. when Council has granted permission to a Committee to establish its own procedures.

3.2 The precedence of the rules governing the procedure of Council is:

- a) The Act;
- b) Other Provincial legislation;
- c) This Bylaw; and
- d) Council Code of Conduct Bylaw.

3.3 Subject to the appeal process set out in Section 19.3 of this Bylaw, the Presiding Officer or ~~Chairperson~~Chair shall interpret the procedure of meetings.

3.4 Suspension of the Rules:

- a) In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of 2/3 of all Members present.

PART 4 - GENERAL

4.1. Motions of Members and any questions of parliamentary procedures shall be dealt with in the manner set out in this Bylaw.

4.2. The ~~table~~Table of ~~contents~~Contents is attached hereto as ~~Appendix-Schedule "A-"~~.

4.3. A breach of any Section of the Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.

4.4. A Council Member who has a Pecuniary ~~or Conflict of~~ Interest in a matter before Council shall disclose the general nature of the Pecuniary ~~or Conflict of~~ Interest before the meeting has begun and abstain from discussing the matter or voting on the matter and

leave the room until discussion and voting on the matter are concluded, as prescribed in the Act. A Conflict of Interest Checklist is attached hereto as Schedule "B".

- 4.5. Council Meetings will be recorded and broadcast through live streaming over the internet and through Town of Blackfalds media channels, as prescribed through applicable Town Bylaws and Policies and in accordance with legislation.

PART 5 - NOTICE OF MEETINGS

- 5.1 For all Council and Committee Meetings, notice must be:
- Issued a minimum of twenty-four (24) hours prior to the meeting date;
 - In writing and specify the time, date, location and purpose of the meeting;
 - Electronically distributed via email to each Council or Committee Member;
 - Posted at the Town Office – at the Civic Cultural Centre; and
 - Given any other notification as requested by Council or the Committee.

PART 6 - QUORUM

- 6.1 When a Quorum is present at the time set for the commencement of a Council or Committee Meeting, the Presiding Officer or ~~Chairperson~~ Chair shall call the meeting to order.
- 6.2 If there is a Quorum present at the time set for the commencement of a Council or Committee Meeting, but the Mayor and Deputy Mayor or ~~Chairperson~~ Chair are absent, the CAO or delegate shall call the meeting to order and shall call for a Presiding Officer or ~~Chairperson~~ Chair to be chosen by Resolution.
- 6.3 If a Quorum is not constituted within fifteen (15) ~~Minutes~~ minutes from the time set for the commencement of a Council or Committee Meeting, the CAO or designate shall record the names of all the Members present and Adjourn the meeting.
- 6.4 If a Council or Committee Meeting is Adjourned for:
- Failure to constitute a Quorum; or
 - Due to loss of Quorum as a result of a Member leaving the meeting:
- ~~i)~~ The Agenda delivered for that Council or Committee shall be considered at the next meeting of Council or Committee unless a Special Council Meeting is conducted to complete such business.

PART 7 - ORGANIZATIONAL MEETING

- 7.1 The Organizational Meeting immediately following a ~~General~~ Municipal General Election shall be held no later than 14 days after the 3rd Monday in October.
- 7.2 The first Organizational Meeting following a ~~General~~ Municipal General Election, the Mayor and each Council Member shall take the prescribed oath of office as the first order of business as prescribed by the *Oaths of Office Act*.
- 7.3 The Organizational Meeting business shall be limited to:
- The administration of the oath of office and introduction of new Members of Council, should the Organizational Meeting follow a ~~General~~ Municipal General Election.
 - Roster of Deputy Mayors for the Council term;
 - Establishment of Regular Council and Standing Committee of Council Meeting dates from October to October, should all of Council be in attendance;
 - The appointment of Council Members to Council Committees and other external bodies that have Council Membership, and
 - any other business required by the Act or which Council or the CAO may direct.
- 7.4 Appointments of Council Members to Committees shall be for a term of one (1) year unless otherwise specified.
- 7.5 Councillors shall each serve an eight (8) month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.

7.6 Establishment of Regular Council and Standing Committee of Council Meetings can only occur if all Members of Council are in attendance in accordance with Section 193(1) of the Act.

PART 8 – REGULAR MEETINGS OF COUNCIL

- 8.1. Regular Council Meetings shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Council Meeting will be held elsewhere in the Community.
- 8.2. Regular Council Meetings shall typically be held on the second and fourth Tuesday of every month.
- 8.3. If a Regular Council Meeting falls on a Statutory Holiday, the meeting will take place on the day chosen by Council at the Organizational Meeting.
- 8.4. Regular Council Meetings shall commence at 7:00 p.m.
- 8.5. A Regular Council Meeting may be cancelled:
 - a) By a Majority of Council at a previously held meeting; or
 - b) Written consent of a Majority of Council, providing twenty-four (24) hours' notice is provided to Members and the public; or
 - c) Written consent of two-thirds (2/3) of the whole of Council if twenty-four (24) hours' notice is not provided to the public.

PART 9 – SPECIAL MEETINGS OF COUNCIL

- 9.1. The Mayor may call a Special Council Meeting, and notice of such Special Council Meeting shall be given in accordance with the provisions of the Act and this Bylaw.
- 9.2. The Mayor must call a Special Council Meeting if an official written request is made for the meeting from a Majority of Members within fourteen (14) days of which the request was made.
- 9.3. Despite Section 9.2, the Mayor may call a Special Council Meeting on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole of Council give written consent to holding the Meeting before the Meeting begins.
- 9.4. The notice of a Special Council Meeting shall be provided in accordance with Section 194 of the Act, as amended from time to time. It shall include the time, date and place at which the Special Council Meeting is to be held and state the general nature of the business to be transacted at the meeting shall be provided to each Member of Council and to the public.
- 9.5. A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Members of Council and without notice to the public if at least 2/3 of the whole of Council agrees to this, in writing, before the beginning of the meeting. A Special Meeting, called under the initiative of the Mayor, may be cancelled:
 - a) By the Mayor if twenty-four (24) hours written notice is provided to all Members and the public; or
 - b) If less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written consent of two-thirds (2/3) of the whole of Council.
- 9.6. No business other than that stated in the notice shall be conducted at any Special Council Meeting unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.

PART 10 – REGULAR COUNCIL MEETING AGENDA

- 10.1 Agendas shall list the items and order of business for the meeting.
- 10.2 The standard order of business on the Regular Council Meeting Agenda shall be as follows, unless Council otherwise determined by a majority vote a change in order:
 - a) Welcome and Call to Order
 - b) Land Acknowledgement
 - c) Adoption of Agendas
 - d) Public Hearing

- e) Delegation
 - f) Business
 - g) Notices of Motion
 - h) Confidential
 - i) Adjournment
- 10.3 Agendas shall be prepared in the form agreed upon by the Mayor and CAO.
- 10.4 The CAO shall ensure copies of the Agenda are:
- a) Available online to the public no later than 4:00 p.m. on the Friday prior to the day on which the Regular Council Meeting is held; and
 - b) Electronically distributed and available to all Members of Council and Officers who are entitled to receive copies.
- 10.5 The CAO shall make the Agenda and all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) available on the municipal website to the media and public.
- 10.6 All Regular Council Meeting Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Wednesday prior to Agenda posting.
- 10.7 Only material which has been received in accordance with Section 10.6 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time-sensitive matter needs to be brought before Council at any meeting, the item shall:
 - i) be accompanied by a brief explanation from an Officer indicating the reasons for and the degree of urgency of the item; and
 - ii) be permitted to be added by the Presiding Officer, considered as an addendum to the Agenda upon a majority vote of Council.
- 10.8 Consent Agenda may include, but is not limited to:
- a) Declaration of No Interest (*conflict of duty and interest, pecuniary or other*);
 - b) Adoption of Minutes;
 - c) ~~Round Table Council~~ Reports;
 - d) Administrative Reports;
 - e) Board, Committee and Commission Minutes and/or Reports;
 - f) Information, ~~(includes items of interest to Council Members);~~
 - g) Correspondence that is addressed to the Mayor and/or Council, and all content shall be subject to ~~the Freedom of Information and Privacy Act~~ access to information legislation.
- 10.9 Consent Agenda must not include proposed Bylaws or briefing notes that have been prepared for Public Hearings.
- 10.10 ~~Round Table Council~~ Reports will ~~take place~~ be included only ~~at~~ on the second Regular Council Meeting each month, and Council will provide Administration, by the 16th of each month, with a summary report of meetings, events and activities using the template provided ~~and included for inclusion~~ in the Consent Agenda.
- 10.11 The CAO Report will include monthly administrative activities and will be included on the Consent Agenda at the second ~~monthly~~ Regular Council Meeting ~~of the month~~.
- 10.12 Public Hearings shall be conducted in accordance with Part 14.
- 10.13 Delegations shall be registered and heard in accordance with Section 15.
- 10.14 Business items include templated reports from Administration for items requesting a decision from Council or direction from the Standing Committee of Council:
- a) Request for Decision items include a recommendation by Administration and a request for a decision by Council, at which time Council may:
 - i) Vote on the recommended Motion; or
 - ii) Refer back to Administration for further consideration; or
 - iii) Vote on an amended Motion as determined through debate and presented by a Member of Council.

- 10.15 Notices of Motion shall be in accordance with Part 29 of this Bylaw.
- 10.16 Where a Confidential matter is included on the Agenda, the section of ~~FOIP~~ the access to information legislation and a description that allows information to be protected from disclosure will be cited on the Agenda and reflected in the Minutes, ~~as set out in Appendix D – Guideline to Matters Which can be Discussed In Camera Meetings”.~~

PART 11 – CONSENT AGENDA

- 11.1 Consent Agenda items are a group of items which are not expected to require discussion and/or debate and may be adopted by a single Omnibus Motion.
- 11.2 If a Member wishes to debate an item included in the Consent Agenda, the Member may exempt any item.
- 11.3 Council must review the items on both the Regular Council Agenda and the Consent Agenda, and prior to the Motion being made, the Presiding Officer shall ask if any ~~Council Member has~~ Councillors have a Pecuniary or Conflict of Interest ~~or other interest and/~~ or wish to exempt an item on the proposed Consent Agenda.
- 11.4 In the event that a Member declares a Pecuniary or Conflict of Interest or other interest on an item that is included in the Consent Agenda, that item shall be exempted from the Consent Agenda and added under Business.
- 11.5 All exempt Consent Agenda items shall be moved from the Consent Agenda and added under Business.
- 11.6 Subject to the above, the only time that an item should be removed from the Consent Agenda is if it is determined that action, a decision, or significant further discussion is needed or a ~~Council Member declares a~~ conflict of interest ~~Conflict~~ or Pecuniary Interest or other interest on an item that is included in the Consent Agenda.
- 11.7 Adoption of the Consent Agenda means approval or acceptance of all the items contained within the Consent Agenda and shall be done by one Omnibus Motion.
- 11.8 Council must vote to adopt or amend the Regular Agenda prior to carrying out any business and adopt or amend the Consent Agenda prior to carrying out any business.

PART 12 – MINUTES

- 12.1 The CAO or designate shall ensure that the Minutes are prepared and included in the Agenda package distributed to each Member for the next meeting.
- 12.2 Minutes shall be available to the public, including on the Town’s website, ~~on~~ within the same week as ~~to~~ when they were approved by Council.
- 12.3 Any Member of Council may exempt the Minutes from the Consent Agenda and add them under Business for amendments.
- 12.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council or the Committee ~~without the amendment being considered by Council~~.
- 12.5 Minor amendments may include spelling, grammar and any changes that do not affect the context of an item or a Motion of Council.
- 12.6 Major amendments to the Minutes must be amended and brought forward to the next Council Meeting for adoption.
- 12.7 Minutes of meetings of Council shall be signed by the Presiding Officer or Chair of the meeting and the CAO or designate at which those Minutes are approved.

PART 13 - COMMUNICATIONS

- 13.1 When a letter or correspondence is addressed to Council, it shall be directed through the CAO and shall:
- Be on paper or in a printable form;
 - Be able to identify the writer and the writer’s contact information;

- c) Subject to Section 13.3, be placed on an Agenda as appropriate; and
- d) Properly placed within the Town's filing system.

13.2 Follow-up on the correspondence may include:

- a) Discussion on the item under Business at a Council Meeting;
- b) Directive to Administration to provide a response to the item of correspondence.

13.3 Responsibilities of the CAO:

- a) If the CAO determines the correspondence is within the governance authority of Council, the CAO will:
 - i. If it relates to an item already on the Agenda, deliver a copy of the correspondence or a summary of it to the Council Members prior to or at the meeting in which the Agenda is being considered; or
 - ii. Acquire all information necessary for the matter to be included on a future Council Agenda for consideration by Council.
 - iii. In situations where the CAO considers correspondence to be libellous, impertinent or improper, the CAO will summarize the content of the communication verbally and inform Council that it is being withheld.

13.4 Decisions on Communications:

- a) If the CAO determines the communication is not within the governance authority of Council, the CAO will:
 - i. Refer the communication to Administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Council Members;
 - ii. Take any other appropriate action on the communication.
- b) If a Council Member objects to the process determined by the CAO, a Council Member may introduce a Notice of Motion requesting the item be included for Council's consideration on a future Agenda.
- c) If the standards set out in Section 13.3 are not met, the CAO may file the communication without any action being taken.
- d) Upon receipt of the communication to Council, the CAO will respond to the person or entity regarding the process to be followed, and any action taken on the subject of the communication.

PART 14 – PUBLIC HEARINGS

~~15.1~~ **14.1** Council shall hold Public Hearings in accordance with the Act ~~– and this Bylaw as set out in the Public Hearing Procedures in Schedule “C”.~~

~~15.2~~ **14.2** Public Hearings, when required by the Act or requested by Council, will be held prior to the second reading of a Bylaw.

~~15.3~~ **14.3** Council may direct Administration through a Resolution of Council to hold a non-statutory Public Hearing.

14.4 ~~Public Hearings~~ Every effort shall be made to commence a Public Hearing as close as possible to the advertised time.

14.5 ~~Any conducted person who wishes to be heard at a Public Hearing may either:~~

a) Submit a written response in accordance with the ~~procedures set out~~ advertisement.

~~15.4~~ b) Make a verbal presentation in ~~Appendix C~~ person at the Civic Cultural Centre during the Public Hearing.

c) Make a verbal presentation electronically through a virtual platform during the Public Hearing, as outlined in Schedule “D” of this Bylaw.

d) Provide both a written response and verbal presentations.

~~15.5~~ **14.6** All written submissions from the public must be received by the deadline advertised ~~to~~ in the Public Hearing Notice for inclusion in the Council Agenda. Any

written submissions from the public that are received after this date must be provided to the CAO or designate, who will advise Council that a late submission has been received during the Public Hearing and include the submission in the Public Hearing record.

PART 15 – DELEGATIONS

~~14.1~~ 15.1 If a Delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application to ~~the~~ Legislative ~~Coordinator~~ Services no later than noon (12:00 p.m.) on the Wednesday prior to a Regular Council Meeting. ~~The Delegation Application is provided as Appendix B.~~

~~14.2~~ 15.2 Delegations are limited to fifteen (15) minutes at a Regular Council Meeting unless, at Council's discretion, a longer time is required.

~~14.3~~ 15.3 Delegations shall not address Council on the same subject matter more than once every six (6) months unless prior approval is granted by Council unanimously agreeing to the Delegation.

~~14.4~~ 15.4 All written presentations will become a matter of public record unless the Delegation informs the office ~~of the CAO~~ or it is deemed confidential ~~in accordance with the FOIP Act.~~

PART 16 – ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

16.1 Should a State of Emergency or Extenuating Circumstances where restrictive measures are required ~~occur~~, electronic participation may be allowed by a Member of Council or Committee; participating electronically will be counted in determining whether a Quorum of Members is present ~~and may participate electronically in a meeting.~~

16.2 A ~~Members~~ Member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Members participating in the meeting are able to communicate effectively.

16.3 A Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.

16.4 The Mayor, Deputy Mayor, Presiding Officer or ~~Chairperson~~ Chair shall announce to those in attendance at the Council or Committee Meeting that a Member is attending the meeting by means of electronic communications.

16.5 Where the rules of procedure conflict with the need to facilitate electronic participation, the Mayor, in consultation with the CAO, shall have the authority to modify the rules of procedure to ensure Members can effectively participate in the meeting.

16.6 When a Council Member attends a Closed Session via electronic participation, they will be required to confirm that they are attending the Closed Session alone.

16.7 The CAO, in consultation with the Mayor, shall establish practices and procedures for electronic participation.

16.8 Members must make a reasonable effort to notify the CAO or designate a minimum of twenty-four (24) hours prior to the meeting of their intention to participate electronically.

16.9 The CAO or designate may provide for the electronic participation of staff, including that of the CAO.

PART 17 – CLOSED SESSIONS

17.1 Confidential items are those items that are discussed as per Section 197(2) of the Act "In Camera" or "Closed Sessions" and are confidential items of discussion between Council, Administration and invited persons. No Minutes, notes, or recordings of the discussions will take place, and any reports provided to Council will be returned to the CAO.

PART 18 - ADJOURNMENT

- 18.1 Council Meetings shall Adjourn no later than 10:00 p.m. unless in session at that time, except to conclude the matter under discussion, and Council shall Recess and reconvene at 6:00 p.m. on the next business day unless:
- a) A matter under discussion has not concluded;
 - b) Otherwise directed by Council; or
 - c) Council, by Resolution of a majority vote, taken as soon before 10:00 p.m. as the business permits, agree to an extension of the meeting beyond 10:00 p.m.
- 18.2 If Adjournment takes place and unfinished business remains, these items will be carried over to the next Regular Council Meeting, or Council can call a Special Council Meeting on a specified day and time to attend to the unfinished business.
- 18.3 When all items of an approved Agenda have been dealt with, the Presiding Officer may Adjourn the meeting without requiring a Motion or vote by Council.

PART 19 – CONDUCT DURING MEETINGS

- 19.1 Council Meetings will be held in public, and no person may be excluded except for:
- a) Improper conduct; or
 - b) Council may, by Resolution, meet In-Camera to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public.
- 19.2 The Presiding Officer shall preserve order, decorum, and decide questions of procedure subject to an appeal of Council; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of the Members present, without debate.
- 19.3 A Member called to order by the Presiding Officer shall immediately cease further comment and may appeal the call to order to the Council or Committee. The Council or Committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the Members present. If there is no appeal, the decision of the Presiding Officer shall be final.
- 19.4 No Member of Council shall:
- a) Speak without first being recognized by the Presiding Officer and being granted the floor.
 - b) Speak twice to the same item after a Motion on any Agenda item, without the leave of Council, until every Member of Council has an opportunity to speak, except to make an inquiry or an explanation that may have been misconstrued.
 - c) Speaking twice does not include asking questions or subsequent questions on an item, as this information is gathered by Council Members to make informed decisions. Speaking refers to when a Council Member debates a Motion.
- 19.5 The Presiding Officer shall give each Member of Council who wishes to speak on a matter on the Council Agenda an opportunity to do so before calling the question.
- 19.6 When a Member or Officer wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 19.7 Every Member of Council, and every member of Administration present at the meeting, in speaking to any question or Motion, shall address themselves only to the Presiding Officer.
- 19.8 When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration.
- 19.9 When the Presiding Officer is called upon to decide a Point of Order, Point of Procedure, or Question of Privilege, the point shall be stated succinctly, and the Presiding Officer shall, when giving their decision on the point, cite the rule or authority applicable to the same.
- 19.10 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member of Council, or Administration.
- 19.11 When a Point of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and if the Presiding Officer rules favourably, the Member of Council who raised the Point of Privilege shall be permitted to pursue the point.

- 19.12 When the Presiding Officer wishes to debate or make a Motion, they shall vacate the chair and request another Member to take the chair, in the following order:
- a) Deputy Mayor
 - b) Any other Member of Council.
- 19.13 If no other Member of Council is willing to accept the chair, the Presiding Officer will continue as ~~chair~~Chair; however, will be allowed to make a Motion and/or debate under the same rights and restrictions as other Members.
- 19.14 When a Member or Officer is addressing the Presiding Officer every other Member or Officer shall:
- a) Remain quiet and seated;
 - b) Not interrupt the speaker except on a Point of Order, Point of Procedure or Question of Privilege; and
 - c) Not carry on a private conversation.
- 19.15 When a Member is addressing Council, the Member shall:
- a) Not speak disrespectfully of others;
 - b) Not shout, raise their voice or use offensive language;
 - c) Not reflect on any vote of Council except when moving to Rescind it and shall not reflect on the motives of the Members who voted on the Motion, or the mover of the Motion;
 - d) Assume personal responsibility for any statement quoted to Council or upon request of Council shall give the source of the information.
- 19.16 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they must indicate their intention and await the Presiding Officer's permission prior to leaving.
- 19.17 The arrival and departure of Council Members will be recorded in the official Minutes.

PART 20 – CONDUCT OF PUBLIC DURING MEETINGS

- 20.1. A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.
- 20.2. Members of the public gallery during a Council Meeting:
- a) Shall not address Council without permission;
 - b) Shall maintain order and quiet; and
 - c) Shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
- 20.3. The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly.

PART 21 – MOTIONS

- 21.1 A Council Member who wishes to submit a Motion in excess of twenty-five (25) words shall do so in writing to the Presiding Officer and Recording Secretary.
- 21.2 After a Motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.
- 21.3 Every Motion shall be stated or read by the mover.
- 21.4 Any Motion made in the negative shall be ruled out of order.
- 21.5 A request may be made to have the Recording Secretary read back the Motion, as made, for clarity prior to being put to vote.
- 21.6 Council or Committees may act on a Motion pertaining to a subject which is not on the Agenda with unanimous consent only.
- 21.7 When moved, a Motion will be open for discussion and debate. The Presiding Officer will determine if a Member can speak twice to the same issue prior to other Members and Officers having the opportunity.

- 21.8 The mover of a Motion may speak and vote for or against the Motion.
- 21.9 No Motion other than an Amending Motion or Motion to Table or Refer shall be considered until the Motion already before Council has been disposed of.
- 21.10 Where the Town has a contractual liability or obligation, Council shall not Reconsider, vary, revoke, or replace any Resolution except to the extent that it does not avoid or interfere with such liability or obligation.
- 21.11 The following Motions are not debatable by Members:
- a) To take a Recess;
 - b) Question of Privilege;
 - c) Point of Order;
 - d) Suspension of the Rules, temporarily altering or suspend this Bylaw;
 - e) To limit debate on a matter before Members;
 - f) To Table the matter; and
 - g) Adjournment.
- 21.12 A Motion to Adjourn is not subject to debate and is voted on immediately.
- 21.13 A Motion of Suspension of the Rules is not amendable.

PART 22 – RECESS

- 22.1 Any Member may move that Council Recess or break for a specific period. After the Recess, business will be resumed at the point when it was interrupted. This Motion may not be used to interrupt a speaker.
- 22.2 A Motion to Recess may be Amended only as to length of time, but neither the Motion nor the amendment is debatable.
- 22.3 If no speaker is addressing Council, the Presiding Officer may call a Recess for a specific period.

PART 23 – MOTION TO AMEND

- 23.1 Motion to Amend are those Motions where word(s) or paragraphs are inserted or struck out of the original Motion and can be made by any Member and must be in agreement with the Member originating the Motion.
- 23.2 There shall be a maximum of three (3) Motions on the floor at a time, the main Motion and up to two (2) Amending Motions.
- 23.3 Amendments shall be voted on in reverse order to that in which they have been moved, and all amendments shall be decided on or withdrawn before the original Motion is put to a vote.

PART 24 – MOTION TO RESCIND

- 24.1 A Motion to Rescind a previous Motion may be accepted by the Presiding Officer, and if passed by a majority vote of Council present, the previous Motion referred to would be declared null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.

PART 25 – MOTION TO REFER

- 25.1 A Motion to Refer is to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.

PART 26 – MOTION TO POSTPONE

- 26.1 A Motion to Postpone any matter shall include in the Motion:
- a) A specific time to which the matter is Postponed; or
 - b) Provision that the matter is to be Postponed indefinitely.

- 26.2 When a Motion is Postponed without being settled, no similar or conflicting Motion which would restrict action on the first Motion may be introduced or adopted.
- 26.3 A Motion to Postpone a matter is Amendable and debatable.
- 26.4 Any matter that has been Postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.

PART 27 – MOTION TO TABLE

- 27.1 A Motion to Table allows a matter without debate to be set aside and brought back at a later date.
- 27.2 To take a matter from the table requires a Motion, that Council lift from the table.

PART 28 – MOTIONS FOR INFORMATION

- 28.1 A Motion to accept for information means that Council accepts the information, and it is then placed in the Town's record for reference.
- 28.2 A Motion to receive for information means Council or Committee acknowledges the information with no further action taken.

PART 29 – NOTICE OF MOTIONS

- 29.1 A Notice of Motion is made to serve notice of intent and must give sufficient detail so that the subject of the Motion and any proposed action can be determined. It must state the date of the meeting at which the Motion will be made and must meet the following requirements:
- a) A Council Member who submits a written Notice of Motion to the CAO to be read at a Regular Council Meeting need not be present during the reading of the notice.
 - b) When notice has been given, the CAO will include the proposed Motion in the Agenda of the meeting for the date indicated in the Notice of Motion.
 - c) If the Council Member is not present for the indicated date, the Motion will be deferred to the next Regular Council Meeting. ~~If the Council Member is not present at the next Regular Council Meeting, the Motion will be removed from the Agenda and may only be made by a new Notice of Motion.~~
- 29.2 Any Member of Council may make a Motion introducing any new matter of municipal business provided that the Notice of Motion has been brought forward at a meeting of Council held at least seven (7) days before the meeting at which time the Motion will be debated, or Council passes a Motion by majority vote dispensing of the period of notice.
- 29.3 If a Motion is defeated, a Member of Council can reintroduce it as a new business item at a Regular Council Meeting by way of a Notice of Motion. It shall be substantially new wording and circumstances from the original Motion, subject to the provisions set out in Section 30.12.

PART 30 - VOTING ON MOTIONS

- 30.1 When debate on a Motion is closed, the Presiding Officer shall put the Motion to a vote, and this decision shall be final unless overruled by a majority vote of the Members present at the meeting.
- 30.2 No Member shall leave the Council Chamber after a question is put to a vote and before the vote is taken.
- 30.3 If any Member of Council wishes to have a Recorded Vote, the request for a recorded vote must be made prior to the vote being taken and recorded in the meeting Minutes pursuant to Section 185 of the Act.
- 30.4 Where a Motion is not carried unanimously by those Members present, then the names of those who voted for and against a Motion shall be entered upon the Minutes for Motions that are carried or defeated.

- 30.5 Votes on all Motions must be taken as follows:
- a) The Presiding Officer must declare the Motion and call for the vote.
 - b) Members must vote by a show of hands.
 - c) The Presiding Officer must declare the result of the vote.
- 30.6 After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.
- 30.7 A Motion shall be declared defeated when it:
- a) Does not receive the required majority of votes; or
 - b) Receives an equal division of votes.
- 30.8 Each Member present shall vote on every Motion as prescribed by the *Act*, unless the *Act* or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the Minutes.
- 30.9 Council Members who abstain from voting during Closed Sessions are subject to the provision above, unless they are abstaining for a reason that is considered confidential under the ~~*Freedom of Information and Privacy Act*~~[access to information legislation](#).
- 30.10 A Member shall not vote on a matter if they are absent from the meeting when the matter has been heard, and the vote is called.
- 30.11 The outcome of every vote shall be incorporated into the official Minutes.
- 30.12 Once a subject matter has been voted on, and that particular meeting is Adjourned, it may not be raised again for six (6) months from the date of the vote unless Council is unanimous in raising the subject matter sooner and the unanimous approval to raise the matter may be included in the main Motion that is under consideration by Council.

PART 31 – BYLAWS & POLICIES

- 31.1 Draft Bylaws and Council policies shall be prepared by the appropriate Administration member and ~~shall~~[may](#) be reviewed at a meeting of the Standing Committee of Council before being presented at a ~~Regular~~ Council Meeting.
- 31.2 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 31.3 The CAO shall provide a copy of the Bylaw in full and include it in the Agenda package.
- 31.4 Every Bylaw shall have three (3) distinct readings in accordance with the *Act*.
- 31.5 Only the ~~Bylaw's~~[Bylaw's](#) title or identifying number may be read at each reading.
- 31.6 A Bylaw shall be introduced for first reading by a Motion that the Bylaw be read a first time.
- 31.7 Prior to first reading, a Member may ask questions of clarification concerning the Bylaw.
- 31.8 Council shall vote on the Motion for first reading of a Bylaw without amendment or debate.
- 31.9 A Bylaw shall be introduced for second reading by a Motion that it be read a second time.
- 31.10 After a Member has made a Motion for second reading of a Bylaw, Council may:
- a) Debate the substance of the Bylaw; and
 - b) Propose and consider amendments to the Bylaw.
- 31.11 A Bylaw shall not be given more than two (2) readings at one (1) meeting unless the Members present unanimously consent that the Bylaw may be presented to Council for third reading.

31.12 When Council unanimously consents that a Bylaw may be presented for third reading:

- a) Motion for third reading of the Bylaw shall be made;
- b) Council shall vote on the Motion without amendment or debate;

~~31.13~~ A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.

~~31.13~~31.14 In conformance with the Act:

- a) If a Bylaw does not receive a third reading within two (2) years from the date of the first reading, the previous readings are deemed to have been Rescinded; and
- b) If a Bylaw is defeated on second or third reading the previous readings are deemed to have been Rescinded.

~~31.14~~31.15 Upon being passed, a Bylaw shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO or designate and then shall have the Town's corporate seal applied.

~~31.15~~31.16 Copies of all Bylaws and Council policies will be maintained and will be provided as public information on the Town's official website.

~~31.16~~31.17 Bylaws which require approval from the Province of Alberta, shall receive two (2) readings prior to submission of a certified copy to the Provincial authorities. The third reading will take place only after the signed approval of the Provincial Authority is received.

~~31.17~~31.18 Bylaws come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.

~~31.18~~31.19 Subject to Section 31.1 Council policies shall be presented for discussion and passed by a simple majority at one (1) sitting and shall come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.

~~31.19~~31.20 Upon being passed, a Council policy shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO or designate.

PART 32 - COMMITTEES

32.1 Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town through Bylaw and established Terms of Reference for said Boards and Committees.

PART 33 – STANDING COMMITTEE OF COUNCIL

33.1 Standing Committee of Council is hereby established and considered to be Committee of the Whole with membership comprised of all Members of Council.

33.2 Standing Committee of Council typically takes place on the third Monday of every month.

33.3 The Deputy Mayor will chair or be the Presiding Officer for the Standing Committee of Council.

33.4 Standing Committee of Council shall commence at 7:00 p.m.

33.5 Quorum of the Standing Committee of Council is a majority of Council Members.

33.6 The Standing Committee of Council may:

- a) Receive delegations and submissions;
- b) Receive updates on major capital projects and initiatives;
- c) Meet with other municipalities and other levels of government; ~~and~~
- ~~d) Recommend appointments of members of the public to Council Committees and other external committees, and other bodies on which the Town is entitled to have representation; and~~
- e)d) Receive updates from Council Committees.

- 33.7 The standard order of business on a Committee Agenda shall be as follows unless Council otherwise determines by a majority vote a change in order:
- a) ~~Welcome and~~ Call to Order
 - b) Land Acknowledgement
 - ~~e) Delegation~~ **Presentations**
 - ~~c)~~
 - d) Business
 - e) Confidential
 - f) Adjournment
- 33.8 All Standing Committee of Council Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Tuesday prior to Agenda posting.
- 33.9 Only material which has been received in accordance with Section 33.8 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time-sensitive matter needs to be brought before the Committee at any meeting, the item shall:
 - i) be accompanied by a brief explanation from an Officer indicating the reasons for and the degree of urgency of the item; and
 - ii) be permitted to be added by the Presiding Officer, considered as an addendum to the Agenda upon a majority vote of the Committee.
- 33.10 If a ~~presenter~~ **Delegation** wishes to make a presentation to the Standing Committee of Council the presenter must submit a written request in the form of a Delegation Application to ~~the~~ Legislative **Coordinator Services** no later than noon (12:00 p.m.) on the Tuesday prior to a Committee Meeting. The Delegation ~~Application is provided as Appendix B~~ **Applications can be accessed on the Town's website.**
- 33.11 ~~Presentations~~ **Delegations** are limited to fifteen (15) Minutes at a Committee Meeting unless, at the Committees discretion, a longer time is required.
- 33.12 All written presentations will become a matter of public record unless the presenter informs the office of the CAO or it is deemed confidential.
- 33.13 The CAO shall ensure copies of the Standing Committee of Council Agenda are available online to the public no later than 4:00 p.m. on the Thursday prior to a Standing Committee meeting or any Council meeting held on a Monday.
- 33.14 Procedures in Standing Committee of Council only differ from Council's in that:
- a) A Member of Council may speak more than once, provided that all Council Members who wish to speak to the matter have been permitted to speak;
 - b) A Member of Council may speak even though there is no Motion on the floor, but if there is a Motion on the floor, a Council member shall only address that Motion;
 - c) The only Motions permitted are:
 - i) To direct items to a future Regular Council Meeting for consideration or to Refer matters to Administration or to a Committee.
 - ii) To receive items for information;
 - iii) To move to meet In-Camera and subsequently to revert to a meeting held in public; and
 - iv) To Recess
- 33.15 The operation of the Standing Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no powers to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

PART 34 - REPEAL

- 34.1 That Bylaw ~~1265.22 is~~ **1289.23 and 1317.24 are** hereby repealed upon this Bylaw coming into effect.

PART 35 - DATE OF FORCE

35.1 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 ISSAK

APPENDIX

SCHEDULE “A” - TABLE OF CONTENTS

PART 1 - TITLE

PART 2 - DEFINITIONS

PART 3 - APPLICATION

PART 4 - GENERAL

PART 5 - NOTICE OF MEETINGS

PART 5 - NOTICE OF MEETINGS

PART 6 - QUORUM

PART 7 - ORGANIZATIONAL MEETINGS MEETING

PART 8 - REGULAR MEETINGS OF COUNCIL PART 8 - REGULAR MEETINGS OF COUNCIL

PART 9 - SPECIAL MEETINGS OF COUNCIL

PART 10 - REGULAR COUNCIL MEETING AGENDA

PART 11 - CONSENT AGENDA

PART 12 - MINUTES

PART 13 - COMMUNICATIONS

PART 14 - PUBLIC HEARINGS

PART 15 - DELEGATIONS

PART 14 - PUBLIC HEARINGS

PART 15 - DELEGATIONS

PART 16 - ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

PART 17 - CLOSED SESSIONS

PART 18 - ADJOURNMENT

PART 19 - CONDUCT DURING MEETINGS

PART 20 - CONDUCT OF PUBLIC DURING MEETINGS

PART 21 - MOTIONS

PART 22 - RECESS

PART 22 - RECESS

PART 23 - MOTION TO AMEND

PART 24 - MOTION TO RESCIND

PART 25 - MOTION TO REFER

PART 26 - MOTION TO POSTPONE

PART 27 - MOTION TO TABLE

PART 28 - MOTIONS FOR INFORMATION

PART 29 - NOTICE OF MOTIONS

PART 30 - VOTING ON MOTIONS

PART 31 - BYLAWS & POLICIES

PART 32 - COMMITTEES

PART 33 - STANDING COMMITTEE OF COUNCIL

PART 34 - REPEAL

PART 35 - DATE OF FORCE

APPENDIX B – DELEGATION FORM



DELEGATION APPLICATION

Box 220 | 5018 Waghorn Street
Blackfalds, AB | T0M 0J0
www.blackfalds.ca | 403.886.4677

APPLICANT INFORMATION	
Name:	Date:
Address	
Phone:	Email:
ORGANIZATION INFORMATION (IF APPLICABLE)	
Name:	
Phone:	Email:
MEETING INFORMATION	
Date Requested:	Number Attending:
Name(s) of Presenter(s):	
Do you need to use your own presentation equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SUBJECT YOU WANT TO PRESENT	
DETAILS OF THE SUBJECT - Include specific requests you have of Council	

Please note if a Delegation wishes to make a presentation to Council, the Delegation must submit this request form and all pertinent background information to the Office of the CAO **no later than noon on the Wednesday prior to the Council meeting.**

Delegations are limited to 15 minutes at a Regular Council Meeting, unless at Council's discretion, longer time is required.

All written presentations will become a matter of public record, unless you inform this office otherwise, or it is deemed confidential.

I acknowledge that only the above matter will be discussed during the delegation. I further acknowledge that this meeting may be audio/video recorded, published online, and broadcast on television.	
Applicant Signature:	Date:

APPENDIX SCHEDULE “B”
CONFLICT OF INTEREST CHECKLIST

Conflict of Interest Checklist

The 6 Ps

Public duty versus private interests	Do I have personal or private interests that may conflict, or be perceived to conflict with my fiduciary duty to the organization?
Potentialities	Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
Perception	How will my involvement in the decision/action be viewed by others?
Proportionality	Does my involvement in the decision appear fair and reasonable in all the circumstances?
Presence of mind	What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?
Promises	Have I made any promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?

Disclaimer: This infographic is intended to be a starting point for thinking about conflicts of interest, and that Council should consult the Municipal Government Act and Council Code of Conduct Bylaw or obtain legal advice if they are concerned about a conflict of interest issue.

SCHEDULE "C"
PUBLIC HEARING PROCESS AND TEMPLATE PROCEDURES

1. Town of Blackfalds Public Hearing Process

1.1. Definitions

~~"Chairman~~

1.1.11.1 **"Chair"** refers to the Presiding Officer officiating the ~~Public~~Council Meeting.

1.1.21.2 **"Secretary"** refers to the CAO or ~~his/her~~their designate.

1.2. Advertising

~~1.2.12.1~~ Advertising for all ~~public hearings~~Public Hearings must meet the requirements of Section 606 of the MGA~~Municipal Government Act, Town of Blackfalds' Public Notification Bylaw and Public Participation Policy~~ and will include:

~~a.~~ Inclusion in a local newspaper once a week for two (2) consecutive weeks

a) ahead of the Public Hearing date.

~~b.b)~~ Posted on the public notice board located in the lobby of the Civic Cultural Centre (Town Office).

~~c.c)~~ Posted on the Town's website for the time period provided for print media notice.

~~d.d)~~ Forwarded to parties determined to have a direct or significant impact by the matter.

1.33. Public Written Comments and Submissions

1.3.1.3.1. Public comments as outlined in the Public Hearing notice are to be forwarded electronically to info@blackfalds.ca, legislative@blackfalds.ca.

~~1.3.2.3.2.~~ Public comments in hard copy can be mailed to: Town of Blackfalds, Box 220, 5018 Waghorn Street, Blackfalds AB, TOM 0J0 ~~The Office of the CAO, c/o Executive & Legislative Coordinator, Services.~~

1.3.3.3.3. All written comments must be received by 12:00 p.m. Noon on the Wednesday prior to the ~~following~~ scheduled ~~Regular~~ Council Meeting where the Public Hearing has been scheduled.

1.4 Public Hearing Procedure Template (attached)

INTRODUCTION & PROCEDURES

~~4. (Chairman) — “The following~~ **Presenting at Public Hearing**

4.1 When presenting at a Public Hearing ~~is held pursuant to the Municipal,~~
each presenter must provide:
~~Government Act”~~

~~2 (Chairman) — “The following rules of conduct will be followed during the~~
~~Public Hearing:~~

~~Presentation should be brief~~

- ~~• their name and to the point how they are~~
 - ~~• The order of presentation shall be:~~
 - ~~▪ Entry of written submission~~
 - ~~▪ Comments from the Planning Dept~~
 - ~~▪ Those supporting the Bylaw~~
 - ~~▪ Those opposing the Bylaw~~
 - ~~▪ Any other person deemed to be affected by the~~
~~Bylaw~~

~~subject of the Public Hearing, preferably with a statement of whether they are in support, in~~
~~opposition, or have concerns with the subject of the~~

~~• a) The Public Hearing purpose is “ () ;~~

~~I hereby declare the Public Hearing relating to Bylaw # () open”.~~

~~3 (Secretary) — “The purpose names, if any, of Bylaw () is () as shown any~~
~~additional people that they are presenting on the~~
~~attached Schedule A~~

~~First Reading was given to Bylaw () on ()~~

~~b) Notice behalf of.~~

5. Public Hearing Procedure this

5.1 All Public Hearings shall be conducted in the following manner:

a) The Chair shall outline the process to be followed and declare the
time at which it has been opened.

The Secretary shall outline the purpose of the Public Hearing, confirm the
dates on which the Public Hearing was advertised ()

~~The following written comments have been received to date~~
~~()~~

b) ~~4 (Chairman) — “Are there, and read into the record any late written~~
~~submissions relating to the Bylaw?” () that have been received.~~

c) The Chair shall invite verbal presentations from those in-person at
the Town Office or electronically through a virtual platform who wish
to speak.

The ~~(Note: If there are any, the secretary to read letter into record)~~

~~“Comments from the Planning Department”~~

~~“Is there anyone who supports the Bylaw and wishes to speak?”~~

~~“Is there anyone who opposes the Bylaw and wishes to speak?”~~

~~“Is there anyone deemed to be affected by the Bylaw and wishes to~~
~~speak?”~~

5 (Chairman) ~~“Are there any further comments from the Planning Dept.”~~

6 (Chairman) ~~“Do the Councilors have any further questions?”~~

- d) ~~7 (Chairman)~~ —~~“If nothing further then, I hereby~~Chair may allow questions from members of Council after each presentation, either to Administration or to the presenter.

After all presentations have been made and questions asked, the Chair shall declare ~~this~~the Public Hearing ~~relating~~
e) ~~to Bylaw (-----)~~ be closed.

SCHEDULE “D”
PUBLIC HEARING ELECTRONIC PARTICIPATION ON VIRTUAL PLATFORM

1. Anyone who wishes to present electronically at a Public Hearing, whether on their own behalf or on behalf of a group, must register to speak at the Public Hearing prior to the advertised submission deadline by:
 - 1.1 Submitting a request in the prescribed electronic form on the Town of Blackfalds’ public official website; or
 - 1.2 Emailing Legislative Services at legislative@blackfalds.ca.
2. When electronically presenting at a Public Hearing, presenters must:
 - 2.1 identify themselves by name through their usernames on the virtual platform and may further identify themselves by position or organization if they wish;
 - 2.2 keep their cameras and microphones deactivated before and after their presentation; and
 - 2.3 keep their cameras activated for the duration of their presentation, unless otherwise permitted by the Chair.

The

APPENDIX D – GUIDELINES FOR IN-CAMERA

**GUIDELINE TO MATTERS WHICH CAN BE
DISCUSSED IN CAMERA MEETINGS**

Section 197 of the *Municipal Government Act* provides that Councils and council committees must conduct their meetings in public, however, they may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*. These exceptions are:

1. Information such as trade secrets or commercial, financial, labour relations, scientific or technical information of a third party, supplied in confidence, the disclosure of which would be harmful to the business interests of a third party must be discussed *in camera* (unless there is an overriding public interest). (Section 16)

Examples:

Information regarding the monetary resources of a third party, such as the third party's financial capabilities and assets and liabilities, including financial forecasts, investment strategies, budgets, profit and loss statements.

Third party insurance policies, pricing structures, market research, business plans and customer records.

Operating manuals containing scientific and technical information.

2. Information the disclosure of which would be an unreasonable invasion of personal privacy must be discussed *in camera* except in those circumstances where disclosure is considered not to be an unreasonable invasion of privacy. (Section 17)

"Personal information" means recorded information about an identifiable individual, including the individual's name, home or business address or home or business telephone number, the individual's race, national or ethnic origin, colour or religious or political beliefs or associations, the individual's age, sex, marital status or family status, an identifying number, symbol or other particular assigned to the individual, the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics, information about the individual's health and health care history, including information about a physical or mental disability, information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given, anyone else's opinions about the individual, and the individual's personal views or opinions, except if they are about someone else.

A disclosure of personal information is not an unreasonable invasion of a third party's personal privacy if any of the conditions listed under section 17(2) of the FOIP Act are met; items of this nature can be discussed in open session.



- 2 -

Examples:

The person has consented to it being discussed in open session;

The information relates to financial and other details of a contract to supply goods and services to the municipality;

The information is about a permit relating to real property, ie. a development permit, which was granted to an individual by the municipality and the disclosure is limited to the name of the party and the nature of the permit.

3. Information the disclosure of which would be harmful to individual or public safety may be discussed *in camera* if the disclosure of that information could reasonably be expected to threaten anyone else's safety or physical or mental health or interfere with public safety. (Section 18)

Examples:

Information relating to individuals fleeing from a violent spouse, a victim of sexual harassment or an employee who has been threatened in the course of a work dispute.

Information which could reasonably be expected to hamper or block the functioning of an organization or structure that ensures the safety and well-being of the public.

If the information cannot be reasonably expected to threaten anyone's safety, physical or mental health or interfere with public safety, it should be discussed in open session.

4. Information relating to confidential evaluations or opinions, such as employments references, may be discussed *in camera*. (Section 19)

The personal information must be contained in a confidential evaluation or opinion provided to the municipality, and compiled about an individual in order to assess his or her suitability for employment, the awarding of contracts or other benefits. This may involve information on his or her personal strengths or weaknesses, eligibility or qualifications.

Examples:

A verbatim transcript of a reference check of an employment candidate, supplied in confidence

A summary of a mix of telephone and written reference checks compiled by an official

5. Information, the disclosure of which may be harmful to law enforcement, may be discussed *in camera*. In order for the exception to apply, it is necessary to ensure that specific authority to investigate exists and that the investigation can lead to a penalty or sanction being imposed. Three types of investigations are included: police, security and administrative investigations. (Section 20)

3.

- 3 -

Examples:

Information about a police investigation, including a special constable, or by a person responsible for investigating offences under the Criminal Code or Traffic Safety Act.

Information about a security investigation relating to the security of the organization and its clients, staff, resources or the public.

Information about an administrative investigation to enforce compliance or remedy non-compliance with standards, duties and responsibilities defined under an Act, regulation or bylaw.

6. Information, the disclosure of which may be harmful to intergovernmental relations, may be discussed *in camera*. This exception has two parts; one deals with harm to relations and the other deals with information given in confidence. (Section 21)

(a) In order to apply the harm to intergovernmental relations exception, the municipality must demonstrate that the conduct of intergovernmental relations of the Government of Alberta, or other municipality, or Federal Gov't, and not just those of the municipality, would be harmed by disclosure.

Example:

Notes of a private discussion between municipal officials, officials of a 'twinning' municipality in a developing country, the province and the country concerned, where no agreement has been reached between the parties to make their discussions public.

(b) In order to apply the information exception, the information must have been supplied in circumstances that clearly place an obligation on the municipality to maintain confidentiality.

Example:

Negotiating strategies relating to a federal, provincial and municipal infrastructure program.

7. Local public body confidences may be discussed *in camera*. This includes information the disclosure of which could reasonably be expected to reveal a draft of a resolution, bylaw or other legal instrument by which the municipality acts. (Section 23)

Drafts of resolutions, bylaws or other legal or formal written documents which relate to the internal governance of the municipality or the regulation of the activities over which it has jurisdiction are covered by this exception, however, final versions of a bylaw, resolution or other legal instrument are not. Similarly, if a draft of a resolution, bylaw or other legal instrument has already been considered in a meeting open to the public, this exception cannot be applied.

- 4 -

8. Advice from officials may be discussed *in camera*. This exception is intended to protect the deliberative process involving senior officials and heads of public bodies, and their staff, as well as among officials themselves. This exception also protects the deliberative process involving senior officials, heads of public bodies and the governing authorities of local public bodies. (Section 24)

A rule permitting public access to all records relating to policy formulation and decision-making processes in public bodies would impair the ability of those bodies to discharge their responsibilities in a manner consistent with the public interest. This exception is intended to provide a 'deliberative space' for those involved in providing advice, carrying on consultations and making recommendations, so that records may be written with candour and cover all options. This 'deliberative space' is especially important for those involved in the policy-making process. Senior officials and heads of local public bodies may accept or reject the advice and recommendations of those advising them.

Examples:

Information, including proposed plans, policies or projects, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision

The contents of a formal research or audit report

~~*Plans relating to the management of personnel*~~

9. Information, the disclosure of which could reasonably be expected to be harmful to the economic and other interests of a public body, may be discussed *in camera*. (Section 25)

This exception applies to information the disclosure of which could reasonably be expected to harm the economic interest of a public body or the Government of Alberta, or the ability of the government to manage the economy. It recognizes that a public body may hold significant amounts of financial and economic information that is critical to the financial management of the public sector and the provincial economy.

Examples:

Trade secrets, such as software developed by a public body or special testing equipment which has been kept secret or confidential.

A proprietary interest in geographical information systems mapping data or statistical data.

Financial forecasts, investment strategies, budgets and profit and loss statements.

The exception does **not** cover the results of product or environmental testing carried out by or for a public body.

- 5 -

10. Information relating to testing procedures, tests and audits may be discussed *in camera*. This exception provides protection for the procedures and techniques involved in testing and auditing as well as details relating to specific tests to be given or audits to be conducted where disclosure would invalidate the results. (Section 26)

Examples:

Environmental testing, staffing examinations, personnel audits, financial audits and program audits.

11. Information that is subject to a legal privilege, or relates to the provision of legal services or the provision of advice or other services by a lawyer may be discussed *in camera*. (Section 27)

Examples:

A letter, fax, e-mail or other correspondence from the municipality's lawyers, including any record attached to correspondence from a lawyer.

~~*A note documenting legal advice given by a lawyer or a statement of account from a lawyer detailing the services provided.*~~

Information relating to an existing or contemplated lawsuit.

12. Information, the disclosure of which may be expected to result in damage to or interfere with the conservation of any historic resource or any rare, endangered, threatened or vulnerable form of life, may be discussed *in camera*. (Section 28)

Examples:

Information regarding designated municipal historic resources.

Information regarding any species of flora or fauna that is of concern because it is naturally scarce or likely to become threatened as a result of disclosure of specific information about it.

13. Information that is or will be available to the public may be discussed *in camera*. This exception covers information that is available for purchase by the public or that is to be published or released to the public within 60 days, but does not cover information that is already available to the public. (Section 29)

OK

GUIDELINE TO MATTERS WHICH CAN BE DISCUSSED IN CAMERA MEETINGS UNDER FOIP ACT		
SEC. #	DESCRIPTION OF INFORMATION:	EXAMPLES:
16	Trade secrets of a third party	Monetary resources, investment strategies, market research, manuals containing scientific, technical information.
17	Harmful to personal privacy	Recorded information about an identifiable individual – name, address, phone number, race, health, education. See s. 17(2) for exceptions.
18	Harmful to individual or public safety	Information relating to individuals threatened with violence, abuse or harassment, interfere with public safety.
19	Confidential evaluations	Reference checks.
20	Harmful to law enforcement	Police, security and administrative investigations.
21	Harmful to intergovernmental relations	Private discussions between municipal officials and officials of another municipal, provincial or federal government.
23	Local public body confidences	Drafts of resolutions or bylaws, legal or formal written documents.
24	Advice from officials	Proposed plans, policies, projects, budgetary decisions, research or audit reports, personnel management plans.
25	Economic interests of the municipality	Trade secrets, in-house developed software, proprietary interest in GIS mapping or statistical data, financial forecasts, investment strategies.
26	Testing procedures, tests and audits	Environmental testing, staffing exams, personnel, financial or program audits.
27	Legal privilege	Correspondence from municipality's lawyers, legal opinions
28	Historic sites or vulnerable life forms	Municipal historic resources, rare flora or fauna likely to be threatened by disclosure of information about it.
29	Information available or to be available to the public	Information that is available for purchase or that will be published within 60 days.

Secretary is authorized to deactivate cameras and microphones during Public Hearings to avoid disruptions to the proceedings.

4. The Chair has the authority to end a presenter's electronic participation in a Public Hearing if, in their opinion, it is inappropriate or disruptive to the proceedings.

SCHEDULE “E”
COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
Adjourn (Part 18)	means the conclusion of a Council or Committee Meeting.	“Seeing as there is no other business, I Adjourn this meeting at [time]” “I move That Council Adjourn.”	Yes	No Motion to Adjourn is not subject to debate and is voted on immediately	When all items of an approved Agenda have been dealt with, the Presiding Officer may Adjourn the meeting without requiring a Motion or vote by Council.
Amend (Part 23)	means a Motion by which to amend a Motion that has been made but not yet voted on.	“I move That the wording of the Motion is amended to read...”	Yes	Yes	Amendments shall be voted on in reverse order to that in which they have been moved before the original motion is put to a vote.
Call the Question (Part 2)	means when the Presiding Officer ends the debate and Council or Committee must vote on the Motion that has been made.	“I call the question.” “All in favour?” All opposed?”	No	No	It is the role of the Presiding Officer/Chair to Call the Question.
Information Motions (Part 28)	Motion to accept for information means that Council accepts the information, and it is then placed in the Town’s record for reference. Motion to receive for information means Council or Committee acknowledges the information with no further action taken.	“I move That Council accept [subject] for information.” “I move That Council receive the [subject] for information.”	Yes	Yes	When Council accepts the information, it is placed in the Town’s record for reference. When Council or Committee receives the information, it is acknowledged with no further action taken.
Point of Information (Part 19)	means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the Administration, for or about information relevant to the business at hand, but not related to a Point of Procedure.	“Point of Information [subject].”	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Information.
Point of Order (Part 19)	means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council’s business.	“Point of Order [subject].”	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Order.
Point of Privilege (Part 19)	means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members	“Point of Privilege [subject].”	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Privilege. Includes but is not limited to the following: i) the organization or existence of Council; ii) the comfort of Members; iii) the conduct of Administration or

COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
					members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.
Postpone (Part 26)	means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.	"I move That Council Postpone the [subject] voting until...." "I move That Council Postpone the [subject] indefinitely."	Yes	Yes	A Motion to Postpone any matter shall include in the Motion a specific time to which the matter is postponed or provisions that the matter is Postponed indefinitely.
Question of Privilege (Part 19)	means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council.	"Question of Privilege [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Question of Privilege.
Recess (Part 22)	means to take a brief break for a specific time but will continue the Council or Committee afterward.	"I move That Council move for a [^A] min Recess." Presiding Officer: "I call for a [^A] min Recess."	Yes	Yes	Any Member may move for a Recess. This Motion may not be used to interrupt a speaker.
Rescind (Part 24)	means the Motion by which is referred to by declaring a previous resolution or Motion null and void.	"I move That Council Rescind [subject]."	Yes	Yes	A Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.
Reconsider (Part 2)	means to review a matter previously decided upon by Council or Committee	"I moved That Council Reconsider [subject or Motion No.]".	Yes	Only if the original Motion was debatable.	A Motion to Reconsider will not undo any actions which have already been taken as a result of the Motion previously passed and is subject to Section 29.3.
Refer (Part 25)	means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information.	"I move That Council refer [subject] to Administration and/or Committee for more information."	Yes	Yes	A Motion to Refer shall include terms, timelines, and other relevant information.
Suspension of the Rules (Part 3)	means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.	"I moved That Council suspend Council Procedural Bylaw Section [inset no] for the purpose of"	Yes	No	A Suspension of the Rules can only be used for a specific purpose.
Table (Part 27)	means the Motion which allows a matter without debate to be set aside and brought back at a later date.	"I move That Council Table [subject]."	Yes		To take a matter from the Table requires a Motion, That Council lift from the table.

Municipal Affairs Statutes Amendment Act, 2024

The *Municipal Affairs Statutes Amendment Act, 2024*, makes changes to two pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*. This legislation comes into force on October 31, 2024.

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

Changes to local election rules under the LAEA

Description of Changes	Previous Status Before Legislation
Aligns candidate eligibility criteria with councillor disqualification criteria in the MGA.	Candidates elected to council may face immediate disqualification due to misalignment with the MGA's criteria.
Allows municipalities to require criminal record checks for candidates.	No provisions were in place.
Allows union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign. Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000.
Allows donations outside the local election year and requires annual reporting of donations.	
Requires third-party advertisers campaigning for or against an issue on a ballot, such as a plebiscite, to register and report finances.	The LAEA only regulated third-party advertising for the promotion or opposition of a candidate during an election.
Limits donations to third-party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The donation limit was \$30,000 for all individuals, unions, and corporations.
Enables regulation-making authority to define local political parties. Registration of local political parties will be limited to Calgary and Edmonton for the 2025 local general election.	No provisions were in place to regulate political parties at the local level.
Repeals the municipal authority to develop a voters list based on enumeration.	Municipalities could prepare a voters list, which had to be shared with all candidates.
Requires municipalities to create a permanent electors register. (This will be done in partnership with Elections Alberta, building off the provincial register of electors).	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities could choose to develop one or not.
Expands the use of special ballots and strengthens special ballot processes.	Special ballots could only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limits vouching to the ability to vouch for someone's address.	Vouching was permitted for an individual's age, residence, and identity.
Repeals the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers could object to an elector; however, the elector could still vote.
Enables regulation-making authority to postpone elections in emergencies.	No provisions were in place to enable the Minister to postpone an election in the event of a natural disaster or emergency.
Prohibits automated voting equipment, such as electronic tabulators.	The LAEA permitted municipalities, by bylaw, to process ballots by automated voting equipment.
Requires recounts if requested by a runner up candidate when the margin is within 0.5 percent of total votes.	Returning officers had discretion regarding recounts.
Clarifies rules and streamlining processes for scrutineers.	Rules and processes were unclear for scrutineers.

Strengthening the accountability of local councils under the *MGA*

Description of Changes	Previous Status Before Legislation
Requires a councillor's seat to become vacant upon disqualification for specific matters.	Municipal councils or electors could only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Requires mandatory orientation training for councillors.	Training for councillors must be offered, but there was no requirement for the councillor to attend the training.
Allows Cabinet to order a vote of the electors to determine whether a councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister could only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allows elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials could only recuse themselves for matters in which they have a financial interest.
Makes the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer was responsible for validating recall petitions.
Enables Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met (including: the bylaw exceeds the scope of the <i>MGA</i> or otherwise exceeds the authority granted to a municipality under the <i>MGA</i> or any other statute, conflicts with the <i>MGA</i> or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada).	Cabinet could only intervene with respect to a land use bylaw or statutory plan. No provisions were in place.
Gives Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allows the Minister to outline joint use planning agreement exemptions, criteria and requirements by regulation.	All criteria for joint use planning agreements were in the <i>MGA</i> .
Specifies that the assessed person for an electric generation system is the operator.	There was a lack of clarity regarding who should be assessed for electrical generation systems.

Accelerating housing development under the *MGA*

Description of Changes	Previous Status Before Legislation
Requires municipalities to offer electronic options for public hearings on planning and development and restricts them from holding extra public hearings when not required by legislation.	No requirements were in place for electronic options. Municipalities could hold extra hearings beyond what was legislated.
Fully exempts non-profit, affordable housing from property taxation.	Limited provisions in place in the <i>MGA</i> .
Enables multi-year residential property tax incentives.	Municipalities could offer multi-year incentives for non-residential development, but not residential development.
Regulation-making authority to define which non-statutory studies may be required for building and development permits. No regulation is currently in place.	No provisions were in place.

Additional resources

- [Municipal Affairs Statutes Amendment Act](#)
- [Municipal Government Act](#)
- [Local Authorities Election Act](#)
- [Local Political Parties and Campaign Expense Limits](#) (Fact Sheet)

MEETING DATE: April 22, 2025
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: Council Policy CP-184.24 - Signing Authority (amended)

BACKGROUND

Council reviewed the amended Signing Authority Council Policy CP-184.24 at the March 17, 2025, Standing Committee of Council. Since that time, it has been identified that at times, due to scheduling, the Mayor or Deputy Mayor may not be available to sign cheques. In order to ensure that the accounts payable process is not impacted, the Signing Authority Policy has been amended to allow authorized Administrative staff to sign cheques when Council is unavailable to do so.

The Signing Authority Council Policy CP-184.24 was adopted in April of 2024. The purpose of the Policy was to assign signing authorities for municipal documents, which would expedite the Town's workflow processes.

DISCUSSION

Administration is recommending that Council adopt the amended Signing Authority Council Policy CP-184.24.

It should be noted that with this change there is no longer a need to amend the CAO Bylaw

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council adopt the amended Council Policy CP-184.24 - Signing Authority, as presented, effective immediately.


ALTERNATIVES

- a) That Council recommends amendments to the Signing Authority Council Policy CP-184.24.
- b) That Council refer the Signing Authority Council Policy CP-184.24 back to Administration for more information.

ATTACHMENTS

- *Signing Authority Council Policy CP-184.24 – with tracked changes*
- *Signing Authority Council Policy CP-184.24 – Clean Version*
- *CAO Bylaw 1311.24*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

SIGNING AUTHORITY

POLICY NO	CP184.24
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1. In accordance with the *Municipal Government Act* (MGA), authority is delegated to sign cheques, agreements, and other municipal documents to those Elected Officials and employees in the positions indicated in this policy. Specific signing authorities may be designated in the MGA, and in other various bylaws and Council Policies.

2. POLICY STATEMENT

- 2.1. To clarify who in the organization may sign or authorize which municipal documents.
- 2.2. To support accountability for financial and non-financial transactions
- 2.3. Provide clarity of roles and responsibilities.

3. DEFINITIONS

- 3.1. “**Administrative Procedure**” means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2. “**Chief Administrative Officer**” (CAO) means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.3. “**Council**” means all Elected Officials of the Town of Blackfalds,
- 3.4. “**Elected Officials**” means the Council of the Town of Blackfalds.
- 3.5. “**Employee**” as defined in S. (d.1)(k) of the *Alberta Employment Standard Code* means an individual employed to do work who receives or is entitled to wages and includes a former employee but does not include an individual who is a member of a class of individuals excluded by regulations.
- 3.6. “**Municipal Government Act**” (MGA) means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.
- 3.7. “**Supervisor**” means an Employee who has been given the responsibility to manage a team of Employees. (i.e. CAO, Directors, Managers).

4. SCOPE

- 4.1. This Policy applies to all Town Employees and Elected Officials.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1. Council to:

- 5.1.1. Adopt and support this Policy by resolution.

- 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.
- 5.2.3. Implement this Policy and the establishment of any Administrative Procedures required for carrying out this Policy.

6. POLICY

- 6.1. Unless specified elsewhere in this Policy, authority is delegated to a position rather than a person.
- 6.2. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.
- 6.3. A delegation of authority to an Employee also confers authority on that employee's supervisor, unless a particular qualification or certification, which must be held by the designated individual, is not held by the Supervisor.
- 6.4. Only employees who have been delegated signing authority through this Policy or through further delegation permitted by the Policy, may sign municipal documents referenced here.
- 6.5. Employees who have been delegated signing authority are responsible for:
- 6.5.1. Ensuring documents are signed in accordance with this Policy; and
- 6.5.2. Ensuring the accuracy of the document being signed.
- 6.6. Employees who have been delegated authority in this Policy are responsible for:
- 6.6.1. Being aware and complying with all relevant bylaws, policies, Administrative Policies and Procedures as well as external legislative requirements when exercising delegations;
- 6.6.2. Providing for sub-delegation in writing as required;
- 6.6.3. Ensuring that all sub-delegated individuals understand the powers, duties and functions that have been delegated to them.

6.7 Minutes of Meetings**6.7.1 Council Meetings**

Authority for signing council meeting minutes is as follows, in accordance with Section 213(1) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Mayor or Councillor presiding at the Meeting	CAO or Acting CAO presiding at the Meeting

6.7.2 Council Committee Meetings

Authority for signing council committee meeting minutes is as follows in accordance with Section 213(2) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Person presiding at the Meeting	Recording Secretary or CAO

6.8 Bylaws

6.8.1 Authority for signing bylaws is as follows, in accordance with Section 213(3) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Mayor or Deputy Mayor	CAO or Acting CAO

6.9 Banking Instruments, Agreements and Other Municipal Documents**6.9.1 Banking Instruments**

Authority for signing all papers, cheques and other documents that are required in the conduct of all bank accounts and other business relating to banking of the Town of Blackfalds funds are as follows, in accordance with 213(4) of the MGA and the CAO's Bylaw. This authority is extended to the printing or other reproduction of signatures as outlined in Section 213(5) of the MGA. This authority may not be further delegated, being that one (1) signature from Group 1 and one (1) signature from Group 2 are required for banking instruments.

Authority for signing or authorizing agreements for the acquisition of goods and services are as follows in accordance with the Town of Blackfalds Procurement Policy

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
Mayor Deputy Mayor or Another Member of Council	CAO Directors Financial Services Manager

In the event that none of the above are available from Group 1 the following is authorized.

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
CAO Acting CAO Director of Corporate Services	Directors Financial Services Manager

6.9.2 Agreements for Budgeted Expenditures (Procurement)

Authority for signing or authorizing agreements for the acquisition of goods and services is as follows in accordance with the Town of Blackfalds Procurement Policy. And the Procurement Authorities and Limits Administrative Procedure. The position listed has the authority to sign all agreements appearing across from and above the position title.

1 st Signature	Agreement – Purchasing	2 nd Signature Required
Employee initiating agreement. <i>(with Designated Purchasing Authority or Purchasing approval in writing)</i>	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$2,500 	Supervisor or Manager <i>(A signed Designated Purchasing Authority Form may service as the second signature)</i>
Supervisor	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$10,000 	Manager
Managers	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$75,000 	Director
Directors Police Chief	<ul style="list-style-type: none"> Any purchase agreement approved within the budget less than \$100,000 	CAO
CAO	<ul style="list-style-type: none"> Any purchase agreement approved within the up to \$500,000 	Mayor
Council Resolution	<ul style="list-style-type: none"> Any purchase agreement greater than \$500,000 or renewal longer than three years and greater than \$500,00 in value. 	Council authorization

6.10 Intergovernmental Agreements

Authority is delegated as follows to sign Intergovernmental Agreements:

1 st Signature	Documents	2 nd Signature Required
CAO or Acting CAO	<ul style="list-style-type: none">Intergovernmental Agreements	Mayor or Deputy Mayor

6.10.1 Signing authority in this section:

- 6.10.1.1 May be further delegated to a Town Employee as long as the delegation has been confirmed in writing by the authority holder or the CAO.
- 6.10.1.2 Does not preclude the CAO from providing a signature on any agreement or document.
- 6.10.1.3 Does not preclude the Mayor from providing a signature on any agreement or document.

7 EXCLUSIONS

None

8 SPECIAL SITUATIONS

None

9 RELATED DOCUMENTS

- 9.1. Appendix "A" – Delegation of Signing Authority
- 9.2. CAO Bylaw
- 9.3. Procurement – Council Policy
- 9.4. Procurement Authorities and Limits – Administrative Procedure
- 9.5. Digital and Electronic Signature Policy – Council Policy
- 9.6. Digital and Electronic Signature – Administrative Procedure

10 END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	131/24	April 23, 2024
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

Town of Blackfalds Delegation of Signing Authority

I _____ delegate to _____
(Person Authorizing) (Name of delegate)

The authority to approve and sign the following on my behalf as of _____
(Date)

Agreement or Document Type	Comments

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____
Signature of Person Authorizing

Date: _____

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____
Delegate Acknowledging Responsibility

Date: _____

Per: _____
CAO

Date: _____

SIGNING AUTHORITY

POLICY NO	CP184.24
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1. In accordance with the *Municipal Government Act* (MGA), authority is delegated to sign cheques, agreements, and other municipal documents to those Elected Officials and employees in the positions indicated in this policy. Specific signing authorities may be designated in the MGA, and in other various bylaws and Council Policies.

2. POLICY STATEMENT

- 2.1. To clarify who in the organization may sign or authorize which municipal documents.
- 2.2. To support accountability for financial and non-financial transactions
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- 3.4. “**Elected Officials**” means the Council of the Town of Blackfalds.
- 3.5. “**Employee**” as defined in S. (d.1)(k) of the *Alberta Employment Standard Code* means an individual employed to do work who receives or is entitled to wages and includes a former employee but does not include an individual who is a member of a class of individuals excluded by regulations.
- 3.6. “**Municipal Government Act**” (MGA) means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.
- 3.7. “**Supervisor**” means an Employee who has been given the responsibility to manage a team of Employees. (i.e. CAO, Directors, Managers).

4. SCOPE

- 4.1. This Policy applies to all Town Employees and Elected Officials.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1. Council to:

5.1.1. Adopt and support this Policy by resolution.

- 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.

5.2.3. Implement this Policy and the establishment of any Administrative Procedures required for carrying out this Policy.

6. POLICY

- 6.1. Unless specified elsewhere in this Policy, authority is delegated to a position rather than a person.

- 6.2. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.

- 6.3. A delegation of authority to an Employee also confers authority on that Employee's supervisor, unless a particular qualification or certification, which must be held by the designated individual, is not held by the Supervisor.

- 6.4. Only Employees who have been delegated signing authority through this Policy or through further delegation permitted by the Policy, may sign municipal documents referenced here.

- 6.5. Employees who have been delegated signing authority are responsible for:

6.5.1. Ensuring documents are signed in accordance with this Policy; and

6.5.2. Ensuring the accuracy of the document being signed.

- 6.6. Employees who have been delegated authority in this Policy are responsible for:

6.6.1. Being aware and complying with all relevant bylaws, policies, Administrative Policies and Procedures as well as external legislative requirements when exercising delegations;

6.6.2. Providing for sub-delegation in writing as required;

6.6.3. Ensuring that all sub-delegated individuals understand the powers, duties and functions that have been delegated to them.

6.7 Minutes of Meetings**6.7.1 Council Meetings**

Authority for signing council meeting minutes is as follows, in accordance with Section 213(1) of the MGA and the CAO Bylaw.

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1st Signature	2nd Signature
Person presiding at the Meeting	Recording Secretary or CAO

6.8 Bylaws

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Mayor or Deputy Mayor	CAO or Acting CAO

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Mayor Deputy Mayor or Another Member of Council	CAO Directors Financial Services Manager

In the event that none of the above are available from Group 1 the following is authorized.

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
CAO Acting CAO Director of Corporate Services	Directors Financial Services Manager

6.9.2 Agreements for Budgeted Expenditures (Procurement)

Authority for signing or authorizing agreements for the acquisition of goods and services is as follows in accordance with the Town of Blackfalds Procurement Policy. And the Procurement Authorities and Limits Administrative Procedure. The position listed has the authority to sign all agreements appearing across from and above the position title.

1 st Signature	Agreement – Purchasing	2 nd Signature Required
Employee initiating agreement. <i>(with Designated Purchasing Authority or Purchasing approval in writing)</i>	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$2,500 	Supervisor or Manager <i>(A signed Designated Purchasing Authority Form may service as the second signature)</i>
Supervisor	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$10,000 	Manager
Managers	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$75,000 	Director
Directors Police Chief	<ul style="list-style-type: none"> Any purchase agreement approved within the budget less than \$100,000 	CAO
CAO	<ul style="list-style-type: none"> Any purchase agreement approved within the up to \$500,000 	Mayor
Council Resolution	<ul style="list-style-type: none"> Any purchase agreement greater than \$500,000 or renewal longer than three years and greater than \$500,00 in value. 	Council authorization

6.10 Intergovernmental Agreements

Authority is delegated as follows to sign Intergovernmental Agreements:

1 st Signature	Documents	2 nd Signature Required
CAO or Acting CAO	<ul style="list-style-type: none">Intergovernmental Agreements	Mayor or Deputy Mayor

6.10.1 Signing authority in this section:

- 6.10.1.1 May be further delegated to a Town Employee as long as the delegation has been confirmed in writing by the authority holder or the CAO.
- 6.10.1.2 Does not preclude the CAO from providing a signature on any agreement or document.
- 6.10.1.3 Does not preclude the Mayor from providing a signature on any agreement or document.

7 EXCLUSIONS

None

8 SPECIAL SITUATIONS

None

9 RELATED DOCUMENTS

- 9.1. Appendix "A" – Delegation of Signing Authority
- 9.2. CAO Bylaw
- 9.3. Procurement – Council Policy
- 9.4. Procurement Authorities and Limits – Administrative Procedure
- 9.5. Digital and Electronic Signature Policy – Council Policy
- 9.6. Digital and Electronic Signature – Administrative Procedure

10 END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	RCM 131/24	April 23, 2024
Policy Reviewed	SCC 021/25	April 14, 2025
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

Town of Blackfalds Delegation of Signing Authority

I _____ delegate to _____
(Person Authorizing) (Name of delegate)

The authority to approve and sign the following on my behalf as of _____
(Date)

Agreement or Document Type	Comments

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____
Signature of Person Authorizing

Date: _____

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____
Delegate Acknowledging Responsibility

Date: _____

Per: _____
CAO

Date: _____

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH AND DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THE CHIEF ADMINISTRATIVE OFFICER AND TO PROVIDE FOR THE APPOINTMENT OF THE CHIEF ADMINISTRATIVE OFFICER

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 establishing, and defining the duties, powers and functions of the Chief Administrative Officer and to provide for the appointment of the Chief Administrative Officer.

WHEREAS the *Municipal Government Act*, R.S.A., 2000, c. M-26, S.205 requires that every Council must establish, by Bylaw, the position of Chief Administrative Officer and appoint a person to carry out the powers, duties and functions of such position;

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “CAO Bylaw”.

PART 2 – PURPOSE

- 2.1 The purpose of this Bylaw is to establish the position of Chief Administrative Officer and to confirm the power of delegation of the Chief Administrative Officer granted pursuant to the *Municipal Government Act*. Council shall, by resolution, appoint a person to carry out the powers, duties, and functions of the position of Chief Administrative Officer.

PART 3 – DEFINITIONS

- 3.1 In this Bylaw:

- (a) “**Act**” means the *Municipal Government Act* R.S.A., 2000, c. M-26 as may be amended from time to time;
- (b) “**Administration**” means the Chief Administrative Officer, support staff to the Chief Administrative Officer, and those Employees appointed as department head's of the Town of Blackfalds;
- (c) “**Chief Administrative Officer**” (CAO), means the individual appointed by Council to the positive of Chief Administrative Officer as per the *Municipal Government Act*;
- (d) “**Acting Chief Administrative Officer (Acting CAO)**”, means an Employee appointed by the CAO to act in the CAO's place when required;
- (e) “**Council**” means the Municipal Council of the Town of Blackfalds;
- (f) “**Employee**” means as defined in s.1(e) of the *FOIP Act*, includes any person who performs a service for the public body as an appointee, volunteer or student or under contract or an agency relationship with the public body but does not the Town Auditor an employees of the Town Auditor;
- (g) “**Enactment**” means:
 - (i) An act of the Legislature of Alberta and a Regulation made under an Act of the Legislature of Alberta; and
 - (ii) An Act of Parliament of Canada and a statutory instrument made under an act of the Parliament of Canada.
- (h) “**Town**” means the municipal corporation known as the Town of Blackfalds.

PART 4 – POWERS AND DUTIES

- 4.1 The CAO is the administrative head of the Town and shall have all the powers, duties, responsibilities and functions that are given to, imposed upon, or described for the Chief Administrative Officer in the Act. Council, by way of policy direction, shall guide the affairs of the Town through the CAO, Council's sole employee.
- 4.2 The CAO may delegate any power, duty or function given to the CAO under the Act, any other Enactment or Bylaw, including any power, duty, or function delegated to the CAO under S.203 of the Act by Council.
- 4.2.1 The CAO may temporarily delegate any or all powers, duties, and functions of the CAO to an Employee of the Town in the event of the temporary absence of the CAO. In the event that the CAO is unable to delegate such powers or duties, or in the event of an absence of the CAO, Council, by resolution, may appoint an Acting CAO in the event of long-term illness, unscheduled absence or other incapacity of the CAO.
- 4.2.2 The matters delegated to the CAO by this Bylaw are in addition to any other delegations made by Council or a Committee of Council to the CAO, and the CAO shall exercise and carry out such other powers, duties and functions as may be required by Council or a Committee of Council, from time to time.
- 4.3 Unless otherwise specified in a Bylaw creating a position of designated officer, pursuant to the Act, the CAO shall be deemed to be appointed a designated officer under any statute or Bylaw which permits or requires the Town to appoint a designated officer.
- 4.4 Without limiting the administrative powers of the CAO, the CAO shall:
- 4.4.1 Hire, appoint, manage, suspend, demote, or remove an Employee from any position in the Town;
- 4.4.2 Establish human resources policies and procedures, including those governing the actions of Employees, determining salaries, benefits, hours of work, and other working conditions of Town Employees;
- 4.4.3 Direct, supervise and review the performance of the administration of all Town departments and administrative Employees of the Town;
- 4.4.4 Coordinate the organization's systems, manage organization resources, facilitate the Council/Administrative interface and establish the structure of the Administration of the Town, including establishing, merging, dividing and eliminating departments subject to Council approval;
- 4.4.5 Subject to Council's direction and approval, negotiate all collective agreements;
- 4.4.6 Develop and recommend for Council approval policies dealing with non-administrative matters as directed by Council, or at the initiation of the CAO;
- 4.4.7 Establish and implement all administrative policies, procedures, standards and guidelines for all matters within the powers of the CAO while ensuring they are efficiently coordinated, delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Town as defined by Council;
- 4.4.8 Prepare and submit such reports and recommendations as may be required by Council or Council committees;
- 4.4.9 Prepare and submit to Council budgets for capital and operating programs annually or more often as required or as Council may direct;
- 4.4.10 In the event that Council does not adopt an annual operating or capital budget prior to December 31st for the upcoming year, the CAO is empowered to authorize operating and capital expenditures reasonably consistent with the previous year's budget or for previously approved expenditures.

- 4.4.11 Monitor and report on the operating and capital budgets approved by Council; authorize and approve the transfer of funds between departments or between budgeting programs to maintain the operations and affairs of the Town within approved budget limits and subject to the limitation that any funds to be transferred are to be used for a purpose similar to the purpose for which the funds were budgeted for in the budget approved by Council;
- 4.4.12 Advise and inform Council on the operation and affairs of the Town that are substantive in nature that affect the ability to provide services or significant budgetary impacts;
- 4.4.13 The CAO shall perform such other duties and functions and exercise such powers as may be required for the effective administration of the Town, including but not limited to entering into all contracts, agreements, and transactions required for the effective operations of the Town, provided that the expenditure has been authorized by Council in the operation or capital budget;
- 4.4.14 Except as otherwise instructed by Council, establish fees, charges, rates and tariffs;
- 4.4.15 Authorize the commencement by the Town, or the defence by the Town of any claim or action to enforce or protect the Town's interests or to enforce the Town's Bylaws or responsibilities under the Act and any other Enactment or Bylaw except in matters where the appeal lies with Council;
- 4.4.16 The CAO may take whatever legal actions or measures necessary in response to an emergency;
- 4.4.17 The Town will indemnify the CAO provided that the CAO acts within the scope of his or her employment and acts in good faith to comply with any applicable resolution, Bylaw, statute, regulation or Enactment;
- 4.4.18 The CAO or designate sign along with the Council member presiding at the meeting all minutes of Council and Council Committee meeting; as well as all bylaws and acting alone, all orders, contracts, agreements, documents and certificates that may be required;
- 4.4.19 The CAO or designate shall attend all meetings of Council and Council Committees as required, or those that are considered advisable to attend unless excused therefrom and attend meetings such as boards, committees, authorities, commissions, or other bodies as may be required by Council;
- 4.4.20 Ensure the Minister is sent a list of the Mayor and Councillors and any other information the Minister requires within five (5) days after the term of the Mayor or Councillor begins;
- 4.4.21 Ensure that the corporate seal is kept in the custody of the CAO;
- 4.4.22 Conduct a census when required by Council and submit population affidavits in accordance with requirements of the *Municipal Government Act*.
- 4.4.23 Ensure that in states of emergency, the Town of Blackfalds Emergency Management Agency can operate in accordance with the Town of Blackfalds Emergency Management Bylaw.
- 4.4.24 Waive at their discretion, on a one-time basis to a maximum of \$3,500 fees, and charges for customer service-related matters, excluding property taxes, property tax penalties, or building permit fees.
- 4.4.25 The CAO or designate is authorized to prepare revised bylaws for Council's consideration in accordance with S.63 of the Act.
- 4.4.26 The CAO or designate is authorized to consolidate one or more of the bylaw of the Town of Blackfalds in accordance with S.69 of the Act,

4.4.27 The CAO or designate is authorized to make changes, without materially affecting a Policy in principle or substance to correct clerical, technical, grammatical or typographical errors in a Policy.

PART 5 - EVALUATION AND COMPENSATION

- 5.1 The person appointed as CAO shall hold the position of CAO and shall not be dismissed except as outlined in S.206 of the Act, or in the case of the existence of an employment contract, in accordance with said contract.
- 5.2 Council shall fix the salary and determine the benefits to be paid or provided to the CAO, and the mayor, on behalf of the Town shall be authorized to sign and execute any employment contract or other agreement or amendments thereto with the CAO.
- 5.3 Council shall review the performance of the CAO and the annual salary and benefits provided to the CAO not less than once every twelve (12) months unless compensation is otherwise specified in an employment contract.

PART 6 - REPEAL

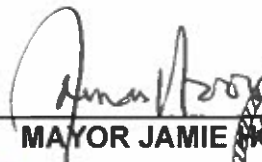
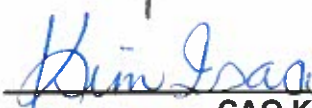

- 6.1 If any portion of this Bylaw is declared invalid because of any word, phrase, clause, sentence, paragraph or section of this Bylaw or any documents which form part of the Bylaw or an application thereof to any person or circumstance is declared invalid, the remaining provisions shall not be affected thereby, but shall remain in force.
- 6.2 That Bylaw 1170/14 is hereby repealed upon this Bylaw coming into effect.

PART 7 - DATE OF FORCE

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


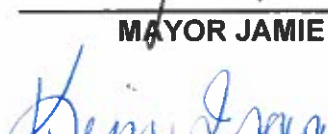

READ for the first time this 25th day of June, A.D. 2024.

(RES. 193/24)


MAYOR JAMIE HOOVER

CAO KIM ISAAC



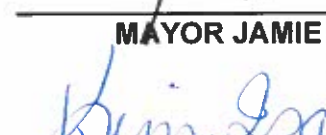

READ for the second time this 25th day of June, A.D. 2024.

(RES. 194/24)


MAYOR JAMIE HOOVER

CAO KIM ISAAC


READ for the third and final time this 25th day of June, A.D. 2024.

(RES. 196/24)


MAYOR JAMIE HOOVER

CAO KIM ISAAC


MEETING DATE: April 22, 2025

PREPARED BY: Jordan Bauman, Financial Analyst

PRESENTED BY: Darolee Bouteiller, Financial Services Manager

SUBJECT: **Quarterly Financial Reports for the Period Ending March 31, 2025**

BACKGROUND

The Quarterly Financial Reports for the period ending March 31, 2025 are attached. Together, these reports represent the financial activities of the municipality year to date.

The Operating Statement of Revenue & Expenditures (Appendix A) gives a high-level overview of revenues and expenditures incurred to date, the variance between the annual budget and the actual as a percentage of the budget. These main indicators will identify areas of concern or anomalies.

The Divisional Statement and Variance Analysis (Appendix B) displays revenue and expenses in each department and gives a brief explanation for significant variances.

Capital Projects are reported for the period ending March 31, 2025 (Appendix C). The report displays the prior years' approvals, approved budget from the capital plan, additional funding approvals, expenditures to date and a brief update on the status of the projects.

Included in the financial reporting is the Council Expenditure report (Appendix D). This report displays the budget, year-to-date expenses, variance and percentage of budget by Councillor.

DISCUSSION

The operating revenues recognized for the period ending March 31, 2025, are at \$6.75M, which is 26% of the budgeted revenues. The Operating Expenditures are \$4.86M, which equals 20% of the annual budgeted expenditures and is slightly below the quarterly budgeted amount for the period. The Town is currently operating in a surplus position, \$1.89M before transfers to reserves. Due to the cyclical nature of the operations, most of the surplus will be absorbed in the future as seasonal activities occur.

Environmental Services revenue for the first quarter is \$2.1M or 21% of the annual budget. Expenses are \$1.66M or 19% of the budgeted amount, creating a surplus of \$449k for Q1. The surplus at the end of the year is transferred into the Utility Reserves to support utility maintenance projects. The Environmental Services activity is considered reasonable for this time of the year. Usage tends to increase in the summer months, and results are expected to be closer to the budget in future reporting periods.

Appendix B provides a Divisional Variance Analysis to compare revenue, expenses, and surplus/deficit to the annual budget. Many of the department activities are on track with expectations for the first quarter of 2025. Those that are below expectations mostly relate to the seasonality of those departments where maintenance occurs in Q2 or Q3, spring/summer staff are hired, or revenues depend on warmer weather.

Revenues:

- General Revenue continues to trend higher due to strong investment returns.
- Administration Revenue is only slightly higher than expected, which relates to business licence fees.
- Protective Services Division revenue is on track overall, with slightly lower than expected fines revenue balancing out the marginally higher than expected Fire Services revenue.
- Development Services' total revenue continues to outperform expectations. Subdivision fees and development agreement admin fees are both substantially higher than expected for Q1.
- Recreation revenue is marginally below the quarterly average, which is typical for this time of the year. Seasonal activities include day camps, swimming lessons, ball diamond rentals, special events, and camping revenue. More activities will get underway throughout the summer, and revenues will increase.
- Environmental Services revenue is below the quarterly average budget. This revenue is based on consumption volume that will likely increase in the summer months. Overall, Environmental Services are on track.

Expenses:

- Administration expenses are lower than the YTD average. This is mainly due to the timing of expenses such as contracted general services, major system maintenance, and training & travel that tend to happen later in the year.
- Protective Services expenses are lower due to K- Div Q1 invoice projections coming in lower than expected. Also, similar to the Administration Division timing, contracted general services and training & travel will be expended more in later periods.
- Infrastructure Services expenses are lower as many projects have not yet started, such as sidewalk repairs, line painting, etc.
- Social Services expenses are down for Q1, which mainly relates to program expenses, goods/supplies, and contracted services. These are expected to be higher in Q2/Q3. Also, no grants have been paid out yet in 2025.
- Development Services expenses are on track with the quarterly benchmark. Slight savings have been experienced from staffing vacancies.
- Recreation and Parks costs are under budget as seasonal staff are not hired for Abbey Centre or Parks, and seasonal maintenance has not started in the first quarter.
- Environmental Services expenses are below the quarterly average, which is typical for the first quarter. Seasonal repairs and maintenance have not yet started for lift stations, hydrants, pumps, etc.. Any surplus will be transferred to the Environmental Services reserves at the end of the fiscal year.

Currently the Town of Blackfalds operations are on track for 2025. Administration will continue to closely monitor and assess financial results as they arise.

Capital Projects:

The Capital Budget consists of items that provide the Town with long-term benefits and tie directly into the long-term capital plan. This includes projects that are continuing from prior years and not yet completed of \$20.2M plus new funding approved in the 2025 capital budget of \$3.9M. The impact of additional capital funding approved throughout the year is also taken into consideration. The total capital funding available is \$24.5M of which \$1.28M has been spent YTD.

Appendix C - Capital Projects provides details of each capital project, including prior year approvals, additional approved budget amounts for 2025, amount spent to date, the amount of funds remaining, along with a simple update on the project status.

Projects that were carried over from prior years include North West Storm System, Sanitary Trunk Upsizing, Leung Road - Phase 2, Aspen Lakes West School Site Project, and Water Reservoir Expansion. New projects that have commenced include various Abbey Centre projects, radio upgrades for Fire, Community Services, and Public Works, and several fleet replacements. Projects that have been completed this year include postage and folding machine replacement at the Civic Centre, SCBA bottle replacement, as well as articulated loader and snow wing purchases for Community Services.

The Town Capital Budget progress is closely monitored by Administration. If capital projects should require modifications in either scope or capital spending the items will be brought forward to Council for approval and guidance.

Council Expenditure:

The report on Council expenditures is included in Appendix D. This report shows the year-to-date actual expenses, the annual budget, and the variance as a dollar amount spent to date and as a percentage of the budget. Being the first quarter of the fiscal year, the expectation would be for expenses to be approximately 25% of the annual budget. All elected officials' honorariums are on track for the year. Many Councillors per diems and travel expenses are lower than the YTD budget. We anticipate that these expenses will occur later in the year.

These reports have been brought forward to Council as information and are intended to provide an overview of the progress year to date.

ADMINISTRATIVE RECOMMENDATION

That Council considers the following motions:

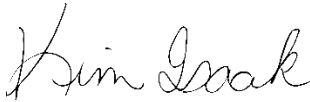
1. That Council accept the Operating Statement and Variance report for the period ending March 31, 2025 as information.
2. That Council accept the Capital Project Report for the period ending March 31, 2025 as information.
3. That Council accept the Council Expenditure report for the period ending March 31, 2025 as information.

ALTERNATIVES

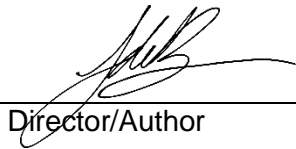
- a) That Council refer the Quarterly Financial Reports for the Period Ending March 31, 2025 report back to Administration for review or more information.

ATTACHMENTS

- *Appendix A – March 31, 2025 Operating Statement of Revenue & Expenditure*
- *Appendix B – March 31, 2025 Division Statement & Variance Analysis*
- *Appendix C – March 31, 2025 Capital Project Report*
- *Appendix D – March 31, 2025 Council Expenditure Report*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Director/Author





BUDGET

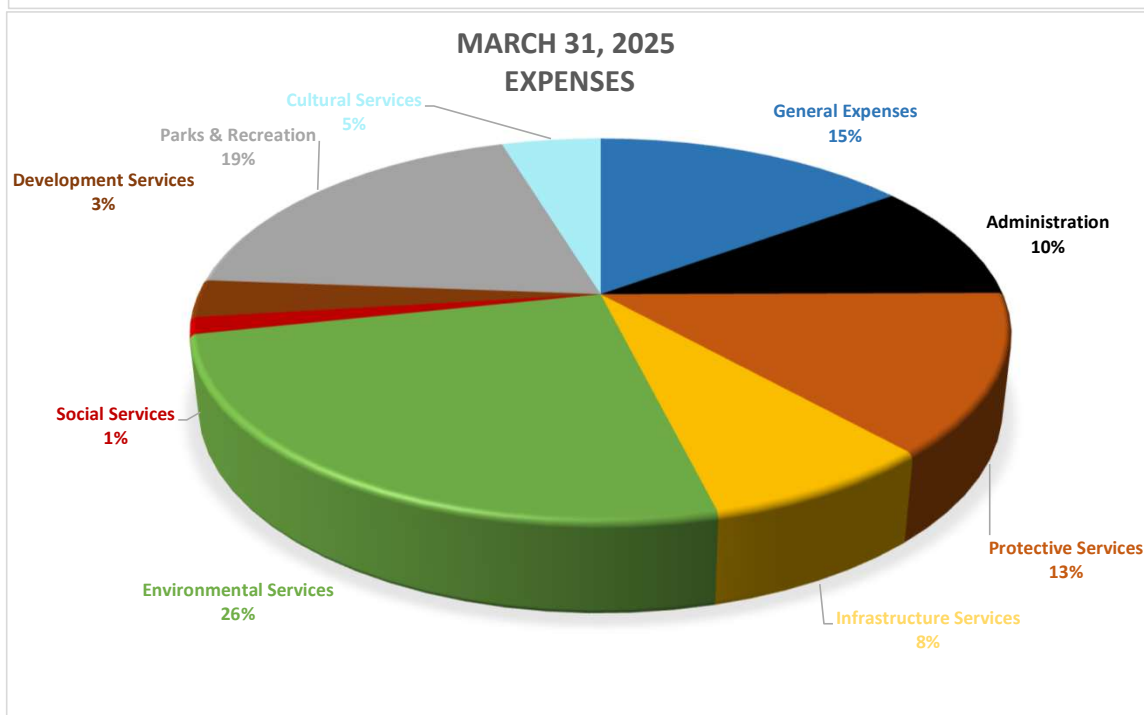
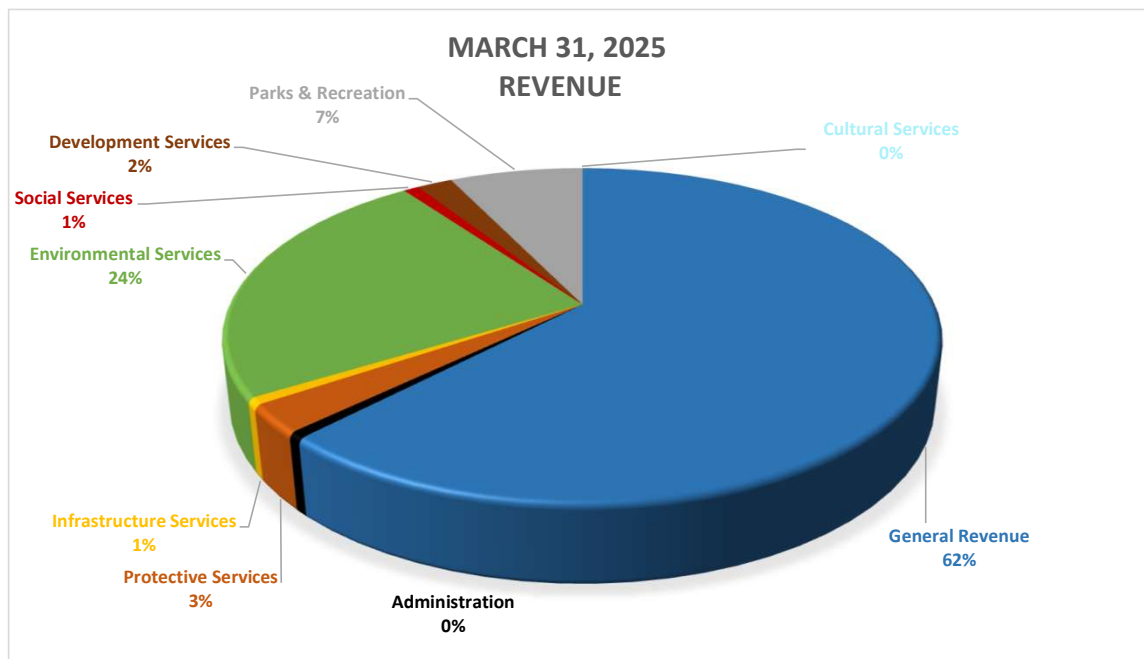
Town of Blackfalds Operating Statement of Revenue & Expenditure For the Quarter Ending March 31, 2025

	2025 Actual	2025 Budget	Variance	% of Budget
Revenues				
Property Taxes	3,468,878	13,875,511	10,406,633	25.00%
Requisition (Education, Seniors Foundation)	994,504	3,978,015	2,983,511	25.00%
Total Taxation	4,463,382	17,853,526	13,390,145	25.00%
General Revenue	1,052,114	3,246,857	2,194,743	32.40%
Administration	54,359	209,722	155,363	25.92%
Protective Services	242,696	944,520	701,825	25.70%
Infrastructure Services	58,549	229,789	171,240	25.48%
Social Services	72,836	295,016	222,180	24.69%
Development Services	169,491	361,055	191,564	46.94%
Parks & Recreation	637,620	2,715,799	2,078,179	23.48%
Cultural Services	0	15,000	15,000	0.00%
Total Other Revenue	2,287,663	8,017,758	5,730,095	28.53%
Total Revenue	6,751,045	25,871,284	19,120,239	26.09%
Expenditures				
General Expenses	973,914	3,979,295	3,005,381	24.47%
Administration	649,517	3,708,051	3,058,534	17.52%
Protective Services	880,183	4,002,134	3,121,951	21.99%
Infrastructure Services	507,258	2,506,677	1,999,419	20.24%
Social Services	92,062	583,633	491,571	15.77%
Development Services	206,744	938,970	732,226	22.02%
Parks & Recreation	1,246,559	6,824,337	5,577,778	18.27%
Cultural Services	304,991	1,238,120	933,129	24.63%
Total Expenditures	4,861,228	23,781,217	18,919,989	20.44%
Net Surplus/(Deficit) To Date	1,889,816	2,090,067	-200,251	
Environmental Services	2025 Actual	2025 Budget	Variance	% of Budget
(Self Supported Utilities*)				
Water	933,806	4,512,425	3,578,619	20.69%
Wastewater	748,483	3,813,223	3,064,740	19.63%
Solid Waste	430,402	1,800,272	1,369,870	23.91%
Environmental Services Revenue	2,112,691	10,125,920	8,013,229	20.86%
Water	767,954	4,029,857	3,261,903	19.06%
Wastewater	590,107	3,082,018	2,491,911	19.15%
Solid Waste	305,963	1,783,095	1,477,132	17.16%
Environmental Services Expenditures	1,664,024	8,894,970	7,230,946	18.71%
Net Surplus/(Deficit) To Date	448,667	1,230,950	-782,283	

BUDGET

BLACKFALDS
ALBERTA

Town of Blackfalds
Operating Statement of Revenue & Expenditure
For the Quarter Ending March 31, 2025





BUDGET

Town of Blackfalds Divisional Statement & Variance Analysis For the Quarter Ending March 31, 2025

	2025 Actual	2025 Budget	Variance	% of Budget	Explanation
General					
Taxation	4,463,382	17,853,526	13,390,145	25.00%	Represents 25% of tax revenue YTD. Property Taxes are invoiced in the second quarter but earned evenly throughout the year.
General Revenue	1,052,114	3,246,857	2,194,743	32.40%	Higher than the quarterly average due to strong investment returns coming in at 50% to total budget for Q1.
Total General Revenue	5,515,495	21,100,383	15,584,888	26.14%	
General Expenses	973,914	3,979,295	3,005,381	24.47%	On track
Net General	4,541,581	17,121,088	12,579,507	26.53%	
Legislation & Administration					
Revenue	54,359	209,722	155,363	25.92%	Tax Certificates & Searches revenue is on track and Business License Fees are slightly higher than budget.
Expenses	649,517	3,708,051	3,058,534	17.52%	Under budget due to the timing of expenses that come later in the year. Contracted General Services, Major System Maintenance, and Training & Travel are all well under quarterly budget amount. Expected to increase in Q2 and Q3.
Net Legislation & Admin	-595,158	-3,498,329	-2,903,171	17.01%	
Protective Services					
Revenue	242,696	944,520	701,825	25.70%	Q1 is tracking slightly lower than expected in Fines revenue relating to Policing and Municipal Enforcement. Fire services revenue is trending slightly higher than budgeted. Overall on track.
Expenses	880,183	4,002,134	3,121,951	21.99%	Slightly below expected due to Q1 K- Div estimate being lower than budget. Lower than expected Contracted & General Services are also contributing to the favourable variance, including the Training & Travel budget not fully utilized in Q1.
Net Protective Services	-637,488	-3,057,614	-2,420,126	20.85%	
Infrastructure - Services					
Revenue	58,549	229,789	171,240	25.48%	On track.
Expenses	507,258	2,506,677	1,999,419	20.24%	Less than budget as many projects have not yet started such as sidewalk repairs, line painting, etc.
Net Operations - Infrastructure Services	-448,709	-2,276,888	-1,828,179	19.71%	
Social Services					
Revenue	72,836	295,016	222,180	24.69%	On track. Consists of grants, donations and cemetery fees.
Expenses	92,062	583,633	491,571	15.77%	Program expenses are low and no grants have been paid out in Q1. Training & Travel as well as Contracted Services expected to be higher in Q2/Q3.
Net Social Services	-19,225	-288,617	-269,392	6.66%	



BUDGET

Town of Blackfalds Divisional Statement & Variance Analysis For the Quarter Ending March 31, 2025

	2025 Actual	2025 Budget	Variance	% of Budget	Explanation
Development Services					
Revenue	169,491	361,055	191,564	46.94%	Permit Fee revenue is higher than anticipated, Subdivision Fees have surpassed the annual budget, and Development Agreement Admin fees are already at 75% of the total annual budget.
Expenses	206,744	938,970	732,226	22.02%	Mostly on track for Q1. Some staffing vacancies have resulted in savings.
Net Planning & Development	-37,253	-577,915	-540,662	6.45%	
Parks & Recreation					
Revenue	637,620	2,715,799	2,078,179	23.48%	Slightly less than budget due to Jan - Mar being a slower time for fair weather recreation activities (\$0 athletic park rentals for Q1). Abbey Centre revenue is above expectations, considering it is usually slower in Q1.
Expenses	1,246,559	6,824,337	5,577,778	18.27%	Expenses are lower than budget because seasonal staff are not hired for Abbey Centre or Parks and seasonal maintenance has not started in the first quarter.
Net Parks & Recreation	-608,940	-4,108,538	-3,499,598	14.82%	
Cultural Services					
Revenue	0	15,000	15,000	0.00%	Sponsorship from Servus Credit Union not yet received for 2025.
Expenses	304,991	1,238,120	933,129	24.63%	On Track
Net Library	-304,991	-1,223,120	-918,129	24.94%	
Total Operation					
Revenue	6,751,045	25,871,284	19,120,239	26.09%	
Expenses	4,861,228	23,781,217	18,919,989	20.44%	
Surplus/(Deficit) before Transfers - YTD	1,889,816	2,090,067	200,251		
Environmental Services					
Revenue	2,112,691	10,125,920	8,013,229	20.86%	On Track for this period to date. Invoicing is based on usage. Q2 and Q3 tend to be higher usage.
Expenses	1,664,024	8,894,970	7,230,946	18.71%	Lower than YTD budget. Seasonal repairs and maintenance have not yet started for lift stations, hydrants, pumps, etc..
Net Environmental Services	448,667	1,230,950	782,283		

BUDGET



Town of Blackfalds Capital Projects - Current and Carry forwards as at March 31, 2025

Project #	Project Description	Prior Years Approval	Roll Over Reserve/ Funds available from PY	2025 Capital Budget Approved	2025 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
Administration & Protective Services									
24-2601	Ford Explorer (Enforcement)	90,000	90,000	-	-	90,000	89,739	261	Received, being prepared for use
24-2602	In Car Camera System	70,000	70,000	-	-	70,000	63,842	6,158	In progress
25-1211	Security Camera Upgrades	-	-	29,000	-	29,000	-	29,000	Not yet started
25-1212	Postage Machine	-	-	-	10,500	10,500	9,556	944	Received and in use
25-1213	Folding Machine	-	-	-	12,000	12,000	-	12,000	Received and in use (invoice to come)
25-2310	Brush Truck - 1 Ton	-	-	-	200,000	200,000	174,995	25,005	Expected to be received shortly
25-2312	SCBA Bottles Replacement	-	-	50,000	-	50,000	48,060	1,940	Complete - received and in use
25-2313	AFRACS Radio Upgrades	-	-	30,000	-	30,000	-	30,000	In progress - scheduled for installation
25-2315	Command Truck - C3	-	-	-	90,000	90,000	-	90,000	Ordered, expect in 3 months
25-2316	Fire Software - First DUE	-	-	-	20,000	20,000	16,000	4,000	In progress
Total Administration & Protective Services		160,000	160,000	109,000	332,500	601,500	402,192	199,308	
Infrastructure									
23-3221	2023 Annual Pavement Improvements	300,000	1,546	-	-	1,546	-	1,546	Warranty work to be completed
24-3221	2024 Annual Pavement Replacement	847,556	292,064	-	-	292,064	15,866	276,198	In progress
24-3230	Leung Road - Phase 2	2,540,207	886,368	-	-	886,368	290,712	595,656	In progress
24-3232	John Deere 544H Wheel Loader	340,000	13,850	-	-	13,850	10,304	3,546	Complete
24-3257	Snow Storage Facility - Planning	20,000	5,251	-	-	5,251	-	5,251	In progress with 25-3257
24-3259	Womacks Road & Broadway Avenue Intersection Improvements	200,000	193,252	-	-	193,252	-	193,252	Report to council planned for June
25-3257	Snow Storage Facility - Siting & Land purchase	-	-	500,000	-	500,000	-	500,000	In progress with 24-3257
25-3258	Radio Upgrades (CSD & PW)	-	-	70,000	-	70,000	-	70,000	In progress and components arriving
Total Infrastructure		4,247,763	1,392,331	570,000	-	1,962,331	316,882	1,645,449	
Recreation									
18-7207	Wayfinding Signage Phase 3	293,400	48,394	-	-	48,394	-	48,394	In progress
19-7221	Emergency Generator - Community Hall	80,000	62,173	-	-	62,173	-	62,173	On hold
24-7251	Brine Pump Replacement	41,000	41,000	-	-	41,000	-	41,000	On hold
24-7255	Football Field	500,000	76,218	-	-	76,218	-	76,218	In progress as part of 24-3221
24-7276	Sterling Industries Sports Park Campground	40,000	40,000	-	-	40,000	-	40,000	On hold
25-5602	Cemetery Expansion - Initial Planning	-	-	15,000	-	15,000	-	15,000	Not yet started
25-7254	Toro Ground master 4WD 5910-D Mower (CSD)	-	-	220,000	-	220,000	-	220,000	Not yet started
25-7255	Football Field Upgrades	-	-	60,000	-	60,000	-	60,000	Not yet started
25-7277	Snow Wing (CSD)	-	-	15,000	-	15,000	15,850	850	Complete
25-7278	Bobcat Articulated Loader (CSD)	-	-	80,000	42,500	122,500	122,500	-	Complete
25-7279	Diamond 6 Fence Extension	-	-	10,000	-	10,000	-	10,000	Not yet started
25-7280	Food Bank Roof Repair	-	-	40,000	-	40,000	11,800	28,200	
25-7281	Auto-scrubber - Walk behind	-	-	14,000	-	14,000	10,557	3,443	Complete
25-7282	Abbey Centre Front Desk	-	-	23,000	-	23,000	-	23,000	In progress
25-7283	Abbey Centre Chemical Storage	-	-	14,000	-	14,000	-	14,000	In progress

BUDGET



Town of Blackfalds Capital Projects - Current and Carry forwards as at March 31, 2025

Project #	Project Description	Prior Years Approval	Roll Over Reserve/ Funds available from PY	2025 Capital Budget Approved	2025 Funding Approvals	Total Funding Available	Expenditures Year to Date	Funds remaining	Status
25-7284	Field House Curtain	-	-	12,000	-	12,000	-	12,000	In progress
25-7285	Abbey Centre Fire Panel	-	-	35,000	-	35,000	33,226	1,774	In progress
25-7286	Abbey Centre HVAC Software	-	-	30,000	-	30,000	-	30,000	In progress
25-7287	Enterprise Fleet Purchases	-	-	175,000	25,000	200,000	-	200,000	Fleet replacements on order
Total Recreation		954,400	267,785	743,000	67,500	1,078,285	193,933	884,352	
Total Capital Projects & Funding		5,362,163	1,820,116	1,422,000	400,000	3,642,116	913,007	2,729,110	
Utilities/ Development									
13-4200	PW-STM-01 East Area Storm System and Wetlands	9,756,221	1,574,326	-	-	1,574,326	-	1,574,326	Nearing completion - legal and deficiency review underway
14-4203	Lift Station - McKay Ranch	4,492,122	4,164,653	-	-	4,164,653	-	4,164,653	On hold
17-3702	North West Storm System	4,485,458	3,703,826	2,500,000	-	6,203,826	229,456	5,974,369	Project Tender completed
23-4204	NE-22-39-27-W4 Sanitary Trunk	2,753,511	155,819	-	-	155,819	56,643	99,176	In progress
24-4102	Aspen Lakes West School Site Project	3,000,000	1,633,953	-	-	1,633,953	69,771	1,564,182	In progress
24-4301	Phase 2 Transfer Site Upgrade	439,421	344,074	-	-	344,074	12,060	332,014	In progress
24-4103	Water Reservoir Expansion	6,800,000	6,800,000	-	-	6,800,000	-	6,800,000	Received grant approval, in tendering stage
Total Utilities / Development Projects		31,726,733	18,376,652	2,500,000	-	20,876,652	367,931	20,508,721	
Total Capital Projects		37,088,896	20,196,768	3,922,000	400,000	24,518,768	1,280,938	23,237,830	

Town of Blackfalds

Council Expenditures For the Period Ending March 31, 2025

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Mayor - Hoover				
Honorarium	62,796	15,699	(47,097)	25.00%
Per Diem	10,965	2,115	(8,850)	19.29%
Salaries & Benefits	73,761	17,814	(55,947)	24.15%
Conference & Travel	11,850	2,176	(9,674)	18.36%
TOTAL EXPENSES	85,611	19,990	(65,621)	23.35%
Councillor - Appel				
Honorarium	29,872	7,468	(22,404)	25.00%
Per Diem	7,522	1,470	(6,052)	19.54%
Salaries & Benefits	37,394	8,938	(28,456)	23.90%
Conference & Travel	5,200	-	(5,200)	0.00%
TOTAL EXPENSES	42,594	8,938	(33,656)	20.98%
Councillor - Coulter				
Honorarium	29,872	7,468	(22,404)	25.00%
Per Diem	7,522	270	(7,252)	3.59%
Salaries & Benefits	37,394	7,738	(29,656)	20.69%
Conference & Travel	7,200	566	(6,634)	7.86%
TOTAL EXPENSES	44,594	8,304	(36,290)	18.62%
Councillor - Dennis				
Honorarium	29,872	7,468	(22,404)	25.00%
Per Diem	7,522	405	(7,117)	5.38%
Salaries & Benefits	37,394	7,873	(29,521)	21.05%
Conference & Travel	5,200	125	(5,075)	2.40%
TOTAL EXPENSES	42,594	7,998	(34,596)	18.78%
Councillor - Sands				
Honorarium	29,872	7,468	(22,404)	25.00%
Per Diem	7,522	675	(6,847)	8.97%
Salaries & Benefits	37,394	8,143	(29,251)	21.78%
Conference & Travel	5,200	-	(5,200)	0.00%
TOTAL EXPENSES	42,594	8,143	(34,451)	19.12%
Councillor - Svab				
Honorarium	29,872	7,468	(22,404)	25.00%
Per Diem	7,522	135	(7,387)	1.79%
Salaries & Benefits	37,394	7,603	(29,791)	20.33%
Conference & Travel	7,200	524	(6,676)	7.28%
TOTAL EXPENSES	44,594	8,127	(36,467)	18.23%
Councillor - Vacant				
Honorarium	29,872	-	(29,872)	0.00%
Per Diem	7,522	-	(7,522)	0.00%
Salaries & Benefits	37,394	-	(37,394)	0.00%
Conference & Travel	5,200	-	(5,200)	0.00%
TOTAL EXPENSES	42,594	-	(42,594)	0.00%

MEETING DATE: April 22, 2025

PREPARED BY: Rick Yelland-Kewin, Public Works Manager

PRESENTED BY: Rick Yelland-Kewin, Public Works Manager

SUBJECT: **Transfer Site Hours**

BACKGROUND

Since early January discussions have been held on the current Transfer Site hours and the impact on operations and budget. On March 17, 2025 at the Standing Committee of Council, a report was provided on user frequency as well as a proposal to shift the Tuesday and Saturday hours of operations during the months of May to September later into the day. The hours for Tuesday and Saturday would be 10:00 am to 6:00 pm. This shift would allow residents to access the transfer site later commencing May 1st. The hours for Tuesday and Saturday would revert back to 8:30 – 4:30 pm in September. This shift can easily be accommodated during the summer months with minimal financial impact and staffing as one of the seasonal temporary staff could be assigned to the Transfer Site. In addition to the minimal financial impact there would be minimal impact to operations and in turn provide benefit to residents wishing to use the site later during the busy season.

DISCUSSION

Administration recommends that Council authorize the shift in hours for the Transfer Site on Tuesdays and Saturdays effective May 1st. During this time period it will allow Administration to work out the operational implications, including the changes and additional responsibilities that will fall to the Transfer Site Operator as a result of the Extended Producer Responsibility and the budget implications to increase the service level at the Transfer Site.

The 2026 budget survey will poll residents on increasing the service level for the Transfer Site beyond the shift to summer hours and the associated costs. Subsequent to this, Administration will bring forward a business case for service level increases beyond the extent of the proposed changes to the 2026 Budget Deliberations. The business case will identify the operational impacts and the associated costs of any service level increase beyond the change to summer hours.

FINANCIAL IMPLICATIONS

The change to the summer schedule would result in an additional \$6/week to encompass the shift differential for one operator and one student.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council approve the changes to the Transfer Site hours of operation for Tuesdays and Saturdays from 10:00 am to 6:00 pm effective May 1, 2025 to September 1, 2025.

ALTERNATIVES

- a) That Council refer the Transfer Site Hours report back to Administration for additional information.

ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: April 22, 2025

PREPARED BY: Justin de Bresser, Director of Corporate Services

PRESENTED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: **Assessment Services RFP Results**

BACKGROUND

In accordance with the *Municipal Government Act* ("MGA") Section 284.2(1), which governs the administration and regulation of municipal services in Alberta, the Town of Blackfalds has been notified by our current property assessment service provider of their intention to terminate the existing contract due to retirement. A Request for Proposals (RFP) was developed and released on Alberta Purchasing Connect and ran from February 19, 2025, through to March 14, 2025. The Town received a total of four (4) responses.

DISCUSSION

The RFP was developed with evaluation criteria that addressed the critical roles for which the property assessor would be responsible. They are included in the table below.

Criteria	Points
Proposed Inspection and Quality Assurance Methodology	10
Defense of Complaints and Appeals	10
Assessment Experience	25
Training and Transition	5
References	10
Cost/Value	40

The following four (4) companies submitted proposals.

- Wildrose Assessment Services Inc.
- Powers & Associates Appraisal Services Inc.
- Municipal Property Consultants (2009) LTD.
- Municipal Assessment Services Group Inc.

The proposals were evaluated by a team of two (2) qualified Town employees who applied the criteria above. The results from the individual evaluations were aggregated, and the summarized results are presented below.

Overall, all proponents' submissions were very high-quality and hard to differentiate, as they are very skilled in property assessment. The leading indicator of the winning bid was the 40 points awarded to cost/value. The overall points are listed below.

Proponent	Score
Powers & Associates Appraisal Services Inc.	89.8
Wild Rose Assessment	85.8
Municipal Assessment Services Group	85.5
Municipal Property Consultants	76.3

During the Regular Council Meeting on April 8, 2025, Council raised questions regarding the five-year term and the termination clauses within the agreement. As outlined in the RFP, the termination details are provided below.

17. TERMINATION

Agreement may be terminated as follows:

- By the Municipality, effective immediately, for cause, upon notice to the Proponent.
- By either the Municipality or the Proponent for any reason whatsoever upon ninety (90) days' notice to the other party;
- Upon seven (7) days' notice, suspend the work, or any part thereof, of the Proponent upon such terms and conditions as the Municipality deems necessary, including the duty to take remedial measures with respect to any permit.

FINANCIAL IMPLICATIONS

The RFP value, based on current parcel counts (including Computer Assisted Mass Appraisal System, CAMA fees), for the five-years ranged from \$345,000 to \$479,700, depending on the proponent.

Powers & Associates Appraisal Services Inc has been identified as the leading candidate. Administration recommends awarding them the five-year contract. The 2025 Operating Budget has allocated \$74,800, which aligns with the bid submitted by Powers & Associates.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motions:

1. That Council award the five-year assessment services contract to Powers & Associates.
2. That Council appoint Powers & Associates as the property assessors for the Town of Blackfalds for a five-year term.

ALTERNATIVES

- a) That Council refer Assessment Services RFP Results back to Administration for further consideration.

ATTACHMENTS

None

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: April 22, 2025

PREPARED BY: Sawyer Hick, FCSS Manager

PRESENTED BY: Rick Kreklewich, Community Services Director

SUBJECT: **Proclamation - National Youth Week**

BACKGROUND

National Youth Week (May 1 to 7, 2025) is a celebration of youth held annually during the first week of May. Youth Week aims to recognize the achievements of young people, raise awareness about issues affecting youth, and encourage youth involvement in community-building initiatives. National Youth Week fosters a sense of pride, purpose, and connection among young people in our community and it offers an opportunity to highlight the important roles they play in shaping the future. Youth Week is a celebration of youth.

DISCUSSION

Youth often go unrecognized for the valuable contributions they make to communities and the social, economic, and civic landscape. Meaningful youth engagement emphasizes access, equality and social justice and leads to positive youth development. National Youth Week reminds us of the valuable contributions that youth can make to community development. National Youth Week provides a focal point within the year for increasing awareness of the benefits of positive youth development. It is an opportunity for people to learn about and from our community's youth.

2025 is the seventh year that the Town of Blackfalds will celebrate National Youth Week. Whether it is recreation, drama, sport, dance, civic engagement, art, volunteerism or leadership, everyday young people are involved in meaningful activities during their discretionary time. National Youth Week is a time to honour their involvement.

FINANCIAL IMPLICATIONS

The total budgeted amount for the 2025 Blackfalds Youth Week is \$1,000.

ADMINISTRATIVE RECOMMENDATION

That Council consider the following motion:

1. That Council proclaim May 1 to 7, 2025, National Youth Week in the Town of Blackfalds.

ATTACHMENTS

- *2025 National Youth Week Proclamation*
- *2025 Blackfalds Youth Week Schedule of Events*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

BLACKFALDS YOUTH WEEK

MAY 1 - 7, 2025

2025 MAYORAL PROCLAMATION

- WHEREAS:** Youth in the Town of Blackfalds are valued citizens in our community; and
- WHEREAS:** Through their energy, involvement and enthusiasm youth are a resource contributing to the well being of community; and
- WHEREAS:** The promotion of youth engagement supported by various segments of the community will encourage a greater understanding and acceptance of youth issues, accomplishments, and diversity across the municipality
- WHEREAS:** Celebration of youth in the Town of Blackfalds, other municipalities and across Canada during Youth Week will encourage youth participation in positive activities to build a strong connection between youth and their communities;

**NOW THEREFORE I, Jamie Hoover, Mayor of the Town of
Blackfalds**

Do hereby proclaim the week of

May 1 - 7, 2025 as “YOUTH WEEK”

in the Town of Blackfalds.

Signed on the day of _____, 2025

Mayor Jamie Hoover

Blackfalds FCSS • 5018 Waghorn Street • Blackfalds, AB T0M 0J0
403.600.9066 • www.blackfalds.ca/fcss • fcss@blackfalds.ca

BLACKFALDS
FCSS
FAMILY & COMMUNITY
SUPPORT SERVICES

BLACKFALDS YOUTH WEEK

MAY 1 - 7, 2025



A WEEK FULL OF EVENTS! HERE'S THE SCOOP...

THURSDAY, MAY 1

YOUTH RECOGNITION NIGHT

Roll out the red carpet and make way for our youth volunteers and award recipients!

** To be invited next year, please volunteer in your community.*

Blackfalds Community Centre | Main Hall

Invite only.

FRIDAY, MAY 2

BYC PIZZA & PING PONG PARTY

Blackfalds Youth Crew invites you to enjoy ping pong, pizza, and freezies! Will you be the all-time winner?

6:00 - 8:00 PM | Ages 9 - 15

Blackfalds Community Centre

www.blackfalds.ca/register

SATURDAYDAY, MAY 3

CTRL V-VIRTUAL REALITY FUN

Join us for an unforgettable adventure in virtual reality with Ctrl V! Don't miss out on this exciting experience—explore the limitless possibilities of VR with us!

1:00 - 3:00 PM | Ages 9 - 15

Meet at the Blackfalds Community Centre front doors.

www.blackfalds.ca/register

SUNDAY, MAY 4

DROP-IN AT THE ABBEY CENTRE FOR YOUTH & TEENS

On Sunday, May 4, Youth and Teens can enjoy a free one-time admission from 12:00 - 6:00 PM.

** Clean indoor shoes required.*

12:00 - 6:00 PM | Ages 8 - 17

Abbey Centre

Youth need to register at guest services to receive their admission free wristbands!

MONDAY, MAY 5

TACOS & GAMES

Get ready to celebrate Cinco De Mayo with our FCSS Youth Programmer and Family Facilitator from Family Resource Network Lacombe in style! Featuring a Taco Bar - All your favorite taco fillings and toppings, and super fun, action-packed games like Throw Throw Burrito!

5:00 - 7:00 PM | Ages 9 - 15

Blackfalds Community Centre

www.blackfalds.ca/register

TUESDAY, MAY 6

INSPIRATIONAL T-SHIRT ART

This Expressive Arts experience is a great opportunity for youth to explore and have fun in a safe space!

Participants will be invited to create their T-shirt art inspired by their attributes and strengths.

4:00 - 5:30 PM | Ages 9 - 12

Blackfalds Community Centre

www.blackfalds.ca/register

WEDNESDAY, MAY 7

ABBAY CENTRE FIELD HOUSE 3 DROP-IN

Have you been waiting for the perfect time to try a new sport? Now is your chance! Join other youth in the Abbey Centre Fieldhouse for games and play.

Best of all, it's FREE!

** Clean indoor shoes required.*

4:00 - 7:00 PM | Ages 8 - 17

Field House 3 | Abbey Centre

Youth need to register at guest services to receive their admission free wristbands!

BLACKFALDS
FCSS
FAMILY & COMMUNITY
SUPPORT SERVICES

BLACKFALDS
ALBERTA
Abbey Platinum Master Built
CENTRE

