



Town of Blackfalds
Regular Council Meeting
Civic/Cultural Centre – 5018 Waghorn Street
April 13, 2021 at 7:00 p.m.

AGENDA

	Page
1. Call to Order	
2. Adoption of Agenda	
2.1 Agenda for April 13, 2021	
3. Delegation	
None	
4. Public Hearing	
None	
5. Business Arising from Minutes	
5.1 Request for Decision, Council Code of Conduct Bylaw 1226.18	
6. Business	
6.1 Director's Quarterly Report – First Quarter 2021	
6.2 Request for Decision, Property Tax Rate Bylaw	
6.3 Request for Decision, Gregg and Womacks Extension Tender Award	
6.4 Request for Decision, Engineering Services Proposal Acceptance	
6.5 Request for Decision, Safety Code Services Proposal Acceptance	
6.6 Request for Decision, Community School's Special Nomination	
7. Action Correspondence	
7.1 FCM Conference Attendance	
7.2 National Police Federation Meeting Request	
8. Information	
8.1 Report to Council, Building and Development Permit Report – March 2021	
8.2 Report to Council, Enforcement Services Monthly Report – March 2021	
8.3 Letter from Premier Kenney on Alberta Registry Services	
8.4 Municipal Planning Commission Meeting Minutes for March 9, 2021	
8.5 Municipal Planning Commission Meeting Minutes for March 23, 2021	
8.6 Recreation, Culture and Parks Board Meeting Minutes for March 3, 2021	
9. Round Table Discussion	
None	
10. Adoption of Minutes	
10.1 Minutes from the Regular Council Meeting on March 23, 2021	
10.2 Minutes from the Special Council Meeting on March 30, 2021	
11. Notices of Motion	
None	
12. Business for the Good of Council	
None	
13. Confidential	
13.1 FOIP, Section 17	
14. Adjournment – Verbal	

Future Meetings/Events:

- Council Standing Committee Meeting – April 19, 2021
- Regular Council Meeting – April 27, 2021



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: April 13, 2021

PREPARED BY: Councillor Rebecca Stendie

SUBJECT: Code of Conduct Bylaw 1226.18 Review

BACKGROUND:

At the Standing Committee meeting on March 15, 2021, a notice of motion was brought forward that reads "I, Rebecca Stendie, move that Administration bring the Code of Conduct Bylaw 1226.18 before Council for review and to determine if Council wishes to amend the Bylaw". This was passed unanimously.

DISCUSSION:

Upon investigation this council member noticed that Bylaw 1226.18 being the Council Code of Conduct Bylaw does not align with the Code of Conduct laid out for staff in the municipality of Blackfalds. It is this Councillor's belief that staff, and Council should have similar requirements and detailed expectations, as well as similar complaint processes available to them. This investigation on the part of this Council member also revealed that Innisfail's recent Code of Conduct investigation led to a recommendation that their Code of Conduct be updated. A comparison of Innisfail's Code of Conduct and Blackfalds Code of Conduct revealed no substantial differences, in fact they are practically identical, being the recommended Council Code of Conduct supplied by the AUMA. This leads this Council member to believe that should our Council Code of Conduct be investigated for any reason, changes to the policy would be suggested to more closely align with company/staff Code of Conduct and Ethics policies. Council members should feel safe and secure in their ability to both conduct themselves in an ethical manner, and also in the expectation that the rest of Council do so as well. Council should also have access to a thorough and fair complaint process, that is well detailed in the Council Code of Conduct. It is this Council members wish that Council conduct a review of Bylaw 1226.18 and have a discussion surrounding any possible amendments in order to bring the Bylaw up to date.

FINANCIAL IMPLICATIONS:

None.

ADMINISTRATIVE RECOMMENDATION:

1. That Council request Administration bring Bylaw 1226.18 being the Council Code of Conduct Bylaw to the next Council meeting, Tuesday April 27, 2021, for discussion and possible revision.



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

ATTACHMENTS:

- <https://innisfail.civicweb.net/filepro/documents/54026?preview=68346>
- <https://innisfail.ca/2021/02/24/council-code-of-conduct-investigation-concluded/>

A handwritten signature in black ink, appearing to read "Rebecca Stendie", written over a horizontal line.

Approvals:

Councillor Rebecca Stendie



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
COUNCIL REPORT**

COUNCIL MEETING DATE: April 13th, 2021

ORIGINATED BY: Myron Thompson, CAO

SUBJECT: Directors Quarterly Report – 1st Quarter of 2021

BACKGROUND:

Council and Administration have determined a reporting process to be utilized consisting of quarterly reports provided by the department directors that provides updates on activities within each department. The objective of these quarterly reports as well as the reporting of the CAO on a monthly basis assists in improving the flow of information for Council and to ensure that they have adequate knowledge of programs and activities of the various departments' functional areas.

DISCUSSION:

This standard template provides an opportunity for department directors to report on activities within their department on a quarterly basis and has been developed to ensure that consistency in format is maintained. The reports provide an overview of the department activities, updates on operational activities, an update on capital works activities, and information on the progress of projects and programs. Administration is prepared to answer any questions or to expand upon information contained within the report upon request of Council.

FINANCIAL IMPLICATIONS:

N/A

ADMINISTRATIVE RECOMMENDATION:

1. That Council accept the Director's First Quarter Report as information.

Attachments:

- *Department Director 1st Quarter 2021 Reports*

Approvals:



CAO Myron Thompson



**TOWN OF BLACKFALDS
DIRECTOR QUARTERLY REPORT
1st Quarter of 2021**

MEETING DATE: April 13, 2021

ORIGINATED BY: Sean Barnes, Director of Community Services

SUBJECT: Community Services Quarterly Report – January to March

OVERVIEW

The first quarter of the year has been a roller-coaster to say the least. Despite the continued uncertainty of COVID-19 the Community Services Department continues to work hard ensuring our community maintains its high standard of living.

Parks & Facilities staff have been going the extra mile in making sure all parks and trails are adequately maintained for public use. The ice sheets in the Multi-Plex were removed in early February allowing ample time for the Parks crew to prepare for the upcoming lacrosse season.

The Abbey Centre remained closed throughout the 1st quarter of 2021. Staff have been working diligently to use this closure as an opportunity to update/develop additional training tools for staff and health and safety documentation as well as prepare for the implementation of new recreation software. The majority of Abbey Centre's staff are still laid off, we hope to hire them back in a month or two. Staff remain positive, hoping to open the fitness centre and pool for this upcoming summer, fingers crossed!

The Eagle Builders Centre construction is in full swing with Delnor and main trade partner Eagle Builders having finalized the structural component of the project (i.e. exterior walls, interior walls and bowl seating). Major progress on the interior items have been completed over the past three months with mechanical and electrical work in the final stages.

Family and Community Support Services (FCSS), the Food Bank and After the Grind were able to provide upwards of 1,900 lunches to children in need within the community. \$107,432.00 was raised in support of the program, in 2020, and it is enough funding to run the Lunchbox for the entire 2021 year.

PARKS AND FACILITIES OPERATIONS:

JANUARY

- Parks staff did three days of trail/sidewalk clearing.
- Staff continued with Outdoor Rink daily maintenance.
- Facilities staff continue working on building maintenance and preventative maintenance.
- Light-Up Blackfalds Christmas light display was extended two weeks.
- Multi-Plex is closed.



**TOWN OF BLACKFALDS
DIRECTOR QUARTERLY REPORT
1st Quarter of 2021**

FEBRUARY

- Parks crew is preparing for spring planting and projects. They are also getting all equipment tuned up and ready for spring.
- Parks staff did four days of trail/sidewalk clearing.
- Staff continued with Outdoor Rink daily maintenance.
- Ice was removed from the arena on February 11.
- Facilities staff continue working on building maintenance and preventative maintenance.

MARCH

- Light-Up Blackfalds display is cleaned up for spring.
- Parks staff did not have to do trail clearing. Facilities were monitored for icy areas and salted as necessary. This might be the first March we did not have to clear trails.
- Closed all outdoor ice surfaces on March 2nd.
- Parks and Facilities (also working with Public Works) worked on the Leung Road tree removal project and the Lawton Avenue tree removal project.
- We received approximately one-hundred resumes, in one week, for one summer staff position. We have nine returnees. We are not interviewing for the 3 additional summer staff until adult sport restrictions are lifted and we can open All-Star Park.
- Parks staff have all the summer moving and trimming equipment ready.
- Parks staff did four days of trail/sidewalk clearing.
- Community Centre was used for some low intensity fitness classes.
- Bike Skills Park is drying up. Plan to get in there with a crew in April as well as Hoots Inc. is scheduled to arrive in early May.
- In an effort to decrease the number of geese that make Centennial Park home, the Parks Division put out four solar powered beacons on Centennial Pond. As the geese continue to rise in numbers they cause damage to sports fields, playgrounds, private property, and there has been negative interactions (past summers) with the public users of the trails and green spaces. We are continuing to monitor and provide regular updates to the Recreation, Culture, and Parks Board.
- Katrina Rennie (Landscape Horticulturist) accepted an internal promotion to Temporary Parks Foreman
 - Katrina's knowledge, skills, and leadership abilities are a welcomed asset to the Parks and Facilities leadership team.

MANAGING THOUGH THE PANDEMIC

- All staff have been diligently working at maintain physical distancing, wearing masks, social distancing during breaks, and working within their work cohort.
- Custodial staff have been working hard at keeping high touch points clean and disinfected along with regular cleaning at Civic Centre, FCSS, Protective



TOWN OF BLACKFALDS DIRECTOR QUARTERLY REPORT 1st Quarter of 2021

Services (RCMP and Fire Services), Community Centre, Wadey Centre, and Operations.

- Vehicles are single operator (as much as possible) and getting wiped often throughout the workdays.

ABBEY CENTRE OPERATIONS:

JANUARY - MARCH

- The Abbey Centre remained closed throughout the 1st quarter of 2021 aside from school groups being allowed to use the Field House for Phys. Ed. Classes.
- Reviewed new recreation software capabilities and estimates. Two companies presented their software to us in January.
- Developed additional training tools for lifeguards for the potential upcoming pool season as well as reviewed health and safety documentation for Aquatics.
- Developed a more detailed screening process for interviewing/screening potential Guest Services staff.
- Created a plan for spring/summer programming and facility scheduling for the Abbey Centre that had since changed into the quarter.
- Loaned a staff member to Public Works that had previous work experience to provide assistance due to staffing shortages.
- Discussed plan for special events grant funding.
- Handled cancellations for bookings and refunds for programs and memberships.
- We created low-intensity, mask mandatory fitness programs as per restrictions provided by the Province with classes starting on March 8th.
- We recalled one Guest Services Representative in March.
- Contacted arena groups to determine schedules for both arenas and developed the new Ice Allocation Policy.
- Developed a draft copy of the Arts and Culture Strategic Plan to be presented to the Recreation Board in April.
- Restarted bookings for the Community Centre, multiple showings for weddings in Fall 2021 and into 2022.

FCSS OPERATIONS:

JANUARY

- Volunteer Recognition: With the ongoing pandemic response and provincial gathering recommendations still in place, FCSS Staff created a new format for this year's volunteer recognition to ensure award recipients are recognized and celebrated during the month of April and National Volunteer Week. Our Volunteer Programmer reached out to local schools, non-profit organizations, and Board, Committee, Commission Town Liaisons to promote that nominations were open. The intentions for 2021 Volunteer Recognition are:
 - The Volunteer Recognition Awards Presentation will take place on the evening of April 13 prior to the Regular Council Meeting. Invites to the recipients of the awards will be mailed at the beginning of April to attend



TOWN OF BLACKFALDS DIRECTOR QUARTERLY REPORT 1st Quarter of 2021

award presentation. The Marketing Department and a hired videographer will take photos/videos of the recipients receiving their awards for future posts on social media during National Volunteer Week.

- Volunteer Programmer is working with Youth Programmer to secure sponsorship.
- Volunteer Programmer applied for the National Volunteer Week Grant.
- Victoria Park Retirement Community reached out to FCSS asking about seniors in our community who would be interested in receiving a complimentary hot lunch delivered to their door once a week. Volunteer Programmer and FCSS Administration Assistant passed the information on to 70+ seniors.
- FCSS successfully secured funding from Lacombe County for FCSS social preventative programming in Blackfalds supporting and engaging seniors in our community.
 - Activity Programming
 - Weekly walking group, yoga – Currently in the planning stages
 - Physically distanced social opportunities such as group movie showings – until health restrictions allow this programming will not be offered
 - Creation of a senior's newsletter, Vibrant Living
- Registered Workshops/Webinars:
- Volunteer Programmer participated in five online money management workshops offered through Momentum, an agency located in Calgary that specializes in low income demographics
- Inspiring Virtues/Grace Empowerment Programming rescheduled and then ultimately cancelled due to continued public health restrictions.
- Blackfalds Youth Crew unable to resume in person programming.
- FCSS Youth Programmer attended weekly AHS Community Education Services Lunch & Learn Webinars - Mental Health & Resiliency Series.
- FCSS Youth Programmer participated in a Youth Programming Round Table organized by FCSSAA with other FCSS Youth Programmers and individuals from FCSS funded youth serving organizations to discuss current and future youth programming. This will now be hosted monthly for the foreseeable future.
- All FCSS Staff worked closely with Marketing and Communications to plan programming and provide program guide content.
- Blackfalds Lunchbox Program assists families with bringing healthy lunches, snacks and breakfast to children during the COVID-19 pandemic. Each Monday, families pick up a box filled with food supplies for the week to build healthy lunches, snacks and breakfast at home. Each box also contains creative recipes to help with ideas on what to make with the supplies that are in the box.
- January: Our numbers grow each week. New families are signing up each week and we have more families needing to utilize the program than when we started the program. When we first started back in March 2020, we had 39 children signed up for the very first Lunch Box. Now we are serving 150 children a week. For the month of January, we provided the Lunchbox to 550 children. \$107,432.00 was raised in support of the program, in 2020, and it is enough funding to run the Lunchbox for the entire 2021 year.
 - January 4: 113 children served
 - January 11: 135 children served
 - January 18: 150 children served



TOWN OF BLACKFALDS DIRECTOR QUARTERLY REPORT 1st Quarter of 2021

- January 25: 152 children served
- Great partnerships continue for 2021 with Piknpak (Fresh tomatoes, peppers, cucumbers) Cobs bakery (fresh bread and baked goods) Beck Farms (carrots) and Buy Low Grocery store (various close to expired goods, baked goods, meats).
- COVID-19 Food Bank:
 - The Food Bank moved into its new location at the end of December. They had exceptional volunteers from Team Rubicon (veterans) who helped move the food bank. This is exciting times for the food bank to have space to grow into and serve the community in a larger capacity with future programming other than providing an emergency food hamper. Lots of fundraising efforts will be happening in the future to prepare the new building and to move the food bank into their new location. The Lunchbox program is now running out of the food bank as it has the space for the growing numbers and can accommodate the program better as the numbers continue to increase.
- FCSS Manager Bornn is working with the Blackfalds Health Professionals Attraction & Recruitment Committee: met virtually with AHS Talent Acquisition Manager to discuss Nurse Practitioners & the possibilities for Blackfalds. Toured a prospective General Practitioner around the community.
- FCSS Manager Bornn continued work with the Lacombe Regional Emergency Management Plan Committee with regards to Emergency Social Services.
- Newly involved with a pioneering Lacombe County Kidsport Committee – this role may faze out as the Recreation & Culture Programmer for the municipality is also involved.

FEBRUARY

- Volunteer Recognition: Volunteers will be recognized and celebrated during the month of April and National Volunteer Week.
 - Awards to be presented on April 13th:
 - Carol Simpson Volunteer of the Year Award – 10 nominees
 - Gloria House Mentor Award – 1 nominee
 - Outstanding Group Award (Adult category) – 2 nominees
 - Outstanding Group Award (Youth category) – 1 nominee
 - Dylan Stork Youth Ambassador Award – 2 nominees
 - Leaders of Tomorrow Awards Elementary – 6 nominees
 - Leaders of Tomorrow Junior High – 6 nominees
 - Leaders of Tomorrow High School – 6 nominees
 - Selection process facilitated by:
 - Dylan Stork Youth Ambassador Award (Town Council)
 - Leaders of Tomorrow Awards (The Mayor, FCSS Youth Programmer and FCSS Board Representative)
 - Carol Simpson Volunteer of the Year Award (Town Council)
 - Gloria House Mentor Award (FCSS Board)
 - Outstanding Group Award (FCSS Board)



TOWN OF BLACKFALDS DIRECTOR QUARTERLY REPORT 1st Quarter of 2021

- All Volunteer Award nominees will be invited to stop by FCSS during National Volunteer Week to pick up their nomination package and choose from a variety of tokens of appreciation.
- 2021 Community Volunteer Drive-In Movie presented by MEGlobal (May 14, 2021): FCSS will host a drive-in movie for all community volunteers including 2021 Volunteer Award nominee and recipients, Town of Blackfalds volunteers, as well as community organizations and groups.
 - Nominees were able to vote on the movie title
 - Snacks will be provided to each vehicle in attendance
 - VIP parking will be assigned for nominees
 - Prior to the feature film we will play a trailer-type video of our 2021 award recipients receiving their awards at the April 13th award presentation
- Registered Workshops/Webinars:
 - CRA webinars on Benefits and Credits, Disability Tax Credit, Digital Services and Scams
 - FCSSAA Senior Programming Sharing Session
 - Wellness Sessions on Mindfulness
- Blackfalds Youth Crew unable to resume in person programming. BYC Valentines Activity Kits were delivered to 20 youth and 15 youth participated in an online bingo.
- School Break Sessions were scheduled to take place in person, due to continued public health restrictions the Red Cross Babysitters Course and Youth Hula Hoop Fitness Class were canceled. Youth Succulent Terrarium Workshop & At Home Alone were moved to an online format. Of the 10 youth registered, 6 participated in the At Home Alone Course. 10 youth participated in Youth Succulent Terrarium Workshop.
- Youth Programmer attended CRA Outreach Webinars covering benefits and credits, disability tax credit & scams to be able to better refer clients who may benefit from such services.
- Municipal Staff, Detachment members, Public Library, and the Iron Ridge Campuses participated in Pink Shirt Day on February 24th
- The Blackfalds Lunchbox Program Update:
 - February 1: 150 children served
 - February 8: 168 children served
 - February 16: 166 children served
 - February 22: 169 children served
- FCSS Manager Bornn continued with a variety of initiatives:
 - BhPARC
 - AHS Central Zone Covid-19 Community Engagement meetings
 - Alternating weeks working from home with Youth Programmer for the month of February
 - MEGlobal/Dow Community Advisory Panel
 - Working within the Community Services Department to create a grant funding policy.

MARCH



TOWN OF BLACKFALDS
DIRECTOR QUARTERLY REPORT
1st Quarter of 2021

- Registered Workshops/Webinars:
 - Wellness Sessions on Mindfulness
 - Momentum webinar regarding Filing Taxes
- Nominees for the following Awards were received: Carol Simpson Volunteer of the Year Award: 8 nominees, Gloria House Mentor Award: 4 nominees, Dylan Stork Youth Ambassador Award: 4 nominees, Leaders of Tomorrow Awards: 43 nominees and Outstanding Group Award in the adult category: 5 nominees.
- Volunteer Recognition Nominations were received in office, in record numbers, and were adjudicated by Council and Staff in preparation of the Community Volunteer Appreciation Event during National Volunteer Week.
- Resumed Interagency meetings through an online platform with the intention of moving to bimonthly meetings. The first one took place on March 3rd with 13 individuals in attendance from 7 different community organizations.
- At Home Alone Course offered in person under exception programming with 3 youth in attendance
- Youth Yoga offered for 3 sessions after low intensity fitness classes able to resume.
- Blackfalds Youth Crew unable to resume in person programming. BYC Spring/Easter Activity Kits were prepared and picked up at the FCSS Office for 12 youth and 7 youth participated in online games & trivia.
- FCSS Youth Programmer attended Alberta College of Social Workers Annual Conference online
- In March the Lunch Box Program started to provide a delivery service to those experiencing transportation or health issues. We have a couple of volunteers who can deliver for the program to ensure we meet the needs of those families with children who need the LunchBox but are unable to pick it up. We have approx. 5 to 10 families who need to access this service weekly.
 - March 1: 156 children served
 - March 8: 159 children served
 - March 15: 156 children served
 - March 22: 151 children served
 - March 29: 145 children served
- FCSS Manager Bornn continued with a variety of initiatives:
 - BhPARC
 - AHS Central Zone Covid-19 Community Engagement meetings
 - MEGlobal/Dow Community Advisory Panel
 - Continued work with a grant funding policy

ONGOING INITIATIVES

- Snow Angels: 27 residents were helped with the Snow Angel Program. The season finished with 6 residents on the waitlist for a Snow Angel.
 1. The monthly FCSS Volunteer Newsletter continues to see increased subscriptions. The newsletter is a great opportunity to promote upcoming TOB volunteer opportunities, as well as non-profit groups/organizations in our community looking for volunteers. People interested can sign up for the monthly newsletter by checking it off 'email correspondence' on their Volunteer Application or subscribing at www.blackfalds.com/volunteer.



**TOWN OF BLACKFALDS
DIRECTOR QUARTERLY REPORT
1st Quarter of 2021**

- a. In January the newsletter was emailed to 229 contacts with the 'Open Rate' of 40%
 - b. In February the newsletter was emailed to 231 contacts with the 'Open Rate' of 40%
 - c. In March the newsletter was emailed to 231 contacts with the 'Open Rate' of 45%
2. Upcoming Volunteer Opportunities:
 - a. Friendly Caller Program
 - b. Intergenerational Pen Pal Program
3. Working closely with the Food Bank FCSS Good Food Box is now supporting the Food Banks twice monthly hampers with the addition of fresh fruits and vegetables.
4. Food Bank support & referrals, maintaining excellent partnerships with Cobbs bread, local egg farmers and Lacombe Pick & Pack (5+ cases of vegetables donated weekly)
5. Continued Participation with the Central Alberta Poverty Reduction Alliance, very little activity beyond email connection and social media monitoring, due to the pandemic response.
6. Employment support & job board
7. Information & referral with an increase in support for residents accessing the Food Bank & Mental Health Supports (AHS)
8. Numerous Collaborations:
 - a. Central Alberta Rural Communities Coalition: Members include representatives from Sylvan Lake, Eckville, Delburne, Elnora, Rimbey, Bentley, Lacombe, Blackfalds
 - b. FCSS Manager continued attendance at Regional Vision 4 Non-Violence meetings, now called RV4NV/IMPACT

Approvals:

Director Sean Barnes



**TOWN OF BLACKFALDS
DIRECTOR QUARTERLY REPORT
1st Quarter of 2021**

MEETING DATE: April 13, 2021

ORIGINATED BY: Preston Weran, Director of Infrastructure and Property Services

SUBJECT: Infrastructure and Property Services Department—Quarterly Report Period 1 – January 4th, 2021 to April 5th, 2021

OVERVIEW

1. In the first part of the 1st quarter, the Department suffered some HR limitations due to medical and unplanned leaves. For 2021, the department has plans to backfill two full time operators, and the department is not anticipated to be back to full capacity until mid-May. We have hired one FT temporary operator and will be working to hire the second shortly. Our summer students will also be hired around this same timeframe.
2. We have completed the Asset Management Cohort. AM program information update is coming to the next Standing Committee. This update will include a summary of the Enterprise Asset Management RFP, Level of Service, timeframes, update on posting of RFP and review of submitted RFP's. AM program will also include workorder software and the hiring of a summer student for asset collection.
3. The Environmental Sustainable Strategy development will also be a important project for 2021/2022.
4. General street sweeping works without signage started on time this year through major thoroughfares. Signing and sweeping of subdivisions has started, weather dependent. We have started to communicate information on social media on sweeping areas as per our communication plans.

NOTE: the sweeper takes many passes to pick up this material, drivers must not park in areas where signs are still in place.

5. The Director has closed Broadway Avenue north gravel section this year early and will continue to monitor and maintain this roadway to the best of our abilities with the frost still coming out of the ground. When reopened, at the end of April, this roadway will be limited to 30km/h and no heavy vehicles are allowed.

PUBLIC WORKS OPERATIONS:

1. Snow removal was conducted as per the Snow Removal and Ice Control Policy, with snow removal focused on Priority 1, 2 & 3 routes. We were able to do the 4 and 5's this year as well.



**TOWN OF BLACKFALDS
DIRECTOR QUARTERLY REPORT
1st Quarter of 2021**

2. With the slow melt and limited snow cover this year, the storm drains and frozen water services have been very limited this quarter.
3. Review of submitted Motor Grader tenders and award of tender. Delivery of grader anticipated for Q4 2021.
4. Kick off of lead management program activities including identifying sampling locations.
5. Enforcement file related to Utility Bylaw infraction was completed.
6. RV Sanitary Dump snow was removed, more signage and delineation going in soon - it will be in operation for May 1, 2021.

PLANNING AND DEVELOPMENT OPERATIONS:

1. The P&D department is working on the LUB public notifications and reviewing the comments as they arise.
2. We have been working with the Wolf Creek School Division on the underground agreement for the high school.
3. Detailed reviews for MPC applications ongoing as well as review of Real Property Reports for Compliance Certificates.
4. Commercial and general inquiries are ongoing on basis.
5. Detailed reviews for all applications ongoing.
6. Business Licensing (including taxis) still being processed as new licenses are being issued – increase in Home businesses
7. Interviews are completed for the Planning Intern position – expected start date for Liz Pollack will be May 3, 2021, in cooperation with the Municipal Internship Program through Municipal Affairs.
8. Safety Codes Award of Contract is being presented tonight.
9. McKay Grading plan for wetlands infill development permit approved with AEP's consent.

CAPITAL UPDATE:

1. Phase 1 of the Linear Wetland, Trunk and Outfall system has been completed. Pidherney's, with help from Stantec, has done an amazing job on this project to date and we are very pleased with the project overall. The seasonal deficiencies will be cleaned up and the project will be completed on time, on budget and with high quality materials.



**TOWN OF BLACKFALDS
DIRECTOR QUARTERLY REPORT
1st Quarter of 2021**

2. Phase 2a and Phase 3 of the Wetland, Trunk and Outfall system has been started by DB Bobcat, they and Stantec are doing an excellent job so far. Trees along the fringe area of the ponds have been grubbed and ditching work is ongoing.
3. North West Area Storm Water Management mediation has been halted and will go to hearing in the month of June.
4. The Womacks / Gregg Street Road and Rail Improvements project is being presented tonight. Work will start ASAP. CP rail work has been scheduled and coordination work with the Twin Arena project is ongoing.
5. Duncan Avenue the Lueng Road upgrades – Phase 1 preconstruction meeting was held this week with Stantec and DB Bobcat. Work will start on May 17th, 2021, completed before school start in 2021.

PROGRESS ON PROJECTS/PROGRAMS:

1. Engineering RFP is being presented tonight.
2. Spring Cleanup will be scheduled for after May long weekend.
3. Leaf and yard waste program pick-up starts the first full week of May.
4. Director and Mayor attended the regional water and wastewater meetings earlier this month.
5. Review of new website and specific department/section paths ongoing.

Approvals:

Director Preston Weran



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
1st Quarter Report**

MEETING DATE: April 13, 2021

PREPARED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: Directors Quarterly Report – 1st Quarter 2021

OVERVIEW:

Administration & Finance Operations

Finance

Audit

- Prepare year-end working papers & analysis; including working papers for most balance sheet accounts, calculated amortization, asset additions & dispositions. Finalized all the annual capital projects and either set up asset or reallocated to WIP accounts. Worked on developing and documenting an annual process for this activity. Uploaded the Diamond Trial balance, Caseware working paper file, and backup documents to the Audit portal.
- Auditors were on site March 3, 4, 5. Staff answered auditor questions, and directed them to the person they needed to see for explanations.
- Dealt with additional requests that the audit team may have after they were off site.
- Utilities, taxes, AR, AP & Payroll continues as per status quo timely and efficiently. Received additional support from these positions to provide auditors adequate details on testing documents.
- Developed the 2021 Property Tax Rate Bylaw

Elections

- Election training continues with another two modules in March. I set up a Teams group "Elections Committee" to run the town elections which documents key dates and also set up a plan to cover all aspects of the election -- not a big push until June.
- Meeting with City of Red Deer Elections, to determine if a collaboration with their team would be of benefit.
- Accepted one candidate's nomination papers to date.

Other

- Completed year-end financial report for LREMA, sent the information to HHID Consulting
- Worked with Payroll to resolve a complicated LAPP issue. Adjustments were required as an employee status had changed and the impact on LAPP also required adjustments.
- WCB 2020 year-end report was filed at the end of February.

Information Technology

- Finished Census property list
- Sent out census pin letters
- Started online census on March 1st
- Hired and trained enumerators
- Disposed of surplus phone equipment
- Upgraded Email system and security features
- New hires setup
- Computer replacement



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
1st Quarter Report**

Records Management & FOIP

- Participated in Contractor Management meeting to provide input regarding FOIP and file naming.
- Met with Executive Assistant regarding bylaws and policies. Discussed current state, file locations, numbering, master indices and review cycle.
- Participated in Corporate Services department meeting.
- Participated in one webinar - Tips for Security and Compliance in Microsoft Teams.
- Located and conducted review of file plans from Windsor, Pickering and Newmarket.
- Worked on additional file plan sections (retention periods and legal citations).
- Completed “Electronic Records Management Quick Study” through the Association for Intelligent Information Management (AIIM).

Marketing and Communications – January - March 2021

Projects

- | | |
|---|--|
| <ul style="list-style-type: none">• PHPARC Video• New Website<ul style="list-style-type: none">◦ Website Style Guide• Spring/Summer Activity Guide<ul style="list-style-type: none">◦ Send out advertising rates◦ Prepare and distribute content submission deadlines | <ul style="list-style-type: none">• Volunteer Nominations<ul style="list-style-type: none">◦ Update promotional posters◦ Promote on social media• Winterfest Video• Census 2021<ul style="list-style-type: none">◦ Signs◦ Webpage |
|---|--|

Social Media Promotions

- | | |
|--|--|
| <ul style="list-style-type: none">• Crime Capture Campaign• Volunteer Nominations | <ul style="list-style-type: none">• Throwback Thursdays• Job Postings• Council Meeting |
|--|--|

Events

- *All events cancelled due to COVID-19*

Design Requests

- | | |
|---|--|
| <ul style="list-style-type: none">• Thank you cards• Backflow brochure• Update Registration Forms• Water Outage Poster• Volunteer Friendly Caller | <ul style="list-style-type: none">• Aquatics Volunteer Program• Census 2021 Promotion• DIDS web marketing• Youth In Prime |
|---|--|

Website Updates

- | | |
|--|---|
| <ul style="list-style-type: none">• Election 2021• Request for Proposals• Programs Calendar• Public Notices• Online Volunteer Nomination Form• Town Org Chart• Full Council Agenda on web page | <ul style="list-style-type: none">• Snow removal schedule• Census 2021 webpage• Coronavirus Updates• Delete old files• 2021 Tax Assessment role• Utilities Locate Request Form troubleshooting |
|--|---|

Blogs

- Mayors Blog - review and edit where applicable
 - News Blog – media releases
-

Media Releases

- Lunch Box Pandemic Response Program
- TOB Employee tests positive

Newsletters

- Abbey Centre
- Talk of the Town – Review/Edit Councillor's Corner
- Volunteer – review and edit where applicable

Photo and other Media Requests

- None

Administration

- Service large format printer – order ink and paper
- Review All-Net Municipal Solutions software

February 2021

Projects

- Spring/Summer Activity Guide
 - Layout and prepare for print
 - Upload to the website
 - Update programs Calendar
- Census 2021
 - Signs
 - Webpage
 - Door knockers
- Website Workshops Preparation
- Communications Survey

Social Media Promotions

- Snow removal
- Volunteer Nominations
- On this Spot (Travel Alberta)
- Lunch Box Program
- Crime Capture
- Flag Day
- Animal Licences Extension
- Throwback Thursdays
- Jobs
- Council Meetings
- Black History Month
- Winterfest Cancellation
- Run for Election
- Food Bank needs
- Pink Shirt “Be Kind”
- Census 2021

Events

- *All events cancelled due to COVID-19*

Design Requests

- Boy Code Girl Code Youth Poster
- Lunch Box Program Donours Poster
- Cross Connection Brochure
- East Area Wetlands Landscaping

Website Updates

- Website administration
- Snow removal schedule
- Community Gardens Registration
- Census

Blogs

Mayors Blog - review and edit where applicable
News Blog – media releases

Media Releases

- Thank You Blackfalds Lunch Box Sponsors
- Council Proclaims February as Black History Month
- Winterfest Cancelled
- Blackfalds Municipal Census
- Fight for Registries Office continues

Newsletters

- Abbey Centre

Marketing & Communications
Quarterly Report
January – March 2021

- Talk of the Town – Review/Edit Councillor's Corner
- Volunteer – review and edit where applicable

Photo and other Media Requests

- Eagle Builder Tours
- Abbey Centre Drone Shots

Administration

- Marketing Coop Student Job Description update
- RFP review and ranking

March 2021

Projects

- Community Gardens
- Update Master plot diagram
- Annual Report
- Grade 6 School Tour Video
- Step Energy Sponsorship Wall Presentation
- Website
 - Staff Workshops

Social Media Promotions

- Census 2021
- Community Garden
- International Women's Day
- Dog Park temporary closure
- Outdoor rinks
- Icy conditions on trails
- Tree removal
- Low-intensity fitness classes
- East Area Stormwater Project
- Social Work Week
- Spring/Summer Activity Guide
- Volunteer Nominations
- Road closures
- Program registrations
- Youth Programs
- Pen Pal Program
- Slo-Pitch season
- Fraud Prevention
- Council Meetings
- Throwback Thursday
- Exchange Zone
- EBC Lease Spaces
- Easter Closures
- Garbage Recycling pickup (Easter)
- Talk of the Town
- Geese monitoring

Events

- Volunteer Drive In Movie
- Community Garage Sale (May)
- Summer Culture Series (June)

Design Requests

- Update TOB Org Chart
- Arts & Culture Strategic Plan (Edits)
- Lacombe Regional Ad
- Low Intensity Fitness Poster
- Pen pal Program
- Youth Yoga
- Communications Survey Ad

Website Updates

- Street Cleaning
- Remove LAP program
- New Subsidized program application
- Municipal Facilities Closures
- Roadmap for easing restrictions
- Request for Proposals
- Program Calendar
- Public Notices
- Census 2021 FAQ
- Job Postings
- Brand Page Update
- Spring/Summer Program Activity Guide



Blogs

- Mayors Blog - review and edit where applicable
- News Blog – media releases

Media Releases

- Blackfalds designates Exchange Zone
- Town Requesting Feedback for Draft Land Use Bylaw
- Public Notices

Newsletters

- Abbey Centre
- Talk of the Town – Review/Edit Councillor's Corner
- Volunteer – review and edit where applicable

Photo and other Media Requests

- Eagle Builders Staff Tours
- New Arena Seats
- New Food Bank Location
- Bulldogs Sponsorship wall
- Eagle Builders renderings

Administration

- Credit Card Reconciliation

Approvals:



Department Director



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DIRECTION

MEETING DATE: April 13, 2021

PREPARED BY: Justin de Bresser, Director of Corporate Services

SUBJECT: 2021 Tax Rate Bylaw 1257.21

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 budget review, new assessments and requisitions received from Alberta Education and the Lacombe Seniors Foundation.

An interim budget is approved in December 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 assessment for 2021 and the calculation of the 2021 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 2020 year over year CPI was at 0.6%. Administration has prepared the Tax Rate Bylaw as directed at the [December 8, 2020 Council Meeting](#) with a 1.5% tax increase.
2. Split between residential and non-residential property taxes.
The Town has maintained a 1.78 split between residential and non-residential taxes. This has been maintained since 2015. As a result of the vast difference in deflationary property values between residential and non-residential, Administration has prepared the Bylaw with a floating rate. The floating rate allows the two property classes to be independent of one another. Historically the non-residential rate was derived off the market fluctuations on residential properties.
3. 2021 Educational Property tax rates have been set by the Provincial Government. Education Property taxes are based on the Town's equalized assessment. The 2021 Mill rates have been calculated using the Town's live assessment base along with the recovery of the under/over levies from prior years.



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DIRECTION

Assessment Base Changes (Table 2)

The 2021 assessments (based on July 2020) show changes in two major areas. There is a high deflation factor with both the residential and non-residential base. The residential tax base decreased \$48.6 Million or -4.25% due to declining property values. Whereas, non-residential property values declined \$10.0 Million or -6.2%.

New Assessment

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 Residential assessment grew 0.73% and Non-Residential grew 3.63%. This assessment provides \$135,818 in new revenue.

The 2021 budget does not account for inflation/deflation when approved. This is adjusted when the final assessments are received in the current year.

The mill rate shows a larger increase in 2021 than in previous years because it is accounting for the deflationary effect on assessments. The mill rate is a function of the funds required (taxes required) by the municipality (to pay for operations) divided by the assessment. The deflation for 2020 assessment is averaging -4.49%.

Tax Rates/Mill Rates

The current mill rates are listed below.

Tax Rates	2020	2021	Change
Residential	8.1852	8.6815	0.4963
Non-Residential	9.9652	10.8575	0.8923

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	Split
2016	1,285,829,990	7.3052	-1.2%	9.0852	1.78
2017	1,276,840,180	7.5670	3.58%	9.3470	1.78
2018	1,324,710,890	7.6448	1.03%	9.4248	1.78
2019	1,291,678,420	8.1435	6.52%	9.9235	1.78
2020	1,305,318,910	8.1852	0.01%	9.9652	1.78
2021	1,260,843,380	8.6815	6.06%	10.8575	2.17

The revised MGA section 358(1) identifies that the split now cannot be greater than 5:1. There are some municipalities, particularly Counties that have large splits between residential and non-residential.



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DIRECTION

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 assessment has been transferred to the Provincial Government. 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 2021 is \$14,486,240 and based on the rate of 0.076 a balance of \$1,100 is due to the Province.

Assessments

Final assessment changes are shown below.

Class	2020 Assessment	2020 Inflation / Deflation	2021 New Assessment	2021 Totals
Residential	1,136,300,760	(48,322,360)	8,321,250	1,096,299,650
Non-Residential	157,713,550	(9,884,510)	5,855,630	153,492,070
Annexed Residential	7,673,180	(320,140)	0	7,353,040
Annexed Non-Residential	3,824,020	(125,400)	0	3,698,620
Total	1,305,511,510	(58,652,410)	14,176,880	1,260,843,380
Percentage Change		-4.49%	1.09%	

Overall assessment values have decreased by \$58 million and in 2020 new assessment increased to \$14.17 million.

Property Taxes

The total taxes to be collected is \$11.22 million. This consists of \$163,272 for a 1.5% tax increase and new tax dollars of \$135,818 for new properties.

Municipal Purposes	Assessment	Mill rate	Total Collected
Residential/Farmland	1,096,299,650	8.6815	9,517,525
Non-Residential	153,492,070	10.8575	1,666,540
Annexed Residential	7,353,040	2.5570	18,801
Annexed Non-Residential	3,698,620	5.510	20,379
Total Municipal Purposes	1,260,843,380		11,223,245



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DIRECTION

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. Overall school requisitions is 1% lower than in 2020.

ASFF Requisition	Live Assessment	Mill rate	Total Collected
Residential / Farmland	1,103,652,690	2.6483	2,922,803
Non-Residential	150,266,790	4.1932	630,099
Total Requisition	1,259,632,220		3,552,902

Average Assessments

The table below lists the average assessment changes from 2020 to 2021. Assessments are based on the market value as of July 1st, 2020 and physical condition as of December 31st, 2020. The average residential home declined in value by 4.25%.

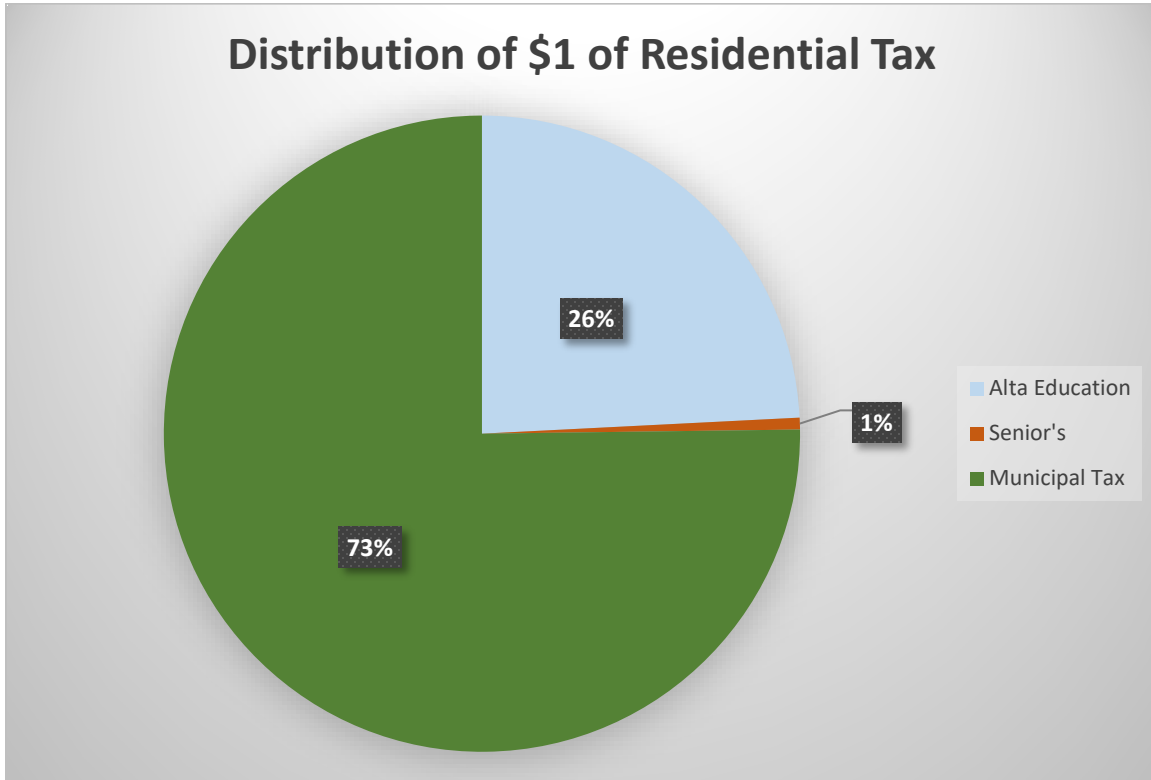
A house valued at \$279,025 will have a slight decrease of \$13 for 2021. The Provincial School Requisition will decrease \$49 due to the reduction of School Education Requisitions and the under/over levy collected last year. With the decrease in property values and the tax rate increase, residents will see a \$37 increase on the property tax side. These changes will net to a small reduction in the overall tax bill in 2021.

Average Home - 2020				Average Home - 2021			
	Assessment	Mill Rate	Total Bill	Assessment	Mill Rate	Total Bill	Increase/ Decrease
Property Taxes	\$291,410	8.1871	\$2,383	\$279,025	8.6815	\$2,422	\$37
School Requisition		2.7045	\$767		2.6483	\$739	(\$49)
Seniors Requisition		0.062	\$19		0.06430	\$18	\$0
Total	\$291,410		\$3,192	\$279,025		\$3,179	(\$13)



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DIRECTION

The chart below lists where and how your tax dollars are spent. It's important to note that the Municipality receives approximately 73% of the total income, whereas the province and seniors housing receive approximately 27%.



The impact of the tax increase on properties will **vary** depending on the assessment value change. All figures that have been provided are on an average basis 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 the 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 combination of tax and assessment notice, so providing as close to 60 days as possible, allows resolution of any assessment inquiries.



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DIRECTION

Tax Rate Bylaw Totals

The 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.

Municipal Purposes	Assessment	Mill rate	Total Collected
Residential/Farmland	1,096,299,650	8.68150	9,517,525
Non-Residential	153,492,070	10.8575	1,666,540
Annexed Residential	7,353,040	2.5570	18,801
Annexed Non-Residential	3,698,620	5.5100	20,379
Total Municipal Purposes	1,260,843,380		11,223,245
Alberta School Foundation	Assessment	Mill rate	Total Collected
Residential/Farmland	1,103,652,690	2.6483	2,922,803
Non-Residential	150,266,790	4.1932	630,099
Total Educational Purposes	1,253,919,480		3,552,902
Note - Excludes M&E and Linear			
Lacombe Seniors Foundation	1,259,632,220	0.0643	80,994
DIP Property	14,486,240	0.0766	1,100
Total Tax Levy			14,858,241

Advertising and Property Tax Notices

Property Tax notices are due to be sent out the first week of May. Administration will also include the [2021 Alberta School Requisition](#) facts and information insert. A link to this document will also be included on the tax notice also.

Detailed Provincial Audit

In 2020, the Town underwent a detailed audit of the assessment base with a Provincial Auditor. The report is attached in the appendix. The key points are listed below:

- Blackfalds Assessment roll for the 2020 tax year meets the majority of legislated standards,
- Most aspects of the Municipal assessors' procedures and practice used in preparation of the property assessments meets best practice.
- Staff and the contracted property assessor were highly cooperative throughout the process
- Many of the recommendations have already been implemented for the upcoming roll.



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DIRECTION**

FINANCIAL IMPLICATIONS:

The Tax Rate Bylaw is prepared based on the approved 2021 Operating Budget and includes a 1.5% tax increase. It should also be noted that it was not envisioned that the impact of the pandemic would be as long lasting as experienced and that there have been some queries concerning the consideration of a reduced tax increase.

ADMINISTRATIVE RECOMMENDATION:

- A) That Council move to accept Administration's recommendation to give First Reading to the 2021 Property Tax Bylaw 1257.21 for the Town of Blackfalds.

ALTERNATIVES:

- A) Council directs Administration to revise the current tax rate increase.
- B) That Council refer this item back to Administration for further consideration.

Attachments:

- 2021 Property Tax Bylaw 1257.21
- 2021 Property Tax Calculations
- 2020 Detailed Assessment Audit Report

Approvals:



CAO Myron Thompson



Department Director/Author



**TOWN OF BLACKFALDS
BYLAW 1257.21**

BEING A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BLACKFALDS FOR THE 2021 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 December 8, 2020;

And WHEREAS the estimated municipal expenditures and transfers set out in the budget for the Town of Blackfalds for 2021 totalling \$28,900,649;

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

\$	28,900,649	Operating Budget
\$	13,522,302	(-) Minus Funding from Other Sources
\$	3,634,996	(-) Minus Requisition (Budget) Funding
\$	493,890	(-) Minus Expected Joint Economic Taxes
\$	26,216	(-) Minus Expected Supplemental Taxes

\$	11,223,245	Municipal Property Taxes
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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 2021;

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:

\$ 2,922,803	School Requisition – Residential	\$ 80,994	Residential & Non Res.
\$ 625,613	School Requisition - Non-Residential		
\$ 3,547,651	Total School Requisition	\$ 80,994	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 \$1,260,843,380.

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



**TOWN OF BLACKFALDS
BYLAW 1257.21**

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	1,096,299,650	8.68150	9,517,525
Non Residential	153,492,070	10.8575	1,666,540
Annexed Residential	7,353,040	2.5570	18,801
Annexed Non-Residential	3,698,620	5.5100	20,379
Total Municipal Purposes	1,260,843,380		11,223,245

Alberta School Foundation	Assessment	Mill rate	Total Collected
Residential/Farmland	1,103,652,690	2.6483	2,922,803
Non Residential	150,266,790	4.1932	630,099
Total Educational Purposes	1,253,919,480		3,552,902

Note - Excludes M&E and Linear

Lacombe Seniors Foundation	1,259,632,220	0.0643	80,994
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DIP Property	14,486,240	0.0766	1,100
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Total Tax Levy			14,858,241
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PART 1 – TITLE

1. That this Bylaw shall be cited as the “2021 Property Tax Bylaw”.

PART 2 - DATE OF FORCE

2. 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. 2021.

(RES. _____)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

READ for the second time this _____ day of _____, A.D. 2021.

(RES. _____)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

READ for the third and final time this _____ day of _____, A.D. 2021.

(RES. _____)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

Town of Blackfalds 2021 Property Tax Calculation

Worksheets

**As of
April 7, 2021**



Table 1
Town of Blackfalds
Number of Assessment Records

	2020	2021	Increase	% Change
Residential	3671	3699	28	1%
Residential Vacant	396	365	-31	-8%
Mobile Homes	179	180	1	1%
Farm Land	14	14	0	0%
Annexed Residential	10	10	0	0%
Annexed Acreages	6	6	0	0%
Annexed Farm Land	7	7	0	0%
Annexed Farm Improvements	7	7	0	0%
Annexed Farm Additions	1	1	0	0%
Annexed Farm land	14	14	0	0%
Machinery & Equipment	2	2	0	0%
Commercial	49	48	-1	-2%
Vacant Commercial	13	14	1	8%
Industrial	84	84	0	0%
Vacant Industrial	18	18	0	0%
Power & Pipeline	18	19	1	6%
DIP - Land & Building	4	4	0	0%
DIP - Machinery & Equipment	5	5	0	0%
Annexed Land & Improvements	4	4	0	0%
Annexed Machinery & Equipment	2	2	0	0%
Exempt	201	209	8	4%
Seniors Complex	2	2	0	0%
Totals	4707	4714	7	0.15%

Table 2
Town of Blackfalds
2021 Tax Year - 2020 Assessment Analysis
Area by Property Type Analysis (Including Linear)

Type	Code	Description	Previous	New previous	New assesment	Growth & Policy Change	Inflation	Growth	Inflation
	1000	Residential	1,070,416,950	1,080,258,250	1,045,241,000	11,877,550	(46,645,140)	1.11%	-4.36%
	4000	Residential Vacant	49,171,290	47,726,870	42,711,650	(3,776,960)	(1,238,260)	-7.68%	-2.52%
	1100	Mobile Homes	8,213,510	8,231,170	7,975,080	222,120	(438,960)	2.70%	-5.34%
	5000	Farm Land	84,470	84,470	83,010	(1,460)		-1.73%	0.00%
Total Residential			\$1,127,886,220	\$1,136,300,760	\$1,096,010,740	\$8,321,250	(\$48,322,360)		-4.28%
	120	Annexed Residential	4,015,750	4,001,560	3,831,720	-	(169,840)	0.00%	-4.23%
	122	Annexed Acerages	17,490	17,490	17,490	-	-	0.00%	0.00%
	140	Annexed Farm Land	1,382,750	1,382,750	1,341,280	-	(41,470)	0.00%	-3.00%
	141	Annexed Farm Improvements	1,765,890	1,750,770	1,656,050	-	(94,720)	0.00%	-5.36%
	142	Annexed Farm Additions	258,920	255,520	241,410	-	(14,110)	0.00%	-5.45%
	101	Annexed Farm land	265,090	265,090	265,090	-	-	0.00%	0.00%
Total Annexed Residential			\$7,705,890	\$7,673,180	\$7,353,040	\$0	(\$320,140)		-4.15%
	1001	Machinery & Equipment	6,081,070	6,133,230	6,163,670	-	30,440	0.00%	0.50%
	2000	Commercial	48,568,340	57,847,500	60,153,600	5,695,340	(2,790,670)	11.73%	-5.75%
	2001	Vacant Commercial	10,155,910	6,740,350	6,483,610	82,590	(339,330)	0.81%	-3.34%
	3000	Industrial	60,966,130	60,476,300	54,274,500	27,790	(5,905,910)	0.05%	-9.69%
	3001	Vacant Industrial	11,887,150	11,840,680	10,679,820	-	(1,160,860)	0.00%	-9.77%
	6000	Power & Pipeline	13,898,840	14,018,840	14,360,880	49,910	292,130	0.36%	2.10%
	8000	DIP - Land & Building	148,850	147,870	147,460		(410)	0.00%	-0.28%
	8001	DIP - Machinery & Equipment	328,930	316,180	306,280		(9,900)	0.00%	-3.01%
Total Non Residential			\$152,035,220	\$157,520,950	\$152,569,820	\$5,855,630	(\$9,884,510)		-6.50%
	220	Annexed Land & Improvments	3,386,780	3,370,700	3,244,670	-	(126,030)	0.00%	-3.72%
	251	Annexed Machinery & Equipment	451,130	453,320	453,950	-	630	0.00%	0.14%
Total Annexed Non Residential			\$3,837,910	\$3,824,020	\$3,698,620	\$0	(\$125,400)		-3.27%
	7000	Exempt	123,479,950	129,558,140	133,938,850	13,768,710	(9,388,000)	11.15%	-7.60%
	9000	Seniors Complex	370,440	368,040	350,850	-	(17,190)	0.00%	-4.64%
Exempt			\$123,850,390	\$129,926,180	\$134,289,700	\$13,768,710	(\$9,405,190)		
Blackfalds Total			\$1,415,315,630	\$1,435,245,090	\$1,393,921,920	\$27,945,590	(\$68,057,600)	1.97%	-4.81%

Table 3
Town of Blackfalds
Taxation Revenue Analysis

2020 Actual				
General Area		Annexation Area		Total
Residential	Non-Residential	Residential	Non-Residential	

Assessment -

2020 Assessment (Updated)

\$1,136,300,760 \$157,520,950 \$7,673,180 \$3,824,020 \$1,305,318,910

Add:

Overall Market Appreciation	-4.25%	\$ (48,322,360)			\$ (48,322,360)	
Overall Market Appreciation	-6.28%		(9,884,510)		(9,884,510)	
Overall Market Appreciation	-4.17%			(320,140)	(320,140)	
Overall Market Appreciation	-3.28%				(125,400)	
Subtotal		\$ 1,087,978,400	\$ 147,636,440	\$ 7,353,040	\$ 3,698,620	\$ (58,652,410) -4.49%
New Assessable Properties	0.73%	8,321,250				8,321,250
New Assessable Properties	3.72%		5,855,630			5,855,630
Subtotal		\$ 8,321,250	\$ 5,855,630	\$ -	\$ -	\$ 14,176,880
2020 Assessment		\$ 1,096,299,650	\$ 153,492,070	\$ 7,353,040	\$ 3,698,620	\$ 1,260,843,380

Taxable

Residential Growth (Includes GIL)	0.73%
Non-Residential Growth (Includes GIL)	3.63%
Average Growth (Weighted)	1.09%
Residential Market Value Increase (Includes GIL)	-4.25%
Non-Residential Market Value Increase (Includes GIL)	-6.20%
Average Market Value (Weighted)	-4.49%

Tax Rates

2021 Actual

Residential	8.6815					
Residential - County			2.5570			Updated based on
Non-Residential - County				5.5100		
Non-Residential -		10.85750				

Municipal Tax Revenues

2021 Levy

2021 Forecasted Municipal Tax Levy						2021 Budget
2020 Levy (includes supplementary)						\$ 11,099,761
% Increase	1.50%	139,583	23,689		163,272	
Subtotal		\$ 9,445,301	\$ 1,602,968	\$ 18,802	\$ 20,379	\$ 11,087,450
Assessment Growth		72,241	63,578	-	-	135,818
Non - Res Split Premium						-
Total Revenue (excludes 2021 Supplementary)		\$ 9,517,542	\$ 1,666,546	\$ 18,802	\$ 20,379	\$ 11,223,269
% Split		85.10%	14.90%			

Total Additional 2021 Revenue from budget* -\$7,721

2021 Average Tax Rate Increase (includes influence of Lacombe County Tax Rate changes) 1.49%

Town of Blackfalds

Detailed Assessment Audit Report

Assessment Year 2019/Tax Year 2020



The provincial assessment audit program is one of Alberta Municipal Affairs' initiatives to maintain an accurate, predictable, fair and transparent assessment and property tax system in which stakeholders have confidence.

Assessments must be equitable in order for fair distribution of municipal property tax and provincial education tax. The assessment audit program's focus is to promote assessment equity within a municipality and between municipalities throughout Alberta by auditing and reporting on assessment performance and advancing best practices.

Detailed Audit Program

Detailed audits combine the factual, results-oriented ratio study with the more investigative, process oriented procedural audit to determine if assessments meet valuation and administration standards that can reasonably be expected of Alberta municipalities assessment programs. As well as properties assessed at market value, detailed audits may review property classified as farm land and machinery & equipment assessed at regulated rates that cannot be monitored by ratio studies.

Assessment Audit is tasked with administering the audit program. Each year a number of detailed audits are scheduled to be undertaken. These audits may initiated by a municipal request or by Minister's initiative. An audit can be specific to a municipality or may based on a property group, which could encompass multiple municipalities.

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Municipal Assessment and Grants Division
Municipal Affairs

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PART A - EXECUTIVE SUMMARY

1.0 Overview

1.1 Introduction

Municipalities prepare assessments in accordance with Part 9 of the *Municipal Government Act (MGA)* and the regulations. Assessment audits are performed under the authority of section 22 of the *Matters Relating to Assessment and Taxation Regulation, (203/2017)* by assessment auditors appointed by the Minister of Municipal Affairs. The *Detailed Assessment Audit Manual* guides the auditors' work. This report is intended to be read in conjunction with the *Detailed Assessment Audit Manual*. The manual is meant to be used by auditors to facilitate a consistent approach to detail audits, or can be used by municipalities as a tool for self-review.

1.2 Objective of the Audit

The objective of this detailed assessment audit is to provide an unbiased opinion as to the quality of the municipality's assessment roll for the 2020 tax year. The opinion is based on a review of assessment performance by measuring the degree to which assessments meet regulated quality standards and a review of procedures and administration of the municipality's assessment program. The audit also provides a means to identify and reinforce strengths in a municipality's assessment program and to identify where opportunities exist to improve assessments or assessment administration.

The audit meets this objective by providing brief findings and conclusions for individual tasks meeting best practice guidelines and/or legislative requirements as outlined in the *Detailed Assessment Audit Manual*. For tasks not meeting legislative or best practise requirements and requiring a recommendation, the auditor provides more detail and explanation of findings supporting conclusions.

1.3 Scope of the Audit

In Scope

This detailed assessment audit will review assessment performance for those properties for which the municipality is legislatively required to prepare assessments, as well as an administrative review.

Out of Scope

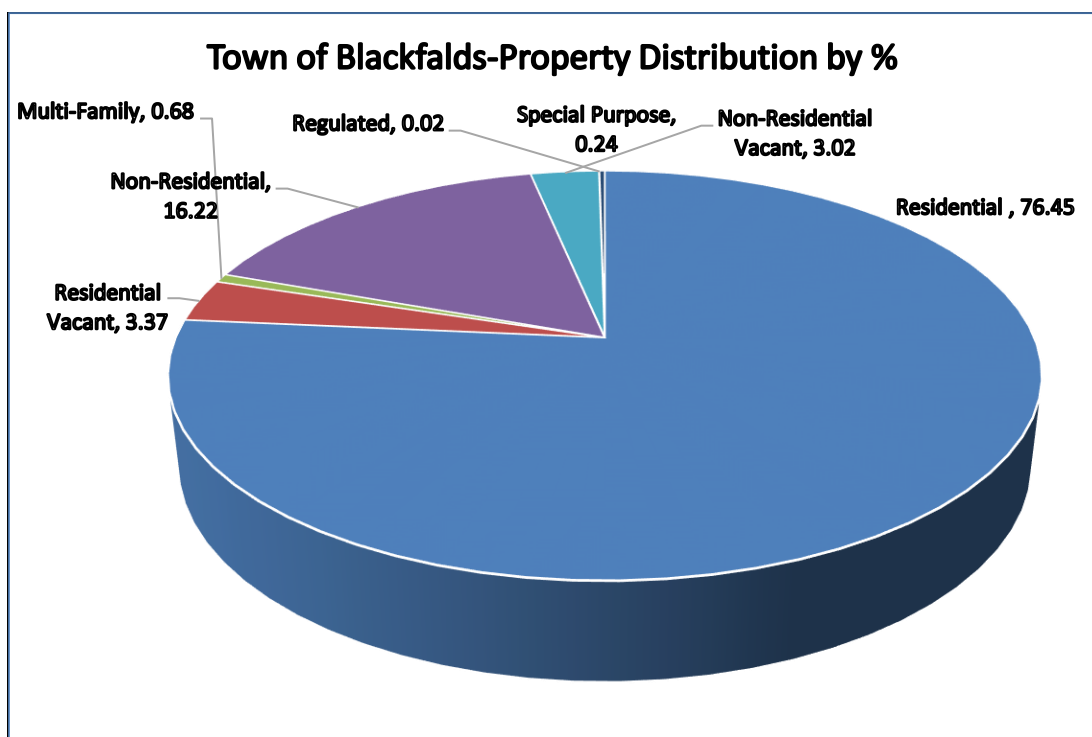
Ratio studies serve as the primary tool for the objective evaluation and measurement of mass appraisal performance. The procedural review focuses on how assessments are prepared and involves a pool of sample properties for testing.

The following topics are out of scope for this audit:

- Provincial and municipal tax policy,
- Equalized assessment and education requisition policy,
- Business assessment and taxation provisions in Part 10 of the Act other than those for property tax, and
- Property assessments completed by the provincial assessor.

1.4 Distribution of Assessment by Property Type

Figure 1: Overall Distribution by Property Type



Property Type	Parcel Count	% of Total
Residential	3,857	76.45
Residential Vacant	395	3.37
Multi-Family	5	0.68
Non-Residential	153	16.22
Non-Residential Vacant	211	3.02
Regulated	15	0.02
Special Purpose	4	0.24
Total	4,640	100

2.0 Findings of Audit

In our opinion, the Town of Blackfalds, in preparing its assessment roll for the 2020 tax year meets the majority of legislated standards in the preparation of assessments for residential, non-residential and regulated property types. Most aspects of the assessor's procedures and practices used in preparation of property assessments meet best practices. The Town meets most requirements in administration of the assessment function.

Recommendations:

Compliance with Legislation Requirements (High Priority)

1. The municipality must collect and report all missing data elements.
2. Supplementary assessments must be completed and pro-rated by the municipality, per *MGA* Section 314(2) and (4).
3. Assessment Notices must include legislative requirements for:
 - Whether the property is a parcel of land, improvement or parcel of land and the improvements.
 - Notice of assessment date.
4. Complaint deadline must be updated (ensure it is also 60 days from notice of assessment date).
5. Supplementary Assessment Notices must include legislative requirements specified in Section 316 (1) of the *MGA*.

Best Practice Recommendations

It is recommended the assessor:

1. Include a sales narrative for all sales not used in a ratio study and identified in the *2019 Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual* as needing one.
2. Examine the following strata as per best practice.
 - Homes in the size range 2,000-2,250 sq.ft.
 - Homes with an effective age of 1981-1990.
 - The *Willow's* residential neighborhood.
3. Base the annual re-inspection rotation for residential and non-residential on a four to six year cycle and correct NAA inspections codes.
4. Examine *influence* adjustments that are not in direct proximity to the negative effect. Identify these and review for reasonableness.

Observations

The assessor has a great deal of experience assessing the Town of Blackfalds. This is evident in the product and processes in place.

However, in some instances the *Summary Report*, (note specifying the land adjustment) did not match the actual adjustment.

A few vacant commercial lots have the wrong ownership code applied. They are exempt for taxation but have an ownership code indicating an individual owns them. The assessor has committed to fixing these.

A few parcels do not have civic addresses in the ASSET load. This is particularly evident amongst vacant commercial and special purpose properties.

Acknowledgements

Cooperation received from the assessor and administrative staff was appreciated. We received all information, reports and explanations required to conduct the audit in a timely fashion. Further, the assessors and administration have already incorporated many of the recommendations for the upcoming roll. The auditor discussed synchronizing information on the assessment notice and the supplementary notice in an email. The municipality and the assessor have taken a proactive approach to the recommendations.

Next Steps

The municipality's acceptance of recommendations demonstrates a commitment toward continued improvement of assessment practices.

Assessment Audit asked the assessor and chief administrative officer for responses to conclusions and recommendations contained in the audit report; indicating planned actions to address recommendations, and the timeframe for completion.

A follow-up audit in 2021 will evaluate progress on actions taken by the municipality in addressing recommendations contained in the report.

Assessor Response:

Hey Larry,

Thank you for sending me the detailed audit report. I have reviewed the report in detail, and agree with your findings.

I am appreciative of your in depth review of the assessment process and valuations that I have prepared for Blackfalds. I have found that working by myself at times I feel like I am isolated from what other fellow assessor practitioners are doing, and having you review my work and offering our comments and suggestions makes me feel good that I am providing my client municipalities with an assessment that meets the legislative standard of the act and regulations.

I want you to know that you did a fair and honest review of my work. Municipalities generally do not know what goes into preparing assessments, and your independent review will give Blackfalds comfort knowing that their tax base is properly maintained.

On page 7, 8, and 33 of your report, there are Best Practice Recommendations. For the 2020 assessment year, all your recommendations except for one of the #2 will be met. During my review process I will review the larger better quality homes and make the necessary adjustments. Addresses where available have been entered into the CAMA system, and the land adjustments were checked and changed where necessary. The inspection dates have been corrected. Vacant residential, and non-residential parcels as discussed are excluded from having an inspection date

Again Larry, thank you for the review, and hope you and your family stay safe during these troubling times.

Frank Watson AMAA
Assessor Town of Blackfalds
403-688-0469

Municipal Response:

Hello Larry,

First off, I would like to thank you for providing the details of the audit in this report. It gives me much pleasure to hear that both administrative staff and our external property assessor provided you with timely information and cooperation throughout this audit.

Trust in our property assessment processes and taxation base is very important to Council as well as the taxpayers within the Town. It is assuring to hear that the methods and procedures that the Towns assessor uses are in line with best practices which meet the legislative requirements.

Over this next period, I will ensure, through the Director of Corporate Services that the recommendations are implemented and achieved. Measures are already in place to achieve the high priority recommendations which are in this report.

Together with our long serving Property Assessor will commit to working towards the 2021 follow up audit.

Thanks again.

Myron Thompson
CAO
Town of Blackfalds

PART B – SALES PROCESSING

Before examining results of ratio studies (which rely on sales), it is important to look at the assessor's process for including and excluding sales:

The importance of proper sales screening cannot be overemphasized. The reliability of market analyses and sales ratio studies depend on the accuracy of sales data. Only qualified assessors familiar with real estate finance should be assigned to the task of screening sales. Each sale should be considered usable unless there is valid evidence to indicate that it is not an arm's length, open-market transfer or that it is unusable for other valid reasons. Industry standards are quite specific in outlining sales that are ordinarily invalid for appraisal or sales ratio purposes. The Assessment Services Branch has developed a series of sales verification codes and criteria (see the following section) that are for use with ratio studies prepared for the annual assessment audit. The assessor should adopt or develop sales codes that reference these sales verification codes. These standard codes must be used on the annual indicators of value audit submission.¹

Assessors must examine every sale and assign an appropriate sales verification code. This is a three-step process. First, the auditor matches sales loaded into *Land Titles* with sales the assessor includes in the ASSET submission. These two submissions should match or have legitimate reasons why they do not. Secondly, the assessor assigns a sales verification code accurately reflecting circumstances of the transaction. Finally, the assessor determines the relevance of the sale in accordance with the RNR manual.

Match: Land Titles vs. Assessor (ASSET) Sales:

Matching of the 2019 IOV submission to the LTC that require verification				
Sales Period	Sales Period date range (land title date)	Number of LTC in each period	Number matched to LTC on the Coft	Percent of IOV matched to LTC on the Coft
P1	July 1, 2018 to June 30, 2019	394	378	96
P2	July 1, 2017 to June 30, 2018	492	479	97
P3	July 1, 2016 to June 30, 2017	445	411	92
		1,331	1,268	

¹ Alberta Municipal Affairs, 2018 *Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual* (R&R Manual).

Specific Land Titles Transactions Not Matched:

Sales Period	Sales Period date range (land title date)	No match to LTC	Certificate of Title Number	Reasons Why	Okay
P1	July 1, 2018 to June 30, 2019	17			
			182173661005	Multi-parcel sale	Yes
			182173661006	Multi-parcel sale	Yes
			182173661007	Multi-parcel sale	Yes
			182173661008	Multi-parcel sale	Yes
			182173661009	Multi-parcel sale	Yes
			182173661021	Multi-parcel sale	Yes
			182173661022	Multi-parcel sale	Yes
			182173661023	Multi-parcel sale	Yes
			182177244001	Multi-parcel sale	Yes
			182165120002	Multi-parcel sale	Yes
			182190895	Transmission	Yes
			182305164	Transmission	Yes
			182311175	Affidavit of Surviving Joint Tenant	Yes
			182317762	Transmission	Yes
			192011934	Transmission	Yes
			192018668	Affidavit of Surviving Joint Tenant	Yes
			192133963	Affidavit of Surviving Joint Tenant	Yes

*this column may not match original table because of instances of multi-parcel sales.

** In some instances, the values of the individual lots cannot be determined in a multi-parcel sale

Sold Parcel Reconciliation

Using Land Titles data, Assessment Audit reviews the sales not included to determine validity.

Findings:

The assessor is including and excluding sales according to best practice.

Conclusions & Recommendations:

Assessment Audit offers no recommendations.

Sales Verification - Residential & Non Residential

The R&R Manual specifies sixteen different sales codes.

Verification Code	Definition of Code
8000	Not verified
8001	Good sale
8002	Non-arm's length
8003	Involved trade
8004	Special financing
8005	Duress
8006	Partial interest
8007	From a sales agreement
8008	Foreclosure
8009	Sale of tax recovery property
8010	Sale by municipality
8011	Opinion of value from transfer document
8012	Leasehold interest
8013	Multiple parcel sale – apportion sale price
8014	Multiple parcel sale – combine AP assessment
8015	Developer-to-Builder sale

It is the assessor's responsibility to code sales in accordance with the table above. Flexibility in the assessor's CAMA system may allow the assessor other choices than the sixteen prescribed by regulation. The assessor will cross-reference with the table above. Assessors' should minimize sales coded as 8000 (Not verified).

Assessment Audit conducted a thorough examination of a sample of titles and transfer documents to ensure the assessor's coding matches the purpose of Land Titles documents. For example a sale coded by the assessor as 8004 (Special Financing), must be influenced by financial arrangements.

This review focuses more heavily on sales not used in the analysis. Excluding valid sales can result in a skewed ratio for equalization purposes. In these cases, the auditor asks the assessor to re-code the sales and if warranted, re-submit.

The following tables provide a list of the assessor's sales coding, as well as audit's analyses:

Residential

Residential Property		Actual Use Group				Total
		MF	RC	SFD	VR	
Value Verification Codes	Used in Analysis					
8001 - Good sale	Yes	1	74	891	173	1,139
8002 - Non-Arm's Length	No	2	1	42	4	49
	Yes		1			1
8006 - Partial Interest	No			1		1
8008 - Foreclosure	No			1		1
8012 - leasehold interest	No			8	9	17
	Yes		4	24	10	38
Sales Period Total		3	80	967	196	1,246

Sales Code	Code Description	Not Used Analysis	Number Sampled	Coded okay
8002	Non-Arm's Length	49	17	Yes
8006	Partial Interest	1	1	Title Cancelled-Yes
8008	Foreclosure (transfers)	1	1	Title Cancelled-Yes
8012	Leasehold Interests	17	17	Incorrect coding-Yes Fixed for next year

The assessor does include notes for the majority of sales coded 8002 (Non-Arm's Length.) There is a large block of successive registrations coded 8002. The assessor provided further documentation verifying the coding.

Non-Residential

Non-Residential Property		Actual Use Group					Total
		IND	OFF	RET	SPE C	VCOM	
Value Verification Codes	Used in Analysis						
8001 - Good sale	No					2	2
	Yes	3	1	4	1	10	19
8002 - Non-Arm's Length	No	2		2		1	5
Sales Period Total		5	1	6	1	13	26

Sales Code	Code Description	Not Used Analysis	Number Sampled	Coded okay
8001	Good Sale	2	2	Yes- note provided for one sale. Other sale is a P-3 outlier
8002	Non-Arm's Length	5	5	Yes- discussed these with assessor.

Findings:

Sales assigned verification codes 8000, 8001 and 8011 are normally included for use in ratio studies. If excluded, there is an expectation that documentation for the sale narrative will be provided. Including sales normally excluded (codes 8002 through 8010 and 8012) requires documentation as well.

The auditor observed some sales excluded from the ratio study did not have supporting narratives.

Overall, the assessor does a very thorough job of sales verification.

Conclusion & Recommendations:

Include a sales narrative for all sales not used in a ratio study and identified in the *2019 Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual* as needing one.

PART C - ADJUSTMENTS

Time Adjustment Validity

The *Matters Relating to Assessment and Taxation Regulation* (MRAT) states any assessment must be an estimate of value on July 1 of the assessment year. In other words, sale prices must be adjusted for time to the date of July 1 (2019 in this case). “Changes in price levels should be monitored and time adjustments made by geographic area and type of property, because different segments of the market tend to change in value at different times.”² One method of determining the time adjustment is sales-ratio trend analysis. This is the method often used in Alberta. The ratio is the sale price/assessment or SAR.

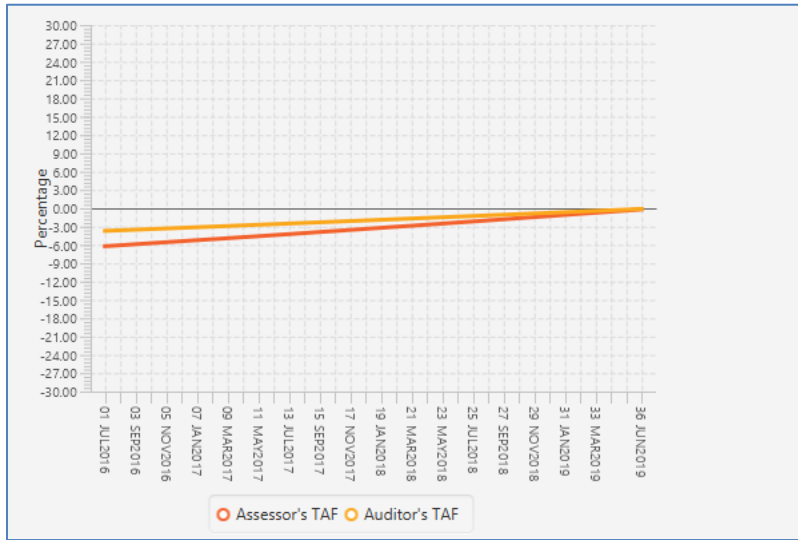
Single Family Dwellings:

Sales per Month (SFD):

Month	Number of Sales		Month	Number of Sales
July 2016	33		January 2018	18
August 2016	30		February 2018	14
September 2016	32		March 2018	23
October 2016	31		April 2018	19
November 2016	32		May 2018	31
December 2016	16		June 2018	47
January 2017	25		July 2018	19
February 2017	17		August 2018	52
March 2017	14		September 2018	25
April 2017	13		October 2018	21
May 2017	38		November 2018	30
June 2017	26		December 2018	7
July 2017	43		January 2019	11
August 2017	30		February 2019	19
September 2017	30		March 2019	15
October 2017	29		April 2019	10
November 2017	28		May 2019	13
December 2017	20		June 2019	21

² Standard on Verification and Adjustment of Sales, International Association of Assessing Officers, 2010, Pg. 18.

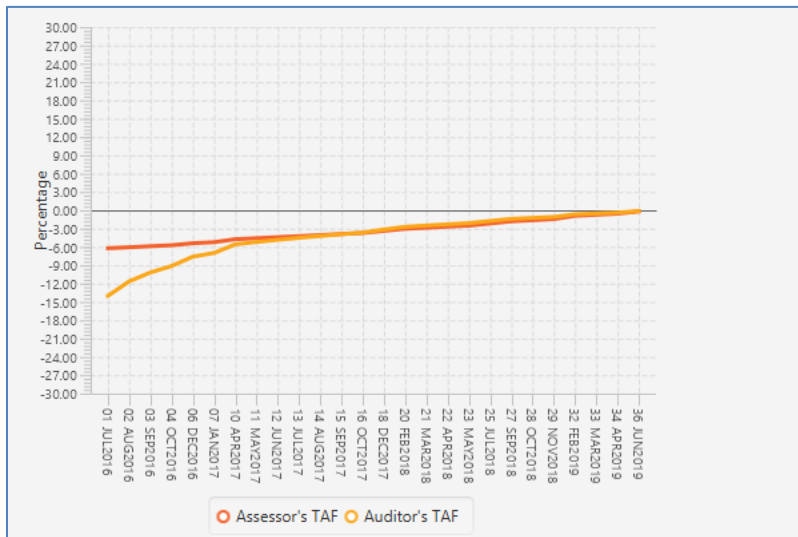
Assessor v. Auditor Time Adjustment (SFD):



	Count	Assessment to Sale Ratio (ASR)	Coefficient of Dispersion (COD)	Price Related Differential (PRD)
Assessor's Results	916	0.985	6.78	1.01
Auditor's Results	916	0.970	6.79	1.01

Residential Condos:

Assessor v. Auditor Time Adjustment (RC):



	Count	Assessment to Sale Ratio (ASR)	Coefficient of Dispersion (COD)	Price Related Differential (PRD)
Assessor's Results	79	1.022	6.08	1.01
Auditor's Results	79	1.023	5.51	1.01

Residential Vacant Land:

Used the same time adjustments as improved residential.

	Count	Assessment to Sale Ratio (ASR)	Coefficient of Dispersion (COD)	Price Related Differential (PRD)
Assessor's Results	183	0.985	7.19	1.01
Auditor's Results*	183	0.985	7.19	1.01

Non-Residential:

There were only eight sales in this category.

Conclusion:

The time adjustments applied for all categories of property are appropriate.

The preceding charts and tables are a comparison of the assessor and Assessment Audit's time analysis. Results are similar across all property types. In light of this, Assessment Audit uses the assessor's time adjusted selling price for further analysis.

Other Sale Price Adjustments

Occasionally, adjustments are warranted for other value influencing factors. Examples include personal property selling with the property but not attributable to real property value. Such chattels may include trade tools/equipment, vehicles, pool tables, etc.

For the roll at hand, adjustments are limited to one category; *Opinion of Value from Transfer Document*(2). Explanatory notes were provided.

Recommendation:

Assessment Audit offers no recommendations.

PART D– PERFORMANCE REVIEW – RATIO STUDIES

Market value assessments must meet median assessment ratio and coefficient of dispersion standards. Ratio studies provide direct evidence of valuation accuracy and uniformity assessments. Ratio studies are the primary tool for objective evaluation and measurement of mass appraisal performance.

Various statistical studies were undertaken to review quality and uniformity. Definitive conclusions are possible when a sample size is 15 or more sold properties within a stratum. If the sample is less than 15 but more than five; and, if the sales are judged representative of the population, some weight may be accorded. The *Matters Relating to Assessment and Taxation Regulation*, 2018 (AR 203/2017) sets forth requirements for assessment quality and uniformity. For any stratum, median assessment ratio and corresponding coefficient of dispersions must be within the following ranges:

Property Type	Median Assessment Ratio (ASR)	Coefficient of Dispersion (COD)
Property containing 1, 2 or 3 dwelling units	0.950 – 1.050	0 – 15.0
All other property	0.950 – 1.050	0 – 20.0

The price related differential (PRD) is a non-regulated quality standard. PRD values between 0.98 and 1.03 indicate high and low-value properties are assessed at similar percentages of market value. PRD values below 0.98 indicate there is a progressive bias favouring low-value properties and that high-value properties are over assessed. PRD values above 1.03 indicate a regressive bias favouring high-value properties.

OVERALL RATIO STUDY RESULTS

Property Type	Count	Median ASR	COD	PRD
Single Family Dwellings	916	0.985	6.78	1.01
Vacant Residential	183	0.985	7.19	1.01
Residential Condos	79	1.022	6.08	1.01
Improved Non-Residential	8	1.025	2.60	1.00
Vacant Non-Residential	11	1.025	3.50	1.00

Findings:

The Coefficient of Dispersion (COD) is low for Improved *Non-Residential* (2.60), and may indicate some selective reassessment, but due to the limited number of sales there is no definitive conclusion. Assessment Audit analyzed the low COD in conjunction with sold vs. unsold data. Despite no definitive inference, the assessor may want to investigate this for next year's assessment.

Conclusion

Median ASRs (assessment level) and CODs (*Coefficient of Dispersion...variance from center*) for the large stratifications above are within regulated standards.

Recommendations:

Assessment Audit offers no recommendations.

Residential Property Stratification (Ratio Study Results)

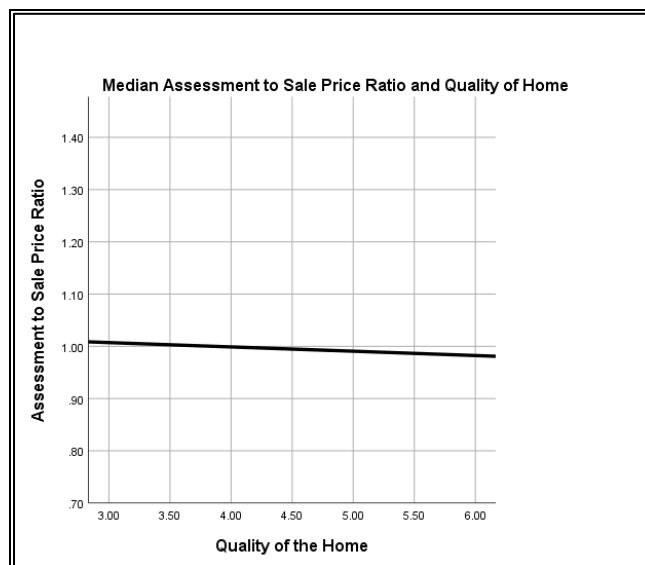
The Town of Blackfalds assesses residential property using the market-adjusted cost approach to derive market values for improved properties, and the direct sales (market) approach to derive land values. Residential properties stratified into single-family dwellings (SFD), residential condominiums (RC), multi-family (MF), mobile homes, and vacant residential (VR). For multi-family properties, the assessor applies the income approach to value as a secondary valuation method to check for reasonableness.

The following analysis (where warranted), includes tables and scatter graphs, or bar charts for each strata. The following tables indicate whether any stratum fails best practice requirements. Pronounced trends (slopes in the trend line) can be indicative of under/over assessment within the group. It is desirable for the trend line to be nearly flat with a midpoint near 1.00 for each stratum. If there are few sales, trend line indications are less reliable.

SFD by Quality of the Home:

Quality	Sales Count	Median ASR	COD	PRD
(3) Substandard	1*	0.921	0.0%	1.00
(4) Fair	22	0.950	9.1%	1.01
(5) Standard	705	0.988	6.6%	1.01
(6) Semi Custom	188	0.975	7.2%	1.02
Overall	916	0.985	6.8%	1.02

*Too few sales to make any statistical inferences

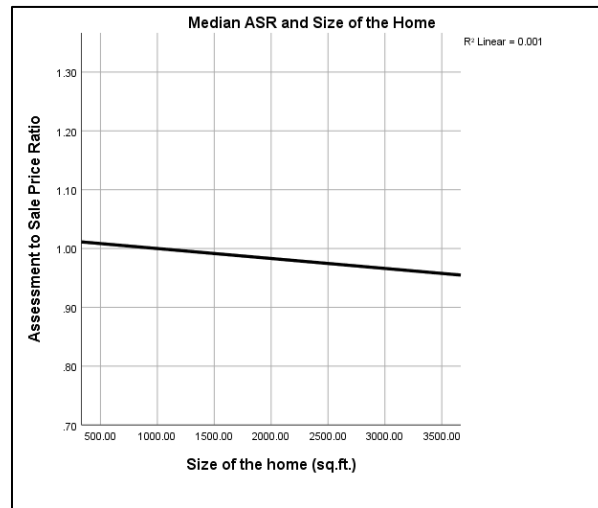


The ASR plot indicates properties of different qualities assessed at similar percentages of market value.

SFD by Size:

Size	Sales Count	Median ASR	COD	PRD
<=1,000	71	0.985	.075	1.013
1,000.01 - 1,250	361	0.991	.067	1.010
1,250.01 – 1,500	318	0.984	.064	1.017
1,500.01- 1,750	106	0.981	.058	1.005
1,750.01-2,000	35	0.996	.107	1.049
2,000.01-2,250	19	0.930	.051	1.007
2,250.01-2,500	4*	0.873	.091	1.011
>2,500	2*	0.788	.024	1.000
	916	0.985	.068	1.015

*Too few sales to make any statistical inferences

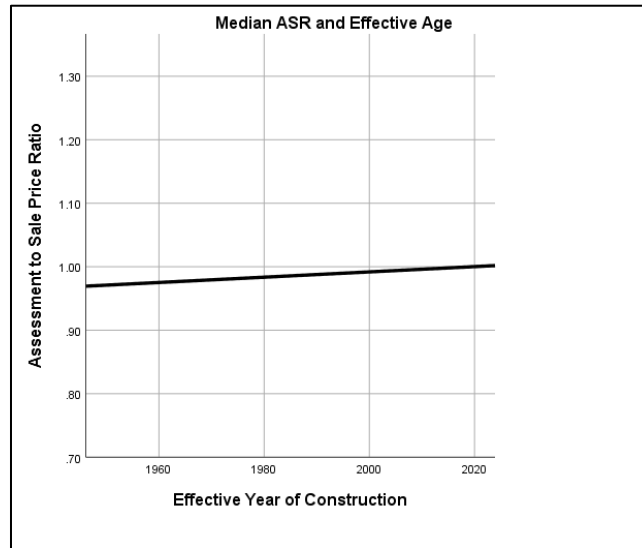


The ASR plot and chart indicate that properties of different sizes are not assessed at similar percentages of market value.

SFD by Effective Age:

Era of Construction	Sales Count	Median ASR	COD	PRD
1941 - 1950	5*	0.876	8.0%	1.01
1951 - 1960	11*	0.932	10.7%	1.01
1961 - 1970	10	0.978	6.8%	1.01
1971 -1980	30	0.986	8.4%	1.01
1981- 1990	20	0.943	6.0%	1.01
1991- 2000	71	0.985	7.2%	1.02
2001- 2010	269	0.989	6.7%	1.01
2011+	500	0.985	6.5%	1.02
Total	916	0.985	6.8%	1.02

*Too few sales to make any statistical inferences



The ASR plot and chart above indicates properties of different ages may not be assessed at similar percentages of market value.

SFD by Market Area:

There are six neighborhoods in the SFD inventory. Three neighborhoods have too few sales for meaningful statistical analysis.

The *Neighborhoods* are as follows:

Neighborhood	Sales Count	Assessment level (ASR) Median	Coefficient of Dispersion	Price Related Differential
West of Railway	463	0.993	6.2%	1.01
Old Residential Area of Town	35	0.954	7.7%	1.01
Broadway Ave Commercial	1	0.966	0.0%	1.00
Broadway Village Mobile Home Park	1	1.034	0.0%	1.00
County Lacombe/Blackfalds	1*	0.360	0.0%	1.00
East of Highway	415	0.980	7.1%	1.02

*Too few sales to make any statistical inferences

The assessment levels for the neighborhoods with enough sales are within legislated standards, a good result.

Residential Condominiums

The *Neighborhoods* are as follows:

Neighborhood	Sales Count	Median ASR	COD	PRD
Valley Crossing Condos	13	0.981	4.408	1.001
WEST OF RAILWAY	43	1.027	7.670	1.007
OLD RESIDENTIAL AREA OF TOWN	1	0.992	0.00	1.000
PIONEER WAY CONDOS	4	0.970	7.138	1.003
THE WILLOWS (ASPEN LAKE BLVD.)	18	0.925	10.688	1.006

Vacant Residential

The *Neighborhoods* are as follows:

Neighborhood	Sales Count	Median ASR	COD	PRD
WEST OF RAILWAY	122	0.972	3.271	1.006
OLD RESIDENTIAL AREA OF TOWN	1*	1.181	4.213	1.000
EAST OF HIGHWAY	60	1.004	0.000	1.007

*Too few sales to make any statistical inferences

Parcel size are as follows:

Parcel Size	Sales Count	Median ASR	COD	PRD
<=5,000	123	0.986	6.588	1.008
>5,000-7,000	47	0.961	8.217	1.009
>7,001-9,000	8*	1.081	5.659	1.006
>9,001-11,000	4*	0.965	6.413	1.000
>11,001-14,000	1*	0.814	0.000	1.000

*Too few sales to make any statistical inferences

Findings:

Some strata with sufficient sales are not within best practice standards.

Recommendations:

Examine the following strata as per best practice as they do not meet the prescribed guidelines.

1. Homes in the size range 2,000-2,250 square feet.
2. Homes with an effective age of 1981-1990.
3. The *Willow's* residential neighborhood.

PART E - SAMPLE PROPERTY REVIEW

Residential and Non-Residential

Direct, property-specific observation can reveal subtleties not apparent in a strict statistical analysis as presented in the preceding sections. Therefore, a sample property review was also undertaken.

Assessment Audit conducted viewings of SFD and non-residential properties in several areas, cross checking the CAMA *summary*, *detail*, and *market land* reports. The review also checks for consistency in application of depreciation, adjustments, and locational influences.

Comparison to sold properties indicates assessments align reasonably with sale prices.

The auditor discovered very few anomalies during the viewings. Direct observation confirms the assessor has accurate property data; and changes in inventory (additions/deletions) reflected in the assessment record.

In some instances the *Summary Report note* specifying the land adjustment, did not match the actual adjustment applied. Further, the assessor should examine improved residential parcels adjusted for *influences* not in direct proximity. The auditor recommends the assessor identify these and examine for reasonableness.

Assessment Audit reviewed the *Building Permit Activity Report*, comparing items on the list (new garages, demolitions, new houses, etc.), with the assessment record. The assessment record reliably expresses changes in inventory.

During an office visit, assessment audit observed the entire process from building permit to completed assessment. The assessor and the building inspections department have a well-developed, secure, synchronized, commendable system.

Inspections-Residential & Non-Residential

The assessor should incorporate a simple five-year cycle (twenty percent/yr.) inspection cycle to ensure all parcels receive an inspection regularly. The following table shows inspection results:

Year	Inspection Type	Number Inspected	Number of Parcels (Total) ASSET	Percentage of Total Inspected
2020 (part of first two months)				
	Door	0		
	Drive	5		
	Exterior	0		
	Interior	0		
Total		5	4,640*	0.11%
2019				
	Door	1		
	Drive	252		
	Exterior	1		
	Interior	0		
Total		254	4,640*	5.5%
2018				
	Door	1		
	Drive	239		
	Exterior	2		
	Interior	0		
Total		242	4,596*	5.3%
2017				
	Door	1		
	Drive	169		
	Exterior	7		
	Interior	9		
Total		186	4,598*	4.0%
2016				
	Door	4		
	Drive	1,734		
	Exterior	343		
	Interior	3		
Total		2,084	4,544*	45.9%
Overall	NAA	827		
Overall Total Inspections (five years)		2,771	4,640	59.71%

*submitted into ASSET

Explanation of Inspection Type:³

Door - The inspection involved going to the property and interviewing an occupant without physically inspecting the property.

Drive - Property assessment information validated by a drive-by inspection.

Exterior - Property information validated by an exterior inspection of the property, but an interior inspection of the improvements did not occur.

Interior - An interior inspection of the improvements occurred on the property.

NAA - Any properties with this inspection code need to be examined. A large number are vacant parcels which typically aren't inspected regularly.

It is possible the assessor is confirming information while they are driving, but not recoding them in their system. If the assessor is inspecting more property than indicated, the inspection type and date should be reporting to ASSET.

Property Characteristics at Date of Sale

Property characteristics at sale date may be different from characteristics as of December 31 in a subsequent assessment year. Assessors should preserve a "snapshot" of property details at sale date so as not to distort prices, property characteristics and ratio studies.

The assessor's computer assisted mass appraisal (CAMA) system tracks changes to improvements since sale date.

CONCLUSION:

The inventory of property data is very accurate with few errors.

Recommendations:

Base the annual re-inspection rotation for residential and non-residential on a four to six year cycle and correct NAA inspections codes.

³ Alberta Municipal Affairs, 2018 Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual. Pg. 45.

PART F – PERFORMANCE REVIEW – VALUATION OF SIMILAR PROPERTY

Uniform and Equitable Assessments:

SOLD VS: UNSOLD ANALYSIS

The objective of ratio studies is to determine appraisal performance for the population of properties; that is, both *sold* and *unsold* parcels. Selectively reassessing based on sale prices, will distort ratio study results.

Findings:

Assessment Audit reviewed the SFD *sold* sample and *unsold* population to determine if their change (or shift) in assessment from the previous year is similar. A substantially greater year-over-year change in assessment of *sold* properties, when compared to the year-over-year assessment change in *unsold* properties, could be an indication of selective re-assessment. For the purpose of this audit, differences of greater than 5% between sold and unsold properties are flagged for review.

Single Family Dwellings (SFD):

Stratifications	Unsold Count	Unsold Median % Asmnt Change	Sold Count	Sold Median % Asmnt Change	Difference in Sold and Unsold Median % Asmnt Change
All SFD properties	2,610	-0.30	833	-0.29	0.01
SFD Properties by Quality					
01-Substandard	41	0.16	1	0.08	-0.07
03-Fair	185	-0.13	21	-0.98	-0.85
04- Standard	2,101	-0.32	641	-0.31	0.01
05- Semi Custom	280	-0.25	170	-0.25	0.01
SFD Properties by Model Type					
001 – Single Family - All Ages	24	0.10	1	0.08	-0.01
003 – Single Family – After 1940	214	-0.66	53	-0.74	-0.08
004 – Single Family – After 1970	1,815	-0.29	611	-0.27	0.02
005 – Single Family – After 1980	26	-0.20	11	-0.20	0.01
040 – Single Wide Manuf. Home	166	-0.14	1	-0.35	-0.21
060 - Duplexes	146	-0.54	40	-0.54	-0.01

Stratifications	Unsold Count	Unsold Median % Asmnt Change	Sold Count	Sold Median % Asmnt Change	Difference in Sold and Unsold Median % Asmnt Change
SFD Properties by Parcel Size					
<5,000	794	-0.34	329	-0.34	-0.01
5,000 – 6,999	1,304	-0.30	421	-0.28	0.02
7,000 – 8,999	214	-0.28	66	-0.27	0.01
9,000 – 10,999	59	-0.29	11	-0.28	0.00
11,000 – 13,999	35	-0.27	4	-0.29	-0.02
>30,000	23	-0.47	1	-0.57	-0.10
SFD Properties by Floor Area					
< 1,000	390	-0.31	64	-0.38	-0.06
1,000 – 1,999	2,144	-0.30	745	-0.29	0.01
2,000 – 2,999	72	0.26	23	-0.26	0.01
3,000-3,999	1	-0.20	1	-0.20	0.00

*Due to different filters, totals may not match previous tables.

Conclusion:

Overall, there appears to be little difference in year-over-year assessment changes between *sold* and *unsold* single-family and mobile homes.

Residential Condominiums (RC)

Stratifications	Unsold Count	Unsold Median % Asmnt Change	Sold Count	Sold Median % Asmnt Change	Difference in Sold and Unsold Median % Asmnt Change
All Residential Condo properties	183	-0.46	74	-0.47	-0.01

There is little difference in year-over year assessment changes between sold and unsold residential condominiums.

Vacant Residential (VR):

Stratifications	Unsold Count	Unsold Median % Asmnt Change	Sold Count	Sold Median % Asmnt Change	Difference in Sold and Unsold Median % Asmnt Change
All Residential Vacant Properties	347	0.00%	12	0.00%	0.0%

Findings and Conclusion:

There are too few sales to complete a *sold vs. unsold* analysis for this group.

Non-Residential (NR):

Non-residential includes Industrial (IND), Retail (RET), Office (OFF), Lodging (LOD), Vacant Industrial (VIND), Vacant Commercial (VCOMM), and Special Purpose (SPEC, manufacturing).

Stratifications	Unsold Count	Unsold Median % Asmnt Change	Sold Count	Sold Median % Asmnt Change	Difference in Sold and Unsold Median % Asmnt Change
Non-Residential-Property Type					
Industrial	67	1.25	3	14.29	13.03*
Lodging	2	-0.63	0	0.00	0.00
Office	18	-0.25	1	8.03	8.27*
Retail	34	-0.36	1	-0.57	-0.21
Vacant Commercial	180	0.00	6	0.00	0.00
Vacant Industrial	19	0.00	0	0.00	0.00

*Too few sales to make any statistical inferences.

Two occupancy types are outside tolerance, but there are too few sales for statistical reliance.

Recommendations:

Assessment Audit offers no recommendations.

PART G - VALUATION

Non-Residential

There are three valuation approaches sales comparison, income, and cost. Any of the three approaches to value have applications for non-residential property.

Sales comparison requires a sufficient mass of similar sales to invoke unit rates for modeling purposes. The sales comparison approach is rarely used for non-residential in small municipalities.

The income approach is based on the premise property values are expressed as a price-earnings multiple of typical rent. Again, a sufficient number of rent rates from the area are required for the income approach to be valid. Based on the lack of data available to apply income and sales comparison approaches; the assessor reasonably chooses the cost approach.

Property Type	Number of Properties	Valuation Approach Used
Retail	46	Cost Approach
Industrial	88	Cost Approach
Lodging	2	Cost Approach
Office	20	Cost Approach

*Different filters may make count totals different from test to test.

The assessor collects income information from non-residential and multi-family owners on a cyclical basis (depending on property type). This data supports the cost approach value. The auditor analyzed individual commercial properties and their income data. The assessor's approach and reconciliations appear reasonable. The data supports values arising from the cost approach. The fraction of non-residential properties owned for their rental income producing merits is too small to develop a valuation scheme.

The biggest steps within the cost approach are determining land value, estimating replacement cost new (from a cost manual in most cases), and deducting depreciation.

Reproduction Cost New (RCN) is calculated using the *Marshall & Swift* manual.

Lodging

Lodging properties for assessment purposes typically include hotels/motels, church/youth camps, senior lodges, and campgrounds. This subset of non-res property merits individual review because of their heterogeneous mix. These properties operate and trade differently than other non-residential real estate, which tend to be more homogeneous.

The inventory consists of two hotels/motels. Within this group, Assessment Audit would expect an "assessment per room" stratification based upon the quality of the hotel and amenities it provides. This is not the situation in Blackfalds as much of the value of the gallonage hotel lies in other services supplied.

	Hotel Name	Classification	Total Assessment	# of Rooms	Land Adjustment	Total Assessment/ Room
001560	Gallonage Micro Hotel	Hotel/Limited Service	\$1,529,780*	12	-10% (location)	127,481
033340	Wyndham Micro Hotel	Hotel/Limited Service	\$3,117,440	63	None	49,483

*Includes the assessment for extra residential improvements on site

Assessment Audit examined both hotels from the exterior. They are valued using the cost approach and, if enough data is available, corroborated by an income approach. Based upon experience from other municipalities, the per/room assessment of the *Wyndham* appears reasonable. The gallonage operation derives most of its value from beverage operations. Often these properties have significant cash sales, which may not be fully expressed in financial statements, if available. The owner-operators often intertwine their lifestyle with the business, making an income approach of the going-concern difficult, complicated further by having to accurately deduct non-realty items from the *Business Enterprise Value* (goodwill, inventory, FF&E, management expertise, going-concern value, branding, etc.). For these reasons, the depreciated cost approach is a practical way of calculating the assessment. Since the rooms-portion of the operation usually has chronic low occupancy (0% in some cases), additional (extraordinary) depreciation is deducted. This amounts to twenty percent. Fourteen percent for functional depreciation and a six percent market adjustment. Deductions of this scale (and larger) are common for similar gallonage operations in other municipalities, and meets with reasonable practice expectations.

Vacant Non-Residential

There are only six valid sales of vacant, non-residential land in the last three years, making mass appraisal analysis from a statistical viewpoint difficult. With so few sales, requirements of mass appraisal relate to using similar valuation approaches and parameters for similar property. The auditor analyzed 199 properties having a non-residential *Market Area Description*. A major portion of vacant commercial properties are exempt because they are government owned.

The audit focuses on the location (*Market Area Description*) of three areas specified by the assessor:

Location	Base Rate (Range)	Unit of Measure*	Constant (Range)	Assessment/ Sq.ft. (Range)	Adjustments (Range)
Commercial Use Code**					
Broadway Ave*	2.59-7.58	Sq.ft	49,875-79,800	\$1.00-\$16.31	0% - -5%
Highway Commercial	1.00-28.00	Sq.ft	N/A	\$1.00-\$28.00	0% - -65%
Old Residential Portion of Town	2.49-22.94	Sq.ft.	70,823-86,643	\$4.31-\$22.94	None
West of Railway	0.36-24.86	Sq.ft	0-103,306	\$1.00-\$24.86	0% - -80%
Town Properties	0.36-24.86	Sq.ft	0-103,306	\$1.00-\$4.55	-80%
Industrial Use Code					
	Area Rate			Assessment/Acre	
Blackfalds Industrial Park	N/A	Acre	229,561	\$144,623-\$229,561	-15%- -37%
County Lacombe Blackfalds	N/A	Acre	43,164	\$51,380	None
Highway Industrial	49,068-205,254	Acre	194,351-1,377,773	\$88,736-\$262,617	-60%
Industrial	4,546	Acre	133,628	\$23,828	None
Railway Commercial	71,376	Acre	N/A	\$71,377	None

*roll number 001230 not included in this analysis (large adjustment for shape).

**Large sample sizes examined individually. There may be outliers not examined.

The assessor bases land rates on location. The size of the parcel is a secondary consideration and accounts for diminishing returns that may be realized as parcel size increases. The largest difference in the final unit rate, assessment per square foot, comes from the adjustment amount. Adjustments can range from 0% to -80%. The largest adjustments are reserved for parcels of land that are very small (less than 2,000 sq.ft.) and have limited development potential.

Vacant properties along Broadway Avenue have an assessment per square foot ranging from \$13.78-\$16.31. Some large, exempt properties located off Broadway Avenue have assessments ranging from \$1.00-\$3.75 per sq.ft. The latter properties may benefit from a different location code.

The *West of Railway* neighbourhood has wide-ranging table rates, and adjustments applied to smaller lots are as much as 80%. Further, some lots have over-ride assessments. Assessment Audit does not dispute the values; however, methods used are varied. An assessor overview of non-residential land tables may improve consistency of the product. The lack of addresses for some vacant commercial lots makes analysis difficult.

Valuation of Public Service Property

Special purpose properties' unique design features limit their use to that for which they were built. Therefore, they have limited potential purchasers at any given point in time. Due to the relatively small market and lengthy market exposure needed to sell such properties, there is little market evidence to support a market value estimate based on the comparison approach; hence, the cost approach is an appropriate method of assessment valuation. The majority of these properties fall within best practice guidelines, where the use of the cost approach is either recommended, or is an acceptable option.

The sample reviewed by Assessment Audit includes, a recreational center, a fire hall/RCMP building, public schools and the new civic building. Assessment Audit finds the completeness of the property data is sufficient. The rate of accuracy is within best practice guidelines. The assessor appears to correctly classify and apply cost modifiers. Assessment Audit observes functional and abnormal depreciation is applied to some buildings containing M&E.

Valuation of Machinery and Equipment

Pursuant to section 10 in the *Matters Relating to Assessment and Taxation* (MRAT) regulation (AR203/2017), the assessor appointed by the municipality must follow procedures set out in the Minister's Guidelines.

Task Reviewed		Findings Yes/No	Comments
<i>Applicable Minister's Guidelines are applied properly and consistently</i>			
Machinery and Equipment (M&E)	Required by MGA s.293 and AR 2013/2017	Yes	There are five accounts with M&E assessments. The accounts have the correct base year modifiers.

Valuation of Farm land

Task Reviewed		Findings Yes/No	Comments
Applicable Minister's Guidelines are applied properly and consistently	Required by MGA s.293 and AR 203/2017	Yes	The assessor calculates farm land and enters assessments as overrides. Hard copy assessment information is retained on cards and scanned into CAMA lot.

Non-Residential & Farm land Valuation Conclusion

The overall valuation practices for non-residential property comply with best practices

RECOMMENDATIONS

Assessment Audit offers no recommendations.

PART H– PROCEDURAL REVIEW - PROPERTY INVENTORY

Process-oriented procedural reviews focus on how assessments are prepared and whether legislative requirements are met, valuation regulations are adhered to, appropriate manuals are used, and if professional standards and guidelines are followed.

All Assessable Property Assessed

Task Reviewed		Findings Yes/No	Comments
Assessable properties are assessed	Required by <i>MGA s.285</i>	Yes	A sample of subdivision plans from all years were reviewed. All parcels are assessed.
New and/or partially completed improvements, and substantial renovations are assessed	Required by <i>MGA s.291</i>	Yes	A sample of permits from the past two years were reviewed. In every instance, there are changes in the assessment to reflect new construction or renovations.

Sufficient and Accurate Property Information

Data Element Reviewed	Reference	Findings	Comments
a. Parcel size	Required by <i>MGA s.293(3)</i>	Yes	Only twenty-one accounts do not have the property size or unit of measure.
b. Improvement(s) size	Required by <i>MGA s.293(3)</i>	Partial Compliance	There only two accounts missing improvement sizes. This is usually indicative of improvements that are hand calculated, such as fencing or paving.
c. Improvement(s) year built	Required by <i>MGA s.293(3)</i>	Yes	Only one account does not have year built or effective age reported.
d. PUC (Predominant Use Code)	Required by <i>MGA s.292(3)</i>	Partial	Only one account.
e. Location Characteristics	Required by <i>MGA s.293(3)</i>	Yes	These characteristics are stored in the assessor's CAMA system.
f. Inspection Date	Required by <i>MGA s.293(3)</i>	No	There are 827 parcels have improper recorded inspection dates.
g. LINC #'s	Required by <i>MGA s.293(3)</i>	Partial Compliance	Twelve parcels do not have a linc# attached to it.
h. Details of Accessory Improvements if applicable.	Required by <i>MGA s.293(3)</i>	Yes	Separate cost approach calculations and details retained in CAMA system.
i. Land Use (zoning) Bylaw code	Required by <i>MGA s.293(3)</i>	Yes	
j. Farm Land net productivity factors	Required by <i>AR 203/2017</i>	Yes	The CAMA system retains Final <i>Rating Class & Net Productivity</i> Rating factors.

The assessor records and reports a vast majority of required data. The municipality's *Data Check* score rounded to 100.00%. The auditor will follow-up to ensure items identified are corrected where possible.

Conclusion

Based on review, there is an assessment for all properties according to legislation. From a review of sample properties and data reported to ASSET, the assessor collects and reports virtually all of the required information in the CAMA system. There are just a few data fields requiring data input.

Recommendations

The municipality must collect and report all missing data elements.

PART I - ADMINISTRATIVE REVIEW

Administrative review considers the municipality's management of the assessment program, with a focus on whether legislative requirements for the preparation and administration of the assessment program are adequate.

Authority

Task Reviewed		Findings Yes/No	Comments
Appointed assessor has appropriate qualifications	Required by AR 233/2005	Yes	The assessor, Mr. Frank Watson holds the designation of <i>Accredited Municipal Assessor of Alberta</i> (AMAA), which meets requirements.
Assessor as designated officer established by bylaw, and person appointed as assessor	Required by MGA s.210(1) and s.284(1)	Yes	Bylaw 869/00.
Supplementary assessment bylaw passed	Required by MGA s.313	N/A	The Town of Blackfalds does implement a supplementary assessment roll.
Supplementary assessment prorated	Required by MGA s.314	Yes	
Application of exemptions pursuant to the MGA	Required by MGA s.351 and s.361 to s.368	Yes	All appeared to be coded properly.
Application of exemptions pursuant to the regulations			
a. Rural residences and farm buildings	Required by AR 203/2017	Yes	
b. Community Organization Property Tax Regulation (COPTER)	Required by AR 281/1998	N/A	None reported
Assessment roll is prepared by February 28	Required by MGA s.302	Yes	Roll declared February 12 th , 2020.
Assessment roll contains the required contents	Required by MGA s.303	Yes	The material shown in the context of the <i>Freedom of Information and Privacy Act</i> . Municipality has corrected deficiencies for next cycle.
Assessment roll can be inspected during regular business hours	Required by MGA s.307	Yes	Staff have a computer available during business hours. The information shown respects the <i>Freedom of Information and Privacy Act</i> .

Task Reviewed		Findings Yes/No	Comments
Supplementary assessment roll prepared by end of year	Required MGA s.315(1)	Partial	See recommendation below
Supplementary Assessment roll contains the required contents	Required by MGA s.315(3)(a)	Yes	
Bylaw designating manufactured home community as an assessed person	Required by MGA s.304(1)(j)(k)	N/A	Notices mailed to individual accounts
Assessment notices meet legislated requirements	Required by MGA s.309	No	The combined Assessment and Tax notice has a number of legislated deficiencies. (See recommendations below).
Assessment notices sent by legislated date	Required by MGA s.310(1)	Yes	Combined notices mailed May 20, 2020.
Public notice that assessment notices sent	Required by MGA s.311(1)	Yes	
Supplementary assessment notices sent by legislated date	Required by MGA s.316(1)	Yes	Notices sent on October 2 nd , 2020
Supplementary assessment notices meet legislated requirements	Required by MGA s.316(2)	No	The Supplementary Assessment Notice has legislated deficiencies. (See recommendations below.)
Assessment record reflects decision of assessment review board	Required by best practice	Yes	There were no appeals last year.
Sufficient information provided to assessed persons	Required by MGA s.299	Yes	<p>Upon request, property owners informally receive sufficient information to determine how their assessment is calculated. The assessor provides the appropriate ratepayer sheets that are available in their CAMA system.</p> <p>In the event of a formal s.299/300 request, it is advisable to have a formal plan in place to track requests, compliance dates, and a duplicate copy of information supplied to property owners.</p>
Summary of assessment of any assessed property in municipality	Required by MGA s.300	Yes	<p>Upon request, property owners receive sufficient information to determine how an assessment is calculated.</p> <p>In the event of a formal s.299/300 request, records of request and compliance dates need to be kept, along with a duplicate copy of information supplied to the property owner.</p>
Information submitted to the department	Required by MGA s.293(3) and s.319	Yes	The required information was reported into the ASSET system, and the roll declared Feb 12th, 2020. (Particular data elements not withstanding – prior section).
Assessment roll changes submitted to department	Required by MGA s.305.1 and AR 203/2017s. 18	Yes	Revisions to the roll have not been submitted for 2020 yet. These changes must be submitted to ASSET by year-end. Assessment Audit will follow-up on this in the fall.

Conclusions

The administration does a good job of meeting legislative requirements. However, *Assessment* and the *Supplementary* notices have deficiencies.

Recommendations

- Supplementary assessments be completed and pro-rated as per *MGA* Section 314(2) and (4).
- Assessment Notices must include legislative requirements for:
 - Whether the property is a parcel of land, improvement or parcel of land and the improvements.
 - Notice of assessment date.
- Complaint deadline must be updated (ensure it is also 60 days from notice of assessment date).
- Supplementary Assessment Notices must include legislative requirements specified in Section 316 (1) of the *MGA*.

PART J- ADDENDUM

Item 1

Table of Commonly used Acronyms & Abbreviations

AUG	Actual Use Group Code (SFD, RC, etc.)
CAMA	Computer Assisted Mass Appraisal - <i>CAMA/ot</i> (brand name)
PUC	Predominant Use Group code
M/Q/S	Model/Quality/Structure codes
ASR	Assessment/Sale Price ratio
SAR	Sale Price/Assessment ratio
COD	Coefficient of Dispersion
PRD	Price Related Differential (measure of low-value v: high-value ASR's)
Non Res	Combined non-residential property types; retail, office, industrial, vacant industrial/commercial
LINC#	Land Identification Number Code
IND	Improved Industrial
LOD	Improved Lodging
RFI	Request for Information (typically from property owner)
RC	Residential Condominium
SFD	Single Family Dwelling
SPEC	Special Purpose Property (manufacturing plants, oil & gas facilities...)
VCOM	Vacant Commercial
VIND	Vacant Industrial
VR	Vacant Residential



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: April 13th, 2021

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

SUBJECT: Womacks Rd & Gregg Street Realignment / Plaza Parking Lot
Project Tender Award

BACKGROUND:

During the 2021 Budget deliberations funds were allocated in the amount of \$5.66 million dollars to re-face the downtown area around the new Twin Arena facility plaza and parking lot. This project also included associated underground works, the closure of Broadway Avenue and CP rail crossing, extending Gregg Street to Waghorn from Lawton Avenue, repaving Lawton Avenue and connecting improvements to the intersection of Highway 2A and Gregg.

Specifics of this project include:

- the realignment of a portion of Gregg Street and connection to Womacks,
- the paving, electrical and deep underground services around the multiplex parking lot, including a major sanitary truck upgrade,
- the improvements to the Highway 2A and Gregg street intersection connection,
- Lawton Avenue overlay and
- inclusion of the construction of the centre plaza feature.

This core road work, first identified over 15 years ago under the Transportation Master Plan, identified the real need for this proper east-west connector through the Town to improve traffic flow and safety. A critical juncture in the project was the Town's work with CP Rail and receiving a new Womacks / Gregg roadway at-grade crossing approval by Transport Canada. With the construction of the facilities and development on both sides of the tracks over the last number of years, there is added traffic and pedestrian volumes along this roadway. This project will allow the Town's development on both sides of Highway 2A to have improved connectivity and safer travel movements for both pedestrians and motorists.

The Centre Plaza concept was included at the outset of the facility development but was withheld from inclusion with the development of the parking lot segment of the project due to cost projections of approximately \$1.0 million. Since that time, a refined concept has been developed and shared with Council with further actions held off until such time that overall construction cost was determined for the parking lot and Gregg St. re-alignment through the tender process. Revised estimated costs have been established for the centre plaza component as well as potential sponsorship and in-kind commitments to allow the project to commence. The centre plaza feature development in conjunction with the rest of the construction will truly add a functional people gathering place and event centre that the Community will be proud of. Another important feature of the centre plaza development



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

is the provision of screening of the existing infrastructure utility buildings that need to remain on site. See drawings attached.

DISCUSSION:

This project was posted on APC and the Alberta Construction Association on February 26th, 2021 and closed on March 25th, 2021 at 2:00 p.m. We received two bids for the project, all in good order and all include 10% contingency but excluding G.S.T as per below:

Schedule	Border Paving Ltd.	Central City Asphalt Ltd.	<i>Stantec's Opinion of Probable Cost</i>
A - Plaza Parking Lot	\$1,774,070.49	\$2,110,700.09	\$2,128,857.50
B - Womacks Road and Gregg Street	\$1,286,742.75	\$1,648,550.85	\$1,506,672.00
C - Gregg Street and Waghorn Street Intersection	\$62,731.10	\$65,592.40	\$68,553.00
D - Highway 2A and Gregg Street Intersection Improvements (Provisional)	\$127,811.70	\$132,448.00	\$134,599.00
E - Lawton Avenue Rehabilitation	\$134,985.05	\$141,503.50	\$172,500.00
Contingency (10%)	\$338,634.11	\$409,879.48	\$401,118.15
TOTAL (excl. GST, incl. contingency)	\$3,724,975.20	\$4,508,674.32	\$4,412,299.65

As outlined above, and in the attached Stantec Consulting Letter of Award, Border Paving Ltd. are the low bidders. This company has a good track record in Central Alberta and can complete this work. We would be looking at awarding all of these schedules A-E. Further, we will be working to build the plaza feature area (included in the final cost table below) through our procurement practices.



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

Funding				
		Final Budget		Initial Budget
1	MSI Capital	\$ 2,800,000.00		\$ 2,800,000.00
2	Gas Tax Fund	\$ 2,218,467.00		\$ 2,218,467.00
3	Reserves	\$ 500,000.00		\$ 500,000.00
4	Land Reserve	\$ 943,000.00		
5	Lawton Street Funding	\$ 150,000.00		
	Total Funding	\$ 6,611,467.00		\$ 5,518,467.00
Expenses				
			Status	Notes
1	Current Spent to Date	-\$ 937,424.00	actual	Eng, land, legal, temp improvements, demos, approvals
2	Womack/Gregg St, Arena parking lot - Schedules A-E	-\$ 3,724,975.20	actual	Border Tender submission including 10% Contingency
3	Rail Crossing (50% Grant)	-\$ 824,500.00	est.	New and existing Rail crossing works
4	Fortis and shallows	-\$ 130,000.00	est.	New and existing U/G and O/H power/shallows
5	Construction Management and inspections	-\$ 200,000.00	est.	TBD
6	Remaining Land Cost	-\$ 473,000.00	est.	Roadway and Park
7	Plaza Development	-\$ 680,000.00	est.	Redesigned
8	Landscaping	-\$ 50,000.00	est.	In house Tree installs and Maintenance
	Total Cost	-\$ 7,019,899.20		
	Less Rail Crossing Grant (50%)	\$ 412,250.00		
	Project Balance Remaining	\$ 3,817.80		

FINANCIAL IMPLICATIONS:

Based on our estimate for the total project costs as per above, and unknowns around Fortis and other contributions potentially paid for from the Transport Canada Grant, we are on budget. Should estimate values be exceeded or funding from the grant be denied, Administration would bring this project budget back to Council for further discussion.

ADMINISTRATIVE RECOMMENDATION:

1. That Council award the Womacks Rd & Gregg Street Realignment / Plaza Parking Lot work to Border Paving Ltd. for \$3,724,975.20, excluding GST.
2. That Council approve additional project expenditures required and as identified to an upset and total project budget amount of \$7.02 million dollars.

ALTERNATIVES:

- A. That Council does not award this work at this time.
- B. Refer back to Administration for more information.




**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

ATTACHMENTS:

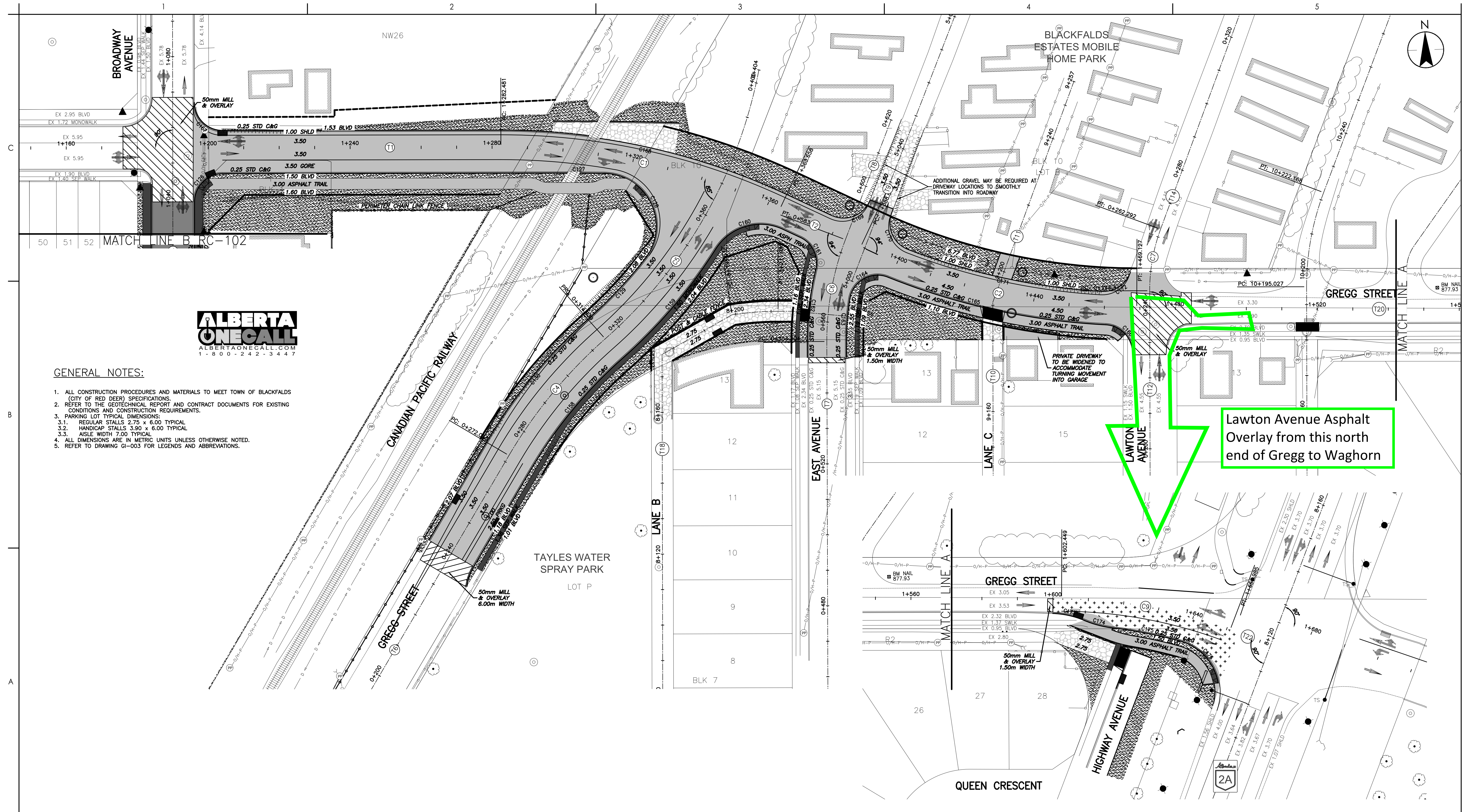
- *Tender Award letter*
- *Tender Drawing Package*

Approvals:



CAO Myron Thompson

Department Director/Author

[illegible]

Town of Blackfalds



Blackfalds, Alberta

Community Plaza

SYMBOL LEGEND

CONSTRUCTION REFERENCE		CONSTRUCTION TAG
FINISH REFERENCE		EXTERIOR FINISH TAG
GRID NUMBER		GRID BUBBLE
DOOR REFERENCE		DOOR TAG
ROOM NUMBER		ROOM TAG
DESCRIPTION		ELEVATION DATUM
ELEVATION		ELEVATION TAG
DRAWING NUMBER		WALL SECTION CALLOUT
SHEET NUMBER		WALL SECTION CALLOUT
DRAWING NUMBER		BUILDING SECTION CALLOUT
SHEET NUMBER		BUILDING SECTION CALLOUT
DRAWING NUMBER		ELEVATION CALLOUT
SHEET NUMBER		ELEVATION CALLOUT
WINDOW REFERENCE		WINDOW TAG
ELEVATION		ELEVATION TAG
DRAWING TITLE		DRAWING TITLE
DRAWING NUMBER		DRAWING TITLE
SHEET NUMBER		DRAWING TITLE
SCALE		DRAWING TITLE

DRAWING INDEX

No.	TITLE
A0.0	Index
A1.0	Site Plan Overall
A3.0	Exterior Render
A3.1	Exterior Render

NO.	DESCRIPTION	DATE
A	ISSUED FOR PRELIMINARY REVIEW	2020-11-11

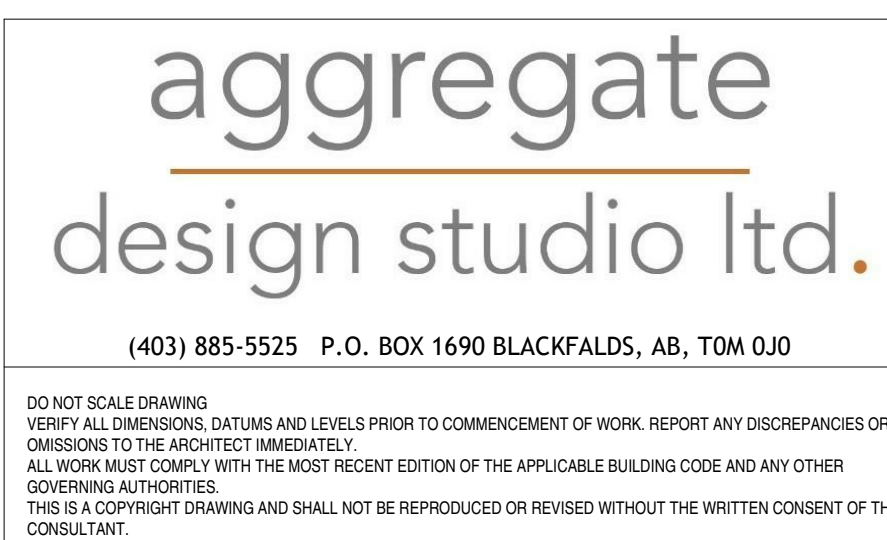
Town of Blackfalds Community Plaza

5302 Broadway Ave
Blackfalds, Alberta

Lot P, Block A, Plan 1890



Stamp:
PRELIMINARY
NOT FOR CONSTRUCTION

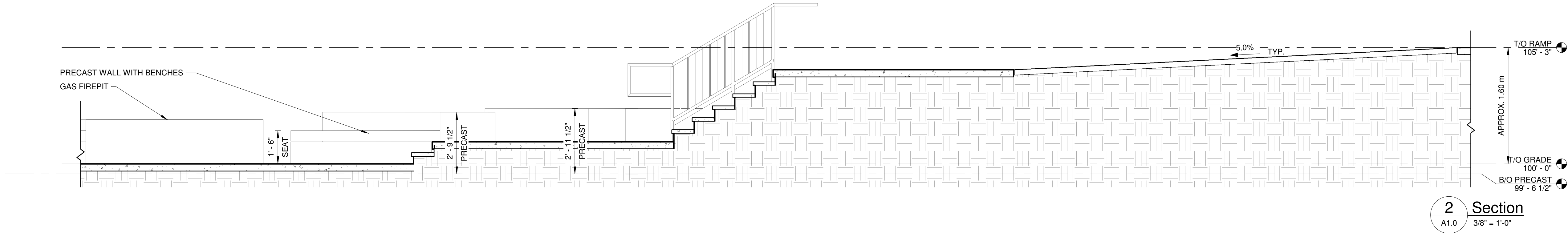


Index
A0.0

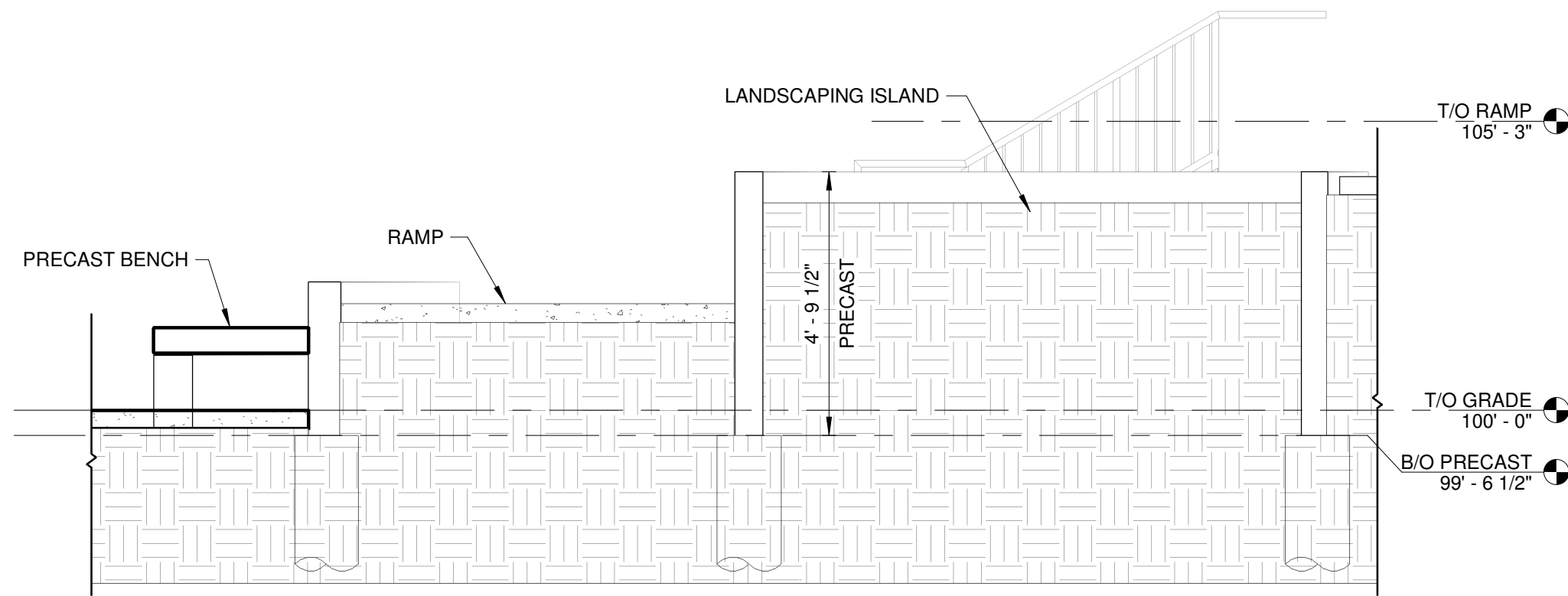
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Drawn by:	AK
Checked by:	TC
Scale:	As indicated



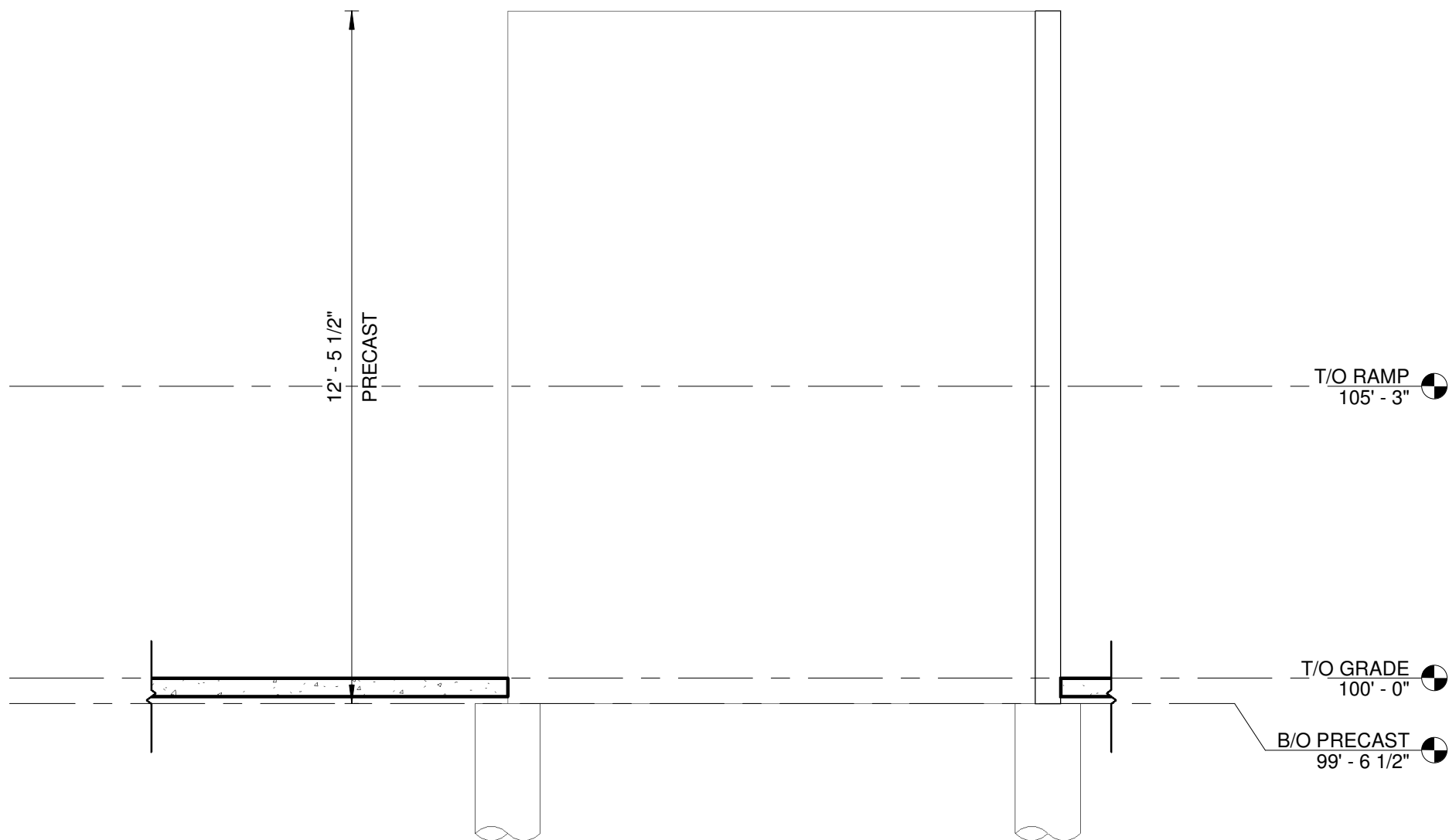
- NOTES CONCERNING BUILDING LOCATION
- THIS SITE PLAN IS BASED ON INFORMATION PROVIDED BY THE OWNER, AND NOT A SURVEY OR ACTUAL SITE MEASUREMENTS. ENGINEER IS TO BE ADVISED BEFORE START OF CONSTRUCTION OF ANY UNKNOWN FEATURES ON THIS OR THE ADJACENT SITES THAT MIGHT IMPACT ON THE PROJECT EITHER DURING CONSTRUCTION OR FUTURE USE.
 - THE "NORTH" ORIENTATION REFERS TO NOMINAL NORTH RATHER THAN TRUE OR MAGNETIC NORTH.
 - ANY DIMENSIONS THAT SHOW THE LOCATION OF EXISTING FEATURES ARE APPROXIMATE ONLY, AND ARE TO BE CONFIRMED BEFORE CONSTRUCTION START AS REQUIRED BY A CERTIFIED ALBERTA LAND SURVEYOR.
 - LANDSCAPING IS SUBJECT TO CHANGE.



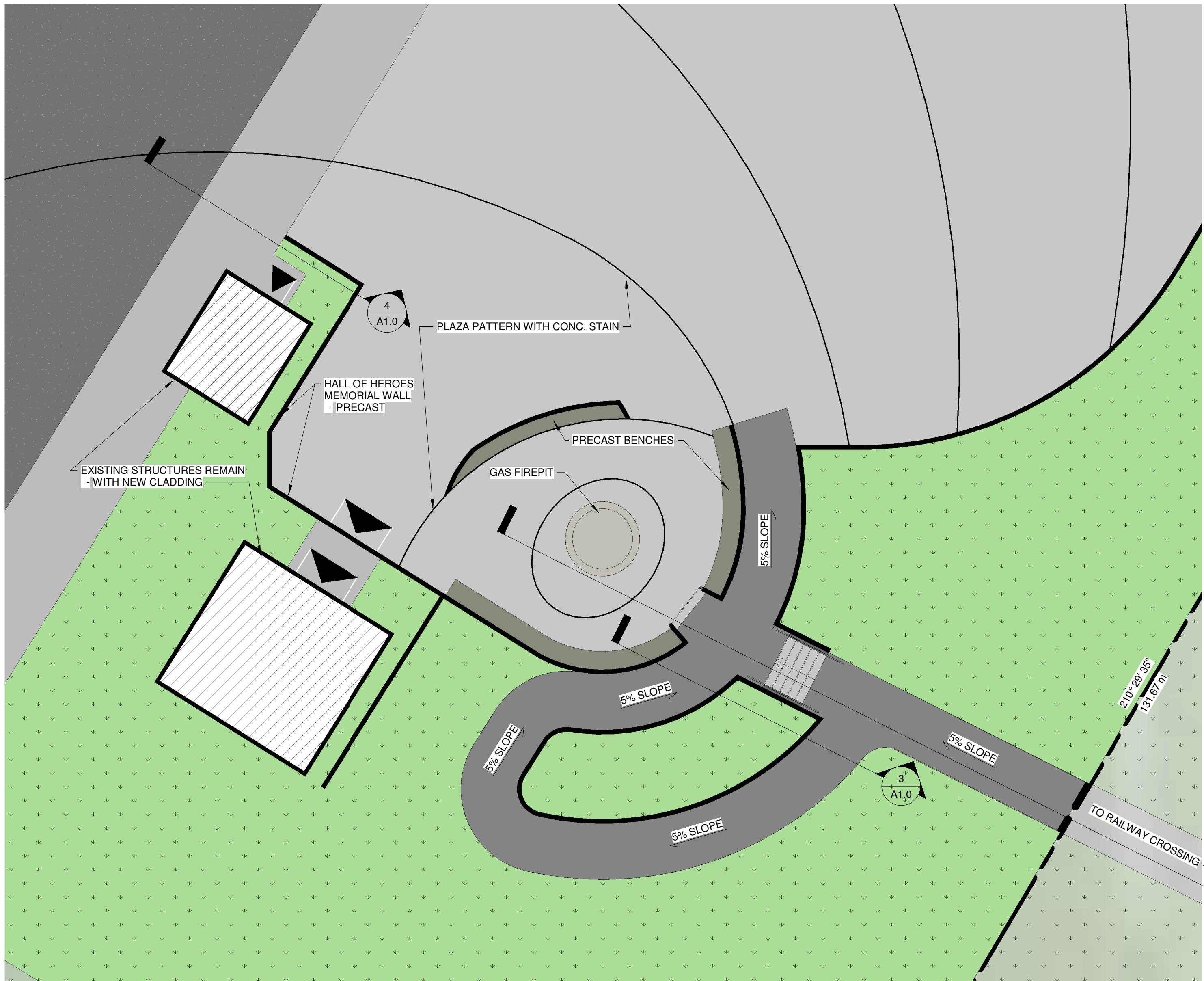
2 Section
A1.0 3/8" = 1'-0"



3 Landscaping Island - Section
A1.0 3/8" = 1'-0"



4 Hall of Heroes Wall Section
A1.0 3/8" = 1'-0"



1 Blackfalds Community Plaza
A1.0 1 : 100

SITE PLAN LEGEND	
PROPERTY LINE	---
SETBACK LINE	---
RIGHT OF WAY LINE	---
RIGHT OF WAY HATCH	XXXXXX
PROPOSED BUILDING	---
FENCE	---
MAN DOOR	---
OVERHEAD DOOR	---
BARRIER FREE ENTRANCE	---

SITE MATERIAL LEGEND

APRON	---
SIDEWALK	---
LIGHT DUTY ASPHALT	---
HEAVY DUTY ASPHALT	---
GRAVEL	---
LANDSCAPING	---
HARD LANDSCAPING	---
MULCH	---

NO.	DESCRIPTION	DATE
A	ISSUED FOR PRELIMINARY REVIEW	2020-11-11

Town of Blackfalds
Community Plaza

5302 Broadway Ave
Blackfalds, Alberta

Lot P, Block A, Plan 1890



Stamp:
PRELIMINARY
NOT FOR CONSTRUCTION



Site Plan Overall

A1.0

Project number:	-
Date:	2020-11-11 10:31:27 AM
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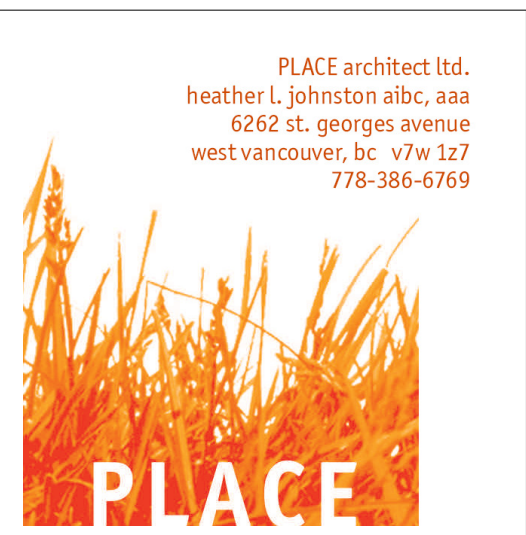
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NO.	DESCRIPTION	DATE
A	ISSUED FOR PRELIMINARY REVIEW	2020-11-11

Town of Blackfalds
Community Plaza

5302 Broadway Ave
Blackfalds, Alberta

Lot P, Block A, Plan 1890



Stamp:

PRELIMINARY

NOT FOR CONSTRUCTION

aggregate
design studio ltd.

(403) 885-5525 P.O. BOX 1690 BLACKFALDS, AB, T0M 0J0

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VERIFY ALL DIMENSIONS, DATUMS AND LEVELS PRIOR TO COMMENCEMENT OF WORK. REPORT ANY DISCREPANCIES OR
OMISSIONS TO THE ARCHITECT IMMEDIATELY.
ALL WORK MUST COMPLY WITH THE MOST RECENT EDITION OF THE APPLICABLE BUILDING CODE AND ANY OTHER
GOVERNING AUTHORITIES.
THIS IS A COPYRIGHT DRAWING AND SHALL NOT BE REPRODUCED OR REVISED WITHOUT THE WRITTEN CONSENT OF THE
CONSULTANT.

Exterior Render

A3.0

Project number:	-
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Scale:	As indicated




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NO.	DESCRIPTION	DATE
A	ISSUED FOR PRELIMINARY REVIEW	2020-11-11

Town of Blackfalds Community Plaza

5302 Broadway Ave
Blackfalds, Alberta

Lot P, Block A, Plan 1890



**EAGLE
BUILDERS**
THE PRECAST CONCRETE CONNECTION

PLACE architect ltd.
heather l. johnston albc. aaa
6262 st. georges avenue
westvancouver, bc v7w 1z7
778-386-6769



Stamp:

PRELIMINARY

NOT FOR CONSTRUCTION

aggregate
design studio ltd.

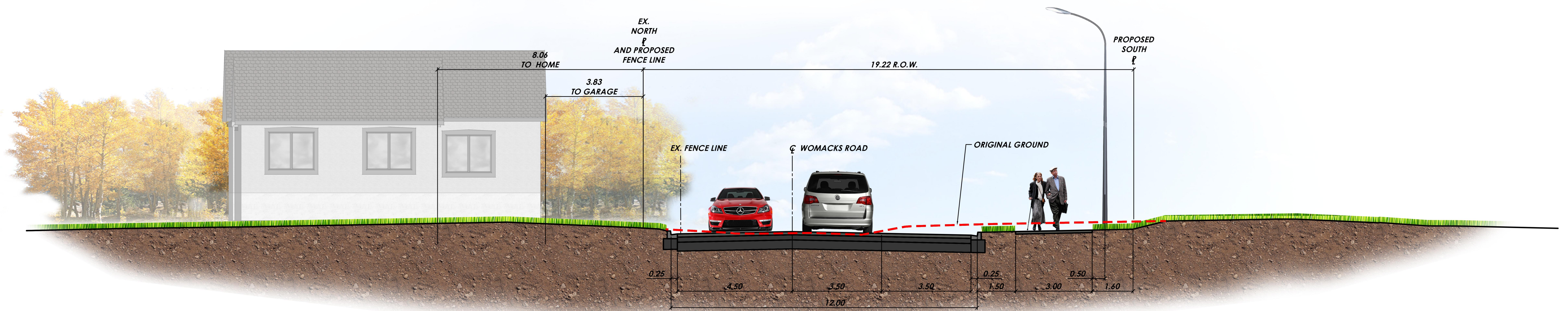
(403) 885-5525 P.O. BOX 1690 BLACKFALDS, AB, T0M 0J0

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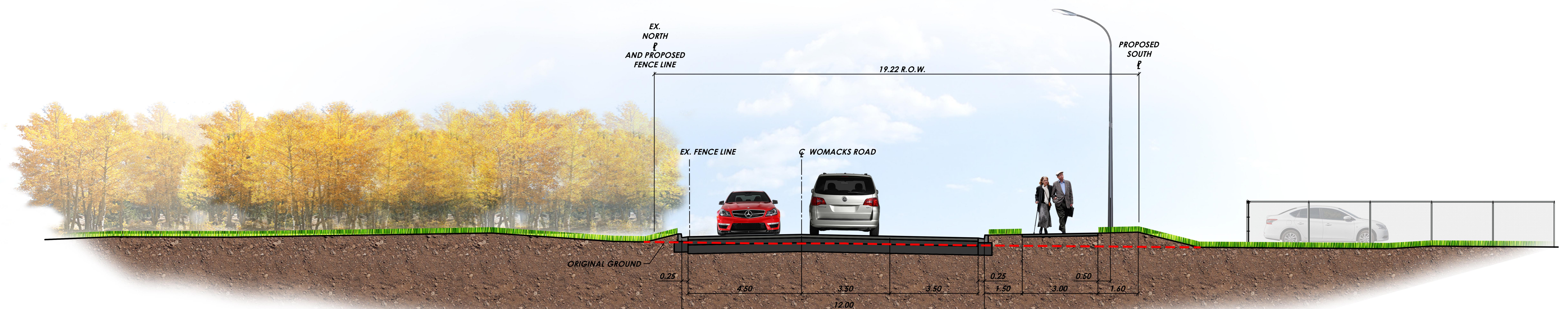
Exterior Render

A3.1

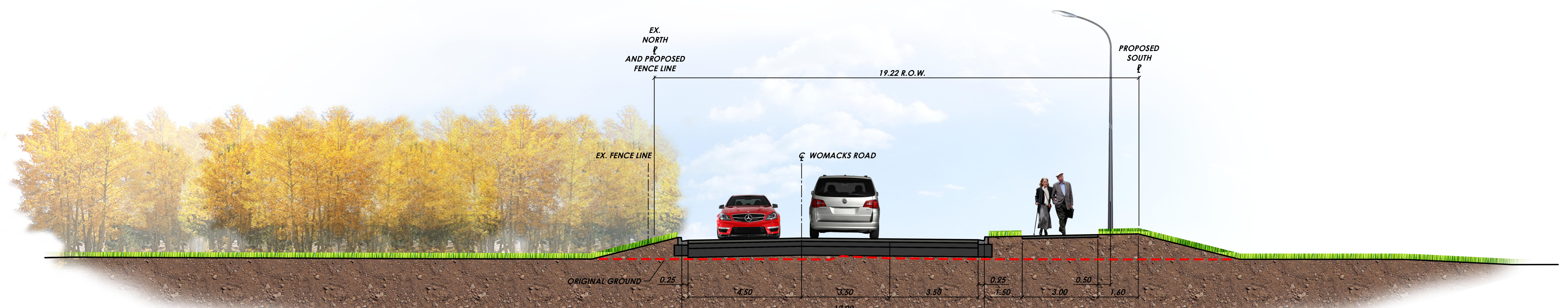
Project number:	-
Date:	2020-11-11 10:31:28 AM
Drawn by:	AK
Checked by:	TC
Scale:	As indicated



1+210 Road Crossing



1+240 Road Crossing



1+280 Road Crossing





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

March 29, 2021
File: 116239396-10

Attention: Preston Weran, Director of Infrastructure and Property Services

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

Dear Preston,

Reference: Womacks Road, Gregg, Street, and Plaza Parking Lot – Tender Review

The above-mentioned tender for the Town of Blackfalds was received by Riley's in Red Deer on Thursday, March 25, 2021. We completed a review of the two (2) submitted tender submissions to ensure that the tender requirements have been met and to confirm correctness of the unit price schedules. Minor mathematical errors were found in the unit price schedule submitted by Central City Asphalt Ltd.

The total tender results have been summarized in the following table (includes 10% Contingency and excludes GST):

Schedule	Border Paving Ltd.	Central City Asphalt Ltd.	Stantec's Opinion of Probable Cost
A - Plaza Parking Lot	\$1,774,070.49	\$2,110,700.09	\$2,128,857.50
B - Womacks Road and Gregg Street	\$1,286,742.75	\$1,648,550.85	\$1,506,672.00
C - Gregg Street and Waghorn Street Intersection	\$62,731.10	\$65,592.40	\$68,553.00
D - Highway 2A and Gregg Street Intersection Improvements (Provisional)	\$127,811.70	\$132,448.00	\$134,599.00
E - Lawton Avenue Rehabilitation	\$134,985.05	\$141,503.50	\$172,500.00
Contingency (10%)	\$338,634.11	\$409,879.48	\$401,118.15
TOTAL (excl. GST, incl. contingency)	\$3,724,975.20	\$4,508,674.32	\$4,412,299.65

A complete summary of the tendered results and comparison to the Engineer's Opinion of Probable Cost is attached for your information and record. The mathematical errors are highlighted in the comparison.

Reference: Womacks Road, Gregg, Street, and Plaza Parking Lot – Tender Review

Border Paving Ltd. was the lowest bidder with an amount of \$3,724,975.20 which is approximately 18% less than the Engineer's Opinion of Probable Cost.

Border Paving has provided a list of subcontractors to complete select items of work within the contract which are provided below.

Subcontractor	Item of Work
Northside Construction	Underground
Proform Concrete Services	Concrete
Triple A Electric	Electrical
Appollo Landscaping	Landscaping
Alberta Parking Lot Services	Line Markings

Stantec has previous experience working with Border Paving Ltd. on numerous road construction projects. We recognize Border Paving as a reputable contractor for completing this work. Stantec also recognizes the primary subcontractors listed above as reputable contractors capable of completing the work and can provide further information on past experience, if required.

Stantec recommends that the Town's legal counsel review the terms and conditions of the tender contract and evaluate their potential for qualification of award.

Following your approval of the Contractor, Stantec will Issue a Notice of Award and prepare the contracts for execution upon your direction.

Please contact me should you have any questions or concerns.

Regards,

Stantec Consulting Ltd.



Brad Vander Heyden P.Eng.
Senior Associate, Project Manager
Phone: 403-356-3309
brad.vanderheyden@stantec.com



Graeme Nickle E.I.T.
Project Coordinator
Phone: 403-392-0528
graeme.nickle@stantec.com

Attachment: Womacks Road, Gregg Street, and Plaza Parking Lot – Tender Comparison

c. Todd Simenson – Stantec Consulting Ltd.

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Town of Blackfalds
Womacks Road, Gregg Street, and Plaza Parking Lot

TENDER COMPARISON

Project Number: 116239396

Date: 25-Mar-21

Summary of Schedules

	ENGINEER'S OPC	Border Paving	Central City
Schedule A - Plaza Parking Lot	\$ 2,128,857.50	\$ 1,774,070.49	\$ 2,110,700.09
Schedule B - Womacks Road and Gregg Street	\$ 1,506,672.00	\$ 1,286,742.75	\$ 1,648,550.85
Schedule C - Gregg Street and Waghorn Street Intersection	\$ 68,553.00	\$ 62,731.10	\$ 65,592.40
Schedule D - Highway 2A and Gregg Street Intersection Improvements (Provisional)	\$ 134,599.00	\$ 127,811.70	\$ 132,448.00
Schedule E - Lawton Avenue Rehabilitation	\$ 172,500.00	\$ 134,985.05	\$ 141,503.50
<u>SUBTOTAL</u>	\$ 4,011,181.50	\$ 3,386,341.09	\$ 4,098,794.84
Contingency	10% \$ 401,118.15	\$ 338,634.11	\$ 409,879.48
<u>TOTAL</u>	\$ 4,412,299.65	\$ 3,724,975.20	\$ 4,508,674.32

Corrected Value

**Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot
Schedule A - Plaza Parking Lot**

					ENGINEER'S OPC		Border Paving		Central City	
Item	Section No.	Item of Work	Unit	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
Part 1: General Requirements										
1.1	01150	Mobilization and Demobilization	L.S.	1	\$151,200.00	\$151,200.00	\$74,460.00	\$74,460.00	\$120,640.00	\$120,640.00
1.2	01150	Traffic Accomodation Strategy and Temporary Road	L.S.	1	\$37,800.00	\$37,800.00	\$30,450.00	\$30,450.00	\$46,500.00	\$46,500.00
1.3	01150	Hydrovac (Provisional)	P.C.S	1	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
Subtotal Part 1:						\$239,000.00		\$154,910.00		\$217,140.00
Part 2: Site Work, Demolition, and Removals										
2.1	01150	Sawcut, Remove, and Dispose Existing Asphalt	sq. m	8,660	\$8.00	\$69,280.00	\$3.50	\$30,310.00	\$6.00	\$51,960.00
2.2	01150	Asphalt Concrete Pavement Milling - 50mm Depth	sq. m	70	\$20.00	\$1,400.00	\$29.00	\$2,030.00	\$12.00	\$840.00
2.3	01150	Sawcut, Remove, and Dispose Existing Curb and Gutter and/or Pinned Curb including granular base	lin. m	781	\$25.00	\$19,525.00	\$7.50	\$5,857.50	\$30.00	\$23,430.00
2.4	01150	Sawcut, Remove, and Dispose of Existing Concrete Sidewalk/Monowalk including granular base	sq. m	338	\$35.00	\$11,830.00	\$8.95	\$3,025.10	\$35.00	\$11,830.00
2.5	01150	Remove and Dispose of Existing Sanitary Sewer Manholes	each	2	\$2,500.00	\$5,000.00	\$103.00	\$206.00	\$1,850.00	\$3,700.00
2.6	01150	Remove and Dispose of Existing Storm Sewer, Catch Basin Leads, Culverts, Catch Basin Manholes/Catch Basins	lin. m	115	\$50.00	\$5,750.00	\$15.45	\$1,776.75	\$85.00	\$9,775.00
2.7	01150	Remove and Dispose of Existing Storm Sewer Manholes	each	2	\$600.00	\$1,200.00	\$103.00	\$206.00	\$1,500.00	\$3,000.00
2.8	01150	Abandon Existing Water Line including Remove and Dispose of Existing Appurtenances	L.S.	1	\$4,000.00	\$4,000.00	\$5,922.50	\$5,922.50	\$2,500.00	\$2,500.00
2.9	01150	Remove and Salvage Existing Sign(s) - One Post	unit	9	\$220.00	\$1,980.00	\$75.00	\$675.00	\$225.00	\$2,025.00
2.10	01150	Remove and Relocate Existing Sign(s) - One Post	unit	1	\$425.00	\$425.00	\$325.00	\$325.00	\$225.00	\$225.00
2.11	01150	Remove and Salvage Existing Sign	each	1	\$150.00	\$150.00	\$75.00	\$75.00	\$225.00	\$225.00
2.12	01150	Remove and Dispose Existing Trees/Shrubs	L.S.	1	\$2,500.00	\$2,500.00	\$365.00	\$365.00	\$500.00	\$500.00
2.13	01150	Remove and Dispose Existing Temporary Parking Lot Access	L.S.	1	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$3,200.00	\$3,200.00
2.14	01150	Remove and Salvage Existing RRFB's	L.S.	1	\$2,500.00	\$2,500.00	\$750.00	\$750.00	\$500.00	\$500.00
2.15	01150	Remove and Dispose Existing Fence	lin. m	116	\$5.00	\$580.00	\$5.00	\$580.00	\$10.00	\$1,160.00
2.16	01150	Remove and Relocate Existing Bus Stop	L.S.	1	\$5,000.00	\$5,000.00	\$800.00	\$800.00	\$750.00	\$750.00
Subtotal Part 2:						\$132,120.00		\$54,403.85		\$115,620.00
Part 3: Storm Sewer										
3.1	01150	Trench Excavation, Bedding, Backfill, and Compaction								
		a) 1.5m to 3.0m depth	lin. m	310	\$110.00	\$34,100.00	\$132.45	\$41,059.50	\$112.50	\$34,875.00
3.2	01150	Storm Sewer Pipe								
		a) 300mm diameter PVC DR35	lin. m	123	\$120.00	\$14,760.00	\$120.50	\$14,821.50	\$107.45	\$13,216.35
		b) 375mm diameter PVC DR35	lin. m	70	\$140.00	\$9,800.00	\$163.70	\$11,459.00	\$155.05	\$10,853.50
		c) 450mm diameter PVC DR35	lin. m	117	\$270.00	\$31,590.00	\$239.00	\$27,963.00	\$239.10	\$27,974.70
		d) CCTV Video Inspection	L.S.	1	\$8,300.00	\$8,300.00	\$4,061.50	\$4,061.50	\$4,650.00	\$4,650.00

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot
Schedule A - Plaza Parking Lot

Item	Section No.	Item of Work	Unit	Estimated Quantity	ENGINEER'S OPC		Border Paving		Central City	
					Unit Price	Total	Unit Price	Total	Unit Price	Total
3.3	01150	1200mm Type 5A Manhole, including precast barrel, slab top, grade rings, and base	vm	4.3	\$2,500.00	\$10,750.00	\$3,633.55	\$15,624.27	\$4,597.00	\$19,767.10
3.4	01150	Supply and Install Frame and Cover								
		a) Type F-49	each	2	\$750.00	\$1,500.00	\$529.70	\$1,059.40	\$950.00	\$1,900.00
		b) Type DK-7	each	1	\$750.00	\$750.00	\$1,831.35	\$1,831.35	\$2,497.00	\$2,497.00
		c) Type K-3	each	3	\$750.00	\$2,250.00	\$348.25	\$1,044.75	\$1,050.00	\$3,150.00
3.5	01150	Catch Basin Manhole, including precast barrel, slab top, grade rings, and base	vm	6.7	\$2,650.00	\$17,755.00	\$2,377.55	\$15,929.59	\$2,875.00	\$19,262.50
3.6	01150	Catch Basin Lead - Trench excavation, pipe supply and install, bedding, backfill and compaction 250mm Pipe	lin. m	43	\$150.00	\$6,450.00	\$182.95	\$7,866.85	\$212.50	\$9,137.50
3.6	01150	Supply and Install Type K-1 Catch Basin	each	3	\$4,500.00	\$13,500.00	\$4,492.60	\$13,477.80	\$4,540.00	\$13,620.00
4.6	01150	Supply and Install Type K-3 Catch Basin	each	1	\$4,500.00	\$4,500.00	\$4,211.50	\$4,211.50	\$4,540.00	\$4,540.00
3.7	01150	Replace unsuitable material and replace with 40 mm screened rock backfill material (provisional)	cu. m	46	\$60.00	\$2,760.00	\$46.35	\$2,132.10	\$38.75	\$1,782.50
5.6	01150	Insulation for Shallow Storm Main (HL-40 or approved equivalent) - 100mm Thickness (Provisional)	sq. m	42	\$28.00	\$1,176.00	\$46.35	\$1,946.70	\$114.00	\$4,788.00
3.8	01150	Adjust Storm Manhole/Catch Basin Manhole RIM Elevation including remove and drop existing barrels, and grade ring adjustments	each	5	\$2,000.00	\$10,000.00	\$463.50	\$2,317.50	\$4,500.00	\$22,500.00
6.6	01150	Tie Into Existing Storm Sewer	each	2	\$1,700.00	\$3,400.00	\$910.50	\$1,821.00	\$2,800.00	\$5,600.00
Subtotal Part 3:						\$173,341.00		\$168,627.31		\$200,114.15
Part 4: Sanitary Sewer										
4.1	01150	Trench Excavation, Bedding, Pipe Removal, Backfill and Compaction								
		a) 4.0m to 5.0m depth	lin. m	186	\$220.00	\$40,920.00	\$490.30	\$91,195.80	\$245.00	\$45,570.00
4.2	01150	Sanitary Sewer Pipe								
		a) 375mm diameter PVC SDR35	lin. m	186	\$160.00	\$29,760.00	\$163.75	\$30,457.50	\$155.05	\$28,839.30
		b) CCTV Video Inspection	L.S.	1	\$1,500.00	\$1,500.00	\$2,436.40	\$2,436.40	\$2,970.00	\$2,970.00
4.3	01150	Replace unsuitable material and replace with 40 mm screened rock backfill material (provisional)	cu. m	28	\$60.00	\$1,680.00	\$46.35	\$1,297.80	\$38.75	\$1,085.00
4.4	01150	1200mm Type 5A Manhole, including precast barrel, slab top, grade rings, and base	vm	10.5	\$2,500.00	\$26,250.00	\$1,233.45	\$12,951.23	\$2,690.00	\$28,245.00
4.5	01150	Supply and Install F-39 Frame and Cover	each	2	\$700.00	\$1,400.00	\$455.80	\$911.60	\$820.00	\$1,640.00
4.6	01150	Tie Into Existing Sanitary	each	1	\$1,500.00	\$1,500.00	\$2,315.75	\$2,315.75	\$1,250.00	\$1,250.00
4.7	01150	Connect 375mm Sanitary Pipe to Lift Station including Saw Cutting (Coring) and Link Seal	L.S.	1	\$10,000.00	\$10,000.00	\$9,647.00	\$9,647.00	\$2,800.00	\$2,800.00
Subtotal Part 4:						\$113,010.00		\$151,213.08		\$112,399.30
Part 5: Watermain										
5.1	01150	Trench Excavation, Bedding, Backfill and Compaction								
		a) 2.0m to 3.0m depth	lin. m	111	\$110.00	\$12,210.00	\$220.85	\$24,514.35	\$112.50	\$12,487.50
		b) 3.0m to 4.0m depth	lin. m	68	\$110.00	\$7,480.00	\$220.85	\$15,017.80	\$150.00	\$16,650.00

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot
Schedule A - Plaza Parking Lot

Item	Section No.	Item of Work	Unit	Estimated Quantity	ENGINEER'S OPC		Border Paving		Central City	
					Unit Price	Total	Unit Price	Total	Unit Price	Total
5.2	01150	Watermain Pipe								
		a) 150mm diameter PVC DR18	lin. m	179	\$140.00	\$25,060.00	\$87.65	\$15,689.35	\$61.06	\$10,929.74
5.3	01150	Valves and Appurtenances								
		a) Supply and Install 150mm Gate Valve c/ Valve Box	each	2	\$1,700.00	\$3,400.00	\$1,726.30	\$3,452.60	\$2,950.00	\$5,900.00
		b) Supply and Install 150mm x 150mm x 150mm PVC Tee	each	3	\$1,000.00	\$3,000.00	\$962.35	\$2,887.05	\$750.00	\$2,250.00
		c) Supply and Install 150mm - 22.5 Degree Bend	each	1	\$1,500.00	\$1,500.00	\$513.25	\$513.25	\$650.00	\$650.00
		d) Supply and Install 150mm - 90 Degree Bend	each	1	\$1,200.00	\$1,200.00	\$715.65	\$715.65	\$700.00	\$700.00
		e) Supply and Install 150mm Coupler	each	1	\$3,000.00	\$3,000.00	\$5,858.15	\$5,858.15	\$750.00	\$750.00
		f) Supply and Install Fire Hydrant	each	2	\$5,300.00	\$10,600.00	\$4,857.40	\$9,714.80	\$7,500.00	\$15,000.00
		g) Hot Tap 150x150x150 PVC Tee (Provisional)	each	1	\$7,500.00	DO NOT EXTEND	\$9,775.75	DO NOT EXTEND	\$8,250.00	DO NOT EXTEND
5.4	01150	Replace unsuitable material and replace with 40 mm screened rock backfill material (provisional)	cu. m	27	\$60.00	\$1,620.00	\$46.35	\$1,251.45	\$38.75	\$1,046.25
5.5	01150	Adjust Water Valve RIM Elevation including valve box replacement and rod adjustment	each	2	\$1,000.00	\$2,000.00	\$849.40	\$1,698.80	\$2,250.00	\$4,500.00
5.5	01150	Tie Into Existing Water Main	each	1	\$2,000.00	\$2,000.00	\$5,463.10	\$5,463.10	\$2,850.00	\$2,850.00
Subtotal Part 5:						\$73,070.00		\$86,776.35		\$73,713.49
Part 6: Concrete Work										
6.1	01150	250mm Standard, Reversed, Depressed Curb & Gutter excluding granular base	lin. m	225	\$90.00	\$20,250.00	\$91.65	\$20,621.25	\$89.00	\$20,025.00
6.2	01150	15M Rebar Addition for Reinforcing Depressed Curb at Concrete Apron Locations	lin. m	16	\$3.00	\$48.00	\$25.75	\$412.00	\$25.00	\$400.00
6.3	01150	Pinned Curb	lin. m	700	\$80.00	\$56,000.00	\$66.95	\$46,865.00	\$65.00	\$45,500.00
6.4	01150	Concrete Walk/Median Cap excluding granular base	sq. m	342	\$135.00	\$46,170.00	\$145.90	\$49,897.80	\$131.00	\$44,802.00
6.5	01150	1.5m Concrete Monowalk excluding granular base	lin. m	7	\$240.00	\$1,680.00	\$190.55	\$1,333.85	\$185.00	\$1,295.00
6.6	01150	2.5m Concrete Monowalk excluding granular base	lin. m	129	\$265.00	\$34,185.00	\$266.75	\$34,410.75	\$259.00	\$33,411.00
6.7	01150	Curb Ramps including granular base (Paraplegic)	each	7	\$1,100.00	\$7,700.00	\$1,072.50	\$7,507.50	\$750.00	\$5,250.00
6.8	01150	Supply and Install Concrete Parking Block	each	55	\$160.00	\$8,800.00	\$176.15	\$9,688.25	\$171.00	\$9,405.00
6.9	01150	Reinforced Concrete Apron, 150mm Depth with 15M Reinforcement	sq. m	45	\$225.00	\$10,125.00	\$214.25	\$9,641.25	\$208.00	\$9,360.00
Subtotal Part 6:						\$184,958.00		\$180,377.65		\$169,448.00
Part 7: Roadway Excavation, Subgrade, Sub Base and Base Preparation										
7.1	01150	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu.m	750	\$15.00	\$11,250.00	\$11.50	\$8,625.00	\$13.50	\$10,125.00
7.2	01150	Waste Excavation and Dispose Off-Site (Provisional)	cu.m	4,830	\$20.00	\$96,600.00	\$16.90	\$81,627.00	\$14.00	\$67,620.00
7.3	01150	Common Material (Gravel from Gravel Parking Lot) (provisional)	cu. m	1,000	\$20.00	\$20,000.00	\$21.25	\$21,250.00	\$10.50	\$10,500.00
7.4	01150	Woven Geotextile	sq. m	9,817	\$2.00	\$19,634.00	\$1.25	\$12,271.25	\$1.60	\$15,707.20
7.5	01150	75mm Minus Granular Sub-Base Course								
		a) 200mm Depth (Light Structure)	sq. m	4,525	\$14.00	\$63,350.00	\$9.85	\$44,571.25	\$18.65	\$84,391.25

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot
Schedule A - Plaza Parking Lot

Item	Section No.	Item of Work	Unit	Estimated Quantity	ENGINEER'S OPC		Border Paving		Central City	
					Unit Price	Total	Unit Price	Total	Unit Price	Total
		b) 300mm Depth (Heavy Structure)	sq. m	5,292	\$16.00	\$84,672.00	\$14.75	\$78,057.00	\$28.90	\$152,938.80
7.6	01150	Remove and replace unsuitable subgrade (provisional)	cu. m	1,000	\$70.00	\$70,000.00	\$61.00	\$61,000.00	\$40.00	\$40,000.00
7.7	01150	Des. 2 Class 20 Granular Base								
		a) 150mm Depth (Light Structure)	sq. m	4,525	\$11.00	\$49,775.00	\$8.10	\$36,652.50	\$17.00	\$76,925.00
		b) 150mm Depth (Heavy Structure)	sq. m	5,292	\$11.00	\$58,212.00	\$8.10	\$42,865.20	\$17.00	\$89,964.00
		c) 50mm Depth (Light Structure - Temporary East Gravel Parking Lot)	sq. m	4,055	\$6.00	\$24,330.00	\$2.90	\$11,759.50	\$4.00	\$16,220.00
		Subtotal Part 7:				\$497,823.00		\$398,678.70		\$564,391.25
Part 8: Asphaltic Concrete Paving										
8.1	01150	Asphalt, 75mm Type 5b.(2) (Light Structure)	sq. m	7,610	\$24.00	\$182,640.00	\$19.05	\$144,970.50	\$20.40	\$155,244.00
8.2	01150	Asphalt Top Lift, 50mm Type 5b.(2) (Heavy Structure)	sq. m	4,810	\$16.00	\$76,960.00	\$13.55	\$65,175.50	\$13.80	\$66,378.00
8.3	01150	Asphalt Bottom Lift, 50mm Type 5b.(2) (Heavy Structure)	sq. m	4,740	\$16.00	\$75,840.00	\$12.75	\$60,435.00	\$13.80	\$65,412.00
8.4	01150	Asphalt Trail, 75mm Type 5b(1), 3.00m wide including Granular Base	lin. m	20	\$130.00	\$2,600.00	\$156.00	\$3,120.00	\$155.00	\$3,100.00
8.5	01150	Raised Asphalt Crosswalk including granular base	sq. m	280	\$200.00	\$56,000.00	\$56.90	\$15,932.00	\$73.75	\$20,650.00
		Subtotal Part 8:				\$394,040.00		\$289,633.00		\$310,784.00
Part 9: Pavement Markings and Signage										
9.1	01150	Painted Pavement Markings								
		a) 100mm Wide Solid Yellow Line (paint)	lin. m	31	\$3.00	\$93.00	\$2.65	\$82.15	\$3.00	\$93.00
		b) 100mm Wide Solid/Dashed White Line (paint)	lin. m	1,560	\$3.00	\$4,680.00	\$2.65	\$4,134.00	\$3.00	\$4,680.00
		c) Handicap Parking Stall Symbol (paint)	each	7	\$160.00	\$1,120.00	\$52.50	\$367.50	\$225.00	\$1,575.00
		d) 200mm Wide Crosswalk (paint)	lin. m	105	\$8.00	\$840.00	\$7.35	\$771.75	\$13.75	\$1,443.75
		e) 300mm Wide Stop Bar (paint)	lin. m	35	\$15.00	\$525.00	\$9.45	\$330.75	\$12.00	\$420.00
9.2	01150	Signage								
		a) Supply and Install New Sign	each	5	\$160.00	\$800.00	\$150.00	\$750.00	\$150.00	\$750.00
		b) Supply and Install New Post	each	3	\$400.00	\$1,200.00	\$275.00	\$825.00	\$225.00	\$675.00
		Subtotal Part 9:				\$9,258.00		\$7,261.15		\$9,636.75
Part 10: Landscaping and Fine Grading										
10.1	01150	Topsoil Replacement (assume 250mm depth)	cu. m	750	\$15.00	\$11,250.00	\$12.60	\$9,450.00	\$16.00	\$12,000.00
10.2	01150	Import Topsoil (assume 250mm Depth) (provisional)	cu. m	345	\$6.00	\$2,070.00	\$14.70	\$5,071.50	\$31.00	\$10,695.00
10.3	01150	Fine Grading and Seeding	sq. m	4,381	\$2.50	\$10,952.50	\$2.65	\$11,609.65	\$1.65	\$7,228.65
10.4	01150	Supply and Install Sod (provisional)	sq. m	1,095	\$18.00	DO NOT EXTEND	\$14.70	DO NOT EXTEND	\$10.20	DO NOT EXTEND
10.5	01150	Supply and Install 5'-0" Black Chain Link Fence	lin. m	340	\$75.00	\$25,500.00	\$64.00	\$21,760.00	\$58.60	\$19,924.00
10.6	01150	Supply and Install Post and Cable Fence	lin. m	72	\$45.00	\$3,240.00	\$63.00	\$4,536.00	\$61.00	\$4,392.00
10.7	01150	Supply and Install P-Bollards, Removeable, Lockable (set of 2)	each	1	\$3,100.00	\$3,100.00	\$2,940.00	\$2,940.00	\$3,000.00	\$3,000.00

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot
Schedule A - Plaza Parking Lot

Item	Section No.	Item of Work	Unit	Estimated Quantity	ENGINEER'S OPC		Border Paving		Central City	
					Unit Price	Total	Unit Price	Total	Unit Price	Total
10.8	01150	Supply and Install Bollards, Maglin Model MTB200 (Provisional)	each	10	\$1,650.00	\$16,500.00	\$945.00	\$9,450.00	\$1,068.00	\$10,680.00
10.9	01150	Shredded Wood Chip Mulch, 75mm Depth	sq. m	135	\$10.00	\$1,350.00	\$10.50	\$1,417.50	\$8.00	\$1,080.00
10.10	01150	Landscape Maintenance (1 Year)	L.S.	1	\$5,000.00	\$5,000.00	\$5,250.00	\$5,250.00	\$2,800.00	\$2,800.00
Subtotal Part 10:						\$78,962.50		\$71,484.65		\$71,799.65
Part 11: Illumination										
11.1	01150	Trench Excavation and Sand Bedding	lin. m	715	\$25.00	\$17,875.00	\$17.60	\$12,584.00	\$13.81	\$9,874.15
11.2	01150	Trench Backfill and Compaction	lin. m	715	\$14.00	\$10,010.00	\$8.05	\$5,755.75	\$9.94	\$7,107.10
11.3	01150	Secondary Power Cable								
		a) 1C, #6 RW90 Cu c/w BND	lin. m	2,160	\$7.00	\$15,120.00	\$5.30	\$11,448.00	\$6.73	\$14,536.80
		b) 1C, #4/0 RW90 Cu c/w BND	lin. m	450	\$12.00	\$5,400.00	\$31.10	\$13,995.00	\$34.99	\$15,745.50
11.4	01150	Secondary Power Conduit								
		a) 27mm PVC Pipe	lin. m	950	\$6.00	\$5,700.00	\$9.60	\$9,120.00	\$5.60	\$5,320.00
		b) 103mm PVC Pipe	lin. m	130	\$14.00	\$1,820.00	\$15.40	\$2,002.00	\$32.24	\$4,191.20
11.5	01150	Lighting Panel c/w base	each	1	\$15,000.00	\$15,000.00	\$30,800.00	\$30,800.00	\$21,130.47	\$21,130.47
11.6	01150	Concrete Base								
		a) Poured-In-Place Parking Lot Base	each	23	\$2,000.00	\$46,000.00	\$1,205.00	\$27,715.00	\$1,869.40	\$42,996.20
		b) Precast Walkway Base	each	2	\$1,200.00	\$2,400.00	\$1,205.00	\$2,410.00	\$1,638.69	\$3,277.38
11.7	01150	Parking Lot Pole/Luminaire								
		a) 9m tall 5"x5" Square Pole c/w one tenon mount & Galeon LED & Waterproof Receptacle	each	13	\$4,250.00	\$55,250.00	\$3,355.00	\$43,615.00	\$5,648.03	\$73,424.39
		b) 9m tall 5"x5" Square Pole c/w two tenon mounts s & Galeon LEDs & Waterproof Receptacle	each	10	\$5,000.00	\$50,000.00	\$4,290.00	\$42,900.00	\$5,648.03	\$56,480.30
		c) 6.096m tall 5"x5" square pole c/w one tenon mount & Galeon LED	each	2	\$3,750.00	\$7,500.00	\$3,355.00	\$6,710.00	\$5,246.80	\$10,493.60
11.8	01150	Pull Box	each	1	\$1,200.00	\$1,200.00	\$1,650.00	\$1,650.00	\$1,076.41	\$1,076.41
Subtotal Part 11:						\$233,275.00		\$210,704.75		\$265,653.50

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot
Schedule A - Plaza Parking Lot

					ENGINEER'S OPC		Border Paving		Central City	
Item	Section No.	Item of Work	Unit	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
Schedule A - Plaza Parking Lot Summary										
		Part 1: General Requirements				\$239,000.00		\$154,910.00		\$217,140.00
		Part 2: Site Work, Demolition, and Removals				\$132,120.00		\$54,403.85		\$115,620.00
		Part 3: Storm Sewer				\$173,341.00		\$168,627.31		\$200,114.15
		Part 4: Sanitary Sewer				\$113,010.00		\$151,213.08		\$112,399.30
		Part 5: Watermain				\$73,070.00		\$86,776.35		\$73,713.49
		Part 6: Concrete Work				\$184,958.00		\$180,377.65		\$169,448.00
		Part 7: Roadway Excavation, Subgrade, Sub Base and Base Preparation				\$497,823.00		\$398,678.70		\$564,391.25
		Part 8: Asphaltic Concrete Paving				\$394,040.00		\$289,633.00		\$310,784.00
		Part 9: Pavement Markings and Signage				\$9,258.00		\$7,261.15		\$9,636.75
		Part 10: Landscaping and Fine Grading				\$78,962.50		\$71,484.65		\$71,799.65
		Part 11: Illumination				\$233,275.00		\$210,704.75		\$265,653.50
		SUBTOTAL				\$2,128,857.50		\$1,774,070.49		\$2,110,700.09

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot

Schedule B - Womacks Road and Gregg Street

Womacks Road (Station 1+170) to Gregg Street (Station 1+490)

Gregg Street from Station 0+120 to Station 0+365

					ENGINEER'S OPC		Border Paving		Central City	
Item	Section No.	Item of Work	Unit	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
Part 1: General Requirements										
1.1	01150	Mobilization and Demobilization	L.S.	1	\$131,400.00	\$131,400.00	\$30,495.00	\$30,495.00	\$164,000.00	\$164,000.00
1.2	01150	Traffic Accomodation Strategy	L.S.	1	\$26,300.00	\$26,300.00	\$16,300.00	\$16,300.00	\$27,500.00	\$27,500.00
1.3	01150	Hydrovac (Provisional)	P.C.S	1	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00
Subtotal Part 1:						\$192,700.00		\$81,795.00		\$226,500.00
Part 2: Site Work, Demolition, and Removals										
2.1	01150	Sawcut, Remove, and Dispose Existing Asphalt	sq. m	2,510	\$8.00	\$20,080.00	\$3.90	\$9,789.00	\$6.00	\$15,060.00
2.2	01150	Remove and Dispose Existing Gravel Surface	sq. m	1,445	\$5.00	\$7,225.00	\$3.50	\$5,057.50	\$3.00	\$4,335.00
2.3	01150	Asphalt Concrete Pavement Milling - 50mm Depth	sq. m	800	\$20.00	\$16,000.00	\$6.85	\$5,480.00	\$12.00	\$9,600.00
2.4	01150	Sawcut, Remove, and Dispose Existing Curb and Gutter and/or Pinned Curb including granular base	lin. m	110	\$25.00	\$2,750.00	\$15.00	\$1,650.00	\$30.00	\$3,300.00
2.5	01150	Sawcut, Remove, and Dispose of Existing Concrete Sidewalk/Monowalk including granular base	sq. m	330	\$35.00	\$11,550.00	\$8.95	\$2,953.50	\$35.00	\$11,550.00
2.6	01150	Remove and Dispose of Existing Mobile Home Units	P.C.S.	1	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
2.7	01150	Remove and Salvage Existing Sign(s) - One Post	unit	4	\$220.00	\$880.00	\$75.00	\$300.00	\$225.00	\$900.00
2.8	01150	Remove and Relocate Existing Sign(s) - One Post	unit	2	\$425.00	\$850.00	\$325.00	\$650.00	\$225.00	\$450.00
2.9	01150	Remove and Salvage Existing Sign	each	1	\$150.00	\$150.00	\$75.00	\$75.00	\$225.00	\$225.00
2.10	01150	Remove and Dispose Existing Town CSD Shop Foundation	P.C.S	1	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00
2.11	01150	Remove and Dispose Existing Fence	lin. m	285	\$5.00	\$1,425.00	\$14.50	\$4,132.50	\$10.00	\$2,850.00
2.12	01150	Remove and Salvage Existing Storm Frame and Cover	each	2	\$500.00	\$1,000.00	\$25.00	\$50.00	\$1,250.00	\$2,500.00
2.13	01150	Remove and Dispose Existing Trees/Shrubs	L.S.	1	\$10,000.00	\$10,000.00	\$26,975.00	\$26,975.00	\$23,500.00	\$23,500.00
Subtotal Part 2:						\$206,910.00		\$192,112.50		\$209,270.00
Part 3: Storm Sewer										
3.1	01150	Trench Excavation, Bedding, Backfill and Compaction								
		a) 1.5m to 3.0m depth	lin. m	189	\$110.00	\$20,790.00	\$142.75	\$26,979.75	\$112.50	\$21,262.50
3.2	01150	Storm Sewer Pipe								
		a) 300mm diameter C76 CLV	lin. m	114	\$95.00	\$10,830.00	\$89.00	\$10,146.00	\$93.90	\$10,704.60
		b) 450mm diameter C76 CLV	lin. m	75	\$90.00	\$6,750.00	\$118.95	\$8,921.25	\$168.00	\$12,600.00
		c) CCTV Video Inspection	L.S.	1	\$4,500.00	\$4,500.00	\$2,476.20	\$2,476.20	\$3,000.00	\$3,000.00
3.3	01150	1200mm Type 5A Manhole, including precast barrel, slab top, grade rings, and base	vm	3.5	\$2,500.00	\$8,750.00	\$2,484.25	\$8,694.88	\$2,875.00	\$10,062.50
3.4	01150	Supply and Install Frame and Cover								
		a) Type F-49	each	4	\$750.00	\$3,000.00	\$529.70	\$2,118.80	\$950.00	\$3,800.00
		b) Type K-3	each	4	\$750.00	\$3,000.00	\$348.25	\$1,393.00	\$1,050.00	\$4,200.00

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot

Schedule B - Womacks Road and Gregg Street

Womacks Road (Station 1+170) to Gregg Street (Station 1+490)

Gregg Street from Station 0+120 to Station 0+365

Item	Section No.	Item of Work	Unit	Estimated Quantity	ENGINEER'S OPC		Border Paving		Central City	
					Unit Price	Total	Unit Price	Total	Unit Price	Total
		c) Type F-51	each	1	\$750.00	\$750.00	\$743.80	\$743.80	\$950.00	\$950.00
3.5	01150	Catch Basin Manhole, including precast barrel, slab top, grade rings, and base	vm	6.3	\$2,650.00	\$16,695.00	\$3,228.40	\$20,338.92	\$2,875.00	\$18,112.50
3.6	01150	Catch Basin Lead - Trench excavation, pipe supply and install, bedding, backfill and compaction 250mm Pipe	lin. m	82	\$150.00	\$12,300.00	\$182.95	\$15,001.90	\$212.50	\$17,425.00
3.7	01150	Supply and Install Type F-51 Catch Basin	each	4	\$4,500.00	\$18,000.00	\$4,492.60	\$17,970.40	\$4,540.00	\$18,160.00
3.8	01150	Supply and Install Type K-3 Catch Basin	each	2	\$4,500.00	\$9,000.00	\$4,211.50	\$8,423.00	\$4,540.00	\$9,080.00
3.9	01150	Replace unsuitable material and replace with 40 mm screened rock backfill material (provisional)	cu. m	30	\$60.00	\$1,800.00	\$46.35	\$1,390.50	\$38.75	\$1,162.50
3.10	01150	Insulation for Shallow Storm Main (HL-40 or approved equivalent) - 100mm Thickness	sq. m	176	\$28.00	\$4,928.00	\$46.35	\$8,157.60	\$114.00	\$20,064.00
3.11	01150	Adjust Storm Manhole/Catch Basin Manhole RIM Elevation including remove and drop existing barrels, and grade ring adjustments	each	3	\$2,000.00	\$6,000.00	\$463.50	\$1,390.50	\$1,500.00	\$4,500.00
3.12	01150	Supply and Install 600mm Culverts	lin. m	86	\$330.00	\$28,380.00	\$268.00	\$23,048.00	\$230.00	\$19,780.00
3.13	01150	Supply and Install 300mm Concrete Flared End including trash grate	each	1	\$2,000.00	\$2,000.00	\$3,083.10	\$3,083.10	\$3,250.00	\$3,250.00
3.13	01150	Tie Into Existing Storm Sewer	each	2	\$1,700.00	\$3,400.00	\$910.50	\$1,821.00	\$2,800.00	\$5,600.00
Subtotal Part 3:						\$160,873.00		\$162,098.60		\$183,713.60
Part 4: Sanitary Sewer										
4.1	01150	Adjust Sanitary Manhole RIM Elevation including remove and drop existing barrels, and grade ring adjustments	each	2	\$2,000.00	\$4,000.00	\$463.50	\$927.00	\$1,500.00	\$3,000.00
Subtotal Part 4:						\$4,000.00		\$927.00		\$3,000.00
Part 5: Water Main										
5.1	01150	Adjust Water Valve RIM Elevation including valve box replacement and rod adjustment	each	1	\$1,000.00	\$1,000.00	\$767.35	\$767.35	\$2,250.00	\$2,250.00
Subtotal Part 5:						\$1,000.00		\$767.35		\$2,250.00
Part 6: Concrete Work										
6.1	01150	250mm Standard, Reversed, Depressed Curb & Gutter excluding granular base	lin. m	704	\$90.00	\$63,360.00	\$91.65	\$64,521.60	\$89.00	\$62,656.00
6.2	01150	15M Rebar Addition for Reinforcing Depressed Curb at Concrete Apron Locations	lin. m	15	\$3.00	\$45.00	\$25.75	\$386.25	\$25.00	\$375.00
6.3	01150	Up To 1.5m Separate Concrete Sidewalk including granular base	lin. m	112	\$160.00	\$17,920.00	\$199.75	\$22,372.00	\$159.00	\$17,808.00
6.4	01150	1.5m Monolithic Concrete Sidewalk excluding granular base	lin. m	75	\$240.00	\$18,000.00	\$190.55	\$14,291.25	\$185.00	\$13,875.00
6.5	01150	Curb Ramps including granular base (Paraplegic)	each	6	\$1,100.00	\$6,600.00	\$1,072.50	\$6,435.00	\$750.00	\$4,500.00
6.6	01150	Reinforced Concrete Apron, 150mm Depth with 15M Reinforcement	sq. m	38	\$225.00	\$8,550.00	\$214.25	\$8,141.50	\$208.00	\$7,904.00
Subtotal Part 6:						\$114,475.00		\$116,147.60		\$107,118.00
Part 7: Roadway Excavation, Subgrade, Sub Base and Base Preparation										
7.1	01150	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu. m	1,125	\$15.00	\$16,875.00	\$9.25	\$10,406.25	\$13.50	\$15,187.50

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot

Schedule B - Womacks Road and Gregg Street

Womacks Road (Station 1+170) to Gregg Street (Station 1+490)

Gregg Street from Station 0+120 to Station 0+365

Item	Section No.	Item of Work	Unit	Estimated Quantity	ENGINEER'S OPC		Border Paving		Central City	
					Unit Price	Total	Unit Price	Total	Unit Price	Total
7.2	01150	Common Excavation	cu. m	2,425	\$20.00	\$48,500.00	\$17.50	\$42,437.50	\$12.00	\$29,100.00
7.3	01150	Import Fill Material (provisional)	cu. m	3,410	\$20.00	\$68,200.00	\$37.30	\$127,193.00	\$30.00	\$102,300.00
7.4	01150	Waste Excavation and Dispose Off-Site (Provisional)	cu. m	100	\$20.00	\$2,000.00	\$20.00	\$2,000.00	\$14.00	\$1,400.00
7.5	01150	Woven Geotextile	sq. m	6,040	\$2.00	\$12,080.00	\$1.25	\$7,550.00	\$1.60	\$9,664.00
7.6	01150	Des. 2 Class 25 Granular Base, 200mm depth	sq.m	6,040	\$13.00	\$78,520.00	\$11.00	\$66,440.00	\$23.00	\$138,920.00
7.7	01150	75mm Minus Granular Subbase, 350mm Depth	sq. m	6,040	\$19.00	\$114,760.00	\$15.90	\$96,036.00	\$33.40	\$201,736.00
7.8	01150	Des. 2 Class 25 Granular Base, 250mm depth (gravel lane and tie ins)	sq. m	500	\$15.00	\$7,500.00	\$16.25	\$8,125.00	\$28.50	\$14,250.00
7.9	01150	300mm Class 1M Riprap including 150mm Riprap bedding gravel and non-woven geotextile (provisional)	sq. m	10	\$180.00	\$1,800.00	\$150.00	\$1,500.00	\$225.00	\$2,250.00
Subtotal Part 7:						\$350,235.00		\$361,687.75		\$514,807.50
Part 8: Asphaltic Concrete Paving										
8.1	01150	Asphalt Top/Overlay Lift, 50mm Type 5b.(3)	sq. m	6,106	\$16.00	\$97,696.00	\$13.80	\$84,262.80	\$17.05	\$104,107.30
8.2	01150	Asphalt Bottom Lift, 75mm Type 5b.(2)	sq. m	5,315	\$24.00	\$127,560.00	\$18.95	\$100,719.25	\$20.40	\$108,426.00
8.3	01150	Asphalt Trail, 75mm Type 5b(1), 3.00m wide including granular base	lin. m	125	\$130.00	\$16,250.00	\$131.70	\$16,462.50	\$155.00	\$19,375.00
8.4	01150	Asphalt Trail, 75mm Type 5b(1), 3.00m wide excluding granular base	lin. m	80	\$100.00	\$8,000.00	\$76.60	\$6,128.00	\$90.00	\$7,200.00
8.5	01150	Connect Existing Asphalt Driveway to New Sidewalk, Curb & Gutter, or Alley	sq. m	50	\$65.60	\$3,280.00	\$50.00	\$2,500.00	\$82.50	\$4,125.00
Subtotal Part 8:						\$252,786.00		\$210,072.55		\$243,233.30
Part 9: Pavement Markings and Signage										
9.1	01150	Painted Pavement Markings								
		a) 100mm Wide Solid Yellow Line (paint)	lin. m	516	\$3.00	\$1,548.00	\$3.15	\$1,625.40	\$0.50	\$258.00
		b) 100mm Wide Solid/Dashed White Line (paint)	lin. m	385	\$3.00	\$1,155.00	\$3.15	\$1,212.75	\$0.50	\$192.50
		c) 200mm Wide Crosswalk (paint)	lin. m	250	\$8.00	\$2,000.00	\$8.40	\$2,100.00	\$13.75	\$3,437.50
		d) 300mm Wide Stop Bar (paint)	lin. m	75	\$15.00	\$1,125.00	\$9.45	\$708.75	\$12.00	\$900.00
		e) 600mm Wide White Gore (paint)	lin. m	85	\$75.00	\$6,375.00	\$6.30	\$535.50	\$8.95	\$760.75
		f) Railway Crossing 'X' (paint)	each	2	\$500.00	\$1,000.00	\$370.00	\$740.00	\$325.00	\$650.00
9.2	01150	Signage								
		a) Supply and Install New Sign	each	27	\$160.00	\$4,320.00	\$150.00	\$4,050.00	\$150.00	\$4,050.00
		b) Supply and Install New Post	each	16	\$400.00	\$6,400.00	\$275.00	\$4,400.00	\$225.00	\$3,600.00
Subtotal Part 9:						\$23,923.00		\$15,372.40		\$13,848.75
Part 10: Landscaping and Fine Grading										
10.1	01150	Topsoil Replacement (assume 250mm depth)	cu. m	840	\$15.00	\$12,600.00	\$12.60	\$10,584.00	\$16.00	\$13,440.00
10.2	01150	Fine Grading and Seeding	sq. m	3,350	\$2.50	\$8,375.00	\$2.65	\$8,877.50	\$1.65	\$5,527.50
10.3	01150	Supply and Install 5'-0" Chain Link Fence	lin. m	242	\$75.00	\$18,150.00	\$64.00	\$15,488.00	\$58.60	\$14,181.20

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot

Schedule B - Womacks Road and Gregg Street

Womacks Road (Station 1+170) to Gregg Street (Station 1+490)
Gregg Street from Station 0+120 to Station 0+365

Item	Section No.	Item of Work	Unit	Estimated Quantity	ENGINEER'S OPC		Border Paving		Central City	
					Unit Price	Total	Unit Price	Total	Unit Price	Total
10.4	01150	Supply and Install Post and Cable Fence	lin. m	51	\$45.00	\$2,295.00	\$63.00	\$3,213.00	\$61.00	\$3,111.00
10.5	01150	Supply and Install 6'-0" Wooden Fence	lin. m	215	\$350.00	\$75,250.00	\$123.30	\$26,509.50	\$130.00	\$27,950.00
10.6	01150	Supply and Install P-Bollards, Removeable, Lockable (set of 2)	each	1	\$3,100.00	\$3,100.00	\$2,940.00	\$2,940.00	\$3,000.00	\$3,000.00
10.7	01150	Landscape Maintenance (1 Year)	L.S.	1	\$5,000.00	\$5,000.00	\$3,150.00	\$3,150.00	\$2,600.00	\$2,600.00
10.8	01150	Tree Plantings	P.C.S	1	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
Subtotal Part 10:						\$199,770.00		\$145,762.00		\$144,809.70
Schedule B - Womacks Road and Gregg Street Summary										
Part 1: General Requirements						\$192,700.00		\$81,795.00		\$226,500.00
Part 2:Site Work, Demolition, and Removals						\$206,910.00		\$192,112.50		\$209,270.00
Part 3: Storm Sewer						\$160,873.00		\$162,098.60		\$183,713.60
Part 4: Sanitary Sewer						\$4,000.00		\$927.00		\$3,000.00
Part 5: Water Main						\$1,000.00		\$767.35		\$2,250.00
Part 6: Concrete Work						\$114,475.00		\$116,147.60		\$107,118.00
Part 7: Roadway Excavation, Subgrade, Sub Base and Base Preparation						\$350,235.00		\$361,687.75		\$514,807.50
Part 8: Asphaltic Concrete Paving						\$252,786.00		\$210,072.55		\$243,233.30
Part 9: Pavement Markings and Signage						\$23,923.00		\$15,372.40		\$13,848.75
Part 10: Landscaping and Fine Grading						\$199,770.00		\$145,762.00		\$144,809.70
SUBTOTAL						\$1,506,672.00		\$1,286,742.75		\$1,648,550.85

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot
Schedule C - Gregg Street and Waghorn Street Intersection
Gregg Street from Station 0+060 to Station 0+120

					ENGINEER'S OPC		Border Paving		Central City	
Item	Section No.	Item of Work	Unit	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
Part 1: General Requirements										
1.1	01150	Mobilization and Demobilization	L.S.	1	\$4,500.00	\$4,500.00	\$1,135.00	\$1,135.00	\$6,000.00	\$6,000.00
1.2	01150	Traffic Accomodation Strategy	L.S.	1	\$1,200.00	\$1,200.00	\$1,990.00	\$1,990.00	\$2,000.00	\$2,000.00
1.3	01150	Hydrovac (Provisional)	P.C.S	1	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
Subtotal Part 1:						\$12,700.00		\$10,125.00		\$15,000.00
Part 2: Site Work, Demolition, and Removals										
2.1	01150	Sawcut, Remove, and Dispose Existing Asphalt	sq. m	510	\$8.00	\$4,080.00	\$6.70	\$3,417.00	\$6.00	\$3,060.00
2.2	01150	Sawcut, Remove, and Dispose Existing Pinned Curb and/or Curb and Gutter including granular base	lin. m	85	\$25.00	\$2,125.00	\$8.50	\$722.50	\$30.00	\$2,550.00
2.3	01150	Sawcut, Remove, and Dispose Existing Concrete Sidewalk/Monowalk including granular base	sq. m	63	\$35.00	\$2,205.00	\$17.50	\$1,102.50	\$35.00	\$2,205.00
2.4	01150	Remove and Salvage Existing Sign(s) - One Post	unit	1	\$220.00	\$220.00	\$75.00	\$75.00	\$225.00	\$225.00
Subtotal Part 2:						\$8,630.00		\$5,317.00		\$8,040.00
Part 3: Concrete Work										
3.1	01150	Pinned Curb	lin. m	72	\$80.00	\$5,760.00	\$66.95	\$4,820.40	\$65.00	\$4,680.00
3.2	01150	1.5m Separate Sidewalk including granular base	lin. m	52	\$160.00	\$8,320.00	\$211.75	\$11,011.00	\$159.00	\$8,268.00
3.3	01150	Curb Ramps including granular base (Paraplegic)	each	2	\$1,100.00	\$2,200.00	\$1,072.50	\$2,145.00	\$750.00	\$1,500.00
Subtotal Part 3:						\$16,280.00		\$17,976.40		\$14,448.00
Part 4: Roadway Excavation, Subgrade, Sub Base and Base Preparation										
4.1	01150	Topsoil Stripping - Excavation, Hauling, Stockpiling(assume 250mm depth)	cu. m	85	\$15.00	\$1,275.00	\$21.00	\$1,785.00	\$13.50	\$1,147.50
4.2	01150	Waste Excavation and Dispose Off-Site (provisinal)	cu. m	126	\$20.00	\$2,520.00	\$20.00	\$2,520.00	\$14.00	\$1,764.00
Subtotal Part 4:						\$3,795.00		\$4,305.00		\$2,911.50
Part 5: Asphaltic Concrete Paving										
5.1	01150	Asphalt Trail, 75mm Type 5b(1), 3.00m wide including Granular Base	lin. m	45	\$130.00	\$5,850.00	\$156.00	\$7,020.00	\$155.00	\$6,975.00
Subtotal Part 5:						\$5,850.00		\$7,020.00		\$6,975.00
Part 6: Pavement Markings and Signage										
6.1	01150	Painted Pavement Markings								
		a) 100mm Wide Solid Yellow Line (paint)	lin. m	46	\$3.00	\$138.00	\$10.50	\$483.00	\$0.50	\$23.00
6.2	01150	Signage								
		a) Supply and Install New Sign	each	1	\$160.00	\$160.00	\$150.00	\$150.00	\$150.00	\$150.00
		b) Supply and Install New Post	each	1	\$400.00	\$400.00	\$275.00	\$275.00	\$225.00	\$225.00
Subtotal Part 6:						\$698.00		\$908.00		\$398.00

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot
Schedule C - Gregg Street and Waghorn Street Intersection
Gregg Street from Station 0+060 to Station 0+120

					ENGINEER'S OPC		Border Paving		Central City	
Item	Section No.	Item of Work	Unit	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
Part 7:	Landscaping and Fine Grading									
7.1	01150	Topsoil Replacement (assume 250mm depth)	cu. m	85	\$15.00	\$1,275.00	\$12.60	\$1,071.00	\$16.00	\$1,360.00
7.2	01150	Import Topsoil (assume 250mm depth)	cu. m	135	\$6.00	\$810.00	\$14.70	\$1,984.50	\$31.00	\$4,185.00
7.3	01150	Fine Grade and Seeding	sq. m	866	\$2.50	\$2,165.00	\$3.70	\$3,204.20	\$1.65	\$1,428.90
7.4	01150	Supply and Install 5'-0" Chain Link Fence	lin. m	110	\$75.00	\$8,250.00	\$64.00	\$7,040.00	\$58.60	\$6,446.00
7.5	01150	Supply and Install P-Bollards, Removeable, Lockable (set of 2)	each	1	\$3,100.00	\$3,100.00	\$2,940.00	\$2,940.00	\$3,000.00	\$3,000.00
7.6	01150	Landscape Maintenance (1 Year)	L.S.	1	\$5,000.00	\$5,000.00	\$840.00	\$840.00	\$1,400.00	\$1,400.00
Subtotal Part 7:						\$20,600.00		\$17,079.70		\$17,819.90
Schedule C - Gregg Street and Waghorn Street Intersection Summary										
Part 1: General Requirements						\$12,700.00	\$10,125.00	\$15,000.00		
Part 2:Site Work, Demolition, and Removals						\$8,630.00	\$5,317.00	\$8,040.00		
Part 3: Concrete Work						\$16,280.00	\$17,976.40	\$14,448.00		
Part 4: Roadway Excavation, Subgrade, Sub Base and Base Preparation						\$3,795.00	\$4,305.00	\$2,911.50		
Part 5: Asphaltic Concrete Paving						\$5,850.00	\$7,020.00	\$6,975.00		
Part 6: Pavement Markings and Signage						\$698.00	\$908.00	\$398.00		
Part 7: Landscaping and Fine Grading						\$20,600.00	\$17,079.70	\$17,819.90		
SUBTOTAL						\$68,553.00	\$62,731.10	\$65,592.40		

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot
Schedule D - Highway 2A and Gregg Street Intersection Improvements (Provisional)
Gregg Street from Station 1+600 to Highway 2A including Intersection

					ENGINEER'S OPC		Border Paving		Central City	
Item	Section No.	Item of Work	Unit	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
Part 1: General Requirements										
1.1	01150	Mobilization and Demobilization	L.S.	1	\$9,300.00	\$9,300.00	\$4,985.00	\$4,985.00	\$8,600.00	\$8,600.00
1.2	01150	Traffic Accomodation Strategy	L.S.	1	\$2,400.00	\$2,400.00	\$2,390.00	\$2,390.00	\$2,000.00	\$2,000.00
1.3	01150	Hydrovac (Provisional)	P.C.S	1	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
Subtotal Part 1:						\$18,700.00		\$14,375.00		\$17,600.00
Part 2: Site Work, Demolition, and Removals										
2.1	01150	Sawcut, Remove, and Dispose Existing Asphalt including asphalt trail	sq. m	190	\$8.00	\$1,520.00	\$12.80	\$2,432.00	\$6.00	\$1,140.00
2.2	01150	Sawcut, Remove, and Dispose Existing Gravel Surface	sq. m	235	\$5.00	\$1,175.00	\$4.65	\$1,092.75	\$3.00	\$705.00
2.3	01150	Asphalt Concrete Pavement Milling - up to 150mm Depth	sq. m	720	\$20.00	\$14,400.00	\$10.30	\$7,416.00	\$9.50	\$6,840.00
2.4	01150	Sawcut, Remove, and Dispose Existing Pinned Curb and/or Curb and Gutter	lin. m	34	\$25.00	\$850.00	\$18.00	\$612.00	\$30.00	\$1,020.00
2.5	01150	Sawcut, Remove, and Dispose Existing Concrete Sidewalk/Monowalk including granular base	sq. m	28	\$35.00	\$980.00	\$30.00	\$840.00	\$35.00	\$980.00
2.6	01150	Remove and Salvage Existing Sign(s) - One Post	unit	6	\$220.00	\$1,320.00	\$75.00	\$450.00	\$225.00	\$1,350.00
2.7	01150	Remove and Relocate Existing Sign(s) - One Post	unit	1	\$425.00	\$425.00	\$325.00	\$325.00	\$225.00	\$225.00
2.8	01150	Remove and Dispose Existing Catch Basin Manhole/Catch Basins	each	1	\$1,000.00	\$1,000.00	\$105.00	\$105.00	\$1,500.00	\$1,500.00
Subtotal Part 2:						\$21,670.00		\$13,272.75		\$13,760.00
Part 3: Storm Sewer										
3.1	01150	Supply and Install Type F-51 Catch Basin	each	2	\$4,500.00	\$9,000.00	\$5,403.10	\$10,806.20	\$6,875.00	\$13,750.00
3.2	01150	Supply and Install 250mm Concrete Flared End including trash grate	each	1	\$2,000.00	\$2,000.00	\$3,083.10	\$3,083.10	\$3,250.00	\$3,250.00
3.3	01150	Tie Into Existing Storm Sewer	each	2	\$1,700.00	\$3,400.00	\$841.50	\$1,683.00	\$1,500.00	\$3,000.00
Subtotal Part 3:						\$14,400.00		\$15,572.30		\$20,000.00
Part 4: Concrete Work										
4.1	01150	250mm Standard, Reversed, Depressed Curb & Gutter excluding granular base	lin. m	67	\$90.00	\$6,030.00	\$113.30	\$7,591.10	\$110.00	\$7,370.00
4.2	01150	15M Rebar Addition for Reinforcing Depressed Curb at Concrete Apron Locations	lin. m	8	\$3.00	\$24.00	\$25.75	\$206.00	\$25.00	\$200.00
4.3	01150	Pinned Curb	lin. m	7	\$80.00	\$560.00	\$66.95	\$468.65	\$65.00	\$455.00
4.4	01150	1.5m Separate Sidewalk including granular base	lin. m	10	\$160.00	\$1,600.00	\$238.75	\$2,387.50	\$159.00	\$1,590.00
4.5	01150	15M Rebar Addition For Reinforcing Concrete Sidewalk at Concrete Apron Locations	sq. m	12	\$65.00	\$780.00	\$42.25	\$507.00	\$41.00	\$492.00
4.6	01150	Curb Ramps including granular base (Paraplegic)	each	1	\$620.00	\$620.00	\$1,072.50	\$1,072.50	\$750.00	\$750.00
4.7	01150	Reinforced Concrete Apron, 150mm Depth with 15M Reinforcement	sq. m	22	\$225.00	\$4,950.00	\$214.25	\$4,713.50	\$208.00	\$4,576.00
Subtotal Part 4:						\$14,564.00		\$16,946.25		\$15,433.00

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot
Schedule D - Highway 2A and Gregg Street Intersection Improvements (Provisional)
Gregg Street from Station 1+600 to Highway 2A including Intersection

					ENGINEER'S OPC		Border Paving		Central City	
Item	Section No.	Item of Work	Unit	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation										
5.1	01150	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu. m	36	\$15.00	\$540.00	\$26.00	\$936.00	\$13.50	\$486.00
5.2	01150	Waste Excavation and Dispose Off-site (Provisional)	cu. m	50	\$20.00	\$1,000.00	\$32.00	\$1,600.00	\$14.00	\$700.00
5.3	01150	Woven Geotextile	sq. m	67	\$2.00	\$134.00	\$2.25	\$150.75	\$1.60	\$107.20
5.4	01150	Des. 2 Class 25 Granular Base, 200 mm depth	sq. m	67	\$13.00	\$871.00	\$15.60	\$1,045.20	\$23.00	\$1,541.00
5.5.	01150	Des. 2 Class 25 Granular Base, 250 mm depth (gravel lane)	sq. m	88	\$15.00	\$1,320.00	\$19.50	\$1,716.00	\$28.50	\$2,508.00
5.6	01150	75mm Minus Granular Sub-base, 350mm Depth	sq. m	67	\$19.00	\$1,273.00	\$27.95	\$1,872.65	\$33.40	\$2,237.80
Subtotal Part 5:						\$5,138.00		\$7,320.60		\$7,580.00
Part 6: Asphaltic Concrete Paving										
6.1	01150	Asphalt Top/Overlay Lift, 50mm Type H2	sq. m	750	\$15.50	\$11,625.00	\$14.35	\$10,762.50	\$13.80	\$10,350.00
6.2	01150	Asphalt Bottom Lift, 75mm Type H2	sq. m	30	\$17.00	\$510.00	\$33.95	\$1,018.50	\$20.40	\$612.00
6.3	01150	Asphalt Trail, 75mm Type 5b(1), 3.00m wide including Granular Base	lin. m	44	\$130.00	\$5,720.00	\$156.00	\$6,864.00	\$155.00	\$6,820.00
Subtotal Part 6:						\$17,855.00		\$18,645.00		\$17,782.00
Part 7: Pavement Markings and Signage										
7.1	01150	Type-1 Thermoplastic Pavement Markings								
		a) 100mm Solid Yellow Line (plastic)	lin. m	42	\$17.00	\$714.00	\$27.30	\$1,146.60	\$16.50	\$693.00
		b) 100mm Solid/Dashed White Line (plastic)	lin. m	64	\$17.00	\$1,088.00	\$27.30	\$1,747.20	\$16.50	\$1,056.00
		c) 300mm Stop Bar (plastic)	lin. m	24	\$60.00	\$1,440.00	\$73.50	\$1,764.00	\$67.00	\$1,608.00
		d) 200mm Crosswalk (plastic)	lin. m	66	\$40.00	\$2,640.00	\$52.50	\$3,465.00	\$47.00	\$3,102.00
7.2	01150	Signage								
		a) Supply and Install New Sign	each	2	\$160.00	\$320.00	\$150.00	\$300.00	\$150.00	\$300.00
		b) Supply and Install New Post	each	2	\$400.00	\$800.00	\$275.00	\$550.00	\$225.00	\$450.00
Subtotal Part 7:						\$7,002.00		\$8,972.80		\$7,209.00
Part 8: Landscaping and Fine Grading										
8.1	01150	Topsoil Replacement (assume 250mm depth)	cu. m	95	\$15.00	\$1,425.00	\$12.60	\$1,197.00	\$16.00	\$1,520.00
8.2	01150	Fine Grade and Seeding	sq. m	380	\$6.00	\$2,280.00	\$3.70	\$1,406.00	\$1.65	\$627.00
8.3	01150	Supply and Install Post and Cable Fence	lin. m	17	\$45.00	\$765.00	\$63.00	\$1,071.00	\$61.00	\$1,037.00
8.4	01150	Landscape Maintenance (1 Year)	L.S.	1	\$2,500.00	\$2,500.00	\$840.00	\$840.00	\$900.00	\$900.00
Subtotal Part 8:						\$6,970.00		\$4,514.00		\$4,084.00
Part 9: Electrical										
9.1	01150	Pedestrian Crossing Infrastructure	P.C.S.	1	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Subtotal Part 9:						\$25,000.00		\$25,000.00		\$25,000.00

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot
Schedule D - Highway 2A and Gregg Street Intersection Improvements (Provisional)
Gregg Street from Station 1+600 to Highway 2A including Intersection

					ENGINEER'S OPC		Border Paving		Central City	
Item	Section No.	Item of Work	Unit	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
Part 10: Miscellaneous										
10.1	01150	Culvert Extension - 600mm CSP	lin. m	10	\$330.00	\$3,300.00	\$319.30	\$3,193.00	\$400.00	\$4,000.00
Subtotal Part 10:						\$3,300.00		\$3,193.00		\$4,000.00
Schedule D - Highway 2A and Gregg Street Intersection Improvements (Provisional) Summary										
Part 1: General Requirements						\$18,700.00		\$14,375.00		\$17,600.00
Part 2: Site Work, Demolition, and Removals						\$21,670.00		\$13,272.75		\$13,760.00
Part 3: Storm Sewer						\$14,400.00		\$15,572.30		\$20,000.00
Part 4: Concrete Work						\$14,564.00		\$16,946.25		\$15,433.00
Part 5: Roadway Excavation, Subgrade, Sub Base and Base Preparation						\$5,138.00		\$7,320.60		\$7,580.00
Part 6: Asphaltic Concrete Paving						\$17,855.00		\$18,645.00		\$17,782.00
Part 7: Pavement Markings and Signage						\$7,002.00		\$8,972.80		\$7,209.00
Part 8: Landscaping and Fine Grading						\$6,970.00		\$4,514.00		\$4,084.00
Part 9: Electrical						\$25,000.00		\$25,000.00		\$25,000.00
Part 10: Miscellaneous						\$3,300.00		\$3,193.00		\$4,000.00
SUBTOTAL						\$134,599.00		\$127,811.70		\$132,448.00

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot
Schedule E - Lawton Avenue Rehabilitation
Lawton Avenue from Greg Street to Waghorn Street

					ENGINEER'S OPC		Border Paving		Central City	
Item	Section No.	Item of Work	Unit	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
Part 1: General Requirements										
1.1	01150	Mobilization and Demobilization	L.S.	1	\$12,500.00	\$12,500.00	\$6,460.00	\$6,460.00	\$12,000.00	\$12,000.00
1.2	01150	Traffic Accomodation Strategy	L.S.	1	\$2,800.00	\$2,800.00	\$1,840.00	\$1,840.00	\$3,000.00	\$3,000.00
1.3	01150	Hydrovac (Provisional)	P.C.S	1	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Subtotal Part 1:						\$17,300.00		\$10,300.00		\$17,000.00
Part 2: Site Work, Demolition, and Removals										
2.1	01150	Asphalt Concrete Pavement Milling - 100mm Depth including granular base	sq. m	2,000	\$10.00	\$20,000.00	\$8.65	\$17,300.00	\$5.10	\$10,200.00
2.2	01150	Sawcut, Remove, and Dispose of Select Existing Curb and Gutter (provisional)	lin. m	65	\$25.00	\$1,625.00	\$23.50	\$1,527.50	\$30.00	\$1,950.00
2.3	01150	Sawcut, Remove, and Dispose of Existing Concrete Sidewalk including granular base	sq. m	95	\$35.00	\$3,325.00	\$13.90	\$1,320.50	\$35.00	\$3,325.00
2.4	01150	Sawcut, Remove, and Dispose of Select Existing Concrete Sidewalk (provisional)	sq. m	38	\$35.00	\$1,330.00	\$21.00	\$798.00	\$35.00	\$1,330.00
2.5	01150	Remove and Replace Granular Base Course Under Select Existing Concrete and Asphalt Removed - 100mm depth (provisional)	sq. m	220	\$28.00	\$6,160.00	\$15.10	\$3,322.00	\$12.00	\$2,640.00
2.6	01150	Remove and Dispose of Existing Trees	L.S.	1	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00
Subtotal Part 2:						\$37,440.00		\$25,768.00		\$20,445.00
Part 3: Concrete Work										
3.1	01150	250mm Standard, Reversed, Depressed Curb & Gutter excluding granular base (provisional)	lin. m	65	\$90.00	\$5,850.00	\$113.30	\$7,364.50	\$110.00	\$7,150.00
3.2	01150	1.2m Separate Sidewalk including granular base	lin. m	77	\$160.00	\$12,320.00	\$177.15	\$13,640.55	\$150.00	\$11,550.00
3.3	01150	1.2m Separate Sidewalk (provisional)	lin. m	23	\$240.00	\$5,520.00	\$154.50	\$3,553.50	\$150.00	\$3,450.00
Subtotal Part 3:						\$23,690.00		\$24,558.55		\$22,150.00
Part 4: Roadway Excavation, Subgrade, Sub Base and Base Preparation										
4.1	01150	Reshape Existing Gravel Base	sq. m	2,000	\$7.00	\$14,000.00	\$2.20	\$4,400.00	\$3.50	\$7,000.00
Subtotal Part 4:						\$14,000.00		\$4,400.00		\$7,000.00
Part 5: Asphaltic Concrete Paving										
5.1	01150	Asphalt Top/Overlay Lift, 50mm Type b.(3)	sq. m	2,000	\$16.00	\$32,000.00	\$13.80	\$27,600.00	\$17.05	\$34,100.00
5.2	01150	Asphalt Bottom Lift, 50mm Type b.(2)	sq. m	2,000	\$16.00	\$32,000.00	\$13.75	\$27,500.00	\$13.80	\$27,600.00
Subtotal Part 5:						\$64,000.00		\$55,100.00		\$61,700.00

Town of Blackfalds - Womacks Road, Gregg Street, and Plaza Parking Lot
Schedule E - Lawton Avenue Rehabilitation
Lawton Avenue from Greg Street to Waghorn Street

					ENGINEER'S OPC		Border Paving		Central City	
Item	Section No.	Item of Work	Unit	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total
Part 6: Landscaping and Fine Grading										
6.1	01150	Topsoil Stripping - Excavation, Hauling, Stockpiling (assume 250mm depth)	cu. m	115	\$15.00	\$1,725.00	\$21.00	\$2,415.00	\$13.50	\$1,552.50
6.2	01150	Topsoil Replacement (assume 250mm depth)	cu. m	115	\$15.00	\$1,725.00	\$12.60	\$1,449.00	\$16.00	\$1,840.00
6.3	01150	Fine Grade and Seeding	sq. m	460	\$2.50	\$1,150.00	\$3.70	\$1,702.00	\$1.65	\$759.00
6.4	01150	Import Topsoil - 250mm Depth (provisional)	cu. m	115	\$6.00	\$690.00	\$14.70	\$1,690.50	\$31.00	\$3,565.00
6.5	01150	Supply and Install Sod (provisional)	sq. m	460	\$18.00	\$8,280.00	\$14.70	\$6,762.00	\$10.20	\$4,692.00
6.6	01150	Landscape Maintenance (1 Year)	L.S.	1	\$2,500.00	\$2,500.00	\$840.00	\$840.00	\$800.00	\$800.00
Subtotal Part 6:						\$16,070.00		\$14,858.50		\$13,208.50
Schedule E - Lawton Avenue Rehabilitation Summary										
Part 1: General Requirements						\$17,300.00		\$10,300.00		\$17,000.00
Part 2:Site Work, Demolition, and Removals						\$37,440.00		\$25,768.00		\$20,445.00
Part 3: Concrete Work						\$23,690.00		\$24,558.55		\$22,150.00
Part 4: Roadway Excavation, Subgrade, Sub Base and Base Preparation						\$14,000.00		\$4,400.00		\$7,000.00
Part 5: Asphaltic Concrete Paving						\$64,000.00		\$55,100.00		\$61,700.00
Part 6: Landscaping and Fine Grading						\$16,070.00		\$14,858.50		\$13,208.50
SUBTOTAL						\$172,500.00		\$134,985.05		\$141,503.50



**TOWN OF BLACKFALDS
COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: April 13, 2021

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

SUBJECT: Award of the 2021 – 2023 Municipal Engineering Services

BACKGROUND:

For the past 10 years, the Town of Blackfalds has been working with Stantec Consulting of Red Deer to ensure the Town's engineering requirements are being met during the development and implementation of new subdivisions, capital, planning and operational projects via formal agreement.

This relationship started formally at the previous February 27, 2007 Council meeting where the following resolution was passed:

RES. 72/07

Deputy CEO Poole moved to accept the recommendation of Administration to appoint Stantec Consulting as the main provider of engineering services to the Town of Blackfalds with a review date in the year 2012 (five years).

CARRIED UNANIMOUSLY

Furthermore, at an October 2012 Council Meeting the following motion was passed:

RES.640/12

Councillor Wigmore moved to award the General Engineering Services Agreement to Stantec Consulting Red Deer for a period of 3 years with the option to extend the agreement for an additional 2 years.

CARRIED

The Master Services Agreement (MSA) with Stantec was finalized and signed in April of 2014 for the period starting January 1st, 2014 until presently. Administration continues to work within the MSA to delegate tasks to Stantec as needed through our senior management team discussions. The delay in the initial signing of the document was due to a period of extensive legal review, legal review changeover, and the changeover in the CAO position.

As the above timeframe has expired, Administration requested proposals from qualified engineering firms for general engineering services tailored to meet our current and future requirements. These services would include providing advice and recommendations based on day-to-day requirements, as well as recommendations on upcoming municipal capital projects, developer contributions, masterplan updates, project design, submissions, drawings, etc.



TOWN OF BLACKFALDS COUNCIL MEETING REQUEST FOR DECISION

DISCUSSION:

The Municipal Engineering Services Request for Proposal outlined that the Town of Blackfalds desires to enter a professional contract for a Town Engineering Firm to provide municipal engineering services for capital and operational tasks on an as needed basis.

Administration completed the updated RFP by including reviews of other similar sized municipal engineering services RFPs of this nature, updating the document to our current template and by utilizing relevant information from the last number of years to improve upon the previous RFP.

The expected work scope for providing engineering services, as needed, for items including but not limited to:

- General engineering consultation and advisement
- Review and consultation with Town staff on development policies, procedures and advice regarding regulatory compliance
- Participate in long and short-term planning/engineering exercises for the extension and upgrading of municipal infrastructure to accommodate growth, ensure public safety and the efficiency and reliability of our infrastructure
- Assist Town staff with procurement of contracted services related to engineering structures including cost estimates for budgeting purposes
- Design work, and construction management services, as requested, for capital projects from time to time
- Liaise with other levels of government, utility companies and community groups on engineering issues
- Geotechnical investigation, analysis and recommendations
- Stormwater management system analysis and planning
- Sanitary sewer collection system analysis and planning
- Water distribution system analysis and planning
- Public consultation strategies development and support
- General buildings support engineering, and
- Business case development

Note that no architectural services will be included under the scope of this engineering agreement. Future facility builds will be done via site specific proposals from qualified firms as these projects arise.

The Request for Proposal was advertised on A.P.C. and closed on January 28th, 2021 at 2:00 p.m. The Town received nine proposals in good order from the following consultants: Stantec, Al-Terra, Tagish. WSP. All North, CIMA, Morrison Hershfield, Yamilsol and ISL.

The Senior Administrative Team scored the nine submissions and narrowed these submissions down to the top three; Tagish, Stantec and Al-Terra. We then held a one-hour virtual meeting with each of these three consultants. Based upon the ratings criteria provided and the virtual meeting discussions, we then narrowed the three down to two. Then we completed the necessary reference checks for each. The recommendation below



**TOWN OF BLACKFALDS
COUNCIL MEETING
REQUEST FOR DECISION**

is based on these meetings, the criteria scoring attached and the reference's input received.

FINANCIAL IMPLICATIONS:

Minor savings, as the primary Engineer's hourly rates have been reduced by 11%. Operational engineering costs for 2021-2023 will be impacted by these savings. All associated capital engineering, construction testing, project management and survey costs are estimated as a percentage under the ten-year and yearly budgetary documents for each project.

ADMINISTRATIVE RECOMMENDATION:

That Council move to award the Municipal Engineering Services Agreement to Stantec Consulting Red Deer for a period of three-years with the option to extend the agreement for an additional two-years.

ALTERNATIVES:

- A. That Council refer this item back to Administration for more information.

ATTACHMENTS:

- *RFP Municipal Engineering Services Review Chart*

Approvals:



CAO Myron Thompson



Department Director/Author

RFP Municipal Engineering Services Review										
07-Apr-21										
	RFP	Stantec	Al-terra	Tagish	WSP	All North	CIMA	Morrison /H	Yamisol	ISL
Office Location		Red Deer	Red Deer	Red Deer County	Red Deer	Edmonton	Calgary	Calgary	Edson	Calgary
Service Delivery Plan and notes		yes, interviewed	yes, interviewed	yes, interviewed	yes, no interview	yes, no interview	yes, no interview	yes, no interview	yes, no interview	yes, no interview
References	0-5	5	missed second cut	4	missed first cut	missed first cut	missed first cut	missed first cut	missed first cut	missed first cut
Overall Profile from interview	0-5	5	4	5	missed first cut	missed first cut	missed first cut	missed first cut	missed first cut	missed first cut
Subtotal	10	10	4	9	0	0	0	0	0	0
Final Rating	100	98	76	94	62	54	60	52	46	64
Primary contact \$	FOIP									
Secondary contact \$										
		senior eng/EIT	senior engineers	senior eng/EIT	senior engineers	senior engineers	senior engineers	senior engineers	senior eng/EIT	senior engineers
Price 20% after second cut	20	15	10	20	5	5	10	5	15	10
TOTAL OUT OF 80 POINTS	80	73	62	65	57	49	50	47	31	54
Local Service Office (yes 10, no 0)	10	10	10	10	10	0	0	0	0	0
Capabilities of firm	25	23.75	17.75	19.5	16.75	16.25	15.75	16	11.25	19.75
Project History & similar Projects	6	5.75	4.25	5	3.25	4.5	3.25	3.75	2	5.25
Town understanding	10	9.25	6.25	7.5	6.25	4.75	5.25	4.5	4	7
Primary Experience	5	4.75	4	3.75	4	4	4	4.25	3.25	4
Secondary Experience	4	4	3.25	3.25	3.25	3	3.25	3.5	2	3.5
References Listed related to Town works	10	8	8	8	7	8	8	7	3	8
Primary	6	5	4	5	4	4	5	4	2	5
Secondary	4	3	4	3	3	4	3	3	1	3
Overall Profile	15	13.25	11.5	12	10.5	11	12	10.25	7.5	12.25
General Abstract	5	4.5	3.75	4	3.25	4	4	3.25	3	4.5
Style	5	4.5	3.75	3.75	3.75	3.5	4	3.5	2.25	3.75
Communication of Ideas	5	4.25	4	4.25	3.5	3.5	4	3.5	2.25	4
Innovative and Value added Solutions	20	17.5	15	15.25	13	13.25	14.5	14	9	14
Project Management	10	8.25	7.5	8	6.75	7.25	7.25	7.25	5.25	7.25
Supporting disciplines	5	4.25	4.25	3.75	3.5	3.25	4.25	4.25	2	4.25
Community Support	5	5	3.25	3.5	2.75	2.75	3	2.5	1.75	2.5



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

MEETING DATE: April 13, 2021

PREPARED BY: Terry Topolnitsky – Planning Manager

SUBJECT: Safety Code Services Contract Award

BACKGROUND:

As per the current Council's direction, any RFPs that may impact service levels of our residents are to be brought forward to Council for input and feedback prior to the RFP being finalized and posted by Administration. As such, Administration has attached a new draft request for proposal for qualified Safety Code service firms to provide services tailored to meet our current and future requirements for three-years plus another optional two-year extension.

Administration has completed this task, which included a review of other similar sized municipal Safety Code Service RFPs of this nature and updated the document to include all relevant information as required by the Alberta Safety Codes Council (it is noted that the submitted RFP mirrors the standards set by the Alberta Safety Codes Council).

The expected work includes providing Safety Code services, as needed, for items including but not limited to:

- Review and consultation with Town staff on Safety Code policies, procedures, and advice regarding regulatory compliance
- Building permit review and related inspections
- Review, acceptance, and issuance of Electrical, Plumbing, Heating, and related permits
- Inspections as regulated under the Alberta Building Codes
- Assistance with all annual Alberta Safety Code Council Audits

At its meeting of January 18, 2021, the following motion was passed by the Standing Committee of Council:

Resolution No. 03/21

Councillor Olfert moved that the Standing Committee of Council move to recommend that Administration release the Safety Code Services RFP on Alberta Purchasing Connection, the Town's Website and by invitation to current service providers within the region.

CARRIED UNANIMOUSLY



TOWN OF BLACKFALDS REGULAR COUNCIL MEETING REQUEST FOR DECISION

DISCUSSION

Accordingly, the RFP for the Safety Code Services Contract was posted on Alberta Purchasing Connection, the Town's website and by invitation to current service providers with the region. All submissions were to be received by March 8, 2021 at the Town of Blackfalds. The Town received three submissions for the Safety Code Services Contract RFP from Superior Safety Codes, Inspiration Inspections Group, and IJD Inspections. The submissions were rated based on the following criteria:

- Service Levels – includes knowledge of the Town, # days of local inspections, etc.
- Project Team – local staffing and offices, how controlled, qualified staffing
- Fee Split – fee % split for the company and the Town based on permit value – 50/50 minimum
- Corporate Profile - # SCO's available for inspections and review of plans
- Proposal Quality – inclusion of all points within the RFP
- Corporate Disclosure – including but not limited to litigations
- Training – ensure reference to ongoing training of SCO's
- Database Management – ensuring usage of E-site and how reporting is done
- References - # of references accompanied by written support

A review of the submissions resulted in the following:

CRITERIA	% ALLOTTED	IJD Inspections	Superior Safety Codes	Inspiration Inspections
Service levels	25	25	20	15
Project Team	20	15	15	10
Fee Split	15	15	15	7
Corporate Profile	5	4.5	5	5
Proposal Quality	5	5	4	5
Corporate Disclosure	5	5	4	5
Training	5	5	5	5
Database Management	5	4.5	5	5
<i>Subtotal</i>	85	79	73	57
References	15	15	5	15
<i>Total %</i>	100	94	78	72



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

FINANCIAL IMPLICATIONS:

The Safety Code fees for 2021 will be established as presented in the RFP based on the submission by the successful candidate for Electrical, Plumbing and Heating disciplines under the Safety Codes Act. The Town has established the fees for building codes and will be reviewing these with the Land Use Bylaw rewrite. All fees are dependent on the dollar value of construction and value of other services as applied. IJD Inspections was the best % ratio at a 50/50 split unless over \$125,000, then a 55/45 split in favor of the Town.

ADMINISTRATIVE RECOMMENDATION:

That Council moves to recommend that Administration enter into a Safety Code Services Contract with IJD Inspections for a three-year period with a two-year option clause.


ALTERNATIVES:

- A. That Council moves to not approve the recommendation as presented.
- B. That Council refer back to Administration for more information.


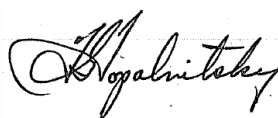
ATTACHMENTS:

- None

Approvals:



CAO Myron Thompson

Department Director/Author



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
REQUEST FOR DECISION**

COUNCIL MEETING DATE: April 13, 2021

PREPARED BY: Sue Bornn, FCSS Manager

SUBJECT: School's Special Nomination

BACKGROUND:

At the March FCSS meeting, the Board was presented with a special nomination for all of the local schools. This special nomination was presented as unique as it is seeking to acknowledge all of the staff members, teachers, administrators and others employed throughout all of the schools in Blackfalds.

As the pandemic unfolded in 2020, each of the schools took innovative approaches with schedules, parades, and drive by year end goodbyes, to ensure the students and families felt connected, supported, and involved in their school communities.

DISCUSSION:

As a result of this discussion:

RES. 13/21

Member Gilchrist moved that FCSS recommend Council acknowledge the essential, exceptional work done by the schools and their staff teams throughout this past year.

CARRIED UNANIMOUSLY

FINANCIAL IMPLICATIONS:

The FCSS budget includes \$4,500 for the recognition events, a grant from Volunteer Alberta for \$1,250 and a sponsorship from MEGlobal for \$3,000.

ADMINISTRATIVE RECOMMENDATION:

That Council recognize the Blackfalds Iron Ridge Schools and St. Gregory the Great Catholic School for their extraordinary efforts and capacity to support the children and youth of Blackfalds throughout the past year.


Attachments:

- *Nomination Form*

Approvals:



CAO Myron Thompson



Department Director/Author



TOWN OF BLACKFALDS / FCSS
OUTSTANDING GROUP AWARDS
NOMINATION FORM

Recipients of the Outstanding Group Awards will be invited to the volunteer award presentation that will take place in Council Chambers on April 13th, prior to the Regular Council Meeting.

NOMINEE

Name of Group: IREC, IRIC, IRIC, St. Gregories staff

Main Contact Name: _____

Group or Main Contacts Address: _____

Phone Number: _____

Email: _____

Category: ☐ Youth ☒ Adult

Signature of Group Representative _____

Date _____

Signature of Leader/Coach/Teacher, etc
(if members of group are under 18 years old)

Date _____

NOMINATOR

Name: Rebecca Stendie

Address: Box 1092

Phone Number: 403 396 9730

Email: rstendie@outlook.com

Relationship to Nominee: .

Organization: _____

Signature of Nominator [Signature]

Date Feb 22, 2021

MEDIA CONSENT

As this is a group nomination, the FCSS Volunteer Programmer will connect with you prior to April 13th to ensure we have appropriate media consent signed for all members of your group attending the award presentation.

Video footage and photographs are deemed a record of information under the Freedom of Information and Protection of Privacy Act (FOIP). This information/photograph/video is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and, with your consent, will be used for the purpose described above. Your personal information is protected from unauthorized access, use and disclosure under Part 2 of the FOIP Act. Questions regarding this collection of personal information may be directed to the Records Management & FOIP Coordinator at 403.885.6370 or foip@blackfalds.com

Personal information on this form is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act (FOIP) and will be protected under Part 2 of the Act. It will be used for the sole purpose of administering the Town of Blackfalds "Outstanding Group Awards". Questions regarding this collection of personal information may be directed to the Records Management & FOIP Coordinator at foip@blackfalds.com or by phone at 403.885.6370.

**Nomination Deadline: March 1, 2021**

1. Please list the groups volunteer involvement in the community. If you need extra space, use additional pieces of paper.

Community Service, Projects, Events	Describe involvement within the community	Approximate # volunteer hours over the past year	Number of years involved within the community
(Example: Annual Food Drive)	(The group hosts an annual spring food drive for the Blackfalds Food Bank where they go door-to-door collecting non-perishable items)	(10 hours)	(4 years)
	have gone over and above for every student during a pandemic!	hundreds!	
	please consider this as a special nomination with extraordinary	circumstances!	

2. In 400 words or fewer, tell us what stands out about this nominee that makes their nomination rise above the others and inspired your nomination. Please include how the group identifies opportunities for improvement and leads through their actions. As well, describe how the group inspires volunteerism in others while they make a significant impact on the work they do.

This paragraph will be used at the Abbey Master Builder Centre display prior to the event and at the awards night. Please limit the amount of personal information you share: if you refer to someone other than the nominee in the write up about the nominee, please do not include personal information that can identify the third party.

In this, 2020-2021, school year, staff, teachers, EA's, Principals and Vice Principals, Librarians, school Counsellors, cleaning staff, and everyone else employed at IREC, IRIC, IRJC, and St. Gregory the Great have stepped up in unmeasurable ways for the students of Blackfalds. They have put aside their own fears and worries and maintained stable learning environments for the kids in our community. They have been there for parents as well, easing their own worries, sending kids back to schools with new pandemic measures in place. In a time when our kids needed it the most, school staff masked up, sanitized their hands and said to parents "we've got this. We've got *them*."

Staff have had to be inventive in how they do everything from lunchtime to gym time. They created schedules for park play, reinvented pickups and drop-offs and got creative about teaching in the classroom with all the new rules. They made sure that students felt special and were recognized at the end of the school year in the spring of 2020 with parades, drive-by year end good-byes, and extra emails and letters. They spent countless hours above and beyond those that they are paid for to make sure that students could connect when school went virtual. And they continue to make sure that no student is left behind.

Thank you to every staff at each of these schools for the extra hours, the extra cleaning, the extra love you show our kids, and the patience you show our parents. On behalf of Blackfalds, thank you!

Outstanding Group Awards

The purpose of the Outstanding Group Awards is to recognize groups of 3 or more people, an organization, society or team that has come together to volunteer time through leadership, innovation and creativity. The awards will recognize groups in two categories; youth and adult.

The recipient of the awards will be chosen through a selection process facilitated by Blackfalds Family & Community Support Services Board.

Award Criteria:

- Must be a Blackfalds based group of 3 or more people, an organization, society or team
- Identifies opportunities for improvement
- Leads through their actions
- The work they do has a significant impact on the community
- Demonstrates a strong commitment to the community
- Inspires volunteerism in others

Guidelines:

- Nominations submitted incomplete, or do not comply with criteria may be disqualified.
- Nominations cannot be submitted without the consent from the group.
- Nominations made by current affiliation of the group will not be accepted.
- By signing the nomination form, the group representative agrees to the nomination process and groups are encouraged to attend volunteer recognition events scheduled in April.
- Nominations become the property of Blackfalds Family & Community Support Services and will not be returned.

Recipient of the Outstanding Group Awards will receive:

- A letter of acknowledgment and appreciation
- A Certificate of Recognition
- Their group name placed on the Outstanding Group Award plaque at the Blackfalds Family & Community Support Services office
- Nomination will be put forward to provincial recognition programs, as applicable

From: [Richard Poole](#)
To: [Myron Thompson](#)
Cc: [Kalina Van Winssen](#); [Council 2017-2021](#)
Subject: FW: FCM's Annual Conference moves FORWARD!
Date: March 31, 2021 11:25:03 AM

Good morning Myron:

Could we place this item on the next RCM agenda under action correspondence. I am unsure how Council wishes to approach this conference? The early bird registration if put in before April 23 is \$600, and it is a 3.5 day conference to attend.

Normally those scheduled to attend would be looking at hotel and flight times by now and I hope that they are definitely able to take in the conference.

The purpose of putting this item on the agenda is to explore whether or not Council feels all members should be encouraged to attend, if able, because it is a virtual conference or if Council feels they should follow the procedure that was defined at the organizational meeting and only allow those scheduled to attend.

Thanks.

Richard Poole

Mayor

[Town of Blackfalds](#)

Box 220, 5018 Waghorn St

Blackfalds AB T0M 0J0

Direct Line: 403.885.6372 | Cell: 403.506.6445 | Fax: 403.885.6243

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From: FCM Events team <events@fcm.ca>
Sent: March 29, 2021 9:35 AM
To: Richard Poole <rpoole@blackfalds.com>
Subject: FCM's Annual Conference moves FORWARD!

[View email in your browser](#)



March 29, 2021





FCM's Annual Conference moves FORWARD!

[Register now](#) for FORWARD: FCM's 2021 Annual Conference and Trade Show.

After a one-year hiatus due to COVID-19, we're delighted to offer you an engaging, online version of FCM's flagship event in 2021. Our Annual Conference and Trade Show is FCM's most anticipated event, and an absolute favourite among elected officials and municipal staff across the country.

This year, the conference runs from **May 31-June 4** as a COVID-safe virtual event.

You've seen how FCM has secured vital support for cities and communities through this unprecedented past year. Now it's time to come together and chart the way forward. Whether you've enjoyed past "ACs" or have always wanted to attend your first, *this* is the year to share the experience. Building connections among municipalities is essential as we move forward through the COVID-19 pandemic and gear up for a strong recovery.

Together this year, we'll celebrate the deep resilience of frontline local leaders. We'll look at what municipalities across the country need to keep moving forward—and how we can work together to make it happen.

We're bringing the best of our previous conferences to life with an exceptional and flexible program that takes advantage of this year's online reality.

- Through **workshops and networking**, you'll get new tools to tackle today's challenges—from affordable housing and rural economic growth to managing your workforce in 2021.
- As Canada's parliament debates national economic recovery solutions, you'll engage with **national party representatives** and **inspiring changemakers**.
- You'll learn about **federal tools** that FCM has secured for you—and how FCM's own unique mix of **funding, training and resources** can help you deliver for your residents.

- You'll help **shape the national municipal agenda** for this vital next year, by electing FCM's 2021-2022 Board of Directors (if you're an elected official from an FCM member municipality).
- At our **virtual trade show**, you'll connect with 80 partners and suppliers who'll be key allies in local recovery efforts.

Our program will feature shorter interactive workshops and unique opportunities for “virtual” networking. And to harness the energy, we're pleased to welcome back the incredible, dynamic and fluently bilingual Catherine Clark—renowned Canadian journalist and two-time AC emcee.

Visit our website to learn more about this year's program. Join us as we celebrate what we've all achieved on the front lines this past year and move forward together—strong and united—into the critical year ahead.



Register by April 23 to qualify for the early-bird rate. If you're one of the first 1,000 to register, you will receive a delegate gift bag by mail with items from our sponsors.

We'll be in touch soon with more exciting program announcements. Stay tuned!

-The FCM events team



24 Clarence Street T. 613-241-5221
Ottawa, Ontario K1N F. 613-241-7440
5P3

fcm.ca



This newsletter was sent to rpoole@blackfalds.com.

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[Privacy Policy](#)

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From: [Richard Poole](#)
To: [Myron Thompson](#)
Cc: [Kalina Van Winssen](#)
Subject: FW: Meeting Request: National Police Federation
Date: March 24, 2021 2:23:38 PM
Attachments: [image005.png](#)
[image352680.png](#)
[image283020.png](#)
[image246684.png](#)
[image147684.png](#)
[image118180.png](#)

Good afternoon:

My thoughts are this should go into the April 13 agenda as action correspondence for Council consideration. Do you feel this is ok or do you think there is a better way to handle the communication?

Thanks.

Richard Poole

Mayor

[Town of Blackfalds](#)

Box 220, 5018 Waghorn St

Blackfalds AB T0M 0J0

Direct Line: 403.885.6372 | Cell: 403.506.6445 | Fax: 403.885.6243

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***This message was sent on behalf of Members of the Board of Directors from the National Police Federation**

March 23, 2021

His Worship Richard Poole

Mayor of Blackfalds

PO Box 220

Blackfalds, AB T0M 0J0

Email: richard@blackfalds.com

Dear Mayor Poole,

On behalf of the National Police Federation (NPF) and its Members, we write to you today regarding the government's proposal to replace the Alberta RCMP with a new provincial police service.

These are difficult times for governments everywhere, and we recognize the challenges facing Alberta's governments. Like many Albertans, we are dismayed that the government would consider a transition

to a provincial police service when engagement and polling done by the Fair Deal Panel reflected little support from Albertans on this issue. In fact, last October, we conducted our own independent polling which showed that 81% of Albertans in communities policed by the RCMP are satisfied with the service they receive and that support for a transition was as low as 8%.

If the province transitions to a provincial police service, Alberta taxpayers would be on the hook for an additional ~\$160 million annually, currently funded by the federal government, as well as significant transition costs. These costs will not only have a tremendous impact on the finances of the province but also on municipalities like yours. The result will be a more expensive and less effective police force. We invite you to visit our [website](#) for further information.

We would like to meet with you to discuss the transition study currently taking place to hear your views and concerns. If you have any questions, or to schedule a meeting, please contact [REDACTED] Government Relations Coordinator, at [REDACTED]

Thank you in advance for your consideration and we look forward to meeting with you.

Sincerely,

Brian Sauvé
President
North

Michelle Boutin
Vice-President

Kevin Halwa
Director, Prairie-North

Jeff McGowan
Director, Prairie-North

Kenneth Boddy

Government Relations Coordinator | Coordonnateur des relations gouvernementales

National Police Federation | Fédération de la Police Nationale

<https://npf-fpn.com>



NATIONAL
POLICE
FEDERATION

FÉDÉRATION
DE LA POLICE
NATIONALE



The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC.
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**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
COUNCIL REPORT**

MEETING DATE: April 13, 2021

PREPARED BY: Terry Topolnitsky – Planning & Development Manager

SUBJECT: Development/Building Report for March Year-to-date, 2021

BACKGROUND:

Attached is the building permit comparison for 2019-2021, which includes the month of March 2021 year-to-date. We also have shown the comparison for the year-to-date figures for 2020 on the report.

Please note that we reviewed the listings entries and some numbers have changed due to classification of the applications, however the totals are still the same.

For the reference of Council, we continue to separate the “Home Business” category out of the “Other” designation and have given it a separate line as its own category.

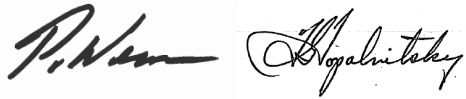
Attachments:

- *March 2021 Comparison Report*

Approvals:



CAO Myron Thompson



Department Director/Author



Town of Blackfalds Development/Building Permit Comparison 2019 to 2021

2020 YTD

	2019		2020		2021		March	
	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value	Number of Permits	Dollar Value
Residential								
SFD	17	\$ 3,812,997.00	24	\$ 5,965,780.00	9	\$ 2,617,460.00	4	\$ 806,000.00
Duplexes	4	\$ 670,000.00	12	\$ 3,053,876.00	0	\$ -	0	\$ -
Manufactured Home	3	\$ 274,000.00	1	\$ 55,000.00	0	\$ -	0	\$ -
4-plex	2	\$ 400,000.00	1	\$ 300,000.00	0	\$ -	0	\$ -
8-plex	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Townhouses	20	\$ 2,931,600.00	0	\$ -	4	\$ 883,340.00	0	\$ -
Apartment	0	\$ -	0	\$ -	0	\$ -	0	\$ -
SFD w/Accessory suite	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Total Res. Dwellings	46	\$ 8,088,597	38	\$ 9,374,656	13	\$ 3,500,800	4	\$ 806,000
Garage	10	\$ 206,500.00	23	\$ 556,400.00	2	\$ 35,000.00	2	\$ 60,000.00
Deck	9	\$ 38,000.00	8	\$ 32,400.00	0	\$ -	0	\$ -
Basement Reno	61	\$ 1,014,820.00	58	\$ 1,067,750.00	8	\$ 223,000.00	12	\$ 203,150.00
Addition	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Accessory Suite	0	\$ -	1	\$ -	0	\$ -	0	\$ -
Home Business	27	\$ -	30	\$ -	14	\$ -	5	\$ -
Other	52	\$ 1,331,760.00	58	\$ 989,561.17	7	\$ 72,250.00	11	\$ 136,586.17
Commercial	42	\$ 13,778,510.00	15	\$ 679,700.00	9	\$ 429,400.00	7	\$ 299,600.00
Industrial	6	\$ 38,400.00	5	\$ 459,900.00	2	\$ -	1	\$ 450,000.00
Institutional	1	\$ 5,000.00	3	\$ 29,260,000.00	1	\$ 3,000.00	0	\$ -
Agricultural	1	\$ -	3	\$ 31,000.00	0	\$ -	0	\$ -
Public Facility	13	\$ 694,700.00	12	\$ 25,613,528.50	5	\$ 2,613,000.00	2	\$ 24,605,000.00
TOTAL PERMITS	268	\$ 25,196,287.00	254	\$ 68,064,895.67	61	\$ 6,876,450.00	44	\$ 26,560,336.17
General Yearly Notes:		1- Grocery interior - 2,000,000		1 - 24,600,000 Multi-Plex expansion				
		1 - 7,000,000 Blackfalds Crossing Phase 1A		1 - 29,000,000 Wolf Creek High School				
		1 - McDonalds 2,100,000						

32-21	2-Mar-21	38 Vista Close	R-1M	Residential	Home Business
33-21	2-Mar-21	4833 Aspen Lakes Boulevard	R-1M	Residential	Shed
34-21	2-Mar-21	77 Murphy Close	R-1M	Residential	SFD
35-21	2-Mar-21			Residential	Grading
36-21	3-Mar-21	5414 Vista Trail	R-1M	Residential	Home Business
37-21	3-Mar-21	48 Cyprus Road	R-1L	Residential	Home Business
38-21	4-Mar-21	PTN NW 25-39-27-W4 and PTN NE 25-39-27-W4	MR	Public Facility	Blackfalds East Area Linear Wetland, Trunk & Outlet Phase 2
39-21	4-Mar-21	5814 Panorama Drive	R-1M	Residential	Gazebo and Floating Deck
40-21	8-Mar-21	49 Vintage Close	R-1M	Residential	Home Business
41-21	9-Mar-21	5001 Parkwood Road	C-2	Commercial	Replacing Pylon Sign
42-21	9-Mar-21	117 Aztec Crescent	R-1S	Residential	Shed
43-21	9-Mar-21	Various Locations	PF	Public Facility	Temporary Census Signs
44-21	10-Mar-21	5626 Prairie Ridge Avenue	R-1S	Residential	Garage
45-21	11-Mar-21	7 Morris Court	R-1M	Residential	Home Business
46-21	11-Mar-21	77 Silver Drive	R-1M	Residential	Home Business
47-21	12-Mar-21	99 Palmer Circle	R-2	Residential	Townhouses
48-21	12-Mar-21	103 Palmer Circle	R-2	Residential	Townhouses
49-21	12-Mar-21	107 Palmer Circle	R-2	Residential	Townhouses
50-21	12-Mar-21	111 Palmer Circle	R-2	Residential	Townhouses
51-21	15-Mar-21	5657 Panorama Drive	R-1M	Residential	Home Business
52-21	17-Mar-21	5004 Broadway Avenue	C-1	Commercial	Sign
53-21	17-Mar-21	5004 Broadway Avenue	C-1	Commercial	Temporary Sign
54-21	17-Mar-21	122 Coachman Way	R-1L	Residential	Garage
55-21	18-Mar-21	250 Westridge Drive	R-1M	Residential	Home Business
56-21	19-Mar-21	61 Murphy Close	R-1M	Residential	SFD
57-21	22-Mar-21	4972 Aspen Lakes Boulevard	R-1M	Residential	Deck Extension
58-21	23-Mar-21	23 Aura Drive	R-1M	Residential	SFD
59-21	24-Mar-21	144 Paramount Crescent	R-1M	Residential	SFD
60-21	25-Mar-21	58 Pondsides Crescent	R-1M	Residential	Home Business
61-21	29-Mar-21	201 Aztec Crescent	R-1S	Residential	SFD



**TOWN OF BLACKFALDS
REGULAR COUNCIL MEETING
COUNCIL REPORT**

COUNCIL MEETING DATE: April 13th, 2021

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

SUBJECT: Blackfalds Protective Services Monthly Report for March 2021

BACKGROUND:

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

DISCUSSION:

The attached documents are a combination of activities occurring during the month of March for Municipal Enforcement, Fire Services, RCMP and Emergency Management Departments.

FINANCIAL IMPLICATIONS:

None

Attachments:

- *Municipal Enforcement: Statistics - March 2021*
- *March 2021 Report to Council*
- *March 2021 Crime Gauges*
- *March 2021 Five-Year Crime Stats*

Approvals:



CAO Myron Thompson



Department Director/Author



Blackfalds Protective Services

March 2021 Monthly Report

Protective Services

Town of Blackfalds Municipal Enforcement:

March was a busy month for Municipal Enforcement, during much of the month the department was running two officers short, which resulted in hours being adjusted and each officer taking on more files.

With spring arriving, complaints coming in were mainly unsightly properties, parking complaints and dogs barking excessively. Officers opened and investigated 82 operational files during the month. In total 25 violation tickets were issued during the month of March. Officers organized traffic stops during the month with RCMP officers working together ensuring compliance with traffic regulations. There were in excess of 50 warnings provided to residents during stops throughout the month.

Officers reviewed and approved 69 TRAVIS (transportation Routing and vehicle information system) permit requests.

Officers attended a virtual presentation, organized by Red Deer College on Mental Health awareness in a policing/law enforcement environment.

Our animal control contractors opened seven files related to dog complaints, along with providing patrols throughout the town.

Officers responded to seven COVID-19 complaints during the month, these varied from inquiries to breaches of the Public Health Act regulations which were resolved through education.

Violation tickets issued.

In total 25 violation tickets were issued:

- 6 speeding tickets,
- 4 uninsured vehicles on the highway,
- 1 operate motor vehicle without driver's license,
- 4 operate motor vehicle without registration,
- 1 fail to stop for stop sign,
- 1 fail to obey traffic control device,
- 1 fail to stop for school bus with red lights flashing,
- 3 drivers not wearing seat belts
- 1 distracted driving
- 1 operation of vehicle with window glazing
- 1 Fail to yield to pedestrian in crosswalk.
- 1 Operate vehicle with insecure load.



Blackfalds Protective Services

March 2021 Monthly Report

Officers were active throughout the community with enforcement and violations were issued on various streets throughout the town.

Speed Signs:

Speed sign information is not available, at this time.

Blackfalds Fire Rescue

During the month of March, we continued to split the members into two groups. The one group is the new recruits taking the NFPA 1001 Level 1 course till the end of June. The second group are the current members and we worked on practical communication skills and drills.

Both Chief Côté and Deputy Chief took part in the virtual Emergency Management Stakeholders Summit hosted by NAIT. Chief Côté was also involved in a virtual CRAHIMT exercise (Central Alberta Regional Group). This exercise was to test the use of the ICS forms in a virtual environment and to communicate using the Microsoft Teams platform for briefings and division meetings.

On the OH&S side we continue to work towards our COR Certification, working closely with CSD and PW.

The Association received a donation from Cenovus for \$1000.00 through their benevolent fund. The Association was nominated by an employee on the department.

We have been tweaking the training maze for the upcoming practical training of the recruits. We are also working on fixing the gear dryer by adding the air circulation system to it.

In preparation for the wildland season, we put the grass units back together for the wildland season and then utilized both units in the county at a grassfire the following day.

March was down in emergency incidents compared to the last two months. We responded to seven events and a summary is attached for March.



Blackfalds Protective Services

March 2021 Monthly Report

Fire Department – February 2021 – INCIDENT SUMMARY – PAGE 1 of 1

Call #	Date	Incident Type	Dispatch Event #	Location	RCMP #	MAFP 1244
0031	1	Motor Vehicle Incident	202103010754	Lacombe County	Yes	EMS
0032	7	Mutual Aid	202103071938	Lacombe County	N/A	N/A
0033	9	Mutual Aid	202103090631	Lacombe County	N/A	N/A
0034	18	Fire Grass/Brush	202103181445	Lacombe County	N/A	N/A
0035	26	Motor Vehicle Incident	202103260951	Corporate Limits	Yes	N/A
0036	28	Medical	202103282242	Corporate Limits	N/A	EMS
0037	30	Medical	202103302317	Corporate Limits	N/A	EMS

Occupational Health & Safety

Corepoint continued to be a focus for D/Chief Elder during the month, working closely with PW and CSD to ensure the electronic format is working effectively for all departments.

An agreement was signed with a student requiring opportunity to complete a document audit, where she would audit the Town's current program pertaining to documentation.

Blackfalds RCMP

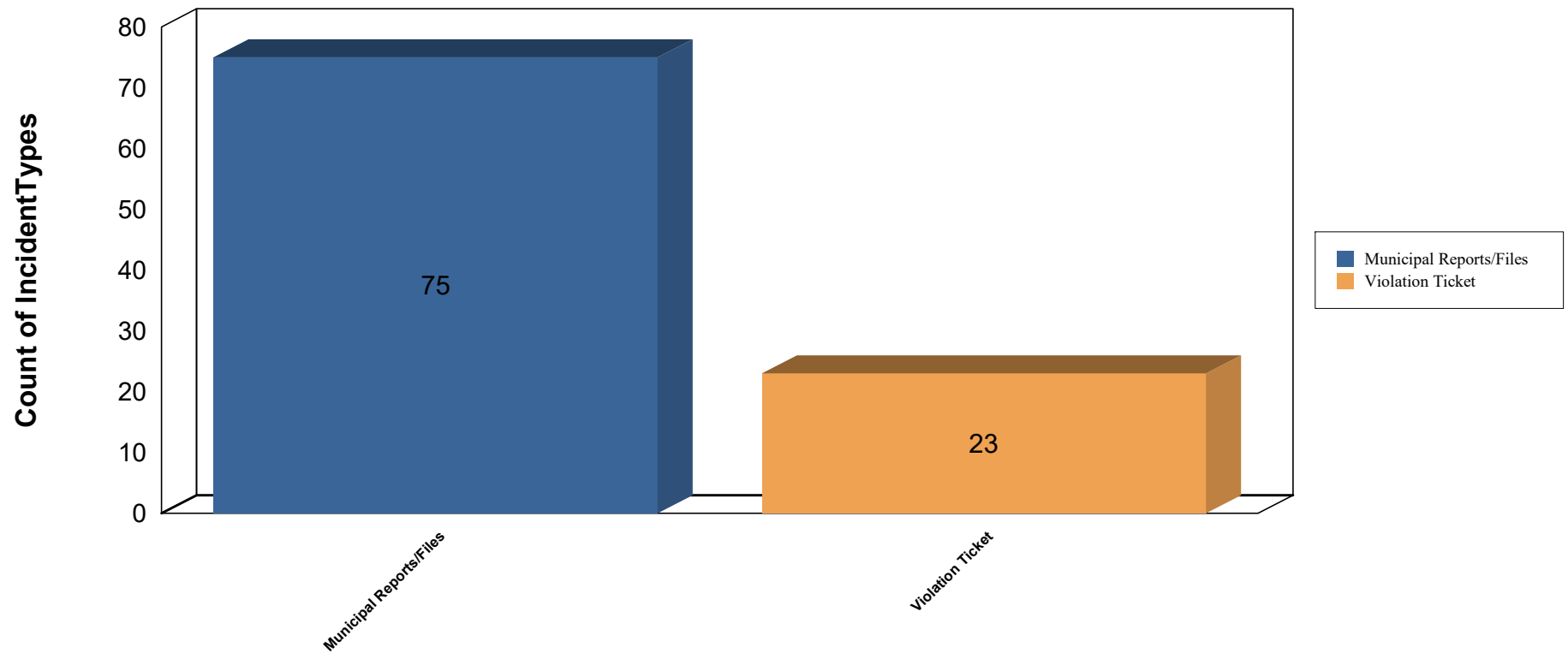
RCMP will provide their quarterly report at the Standing Committee meeting on April 19th.

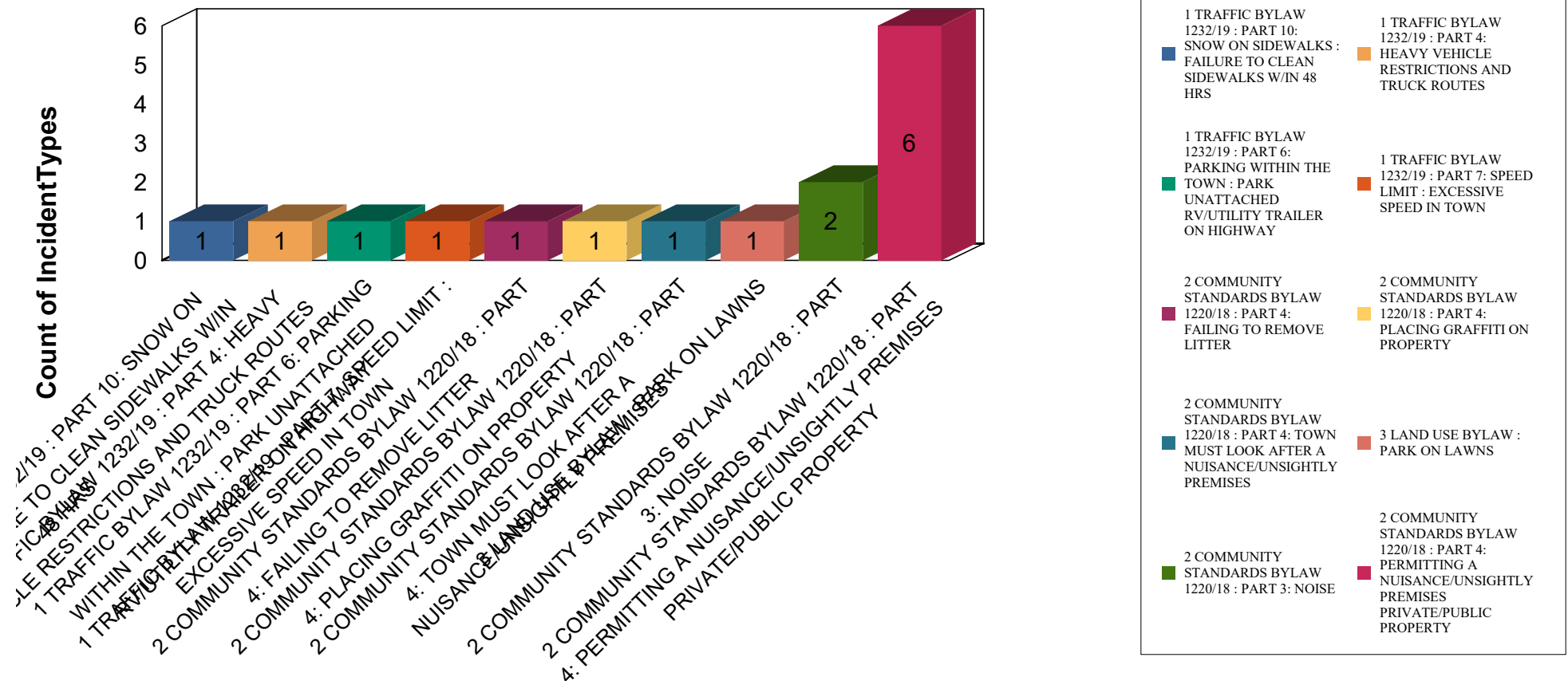
Emergency Management

Manager Morrison along with Chief Cote and D/Chief Elder participated in the Emergency Management Stake Holder Summit held by NAIT on the 23rd and 24th of March.

Chief Cote participated in the CRAHIMT exercise (Central Alberta Regional Group) online exercise, with the focus on improving the online process of managing an emergency. On February 25th staff met with the LREMP partners as well as AEMA field officer for the annual audit of the emergency programs in place. Most communities are doing well with their programs, the LREMP plan continues to be reviewed and added to the new website.

Count of Reports Completed





1.27% # of Reports: 1 Municipal Reports/Files 1 TRAFFIC BYLAW 1232/19 : PART 6: PARKING WITHIN THE TOWN : PARK UNATTACHED RV/UTILITY TRAILER ON HIGHWAY

1.27% # of Reports: 1 **Municipal Reports/Files** 1 TRAFFIC BYLAW 1232/19 : PART 7: SPEED LIMIT : EXCESSIVE SPEED IN TOWN

1.27% # of Reports: 1 **Municipal Reports/Files** 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: FAILING TO REMOVE LITTER

1.27% # of Reports: 1 **Municipal Reports/Files** 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PLACING GRAFFITI ON PROPERTY

1.27% # of Reports: 1 **Municipal Reports/Files** 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: TOWN MUST LOOK AFTER A
NUISANCE/UNSIGHTLY PREMISES

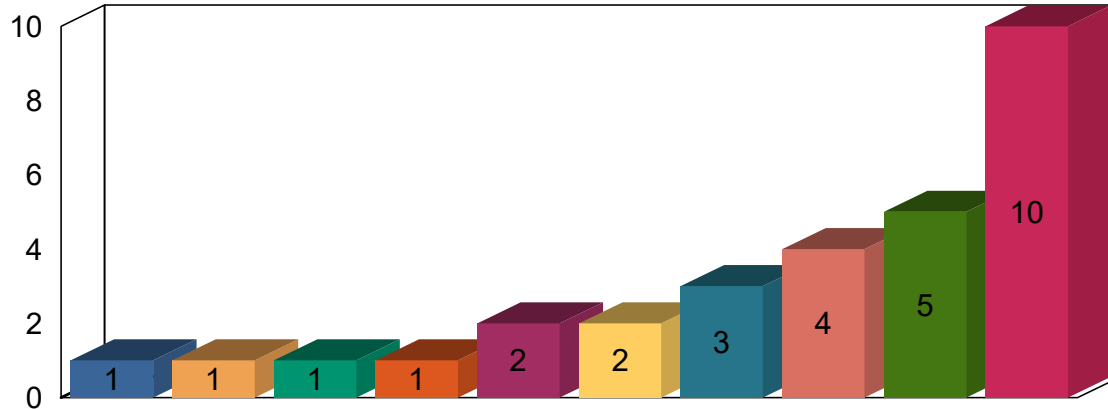
1.27% # of Reports: 1 **Municipal Reports/Files** 3 LAND USE BYLAW : PARK ON LAWNS

2.53% # of Reports: 2 **Municipal Reports/Files** 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 3: NOISE

7.59% # of Reports: 6 **Municipal Reports/Files** 2 COMMUNITY STANDARDS BYLAW 1220/18 : PART 4: PERMITTING A NUISANCE/UNSIGHTLY
PREMISES PRIVATE/PUBLIC PROPERTY

Count of Incident Types

Count of IncidentTypes



- 3 LAND USE BYLAW : UNREPAIRED/DISMANTLED INOPERABLE VEHICLES OR EQUIPMENT
- 4 INCIDENTS : DRIVING COMPLAINT
- 4 INCIDENTS : NO INSURANCE 24 HOURS TO PRODUCE
- 4 INCIDENTS : PASSING SCHOOL BUS RED FLASHING LIGHTS
- 4 INCIDENTS : ABANDONED VEHICLE
- 4 INCIDENTS : ASSIST RCMP
- 4 INCIDENTS : MISCHIEF
- 4 INCIDENTS : REQUEST & CONCERNS
- 4 INCIDENTS : OTHER
- 4 INCIDENTS : PARKING COMPLAINT

1.27% # of Reports: 1 Municipal Reports/Files 3 LAND USE BYLAW : UNREPAIRED/DISMANTLED INOPERABLE VEHICLES OR EQUIPMENT

1.27% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : DRIVING COMPLAINT

1.27% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : NO INSURANCE 24 HOURS TO PRODUCE

1.27% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : PASSING SCHOOL BUS RED FLASHING LIGHTS

2.53% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : ABANDONED VEHICLE

2.53% # of Reports: 2 Municipal Reports/Files 4 INCIDENTS : ASSIST RCMP

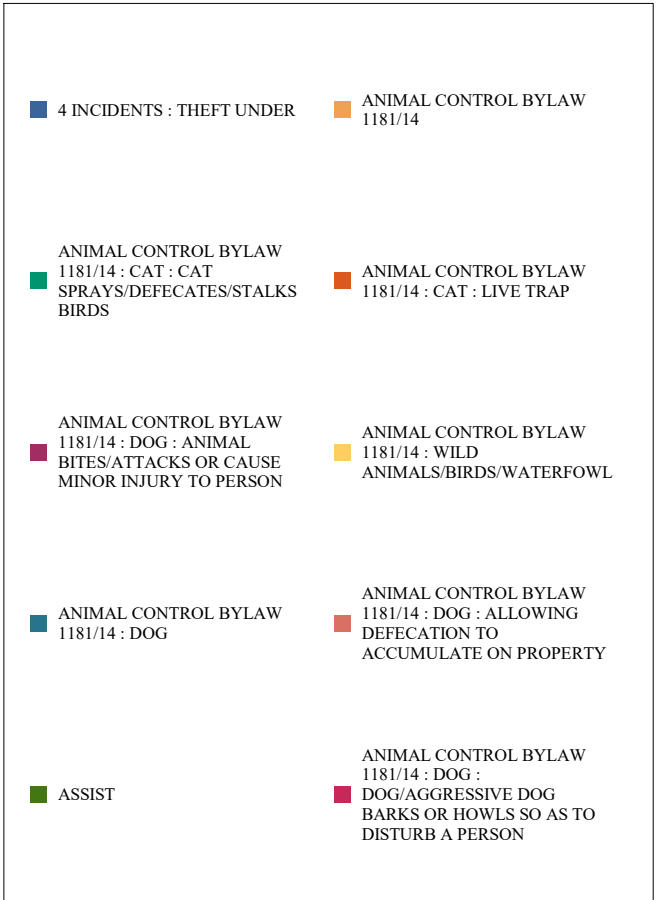
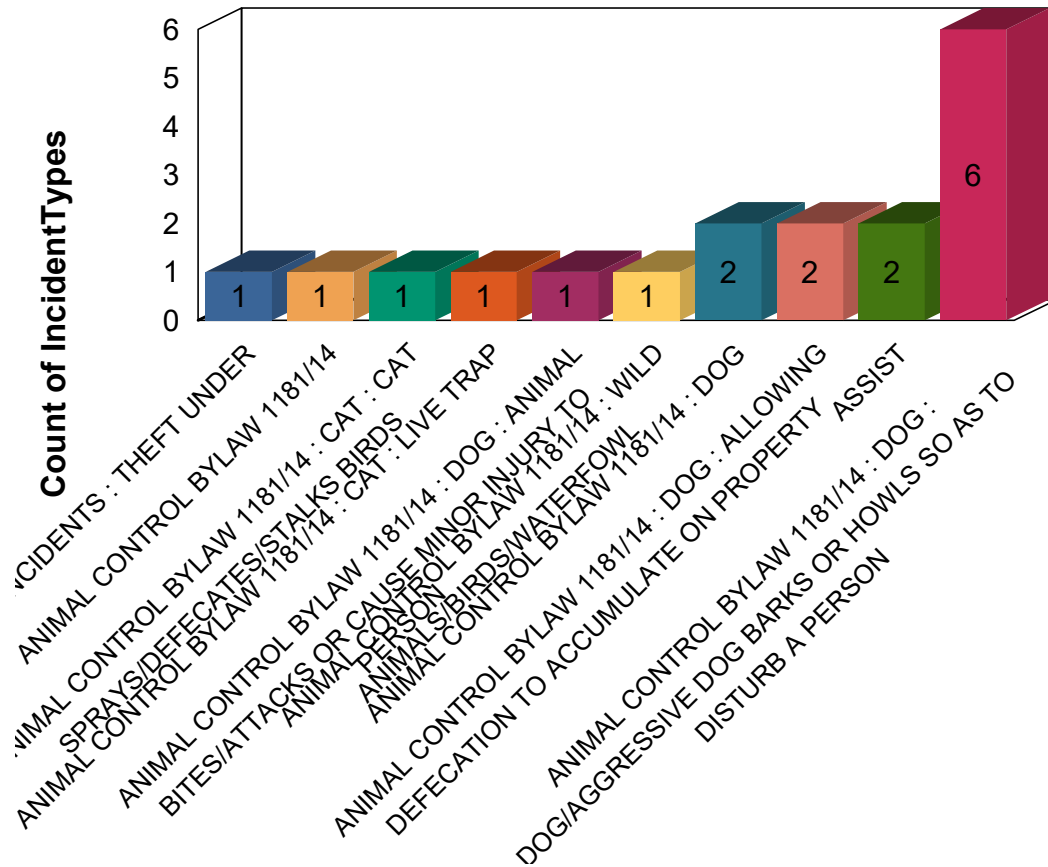
3.80% # of Reports: 3 Municipal Reports/Files 4 INCIDENTS : MISCHIEF

5.06% # of Reports: 4 Municipal Reports/Files 4 INCIDENTS : REQUEST & CONCERNS

6.33% # of Reports: 5 Municipal Reports/Files 4 INCIDENTS : OTHER

12.66% # of Reports: 10 Municipal Reports/Files 4 INCIDENTS : PARKING COMPLAINT

Count of Incident Types



1.27% # of Reports: 1 Municipal Reports/Files 4 INCIDENTS : THEFT UNDER

1.27% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14

1.27% # of Reports: 1 Municipal Reports/Files ANIMAL CONTROL BYLAW 1181/14 : CAT : CAT SPRAYS/DEFECATES/STALKS BIRDS

1.27% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : CAT : LIVE TRAP

1.27% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : ANIMAL BITES/ATTACKS OR CAUSE MINOR INJURY TO PERSON

1.27% # of Reports: 1 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : WILD ANIMALS/BIRDS/WATERFOWL

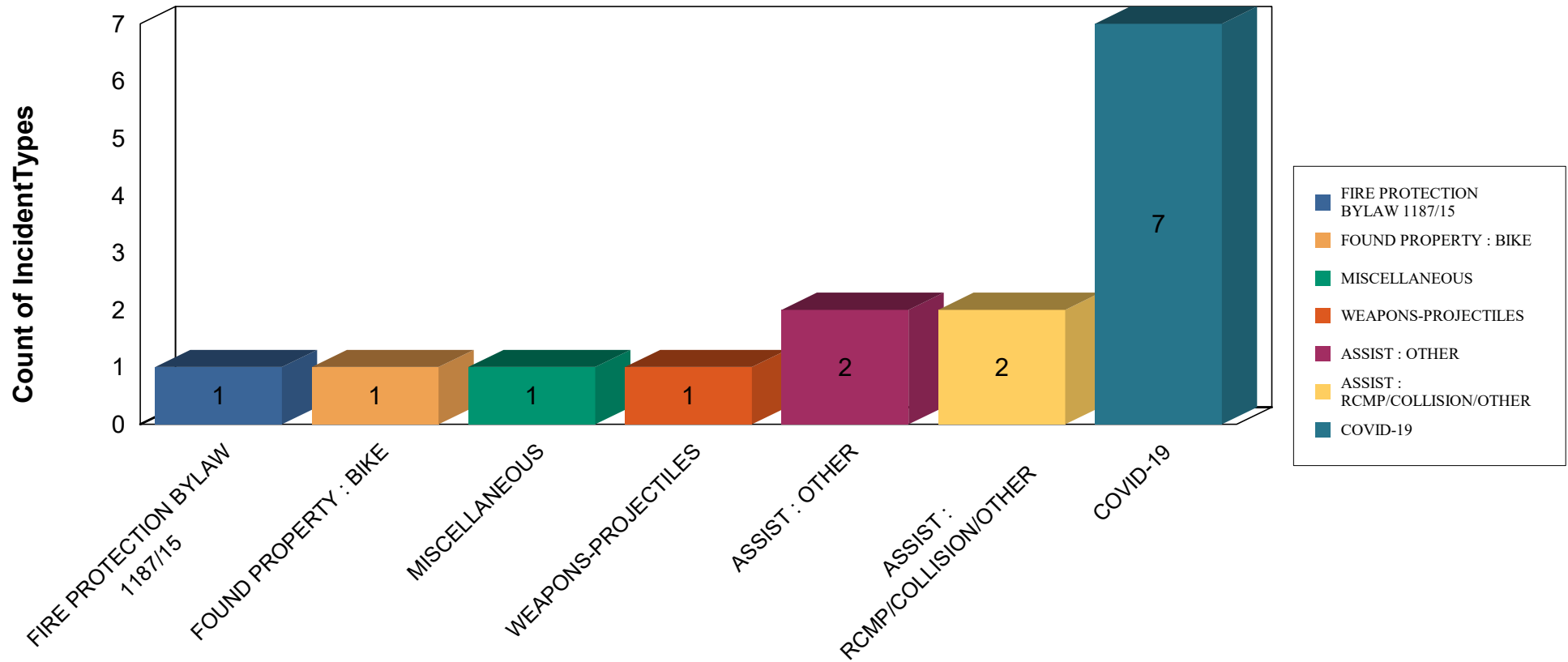
2.53% # of Reports: 2 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG

2.53% # of Reports: 2 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : ALLOWING DEFECATION TO ACCUMULATE ON PROPERTY

2.53% # of Reports: 2 **Municipal Reports/Files** ASSIST

7.59% # of Reports: 6 **Municipal Reports/Files** ANIMAL CONTROL BYLAW 1181/14 : DOG : DOG/AGGRESSIVE DOG BARKS OR HOWLS SO AS TO DISTURB A PERSON

Count of Incident Types



1.27% # of Reports: 1 Municipal Reports/Files FIRE PROTECTION BYLAW 1187/15

1.27% # of Reports: 1 Municipal Reports/Files FOUND PROPERTY : BIKE

1.27% # of Reports: 1 Municipal Reports/Files MISCELLANEOUS

1.27% # of Reports: 1 Municipal Reports/Files WEAPONS-PROJECTILES

2.53% # of Reports: 2 Municipal Reports/Files ASSIST : OTHER

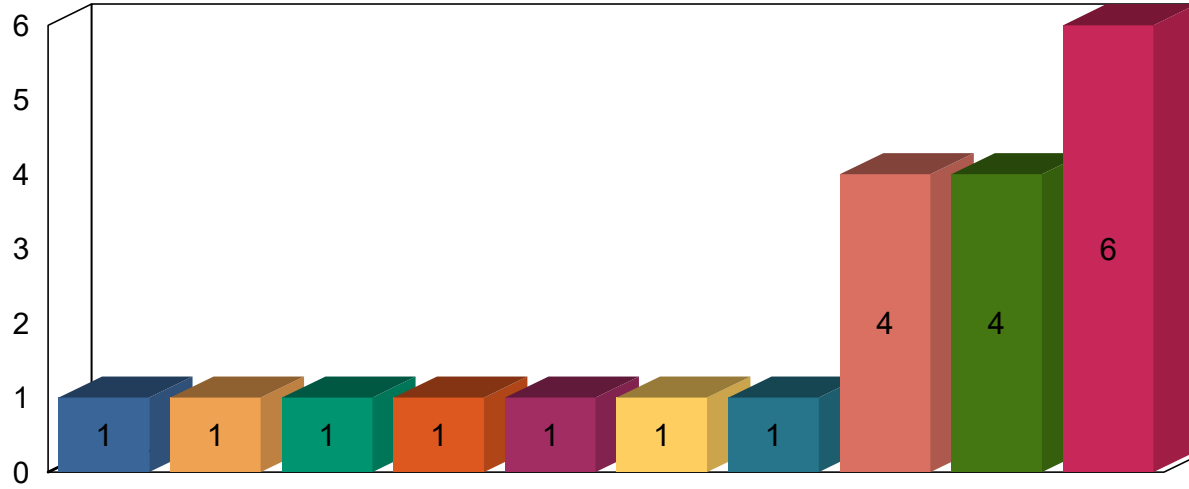
2.53% # of Reports: 2 Municipal Reports/Files ASSIST : RCMP/COLLISION/OTHER

8.86% # of Reports: 7 Municipal Reports/Files COVID-19

Grand Total: 100.00% Total # of Incident Types Reported: 79 Total # of Reports: 75

Count of Incident Types

Count of IncidentTypes



- OLVCR 71(2) GLAZING NOT APPROPRIATE TO THE MAKE MODEL MV
- TSA 115.1(1)(A) - USE HANDHELD DEVICE
- TSA 167(1)(A) - FAIL TO PRODUCE OPERATORS LICENCE
- UHRR 37(A) - FAIL TO OBEY STOP SIGN
- UHRRR 41(1) - FAIL TO YIELD TO PEDESTRAIN IN CROSSWALK
- UHRRR 57 - FAIL TO OBEY TRAFFIC CONTROL DEVICE
- UHRRR 72(1) - FAIL TO STOP SCHOOL BUS FLASHING RED LAMPS
- TSA 54(1)(A) - DRIVE UNINSURED ON HWY
- TSA 52(1)(A) - OPERATE MV/TRAILER W/O SUB REGIST
- TSA 115(2)(P) - EXCEED MAX POSTED SPEED

4.00% # of Reports: 1 Violation Ticket OLVCR 71(2) GLAZING NOT APPROPRIATE TO THE MAKE MODEL MV

4.00% # of Reports: 1 Violation Ticket TSA 115.1(1)(A) - USE HANDHELD DEVICE

4.00% # of Reports: 1 Violation Ticket TSA 167(1)(A) - FAIL TO PRODUCE OPERATORS LICENCE

4.00% # of Reports: 1 Violation Ticket UHRR 37(A) - FAIL TO OBEY STOP SIGN

4.00% # of Reports: 1 Violation Ticket UHRRR 41(1) - FAIL TO YIELD TO PEDESTRAIN IN CROSSWALK

4.00% # of Reports: 1 Violation Ticket UHRRR 57 - FAIL TO OBEY TRAFFIC CONTROL DEVICE

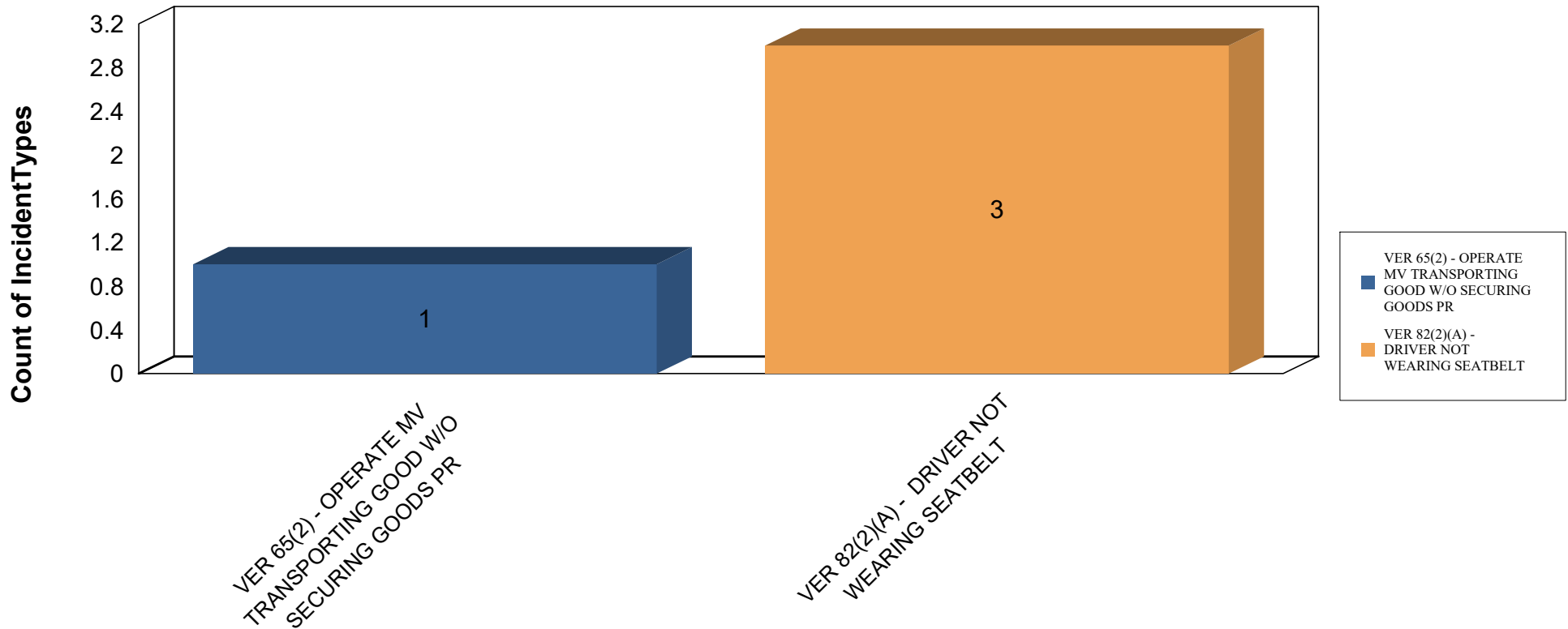
4.00% # of Reports: 1 Violation Ticket UHRRR 72(1) - FAIL TO STOP SCHOOL BUS FLASHING RED LAMPS

16.00% # of Reports: 4 Violation Ticket TSA 54(1)(A) - DRIVE UNINSURED ON HWY

16.00% # of Reports: 4 Violation Ticket TSA 52(1)(A) - OPERATE MV/TRAILER W/O SUB REGIST

24.00% # of Reports: 6 Violation Ticket TSA 115(2)(P) - EXCEED MAX POSTED SPEED

Count of Incident Types



4.00% # of Reports: 1 Violation Ticket VER 65(2) - OPERATE MV TRANSPORTING GOOD W/O SECURING GOODS PR

12.00% # of Reports: 3 Violation Ticket VER 82(2)(A) - DRIVER NOT WEARING SEATBELT

Grand Total: 100.00% Total # of Incident Types Reported: 25 Total # of Reports: 23

Grand Total: 100.00% Total # of Incident Types Reported: **104**

Blackfalds Municipal Crime Gauge

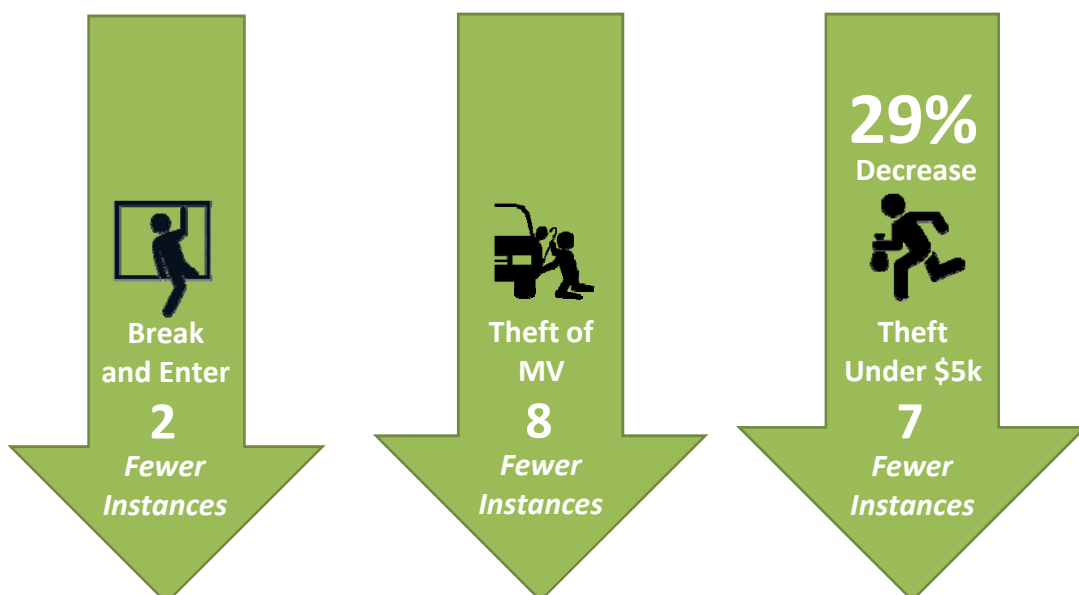
2021 vs. 2020
January to March

Criminal Code Offences



Total Criminal Code Offences: **15% Decrease**
When compared to January to March, 2020

Select Property Crime





























NOTE: If in both 2020 and 2021 a category had fewer than 20 offences, a percent change is not shown. All numbers without a '%' beside them represent counts.

Blackfalds Municipal Detachment
Crime Statistics (Actual)
January to March: 2017 - 2021

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

April 8, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	1	0	0	0	N/A	N/A	-0.1
Robbery		3	1	1	2	0	-100%	-100%	-0.5
Sexual Assaults		1	3	2	1	3	200%	200%	0.2
Other Sexual Offences		2	0	1	0	2	0%	N/A	0.0
Assault		17	26	18	24	19	12%	-21%	0.2
Kidnapping/Hostage/Abduction		0	1	2	2	0	N/A	-100%	0.1
Extortion		1	0	0	0	0	-100%	N/A	-0.2
Criminal Harassment		2	11	6	10	4	100%	-60%	0.3
Uttering Threats		8	12	6	9	13	63%	44%	0.7
TOTAL PERSONS		34	55	36	48	41	21%	-15%	0.7
Break & Enter		13	9	32	8	6	-54%	-25%	-1.5
Theft of Motor Vehicle		17	9	18	10	2	-88%	-80%	-2.9
Theft Over \$5,000		4	0	1	2	1	-75%	-50%	-0.4
Theft Under \$5,000		39	26	31	24	17	-56%	-29%	-4.6
Possn Stn Goods		15	13	12	3	4	-73%	33%	-3.2
Fraud		5	7	15	12	10	100%	-17%	1.5
Arson		0	0	0	1	0	N/A	-100%	0.1
Mischief - Damage To Property		0	0	0	20	21	N/A	5%	6.2
Mischief - Other		41	24	32	13	9	-78%	-31%	-7.5
TOTAL PROPERTY		134	88	141	93	70	-48%	-25%	-12.3
Offensive Weapons		3	3	3	4	7	133%	75%	0.9
Disturbing the peace		4	7	8	8	10	150%	25%	1.3
Fail to Comply & Breaches		9	16	13	7	8	-11%	14%	-1.1
OTHER CRIMINAL CODE		9	7	6	8	6	-33%	-25%	-0.5
TOTAL OTHER CRIMINAL CODE		25	33	30	27	31	24%	15%	0.6
TOTAL CRIMINAL CODE		193	176	207	168	142	-26%	-15%	-11.0

Blackfalds Municipal Detachment
Crime Statistics (Actual)
January to March: 2017 - 2021

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

April 8, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		7	9	3	3	1	-86%	-67%	-1.8
Drug Enforcement - Trafficking		1	1	1	1	1	0%	0%	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		8	10	4	4	2	-75%	-50%	-1.8
Cannabis Enforcement		0	0	0	1	0	N/A	-100%	0.1
Federal - General		4	2	0	0	1	-75%	N/A	-0.8
TOTAL FEDERAL		12	12	4	5	3	-75%	-40%	-2.5
Liquor Act		4	1	2	3	0	-100%	-100%	-0.6
Cannabis Act		0	0	1	0	2	N/A	N/A	0.4
Mental Health Act		16	19	20	23	18	13%	-22%	0.8
Other Provincial Stats		27	23	22	20	22	-19%	10%	-1.3
Total Provincial Stats		47	43	45	46	42	-11%	-9%	-0.7
Municipal By-laws Traffic		3	4	5	4	5	67%	25%	0.4
Municipal By-laws		9	15	14	18	9	0%	-50%	0.3
Total Municipal		12	19	19	22	14	17%	-36%	0.7
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	3	1	1	1	N/A	0%	0.0
Property Damage MVC (Reportable)		17	21	28	36	33	94%	-8%	4.7
Property Damage MVC (Non Reportable)		3	6	4	5	2	-33%	-60%	-0.3
TOTAL MVC		20	30	33	42	36	80%	-14%	4.4
Roadside Suspension - Alcohol (Prov)		0	0	0	0	3	N/A	N/A	0.6
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		72	106	73	82	65	-10%	-21%	-3.8
Other Traffic		2	1	1	0	1	-50%	N/A	-0.3
Criminal Code Traffic		14	18	8	14	10	-29%	-29%	-1.2
Common Police Activities									
False Alarms		41	38	16	11	10	-76%	-9%	-8.9
False/Abandoned 911 Call and 911 Act		1	2	8	9	5	400%	-44%	1.5
Suspicious Person/Vehicle/Property		29	45	41	45	49	69%	9%	4.0
Persons Reported Missing		1	5	4	5	7	600%	40%	1.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		48	51	33	52	30	-38%	-42%	-3.5
Form 10 (MHA) (Reported)		0	0	0	1	2	N/A	100%	0.5

Blackfalds Municipal Detachment
Crime Statistics (Actual)
March: 2017 - 2021

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

April 8, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	1	0	0	0	N/A	N/A	-0.1
Robbery		0	1	0	0	0	N/A	N/A	-0.1
Sexual Assaults		0	1	2	0	1	N/A	N/A	0.1
Other Sexual Offences		0	0	1	0	1	N/A	N/A	0.2
Assault		8	11	9	9	11	38%	22%	0.4
Kidnapping/Hostage/Abduction		0	1	0	2	0	N/A	-100%	0.1
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		1	3	4	4	3	200%	-25%	0.5
Uttering Threats		2	5	5	3	5	150%	67%	0.4
TOTAL PERSONS		11	23	21	18	21	91%	17%	1.5
Break & Enter		7	5	4	2	2	-71%	0%	-1.3
Theft of Motor Vehicle		6	4	7	3	2	-67%	-33%	-0.9
Theft Over \$5,000		1	0	0	1	1	0%	0%	0.1
Theft Under \$5,000		14	14	8	5	2	-86%	-60%	-3.3
Possn Stn Goods		7	1	2	1	0	-100%	-100%	-1.4
Fraud		3	4	6	3	7	133%	133%	0.7
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	0	0	6	11	N/A	83%	2.8
Mischief - Other		14	3	14	7	4	-71%	-43%	-1.6
TOTAL PROPERTY		52	31	41	28	29	-44%	4%	-4.9
Offensive Weapons		1	1	0	0	1	0%	N/A	-0.1
Disturbing the peace		3	5	2	4	5	67%	25%	0.3
Fail to Comply & Breaches		4	5	3	2	6	50%	200%	0.1
OTHER CRIMINAL CODE		5	1	2	0	1	-80%	N/A	-0.9
TOTAL OTHER CRIMINAL CODE		13	12	7	6	13	0%	117%	-0.6
TOTAL CRIMINAL CODE		76	66	69	52	63	-17%	21%	-4.0

Blackfalds Municipal Detachment
Crime Statistics (Actual)
March: 2017 - 2021

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

April 8, 2021

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	4	1	0	0	-100%	N/A	-1.2
Drug Enforcement - Trafficking		1	1	1	1	0	-100%	-100%	-0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		5	5	2	1	0	-100%	-100%	-1.4
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	0	0	N/A	N/A	0.0
TOTAL FEDERAL		5	5	2	1	0	-100%	-100%	-1.4
Liquor Act		2	1	2	0	0	-100%	N/A	-0.5
Cannabis Act		0	0	1	0	0	N/A	N/A	0.0
Mental Health Act		4	10	8	9	11	175%	22%	1.3
Other Provincial Stats		11	12	5	4	10	-9%	150%	-1.0
Total Provincial Stats		17	23	16	13	21	24%	62%	-0.2
Municipal By-laws Traffic		3	2	3	1	0	-100%	-100%	-0.7
Municipal By-laws		3	2	9	9	1	-67%	-89%	0.3
Total Municipal		6	4	12	10	1	-83%	-90%	-0.4
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	1	0	0	0	N/A	N/A	-0.1
Property Damage MVC (Reportable)		8	8	8	9	15	88%	67%	1.5
Property Damage MVC (Non Reportable)		0	1	1	2	1	N/A	-50%	0.3
TOTAL MVC		8	10	9	11	16	100%	45%	1.7
Roadside Suspension - Alcohol (Prov)		0	0	0	0	2	N/A	N/A	0.4
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		22	55	31	20	24	9%	20%	-3.1
Other Traffic		1	1	1	0	0	-100%	N/A	-0.3
Criminal Code Traffic		8	9	4	5	3	-63%	-40%	-1.4
Common Police Activities									
False Alarms		18	18	1	5	4	-78%	-20%	-4.1
False/Abandoned 911 Call and 911 Act		1	1	5	4	3	200%	-25%	0.7
Suspicious Person/Vehicle/Property		12	17	18	14	22	83%	57%	1.7
Persons Reported Missing		0	2	1	0	1	N/A	N/A	0.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		22	25	16	20	10	-55%	-50%	-2.9
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0

Blackfalds Municipal Detachment
Crime Statistics (Actual)
January to March: 2017 - 2021

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

April 8, 2021

Category	Trend	2017	2018	2019	2020	2021	FLAG
Theft Motor Vehicle (Total)		17	9	18	10	2	Within Norm
Auto		5	1	2	3	0	Within Norm
Truck		8	5	9	4	1	Within Norm
SUV		1	0	2	2	0	Within Norm
Van		1	0	2	0	0	Within Norm
Motorcycle		1	0	0	0	0	Within Norm
Other		1	2	1	1	1	Within Norm
Take Auto without Consent		0	1	2	0	0	Within Norm
Break and Enter (Total)*		13	9	32	8	6	Within Norm
Business		7	0	6	1	2	Within Norm
Residence		6	8	22	5	4	Within Norm
Cottage or Seasonal Residence		0	0	0	1	0	Within Norm
Other		0	1	4	0	0	Within Norm
Theft Over & Under \$5,000 (Total)		43	26	32	26	18	Within Norm
Theft from a motor vehicle		9	4	14	8	4	Within Norm
Shoplifting		3	1	1	5	1	Within Norm
Mail Theft (includes all Mail offences)		0	1	1	0	1	Within Norm
Theft of bicycle		1	0	0	1	2	Issue
Other Theft		30	21	17	12	10	Within Norm

Mischief To Property		41	24	32	33	30	Within Norm
Suspicious Person/ Vehicle/ Property		29	45	41	45	49	Issue
Fail to Comply/Breach		9	16	13	7	8	Within Norm
Wellbeing Check		2	3	16	13	14	Within Norm
Mental Health Act		16	19	20	23	18	Within Norm
False Alarms		41	38	16	11	10	Within Norm

Traffic	Trend	2017	2018	2019	2020	2021	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		0	0	0	0	0	Within Norm
Occupant Restraint/Seatbelt Violations*		0	4	0	3	2	Within Norm
Speeding Violations*		6	24	8	9	2	Within Norm
Intersection Related Violations*		1	5	5	5	7	Issue
Other Non-Moving Violation*		8	30	23	19	9	Within Norm
Pursuits**		0	0	0	0	1	Issue
Other CC Traffic**		3	3	1	1	1	Within Norm

*"Actual" ***Reported"

Categories flagged with "Issue" only indicate that the current number of offences are higher the statistical norm based on previous years.



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

March 18, 2021

His Worship Richard Poole
Mayor
Town of Blackfalds
Box 220, 5018 Waghorn Street
Blackfalds AB T0M 0J0

Dear Mayor Poole,

Thank you for your February 25, 2021, letter regarding the Town of Blackfalds' desire to establish a registry agent. I appreciate hearing your concerns on this matter.

The Government of Alberta is currently working with registry agents to modernize registry services. Our focus is on improving access for Albertans through innovative service delivery methods and the use of technology. We want to ensure that we are meeting the needs of all Albertans, wherever they live. The government is aware that the Town of Blackfalds would like to have a registry agent in the community, and we remain committed to analyzing this request as we examine the overall needs of Alberta's Registry Agent Network.

As Minister Glubish referenced in his November 2020 letter, Service Alberta is reviewing the Registry Agent Expansion policy in collaboration with key stakeholders, including the Association of Alberta Registry Agents and the Alberta Motor Association. With completion expected in the summer of 2021, this work will result in an updated policy to determine which communities would qualify for a new registry agent expansion opportunity. The updated policy will take into account changes in population, municipal census data, local resident comments, and input from municipal governments, like the Town of Blackfalds. It will also consider the impact that new registry agent opportunities may have on existing agents within the community and other nearby communities.

Upon updating the Registry Agent Expansion policy, Service Alberta will review the request from the Town of Blackfalds. Once a decision has been reached, representatives from the ministry will contact the town's administration to discuss the issue.

.../2

Thank you again for writing. Alberta's government remains committed to providing effective registry services for everyone in the province.

Best wishes for good health.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'Jason Kenney', is written over the printed name and title.

Hon Jason Kenney PC
Premier of Alberta

cc: Honourable Nate Glubish, Minister of Service Alberta



**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
March 9, 2021 Commencing at 6:15 P.M.**

A Municipal Planning Commission Meeting for the Town of Blackfalds was held on March 9, 2021 at the Town Office, 5018 Waghorn Street, Blackfalds, Alberta, commencing at 6:15 p.m.

MEMBERS PRESENT:

Jamie Hoover
Laura Svab
Will Taylor
Rylan Zakreski

REGRETS:

Alejandro Garcia

PUBLIC ATTENDING

Oksana Boychyk

ATTENDING:

Patty Urban, Development Officer II
Preston Weran, Director of Infrastructure and Property Services

REGULAR MUNICIPAL PLANNING COMMISSION MEETING CALLED TO ORDER:

Member Hoover called the meeting to order at 6:17 p.m.

AGENDA APPROVAL

Resolution 8-21

Member Svab moved to approve the March 9, 2021 agenda presented.

BUSINESS ARISING FROM MINUTES:

None

BUSINESS:

**4.1 Application 19-21 – Request for Decision
Construction of Accessory Building – Dog Kennel
Discretionary Use within AG – Agricultural District
39515 Range Road 271 (Lot 1, Block 11, Plan 882 0120)
AG – Agricultural District**

The Board had a lengthy discussion on the proposed dog kennel citing concerns of noise levels and the effects on existing country residential uses; consistency of the proposed use with the Animal Control Bylaw; complaints from landowners in the adjacent municipality and how they would be enforced; traffic concerns and safety at the intersection to the property; future development and conflict of a dog kennel; precedent setting of this use and future development of the surrounding areas and the need for temporary time period for the proposed use.

Director Weran provided additional information on the intersection, its uniqueness, and the discussions that have occurred with Lacombe County on road maintenance and signage.

Director Weran further stated that the subject property is surrounded by agricultural uses on three sides and noted that higher density developments are far within the 20-year horizon.



**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
March 9, 2021 Commencing at 6:15 P.M.**

It was the unanimity of the Board that the application be referred to a future meeting pending attendance by the applicant.

Resolution 9-21

Member Taylor moved that the Municipal Planning Commission TABLE Development Permit D19-21 for the construction of a 59.5 m² Accessory Building for the purposes of a Dog Kennel at 39515 Range Road 271 (Lot 1, Block 1 Plan 882 0120) to allow the applicant to attend the meeting to discuss the concerns of the Board.

CARRIED UNANIMOUSLY

4.2 Application 21-21 – Request for Decision

**Home Based Business – Major, Aesthetics Operation (Eyelash Technician) and Relaxation Request to Part 6.1 (6) of Land Use Bylaw 1198.16, Parking Stall Size Discretionary Use within R-1S Residential Single Dwelling Small Lot District
82 Aurora Heights Boulevard (Lot 63, Block 7, Plan 152 3086)
R-1S - Residential Single Dwelling Small Lot District**

The applicant, Oksana Boychyk, was present to address any questions of the Board.

The Board had a lengthy discussion on the parking requirements for Home Based Businesses, weekend traffic volumes and the relaxation request sought after. It was the consensus of the Board that a relaxation to the parking stall size was not appropriate given that inadequate space is available for vehicular parking north of the detached garage.

The applicant advised the Board that both occupants have other employment outside the dwelling; the Home Based Business will only require one (1) daily visitor and ample parking inside the garage will always be made available.

Resolution 10-21

Member Taylor moved that the Municipal Planning Commission APPROVE Development Permit D21-21 for the operation of a Home-Based Business – Major for an Aesthetics Operation (Eyelash Technician) at 82 Aurora Heights Boulevard (Lot 63, Block 7, Plan 152 3086), granting a relaxation to Part 9.1 of Land Use Bylaw 1198/16, reducing the parking requirement for the Home Based Business, Major from one (1) stall to zero (0) in recognition that the daily site visits are limited to one (1); and

Subject to the following conditions:

1. The proposed use shall be valid until December 31, 2024.
2. There shall be no exterior display or advertisement other than a business identification plaque or sign 20.0 cm (8in.) by 30.5 cm (12.0 in) in size located on or in the dwelling;
3. No physical changes to the external appearance of the dwelling or any accessory business shall be allowed as a result of the establishment of the home-based business;
4. The site will be maintained in a neat and orderly manner in accordance with the Community Standards Bylaw;
5. Applicant is required to obtain a business license for the Town of Blackfalds;
6. Any change in use or intensification of the Home-Based Business (maximum five (5) client visits per day, shall require re-application;
7. That the clients utilize the off-street parking as provided for in the rear attached garage at all times;
8. A Business shall not, in the opinion of the Municipal Planning Commission, generate pedestrian or vehicular traffic or parking in excess that would be detrimental to the amenities and safety of the residents in the vicinity of the parcel;



**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
March 9, 2021 Commencing at 6:15 P.M.**

-
9. A home-based business does not exempt the applicant from compliance with any federal or provincial regulation, or any municipal Bylaw or regulation.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

5.1 Minutes of February 9, 2021

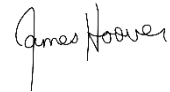
Resolution 11-21

Member Taylor moved to approve the minutes of February 9, 2021 as presented.

CARRIED UNANIMOUSLY

ADJOURNMENT

Chairperson Hoover adjourned the meeting at 6:57 p.m.



CHAIR



SECRETARY



**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
March 23, 2021 Commencing at 6:00 P.M.**

A Municipal Planning Commission Meeting for the Town of Blackfalds was held on March 23, 2021 at the Town Office, 5018 Waghorn Street, Blackfalds, Alberta, commencing at 6:00 p.m.

MEMBERS PRESENT:

Jamie Hoover
Laura Svab
Will Taylor
Alejandro Garcia
Rylan Zakreski

REGRETS:

PUBLIC ATTENDING

Candice Wilson

ATTENDING:

Patty Urban, Development Officer II

REGULAR MUNICIPAL PLANNING COMMISSION MEETING CALLED TO ORDER:

Member Hoover called the meeting to order at 6:01 p.m.

AGENDA APPROVAL

Resolution 12-21

Member Svab moved to approve the March 23, 2021 agenda presented.

BUSINESS ARISING FROM MINUTES:

Application 19-21 – TABLED Item
Construction of Accessory Building – Dog Kennel
Discretionary Use within AG – Agricultural District
39515 Range Road 271 (Lot 1, Block 11, Plan 882 0120)
AG – Agricultural District

Candice Wilson was in attendance to address any concerns of the Board.

The Board discussed the proposed development, intersection safety, future development within the 20-year horizon and the potential for future impacts from this use and the need to place a time limit on permit approval.

The applicant addressed the Board and offered to place a 'Yield' sign on the property to improve intersection safety and advised that a ten (10) year term is acceptable.

Resolution 13-21

Member Taylor moved that the Municipal Planning Commission APPROVE Development Permit D19-21 for the construction of a 59.5 m² Accessory Building for the purposes of a Dog Kennel at 39515 Range Road 271 (Lot 1, Block 1 Plan 882 0120) and the following existing structures:

- i) 12'x 20' pole shed (wood storage);
- ii) 20'x24' storage shed with 12' x 20' roof addition (no walls); and

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

1. The permit shall be valid for a period not exceeding ten (10) years. Expiry of this permit shall be December 31, 2031.



**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
March 23, 2021 Commencing at 6:00 P.M.**

-
2. The applicant shall ensure that:
 - a) the proposed accessory building is sided with materials the same as or consistent with the exterior finish of the dwelling unit.
 - b) the building materials utilized for the building's construction, optimize soundproofing, mitigating any nuisances beyond the boundaries of the property.
 - c) adequate form of waste disposal is provided for this use.
 - d) all municipal setbacks are maintained and that the proposed accessory building does not exceed 4.5m in overall height from grade to peak.
 - e) adequate parking is available for this use and shall be always maintained.
 3. The applicant shall obtain all necessary permits for the proper disposal of waste caused from the use of the accessory building.
 4. The applicant shall obtain all necessary Provincial permits for this use;
 5. The applicant shall comply with all Federal, Provincial and Municipal regulations, statutes, codes, and bylaws.
 6. Any change in use or intensification of the building or lands shall require a separate permit application.
 7. Any signage required for this use shall require a separate development permit application.

CARRIED

BUSINESS:

4.1 Application 36-21 – Request for Decision

Home Based Business, Major – Photography Operation

Discretionary Use within R-1M – Residential Single Dwelling Medium Lot District

5414 Vista Trail (Lot 22, Block 4, Plan 142 3984)

R-1M – Residential Single Dwelling Medium Lot District

Resolution 14-21

Member Svab moved that the Municipal Planning Commission APPROVE Development Permit D36-21 for a Home Based Business, Major (Photography Operation) at 5414 Vista Trail (Lot 22, Block 4, Plan 142 3984) Subject to the following conditions:

1. There shall be no exterior display or advertisement other than a business identification plaque or sign 20.0 cm (8in.) by 30.5 cm (12.0 in) in size located on or in the dwelling;
2. No physical changes to the external appearance of the dwelling or any accessory business shall be allowed as a result of the establishment of the home-based business;
3. The site will be maintained in a neat and orderly manner in accordance with the Community Standards Bylaw;
4. Applicant is required to obtain a business license for the Town of Blackfalds;
5. Any change in use or intensification of the Home-Based Business (maximum five (5) client visits per day, shall require re-application;
6. That the clients utilize the off-street parking as provided for in the rear attached garage at all times;
7. A Business shall not, in the opinion of the Municipal Planning Commission, generate pedestrian or vehicular traffic or parking in excess that would be detrimental to the amenities and safety of the residents in the vicinity of the parcel;
8. A home-based business does not exempt the applicant from compliance with any federal or provincial regulation, or any municipal Bylaw or regulation.

CARRIED



**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
March 23, 2021 Commencing at 6:00 P.M.**

4.2 Application 37-21 – Request for Decision

**Home Based Business – Major, Personal Service (Tanning Salon)
Discretionary Use within R-1L Single Dwelling Large Lot District
48 Cyprus Road (Lot 54, Block 5, Plan 072 6123)
R-1L - Residential Single Dwelling Large Lot District**

The Board had a lengthy discussion on the proposed tanning salon with sauna, citing concerns on traffic; Alberta Health Services approval, the Building Code and the possibility for mold caused from the sauna; operational times and dates and the potential for more than one client utilizing the services at the same time and parking availability.

Member Taylor moved that the Municipal Planning Commission APPROVE Development Permit D37-21 for the operation of a Home-Based Business – Major for a Tanning Salon (Personal Service) at 48 Cyprus Road (Lot 54, Block 5, Plan 072 6123), subject to the following conditions:

1. The applicant shall ensure that the maximum number of daily visits does not exceed (6);
2. The permit shall be valid for a period not exceeding three (3) years. Expiry of this permit shall be December 31, 2024;
3. There shall be no exterior display or advertisement other than a business identification plaque or sign 20.0 cm (8in.) by 30.5 cm (12.0 in) in size located on or in the dwelling;
4. No physical changes to the external appearance of the dwelling or any accessory business shall be allowed as a result of the establishment of the home-based business;
5. The site will be maintained in a neat and orderly manner in accordance with the Community Standards Bylaw;
6. Applicant is required to obtain a business license for the Town of Blackfalds;
7. Any change in use or intensification of the Home-Based Business (maximum six (6) client visits per day, shall require re-application;
8. That the clients utilize the off-street parking as provided for in the front of the attached garage at all times;
9. A Business shall not, in the opinion of the Municipal Planning Commission, generate pedestrian or vehicular traffic or parking in excess that would be detrimental to the amenities and safety of the residents in the vicinity of the parcel;
10. A home-based business does not exempt the applicant from compliance with any federal or provincial regulation, or any municipal Bylaw or regulation.

Member Taylor withdrew his motion.

Resolution 15-21

Member Svab moved that the application be referred to a future meeting to allow the applicant to be present to address concerns of the Board regarding hours of operation and parking.

CARRIED

ADOPTION OF MINUTES

5.1 Minutes of February 9, 2021

Resolution 16-21

Member Zakreski moved to approve the minutes of March 9, 2021 as presented.

CARRIED



**TOWN OF BLACKFALDS
MUNICIPAL PLANNING COMMISSION
Meeting Minutes
March 23, 2021 Commencing at 6:00 P.M.**

ADJOURNMENT

Chairperson Hoover adjourned the meeting at 6:36 p.m.

James Hoover

CHAIR

Ruben

SECRETARY



TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD MICROSOFT TEAMS

March 3, 2021

A Blackfalds and District Recreation, Culture and Parks Board meeting for the Town of Blackfalds was held virtually on March 3, 2021 via Microsoft Teams commencing at 6:30 pm.

MEMBERS PRESENT:

Public at Large:	Erin Davis, Jennifer Myslicki, Kala Pandit, Dena Thomas
Lacombe County Council Appointee:	Barb Shepherd
Town of Blackfalds Council Appointee:	Councillor Will Taylor, Councillor Marina Appel
Regrets:	Kimberley Sommerville

ATTENDING:

Sean Barnes	Community Services Director
Jeff Heindel	Parks and Facilities Manager
Rick Kreklewich	Abbey Centre General Manager
Mandi Gerhardt	CSD Administrative Assistant

PUBLIC ATTENDING:

ABSENT:

AGENDA

1. RECREATION, CULTURE AND PARKS BOARD MEETING

- 1.1 CALL TO ORDER – **6:30 PM – MICROSOFT TEAMS**
- The regular meeting was called to order by Chair Thomas at 6:31 PM.

2. AGENDA APPROVAL

- 2.1 AGENDA FOR THE MARCH 3, 2021 RECREATION, CULTURE AND PARKS BOARD MEETING

RES. 15/21

Member Myslicki moved to approve the agenda as amended for the March 3, 2021 meeting as presented.

MOTION CARRIED UNANIMOUSLY

3. DELEGATION

N/A



TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD MICROSOFT TEAMS

March 3, 2021

4. BUSINESS ARISING FROM MINUTES

4.1 FACILITY RENTAL – BANQUET ROOM (3)

- Member Kreklewich gave verbal update.
- Draft RFP was presented to Board.
 - Page 5 – correct contact (from Mr. Heindel to Mr. Kreklewich).
 - Page 5 – closing date April 1 (pushed to April 6 to allow full month).
 - Page 5 – clarification for 10.0 (wording allows for ToB to contact to inquire more information).
 - Page 5 – wording clarification for 11.0 paragraph 3.
- There have been further conversations with business owner who approached the Town regarding the banquet room, will be going through the proposal process.
- Administration will be actively contacting those who had reached out in the past regarding the rental spaces.
- Proposals will come back to REC Board on April 7, then to the April Council meeting for final approval.

RES. 16/21

Member Shepherd moves that the Recreation, Culture and Parks Board moves to send out the Request for Proposal and go through the submissions at the April 7 Recreation, Culture and Parks Board meeting.

MOTION CARRIED UNANIMOUSLY

4.2 ICE ALLOCATION POLICY

- Member Kreklewich gave verbal update.
- Changes were made based on REC Board feedback.
 - Bulldogs have been added to the ToB event bookings.
 - Local Youth Sporting Organizations & Wranglers Senior team now on same level of order.
 - Added confirmation dates for bookings for clarity of order.
 - Clarification added for holiday closures.

RES. 17/21

Member Davis moves that the Recreation, Culture and Parks Board accept Administration's recommendation to amend the Ice Allocation Policy as presented and present to Council at the March Standing Committee meeting.

MOTION CARRIED UNANIMOUSLY

5. BUSINESS



TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD MICROSOFT TEAMS

March 3, 2021

5.1 2021 EVENTS SCHEDULE

- Member Barnes gave verbal update.
- Administration is hoping to open up our events in June (starting with Blackfalds Days).
- All events from January – end of May have been cancelled.
- July 8 (Summer Culture Series) – AG Society collaboration with ToB for petting zoo.
- Possibility to push Blackfalds Days to July if AHS restrictions aren't lifted by June.

RES. 18/21

Councillor Appel moved that the Recreation, Culture, and Parks Board accepts this tentative 2021 schedule of events and forward to Council for information.

MOTION CARRIED UNANIMOUSLY

5.2 RECREATION SOFTWARE – ABBEY CENTRE

- Member Kreklewich gave verbal update.
- Our current software will expire October 2021 (no longer being supported).
 - Not pleased with the service recently/software is not very user friendly.
- Administration narrowed it down to PerfectMind and Intelligence.
- PerfectMind
 - Annual fees similar (\$15,000), would need to pay the implementation fee (\$12,000).
 - Very user friendly, browser base (can be accessed from anywhere).

RES. 19/21

Councillor Taylor moved that the Recreation, Culture, and Parks Board moves to recommend the purchase of PerfectMind Recreation Software Program for Community Services.

MOTION CARRIED UNANIMOUSLY

6. ACTION CORRESPONDENCE

N/A

7. INFORMATION

7.1 MULTI-PLEX EXPANSION PROJECT – UPDATE/TOUR

- Member Barnes gave verbal update.
- March 5, 2021 @ 3:00pm – tour for REC Board.
- Windows currently being installed; concrete is starting to be poured.
- Still optimistic for September 3, 2021 completion date.

7.2 PARKS AND FACILITIES – UPDATE

- Member Heindel gave verbal update.



TOWN OF BLACKFALDS RECREATION, CULTURE AND PARKS BOARD MICROSOFT TEAMS

March 3, 2021

- Ice was removed from existing Multi-Plex February 9.
- Parks crew almost finished taking down items from Tayles Park.
- ODRs and Ponds have been closed, cannot maintain a good staking surface.
- Crews worked on cleaning out existing Multi-Plex.
- Removal of trees/shrubs for new high school construction.
- Goose control
 - Population numbers have been lower than past years.
 - Beacons may be installed at Centennial Park to deter nesting.

7.3 ABBEY CENTRE – UPDATE

- Member Kreklewich gave verbal update.
- AHS announced new restrictions for Step 2, will not be able to do a full open as expected.
 - Low intensity workouts – no heavy breathing/no sweating.
 - Unfair to staff members to have to monitor heavy breathing/sweating.
 - Looking at options for classes (yoga, etc.) at the Community Centre.
 - More staff would need to be rehired to reopen (with restrictions).

8. APPROVAL OF INFORMATION ITEMS

RES. 20/21

Member Pandit moved that the Recreation Board accept the information items as presented.

MOTION CARRIED UNANIMOUSLY

9. APPROVAL OF MINUTES

RES. 21/21

Member Pandit moved that the Recreation Board accept the MINUTES for February 3 meeting as presented.

MOTION CARRIED UNANIMOUSLY

10. ADJOURN

- a. Chair Thomas moved that the Recreation, Culture and Parks board meeting be adjourned.

RES. 22/21

Meeting adjourned at 7:41 PM.

MOTION CARRIED UNANIMOUSLY



**TOWN OF BLACKFALDS
RECREATION, CULTURE AND PARKS BOARD
MICROSOFT TEAMS**

March 3, 2021

DENA THOMAS, CHAIR

SEAN BARNES, DIRECTOR OF COMMUNITY SERVICES

Next meeting scheduled for April 7, 2021 @ 6:30pm



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, March 23, 2021 at 7:00 p.m.
Remote/Virtual Platform
MINUTES

A Regular Council meeting for the Town of Blackfalds was held on Tuesday, March 23, 2021, via a virtual remote platform, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Richard Poole
Deputy Mayor Laura Svab
Councillor Marina Appel
Councillor Jamie Hoover
Councillor Ray Olfert
Councillor Rebecca Stendie
Councillor Will Taylor

ATTENDING

Myron Thompson, CAO
Sean Barnes, Director of Community Services
Rick Kreklewich, Manager of Recreation
Sue Borne, Manager of FCSS
Cory Babey, Information Analyst
Kalina Van Winssen, Executive Assistant

REGRETS

None

MEDIA

None

PUBLIC

None

**CALL TO
ORDER:**

Mayor Poole called the Regular Council Meeting to order at 7:00 p.m.

ADOPTION OF AGENDA

81/21 Councillor Olfert moved that Council adopt the March 23, 2021 agenda as presented.

CARRIED UNANIMOUSLY

DELEGATION

None

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

None

BUSINESS

Request for Decision - Ice Allocation Policy

Manager Kreklewich noted that the Ice Allocation Policy has been revised following consultation with the Blackfalds Bulldogs, Senior AA Wranglers, Blackfalds Minor Hockey and Blackfalds Skating Club.



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, March 23, 2021 at 7:00 p.m.
Remote/Virtual Platform
MINUTES

82/21 Councillor Stendie moved that the Ice Allocation Policy be accepted as presented.

CARRIED UNANIMOUSLY

Request for Decision – Welcoming and Inclusive Communities Initiatives

The Alberta Urban Municipalities Association's (AUMA) Welcoming and Inclusive Communities initiative and the federal Canadian Coalition of Inclusive Municipalities (CIM) were created to support policies, practices and provide education on creating and maintaining welcoming and inclusive municipalities in Alberta.

83/21 Councillor Appel moved that Council join the AUMA's Welcoming and Inclusive Communities Initiative and the Canadian Coalition of Inclusive Municipalities.

CARRIED UNANIMOUSLY

Request for Decision – National Volunteer Week

National Volunteer Week for 2021 will take place in Blackfalds from April 18-24. This week is set aside each year to honour and thank volunteers across Canada for the time and energy they contribute to causes that benefit their communities. FCSS will offer recognition to award recipients at our 2021 Volunteer Recognition Awards presentation by offering tokens of appreciation to all award nominees as well as everyone who volunteered with the Town of Blackfalds.

84/21 Councillor Stendie moved to proclaim April 18 – 24, 2021 as National Volunteer Week in the Town of Blackfalds.

CARRIED UNANIMOUSLY

Request for Decision – Women in Politics Steering Committee

On March 8, 2021, Council declared International Women's Day. A resolution was made to formulate and execute plans encouraging women and persons in minority groups to become more involved and educated about municipal politics, via the formation of a Women and Minorities in Politics Committee.

85/21 Councillor Hoover moved to postpone this item to the next Regular Council Meeting.

DEFEATED

Opposed: Councillors Appel, Stendie, Svab and Olfert

86/21 Councillor Stendie moved that Council accept the Women in Politics Terms of Reference as presented and amended.

CARRIED UNANIMOUSLY

ACTION CORRESPONDENCE

Advisory Council Member – Red Deer Restorative Justice Advisory Council

Red Deer Restorative Justice Advisory Council has formed a program to provide youth offenders with an opportunity to avoid entering the criminal justice system. They requested that a Councillor from Blackfalds participate by joining their Community Advisory Council.

87/21 Deputy Mayor Svab moved to appoint Councillor Taylor to the Red Deer Restorative Justice Community Advisory Council, with Councillor Stendie acting as an alternate.

CARRIED UNANIMOUSLY



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, March 23, 2021 at 7:00 p.m.
Remote/Virtual Platform
MINUTES

Community Initiatives Program Support Letter – Big Brothers Big Sisters Lacombe

Big Brothers Big Sisters Lacombe requested a letter of support for their Community Initiatives Program application for \$25,000 in operational costs.

- 88/21** Councillor Olfert moved that Council provide a letter of support to Big Brothers Big Sisters of Lacombe & District for their Community Initiatives Program application.

CARRIED UNANIMOUSLY

INFORMATION

- Municipal Elected Leaders Certificate (MELC)
- Parkland Library Meeting Minutes for February 25, 2021
- PLRS Board Talk for February 25, 2021
- FCSS Board Meeting Minutes for February 11, 2021
- Lacombe County Council Highlights for March 11, 2021
- City of Lacombe Council Highlights for March 8, 2021
- Council Community Engagement Calendar 2021
- Municipal Planning Commission Minutes for February 9, 2021

- 89/21** Deputy Mayor Svab moved to accept the Information Items as information.

CARRIED UNANIMOUSLY

ROUNDTABLE DISCUSSION

Mayor and Council shared meetings and events attended from February to March, 2021.

- 90/21** Councillor Olfert moved to accept the Roundtable Reports as information.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

- 91/21** Councillor Hoover moved that Council accept the Regular Council Meeting Minutes from March 9, 2021 as amended.

CARRIED UNANIMOUSLY

- 92/21** Councillor Appel moved that Council accept the Standing Committee Meeting Minutes from March 15, 2021 as presented.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

Council Code of Conduct

- 93/21** Councillor Stendie moved that Council bring the Code of Conduct Bylaw 1226.18 before Council for review and to determine if Council wishes to amend the Bylaw.

CARRIED UNANIMOUSLY

BUSINESS FOR THE GOOD OF THE COUNCIL

None



Town of Blackfalds
REGULAR COUNCIL MEETING
Tuesday, March 23, 2021 at 7:00 p.m.
Remote/Virtual Platform
MINUTES

BREAK

94/21 Councillor Olfert moved for a five-minute recess at 8:02 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Poole called the Regular Council Meeting back to order at 8:07 p.m.

CONFIDENTIAL – Closed Session

- **FOIP S.17**
- **FOIP S.17**

95/21 Councillor Hoover moved that Council move to a closed session commencing at 8:07 p.m. in accordance with Section 197(2) of the Municipal Government Act to discuss matters exempt from disclosure under Section 17 of Alberta's Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

Closed Session Attendance - FOIP S.17: Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Will Taylor, CAO Myron Thompson

Closed Session Attendance - FOIP S.17: Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Will Taylor, CAO Myron Thompson

96/21 Councillor Appel moved to come out of the closed session at 8:55 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Poole called the Regular Council Meeting back to order at 8:55 p.m.

Regular Meeting Attendance: Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Will Taylor, CAO Myron Thompson

97/21 Councillor Hoover moved that Council direct Administration to proceed as discussed in Item 13.1.

CARRIED UNANIMOUSLY

98/21 Councillor Olfert moved that Council direct Administration to proceed as discussed in Item 13.2.

CARRIED UNANIMOUSLY

ADJOURNMENT

Mayor Poole adjourned the meeting 8:51 p.m.

Richard Poole, Mayor

Myron Thompson, Chief Administrative Officer



Town of Blackfalds
SPECIAL COUNCIL MEETING
Tuesday, March 30, 2021 at 7:00 p.m.
Remote/Virtual Platform
MINUTES

A Special Council Meeting for the Town of Blackfalds was held on Tuesday, March 30, 2021, via a virtual remote platform, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Richard Poole
Deputy Mayor Laura Svab
Councillor Marina Appel
Councillor Jamie Hoover
Councillor Ray Olfert
Councillor Rebecca Stendie
Councillor Will Taylor

ATTENDING

Myron Thompson, CAO
Kalina Van Winssen, Executive Assistant

REGRETS

None

MEDIA

None

PUBLIC

None

**CALL TO
ORDER:**

Mayor Poole called the Regular Council Meeting to order at 7:00 p.m.

ADOPTION OF AGENDA

99/21

Councillor Olfert moved that Council adopt the March 30, 2021 agenda as amended by adding meeting dates with MP Calkins.

CARRIED UNANIMOUSLY

DELEGATION

None

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

None

BUSINESS

None

ACTION CORRESPONDENCE

Council chose April 12, 2021 at 5:00 p.m. for the meeting date with MP Calkins.

INFORMATION

None



Town of Blackfalds
SPECIAL COUNCIL MEETING
Tuesday, March 30, 2021 at 7:00 p.m.
Remote/Virtual Platform
MINUTES

ROUNDTABLE DISCUSSION

None

ADOPTION OF MINUTES

None

NOTICES OF MOTION

None

CONFIDENTIAL – Closed Session

- **FOIP S.17**
- **FOIP S.17**

100/21 Councillor Appel moved that Council move to a closed session commencing at 7:05 p.m. in accordance with Section 197(2) of the Municipal Government Act to discuss matters exempt from disclosure under Section 17 of Alberta's Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

Closed Session Attendance - FOIP S.17: Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Will Taylor, CAO Myron Thompson

Closed Session Attendance - FOIP S.17: Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Will Taylor, CAO Myron Thompson

101/21 Councillor Olfert moved to come out of the closed session at 7:53 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Poole called the Regular Council Meeting back to order at 7:53 p.m.

Regular Meeting Attendance: Mayor Richard Poole, Deputy Mayor Laura Svab, Councillor Ray Olfert, Councillor Jamie Hoover, Councillor Marina Appel, Councillor Rebecca Stendie, Councillor Will Taylor, CAO Myron Thompson

102/21 Councillor Appel moved that Council direct Administration to proceed as discussed in Item 13.1.

CARRIED UNANIMOUSLY

ADJOURNMENT

Mayor Poole adjourned the meeting 7:56 p.m.

Richard Poole, Mayor

Myron Thompson, CAO